



# Student and Family Handbook 2023-2024

# Student and Family Handbook

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## Overview

Philip's Academy Charter School of Paterson received its charter in November 2015, and opened to 56 students in kindergarten on September 1, 2016. The school will grow until it reaches 8<sup>th</sup> grade.

## Our Mission

We will provide a moral and rigorous education to a diverse student body, accomplished in a hands-on, technology infused educational environment that embraces differentiated, individual instruction and attention that will prepare our students to attend college, as they develop a commitment to global citizenship, environmental sustainability, and personal virtue.

## Guiding Principles

**Philip's Academy Charter believes that an appropriate education:**

- Offers rigorous preparation for higher education in age-appropriate ways that includes challenging learning experiences presented through individual and collaborative work, regular homework, research assignments, a focus on critical thinking and problem solving, and significant amounts of reading and writing both in and out of school over a period of years.
- Recognizes the importance of ethical decision-making and the personal values of honesty, integrity, responsibility, tolerance, and service.
- Prepares students for entrance into a global society by teaching respect for diverse ethnic and cultural backgrounds.
- Recognizes the unique worth of each member of the school community.

## Core Values

- Love fuels everything
- Every child has a spark of genius
- The right environment unleashes potential
- Results matter
- We can always find a better way

## Key Traits

- Teamwork
- High Expectations
- Integrity
- Respect
- Self-Control (Focus)
- Take Chances (Courage)

## Educational Philosophy

Personal responsibility, self-fulfillment, and ethical conduct are emphasized at Philip's Academy. We believe that each child has the capacity to find happiness and harmony in the

world in which he or she lives. That capacity is developed in our ability to construct new ways to live together and in developing new models and opportunities to enrich each other's lives. Our students focus on the fact that we live in a democratic society in which each citizen should feel compelled to fully and successfully participate. Philip's Academy, since its inception, has always been a foundation of optimism and self-esteem and we want these characteristics to be deeply embedded in the values of our graduates. Philip's exists to promote a life based on the universal values we cherish as a nation, while giving each child the capacity to find a life which is both personally fulfilling and of value to the larger society.

Education, then, must be delivered and infused with a spirit of optimism, trust, and faith. It must serve as an invitation to care about others, to improve the lives of others, and to make a positive contribution to the society in which one lives. Fundamentally, our democracy calls us to extend this invitation to an active and deliberate participation in each other's lives. This participation may take many different forms, but there is no denying that it is the lifeline to a healthy and happy society. Philip's Academy teaches that there needs to be harmony within and between culture and education, if either one is to find its fullest glory. Finally, it must be carried out in an environment where love is at the base of all we do.

Philip's Academy defines love in the characteristics of the relationships that exist within and among the participants of the daily life of the school. We believe that our missions must be accomplished in an environment where there is joy, trust, faith, and integrity. Our tasks must be carried out with a firm belief in the individual dignity and the divine possibility of every child. We must allow children to teach us who they are and always strive to find a common bond and an understanding with them. We must strive to walk among them and share our laughter with them. We must seek a deep awareness of their life conditions, needs, hopes, and dreams. They can never be our "subjects," but rather our learning partners and our teachers, who deserve both a voice in their education and their lives. We must create a "home" at Philip's, which provides comfort, competence, optimism, self-reliance, and the unwavering conviction that life is good and filled with infinite possibilities. We must always remind ourselves that the answer is in the child. Our continued success depends upon our ability to provide self-esteem, civility, and worthiness for each other.

## Code of Conduct

*Expectations and Standards for Behavior and Academics*

### Purpose

**The purpose of these regulations is to achieve the following:**

- Foster the health, safety, social, and emotional well-being of students.
- Support the establishment and maintenance of civil, safe, secure, and supportive school environment conducive to learning.
- Achievement of high academic standards..
- Prevent the occurrence of problem behaviors.
- Establish criteria for the intervention and outcome-oriented consequences for student behaviors at all stages of identification.
- Establish parameters for school responses to violations of the Code of Conduct that

take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and student's histories of inappropriate behaviors.

### Personal Integrity

- Students are expected to tell the truth in all dealings with adults and peers.
- Students are expected to respect the property of others.
- Possession of weapons, cigarettes, marijuana, alcoholic beverages, or drugs without a prescription is not permitted at Philip's Academy and may be grounds for suspension or expulsion. The school reserves the right to enforce these rules with a "zero tolerance" attitude.

### Personal Responsibility

- Students are expected to conduct themselves in a courteous, respectful, sensitive, and responsible manner towards adults, peers, visitors and themselves at all times.
- Students are expected to be attentive during classes and conduct themselves with respect toward faculty members and peers.
- Students should never leave the classroom without the teacher's permission.
- Students take personal responsibility for all school property: not limited to, but including all technology and curricular material distributed. This includes chrome books, textbooks, composition books, notebooks, and photocopied reference material. Textbooks should be covered and students should not waste paper or materials. Defacement or loss of any school property material will require restitution. The school will assess restitution on a case by case basis. Parents will be charged for any needed replacement materials.
- Students are to respect and care for school property; this includes the proper use of lockers/cubbies, desks, sports equipment, etc. Defacing bulletin boards, walls, bathroom stalls, furniture/lockers/cubbies, cramming lockers and littering are unacceptable and students will be held accountable for their actions.
- Students are not permitted to invade the privacy of another student or staff member by entering another's locker/cubby, book bag, handbag, filing cabinet, office or desk without the permission of the owner.
- Students are not permitted to use personal phones or office telephones, copy machines or any electronic devices without the permission of a teacher, staff member, or administrator.
- Students are not permitted to exhibit repeated profane language, excessive teasing, fighting or defiance of the school's standards of conduct. Any violation may result in suspension or expulsion. Physical altercations with any member of the school community may result in immediate suspension or expulsion. Due to the possibility of accidental injury and the chance that what started as horseplay might escalate into a real fight, play-fighting and other forms of "rough-housing" are prohibited. Other disruptive, destructive or illegal behaviors including but not limited to threats, insults, excessive teasing, rude language, or defacing of property are prohibited and will result in disciplinary action up to suspension or expulsion.
- There are unspoken and generally accepted ways of showing consideration and care for others, which we expect at school and at any school function. This includes

respect for each individual and respect for the school itself. Students who fail to show respect to their classmates, their teachers, the staff of the school, or themselves are violating their contract with Philip's Academy.

- All families are expected to become familiar with the Student and Family Handbook.

### Behavioral Ethics

Disruptive behavior, either verbal or physical, is unacceptable. If such incidents occur, students will be made aware of the consequences and held accountable immediately. Students must learn proper behaviors before they can be expected to behave appropriately. For that reason, all students will receive guidance and instruction for appropriate behavior throughout the school year. Still, it is important to introduce many of our expectations in this document so that everyone in the community has a reference for acceptable behavior. The following points of reference are to be adhered to by the entire community:

#### *Showing respect for oneself*

Carry oneself with dignity and integrity.

Always give the best effort.

Participate fully and enthusiastically in all enrichment activities.

Think before speaking.

Dress appropriately and in the required school uniform on a daily basis.

#### *Showing respect for others*

Always greet school personnel and visitors in a friendly, respectful manner. Follow the directions of faculty and staff.

Treat all persons in the building with courtesy and respect.

Never walk away when someone is speaking with you.

Always be polite and willing to listen to your classmates. Respect the personal property of others.

Respect the good name of others.

Treat other students as you would have them treat you.

#### *Showing respect for school property*

Take good care of books, computers, and other school materials. Never write on desks, walls, lockers, or other inappropriate places. Keep the bathrooms clean.

Clean up after yourself.

Help keep the dining hall clean and sanitary for everyone's use throughout the day. Leave every space as it was when you found it.

Pick up all trash and papers from classrooms and hallways.

Treat all furniture with respect.

#### *Showing respect in the classroom*

The teacher sets the standards for the classroom.

Be helpful and considerate to each person in the room.

Greet guests cordially and welcome them to our school.

Be prepared: have your homework finished and be ready to learn. Get to class on time,

always making an effort to be punctual.

Be willing to contribute to the success of the group.

Conform to all the codes concerning academic honesty.

Contribute to the success of the learning environment by following directions and being prepared.

## Behavioral Policies

For infractions of our classroom expectations, teachers will enforce consequences.

Classroom teachers will explain these systems to parents/guardians at Back to School Night and also in writing. Our teachers are trained in *Responsive Classroom* management techniques, which include but are not limited to Take-a-Break, logical consequences, redirecting language, community service and loss of privilege.

## Community Infractions

The following behaviors are considered Community Infractions of the school's disciplinary philosophy. Students and parents should expect consequences for the offenses listed below. The list is not intended to be all-inclusive:

- Improper body language, improper language, violations of the dress code, use of personal electronic devices without permission, inappropriate public displays of affection.
- Class cuts, excessive lateness to school or class, refusal to complete assignments, out of building without permission, inappropriate physical contact, horseplay resulting in an injury or leaving a mark.
- Academic dishonesty (cheating or plagiarism), harassment (physical or verbal), bullying, cyber bullying, vandalism, stealing, fighting, physical endangerment, arson, use of drugs or alcoholic beverages, gambling, smoking, sexual misconduct, discriminatory language directed/not directed at a person and bringing weapons (knives, razor blades, box cutters, icepicks, firearms, etc.) to school all qualify as the most serious offenses.

## Consequences

- The first Community Infraction of the day will result in a parent being contacted in writing or by phone. The teacher may also request a parent conference.
- A second Community Infraction in the same day will result in immediate parent contact. At this point a parent may be required to attend a mandatory conference with the teacher.
- If a student earns **six** Community Infractions in one quarter, the parent will be contacted immediately and required to attend a mandatory conference with the Grade Band Principal, a member of the culture team, parent, and student before the student is allowed to return back to class.

## Probation, Suspension, and Expulsion



Repeated violations may also be cause for probation. **Social Probation** indicates that the student has repeatedly displayed behaviors that are inconsistent with the mission, rules and values of Philip’s Academy Charter School. Disciplinary action(s) such as work sessions, a form of service to the community, or suspension may serve as consequences for continued offenses. **Disciplinary Probation** indicates that the student has committed a major offense that is in direct violation of the school’s code of conduct and may result in suspension, alternative learning, or expulsion. The Grade Band Principal may recommend **School Expulsion** to the Board for students who have been placed on Disciplinary or Social Probation or who have served suspensions and continue to commit serious violations.

Students who are placed on **either in-school or out-of-school suspensions** may not be allowed to participate in the following events if they occur during the suspension period:

- Inter-scholastic or intramural sporting events (including practices)
- Enrichment Activities conducted within the school day as well as the after-school program
- Parent Organization events
- Other special events and activities

### Further Consequences

The Grade Band Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5. Any other privilege or consequence not listed here that the Grade Band Principal or designee determines may be appropriate and consistent with School Policy and N.J.A.C. 6A:16-7.1 et seq. may be issued in scale with the degree of a student offense.

### Student Rights

Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.

The faculty member who disciplines students for conduct shall, however minimal the offense or discipline,

- o Verbally inform students of the conduct for which they are being disciplined.
- o Offer students an opportunity to explain their conduct by written reflection.

Where the infraction results in written documentation, the student's parent(s) or legal guardian(s) will be notified of the offense and of the consequence given and will be offered an opportunity to confer with the appropriate teacher or administrator.

Students also have the right to:

Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2; Education that supports students' development into productive citizens; Attendance in safe and secure school environments; Attendance at school irrespective of students' marriage, pregnancy, or parenthood;

Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;

Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and

Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20

U.S.C. § 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6:3-6, Student Records; 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:3619, Creation; Student Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to student protections.

### Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. § 794 and 705(20), student discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

**Record instances** of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6:3-2.

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv, and N.J.A.C. 6A:16-7.10.

The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

Written consent of the parent or adult student shall not be required as a condition of the transfer of this information; however, written notice of the transfer shall be provided to the parent or the adult student.

When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

The Board shall not use a student's past offenses on record to discriminate against that student.

All student disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d)

### **Complaint Process**

If a problem arises, parents are encouraged to contact and address the issue with the staff member(s) directly. If the parent is dissatisfied with the proposed resolution of the staff member, the complaint should be delivered in writing to the Grade Band Principal and/or Chief Academic Officer. The Chief Executive Officer will not hear complaints that have not followed this procedure.

If the situation remains unresolved, parents may appeal the decision to the Chief Executive Officer.

If an individual believes that the school has violated any provision of the charter school law or regulations, he or she may file a formal complaint with the Board of Trustees. After receiving the complaint, the Board must send a written response to the individual within 30 days. A parent/guardian may file a complaint with the Department of Education at any time if he or she believes that the school has violated any federal or state law or regulation.

### **Annual Report**

The Lead Person or Chief Academic Officer shall report annually on the implementation of the Student Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

- A numerical inventory of all violations of the student behavioral expectations in the Student Discipline/Code of Conduct Policy and Regulation;
- Associated school responses to the violations of the student behavioral expectations; an explanation and evidence of the effectiveness of the Student Discipline/Code of

Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:

- The degree of effectiveness of the school's activities in achieving the purposes of the Student Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
- The degree and effectiveness of the implementation of the contents of the Student Discipline/Code of Conduct Policy and Regulation.
- Any proposed changes to the school's current policies, procedures, programs or initiatives, based on the annual report.

## **Harassment, Intimidation, or Bullying**

Philip's Academy Charter School believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school will not tolerate acts of harassment, intimidation or bullying.

### **Definition**

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

### **Reporting Procedure**

All acts of harassment, intimidation, or bullying shall be reported verbally to the Principal or HIB Specialist on the same day when the school employee, or contracted service provider, or other member of the school community, witnessed or received reliable information regarding any such incident.

The Principal or designee shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and all acts of harassment, intimidation, or bullying shall be reported

in writing to the Chief Academic Officer within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

### **Consequences**

Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and determined according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance and impact to class and school culture. Consequences shall be consistent with the Board approved Code of Student Conduct and N.J.A.C. 6A:16-7.

Consequences shall be designed to:

- Correct the problem behavior;
- Prevent another occurrence of the problem;
- Protect and provide support for the victim of the act and the community; and
- Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges, which could result in suspension or termination.

### **Investigating Reported Harassment, Intimidation and Bullying**

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:

- Taking of statements from victims, witnesses and accused;
- Careful examination of the facts;
- Support for the victim; and
- Determination if the alleged act constitutes a violation of this policy.

The investigation shall be initiated by Grade Band Principal or Grade Band Principal's designee within one school day of the report of the incident and shall be conducted by a school Anti-bullying Specialist. the Grade Band Principal may appoint additional personnel who are not school Anti-bullying Specialists to assist in the investigation.

The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school Anti-bullying Specialist may amend the original report of the results of the investigation to reflect the information.

The results of the investigation shall be reported to the Grade Band Principal and Chief Academic Officer within two school days of the completion of the investigation, and in accordance with law and Board policy. The Grade Band Principal may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

The results of each investigation shall be reported to the Board of Trustees no later than the date of the next Board Meeting following the completion of the investigation.

the Grade Band Principal shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include the nature of the investigation, whether the school found evidence of harassment, intimidation, or bullying; or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

### **Range of Ways to Respond to Harassment, Intimidation or Bullying**

Philip's Academy Charter School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that they require a response either in the classroom, school building, or school levels, or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

### **Retaliation and Reprisal Prohibited**

Philip's Academy Charter School prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the Grade Band Principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted-service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and

appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

### **Appeal Process**

The parent or guardian may request a hearing before the board after receiving the information regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in an executive session for the hearing to protect the confidentiality of the students. At the hearing, the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next Board of Trustees meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the Grade Band Principal's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

### **Week of Respect**

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The school, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14).

### **Personal Property**

While the school makes every effort to teach students to be responsible, Philip's Academy cannot assume responsibility for personal items that may be lost or stolen on the premises. This includes uniforms, coats, shoes, book bags, personal electronic devices, cell phones, etc. The staff will continue to remind students to label all of their property and check that they take everything home with them. Students should not bring toys or other personal property to school unless the teacher has specified a "Show and Tell" time and day, or when they are needed for a particular project or activity. In these cases, teachers will send home a written note. Any toys, electronic devices or personal items that are brought to school must be kept in a teacher-designated area unless specific permission is given by an adult staff member to take the item(s) out of that area. Any item(s) that are taken out or used without permission will be confiscated and held until the parent comes to pick up the item(s) or the teacher returns item(s).

### **Searches**

To protect the health, safety, property rights, and standards of all members of the school community, the school reserves the right to search a student's locker, book bag, e-mail,

purse, computer files, or person and, if necessary, to take the contents as evidence. Such searches will be with reasonable cause and with regard for the dignity of the student. These searches will be conducted by school safety officers or a member of the Culture Team.

## Classroom Life

### Attendance Policy

Philip's Academy has been established to provide a rigorous education for our students in order to help them realize their full potential. To achieve this goal, it is vital that students attend school regularly and are consistently punctual. A record of each student's absences and tardiness is kept. This information will be a part of each student's permanent record and will appear on the student's report card. Parents should endeavor to have their children in school unless the child is seriously ill, has a family emergency, is observing a religious holiday or there is a death in the family that absolutely precludes coming to school.

Success in our school program is predicated on regular school attendance. ***The accumulation of 10 or more unexcused absences (or an equivalent number of latenesses) a given semester or more than 15 unexcused absences per year may result in required summer school, retention, or loss of academic credit.***

### Tardiness

When students are on time, it ensures that they are present for all instruction and establishes a pattern of punctuality that will serve them well as they grow to adulthood. It also shows that they are being responsible for their own learning. The program at Philip's Academy is a rigorous one, and students need to be in class on time to be successful. All K-2nd graders who arrive at their Homeroom after **8:10 a.m.** will be recorded as tardy. All 3rd-7th graders who arrive at their Homeroom after **8:05 a.m.** will be recorded as tardy. Four recorded tardies will equal one absence. Consistent tardiness may affect student grades. Teachers and/or the administrators will work with both parents and children to ameliorate tardiness patterns.

### Notification of Absence

The homeroom teacher must be notified by 8:00 a.m. of any absence via phone, email or written notification. **The school will call if any pattern of absences emerges.** Upon returning to school, the child must submit a note of explanation from the parent or guardian to the classroom teacher. Absences exceeding three (3) days and/or in all cases of contagious diseases, a doctor's note is required. Planned absences of five or more days require a meeting between the student's parent or guardian and the Building Principal prior to the period of absence.

### Arrival

At State Street Campus, arrival doors will open at 7:45-8:00 am. At Madison Street Campus, arrival doors will open from 7:55-8:00 am. At Spruce Street Campus, arrival doors will open from 7:30-8:00 am.



### Early Bird Program

Families have the option of early arrival starting at 7:15am at a yearly, monthly or daily rate. Students will have a chance to socialize with friends and teachers, participate in educational activities, and begin breakfast early. Contracts for the early bird program are available in our main offices and billing information will be provided by our operations office.

### Dismissal & Half Days

The school day end times will be staggered between the school's locations. Details on grade-specific dismissal times for full days and half days will be distributed to families over the summer. **Early Student Pick-Up must be arranged at least 24 hours in advance with the classroom teacher or front desk coordinator.** This is especially true on half- days. State law requires that official half-days provide a minimum of 4 hours daily instruction. **Therefore, students who are picked up early on half-days may have to be marked absent for that day.**

In the event you do not pick up your child at dismissal time, the Culture Coordinator or designee will attempt to contact you using the information we have on file. Your child shall be supervised by school staff and will only be released when you or your designee arrives and signs your child out of school. Please ensure that all designees can produce proper identification. After the 5th late pick up, parent/Guardian will meet with the Principal, Social worker and Culture Coordinator. After the 10th late pick up, school support staff reserves the right to notify DCPD.

Parents should notify the Main office of any and all information changes immediately, especially when designating additional persons authorized to pick up their children. Children will not be released to individuals who do not have proper identification and whose names do not appear on an authorization form.

### Early Release Wednesday's

Philip's students are dismissed early on Wednesdays (unless otherwise specified in the school calendar) in order to provide faculty and staff with regular times to meet and conduct professional development activities. State Street students will dismiss at 12:45 pm; Madison Street students will dismiss at 1:00 pm; and State Street students will dismiss at 1:15pm.

### After School Program at Philip's Academy

Space in our afterschool program will be limited for the 2023-2024 academic year. We encourage families to explore other area programs in case your student is not selected for the afterschool program. Applications for the afterschool program will be made available and sent home in your child's home-school folder. All families interested in a seat in the program must reapply as participation the prior year does not guarantee future placement. More information will be provided soon.

## Student Schedules

### Morning Motivation

Morning Motivation is a school culture structure to increase school community collaboration with our learning partners, highlight school virtues and support SEL curricula.

### Co-Curriculars

Students will participate in art/music, STEAM, and PE/health weekly. Middle school students will also participate in Spanish class twice a week.

### Recess & Lunch

Students will have 25 minutes of lunch daily. Students in grades K through 5 will also have 25 minutes of recess daily. Middle school students will have scheduled breaks throughout their day.

### Bathroom Behavior

In order to ensure that they are present in class to the greatest extent possible, students should make every effort to use the bathroom before school, during snack/bathroom breaks, and after school. When it is necessary for students to use the bathroom during class time, students should follow their individual class' protocol for receiving bathroom permission.

Bathrooms are shared space, and students should treat their bathroom space with pride. Students should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Students should not bring anything with them to the bathroom, including writing instruments. Students who do not behave appropriately in the bathrooms will receive a community violation or enrichment reflection and may not be permitted to transition to and from the bathroom alone.

### Evaluating Student Performance

The evaluation of the academic achievement of students at Philip's Academy is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. The sharing of information among parents/guardians, administrators, school nurses, learning specialists, teachers and students is an integral part of the evaluative process. The issuance of grades (or other instruments of assessment) on a regular basis serves to promote a process of continuous evaluation of student performance.

### Reporting Student Performance

The Philip's Academy school year is divided into two semesters and four quarter marking periods. Students will receive skill-based marks (grades K-3) and letter grades (grades 5-7) for each quarter. These grades are intended to reflect the common core standards.

### Academic Integrity

A primary value of Philip's Academy is that students develop as individuals by exercising their own creative and intellectual abilities. We value the courage to speculate, question, test and change ways of thinking. We believe that intellectual risk and independence is crucial to the academic and social development of each student. We believe that the use of the work of others as a substitute for individual effort undermines the purpose of a student's education and the mission of Philip's Academy. It is dishonest and is cheating.

### Lifework/Homework

Teachers assign the amount of homework considered developmentally appropriate for specific disciplines at each grade level. Although parental support is important, parents are asked to resist the temptation of composing or doing work for their children. While we definitely encourage guidance and support in regard to homework and projects, please bear in mind that each child's work should be **his/her own**. Note also that while students may work together on some assignments, copying work or sharing answers constitutes academic dishonesty and is strictly forbidden.

### Assessments

Students are expected to do their own work. Giving or receiving information during assessments is a breach of honor. Tests are not to be discussed until all students have taken the test. Discussing the test before absent students have taken it is also a breach of honor. We expect all students who have witnessed cheating to report the incident to the teacher immediately and reserve the right to hold all students with knowledge of cheating responsible for the infraction.

### Plagiarism

Plagiarism, or literary theft, occurs when a writer duplicates another writer's **language or ideas** and then calls the work his or her own. Copyright laws protect writers' words as their legal property. To avoid the charge of plagiarism, writers must take care to credit those from whom they borrow and quote. Written work must always be in a student's own words. Changing a few words or changing a few sentences is usually not sufficient. When other sources are used or quoted in an assignment, they must be credited in the form which the teacher requests. Teachers will explain the rules about plagiarism at the beginning of the school year. If an incident of plagiarism occurs, the parents will be contacted and a failing grade for the test, quiz, or paper must be given.

### Family-Teacher Conferences

Family-Teacher conferences provide opportunities for parents and teachers to discuss student strengths, areas of challenge and strategies for growth. Parent/Guardian attendance is required via virtual or in-person for the scheduled Fall and Spring Family-Teacher Conferences. However, regular communication is encouraged between parents and teachers regarding areas in which students may need additional work.

### Promotion Requirements

Based upon testing, observation, recommendations and other evaluative instruments, students are placed in the grade that is deemed where they will be most successful.

Promotion at Philip's Academy is not automatic. If, in the opinion of the leadership team, a student is not meeting the academic expectations of the institution (not meeting developmentally appropriate benchmarks), he or she may be placed upon Academic Probation. Academic Probation means that a formal intervention plan for academic support must be implemented. After careful review of his or her performance, the student may be required to attend an approved summer school program, be retained, or both. Failure to meet summer requirements may mean retention for the upcoming academic year. The accumulation of 10 or more unexcused absences (or an equivalent number of latenesses) a given semester or more than 15 unexcused absences per year may result in required summer school, retention, or loss of academic credit.

## Student Health Information

### Screenings

During the course of the school year, the following procedures will be performed to comply with the State of New Jersey mandates:

- Vision screening
- Hearing screening
- Scoliosis screening (for students age 10 and older)
- Measurement of height and weight.

### Immunization and Physical Examination

New Jersey state public health law requires at the time of registration that parents/legal guardians have written proof that immunization requirements have been met for their children in the following areas: diphtheria, polio, measles, rubella, mumps and haemophilus influenza B. Verification must include the date of each immunization received by the child.

Parents who wish to be exempt from immunization requirements must submit the appropriate paperwork. ***All new and returning students must submit a medical examination form completed by their physician to begin each school year. Students will not be allowed to attend class until these forms are submitted.***

### Health Records

It is very important for parents/guardians to continuously update the school nurse's office regarding the health status of their children. Please write a note to the school nurse with the child's name, grade, physician's name and diagnosis if the child:

- Receives further immunizations
- Contracts a communicable disease
- Suffers a broken bone
- Develops Lyme disease, heart disease, a convulsive disorder, asthma or any other significant health problem

## Child Abuse and Mandated Reporting

New Jersey law requires that teachers and/or school personnel report all cases of suspected child abuse or neglect. Failure to do so makes a faculty or staff liable for negligence.

## Injuries and Illness

In the case of an injury to a student, that student is brought to the nurse's office or administrative office. With minor injuries, the school nurse or a member of the office staff gives the child first aid. **If a serious or potentially serious injury occurs, 911 will be contacted along with the parent or guardian.** In the event of an injury, the staff member present makes a written report as soon as possible after the time of the event.

On complaint of illness, students will be sent to the Nurse's office. If a pre-existing condition exists, there should be a note sent with the child so that the administration is aware of the estimated length of time that a child should be expected to rest or have time out of class.

Parents are notified by phone call and/or note if symptoms persist.

## Prescription and Over-the-Counter Medication

A physician must complete a medication release form in the event that medication needs to be dispensed to a child. No medication will be administered without the completed form. There will be no exceptions. The school nurse and designated staff will only dispense medication to a student who has a legitimate prescription by a physician that must be administered. Any medication sent to school must have the same information on the label as that which is written on the release form, and it should be delivered by an adult to the nurse's office for safekeeping. Neither the school nurse nor authorized staff person is permitted to administer any medication that is not properly identified in this manner. All medication must also be in the original labeled container.

## Bathroom Accidents

**All kindergarten families** should send their child with a seasonally appropriate change of clothes to use in case of an accident. If any student has an accident and does not have a change of clothes, the parents will be contacted and the student will have to wait in the nurse's office until someone can drop off a change of clothes for that student or take the student home.

## Safety and Security

### Fire/Lock Down/Emergency Drills

Fire/lock down/emergency drills are conducted in accordance with state regulations. All children, volunteers, parents, and staff are expected to exit the building when the emergency alarms ring. Silence and proper behavior is expected for the safety of all.

### School Visitors

The Philip's Academy Board of Trustees welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Grade Band Principal shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the front security desk and then main office upon entering the building.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or students during class time without the Grade Band Principal's permission.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Grade Band Principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of soliciting or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Grade Band Principal or designee.

All visitors to the schools must obey regulations prohibiting smoking, alcohol and non prescribed drug use on the premises and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

### Money at School

When necessary to bring money to school, students are encouraged to keep it in a safe place and refrain from any public displays that they are holding it. Philip's Academy requests that parents limit the amount of money students carry with them to school. Philip's Academy will not be responsible for any loss of money unless stolen from students personal property while under direct care of a staff member

### Toys

Unless specifically instructed by a teacher, toys are to remain at home during the school day. They are distracting to students and present a liability issue for all parties involved. ***Philip's Academy assumes no responsibility for the loss, destruction, or theft of any toy brought to school at any time or to any extracurricular or after school activity unless under the care of a staff member.***

### Electronic Devices

Students are not permitted to carry personal electronic devices during the school day, or during the extended day program, unless their device is turned off and in their [Yondr](#) pouch. If a student does not follow the policies and procedures set forth by Yondr and the school, the cell phone or device will be confiscated, and at that time, a parent will need to come in to retrieve it. Further infractions will merit more severe consequences.

These electronic devices are distracting to students and present a liability issue for all parties involved. ***Philip's Academy assumes no responsibility for the loss, destruction, or***

***theft of any electronic or personal communication device brought to school at any time or to any extracurricular or after school activity. unless under the care of a staff***

BYOD stands for “Bring Your Own Device.” BYOD will allow students to bring their personal devices to school for educational use under the direction of a teacher or administrator. BYOD devices can supplement (not replace) Philip’s Academy electronic devices. Electronic device means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to laptops, net books, tablets/slates, iPod Touches, cell and smartphones/watches. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, Xbox etc.)

During the school term, students will be able to bring their own technology devices for use under teacher supervision in select classrooms participating. Each participating teacher has the discretion to allow and regulate the use of personal devices in the classroom. Students must register their personal device with the Technology Department and adhere to the Acceptable Use Agreement and the following guidelines listed below. Students will follow the classroom/school expectations for this policy:

- The device must be registered with the Technology Department before it can be used on campus.
- If wireless network access connection is required to complete class work while on campus, the teacher/facilitator will make a request to the Technology Department on behalf of the student to receive a ‘day’ or ‘week’ guest wireless network pass for filtered internet access.
- Personal devices will NOT be used for non-instructional purposes during the school day. Examples include, but are not limited to the following: personal phone calls, texting/instant messaging, ‘surfing’ the Internet. Administration reserves the right to determine what is considered a non-instructional purpose.
- The device must be concealed and powered off in all other instances during the school day.
- Students shall use the appropriate wireless network using a wireless network guest pass supplied by the school Technology Department.
- Students are NOT permitted to use their own 3G/4G network; this is a violation of the Children’s Internet Protection Act (CIPA).
- Students are required to give devices to school personnel when directed. Refusal to comply with this directive will be considered insubordination, and the student will be subject to disciplinary action.
- Students’ removal of a battery or memory chip from their own device or other device, in the process of being confiscated, is considered insubordination.
- The school reserves the right to inspect a student’s personal device if there is reason to believe that the student has violated school policy, administrative procedures, and school rules or has engaged in other misconduct while using his/her personal device.
- The school will NOT service any personal device (‘troubleshooting,’ software, or hardware issues). Students will be responsible for securing their devices and ensuring they have appropriate anti-virus software installed, if applicable.
- Personal devices should arrive at school functional and fully charged.
- Philip’s Academy is not responsible for any lost, damaged, or stolen equipment.

- Students are responsible for the safety, operation, troubleshooting and repair of their own devices.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The student takes full responsibility for his or her device and with permission keeps it with him or herself at all times. The school is not responsible for the security of the device.
- Violations of any school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- The student must comply with teachers' request to shut down the device when requested.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student may not use the devices to record, transmit or post photos or videos of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- During school hours the student should only use his/her device to access classroom related activities.

### Acceptable Use Policy

Internet access is available to students, teachers and administrators at Philip's Academy. We believe that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this access is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and other sources of information, while exchanging messages with users throughout the globe. In addition, the system will be used to increase school communication, enhance productivity, and assist in upgrading skills through greater exchange of information with peers. This system will provide for sharing of information with the local community, parents, social service agencies, government agencies, and businesses.

Access to computers and people from around the world also avails certain material that may not be considered to be of educational value in the context of the school setting. Be advised that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives and to advise student responsibility in use of the



Internet. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students must obtain parental permission. All students will be properly trained to access and use the Internet. Upon successful completion of the training, the instructor will issue a license. Additionally, the signatures at the end of this document are legally binding and indicate that the signer has read the terms and conditions carefully and understands their significance.

### **Internet – Terms and Conditions**

Users are expected to be responsible for proper use on the school computer networks. General school rules for behavior and communications apply.

The network is provided for teachers and students to conduct research and communicate with others. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege-not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

Users are expected to abide by generally accepted rules of network etiquette and to conduct themselves in a responsible, ethical, and polite manner while online.

Users are not permitted to use the computer resources for commercial purposes, product advertising, political lobbying, or political campaigning.

Cyber bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, blogs, mobile phones, pagers, instant messages and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means, and it may constitute a computer crime. Cyber Bullying will not be tolerated. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.

Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privileges and possibly other discipline.

Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

Security on any computer system is a high priority, especially since the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but you may result in cancellation of user privileges.

Philip's Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy of the quality of information obtained through its services.

All communication and information accessible via computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure responsible use. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations will result in a loss of computer access, as well as other disciplinary or legal action. Users are subject to all school, local, state, and federal laws.

## General School Information

### Dress Code:

Philip's Academy students wear uniforms throughout the school day, including Sporting Events, Parent Meetings, Special Events, Early Bird Care and Extended Day Programs. Children often feel undue pressure about clothing and the uniform can help reduce some of this concern. We recommend using Flynn & O'Hara for purchases of the Philip's Academy uniform with the school emblem (school emblem is not required). **Uggs (or similar), Crocs (or similar) military-style boots, shoes with distracting lights, inappropriate language, slippers, flip flops, open toe footwear, cannot be worn.** The items that compose our uniform are listed below. Students have a limited choice of colors (i.e. gray or navy pants for boys) and slight style variations of the plaid skirt/dress for girls within the uniform.

Full Dress uniforms should be worn with black or brown belts and casual or dress shoes (Uniform dress ties are recommended but not required). On regular school days, sneakers may also be worn along with the Dress Uniform. Sneakers are worn with gym uniforms and must be white, black, gray, navy blue (or combination). **Converse or Vans are unacceptable.** Boots may only be worn to and from school during inclement weather. **Boots must be stored in lockers or cubbies for either upper school or cubbies for lower school.**

**Appropriate footwear** must be worn during the school day. Emblem or Non-emblem sweaters (all one solid color: navy blue, gray, white) may be worn with the uniform. Scarves, Bandanas or Headbands are not permitted. Socks must be all one solid color: navy blue, gray, white or black. **No coats, sweat shirts (hoodies) or jackets may be worn with the uniform during the school day unless special circumstances permits it.**

**Students that do not adhere to the dress code policy will be withheld from daily activities and families will be contacted to provide appropriate clothing. Students that repeatedly fail to follow the dress code policy will require family meetings and corrective action.**

### Girls Dress Uniform

- K-4 - Plaid Jumper (Flynn & O'Hara)
- K-4 - White Long Sleeve Peter Pan collar
- K-4 - White Short Sleeve Peter Pan collar
- K-4 - Criss-Cross Tie **(Optional)**
- 5-8 - Plaid Skirt **Only** (Flynn & O'Hara)
- 5-8 - White Long Sleeve Oxford Shirt/Blouse with or without School Logo
- 5-8 - White Short Sleeve Oxford Shirt/Blouse with or without School Logo
- 5-8 - Navy V-Neck Pullover Sweater with or without School Logo
- 5-8 - Navy V-Neck Sweater Vest with or without School Logo
- 5-8 - Blazer with School Logo
- 5-8 - Navy Plaid Tie **(Optional)**
- K-8 - Gray or Navy Pants **(No Leggings)**
- K-8 - Navy Cardigan Sweater with or without School Logo
- K-8 - Short Sleeve or Long Sleeve White or Navy Polo with or without School Logo
- K-8 - Gray or Navy Dress Shorts **(No Navy or Grey Skirts)**
- K-8 - Navy Fleece Sweater with or without School Logo
- K-8 - Black, Brown or Navy Dress Shoes
- K-8 - Navy, Black, Gray, or White Sneakers for non-special dress days

### Boys Dress Uniform

- K-8 - Navy, Yellow & White Striped Tie (Flynn & O'Hara) **(Optional)**
- K-8 - Gray or Navy Pants
- K-8 - Boys Gray or Navy Dress Shorts
- K-8 - White Long Sleeve or Short Sleeve Oxford Shirt with or without School Logo
- K-8 - Short Sleeve or Long Sleeve White or Navy Polo with or without School Logo
- K-8 - Navy V-Neck Cardigan Sweater with or Without School Logo
- K-8 - Navy V-Neck Pullover Sweater with or without School Logo
- K-8 - Navy V-Neck Sweater Vest with or without School Logo
- K-8 - Navy Fleece Jacket with or without School Logo
- 5-8 - Blazer with School Logo
- K-8 - Black, Brown or Navy Dress Shoes
- K-8 - Navy, Black, Gray, or White Sneakers for non-special dress days

### Girls and Boys Gym Uniform (All Grades K-8)

- White, Navy, or Gray T-shirt with or without School Logo
- Solid Navy Sweats with or without School Logo
- Navy Crew Neck Sweatshirt with or without School Logo
- Navy Shorts with or without School Logo
- Navy, Black, Gray, or White Sneakers (or combination)

## Nutrition Policy

It is the goal of Philip's Academy to teach students healthy eating habits. With this goal in mind, the following is a list of acceptable snack suggestions:

**Please remember, we are a NUT free school.**

- Fresh Fruit (this is our favorite option) bananas, apples, blueberries, peach, plums, seedless grapes, etc.
- Fresh Vegetables (carrots, cucumbers, peppers, celery, etc.)
- Whole Grain Pretzels (low salt)
- Yogurt (low fat)
- Hard Boiled eggs
- Whole Grain crackers/bread
- Bean spread (i.e. hummus) with whole grain crackers
- Sunflower or soy Butter with whole grain bread, rice cakes
- Low-fat cheese or cheese sticks
- Popcorn (all natural or freshly popped)
- Cereal (whole grain, low sugar), low fat milk
- Applesauce
- Raisins and dried fruits (please use portion control as dried fruit can be high in sugar). Dried fruit is a great topping for low fat yogurt, cottage cheese or ricotta
- Mini-Whole Grain Muffins (low fat, low sugar)
- NUT FREE Trail Mix (this is a snack that is very easy to make at home in large batches for the whole week)

***Water, low-fat (skim or 1% milk) and/or one, eight ounce serving of 100% juice are the only drinks allowed in the classroom during snack time.***

Please know that students who bring an unhealthy snack will not be permitted to eat it. Instead, the snack will be sent home with your child at the end of the day; a healthy replacement snack will be provided and you will be billed accordingly. We at Philip's Academy require your understanding and assistance in helping Philip's Academy students meet our nutrition goals. If you feel that you have a healthy snack alternative suggestion, please speak with your classroom teacher directly.

## Field Trips

Field trips planned by Philip's Academy are considered an extension of the academic and culture programs. In addition, some grade level field trips may be designed to reward specific students for modeling school values and/or demonstrating peer leadership. Philip's Academy has unearned Field Trips that are part of being a member of our community. These trips are intended to provide students with opportunities to advance in the areas of STEAM and Community Service. Students are expected to follow school guidelines, as stipulated by the teacher, while on trips. Students are expected to observe safety procedures while riding in any form of vehicle. Parents are often needed to help volunteer as chaperones. If private transportation is used, a fee may be charged to cover the costs.

### Emergency Closing/Dismissal

In the event that emergencies cause the cancellation of school, a notice will be broadcast on News 12 NJ, [www.news12.com](http://www.news12.com), the school's web site [www.pacspaterson.org](http://www.pacspaterson.org), our [Remind App](#) and the school's voice mail at 973-247-8920. The school has also set up an automated telephone notification system for the convenience of parents.

**Written details about this program are distributed at the beginning of the school year. It is essential that parents inform the school with updated contact information regularly to ensure that messages are received.**

When circumstances occur in which the school must close early, parents will be notified as quickly as possible. Staff members will remain at the school until every child has been picked up. Parents should not call the school, as it will interrupt the process of notifying parents. An early dismissal notice will be posted on the school website and there will also be automated telephone notification.

### Community Service

Philip's Academy believes that its students need to develop skills that will allow them to live in an increasingly complex society and to help them reach their fullest potential. Students are required to perform community service to enable them to develop a sense of obligation to their community, which is an important goal to the school.

### 8<sup>th</sup> Grade Graduation Requirements

In order to graduate from the eighth grade, students must earn passing grades in all subjects offered that year in that grade. Students who complete eighth grade work, but fail to meet the basic requirements for graduation are entitled to a **Certificate of Completion**. This signifies that the student has not completed all required subjects with passing grades. This certificate may be exchanged for a **Diploma of Graduation** when designated work is successfully completed.

### Parent/School Communication

We are happy to receive any information regarding your child on a daily basis, especially when it may affect his/her performance. In fact, we ask that parents write a note to the school providing any pertinent information about their child on a regular basis. All notes should be addressed to the child's teacher. In the event that a parent needs to contact a member of the administrative staff, a note may be written in care of the teacher or Advisor. We understand that early morning time can be hectic at home, but we ask parents to make every attempt to write out information for the school.

To address parent questions, issues, and concerns in a timely and productive fashion, **we ask parents to schedule individual appointments with appropriate faculty members.**

Other appointments, to discuss matters such as curriculum, school philosophy and school policies should be made with the appropriate Grade Band Principal or designee. The Front Desk Coordinator will direct your concerns to the appropriate person.

In the interest of student safety, supervision, and to preserve instructional time, parents are asked never to go directly to classrooms without permission. Parents who need to address a concern are asked to do so by scheduling an appointment with the appropriate faculty member before or after classroom hours. Parents should use the telephone or e-mail to schedule such appointments.

At Orientation, parents will receive a list of names of persons whom they should contact with regards to specific questions. The school agrees to a time frame of 48 hours in which parents should reasonably expect a response to telephone or e-mail messages. Please note that the time frame is longer if messages are left on Fridays or just prior to holiday periods. Also, note that the time frame may be longer if particular personnel are absent from the school due to illness or school-related business.

To address concerns, parents should always speak to their child's teacher first. If concerns are not alleviated, a meeting can be requested with the Grade Band Principal or designee. In the interest of keeping proper and productive relations between families and the faculty, it is imperative that this protocol be followed.

### **Special Events and Traditions**

#### *Parent Orientation and Back to School Night*

The Parent Orientation and Back to School Night events are essential for parents to meet with their children's teachers. These events enable parents to learn about goals for the upcoming school year, open lines of communication and understand protocols for communicating with all members of the school community.

#### *Family Game Night*

These events highlight how math is integrated into every aspect of learning. Students, parents and faculty engage in exciting and enriching activities together throughout the evening. Classroom teachers display and teach math games used in their classrooms. Parents have the opportunity to learn grade-level activities to help support their child's learning in fun and interactive ways.

#### *Heritage Month Series*

Philip's Academy celebrates diversity and cultural heritage on a regular basis through classroom and whole school activities. Special emphasis will be placed on the following cultures during these dates:

- September/October–Latin-X Heritage Month
- November – National American Indian Heritage Month
- February – African American History Month
- March – Women's History Month

#### *Thanksgiving Feast*

In November, parents volunteer to serve a special Thanksgiving meal to their children during lunch.

### *Winter Performance*

In December, just before the winter break, students present a program dedicated to various cultural traditions. Parents are encouraged to share and participate in this event.

### *Family Field Day*

At the end of the school year, the Culture Team coordinates a day of outdoor cooking, recreational games and field events. Every grade participates in this day.

### **Parent Involvement**

At Philip's Academy, there is an expectation for parents to be involved in their child's education. There are many volunteer opportunities throughout the school day, such as drop off or lunch. Parents should remain in contact with their child's teacher throughout the school year. Students will benefit from parental support and guidance while completing Lifework/Homework.

### **General Contact Information**

*Philip's Academy Charter School of Paterson*

47 State Street Paterson, NJ 07501: K-2 Campus and Primary Mailing Address

159 Madison Street Paterson, NJ 07501: 3-5 Campus

59 Spruce Street Paterson, NJ 07501: 6-7 Campus

973-247-8920 (tel) | 973-554-1551 (fax)

[www.pacspaterson.org](http://www.pacspaterson.org)