

Parent-Student Handbook Highlights

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PACS STUDENT EXPECTATIONS

Here at PACS, we are dedicated to all of our students having positive daily experiences. To ensure that daily experiences happen, all students are expected to apply the following expectations at all times. It is important that all students and parents review and understand these basic expectations. Students who meet these expectations on a daily basis are poised to have a positive and productive experience here at PACS Newark.

Be on time to all classes and activities.

- Know your daily schedule and location of your classes.
- Walk with urgency through the hallways to your classes.
- Briefly socialize with schoolmates but be on time to class.
- Use the appropriate up and down stairway.
- Go directly to your seat and follow the teacher's directions.
- This includes lunch, special activities, and detention.
- Having an excuse for being late does not necessarily mean you are excused for being late; please be on time.

Be fully prepared in the first 3 minutes of every class.

- Have all your homework or previous assignments completed and turned in.
- Ensure your Chromebook is charged and have paper and pen/pencil for not taking.
- Read the board for any instructions or Do Now assignments.
- *Being fully prepared includes having all necessary materials (pens, paper, notebook, textbook, etc.), completed homework, and quietly waiting in your seat for the instruction to begin.*

Be engaged and productive during all class periods.

- Follow instructions, participate in the lesson/activity and pay attention during class.
- Ask questions.
- Participate in group activities.
- Complete all assignments fully and on time.
- Side conversations and outbursts are not helpful and unwelcome in class, even if it is related to the material being presented. Your teachers will make sure to leave room for your feedback, and we are always happy when you are excited about the material being presented.

Respect yourself, your classmates, your family, your faculty and your staff.

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ADDITIONAL UNIFORM EXPECTATIONS

If for some reason a student will not be in uniform on a given day, the parent must email the homeroom teacher. Students who are not in school uniform must report to an administrator or homeroom teacher upon their arrival to school. The school reserves the right to exclude students from certain activities if they are not wearing the proper uniform. Repeated offenses will result in receiving a consequence. The school also reserves the right to require a student to wear a loaner uniform, or part of a uniform, that we provide, in the event that a student is out of uniform.

Classroom Teachers will provide parents with specific details when planning outdoor activities.

No light-up, fluorescent, glitter, sequined, studded, tasseled, patterned, two-toned shoes, socks or tights, or shoes with wheels will be permitted. No Skull and Bones; No Ugg's, No CROCS Only uniform headwear is permitted. No other Head ware is permitted. No Bracelets. Only Prescription Glasses are permitted. Students may only wear "dime- sized" (from the end of the earlobe) size earrings, functional watches, pendants or charm necklaces. (No jewelry is allowed during Gym classes or recess periods and teachers will determine if jewelry needs to be removed for safety reasons.) On dress down days, the same jewelry restrictions apply.

On **Special Dress Days** when regular clothes are permitted, students must dress appropriately and modestly. Skirts must be no more than one inch above the knee in length, dark tights should be worn with skirts, no midriffs or bare chests should show, tank tops/jerseys must have a t-shirt underneath, and there should not be inappropriate, negative, or derogatory words or phrases on clothing. Students that do not follow this policy will result in the loss of dress down privileges. Dress down privileges may also be denied to students due to behavioral or academic concerns, based on the decision of school leadership in coordination with your child's teacher.

Body Art, Jewelry and Other Accessories: Philip's Academy prides itself on the value of fostering each child as an individual. To encourage growth from the inside outward the following rules are in effect: Dangling earrings, purses, any kind of bracelets (including those which support an organization or special cause), colorful tall or knee-high socks, and tattoos are not permitted on campus at any time. Application of cosmetics is not permitted.

LOST ITEMS: Parents must properly label all clothing. The school does not maintain a Lost and Found. Therefore, unclaimed or missing items are donated to worthy charities on a bi-monthly or monthly basis throughout the year. If properly labeled, we will make every effort to return clothes to homerooms.



HARASSMENT, INTIMIDATION OR BULLYING

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.** 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
- B.** Has the effect of insulting or demeaning any student or group of students; or
- C.** 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 Vice Principal 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 his 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 Principal 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. 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
- 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 alleged act constitutes a violation of this policy.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school Anti-bullying Specialist. The 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 Lead Person, Principal or designee within two school days of the completion of the investigation, and in accordance with law and Board policy. The Lead Person or 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 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 Lead Person and/or 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.

APPEALS PROCESS: The parent or guardian may request a hearing before the board after receiving the information from the Lead Person regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in 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 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.

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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 month of 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).

ADDITIONAL IMPORTANT POLICY INFORMATION

Personal Property: 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. **Please label all students’ property** and encourage them to be responsible for their belongings. The staff will continue to remind students to be responsible for all of their belongings. Students in the lower school 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 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).

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.



NUTRITION POLICY

Goal	In an effort to help boost a child's mental and physical skills, as well as to teach students healthy eating habits, Philip's Academy has established the following Nutrition Policy.
Acceptable Snack & Drink Options	<ul style="list-style-type: none"> ❖ Fresh Fruit: 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 ❖ NUT FREE Trail Mix ❖ Low-fat cheese or cheese sticks ❖ Sunflower or soy Butter with whole grain bread, rice cakes ❖ Popcorn (all natural or freshly popped) ❖ Cereal (whole grain, low sugar) ❖ Water or low-fat milk ❖ Applesauce ❖ Raisins and dried fruits <ul style="list-style-type: none"> ○ 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)
A Note on Food	<p style="text-align: center;">PACS is a NUT FREE SCHOOL!</p> <p>Food is allowed only in the Dining Hall with the exception of snacks and classroom parties that have received administrative approval in advance. A healthy food service is provided at lunch time. Nutrition Guidelines have been developed for outside food and parent support of these guidelines is expected. If you feel that you have a healthy snack alternative suggestion, please speak with your classroom teacher directly.</p>
Prohibited Snacks & Food Items	<p>Chips, cookies, cakes, etc. are not permitted as snacks. Water is the only drink allowed in the classroom during snack time. Teachers have found that the high levels of sugars in fruit juices, iced tea, soda and other sugary options make students excitable and unfocused. For this reason, we ask that your children bring water if they'd like a drink with their snacks. Gum and candy are not permitted. 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.</p>



A Note on Birthdays

Birthdays are exciting times in the life of a child. We hold monthly birthday celebrations in recognition of this happy time. During these monthly celebrations, we have a party for all those students whose birthdays occur during that month. For these occasions, birthday treats are offered in a variety of settings: utilizing the teaching kitchen to bake nutritious treats, snacks prepared by our lunch program, or a healthy snack brought in from home (ex: fruits/veggies). As always, the class will recognize your child's actual birthday! If you would like to volunteer to be a part of your child's monthly celebration, or would like to bring in any additional healthy party snacks, please contact your child's teacher directly.

PARENT SCHOOL COMMUNICATION

GROUND RULES FOR 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 Academic Leader or Principal. 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.

PACS faculty and staff policy 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 Vice Principal or Principal. In the interest of keeping proper and productive relations between families and the faculty, it is imperative that this protocol be followed.

GRADES 5-8:



There are many ways in which you can be involved in your child's education and school. However, there are also some ways in which you can be a roadblock to some of the lessons that we try to teach the students.

Students at Philip's Academy Charter School (PACS) are given a tremendous amount of responsibility. Our Leader in Me (LIM) approach here works toward helping students become leaders thus affording them options when they graduate. To that end, we believe that students are mature enough to be able to stand up for themselves even in the face of authority.

In other words, if a student has a question about a grade or a problem with his / her teachers, counselor, or others, he/she should learn to deal with that problem himself/herself. Parents should be supportive, but in the background, especially in grades 7 and 8. If a student has respectfully and appropriately tried to correct a problem on his / her own, but has gotten nowhere, then we expect parents to get more actively involved. But parental intervention should not be the first step in trying to rectify a situation.

Situations in which parents can be extremely helpful and are encouraged to make their presence known become obvious when parents closely monitor progress by:

- Paying close attention to your child's progress by asking to see his / her graded tests, homework, and papers and checking Power School frequently. (If you do not have access to Power School please email powerschool@pacsnewark.org to receive login credentials)
- Reading carefully the teachers' comments on each evaluation and report card. If your child appears to be having difficulty in various classes, or if a teacher indicates a need for you to schedule a meeting, contact the respective teacher as soon as possible to schedule that meeting so that problems can be taken care of right away.
- Take an active role in the Parents Teacher Association (PTA). The PTA meets regularly throughout the year and hosts activities aimed at supporting the school community. The efforts include fundraising, community events, educational programs, etc. Please plan to participate in some way throughout the school year.
- Attend student activities, games, and events as the school permits. Students get much more encouragement during performances or competitions when they see that the seats or stands are filled with supporters. While the times of some of these events may be inconvenient, students are very aware of who attends their events; and they appreciate it tremendously.

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 alarm rings. Silence and proper behavior is expected for the safety of all.

Immunizations and Physical Examinations: 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 Hemophilus 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.

Injuries: 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.

Medications: MEDICATIONS #5141.21

School personnel may not provide medical or dental treatment and may not give any medication, including over the counter medication, **unless medication is prescribed by a physician and written approval is obtained from the prescribing physician.** If a student requires medication during the school day, New Jersey State Law and district policy require the following:

- ❖ Pupils requiring *any* medication at school, including over-the-counter, cough drops, and prescriptions, must have:
 - A written statement from the family physician, which identifies the type, dosage, and purpose of medication.
 - A written statement from the parent/guardian giving permission for the nurse to administer medication prescribed by the physician. The nurse will provide a district form to be filled out for their situation.
 - Medication in the original container.
- Any medication to be administered during school hours **must be kept in the health office.** This medication will be kept in a special locked cabinet. This includes cough drops or lozenges, or any over-the-counter medications. A three-day supply of medications should be provided to the school nurse, which might be needed during a major emergency.
- Changes in times or dosage of medication must be confirmed by the physician in **writing.**

State Mandated 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); and Measurement of height and weight.

Student 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 email or 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.

Students not Feeling Well in School: On complaint of illness, students will be sent to the Nurse's office. If a pre- 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.

A physician must complete a medication release form in the event that prescription 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 to the nurse's office for safekeeping. Neither the school nurse nor authorized staff person is permitted to administer any prescription medication that is not properly identified in this manner. All medication must also be in the original labeled container.

Community Service Days: We value community as well as academics; that is why we celebrate whole school community service days in the fall and spring. Philip's Academy students, staff and parents participate in events directly involving the entire community, reaching Food Banks, Wildlife Preserves, Hospitals and Senior Centers. Students gain a better understanding of the real world and learn necessary skills for success such as compassion, understanding, support, work ethic and teamwork.

INTERNET USE / CELL PHONE POLICY

Once again Internet access is available to students, teachers and administrators at Philip's Academy Charter School. 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.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers and millions of individual users all over the world. 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

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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. Families should be warned 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.

Cell/Smartphones and Smartwatches. Please Note:

- Cell phones will be collected at the beginning of homeroom for grades 5-8. They will be stored in the Vice Principal's office, for the duration of the day. These devices will not be used during school hours, unless directed by a teacher and/or administrator.
(If a student is caught with their device during the school day, the cell phone will be collected, and will have to be picked up by a parent. The student will also be given a Thursday or Saturday detention).
- Students are not permitted to use their phones unless given permission by a teacher or administrator. **If any version of an electronic phone is used as part of a class activity, students will be informed in advance to bring the electronic phone for classroom use only. **

- Teachers will notify parents in advance if a student's device is an option in a class lesson and/or activity.
 - 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.
 - 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.
 - Student removal of a battery or memory chip from their own device or other device, in the process of being confiscated, is considered insubordination.
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- 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 their personal device. (Parent will be notified if this occurs)
 - Philip's Academy Charter 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 may not use the devices to record, transmit or post photos or video 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 an administrator.

Internet – Terms and Conditions – Student

- Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. 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.



- 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 Charter 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 the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure 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 considered subject to all local, state, and federal laws.

ELEVATOR USE POLICY

PACS Newark reserves the use of the elevator for:

- Teachers, Staff and Visitors
- Students with a documented medical need who have received a pass from the school nurse
- Students who have received written permission from school administration or a teacher for a non-medical reason

All students must have written permission to use the elevator. Students who use the elevator without permission may be subject to disciplinary action.

Students with a documented medical need should provide the appropriate documentation to the school nurse, who will issue an elevator pass. The elevator pass must list effective dates and the name of any assigned escort. Only students listed on the pass may ride the elevator. The nurse must approve of any escort, and reserves the right to reassign the duty if the situation requires such action.

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The elevator should only be used when necessary; students should not use the elevator without permission from teachers, staff or administration.