



ACADEMICS OVERVIEW

Promotion Requirements: Based upon testing, observation, recommendations and other evaluative instruments, students are placed in the grade, which is deemed where they will be most successful. **Promotion at Philip's Academy is not automatic.** If, in the opinion of the academic leadership team, a student is not meeting the academic expectations of the institution (an F in English or Language Arts, more than 1 D or F in any combination of subjects), 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.

Philip's Academy students must have their textbooks, homework assignments, sharpened pencils and other designated materials (as stipulated by the teacher) ready at the beginning of the school day or any class period. Each student's work area must be kept orderly and school materials not in use must be neatly stored in appropriate areas.

GRADING INFORMATION

For Select Lower School Classes:			
CS: Consistently Strong	PW: Progressing Well	MMR: Meets Minimum Requirements	NS: Needs Support/ DNMMR: Does Not Meet Minimum Requirements
Above Grade Level	On Grade Level	Approaching Grade Level	Below Grade Level
PASSING: Eligible for Promotion			FAILING: Not Eligible for Promotion

For Select Lower School & Middle School Classes										
A+	A	A-	B+	B	B-	C+	C	C-	D	F
97-100	94-96	90-93	87-89	84-86	80-83	77-79	74-76	70-73	60-69	0-59

For Select Specials			
P: Pass	70-100	F: Fail	0-69



For Honors Seminars & Select Specials			
PHD: Pass with High Distinction	PD: Pass with Distinction	P: Pass	F: Fail
94-100	87-93	70-86	0-69

Recognition of Academic and Character Distinction: In keeping with the mission of Philip’s Academy to provide a rigorous academic and moral education, it is fitting to recognize and celebrate those students who distinguish themselves in our academically challenging environment and by modeling our virtues and values. All students at Philip’s Academy are recognized in a manner that is developmentally appropriate for their achievements each marking period.

Grades K-3: Students in grades K through grade 3 who earn “Consistently Strong” in all subject areas will be recognized with an Academic Distinction certificate. The presentation of the certificates will begin in Third grade. In grades K-2, certificates will be sent home and the award noted on the student’s report card. Students who model our virtues and values will also be recognized during these times.

Grades 4-8: Students in grade 4 who earn an A- (90[^]) in all core areas, with no less than a B (84[^]) in specialty classes, will earn the Academic Distinction of the Head Master’s List. Students who earn no less than a B (84[^]) in all areas will earn Principal’s List. Students will be presented with their awards after report cards are published.

Assignments Posted on the Web: Daily assignments and other course materials are available to parents and teachers via class pages. More information about this will be distributed during US Orientation and LS Orientation from individual teachers.

Annual Class List Selection Process: We do not honor parent requests for particular teachers based upon teacher experience or reputation. If we allowed parents to choose teachers, theoretically, we could have very unbalanced sections, especially when new teachers are brought on board.

In the spring, teachers have faculty peer meetings in which they meet with the next grade level teachers and determine the class lists based upon how students complement, perform and interact with one another as well as the teachers in each classroom.

Our learning specialists and administrators review these lists regularly as new enrollment is added to maintain diversity and balance in each section. In addition, we strive to maintain diversity by ensuring that there are a like number of males, females, students with special needs and students with special abilities to be peer leaders in each classroom. Once lists are



finalized by the administration, teachers will contact families and welcome students to their classrooms

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 grades for each quarter and a cumulative grade at the end of each semester or the year. In grades 5-8, this summative score may reflect semester exam grades worth 10% each semester as well. In the Lower School, at the end of the first and third quarters, narratives will be issued with quarter grades. These comments provide parents, students and teachers with a gauge of student progress and personal development to date. Parent/teacher conferences are scheduled to correspond with the issuance of these comments and quarter grades. These conferences provide opportunities for parents and teachers to discuss student strengths, areas of challenge and strategies for growth. Parents are expected to attend both conferences.

Regular communication is encouraged between parents and teachers regarding areas in which students may need additional work. Teachers will inform parents if a student's cumulative grade in a subject falls below a "C." If this occurs at any point in the year, teachers are required to send home an Academic Progress Report. Students who receive a semester grade of "Incomplete" must arrange for the work to be completed within two weeks of the close of the marking period. Failure to rectify the "Incomplete" will result in a marking period grade that reflects a score of "0" for each missing assignment.

IMPORTANT ACADEMIC INFORMATION

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 concerning 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.** Students who fail to complete homework assignments may be required to attend a PM and/or Saturday Work Session.

Middle School (Grades 5-8): Homework accounts for 15% of a student's overall grade. Middle School Students (5-8) who fail to submit their completed homework at the beginning of the class period on the due date will receive 50% for the assignment. If it is completed in an

acceptable manner and handed in within one academic day (the next time/day the class meets) the grade will remain a 50%. After one academic day, students receive a zero for the homework assignment. This same policy applies to all electronic submissions in the same way. Therefore, it is recommended that students carry an electronic back up for all electronic submissions. Students with extended absences may turn in the assignment the day they return if the absence is excused. Please note that students who do not submit their assignment(s) may be required to complete their work instead of participating in a particular sport or enrichment activity. Everyone must keep homework in his or her own possession at all times. With the teacher's permission, a student may work with others on homework, but each student is responsible to keep it, and a student's homework cannot be in another student's possession at any time.

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. Where numerical grades are used, an "F" is averaged at the teacher's discretion. If only letter grades are given, "F" is averaged as no credit. **Additional consequences may be given, up to and including one-day out-of-school suspension.**

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 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.

Tests: 1) Students are expected to do their own work. Giving or receiving information during a test or quiz is a breach of honor. 2) 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. 3) We expect all students who have witnessed cheating to report the incident to the teacher and/or Head Teacher immediately and reserve the right to hold all students with knowledge of cheating responsible for the infraction.

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 concerning 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. Students who fail to complete homework assignments may be required to attend an 8th Period and/or Saturday Work Session.

Academic Requirement for Extracurricular & Enrichment Activities: The Principal, Faculty and Coaches reserve the right to review the academic performance of students before permitting participation in extracurricular and/or enrichment activities. While Philip's Academy recognizes the importance of both extracurricular and enrichment activities in the overall development of its students, students should perform at or near their academic potential at all times. In cases where there is concern, the Principal and/or Head Teachers will make individual assessments and determine whether the privilege of participating in extracurricular activities should be suspended. PLEASE NOTE: *Excessive tardiness will result in loss of opportunities to participate in extracurricular and enrichment activities.*

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.

8th 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

Parent Portal @ PACSNewark.org: Every week, we will post announcements, updates and other important communications on our Parent Portal, which can be found at www.PACSNewark.org. Parents will also receive an email communications announcing information about the weeks ahead. This communication is essential for parents to read. If you do not have email access, please contact the front desk to arrange for a hard copy.

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.

Parents will receive a list of names of persons whom they should contact concerning specific questions. ***The school agrees to 48 hours in which parents should reasonably expect a response to telephone or e-mail messages.*** Please note that the time frame might be 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 Principal or Vice Principal. In the interest of keeping proper and productive relations between families and the faculty, it is imperative that this protocol be followed.