

# **Creative Arts Morgan Village Academy**



2012-2013 Agenda

Dr. Davida Coe-Brockington, Principal

Mr. Charles J. Dawson, Vice Principal

<b>THE PROPERTY OF:</b>		
<hr/>		
<b>Name</b>		
<b>Address</b>		
<b>City</b>	<b>State NJ</b>	<b>Zip Code</b>
<b>Phone Number</b> _____ <b>Cell Number</b> _____		
<b>Grade</b> _____		



Creative Arts Morgan Village Academy  
990 Morgan Blvd.  
Camden, NJ 08104

Phone # 856-966-6267  
Fax # 856-966-6266  
[www.creativeartshs.org](http://www.creativeartshs.org)

### **Welcome to the Camden City Creative Arts Morgan Village Academy!!!!**

You have decided to embark on an exciting academic and cultural adventure. You are true trailblazers who will set the tone for the other students who will set the tone for the other students who will follow you for the many years. The Creative Arts Morgan Village Academy accepts responsibility to help students learn and develop their talent to the fullest.

"In Our Pursuit of Excellence" and in our "Commitment to Excellence" the staff at the Creative Arts Morgan Village Academy realizes that the home, school and community must have a harmonious and cooperative relationship. Concerned parents, staff and students working together will enable our students to achieve higher levels of self-management and increase their academic performance.

The purpose of this handbook is to convey to both parents and student the rules and regulations that will enable our staff to provide a quality education for the students at the Creative Arts Morgan Village Academy. Student's acceptance of school rules and regulations will ensure their success at the Creative Arts Morgan Village Academy.

### **"WHERE THE ARTS AND ACADEMICS LIVE AND THRIVE"**

Yours In The Pursuit Of Excellence In Education,

*Dr. Davida Coe-Brockington*

Dr. Davida Coe-Brockington, Principal

# The Creative Arts Morgan Village Academy

## Mission Statement

The mission of the Creative Arts Morgan Village Academy is to provide compelling experiences and opportunities for the diverse Camden City student population in order for them to be empowered in their pursuit of sustained academic excellence through the arts.

## Goal Statement

The goal of the Creative Arts Morgan Village Academy is to: Promote academic excellence and cultural awareness through the arts. Challenge students both academically and creatively. Provide students with an extensive instruction in various areas of the arts through a college preparatory program. Meet and adhere to the New Jersey Core Curriculum Content Standards. Give students exposure to the arts in and out of school. Maintain a teaching and administrative staff who are committed to the arts in education.

### **IMPORTANT NUMBERS**

Main Office	(856) 966-6267 ext 58000/58001/58002
Student Attendance	(856) 966-6267 ext 58001/58002
Guidance Counselors-Grades 6-8	(856) 966-6267 ext 58108
Grades 9-12	(856) 966-6267 ext 58110
Nurse Office	(856) 966-6267 ext 58032
School Based Services	(856) 966-6267 ext 58027/58106

School Closing or delayed opening, due to inclement weather will be announced on the local television stations as well as the school district's website. **The emergency school closing number is 614.**

### **EARLY ARRIVALS**

No student should arrive before 8:00 am.

### **LOST AND FOUND**

Lost objects found on the school grounds or in the building are to be brought to the library.

(Ms. Wise's office).

## IMPORTANT DATES

September 4	Staff Reports
September 5	Professional Development
September 6	First Day of School for Students
September 6-7	One Session Days (Students only) dismissal 12:40 pm
September 26	Administrative Closing
October 8	Columbus Day (Closed)
October 17	Professional Development Full Day (No Classes)
November 6	Administrative Closing
November 8-9	NJEA Convention (Closed)
November 12	Veterans' Day (Closed)
November 16	End of 1st Quarter
November 21	One Session Day
November 22-23	Thanksgiving Recess (Closed)
December 21	One Session Day
December 24-31	Winter Recess (Closed)
January 1	New Year's Day (Closed)
January 21	Martin Luther King Day (Closed)
February 1	End of 2nd Quarter
February 18	President's Day (Closed)
March 20	Professional Development (Closed for Students)
March 28	One Session Day
March 29	Spring Break Begins
April 1-5	Spring Break (Closed)
April 17	End of 3rd Quarter
May 27	Memorial Day
June 20	Tentative Student Last School day
June 21	Tentative Teacher Last School Day

## **GUIDANCE OFFICE**

Guidance counselors are available by appointment and for drop-in visits most days. Counselors can offer advice and information on course selection, grades, choosing and applying to colleges, tutoring, test preparation, and other academic and personal issues to your school life.

## **NURSE'S OFFICE**

Any students with emergency health or safety situations should consult the school nurse. Students going home sick for the day should wait in the nurse's office for a parent or designated pickup person to arrive. Students who need to take prescription medication during school hours must provide a doctor's note and the medication to the nurse, who will administer the medication in the office according to doctor's instructions. Students are not permitted to possess drugs of any kind at any time on school property.

## **THE SCHOOL BASED YOUTH SERVICES OF CAMVA**

The School Based department is a valuable resource for our students and families who may have problems. The service is totally confidential. I urge you to use this service, because it can be extremely beneficial.

## **MEALS**

Our school serves a nutritious breakfast and lunch every day. Some families are eligible for free meals or meals at a reduced rate. An application for free and reduced-priced lunch will be available during the month of September 2012. All parents must complete the application and the student is to return the form to their homeroom teacher.

## **LOCKERS**

Each student will be assigned a locker near his/her homeroom. Students are responsible for the security of their lockers, and no students should share a locker. No decorations should be visible when the locker is closed except on official school spirit days or other approved occasions. Locker changes lock removal due to lost keys or combinations, and other issues should be addressed through the main office.

## **INTERNET GUIDELINES**

Computers, Internet access, and other technology will be made available for approved educational uses. In order to use any district computer, a signed Acceptable Use Policy must be on file with the school. Inappropriate use or abuse will result in suspension of privileges and/or disciplinary action.

## STUDENT LIFE ACADEMICS

Our goal is to prepare students for productive and satisfying careers, family lives, and participation in a larger community. Our purpose is best achieved through a foundation of rigorous academics, a wide variety of athletics and activities, and a constant focus on values such as respect, responsibility, dedication, and tolerance. Every student has unique educational needs and goals, and our programs offer the flexibility and high expectations to empower all students to succeed.

### RECOMMENDED CHANGES TO THE DISTRICT'S GRADING PROCEDURES.

Submitted by the 2005-2006 Policy Committee

Committee Chair: Ms. Sara T. Davis

September 22, 2005

#### 1. Grade Scale

A	=	92-100
B	=	83-91
C	=	74-82
D	=	65-73
F	=	Below 65

No student shall receive a failing grade below 50 for any marking period.

#### 2. Grade Weight

-	Classwork/class participation	=	20%
-	Projects	=	20%
-	Homework	=	20%
-	Test Scores	=	40%

#### 3. Grading Periods—(4 per year)

- 1st Beginning 1st day of school thru the 45th school day
- 2nd Beginning 46th school day thru the 90th school day
- 3rd Beginning 91st school day thru the last day of school day
- 4th Beginning 136th school day falls on a weekend or holiday

#### 4. Grade submission dates:

16th of the month or the first business day after the close of Grading period

#### 5. Principal review dates:

5th business day after the close the grading period

#### 6. Report card distribution dates (Contact Guidance for dates at 968-6728)

- a. December
- b. February
- c. April
- d. Last day a school

#### 7. Every teacher must have a grade book

#### 8. Every teacher must have an attendance book

#### 9. Both attendance/grade books must be maintained throughout the year

## **TESTING SCHEDULE**

NJASK- 6, 7, 8 April-May  
HSPA- March  
Biology End of Course Test-April  
Algebra 1 End of Course Test-May  
Advanced Placement Exam-May-June

## **CREATIVE ARTS MORGAN VILLAGE ACADEMY GRADUATION REQUIREMENTS:**

**Every student must demonstrate proficiency in all the listed courses, and for the time indicated, with enough electives to total 110 credits.**

**1. 20 credits for 4 years**

**2. 16 credits for 4 years of Health and Physical Education. (Family Life Education is a required course for every student in New Jersey Public Schools and is included in the Physical Education Program. Career Education / career exploration is also required and is integrated into Health Education and Life Skills)**

**3. 15 credits for 3 years of Mathematics**

**4. 10 credits for 2 years of Science (For college - bound students, at least one or more laboratory science classes are required, as mandated by specific college's requirements)**

**5. 10 credits for 2 years of United States History (U.S. History 1 and US. History II)**

**6. 5 credits for 1 year Global Studies**

**7. 5 credits for 1 year of Fine Arts, Practical Arts and / or Performing Arts (i.e., Industrial Arts, Vocational Arts, any vocational program, art, music, home economics or JROTC)**

**8. \* For college-bound students, two (2) years of a foreign language are highly recommended**

**9. \* Enough credits to total 110 credits – MINIMUM**



## **CLASS CHANGES**

Classes may be dropped or added during the first three weeks of the semester without penalty, pending availability and teacher permission. All class changes must be processed by the counseling office.

## **HONOR ROLL**

Students with a GPA of 3.4 or higher for the semester or year will be included in the Honor Roll and recognized in the school news paper and yearbook.

## **EXTRA CURRICULAR ACTIVITIES CLUBS AND GROUPS**

Debate  
Public Speaking  
Drama  
Newspaper  
Magazine  
Yearbook Editorial  
Yearbook Business  
Cheerleading  
Majorettes & Color Guards  
Band  
Orchestra  
Concert Choir  
Glee Club  
Stage Club  
Student Government

## **SPORTS and FITNESS**

Baseball  
Basketball  
Wt. Training Club  
Fitness Club  
Chess Club  
Dance Club  
Softball  
Knowledge Bowl  
Golf  
Tennis

## **DANCES and EVENTS**

The Student government and other student groups may sponsor dances, activities, and other events during the year to raise funds, encourage school spirit, and celebrate appropriate occasions. Participation in such events is a privilege that may be suspended for discipline issues.

## **STUDENTS RESPONSIBILITIES**

Each student is solely responsible for attending every class session. Tests, quizzes, and assignments may be made up or waived following an excused absence. Make-up work for unexcused absences is left to the teacher's discretion.

## **ABSENCES**

A parent or guardian should phone the attendance office no later than 8:15 AM on the morning of a student's absence. When the student returns to school, he/she should provide the attendance office with a note signed by a parent or guardian explaining the reason for the absence.

## **TARDINESS**

Tardiness is unacceptable and is punishable by detention. Excessive or habitual tardiness may be grounds for suspension or other disciplinary action.

## **PASSPORTS**

Students must have written permission from a teacher or administrator to be outside the classroom during class hours. Teachers should note the date, time, and purpose of the passport in the appropriate place in this agenda. Additionally, the passport must be used when students leave the classroom.

## **BEHAVIOR**

Rules and disciplinary procedures exist to ensure the safety and well-being of everyone, and create an ideal environment for learning. Respect for self, others, and the pursuit of knowledge is the rule in all situations.

## **STUDENT DRESS CODE**

Students are to follow the Student Uniform Policy located on the Web page under Policies file code 5132. Students will receive this information first day of school.

## **HONOR CODE**

Every student is expected to uphold the highest standards of honor with regard to academics, activities, and other school related pursuits. Cheating, plagiarism, forgery, and other academic dishonesty are considered severe discipline problems and will be punished accordingly.

## **WEBSITE**

Visit our website to stay up-to-date with school news, events and important information. [www.creativeartshs.org](http://www.creativeartshs.org) and [www.camden.k12.nj.us](http://www.camden.k12.nj.us)

## CONDUCT AND DISCIPLINE DRUGS/ALCOHOL/WEAPONS

No person may possess the following items on school property; tobacco, alcohol, illegal drugs, intoxicants, fireworks, weapons or fake weapons, gang paraphernalia, animals, cell phones, beepers/pagers, or other items that represent a direct threat to the health, safety, or education of students, faculty, staff, or guests. Rare exceptions may be made under certain circumstances at the discretion of the principal when a compelling educational purpose is established.

## BELL SCHEDULES

The following is the **Regular Bell** schedule.

Advisory	8:25am	to	8:31am
1 <sup>st</sup> Period	8:31am	to	9:13am
2 <sup>nd</sup> Period	9:15am	to	9:57am
3 <sup>rd</sup> Period	9:59am	to	10:41am
4 <sup>th</sup> Period (6 <sup>th</sup> Lunch)	10:43am	to	11:25am
5 <sup>th</sup> Period (7 <sup>th</sup> Lunch)	11:27am	to	12:09pm
6 <sup>th</sup> Period (8 <sup>th</sup> Lunch)	12:11pm	to	12:53pm
7 <sup>th</sup> Period (H.S. Lunch)	12:55pm	to	1:37pm
8 <sup>th</sup> Period	1:39pm	to	2:21pm
9 <sup>th</sup> Period	2:23pm	to	3:05pm

The following is the **One-Session Day (12:40 Dismissal) Bell** Schedule.

Advisory	8:25am	to	8:30am
1 <sup>st</sup> Period	8:30am	to	8:56am
2 <sup>nd</sup> Period	8:58am	to	9:24am
3 <sup>rd</sup> Period	9:26am	to	9:52am
4 <sup>th</sup> Period (6 <sup>th</sup> Lunch)	9:54am	to	10:20am
5 <sup>th</sup> Period (7 <sup>th</sup> Lunch)	10:22am	to	10:48am
6 <sup>th</sup> Period (8 <sup>th</sup> Lunch)	10:50am	to	11:16am
7 <sup>th</sup> Period (H.S. Lunch)	11:18am	to	11:44am
8 <sup>th</sup> Period	11:46am	to	12:12pm
9 <sup>th</sup> Period	12:14pm	to	12:40pm

The following is the **Late Arrival (2 Hour Delay) Bell** Schedule.

Advisory	10:25am	to	10:28am
1 <sup>st</sup> Period	10:28am	to	10:57am
2 <sup>nd</sup> Period	10:59am	to	11:28am
3 <sup>rd</sup> Period	11:30am	to	11:59pm
4 <sup>th</sup> Period (6 <sup>th</sup> Lunch)	12:01pm	to	12:30pm
5 <sup>th</sup> Period (7 <sup>th</sup> Lunch)	12:32pm	to	1:01pm
6 <sup>th</sup> Period (8 <sup>th</sup> Lunch)	1:03pm	to	1:32pm
7 <sup>th</sup> Period (H.S. Lunch)	1:34pm	to	2:03pm
8 <sup>th</sup> Period	2:05pm	to	2:34pm
9 <sup>th</sup> Period	2:36pm	to	3:05pm

**Creative Arts Morgan Village Academy**  
**School Rules**

- I. Must wear uniform daily
- II. Please come to school daily and be prompt
- III. No chewing gum
- IV. No cell phones, , IPOD'S, CD's, or radios in the building
- V. No drinking coffee or any other beverages during the school day. You may drink milk or juice during lunch time and breakfast.
- VI. Students can only go to their lockers before school and after school
- VII. No hats
- VIII. No ordering of lunch by telephone
- IX. Only a parent can bring lunch
- X. No loitering in the hallways, stairways and cafeteria
- XI. Lunch is to be eaten in the cafeteria
- XII. Students are only permitted in the cafeteria during lunch
- XIII. Students are not permitted to use the faculty bathroom or workroom.

**Board of Education Policy:**

**NO CELL PHONES, IPODS OR CDS PERMITTED IN THE BUILDING.**

## **GUIDING NOTES**

### **FIRE DRILLS**

*Fire drills are held once a month during the school year to give students practice in evacuating the building in the event of a real fire or in an emergency. Students should become familiar with the exit numbers in each of their classrooms.*

*When the fire alarm sounds students will immediately stand and follow the directions of the teacher.*

*Students must not talk, run or pass one another. While outside students should stand with their teacher until the principal signals that it is safe to return to the building.*

### **CODE ALERTS PROCEDURE**

*Once an alert has been activated students and staff remain behind locked doors*

### **PRINCIPAL - responsible for the supervision of lockdown/shelter-in-place procedures at the school.**

- 1. Direct the moving of students and staff to the designated areas of the school building as necessary in accordance with the superintendent and school standards of procedures.*
- 2. Take any other steps necessary to ensure the safety of the students and staff.*
- 3. Assist as directed by the Superintendent, emergency personnel, or law enforcement officers.*
- 4. Arrange for the evacuation of students and staff members if their safety is threatened.*

### **SHELTER IN PLACE**

*Students/ staff on the second floor must report to the gymnasium.*

*Students/staff on the first floor must report to the auditorium*

**SCHOOL LAW ENFORCEMENT OFFICER-responsible for the safety of the students and staff members.**

- 1. Under the supervision of the principal, alert students and staff members of the shelter-in-place status. Notify the students and staff via intercom, hand held radios, or by room notification.*
- 2. Ensure that all students and staff members are in their designated safe areas.*
- 3. Maintain radio contact with the principal, the custodian, and the office staff in case intercom system is out of service.*
- 4. Secure all doors and windows in the designated safe areas of the building.*
- 5. Assist as directed by the principal with any other duties.*

**SCHOOL NURSE-responsible for the safety of the all the students and staff members.**

- 1. The school nurse will administer first aid, triage, and CPR if needed during the shelter-in-place procedure.*
- 2. Take the emergency bag and oxygen tank with her while moving to the designated safe areas in the building.*
- 3. Keep a log of all activities and medical treatments rendered during the shelter-in-place procedure.*

**TEACHERS-responsible for the supervision of their individual classes, and they are to assist with other students as necessary.**

- 1. Direct the movement of students to the designated safe areas of the building as directed by the principal in accordance with the school's lock down/shelter-in-place procedures.*
- 2. Bring roll books to the designated safe areas.*
- 3. Take roll and alert the principal and the school law enforcement officer of any missing students.*

**PRINCIPAL'S OFFICE STAFF**

- 1. Provide for the safety of essential school records and documents.*
- 2. Use the telephone, the hand held radios, and the intercom system to relay shelter-in-place instructions.*
- 3. Assist as directed by the principal with any other duties.*

**GUIDANCE COUNSELOR-responsible for the safety of the students, and to help maintain order and level of calmness during the shelter-in-place procedure.**

- 1. Assist with the movement of students to their designated safe areas directed by the principal.*
- 2. Assist as directed by the principal with any other duties.*

**CUSTODIAL STAFF-responsible for the use of emergency equipment and the handling and the safe use of available utilities.**

- 1. Survey and report damage of the building to the principal.*
- 2. Assist law enforcement officer with securing of the building and windows.*
- 3. Control building main shut off valves to assure no accidents result from damage.*

**CAFETERIA STAFF**

- 1. The cafeteria staff will be responsible for the distribution of water and food supplies during the shelter-in-place procedure.*
- 2. Assist as directed by the principal or the supervisor of the dietary department with any other assigned duties.*

# Creative Arts Morgan Village Academy Staff

Dr. Davida L. Coe-Brockington	Principal
Mr. Charles J. Dawson	Vice Principal
Ms. Beverly Williams	Secretary
Ms. Marva Gatlin	Clerk
Ms. Yolonda Williams	Clerk
Ms. Wanda Rosario	Clerk
Ms. Karen Merrill	Clerk
Ms. Delia Delgado	Clerk
Ms. Sandy Abdullah	Paraprofessional
Mr. Patricio Acevedo	Music Teacher
Ms. Janice Barrow	Social Studies Teacher
Mr. Lamont Bethea	Head Custodian
Mr. Mark Boogaard	Math Teacher
Mr. Felix Bowman	Security Officer
Mr. Bennett Brookstein	Health & Phys. Ed. Teacher
Mr. Bruce Brown	Special Service Department
Mr. Elbrite Brown	Visual Arts Teacher
Ms. Anniellio Burke	Science Teacher
Ms. Michelle Butler	Security Officer
Ms. Kathryn Cole	Social Studies Teacher
Ms. Michelle Cloth	Math Teacher
Ms. Anna Collazo	Custodian
Ms. Carol Colon	Security Officer
Mr. Shermaine Crippen	Custodian
Mr. Charles Denicuolo	Language Arts Teacher
Ms. Vandita Desai	Science Teacher
Mr. Jamal P. Dickerson	Music Teacher
Mr. Nasir P. Dickerson	Music Teacher
Ms. Mary Domzalski	Computer Teacher
Mr. Kent Edwards	Math Teacher
Mr. Frank Epifanio	Social Studies Teacher
Ms. Benita Farmer	Music Teacher
Ms. Sonia Feliciano	Inclusion Teacher
Ms. Leslie Giles	Guidance Counselor
Ms. Roseann Gould	Paraprofessional
Mr. Rodney Gray	Health & Phys. Ed. Teacher
Ms. Linda Green	Paraprofessional
Mr. Norris Green	Custodian
Mr. Bruce Grefe	Visual Arts Teacher
Ms. Frieda Halliday	Dance Teacher
Ms. Stacey Hayes	Paraprofessional
Ms. Marlyn S. Hill	Guidance Counselor
Ms. Mylisa Himmons	Exceptional Works Teacher
Ms. Deborah Hughes	Nurse
Ms. Carol Hutchinson	Custodian
Ms. Donna Irons	Science Teacher
Mr. Michael Jefferson	English/Literacy Teacher
Ms. Catherine Johnson	Health & Social Service Coordinator
Ms. Joanne Johnson	English/Literacy Teacher



## Creative Arts Morgan Village Academy Staff (cont)

Mr. Richard Johnson	Custodian
Mr. Alphonso Jones	Math Teacher
Mr. Charles Jones	Paraprofessional
Ms. Ann Kavanaugh	Health & Phys. Ed. Teacher
Mr. Christopher Klein	Social Studies Teacher
Ms. Twila Land	Paraprofessional
Ms. Joelle Wagner-Lynch	English/Literacy Teacher
Ms. Cassandra Marchionne	English/Literacy Teacher/Coach
Ms. Toni McBride	English/Literacy Teacher
Ms. Clairissa McEady	Paraprofessional
Ms. Shawn McEady	Special Services
Ms. Kathryn Merritt	Science Teacher
Ms. Maggie Miller	Paraprofessional
Mr. Eric Mills	Drama Teacher
Ms. Linda Mitchell	Inclusion Teacher
Mr. Louis Misselhorn	Math Teacher
Ms. Joyce Mogil	Inclusion Teacher
Ms. Robin Montague	Health & Phys. Ed. Teacher
Mr. Brett Moonen	Science Teacher
Ms. Kimberly Morrow	Paraprofessional
Ms. Joyce Mulligan	A.P. Calculus Teacher
Ms. Miriam Suzzette Ortiz	Music Teacher
Mr. Douglas Overtoom	Drama Teacher
Mr. Frank Penick	Language Arts Teacher
Mr. John Pfeffer	Social Studies Teacher/Scheduler
Ms. Rene Pritchett	Inclusion Teacher
Ms. Cassandra Provost	Math Coach-Department Head
Mr. Joseph Reed	English /Literacy Teacher
Ms. Miriam Rodriguez	English/Literacy Teacher
Ms. Tyesha Scott	MSW Family Systems Specialist
Ms. Joanne Sherman	Science Teacher
Mr. Mark Shockley	Visual Arts Teacher
Mr. Atiba Sonnebeyatta	School Base
Ms. Lezity Soto	Paraprofessional
Mr. Russell Spera	English/Literacy Teacher
Mr. Montrey Sturgis	Security Officer
Ms. Audrey Sunkett	English/Literacy Teacher
Mr. Arthur Taylor	Dance Teacher
Ms. Shawnta Smith-Taylor	Dance Teacher
Ms. Jacquelyn Thornton	English Dept. Chair/Literacy Coach
Ms. Geneva Townsend	Paraprofessional
Mrs. Santana Upshaw	Fashion Design Teacher
Mr. Agostino Viggiano	Italian/Spanish Teacher
Mr. James Waddington	Technology Coordinator
Mr. Keith Walker	Inclusion Teacher
Ms. Kelsey Weimer	Social Studies Teacher
Mr. Geoff Weismer	Science Teacher
Ms. Karen Wilkes	Health & Social Service Coordinator
Mr. Joseph Williams	Health & Phys. Ed. Teacher

# Creative Arts Morgan Village Academy Staff (cont)

Mr. Walter Williams

Ms. Amelia Wise

Ms. Lauren Yakabosky

Ms. Angela Wright-Yelverton

Security Officer

Drop Out Prevention Officer

Math Teacher

Inclusion Teacher