

# **Creative Arts Morgan Village Academy Parent & Student Handbook**



**2014-2015 Agenda  
Dr. Davida Coe-Brockington, Principal**



Creative Arts Morgan Village Academy  
1000 Morgan Blvd.  
Camden, NJ 08104

Phone # 856-966-6267  
Fax # 856-966-6266

**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,

A handwritten signature in black ink that reads "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 x 58403
Student Attendance	(856) 966-6267 x 58403-58410
Guidance Counselors-Grades 6-8	(856) 966-6267 x 58501
Grades 9-12	(856) 966-6267 x 58502
Nurse Office	(856) 966-6267 x 58432
School Based Services	(856) 966-6267 x 58555

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.

# **This is the supply list for all students grades 6-12.**

## **1 (3)Ring Binder**



## **Filler Paper**



## **Pens**



## **Number 2 Pencils**



## **8 Colored Folders**



## **Hand Sanitizer**



## **Tissues**



### **INTERNET GUIDELINES**

Computers, Internet access, and other technology will be made available for approved educational uses. 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.

## **EARLY ARRIVALS**

# **Before School Tutorial Program**

Creative Arts Morgan Village Academy will conduct a Before School Tutorial Program. The program will begin at 7:30 am and end at 8:30 am. Parents must register their child for the program. The program will give extra help in the areas of mathematics, Science, literacy / English, and instrumental music. Students who are not part of the Before School Tutorial Program must not arrive before 8:15 am

## **LOST AND FOUND**

Lost objects found on the school grounds or in the building are to be brought to the mailroom in the main office.

## **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 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 everyday. 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.

# TESTING SCHEDULE From the Guidance Counselor

## CAMVA 2014-2015 Testing Schedule

September 13, 2014	<b>ACT:</b> 12 <sup>th</sup> Grade
October 7, 8, 9, 2014	<b>HSPA:</b> 12 <sup>th</sup> Grade* (Specific students)
October 14, 2014	<b>PSAT:</b> 10 <sup>th</sup> & 11 <sup>th</sup> Grades
October 14, 15, 16, 2014	<b>HSPA Make-up :</b> 12 <sup>th</sup> Grade* (Specific students)
November 8, 2014	<b>SAT:</b> 11 <sup>th</sup> Grade, 12 <sup>th</sup> Grade*, other?
December 13, 2014	<b>ACT:</b> 12 <sup>th</sup> Grade
January 12 - Feb 6, 2015	<b>AHSA:</b> 12 <sup>th</sup> Grade* (Specific students)
February 20 - April 2, 2015 “with a 10 day break in March”	<b>PARCC:</b> 9 <sup>th</sup> – 11th Grades
<b>-OR-</b>	..... <b>District will advise which option</b>
March 2 - March 27, 2015	<b>PARCC:</b> 9 <sup>th</sup> – 11th Grades
March 2-March 27, 2015	<b>PARCC:</b> 6 <sup>th</sup> – 8 <sup>th</sup> Grades
March 3, 4, 5, 2015	<b>HSPA:</b> 12 <sup>th</sup> Grade* (Specific students)
March 10, 11, 12, 2015	<b>HSPA Make-up :</b> 12 <sup>th</sup> Grade* (Specific students)
March 23 - April 17, 2015	<b>AHSA:</b> 12 <sup>th</sup> Grade* (Specific students)
May (Dates TBD), 2015	<b>AP Exams:</b> 12 <sup>th</sup> Grade
May 26, 27, 2015	<b>NJBCT:</b> 10 <sup>th</sup> grade
May 27, 2015	<b>NJASK Science:</b> 8 <sup>th</sup> Grade
May 28, 2015	<b>NJASK Science Make-up:</b> 8 <sup>th</sup> Grade
May 28, 29, 2015	<b>NJBCT Make-up:</b> 10 <sup>th</sup> grade
June 6, 2015:	<b>SAT:</b> 11 <sup>th</sup> Grade, 12 <sup>th</sup> Grade*, other?
June 15 - June 26, 2015	<b>AHSA:</b> 12 <sup>th</sup> Grade* (Specific students)

All tests, EXCEPT THE **PARCC**, are administered on paper; **PARCC IS COMPUTER BASED**  
**PARCC TEST DATES LISTED, AND ANY ADDITIONAL PARCC TESTING, TO BE CONFIRMED BY DISTRICT**  
The **SATs** and **ACTs** listed here are only the ones that will be administered at CAMVA

**Creative Arts Morgan Village Academy**  
**Dr. Davida Coe-Brockington, Principal**

# **SCHOOL WIDE POLICIES**

1. All students must write in blue or black ink. No pencils may be used except for math and music classes.
2. All students will adopt a school heading. Please post this heading in your classrooms and have students adhere to it. Papers are to be neatly prepared without scribbling.
3. Each student must carry a 3 ring binder with a section for each subject. This is mandatory and will replace individual class notebooks.
4. Each student must come to class prepared: **COVERED** textbooks, binder, writing tools.  
  
Student will lose **10 points** if he/she comes to class without materials.
5. All reports must be typed using Times New Roman, 12 point and double spaced. The students will lose **20 points** if reports are not done correctly.
6. Students will lose **5 points** a day for each day an assignment is late.
7. Students may go to their lockers before school, during lunch, and after school. No Exceptions!
8. Students must pay for books if they lose them. Please provide Dr. Coe-Brockington with a list of missing items. Mr. Jones our school's treasurer can begin to collect for lost books.
9. Progress cards will be sent home throughout the marking period from the guidance office.
10. Students are to be in homeroom by 8:40 am.

**Creative Arts Morgan Village Academy  
Dr. Davida Coe-Brockington, Principal**

**LITERACY GUIDELINES**

1. Each student will complete a written project in his/her major per quarter.
2. Each teacher will teach and reinforce research skills using information from his/her major area.
3. All reports must contain these elements:
  - thesis statement
  - outline
  - body
  - work cited page
4. Humanities reports must include MLA documentation; Social Sciences subjects will include APA documentation.
5. All students will know how to preview the text.
6. All students will participate in SAT Prep courses.
7. All students will participate in test prep. Classes.
8. Pre-class activities will focus on PARCC.
9. All students will compose a 5 paragraph essay, according to the school guidelines.
10. All students will develop a portfolio to include audio/visual samples of speeches, presentations, and performances.
11. All students will take Honors English classes.
12. Reading and writing skills will be emphasized and taught throughout the content areas.



# **Ten Key Practices for Creative Arts Morgan Village Academy**

**Dr. Davida Coe-Brockington, Principal**

1. Raising Expectations
2. Challenging Performing Art Courses
3. Academics That Teach from the College Curriculum
4. An Upgraded Academic Core and Major
5. Work based Experiences
6. Integration of Academic and Career Technical Studies
7. Active Engagement of Students in the Learning Process
8. Individualized Guidance and Advisement System
9. Extra help
10. Using data to improve instruction

# **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:

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

### 5. Principal review dates:

- a. 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

## **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 REPOSIBILITIES**

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 on 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 sign up for weekly e-mail updates. [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.

\* Students will not be allowed to carry backpacks/purses during the school day. All backpacks/purses must be placed in lockers.

# Creative Arts Morgan Village Academy

990 Morgan Blvd.

Camden, NJ 08104

Dr. Davida L. Coe Brockington, Principal

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

Advisory	8:40am	to	8:46am
1 <sup>st</sup> Period	8:46am	to	9:28am
2 <sup>nd</sup> Period	9:30am	to	10:12am
3 <sup>rd</sup> Period	10:14am	to	10:56am
4 <sup>th</sup> Period (Lunch 9 <sup>th</sup> & 10 <sup>th</sup> )	10:58am	to	11:40am
5 <sup>th</sup> Period	11:42am	to	12:24pm
6 <sup>th</sup> Period (Lunch 11 <sup>th</sup> & 12 <sup>th</sup> )	12:26pm	to	1:08pm
7 <sup>th</sup> Period (Lunch 6 <sup>th</sup> – 8 <sup>th</sup> )	1:10pm	to	1:52pm
8 <sup>th</sup> Period	1:54pm	to	2:36pm
9 <sup>th</sup> Period	2:38pm	to	3:20pm



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

Advisory	8:40am	to	8:46am
1 <sup>st</sup> Period	8:46am	to	9:11am
2 <sup>nd</sup> Period	9:13am	to	9:38am
3 <sup>rd</sup> Period	9:40am	to	10:05am
4 <sup>th</sup> Period (Lunch 9 <sup>th</sup> & 10 <sup>th</sup> )	10:07am	to	10:27am
5 <sup>th</sup> Period	10:29am	to	10:54am
6 <sup>th</sup> Period (Lunch 11 <sup>th</sup> & 12 <sup>th</sup> )	10:56am	to	11:21am
7 <sup>th</sup> Period (Lunch 6 <sup>th</sup> – 8 <sup>th</sup> )	11:23am	to	11:48am
8 <sup>th</sup> Period	11:50am	to	12:15pm
9 <sup>th</sup> Period	12:17pm	to	12:40pm

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

Advisory	10:40am	to	10:43am
1 <sup>st</sup> Period	10:43am	to	11:12am
2 <sup>nd</sup> Period	11:14am	to	11:43am
3 <sup>rd</sup> Period	11:45am	to	12:14pm
4 <sup>th</sup> Period (Lunch 9 <sup>th</sup> & 10 <sup>th</sup> )	12:16pm	to	12:45pm
5 <sup>th</sup> Period	12:47pm	to	1:16pm
6 <sup>th</sup> Period (Lunch 11 <sup>th</sup> & 12 <sup>th</sup> )	1:18pm	to	1:47pm
7 <sup>th</sup> Period (Lunch 6 <sup>th</sup> – 8 <sup>th</sup> )	1:49pm	to	2:18pm
8 <sup>th</sup> Period	2:20pm	to	2:49pm
9 <sup>th</sup> Period	2:51pm	to	3:20pm

**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.
- XIV. No Backpacks, they must be placed in lockers during homeroom.

**Board of Education Policy:**

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

# Creative Arts Morgan Village Academy Staff

Dr. Davida L. Coe-Brockington	Principal
Ms. Beverly Williams	Secretary to the Principal
Ms. India Jackson	SYB Secretary
Ms. Roxanne Garrett	Clerk
Ms. Sandy Abdullah	Paraprofessional
Mr. Patricio Acevedo	Music Teacher
Ms. Janice Barrow	Social Studies Teacher
Mr. Mark Boogaard	Math Teacher
Mr. Felix Bowman	Security Officer
Mr. Bruce Brown	Special Service Department
Mr. Elbrite Brown	Visual Arts Teacher
Ms. Michelle Butler	Security Officer
Ms. Michelle Cloth	Math Teacher
Ms. Anna Collazo	Custodian
Ms. Carol Colon	Security Officer
Mr. Charles Denicuolo	Inclusion 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. Leslie Giles	Guidance Counselor
Ms. Roseann Gould	Paraprofessional
Mr. Norris Green	Custodian
Ms. Frieda Halliday	Dance Teacher
Ms. Marilyn S. Hill	Guidance Counselor
Ms. Mylisa Himmons	Exceptional Works Teacher
Ms. Deborah Hughes	Nurse
Ms. Carol Hutchinson	Custodian



# Creative Arts Morgan Village Academy Staff

Ms. Catherine Johnson	Health & Social Service Coordinator
Ms. Joanne Johnson	English/Literacy Teacher
Mr. Richard Johnson	Head Custodian
Mr. Alphonso Jones	Math Teacher
Ms. Ann Kavanugh	Health & Phys. Ed. Teacher
Mr. Christopher Klein	Social Studies Teacher
Mr. Gregory Louderback	Media/Technology
Ms. Joelle Wagner-Lynch	English/Literacy Teacher
Ms. Cassandra Marchionne	English/Literacy Teacher/Coach
Ms. Toni McBride	English/Literacy Teacher
Ms. Shawn McEady	Special Services
Ms. Maggie Miller	Paraprofessional
Ms. Joyce Mogil	Inclusion Teacher
Ms. Robin Montague	Health & Phys. Ed. Teacher
Mr. Brett Moonen	Science Teacher
Ms. Miriam Suzzette Ortiz	Music Teacher
Mr. Douglas Overtoom	Drama Teacher
Mr. John Pfeffer	Social Studies Teacher/Scheduler
Ms. Rene Pritchett	Inclusion Teacher
Ms. Cassandra Provost	Math Coach-Department Head
Ms. Miriam Rodriguez	English/Literacy Teacher
Ms. Tyesha Scott	MSW Family Systems Specialist
Mr. Atiba Sonnebeyatta	School Based
Ms. Lezity Soto	Paraprofessional
Mr. Montrey Sturgis	Security Officer
Mr. Arthur Taylor	Dance Teacher
Ms. Jacquelyn Thornton	English Dept. Chair/Literacy Coach
Mrs. Santana Upshaw	Fashion Design Teacher
Mr. Agostino Viggiano	Ital./Spanish Teacher
Mr. Geoff Weismer	Science Teacher
Mr. Rodger Williams	Custodian
Mr. Walter Williams	Security Officer
Ms. Angela Wright-Yelverton	Inclusion Teacher