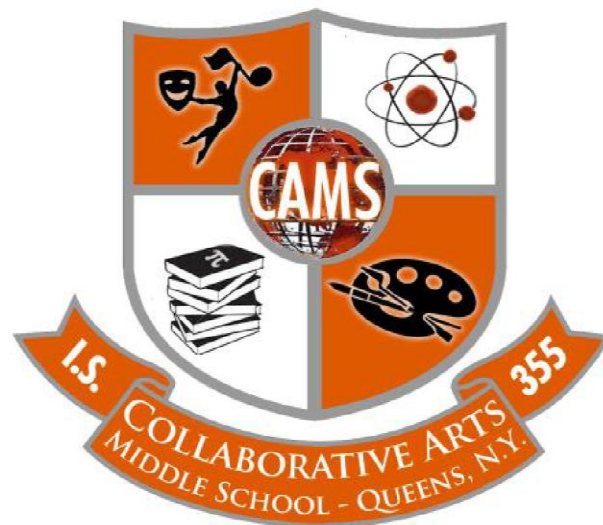




STUDENT and FAMILY HANDBOOK

Collaborative Arts Middle School



SY 2017-2018

SCHOOL DIRECTORY

LOCATION and MAILING ADDRESS:

145-00 Springfield Boulevard

Springfield Gardens, N.Y. 11413

PHONE NUMBER: (718) 977-6181

FAX: (718) 977-6183

WEBSITE: www.camsq355.org

SOCIAL MEDIA:

FACEBOOK: Collaborative Arts Middle School

INSTAGRAM: @cams355

TWITTER: @cams355

SCHOOL SECRETARY: secretary@cams355.com

GUIDANCE COUNSELOR: gcurcio@cams355.com

PARENT COORDINATOR: uarchille@cams355.com

FROM THE DESK OF THE PRINCIPAL



Dear CAMS Families,

Welcome to Collaborative Arts Middle School (CAMS)! We are so excited to provide you with an arts themed educational middle school experience, where we are invested in teaching the whole child.

Our students benefit from an inclusive classroom environment that uses a student-centered approach to learning. Here we encourage students to use their individual and collective voices to inquire and creatively problem-solve.

Our arts program has helped to ensure that a number of students get into the performing and fine arts programs of their choosing. Our Regents math program has been successful in helping students attain high school credit before they enter the doors of their 9th grade schools.

Our handbook contains information on our rules and policies and serves as a guide for what is expected.

I hope you take the time to read this carefully and become familiar with our programs and culture.

Additional information on all aspects of our school's history, student academic and social life can be found on our school website, www.camsq355.org. Follow us on social media platforms: Facebook, Instagram, and Twitter.

If you have any questions, please ask. We are all here to help you.

Sincerely,

Principal Holloway

School Calendar 2017–2018

Sept 7	First Day of School Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.	Jan 29	Chancellor's Conference Day for High Schools High School students do not attend school, except those enrolled at D75 school programs.
Sept 8	First Full Day for Non-District 75 Kindergarten Students Partial school time for pre-kindergarten public school students.	Jan 30	Spring Term Begins for High School Students
Sept 13	Elementary School: Parent-Teacher Conferences*	Feb 16–23	Lunar New Year and Midwinter Recess (schools closed)
Sept 21–22	Rosh Hashanah (schools closed)	Mar 6–7	Middle School: Parent-Teacher Conferences*
Sept 26	Middle School: Parent-Teacher Conferences*	Mar 8–9	High School: Parent-Teacher Conferences*
Sept 28	High School: Parent-Teacher Conferences*	Mar 12–13	District 75 School Programs: Parent-Teacher Conferences*
Oct 9	Columbus Day Observed (schools closed)	Mar 14–15	Elementary School: Parent-Teacher Conferences*
Nov 7	Election Day Students do not attend school. Chancellor's Conference Day for Staff Development.	Mar 30–Apr 6	Spring Recess (schools closed)
Nov 9–10	High School: Parent-Teacher Conferences*	May 3	High School: Parent-Teacher Conferences*
Nov 13–14	District 75 School Programs: Parent-Teacher Conferences*	May 9	Middle School: Parent-Teacher Conferences*
Nov 15–16	Elementary School: Parent-Teacher Conferences*	May 23	Elementary School: Parent-Teacher Conferences*
Nov 23–24	Thanksgiving Recess (schools closed)	May 28	Memorial Day (schools closed)
Nov 29–30	Middle School: Parent-Teacher Conferences*	Jun 7	Anniversary Day Students do not attend school. Chancellor's Conference Day for Staff Development.
Dec 25–Jan 1	Winter Recess (schools closed)	Jun 11	June Clerical Day Elementary school, middle school, and D75 students do not attend school.
Jan 15	Dr. Martin Luther King Jr. Day (schools closed)	Jun 15	Eid al-Fitr (schools closed)
Jan 26	Regent Scoring Day High School students do not attend school, except those enrolled at D75 school programs.	Jun 22	Regents Rating Day High School students do not attend school, except those enrolled at D75 school programs.
		Jun 26	Last Day For All Students Early Dismissal.

Parent Involvement Dates

Parent Teacher Association		School Leadership Team	
<p>Parent Associations (PAs) and Parent Teacher Associations (PTAs) are school-based organizations open to all parents of children currently attending a New York City public school. The PA/PTA is a primary vehicle for parents to get involved in their children's schools.</p>		<p>(SLTs) are vehicles for developing school-based educational policies, and ensuring that resources are aligned to implement those policies. SLTs assist in the evaluation and assessment of a school's educational programs and their effects on student achievement.</p>	
The Date	Did I attend? ✓	The Date	Did I attend? ✓
September 20, 2017		September 28, 2017	
October 5, 2017		October 12, 2017	
November 2, 2017		November 9, 2017	
December 7, 2017		December 14, 2017	
January 4, 2018		January 11, 2018	
February 1, 2018		February 8, 2018	
March 1, 2018		March 8, 2018	
April 12, 2018		April 19, 2018	
May 3, 2018		May 10, 2018	
June 14, 2018		June 14, 2018	

Parent Teacher Association Executive Board

President Walter Harrison: wharrisonlimos@gmail.com

Secretary Camille Lambert-Beaton: camillelambert9@gmail.com

Treasurer Kerry Richardson: dsmalliesmile@hotmail.com

School History

Collaborative Arts Middle School was proposed to the NYC Department of Education Office of New Schools in the fall of 2010 and approved in the spring of the 2011. Designed with the idea of providing students with the opportunity to have a unique middle school experience, our school was supplanted in the Tri-Community area to serve students and families with a quality standards-based education accompanied with a technically sophisticated arts experience. Opening with the 156 6th grade and nine teachers, the school has evolved to serve three grades with over 40 educators guiding our nearly 400 students.

Mission/ Core Values

Collaborative Arts Middle School (CAMS) seeks to create a school designed specifically to meet the unique needs of the middle school learner. To this end, we strive to plant the seeds of a college-ready education filled with high expectations coupled with high levels of support. As the arts encourage and inspire our work, we aim to provide a technically, sophisticated arts program for our students to hone their talents and self-expression. Believing that “He who gives when he is asked has waited too long,” we are committed to focus on service learning to train our students to improve their world and thus themselves.

Core Values

Creativity Achievement Responsibility Respect

School Credo

At CAMS, we are scholars, artists, and humanitarians. We will believe and act as if it is impossible to fail.

Bell Schedule

Period	Schedule
Homeroom	8:20-8:22
1	8:22-9:05
2	9:07-9:52
3	9:54-10:39
4	10:43-11:28
5	11:32-12:17
6	12:19-1:04
7	1:06-1:51
8	1:53-2:35
Homeroom	2:35-2:40

School Administration

Tammy N. Holloway, Principal

Nordia Brackett, Assistant Principal

Anthony Pignataro, Assistant Principal

Uz Archille, Parent Coordinator

Geneva Bowser-Mixson, School Secretary

Lamont O'Neil, Dean of Students

Gina Curcio, Guidance Counselor

#

504 Form

A

Absences/Absent Notes/Attendance

When your child is absent from school, a note must accompany your child on the day that he/she returns to school. The note should include: the date of the child's absence, child's name, reason for absence, and a parent/guardian signature. Please be sure to call the school on the day of the absence. Attendance is taken during your child's first period class. You can find a copy of the note in the appendix of the handbook and on our school website in the parent corner.

After School Programs

Currently, the main after school enrichment program at CAMS is provided by Sports & Arts in School Foundations (SASF). Students must apply for the limited 121 seats in September and the program tuition is free. The applications are given out in the main office after dismissal. Additionally, we run four clubs each marking period. Students who join clubs have to attend consistently so as poor program attendance may result in their removal.

Arrival

All students should enter the side of the building through the park entry by 8:15am. School begins promptly at 8:20am. **Attendance is taken during your child's first period class.** Please note, high schools consider attendance and lateness when determining high school admissions.

B

Breakfast

Breakfast is served daily from 7:45am-8:10am for all students in the Student Cafeteria. Students should arrive at 7:45am to participate in this free program.

C

Cell Phones

See Electronic Devices.

Common Core Learning Standards

The Common Core Learning Standards are standards which have been designed to add more rigor by focusing on the development of the critical thinking, problem solving, and analytical skills that students will need to be successful in college and career. Please view the complete standards at www.corestandards.org. You may also visit the NYCDOE website at www.nyc.gov/schools for a detailed overview of the standards, and information on how parents can support learning at home.

Comprehensive Education Plan (CEP)

The CEP is the working document which defines the mandates, goals, and objectives of the school. You may request copies of the CEP from the parent coordinator or by going online to www.nyc.gov/schools.

D

Dean

The school dean is Mr. O’Neil. The dean will conduct disciplinary actions involving students as per the NYC Department of Education Discipline Code. Parents/Guardians will receive communication if your child is involved in a disciplinary action. The Dean is responsible for discipline, safety, and reinforcement of school culture. He works cooperatively with teachers, counselors, students, and parents to encourage positive student behavior needed for academic and social success.

Delayed Openings

Delayed openings may occur due to inclement weather. Please listen to the TV and radio stations for up to date school information. You may also check the NYC Department of Education website www.nyc.gov/schools to register for alerts or call 311 for school updates. Please be mindful only the Mayor can announce the citywide closure or delay of school openings.

Dismissal Locations

Day	Time	Who	Where	Street Location
Monday through Friday	2:40pm	Grade 6 Grade 8	Main Entrance	Springfield Blvd.
Monday through Friday	2:40pm	Grade 7	Back Entrance Exit C	Springfield Blvd. and N. Conduit

On a HALF DAY, students will be dismissed at 11:30am.

Students are to report to PM homeroom after their 8th period class. PM attendance will be taken daily. Students missing from class will be considered cutting if they fail to report to PM homeroom.

Dress Code

The school uniform is expected to be worn on the first day of school and everyday thereafter unless the school sends notice in writing or via telephone message. *Shorts and jeans are not permitted before June.* Outerwear must left in the homeroom classes. On gym days students should come to school dressed in their gym attire. Parents/guardians of students who are inappropriately dressed will be called and will be asked to bring a change of clothing to school for their child. At the Principal’s discretion, a student may be kept in the office until such clothing is brought to school or a loaner item may be given to the student for the day. Uniforms can be purchased at Ideal Uniform located at **175 Rockaway Turnpike Ave., Valley Stream, and N.Y 11580/P: 516-354-8255.**

Drills

Evacuation Drill

During the school year, students will participate in evacuation drills. These drills are important in the event that the school must evacuate the building for any reason. Everyone will follow the same procedures as they would for fire drills. They will wait at their assigned locations for further instructions. If necessary, students will be taken to a designated site. Parents/guardians will be contacted if this is necessary.

Our current site is: I.S. 59Q located at 132-55 Ridgedale Street, Springfield Gardens, N.Y. 11413.

Fire Drill

Everyone is required to vacate the building once the fire bells are sounded. During a fire drill, all students must be silent and attentive to their teacher’s instructions. Students should be moving swiftly as listening and knowing what to do in an emergency can save lives. Fire drills can happen at any time and in any weather. In our efforts to stay in compliance, we complete the mandated eight before December of each year and four more before the end of the school year.

Lockdown Drills and “Shelter-In” Drills

During the school year, students will participate in lockdown and “shelter-in” drills. These drills are important in the event that an intruder enters the building. In a “shelter-in” drill all school doors will be locked until an “all clear” announcement is given from the main office. Students must be silent and listen carefully to the instructions from the teacher. In a lockdown drill, all doors are locked except the main entrance. During an official lockdown, do not proceed into the school building. The NYPD are the only officials who can designate school lockdowns if there is an external threat to the building.

E

E-Mail Addresses/Websites

The **CAMS school website** is at your fingertips. The website is a great resource for all parents and can be found at www.camsq355.org The CAMS school website links you to all teachers and administrators. The website also displays upcoming events along with teacher updates such as unit plans, daily homework assignments, and upcoming assessments. You may email your child's teachers and advisor when you have comments, questions, or concerns. You may also email our parent coordinator, Uz Archille, at UArchille@schools.nyc.gov or by cell at (516) 661-7368. Please be sure to visit the school website to find useful parent links and to stay abreast of upcoming events and activities.

Pupil Path is another resource for parents, students, and teachers. Pupil Path is our online gradebook which updates parents/guardians regarding student's grades, assessments, homework, behavioral anecdotes, and attendance. Teachers update Pupil Path on a weekly basis; all parents can log in weekly to monitor their children's academic progress.

Electronic Devices

School-based policy of Collaborative Arts Middle School for use of cellphones, computing devices, and portable music and entertainment systems on school property is that such devices **may not be visible nor may they be turned on while on campus**. All items will be confiscated. Please note that all confiscated electronic devices can be picked-up between the hours of 9am-10am and 3pm-4pm on Mondays only from the Parent Coordinator by a designated parent or guardian. *Continued violation of this policy will lead to a loss of privilege to bring to school.

As per Chancellor's Regulations, electronic devices such as cell phones, ipods, mp3 players, and electronic games are not allowed in school. These items will be confiscated and returned to a parent/guardian.



**SCHOOL-BASED POLICY OF COLLABORATIVE ARTS MIDDLE SCHOOL FOR USE OF
CELLPHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT
SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPad, and other similar computing devices ("computer devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS. All visible items will be confiscated.

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restriction below.

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test, or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

B. Cell phones may be used as set forth below (select applicable option(s) or select other options consistent with Regulation A-413).

During the school day:

- Cell phones may not be turned on or used while on school property.

C. Computing devices may be used as set forth below.

During the school day:

- Computing systems may not be turned on and used during instructional time for instructional and education purposes.

D. Portable music and entertainment systems may be used as set for below.

During the school day:

- Portable music devices and entertainment systems may not be turned on or used while on school property.

E. Confiscation and return of electronic items

All Confiscated electronic devices can be picked up between the hours of **9am-10am and 3pm-4pm on Mondays** from the Parent Coordinator by a designated parent or guardian. Continued violation of this policy will lead to a loss of privilege to bring the item to school.

- If a student has an electronic item confiscated three times the student's electronic devices will be collected by the school each morning and will be returned at the end of each school day.

F. Discipline

Students who use cell phones, computing devices, and/or portable music and entertainment system in violation of the Chancellor Regulation A-413, and or the DOE's Internet Acceptable will be subjected to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Emergency Blue Cards

It is necessary for parents to complete emergency blue cards for each of their children. The school must have a current home address and current phone number. Emergency blue cards should be updated to include which adults have permission to pick up each child. If you have a change in telephone numbers or address, please complete a new card.

Note: Students will only be released to persons whose names appear on the blue emergency card in the office.

Fax Number

Our fax number is 718-977-6183.

Festivals

Students will perform in two festivals throughout the school year. The Winter and Spring festivals allow students to perform a collaboration of dance, singing, and pageantry for their peers and CAMS family. Student participation is required as their participation is a large component of their studio grade.

G

Grading Policy

CAMS provides every student, without exception, both the opportunity and necessary support to benefit from a high quality educational experience. A challenging and rigorous curriculum, articulated for grades 6-8, is implemented for all students in all content areas. We believe that student retention is not an effective practice. Students who are struggling are identified early and provided with support to reach state standards and prepare them for the next level of their educational experience.

At CAMS, we believe in a Balanced Assessment Approach that uses three forms of assessment: **Formative Assessment, Summative Assessment, and Benchmark Assessments.**

Summative Assessments 30% (minimum of 2 per quarter)

Formative Assessments 60% (minimum of 6 per quarter)

Homework 0 to 10% (no minimum)

- Homework- independent practice completed outside of class
- Formative Assessments-may include class work, daily, or weekly assignments, quizzes, other writing assignment, smaller projects, and exit slips.
- Summative Assessments-may include major projects, unit tests, chapter tests, mid-term and final exams.

All Performing Arts Classes (Physical Education, Visual Art, Dance, and Chorus)

- Summative Assessments 35% (minimum of 2 per quarter)
- Formative Assessments 65% (minimum of 6 per quarter)
- Practice at home will be reflected in classroom performance.
- Formative Assessments-may include products produced to show understanding of concepts, performances, smaller projects, quizzes, exit slips.
- Summative Assessments-may include application of skills learned through performances, projects, presentations, and final exams.

Grading System

Performance Level	Numeric Equivalent	Description
4.0	95-100	Excellent progress
3.0	85-94	Good progress
2.0	75-84	Average progress
1.0	65-74	Poor Progress

Guidance Counselor

The guidance counselor is Mrs. Curcio. She provides personal and academic support to all students. She provides mandated at-risk counseling to students. If you have any concerns, you may contact her at 718-977-6181 ext. 2252. Guidance counselors are also the points of contact for articulation to high school.

Health

It is required by law that children have the following immunizations before they attend public school. Please visit your pediatrician to verify that your child has the correct doses of each of the following: 3 doses of DTP, DTAP, 3 to 4 OPV for polio, 2 doses of MMR, 3 doses of Hepatitis B, if born after 1998, and 2 dose of Varicella.

As required by State law, you are responsible for ensuring that students are fully vaccinated against specific preventable diseases in order to attend school. Please note the following changes to immunization requirements that will be in place for the 2016–2017 school year:

- **§ Two doses of chicken pox (varicella) vaccine are now required** for all students entering kindergarten or sixth grade. Previously, two doses were recommended, but only one dose was required.
- **§ Three to four doses of polio (IPV/OPV) vaccine are now required** for all students entering kindergarten or sixth grade. Previously, three doses were required.
- **§ Four to five doses of DTap/DPT/TD are now required** for all students in kindergarten through fifth grade. Previously, three doses were required
- **§ One dose vaccine against meningococcal type A, C, W and Y (MenACWY) are now required** for grade 7 students. This is a new requirement.

Nurse

There is a school nurse on site five days per week. Please notify the school about any health issues that your child is having or any medications that need to be administered.

Physical Examinations

State law requires a physical exam for every child prior to entrance to CAMS. Parents/guardians must have the physical examination form completed and signed by their child's pediatrician. Forms must be on file in the school. All immunizations must be up to date.

Homework

Homework is an extension of the classroom and is given on a daily basis. Homework must be done daily and handed in on time. Homework assignments along with unit plans are posted on

the school's website, www.camsq355.org. Homework assignments can be located by clicking on the official class or the teacher's name. Parents/guardians are encouraged to monitor homework daily.

Honor Roll

Honor roll students are recognized each quarter. A student needs to acquire an average of 85% or higher throughout the marking period. An honor roll trip is done each quarter to recognize those students who've worked diligently to maintain high academic success.

Perfect Attendance Honor Roll

All students are eligible for perfect attendance for the marking period if they've had no record of lateness or absences.

Hours

Regular Hours: 8:20 am-2:40 pm Monday through Friday.

Immunizations

See Health.

Lateness

After 8:25am, students will sign into the late log book and receive a late pass. Habitual lateness to school can result in further administrative action.

Lost and Found

Lost articles are stored in the main office. All unclaimed items will be donated to the Salvation Army on a monthly basis.

Lunch Program

Lunch applications are sent home with each student in September for parents/guardians to fill out and return to the school. Lunch applications can be filled out online by visiting www.camsq355.org and clicking on the link on the left hand side of the page. Lunch fees can be paid online at www.nyc.applyforlunch.com or at the kiosk located in the cafeteria. **Soda, glass bottles, and candy are not permitted in the classrooms.**

M

Metrocards

Metrocards are given to students who are eligible for them based on the distance they live from the school. The distance from the school is determined by the Office of Pupil Transportation. The school has no say in this matter. Parents are responsible for paying the bus fare or transporting the child to school. Students who lose their metrocards will be given a replacement card once a replacement request form is signed by the parent and returned to the main office. Replacement request forms must be completed. The link can be found under the Parents' Corner at www.camsq355.org or see the appendix.

Yellow bus service is provided to students with special needs who have a busing option written into their IEP. **Middle School Arts Studio Program (Grade 6-8)**

NO

NYS Common Core ELA Assessment

All students will take an ELA assessment each spring. Mastering all parts of the examination is integral to the success of the student. The assessment will measure reading comprehension through multiple choice questions and constructed written responses. The multiple choice section assesses a student's comprehension of various reading passages, articles, poems, and nonfiction texts. For guidelines regarding the NYS ELA assessment, please visit www.engageny.org or http://schools.nyc.gov/daa/test_info/default.asp.

NYS Common Core Mathematics Assessment

All students will take a math assessment each spring. The math assessment includes problem solving and computation through multiple choice questions and constructed written responses. For guidelines regarding the NYS Math assessment, please visit www.engageny.org or http://schools.nyc.gov/daa/test_info/default.asp.

NYS Regents

CAMS offers the Integrated Algebra and Living Environment Regents to selected eighth grade students who have completed the necessary coursework.

NYS Science Assessment

Students in the eighth grade will take the science assessment in May and June. This assessment is comprised of multiple choice, open-ended questions, and a performance section based on lab experiments done previously in class. The material covered is based on the NYS Learning Standards.

NYSESLAT (NYS English as a Second Language)

This assessment identifies the skills English Language Learners i.e. ELL students have mastered as they become proficient in English.

PQ

Parent Coordinator (PC)

The Parent Coordinator is responsible for creating a welcoming school environment for parents along with working with the principal to address parent issues and concerns at the school, conducting outreach to engage parents in their children's education, strengthening parent involvement. The parent coordinator partners with and supports the work of their Parent Association/Parent Teacher Association, School Leadership Team, community groups, and parent advisory councils. Please feel free to contact the PC for parent resources and information at (718) 977-6181, (516) 661-7368 or uarchille@cams355.com

Parent Involvement

Parents/Guardians play an essential role in directing and supporting the educational achievements of their child. We invite you to partner with us during the school year to participate in parent workshops, family events, activities, fundraisers, PTA meetings, and joining committees.

Parent Teacher Association (PTA)

CAMS has a very active PTA. The PTA room is located in the lower level of the school in room B26.

Parent Engagement Events/ Student-led Parent Teacher Conference And Meet the Teacher

Parents/guardians are invited to meet with their child's advisor during PTC's in October and March, (May for Student Led Parent Teacher Conference). Please be sure to make your appointment with your child's advisor for those days. If necessary, please be sure to make a follow-up appointment with a specific teacher if further assistance is needed or other concerns need to be addressed.

Permission to be Photographed

All students must have a signed NYC permission to be photographed form on file at the school each year.

Phone Calls Home

Student phone calls home will be limited. Phone calls home during the day should be for emergencies only. If your child is sick at school, the nurse or an administrator will place the call home. Students should not be calling home on their personal cell phones, which are not allowed in a NYC school.

Physical Education

Students are expected to participate in physical education unless instructed by a doctor and/or physician. Students have gym at least two times a week. On gym days **GYM UNIFORMS (grey t-shirt & grey sweat pants) and SNEAKERS are required for students**. Preparedness is part of a student's report card grade.

Principal

Our principal is Tammy N. Holloway. If you need to speak with her, please call the main office at 718-977-6181 for an appointment.

Promotion Policy

The New York City Department of Education has adjusted the way we make decisions about promoting students in grades 3 to 8. These changes ensure that students' scores on New York State English and math tests are no longer a primary factor in promotion decisions. Instead, schools will base promotion decisions on a variety of measures of student progress, which may include report cards, samples of student writing, projects, assessments, assignments, and other student work alongside State tests. If your child has an Individualized Education Plan or is an English Language Learner, talk to your child's school about how this process applies.

R

Recess

Lunchtime recess takes place in the schoolyard. When there is inclement weather, students may be held in the auditorium, gym, or cafeteria.

Report Cards

Report cards are distributed on a quarterly basis. Parents/Guardians will receive report cards during the Parent Teacher Conferences. Report cards for the remaining two quarters will be sent home with the student.

Monthly Progress Reports

Interim progress reports are distributed on a monthly basis.

S

School Psychologist

The school psychologist Ms. Bhakri, evaluates students who are eligible for an individualized educational plan (IEP). The psychologist also provides counseling to students.

Social Worker

The school social worker is available for at-risk or mandated counseling services and can address any of your concerns pertaining to your child's well being.

School Leadership Team (SLT)

This is a committee which is comprised of administration, teachers, staff, parents, and student (for high school). The team meets monthly to discuss academic, safety, and social needs of the school as they relate to the CEP (Comprehensive Education Plan). Meetings are always open to

parents; however only members of the team may speak unless you are an invited guest and are on the agenda. The SLT meets on the 2nd Thursday of each month from 5:00-8:00pm.

School Messenger Phone System

CAMS utilizes this automated phone system to contact families regarding upcoming events, attendance, and emergencies at the telephone number designated upon student registration. Please notify the main office or Parent Coordinator if your phone number changes during the school year.

Senior Dues:

All eighth grade senior dues are collected during the month of March. The Senior Dues are composed of the Cap & Gown, the Senior trip, Pictures, Yearbook, and the Prom. It is imperative that all Senior Dues are collected on time and paid via cash or money order no checks are permitted. **Please be mindful all senior dues are non-refundable.**

Student Advisors

Each official class will be assigned an advisor. The advisor is responsible for monitoring their advisory group and keeping in contact with each Parent/Guardian on a regular basis. Each advisor is also responsible for scheduling appointments with Parents/Guardians during Parent Teacher Conference.

Support Staff

CAMS provide the following support services for our students: AIS, speech, occupational therapy, social worker, guidance counselor, school psychologist, ESL, and SETSS. Additionally, the campus has a Response to Intervention Team i.e. (RTI) to support students who are at risk of not meeting standards.

Suspensions:

The Principal and Administrators will suspend students who've participated in acts that are in violation of the Chancellor's Regulations. Alternate Learning Centers provide an educational setting for students who are serving a Superintendent's Suspension up to one year. In school Principal Suspensions are served in our in house suspension classroom. In both cases students are still responsible for completing all assigned classwork and homework.

Technology

All students are exposed to technology both in the computer lab and in the classroom. Laptops, iPads, and Smart Boards are available to students inside of the school.

Translation Service

Translation services are available at the school. Please contact your Parent Coordinator or for assistance.

Trips

During the school year, teachers will take classes on trips. All CAMS trips are curriculum-based and centered. **Permission slips should be signed by a parent/guardian and are required prior to a student going on the trip.** Students cannot call their parents/guardians on the day of the trip to obtain permission. Parents/Guardians will be informed of the trip location, hours, and any cost involved. **School uniforms must be worn the day of the trip to allow for easy identification.** Students may be excluded from the trip by the principal, in accordance with the current NYC Department of Education Discipline Code. This is done for the safety of all other students on the trip. These students should, however, report to school on the day of the trip.

UV

Volunteering

Parents are encouraged to volunteer at the school. If you are interested, please contact the Parent Coordinator or the PTA.

W

Websites

The following websites contain valuable information about school:

www.camsq355.org: This is the official school website which parents can find parent links, current events, daily homework assignments, and assessment dates.

www.nyc.applyforlunch.com: This is the lunch money website in which parents can apply for school lunch and pay their balances online.

www.idealuniform.com/cams355q: This is the uniform website in which parents order and purchase school uniforms.

www.pupilpath.skedula.com: This is a parent website which pertains to students academics. Parents can monitor students weekly progress in all of their academic classes.

www.engageny.org: This is a parent resource regarding the new common core standards and expectations of students on all grade levels.

<http://www.schools.nyc.gov/myaccounts>: The NYC School account is a secure, new way for parents to follow your child's attendance, report card grades, and general student information in one of ten languages on a computer, phone, or tablet. Parents please see the Parent Coordinator for Account creation codes.

NYC Department of Education: www.nyc.gov/schools: This is the main New York City Department of Education's website for all parents. Parents can go on and see upcoming events, school calendars, and other helpful resources regarding borough wide parent meetings.

To register for alerts, families can visit www.nyc.gov to sign up for Notify NYC or call 311.

XYZ

Yearbook

Each graduating class will have a yearbook with class pictures and special events over the years. Be sure to order early.

Appendix

- Absent Note
- Metro card Replacement Letter



COLLABORATIVE ARTS MIDDLE SCHOOL

ABSENTEE NOTE

PRINT STUDENT'S FIRST AND LAST NAME _____ CLASS _____

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

[For extended absences or chronic conditions, a doctor's note is required in addition to the parent's note.]

PARENT'S OR GUARDIAN'S SIGNATURE & PHONE NUMBER

PRESENT THIS CARD AT THE MAIN OFFICE ON THE DAY YOU RETURN.

(Office Use Only)

DATE ENTERED INTO ATS SYSTEM

SIGNATURE

STUDENT'S I.D. NUMBER



Collaborative Arts Middle School MetroCard Replacement Request

Return to: Main Office

Please note: If this form is not signed by the parent or guardian, it will be returned with no action taken. Students may pick up their Metrocards in the Main Office at dismissal on Wednesdays or Fridays. Metrocard replacements may take 5-7 days.

Student's Name

Official Class

Date

Lost, stolen or damaged?

Full-fare or half-fare?

Home Address

Telephone #

Official Class Teacher

Room #

Student: Please explain (what happened, where, when) below:

Parent/Guardian's Signature: __

Office Use Only
Deactivated Card #Renlacement Card #