

COMMONWEALTH COMMUNITY DEVELOPMENT ACADEMY

A Public School Academy

Chartered 1996 through Eastern Michigan University

Academic Support Center

10731-37 W. McNichols

(313) 864-6627

(313) 864-6628 Fax

Corporate Office

13504 Justine

(313) 891-6802

(313) 366-9511 Fax

Elementary School

13477 Eureka

(313) 366-9470

(313) 366-9471 Fax

Dr. Cullian W. Hill, Executive Administrator

Mrs. Angela D. Moore, Assistant Executive Administrator/Principal



PARENT-STUDENT HANDBOOK

2013 - 2014

Home of the Panthers

"BUILDING FOR THE 21st CENTURY"

www.cwdacademy.com

PARENT-STUDENT HANDBOOK

Commonwealth Community Development Academy is NOT a Detroit Public School and is in no way affiliated.

MISSION STATEMENT

The Commonwealth Community Development Academy shall challenge each student to succeed at his/her maximum potential in a safe and secure environment. Academic and social excellence will be encouraged through effective instruction and cooperation between faculty, parents and students.

PHILOSOPHY STATEMENT

The staff of Commonwealth Community Development Academy is committed to effectively **educating and nurturing** our students. All students will be provided with the **resources** needed to be productive in society. Our **leadership skills** will adequately prepare students for successful living in the 21st Century.

CURRICULUM

The Commonwealth Community Development Academy curriculum includes but is not limited to:

Everyday Mathematics Language Arts Success For All Reading Vocal Music	Step up to Writing Science/Social Studies Physical Education Drama	Health & Safety Computer Applications Foreign Languages Dance
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Students are encouraged to excel beyond their actual grade level requirements to become prepared to achieve on competitive exams such as high school entrance, MEAP and Iowa Basic Skills Test.

HOME & SCHOOL ASSOCIATION

****Parents are required to participate** in a *minimum of 5 school events* which will compliment and agree with the efforts of Commonwealth Academy.

Volunteers are needed in the following areas:

✓	Area of Interest	✓	Area of Interest	✓	Area of Interest
	Lunchroom Aid		Field Trip Chaperone		Office Assistant
	Gym Aid		Computer Lab Aid		Safety Program
	Homeroom Parent		Hall & Restroom Patrol		Library Aide
	Entrance & Exit Aide		Success For All Listener		

Lack of parental involvement will subject students to possible dismissal from Commonwealth Academy

Parents who are not actively involved in the education and discipline of their children cannot expect high achievement or success. All volunteers must agree to complete a criminal background check conducted by Commonwealth Community Development Academy in conjunction with the Michigan State Police Department.

STUDENT ENROLLMENT PROCEDURES

Enrollment of students in Commonwealth Community Development Academy **is not complete nor is the student accepted** until all of the following paperwork and documentation have been received:

Student Enrollment Paperwork & Documentation	I have submitted the paperwork & documentation for				
	Student	Student 1	Student 2	Student 3	Student 4
	Name →				
	Grade →				
Enrollment Paperwork					
• 2012-2013 Student Confirmation Form Returning Students →					
• 2012-2013 Student Enrollment Form New Students →					
• 2012-2013 Emergency Contact Form					
• Student Health Questionnaire					
• Student Residency Questionnaire					
• 2012-2013 Lunch Application					
Enrollment Documentation					
• Birth Certificate					
• Health Appraisal					
• Immunization Record					
• Vision Screening					
• Educational Evaluation					
• Kindergarten Certificate →					
• Report Card →					
• Individualized Education Plan (IEP) →					
• Request For Students Records New Students →					
Mandatory Parent & Student Orientation					
• Student Covenant					
• Parent Covenant					
• Parent & Student Handbook Review					
<p>Student enrollment is incomplete until a parent or guardian has attended the mandatory orientation with their child. During the orientation session a Parent-Teacher-Student Compact will be completed outlining parent & student requirements.</p> <p><i>Failure to attend this meeting will prevent your child from attending classes.</i></p>					

TRANSPORTATION PROGRAM

Commonwealth Community Development Academy will provide transportation from the Academic Support Center located at 10731-37 McNichols St. between Meyers and Wyoming.

Students can be dropped off at the Academic Support Center at 6:30 a.m. The bus will leave the Academic Support Center at 7:00 a.m. At the end of the school day, the buses will depart from the school at 3:40 p.m. and arrive at the Academic Support Center at 4:00 p.m. **All students must be picked up on time.**

EASTSIDE PICKUP LOCATIONS

Commonwealth Community Development Academy will also provide transportation pickup and drop off at the following eastside locations: 6 Mile Rd. @ Mound (7:00 a.m. pick up/ 3:40 p.m. drop off) 7 Mile Rd. @ Mound (7:05 a.m. pick up/3:45 p.m. drop off); East Outer Drive @ Dean(7:10a.m pick up/4:00 p.m. drop off). Other routes will become available as needed. Please see the transportation form for a complete list of bus stops and times.

To participate in this program the student must be **registered** in the transportation program by a parent/legal guardian.

The transportation program is free; however, students are expected to behave in a quiet, calm and respectful manner while being transported on the bus. Students who fail to exhibit appropriate behavior or refuse to comply with regulations will be terminated from the program - WITHOUT WARNING OR EXCEPTION!

STUDENT RECORDS: A complete copy of parental rights under FERPA (Family Education Rights and Privacy Act) can be received in the school office.

Contact Information

It is imperative to notify the school of any changes in the student's address, telephone number, and/or emergency information. This information is kept on file in the school office in the event that we may need to contact you. Not having current information will result in delayed receipt of data such as report cards, testing information and meeting notices.

Immunization Records

Immunization requirements are determined by the State of Michigan. Record of shot updates or waivers must be kept on file. Any student who does not have an updated immunization record will be suspended from school until proper measures have been taken. The school will not be responsible for providing parents with copies of vital records such as birth certificates and shot records.

Student Code Violations

Teachers shall document and maintain records of student code violations. The principal shall maintain an anecdotal record of each student's code violations for placement in the student's file. In the event that records are subpoenaed by the court, the principal shall provide the necessary file for submission to the courts. The principal shall inform the Executive Administrator who will notify the Board of Directors of any police or court action brought against or on behalf of any Commonwealth Community Development Academy student if necessary.

In addition to classroom records and counseling records, the principal shall maintain a quarterly and yearly report of Code Violations, Student Attendance, and Expulsions. Code Violation Reports shall be inclusive of, but not limited to student's name, grade, number of code violations, and number of times suspended for each student having been suspended from school one (1) or more times and reports of students terminated from enrollment. Attendance reports shall include number and percent of students absent and tardy on a daily basis.

Student records are securely maintained in the records office and may be reviewed upon written request by the parent/legal guardian. Copies of student record documents can be obtained for a fee.

ATTENDANCE: Students are required to maintain an 98% attendance record. There are 171 student school days on the calendar. This means that students who miss **4** or more school days jeopardize passing to the next level.

Daily Schedule

The Commonwealth Academy school day begins at 7:45 a.m. and ends at 3:25 p.m. daily. Students must always arrive to school on time. Parents must escort students into the main office after 9:00 a.m. and sign the student in. Upon entering the building, students are not permitted to leave school grounds at any point of the day, including breakfast and lunch times, unless being picked up by a parent or authorized guardian. Students who must leave the building before school is dismissed **must** be signed out by a parent, guardian or designated person identified on the school record sheet located in the school office.

Absence & Tardiness

Tardiness will not be tolerated. Inquiry or safety calls will be made to the homes of students who have not reported to school by 8:05 a.m. Students with 2 absences or 3 instances of tardiness will be referred to the SFA Solutions Support Team for intervention. Should it be necessary for the student to be absent from school, please notify the office by verbal or written message no later than 8:00 a.m. Excessive absence or tardiness can result in failure. Commonwealth Academy has partnered with Erase Truancy in an effort to prevent excessive tardiness or absence. Individuals demonstrating patterns of absence will be reported to the Erase Truancy Office located in the Wayne County Prosecutors Office. Please schedule doctor, dentist, and other types of appointments after school hours or on weekends. Punctuality and attendance is imperative to build good work ethics for the future. 10 or more absences during the school year can result in your child failing a grade. Notes requesting absences to be excused does not guarantee an excused absence.

Dismissal

The school day ends at 3:25 p.m. At dismissal, students must leave the premises immediately. Students cannot leave the building to go to the store, a friend's house, etc and then return to the school for after school activities such as tutoring.

Official School Closing

Refer to local radio stations, television newscasts or call the school office to receive notice of an official school closing. If you would like to be added to the school's automated calling system for emergency and regular notifications, please complete the Automatic Calling System Registration Form, providing your email address and current telephone numbers submit it to the office.

School Supplies

	My student is prepared with school supplies				
	Student	Student 1	Student 2	Student 3	Student 4
	Name →				
Grade →					
✓ Pencils (#2 & color) and ✓ Ink Pens					
✓ Loose leaf paper					
✓ Spiral notebooks (Minimum 4)					
✓ Ruler, protractor, compass					
✓ Book bag					
✓ Calculator (4-5)					
✓ Glue (K-6)					
✓ Graph paper (4-8)					
✓ Pocket Folders (for each subject)					
✓ Construction paper (K-6)					
✓ Scientific calculator (6-8)					
✓ Flash Drive					
✓ Science Fair Presentation Board					
✓ Poster Board (4)					
✓ Dance Students: Leotard & Tights, (Pink, White or Black), Ballet Shoes, \$20 Costume Rental/Cleaning Fee for performances					

RETURN OF SCHOOL PROPERTY AND TEXTBOOKS

Property assigned to students by school personnel shall remain the property of the school. Books assigned to students are the property of the school and are considered on loan to the parent and student. It is the parent's responsibility to insure that the textbooks are returned in satisfactory condition or to reimburse the school for the cost of a replacement.

DEPOSIT FEES

The school reserves the right to assess a textbook deposit fee of ten dollars (**\$10.00**) **per book** for the use of school textbooks. Such fees will be placed in escrow and may be returned to parents at the end of the school year when all textbooks have been returned in satisfactory condition. The school reserves the right to apply textbook deposit fees to replace damaged textbooks, materials and/or school property which have not been returned. **Deposits will be accepted through September.**

HOMEWORK POLICY

Parents must sign and return the homework policy issued by each teacher. Homework will be assigned on a daily basis in all subject areas. There are read-and-respond forms for SFA classes that require parent signature. Parent connection letters should be received at the beginning of each math unit for grades K-6. The teacher's class/course syllabus will specify additional expectations.

Please note that students who are absent from school may request their make-up work upon return. However, chronic absences will not be acknowledged.

MAKE UP WORK

Any student suspended from class or engaged in performing a task related to disciplinary action, shall have the right to make up any academic course work missed within a reasonable amount of time as determined by the classroom teacher. Any student expelled shall have the right to complete coursework until that student has been enrolled in another school. Make up work can never take the place of the classroom; however, upon excused absence it is the responsibility of the student to submit completed make up assignments as instructed by the teacher. We reserve the right to issue extra credit work. Extra credit cannot be obtained without attempt to complete the required or regular classroom assignments.

SCHOOL VISITATION

All visitors must report to the school office and sign in when entering the building or outside portables.

Please do not interrupt any classroom.

All business must be taken care of in a decent and appropriate manner.

Students are not permitted to receive telephone calls.

Visitation With Teachers

Communication with teachers during the school day is to be made through the school office to prevent disruption of the learning process.

Conferences with instructors must be by appointment unless it is during scheduled Parent Teacher Conference times.

Anything to be given to teachers from parents or students should be exchanged in the school office and not in the classrooms.

Visitation With Students

Communication with students during the school day is to be made through the school office to prevent disruption of the learning process.

Items brought to students during school hours must be brought to the school office. The student will be contacted to pick up those items.

Throughout the school year, many students celebrate birthdays and other special occasions. However, **due to health and safety concerns for all of our students, celebration during school hours is prohibited.** Furthermore, the distribution of food and beverages, decorations or exchange of gifts and other items is not permitted.

Our school wide reading program
“**Success For All**”
Is facilitated *daily* from 8:50 a.m. -10:20 a.m.
During SFA time, no visitors, conferences,
Telephone calls or appointments are allowed!

CORRESPONDENCE

1. Parents will receive a monthly calendar of activities in addition to a weekly reminder.
2. The monthly cafeteria menu will be published for information purposes.
3. Conduct reports and other disciplinary matters reported to parents must be addressed; parent/teacher conferences may be required.
4. Teachers will correspond through notes, telephone calls, etc.
5. Special memos will be sent home by the students.

GRIEVANCE POLICY

If a parent or student has a dispute with any member of the staff, please follow these procedures:

The aggrieved party must

1. Report their concern to the Administrator/Principal. If the problem can not be resolved then
2. Request meeting with Executive Administrator. The Executive Administrator will then converse with parties.
3. If the Executive Administrator cannot resolve the problem an appeal can be made to the Board of Directors.
4. Appeal must be made through the Executive Administrator in writing.
5. The Board decision is final.

FUNDRAISING

School fund-raisers must be approved by administration according to the specified guidelines. Do not send anything to school to be sold by students. All parents are required to participate in at least one school fundraiser. Fundraising proceeds are used to support student extracurricular activities expenses.

FIELD TRIPS

Class visits to places of cultural, educational informational or other significance to enrich the lessons of the classroom may be scheduled. There must be written consent and assistance of parents for each occasion. No student may participate without written parental consent. We **will not call parents** on the day of the trips. **Full Commonwealth Academy dress code** is required. Any student who is not dressed in proper dress code will not be permitted to participate- **NO EXCEPTIONS**. Parents are encouraged to participate in field trips as chaperones to provide assistance with monitoring student activity. All chaperones are required to complete a Parent Volunteer Consent Form and **MUST** receive background check clearance prior to volunteering.

PARENT-TEACHER CONFERNCES

Parent-Teacher Conferences will occur during each quarter. Attendance is Mandatory to ensure the academic success of your child. A notice will be sent home to remind parents of the card marking/parent-teacher conference dates in advance. Progress reports will be sent home approximately 4 weeks prior to report cards. Parents and/or teachers may request an additional conference at their own discretion.

I attended the following Parent Teacher Conferences for the 2012-2013 school year	✓	Day/Date	Time
		October 3, 2013	3:30 p.m. – 6 p.m.
		December 12, 2013	3:30 p.m. – 6 p.m.
		March 13, 2014	3:30 p.m. – 6 p.m.
		May 8, 2014	3:30 p.m. – 6 p.m.

Parent (Association) Meetings

Your participation will contribute to your child's success, so mark your calendar for the following dates:

I attended the following Parent Association Meetings for the 2012-2013 school year	✓	Day/Date	Time
		August 7, 2013	11:00 a.m.
		September 25, 2013	ALL DAY 8:00 – 3:00
		December 19, 2013	6:00 p.m.
		January 29, 2014	6:00 p.m.
		February 26, 2014	6:00 p.m.
		March 26, 2014	6:00 p.m.
		April 30, 2014	6:00 p.m.
		May 28, 2014	6:00 p.m.

**COMMONWEALTH COMMUNITY DEVELOPMENT ACADEMY
MANDATORY DRESS CODE
FOR ALL STUDENTS GRADES KINDERGARTEN - EIGHTH**

DRESS CODE / UNIFORM -MANDATORY (Uniforms can be purchased at the school)
See Dress Code Information Sheet below.

MALE		FEMALE	
Pants	Black khaki uniform with CCDA monogram	Jumper/Skirt	Red & Black plaid with white blouse
	Black khaki uniform with CCDA monogram	Pants	Black khaki uniform with CCDA monogram
Shirt	Red knit with Commonwealth monogram	Shirt	Red knit with Commonwealth monogram
Sweater	Black with Commonwealth monogram	Sweater	Black with Commonwealth monogram
Shoes	Black shoes with black soles & laces	Shoes	Black shoes with black soles & laces
Belt	Black belt	Belt	Black belt

DO NOT WEAR

Non Uniform sweaters
Jackets or Hoodies
Colored T Shirts under shirt or blouse
Males: No Hair longer than 1", No Braids, No dreadlocks, No ponytails,
No rat tails, No afros, No Mohawk cuts longer than 1", and No earrings

REMEMBER

- Students should not bring or wear expensive or excessive jewelry including necklaces, bracelets, or beads.
- Students should not bring or wear clothing, jewelry or paraphernalia with symbols that we believe identifies affiliation with or membership in a gang; including wrist/rubber bands, or silly shapes
- Students cannot bring clothing from home to change into before leaving the school premises
- Students are permitted to wear gym/tennis shoes during their scheduled gym class **ONLY**
- Girls may change into shorts for scheduled gym/dance class **ONLY**

*****ALL STUDENTS may only wear socks that are solid red, black, or white.**

Commonwealth Academy students are expected to maintain pride in their dress, grooming and attitude. Students who do not arrive to school in full dress code will not be admitted to school. Students must remain in full dress code throughout the duration of the school day.

Variations in or deviations from the mandatory dress code will not be tolerated!

CAFETERIA: USDA BREAKFAST AND LUNCH PROGRAMS

Commonwealth Academy is a Community Eligibility Option school (CEO). All students will eat free, however, we are requesting that parents complete lunch eligibility statements in an effort to determine eligibility for other resources such as Title I programs and services.

BREAKFAST AND LUNCH PAYMENTS

In the event Commonwealth is no longer a CEO school, students required to pay for lunch may make advanced payments and receive a discount. Advance payments can be 1 week at a time or 1 month. Payments should be made directly to the cashier. **Commonwealth is in partnership with the USDA promoting health and wellness. Therefore, students will not be permitted to bring gum, candy, desserts, pop, chips or any other unhealthy foods.** Additionally, students are prohibited from sharing food items.

ALL STUDENT LUNCHES MUST INCLUDE:

- 1 sandwich
- 1 milk or juice or water
- 1 serving of fruit and/or vegetable

ALL CONTAINERS MUST BE PLASTIC AND PREVIOUSLY UNOPENED. NOTE: Students do not have access to a microwave. The school will not be responsible for warming student lunches.

FOOD ALLERGIES

Students with food allergies or medical conditions requiring special diets must have documentation of file with the food service department. The documents **MUST** be completed by a licensed physician.

LUNCH ROOM BEHAVIOR

All parents are encouraged to complete a lunch application prior to enrollment to ensure healthy, hot meals for breakfast and lunch.

1. Excessive amounts of money and valuables are discouraged.
2. Normal table manners are expected of every student. **Misconduct during meal time of any sort will not be tolerated.**
3. All lunches brought from home must be submitted to the cafeteria by way of homeroom collection procedures. **NO LUNCHES** will be kept in the classrooms.
4. Glass containers and bottles are not permitted.
5. For safety and sanitation, we cannot accept open bottles or containers. All lunches must include a sandwich.

Unhealthy food and snacks such as chips, cookies, candy and pop are prohibited.

SAFETY AND EMERGENCY PROCEDURES

SECURITY ASSURANCE

Commonwealth Community Development Academy will perform random searches of book bags, coat, pockets, etc., including using metal detectors to detect the entrance of undesirable instruments in the school building (see prohibitive and illegal behavior). Students found to be in possession of such undesirables will be expelled.

FIRE DRILLS

Fire Drills will be conducted on a regular basis (AT LEAST 8 PER SCHOOL YEAR) as weather permits. Students are to follow the posted drills in each classroom.

DISASTER/TORNADO DRILLS

Procedures will be reviewed with students during fall and spring months.

EMERGENCY ILLNESS INJURY

Parents/guardians will be called for any accident or sign of illness. Only minor first aid can be administered at school. An ambulance will be called for an emergency medical situation if necessary.

Please make sure a current and functioning telephone number is on file in the school office.

Students will be assisted with medication in the school office only with written permission and directions on file from the **parent and the doctor**. Any changes are to be given to the school by the parent. Only the school office staff primary designee will dispense these medications to students. The school may reject some requests to administer medication at its own discretion. All state guidelines regarding schools administering medication will be followed. Students are not allowed to administer any medication to him/her self. *This includes Oral Medication, Inhaled Medication, Auto-injectors and Topical Medication.*

Under the direction of the physician, the student may carry an Inhaler on his person to allow for immediate self-administration, however, documentation must be on file with the school. The building administrator may discontinue the student self-administration and possession privilege upon advance notification to the parent/guardian if misuse of the medication is observed. All medication must be in the original prescription bottle from the pharmacy.

Staff members have received proper training in First Aid and CPR.

CELLUAR PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices are not permitted in the classrooms. We strongly encourage students to leave phones, iPods and any other electronic devices at home. Any phone or other electronic device brought to school must be submitted to office personnel upon arrival. Before submitting the device make sure is turned off and labeled with the student name. Failure to comply will result in disciplinary actions. **Items lost due to failure to follow proper procedures will not be replaced.**

GRADING SCALE

<u>Score</u>	<u>Value Points</u>	<u>Grade</u>	<u>Equivalency Rubric</u>	<u>Citizenship Scale (Behavior)</u>
90 – 100	4	Brain Explosion (BE)	A	Appropriate Behavior = 1
80 – 89	3	Proficiency (P)	B	Behavior Needs Improving = 2
70 – 79	2	Progress (PR)	C	Poor Behavior = 3
60 – 69	1	Evaluation/Remarks (R)	D	
59 or Less	0	Not an Option (N)	F	

** Grades are cumulative over each card marking.*

Honor Roll Policy:

Honor Roll is determined by the point system given for the grades on the report card divided by the number of classes (6 classes at Commonwealth Academy). A *cumulative Grade Point Average of 3.0 or higher for the school year will meet the criterion for participation in the awards ceremony.*

	<u>Report Card Dates:</u>	<u>Progress Report Dates:</u>
Card Marking I	November 8, 2013	October 3, 2013
Card Marking II	January 31, 2014	December 12, 2013
Card Marking III	March 28, 2014	March 13, 2014
Final Card Marking	June 12, 2014	May 8, 2014

Progress Reports

Progress reports will be issued at the approximate halfway point in each card marking. The grade reported references the student's work during the card marking and will be averaged into the card marking grade. Therefore, it is possible to have a "BE" for card marking I and an "N" on progress report 2. When the progress report 2 grades are averaged with the card marking I grade, it will average cumulatively to a "PR". Note: At the time progress reports are issued, students have 2-3 weeks to improve performance, thereby increasing their cumulative grade.

COMMONWEALTH ACADEMY

STUDENT DISCIPLINE CODE

"TREAT OTHERS LIKE YOU WANT TO BE TREATED"

Each student has the responsibility to fully participate in his/her own learning experiences, and to refrain from preventing this same opportunity to others. All students are expected to give and receive respect pursuant to his/her uniqueness, respecting staff, students, and all involved in the Academy's pursuit to provide the best educational experiences.

STUDENT CODE OF CONDUCT

RESPECT AUTHORITY:

- A. Listen attentively
- B. Follow directions willingly and promptly
- C. Accept responsibility for your own behavior

RESPECT THE RIGHTS OF OTHERS:

- A. Use appropriate voice and language
- B. Listen to the speaker
- C. Listen/respect the opinion of others
- D. Refrain from harassment
- E. Disagree respectfully and properly

RESPECT PROPERTY:

- A. Do not use, abuse, or take without permission someone else's property
- B. Treat your own property with respect (maintain and protect)
- C. Use materials and equipment appropriately
- D. Respect the school building and grounds

BE PROMPT AND PREPARED:

- A. Come to school and all classes on time
- B. Provide written excuses, when needed
- C. Bring needed materials to class, daily (i.e. Pencil, pen, paper)
- D. Come with completed assignments, homework, etc

DISPLAY A CONCERN FOR LEARNING:

The following is a list of prohibited actions. Offenses are subject to disciplinary actions.

- A. Snowball throwing or any potentially harmful "horseplay" is prohibited.
- B. **Gum chewing, eating, drinking, candy, outside snacks**, etc. are not permitted in the building; such items will be confiscated and not returned.
- C. Cell phones & pagers (Cell phones and pagers must be left in the office during school hours.) Students found using cell phones during school hours will have the phone confiscated. Using cell

phone includes, phone line, camera, text messaging, two-way communication, etc.

- D. Electronic devices, playing/trading/Uno cards, brushes, combs, hair picks, photo albums, cameras, magazines, and other personnel items are not permitted in the building. Such items will be confiscated and held by an Administrator until a parent retrieves the item. Any items confiscated will be held by an administrator until retrieved by a parent.
- E. Remain on task in all classes (work during the time that is provided).
- F. Allow others to remain on task.

DISPLAY APPROPRIATE SOCIAL SKILLS:

- A. Be courteous and tactful in actions and speaking
- B. Interact with other students and staff appropriately
- C. React appropriately to disagreements, teasing and failure
- D. Bullying other students will not be tolerated.

DISPLAY APPROPRIATE CHARACTER:

- A. Show pride in yourself and the Academy
- B. Treat others as you would want to be treated
- C. Conduct yourself appropriately in the classrooms and hallways. No yelling, running, hitting, horseplay, etc.

Should students behave less than expected, there are progressive consequences

Warnings

- student-teacher conferences
- telephone calls to the home by the teacher
- student-administrator conference
- behavior contract (probation)
- parent-teacher conference
- suspension or expulsion

Parents must be prepared to remove a student immediately if the behavior is severely inappropriate. The School Administrator has an affiliation with the police precinct for matters that require mandatory reporting such as: possession of weapon, verbal violent threats, possession of drugs, etc.

CATEGORY OF OFFENSES

I. Unacceptable Behavior

II. Prohibitive Behavior

III. Illegal Behavior

I. Unacceptable Behavior

The following behavior shall be determined “unacceptable” and shall not be grounds for out of school suspension unless there is a long-standing pattern of consistent behavior that can be determined as insubordination (failure to comply or follow school authority). Documentation of inappropriate student actions will be recorded on student discipline records. Inclusive of, but not limited to:

- excessive talking during class and other school assembly
- running in the hall, classroom or in undesignated areas.
- drinking and eating in undesignated places at undesignated times
- gum chewing
- lack of supplies

- name-calling, harassment
- tardiness to class - in school (excludes tardiness arriving to school)
- throwing paper
- disturbing other students
- general disruptive and inappropriate behavior
- dress code violations

Disciplinary Steps for Unacceptable Behavior:

1. Verbal warning to student
2. Phone conference with parent
3. Parent Conference in person
4. Repeat offenders will be suspended.

II. Prohibitive Behavior

Prohibitive behavior will result in disciplinary action and may be grounds for suspension. Prohibitive behavior includes but not limited to the following:

- horseplay
- refusal to identify self
- falsifying information
- cheating
- verbal abuse
- consistently disruptive conduct
- unauthorized use of school materials
- destruction of property (student will incur replacement fees/costs)
- profane and abusive language directed to school personnel or fellow students
- possession of cigarette lighters, beepers or electronic equipment

Disciplinary Steps for Prohibitive Behavior:

1. Verbal warning to student and parent notification
2. I-Day Suspension
3. **Re-occurrence will result in more severe consequences**

III. Illegal Behavior

A. The following behavior constitutes an offense under city, state and federal laws and is categorized as illegal behavior and shall be grounds for suspension/expulsion:

- **Threats of Violence to do Bodily Harm** - Words or actions that may threaten to do injury to another person or that intimidate another person causing fear for his/her safety; Actual physical contact is not necessary
- **Fighting** - Involved in a physical altercation.
- **Battery** - Battery is differentiated from fighting as being any battery upon another student in which serious physical injury results; the victim attempts to completely avoid the altercation, may attempt to protect himself, but is continuously attacked; 3 or more individuals are involved simultaneously.

- **Theft, robbery or larceny** - Stealing money or property
- **Extortion, Coercion, Blackmail** - Obtaining money, property or any item that may be deemed of value from an unwilling person or forcing an individual to act by physical force, intimidation or threat
- **False Fire Alarms** - Activating a fire alarm system or reporting a fire or bomb when none exists
- **Smoking** - The use or having in possession for any reason cigarettes' or cigars
- **Gambling** - The playing of games of chance for money or items
- **Truancy** - the act or habit of staying away from school without reason or permission *This includes leaving the premises to go to the store during school or after dismissal.*
- **Harassment** - Un-welcomed physical or sexual advances, requests for sexual favors or profane gestures directed towards another individual
- **Defacement of Property/Vandalism or Intentional Destruction of Property** - Defacing or destroying property within or on school grounds belonging to, rented by or on loan to the school or property of an employee, student, or visitor of the school
- **Possession of a weapon of any kind (gun, knife, razor, chains or any item deemed to be converted for use as a weapon)**

Disciplinary Steps:

1. Suspension (**home 3 days**) and meeting with parents/guardians.
2. Suspension (**home 5 days**) and meeting with parents/guardians.
3. **Dismissal from Commonwealth Academy and with no opportunity for appeal.**

B. Under City, State and Federal Laws the following behavior is illegal and will result in termination of enrollment from Commonwealth Community Development Academy:

* **Possession of a Gun, Knife or Lethal Weapon** - Possession of any gun, handgun, rifle, starter gun, pellet gun, BB gun or any toy 'gun having the appearance of a real gun and ammunition; possession of knives, razors, karate sticks, Mace or any object that can be considered lethal

* **Use of a Weapon, Gun or Knife** - Using a weapon, gun, knife or any dangerous object in a physical altercation or at any time in a way that implies bodily harm or a threat

* **Battery upon school personnel** - Unprovoked attack on authorized school personnel and workers

* **Use, Possession, Sale and/or Distribution of Drugs or Alcohol** - The use or having in possession for any reason alcohol or drugs, selling or attempting to sale or distribute alcohol or, drugs to another individual

***Arson** - Willful or malicious burning or attempt to burn any property or material within or on school premises, including any part of the building

* **Belonging to or engaging in gang activity** - Engaging in any gang related activity within or on school premises

* **Criminal Sexual Conduct**

* **All other violent and illegal acts (including fighting)**

WEAPON POLICY

According to Section 1311(2) of the Revised School Code, a pupil who is in possession of a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, shall be expelled from the school district permanently, subject to possible reinstatement after a specified time period has passed.



COMMONWEALTH COMMUNITY DEVELOPMENT ACADEMY 2013-2014 SCHOOL CALENDAR

Wednesday	August 7 th	Student Registration & Paperwork Day
Saturday	August 17 th	Annual Back-to-School Festival
Monday	August 12 th	Board Meeting
Monday	August 19 th	ALL STAFF RETURN TO WORK
Tuesday	August 20 th	
Wednesday	August 21 st	
Thursday	August 22 nd	SFA Training: Kinder, Roots
Friday	August 23 rd	SFA Training: Roots, Wings, Edge
Monday	August 26 th	Step Up to Writing Workshop – Part 1 with Author - Maureen Auman
Tuesday	August 27 th	Step Up to Writing Workshop – Part 2
Wednesday	August 28 th	
Thursday	August 29 th	
Friday	August 30 th	CLOSED
Monday	September 2 nd	Labor Day
Tuesday	September 3 rd	First Day of Classes
Monday	September 9 th	Board Meeting
Wednesday	September 25 th	Founder's Day
Wednesday	October 2 nd	COUNT DAY
Thursday	October 3 rd	Parent Teacher Conferences/Progress Reports 3:30 – 6:00 p.m. (Dismissal at 2:50 p.m.)
Friday	October 4 th	No School – Professional Development
Tuesday – Friday	October 8 until October 25	M.E.A.P. TESTING
Monday	October 14 th	Board Meeting
Wednesday	October 23 rd	SRI Assessment 1
Tuesday	November 5 th	No School - Professional Development
Friday	November 8 th	Report Cards Mailed
Monday	November 11 th	No School – Veteran's Day Observed
Monday	November 18 th	Board Meeting
Thursday - Friday	November 28 & 29	No School – Thanksgiving Break
Monday	December 2 nd	Classes Resume
Monday	December 9 th	Board Meeting
Thursday	December 12 th	Parent Teacher Conferences/Progress Reports 3:30 – 6:00 p.m. (Dismissal at 2:50 p.m.)
Thursday	December 19 th	Parent Night/Winter Program 6:00 p.m.
FRIDAY	December 20th	Holiday Break Begins at 3:25 p.m.
	HAPPY HOLIDAYS Happy New Year!	

Monday	January 6, 2014	CLASSES RESUME
Monday	January 13 th	Board Meeting
Friday	January 17th	Professional Development No School for Students
Monday	January 20th	No School Dr. Martin Luther King, Jr. Birthday
MONDAY	January 27th	Semester II Begins
Wednesday	January 29th	Parent Night 6:00 p.m.
Friday	January 31 st	Report Cards Mailed
Monday	February 10 th	Board Meeting
Wednesday	February 12 th	COUNT DAY (SUPPLEMENTAL)
Monday - Friday	February 18th – 23rd	NO SCHOOL - Winter Break
MONDAY	FEBRUARY 24th	CLASSES RESUME
Wednesday	February 26th	Parent Night
Monday	March 11	Board Meeting
Thursday	March 13 th	Parent Teacher Conferences/Progress Reports 3:30 – 6:00 p.m. (Dismissal at 2:50 p.m.)
Thursday – Friday	March 20-21	No School for Students Professional Development
Wednesday	March 26 th	Parent Night
Friday	March 28 th	Report Cards Mailed
Monday	April 14 th	Board Meeting
Friday	April 18th	No School – Good Friday
Monday – Friday	April 21st – 25th	No School - Spring Break
Monday	April 28th	Classes Resume
Wednesday	April 30 th	Parent Night
Thursday	May 8 th	Parent Teacher Conferences/Progress Reports 3:30 – 6:00 p.m. (Dismissal at 2:50 p.m.)
Monday	May 12 th	Board Meeting
Friday	May 23rd	No School – Professional Development
Monday	May 26th	No School - Memorial Day
Wednesday	May 28 th	Parent Night/Spring Proram
Friday	June 6 th	Honor's Banquet & Promotional Exercises
Monday	June 9 th	Board Meeting
Thursday	June 12th	Last Day for Students Report Cards Mailed
Student Days/Hours	171/1111.5	(Instructional Hours + Professional Development Hours counted toward Instruction 1149.5)

2013-2014 School Calendar