

COMMONWEALTH COMMUNITY DEVELOPMENT ACADEMY

A Public School Academy

Chartered 1996 through Eastern Michigan University

Dr. Cullian W. Hill, Founder

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Elementary School
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Mrs. Angela Moore, Principal/ Superintendent

Parent Student Handbook 2026-2027 School Year

Revised: August 24, 2026

Building tomorrow's foundation!
1996-2026

Home of the Panthers

**Mrs. Angela D. Moore
Superintendent /Principal**

"BUILDING FOR THE 21ST CENTURY"

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

Board of Directors

Solomon Spann, III, Board President

Cynthia Smith, Board Secretary

Curtis Robinson, Board Treasurer

Grace Vereen, Board Member At-Large

Vacant Position, Board Member At-Large

The Parent-Student Handbook is distributed annually during Parent Orientation in August and is available in the school office thereafter.

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 at Commonwealth Community Development Academy is committed to effectively **educating and nurturing** its 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.

ANNUAL NOTICE TO PARENTS OF YEARLY ACHIEVEMENT STATUS

NOTE: At the time of publishing, the 2025-2026 assessment data was not available. A new edition will be published once data becomes available.

Dear Parents and Community Members:

Universal Support: Overall Index Score 52.69%; Growth Index 68.25%

Combined Subjects (ELA and Math) Proficiency: 29.07%

ELA Proficiency – 32.29%; Math Proficiency – 25.85

Proficiency Index 28.04/100; School Quality & Student Success Index = 59.28/100

For 2024-2025, 100% of students in grades 3-8 were assessed using the M-STEP at Commonwealth Community Development Academy. Of those students, 29.07% were Proficient or Advanced in English Language Arts (ELA); and 25.85 % were Proficient or Advanced on Mathematics. While the academic growth rate continues to rise, there is more work to be done. Faculty, parents and students must ban together to ensure students are attending school each day, focused and prepared. Parents on Point with daily attendance in school; and support at home with assignments, structure and routines is the key. We must eliminate challenges and excuses which

contribute to low performance indicators and expand the expectations of career readiness, by setting a firm foundation for learning.

*Challenges that Commonwealth has experienced **leading to low performance** include but are not limited to:*

- **Poor attendance habits and/or excessive tardiness**
- **Massive states of learning loss from pandemic and social trends**
- *Low student performance/achievement on daily assignments*
- *Low parental involvement*

We continue to work with staff to deliver the highest quality instruction; however, we can only be successful when parents and students, our most valuable stakeholders, join us in working toward achievement. Additionally, we have intensified professional development for all instructional staff and are in the process of building a coaching/leadership team to support teachers.

*To improve the quality and school culture, we are enforcing **zero tolerance**. We believe all students can achieve, with your help, we will reach our goal.*

State law requires that we also report additional information:

ANNUAL NOTIFICATIONS TO PARENTS:

1. Commonwealth Community Development Academy is a public school academy and has open registration for children in grades K – 8 in the state of Michigan. Additional registration and placement can be found in the Parent-Student Handbook located on the school website at www.cwdacademy.com. A hard copy can be received in the main office at 13477 Eureka, Detroit, MI 48212.
2. A copy of Commonwealth Community Development Academy's school improvement plan can be found on the school's website located at www.cwdacademy.com or reviewed in its entirety during regular business hours in the main office located at 13477 Eureka, Detroit, MI 48212.
3. Examples of curriculum components can be explored through links on the school website located at www.cwdacademy.com.
4. Commonwealth Academy administers NWEA Map assessment as well as M-STEP, as the District performance assessment, annually to measure student academic growth for the school year. Representation of the outcomes can be found on the school website at www.cwdacademy.com under the Annual Education Report tab.
5. On average, only 70% of parents attend school sponsored events. We are striving to increase parental involvement. A student's success hinges on the level of parental involvement
6. Per the State of Michigan regulation #637, schools must notify parents/students of the schedule for pest management service. Commonwealth Community Development Academy is serviced on the 4th Tuesday of each month by Rose Pest Solutions. If you have any questions or concerns, please contact our main office at (313) 366-9470.
7. Asbestos management is maintained by periodic and six-month surveillance through Clean Air Works. Copies of asbestos reports can be viewed in the main office of the school building during regular business hours.

*As we enter Commonwealth's 30th academic year, we have a sense of newness toward our commitment to being **RIGHT (Responsible, Involved, Guarantee, Honest and Trust)**! We are loyal to implementing lessons with fidelity, involving parents in data driven decisions, guaranteeing a solid foundation in your child's learning as well as having integrity in ALL that we do! Won't you join us in assisting your child in **ACHIEVING** their maximum potential through continuous support,*

*volunteering and participating in school events, ensuring **ALL** assignments are completed with care, as well as making certain they attend school **DAILY, ON TIME** in their **COMPLETE** Commonwealth Academy's designated uniform. Together we can move our school to achieve undeniable success in all that we accomplish!*

Sincerely,

Angela Moore, Superintendent/ Principal

The Family Educational Rights and Privacy Act (FERPA)

Parents have a right to review and inspect education records within 45 days of a request
Seek to amend education records believed to be inaccurate, and consent to the disclosure of personally identifiable information from education records except as specified by law.

Should Commonwealth Academy choose to publish a student directory, parents have the right to opt out of personal information being disclosed in the directory. Directory information may include: Student name, grade level, photograph, address, telephone and/or email address.

Opting Out Options can be indicated on the Acknowledgement of Receipt of Handbook form and the Eastern Michigan University Opt out form.

Parent's Right to Know: Principal, Teacher & Tutor Highly Qualified Status & Qualifications, and Student Achievement

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. **Commonwealth is a Title I School wide status school** and offers academic support services to qualifying students. In receiving funds from this program, the district has a requirement to inform you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria has been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their

qualifications.

- Whether your child's principal has met Michigan qualification and licensing criteria for Administrative Certification.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan will measure student progress in Spring of 2024 using the M-STEP assessment to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level of subject area in which the teacher is providing instruction.

CURRICULUM & SUPPORT SERVICES

The Commonwealth Community Development Academy curriculum includes but is not limited to: Everyday Mathematics, Language Arts, Success for All Reading, Step up to Writing, Science, Physical Education, Health & Safety, Computer Applications, and Foreign Language.

Students are encouraged to excel beyond their actual grade level requirements to become prepared to achieve on competitive exams such as high school entrance, Smarter Balance and NWEA – MAP Assessment.

Students requiring additional support services such as 31a or Title I tutoring will be identified and intervention will be applied accordingly. Additional support services are offered to students who are performing below grade level in one or more of the major content areas and may have other factors that contribute to low achievement.

Individual student assessment reports will be distributed and explained during parent-teacher conference sessions. Reports not picked up during these sessions will be mailed. Appointments can be scheduled to receive assistance with reviewing and analyzing all documents.

Parental Involvement Policy

HOME & SCHOOL ASSOCIATION (Including Title I)

Parents are **required to participate** in the Parent Association which will compliment and agree with the efforts of Commonwealth. Meetings are **held the 4th Wednesday of each Month (September – May)**. Reminders and notices will be included in newsletters and automated phone call messages.

The school district will put into operation programs, activities and procedures for the involvement of parents in school with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of

participating children

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

Parents are required to participate in a *minimum of 5 school events* which will compliment and agree with the efforts of Commonwealth Academy. Monthly Parent meetings to keep parents informed. Monthly newsletters include a section entitled "Title I update" for parental updates.

The **Commonwealth Community Development Academy School District** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Parent Orientation (August)
Kindergarten Round-Up (March through June)
Curriculum Night (September)
Grand Parents Tea (June)
Raising Readers (October)
Back-to-School Fair (August)

The Commonwealth Community Development Academy School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

Family-Home Connection Math Packets
Weekly Homework Packets (K-3)
Project Workshops for Science and Writing
Monthly Information Meetings
Parent Surveys

The **Commonwealth Community Development Academy School District** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Title I, Part A. The evaluation will include identifying barriers to greater participation by parents in

parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. We will:

Hold Annual Title I Meeting

Conduct Parent Surveys

Host Project Workshops for Science and Writing

1. The **Commonwealth Community Development Academy School District** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Curriculum night

Parent conferences

Parent orientation

Project workshop for Science and Writing

- B. The school district will, with the assistance of its school, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Providing information relevant to all subject areas including Reading through the use of Reader Response forms that must be signed by parents. Science project workshop for parents and students as well as bi-weekly math newsletters that allows each individual child to work on their developmentally appropriate math standards using their own personal passcode for the EDM program.

- C. The school district will, with the assistance of its school and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school, by:

Providing professional development workshops and opportunities for all staff members including teachers, principals, pupil services personnel and other staff that present information that will allow all personnel to effectively communicate with parents as equal partners.

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool and other programs, as well as, conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
Kindergarten Round-up
Summer enrichment transitions program

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Parents are notified via school newsletter, personal notices, and phone calls of all meetings, conferences, and workshops that are relevant for their students.

Policy Components:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;

- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Ways Parents Can Volunteer:

Parents are **expected to volunteer** several times during the year. A schedule will be made in the following areas:

Lunchroom Duty

Homeroom Parent

Field Trips

Hall Restroom Patrol

Office Help

Library Aide

Gym Aide

Entrance/Exit

Computer Lab Aide

J. Success for All Listeners

K. Safety Program

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

The Title I District and School Parental Involvement Policies and Parent Student Compact will be distributed annually at the Parent Orientation Meeting and will be available during each monthly parent meeting. Additionally, copies can be obtained in its entirety from the school office.

STUDENT ENROLLMENT PROCEDURES

Enrollment of students in Commonwealth Community Development Academy **is not complete nor is the student accepted** until all of the following criteria have been met:

Birth Certificate

Immunization Record (*Must* be accurate and up to date)

Vision Screening

Latest Educational Evaluation [Kindergarten Certificate, Report Card, Individualized Education Plan (IEP), etc.]

Lunch Application

Enrollment Form

Emergency Contact Form (updated yearly)
Request for Student Records
Student Covenant
Parental Covenant

TRANSPORTATION PROGRAM

Commonwealth Community Development Academy will provide transportation to and from various locations established based on requests using the school's Transportation Form.

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

Student behavior is expected to be quiet, calm and respectful while being transported on the bus. Students not exhibiting such behavior and refusing to comply with regulations will be terminated from the program - WITHOUT WARNING OR EXCEPTION!

Students **cannot switch from bus to bus** for personal reasons (spending the night at a friend or relative's home, child care convenience). Transportation students may not **change bus stops as desired without submitting a route change form and getting prior approval.**

Students in grades K-5 will not be left at a bus stop unattended. If you are late, it will be necessary to contact the school to make arrangements to pick up your child from the school building upon the bus returning to the building. Continuous late arrivals to meet your child at their bus stop will result in termination from the transportation program. Drivers are not authorized to have wait time at stops unless they have arrived earlier than the set time.

Commonwealth Academy does not offer curbside/front door service. Students must come to their designated bus stop. Additionally, the bus will not travel on residential streets that may be too narrow for proper passing, and/or during inclement weather when lanes may not be passable.

The Transportation Program is still part of the school day and students are required to exhibit appropriate behaviors for school. Use of cell phones on school busses is prohibited unless directed to do so by a driver or bus attendant. Students are not permitted to eat on the bus. The bus attendant will assign seats according to the travel route and number of individuals from the same home. Failure to comply with the supervisory regulations may result in disciplinary actions, up to and including termination from the program.

All matters concerning activity or events during transport must be reported to the school office. Resolution will be sought and communicated to parents pending investigation the driver, bus attendant, students involved, etc.

STUDENT RECORDS

It is imperative to notify the school of any changes in the student's address, telephone number, medical information, and/or emergency information. This information is kept on file in the

school office in the event that we may need to contact you.

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.

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 request by the parent/legal guardian.

ATTENDANCE POLICY

10% or more cumulative absences can result in failure of a class or grade. Please note excused absences include:

- **Sickness (confirmed with a doctor's note)**
- **Confirmed Doctor's Appointment**
- **Religious Holiday**
- **Extreme Family Emergency**

Unexcused Absences include but is not limited to:

- **Missed the bus or kicked off the bus**
- **Staying home to babysit**
- **Too tired**
- **Travel**
- **Needed at home**
- **Not immunized**
- **Overslept**

The Commonwealth school day begins at 7:45 a.m. and ends at 3:30 p.m. daily. Students should always arrive to school on time. Tardiness will not be tolerated. Informational/Safety calls will be made to the homes of students that have not reported to school by 8:05a.m. Students with 2 absences and/or tardy 3 instances or more will be referred to the SFA Solutions Support Team for intervention. Parents must escort the student into the main office after 9:00 a.m. and sign them in for the day.

****** Refer to local radio stations, television news casts, text messages, emails or call the school office to receive notice of an official school closing.

Upon entering the building, students are not permitted to leave school grounds 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 designated person identified on the school record sheet located in the school office.

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/tardiness can result in failure of a class and or grade level.** Make-up work can never take the place of the classroom; however, upon the excused absence it is the responsibility of the student to submit completed make-up assignments in a timely manner as instructed by the teacher. Commonwealth has partnered with Erase Truancy in an effort to prevent excessive tardiness or absence.

Please try to schedule doctor, dentist and any other types of appointments after school hours or on weekends whenever possible. Punctuality and attendance is imperative to build good work ethic for the future.

** At dismissal, students must leave the premises immediately. Students cannot leave the building to go to the store, friend's house, etc. and then return to the school for after school activities such as tutoring.*

School Supplies

Students are expected to report to school daily with the following supplies:

Pencils

Pens

Paper (loose leaf handwriting paper for lower levels)

Note Books

Ruler

Calculators (Grades 4-8) Scientific Calculator

Graph Paper (Grade 4-8)

Construction Paper (Grades K-8)

Glue (Grades K-8)

Folders for each subject (pocket)

Book bags

Leotards: 1 Black, 1 White (Dance Class ONLY)

Ballet Slippers: Black and Nude (Dance Class ONLY)

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 (\$20.00) 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.

HOMEWORK POLICY

Parents must sign and return the homework policy issued by each teacher. Homework will be assigned on a daily basis.

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 during wait time of an appeal, until that student has either received final ruling from the Board of Directors or has been enrolled in another school.

VISITATION

***** READING - (9:50 a.m. - 11:20 a.m. daily) NO VISITORS, CONFERENCES, TELEPHONE CALLS OR APPOINTMENTS ALLOWED!**

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. Please note that students are not permitted to receive telephone calls. All student cell phone must be turned in to the office daily, upon arrival to school and picked up at the end of the day. This is a safety precaution. Any cell phone in the classroom will be confiscated. Repeat offenders may be suspended for continuous violation of school rules.

Communication with teachers or students 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 students should be exchanged in the school office and not in the classrooms.

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

Bringing in items such as, but not limited to, food, beverages or balloons is not permitted.

CORRESPONDENCE

Parents will receive a monthly calendar of activities in addition to a weekly reminder.

The monthly cafeteria menu will be published for information purposes.

Conduct reports and other disciplinary matters reported to parents must be addressed; parent teacher conferences may be required.

Teachers will correspond through notes, telephone calls, etc.

Special memos will be sent home by the students.

GRIEVANCE POLICY

We have zero tolerance for any type of aggression FROM ADULTS OR STUDENTS, including: abusive language, verbal harassment, sexual harassment, threats of harm, physical assault or destruction of property. Please treat others with kindness and respect. Aggression may result in removal from the building and/or prosecution.

If a parent or student has a dispute with any member of the staff, please follow these procedures:
The aggrieved party must report their concern to the Superintendent/Principal. If not solved, then request a meeting with the Superintendent/Principal.

The Superintendent/Principal will then converse with parties, if it is not resolved at step two.

If the Superintendent/Principal cannot settle the problem, an appeal can be made to the Board of Directors.

Appeal must be made through the Superintendent/Principal in writing.

The Board's decision is final.

DRESS CODE - FOR ALL STUDENTS IN GRADES K - 8

All students must be well groomed and present themselves in a business manner.

Shirts must be tucked in. Belts must be worn with pants.

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

Girls Uniform – Slacks, Jumpers & Skirts (Black or Khaki) -Blouse (Red or White with School Monogram) - See Dress Code Information Sheet Skirts must be at or below the

knee.

Boys Uniform Pants (Black or Khaki) - Shirts Red or White with School Monogram - See Dress Code Information Sheet

SHOES: Black Shoes with Black Soles - ONLY!

Tennis/Gym Shoes are ONLY permitted to be worn during gym.

SWEATERS: See Dress Code Information Sheet

NO CAPRI PANTS OR LEGGINGS

MUST WEAR A BELT

SHIRT TUCKED IN AT ALL TIMES

CANNOT WEAR COLORED T-SHIRTS UNDERNEATH

NO GYM-SHOES (EXCEPTION OF GYM CLASS)

NO NAVY OR BROWN SHOES

NO WHITE SOLES

NO COLORED LACES

LACES MUST BE TIED AT ALL TIMES

JEWELRY: No earrings for males

NO NOSE RINGS

NO EXPENSIVE OR EXCESSIVE JEWELRY

NO JEWELRY OR OBJECTS WITH SYMBOLS THAT (WE BELIEVE) IDENTIFY

GANG PARAPHERNALIA [wristbands, necklaces, headbands, scarves]

*** HAIRSTYLES - must be NEAT, WELL GROOMED.

* Students cannot bring clothing from home to change into before leaving the school premises.

**Students may bring a change of clothing for scheduled gym/dance classes.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will occur during each quarter. Please plan to attend 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 5 weeks prior to report cards. Parents and/or teachers may request additional conference at their own discretion.

Parent (Association) and Title I Meetings

Held the 4rd Wednesday of each month at 6:00 p.m. Notices and agenda topics will be included in the monthly school newsletter. Parents are invited and encouraged to attend these meetings to ensure high quality services for every child.

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.

Emergency Plan Guidelines

FIRE DRILLS

Fire Drills will be conducted on a regular basis as weather permits. Students are to follow the posted drills in each classroom. In conjunction with new fire drill regulations a list of completed fire, tornado and safety drills can be obtained from the school website.

DISASTER/TORNADO DRILLS

Procedures will be reviewed with students during fall and spring months. In the event of an evacuation the indoor designated meeting location is 4500 East Davison, Detroit MI 48212. The outdoor meeting location is Jayne Playfield on Luce between Eureka and Justine.

EMERGENCY ILLNESS/INJURY

Parents/guardians will be called for any accident or sign of illness. [Please make sure a current/ functioning telephone number is on file.] Only minor first aid can be administered at school. Ambulances will be called for an emergency medical situation, if necessary.

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 them. ***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.*

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

FUNDRAISING

School fund-raisers must be approved by administration and follow the agreed upon guidelines. Do not send anything to school to be sold by students.

GRADING SCALE

SCORE	VALUE POINTS	GRADE	EQUIVALENCY RUBRIC
90 – 100	4	BRAIN EXPLOSION (BE)	A
80 – 89	3	PROFICIENCY (P)	B
70 – 79	2	PROGRESS (PR)	C
60 – 69	1	EVALUATION/REMARKS (R)	D
59 OR LESS	0	NOT AN OPTION (N)	F

** Grades are cumulative over each card marking.*

CITIZENSHIP SCALE **(Behavior)**

Appropriate Behavior
= 1

Behavior Needs
Improving = 2

Poor Behavior = 3

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.*

Report
Card Dates:
Please see the calendar attachment

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 parental written consent. **We will not call parents** on the day of the trips. Proper dress code is required. Any student who is not dressed in proper dress code will not be permitted to participate - **NO EXCEPTIONS**.

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.

RESPECT AUTHORITY:

Listen attentively
Follow directions willingly and promptly
Accept responsibility for your own behavior

RESPECT THE RIGHTS OF OTHERS:

Use appropriate voice and language
Listen to the speaker
Listen/respect the opinion of others
Refrain from harassment
Disagree respectfully and properly

RESPECT PROPERTY:

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

BE PROMPT AND PREPARED:

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

DISPLAY A CONCERN FOR LEARNING:

Snowball throwing or any potentially harmful "horseplay" is prohibited.
Gum chewing, eating, drinking, candy, outside snacks, etc. are not permitted in the building.

Such items will be *confiscated and not returned*.

Cell phones & communication devices such as watches, headsets, etc. (All cellular devices must be left

in the office during school hours.). Students found using cell phones during school hours will have their phone confiscated and face penalties for violation of school policy. Using cell phone includes, phone line, camera, text messaging, two-way communication etc.

Digital equipment, radios, gaming Systems, playing/trading or Uno cards, brushes, combs, hair picks, photo albums, cameras, magazines, etc. are not permitted in the building. Such items will be confiscated and held by an Administrator until a parent retrieves the item.

Remain on task in all classes (work during the time that is provided).

Allow others to remain on task.

DISPLAY APPROPRIATE SOCIAL SKILLS:

Be courteous and tactful in actions and speaking

Interact with other students and staff appropriately

React appropriately to disagreements, teasing and failure

DISPLAY APPROPRIATE CHARACTER:

Show pride in yourself and the Academy

Treat others as you would want to be treated

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 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.

Upon receipt of this booklet, please be advised that fighting and insubordination will not be tolerated.

CATEGORY OF OFFENSE

Unacceptable Behavior

The following behavior shall be determined as unacceptable behavior 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). Inclusive of, but not limited to:

- * excessive talking
- * 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:

Verbal warning to student
 Phone conference with parent
 1-3 Day Suspension
 Reoccurrence will result in escalated consequences

II. Prohibitive Behavior

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

-);> horseplay
-);> refusal to identify self
-); ; > f a l s i f y i n g 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
-);> possession of cigarette lighters, beepers or electronic equipment

Disciplinary Steps for Prohibitive Behavior:

Parent notified of offense and student given a warning.
 3-5 Day Suspension
Re-occurrence will result in more severe consequences

III. Illegal Behavior

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 through 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 either 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 tobacco related products, paraphernalia or items containing drug substances such as Marijuana, CBD, edibles, vaping products, etc.

* 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

Disciplinary Steps:

Suspension (home 3 days) and meeting with parents/guardians.

Suspension (home 5 days) and meeting with parents/guardians.

Dismissal from Commonwealth Academy and No Appeal Process.

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 (including paper) 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 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 AND APPROVAL OF THE Board of Directors.

LUNCHROOM GUIDELINES

Community Development Academy is a Community Eligibility Provision (CEP) school. All students eat free due to the percentage of students at-risk being higher than 40% of our student body. All parents are encouraged to complete a statement application prior to enrollment to ensure a healthy, hot meal for breakfast and lunch.

NSLP Breakfast is served in the cafeteria gym from 7:00 a.m. to 7:45 a.m.

NSLP Lunch times are: Grades K-2 – 11:20 to 12 Noon; Grades 3-5 – 12 Noon to 12:30 p.m.; Grades 6-8 – 12:30 – 1:00 p.m.

NSLP After School Snack (Tuesday)

CACFP Dinner: Monday, Wednesday, Thursday

1. Money and valuables are discouraged.

Normal table manners are expected of every student. Misconduct of any sort will not be tolerated.

All lunches brought from home must be submitted to the cafeteria by way of homeroom collection procedures. **NO LUNCHESES** will be kept in the classrooms.

Lunches must contain the components that complete healthy meal components: sandwich (meat, grains/bread); fruit or 100% juice; vegetables; dairy products. Detailed information can be obtained from the food service department. Serving size must be appropriate.

Glass containers and bottles are not acceptable.

5. For sanitation, we cannot accept open bottles or

containers.

6. All lunches must include a sandwich.

The Health and Wellness Policy is adhered to when planning activities and students who bring their lunches from home are encouraged to follow healthy guidelines.

****Items such as lunches requiring heating and pop are prohibited.**

Note: For the purposes of health and sanitation we do not permit birthday parties or in class treats of any kind.

Parent Participation Log 2026-2027

This year we are implementing a Parent Rewards incentive to encourage parent participation. This table will allow you to keep a record of what you have done throughout the school year. Each time that you volunteer in the following areas below, you will receive a stamp. Bring this log to each Parent Teacher Conference and we will determine who has accumulated the most stamps to receive a reward/ prize.

- A. Lunchroom Duty
- B. Homeroom Parent
- C. Field Trips
- D. Hall/Restroom Patrol
- E. Office Help
- F. Gym Aide
- G. Entrance/Exit
- H. Computer Lab Aide
- I. Success for All Listeners
- J. Safety Program

NAME: _____

<u>Date</u>	<u>Activity</u>	<u>Stamp</u>	<u>Date</u>	<u>Activity</u>	<u>Stamp</u>

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