



# COMMONWEALTH ACADEMY

## 2011-2012 Student Planner

### This Planner Belongs To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_



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## COMMONWEALTH ACADEMY

Dear Commonwealth Academy Students,

Welcome to Commonwealth Academy and the 2011–2012 school year. We look forward to spending this year together and helping you achieve your academic and school-related goals.

The daily use of this Planner will contribute to your overall academic success. In the front pages, you'll find the school calendar and excerpts from our Parent and Student Handbook. It's a thorough, but not all-inclusive, introduction to school rules and guidelines. Please familiarize yourself with our policies and procedures outlined here, as well as the additional information in your Handbook. Never hesitate to ask if something is unclear.

Take advantage of your many opportunities to support, create, develop, and/or improve your school. Be confident that you are a valued member of this community and your ideas will be heard. I encourage you to be actively involved in every part of school life, including student government. Get in the habit of being a positive, constructive, thoughtful presence in the day-to-day life of Commonwealth Academy. This is your school in spirit and in reality.

Best wishes for a successful, productive year at Commonwealth.

Susan J. Johnson, PhD  
Head of School



# '11-'12 SCHOOL CALENDAR

August 22–September 2	All Staff Work Weeks
August 31	Parent/Student Orientation
September 5	Labor Day
September 6	First Day of School
October 6	Back to School Night
October 10	Columbus Day Holiday
October 12	PSAT Sophomores & Juniors
October 18	Picture Day
October 28	1st Grading Period Ends
October 31–November 1	New Parent Conferences, Teacher Workdays
November 23–25	Thanksgiving Holidays
November 29	Sports Team Picture Day/Make Up Picture Day
December 15–22	Semester Exams
December 23–January 2	Winter Vacation
January 3	Classes Resume
January 13	2nd Grading Period Ends
January 16	Martin Luther King, Jr.'s Birthday Holiday
January 17–18	Parent Conferences, Teacher Workdays
February 16–20	Presidents' Day Weekend**
March 16	3rd Grading Period Ends
March 19–20	Teacher Workdays**
April 6–16	Spring Break
April 17	Classes Resume
May 24–28	Memorial Day Holiday**
June 6	4th Quarter Ends; Last Day of School for Grades 3–8
June 7	Middle School Graduation*
	High School Make up Exams*
June 8	High School Graduation

\* Projected last day of school, subject to change.

\*\*Snow make-up days if needed: February 16 & 17; March 20; May 24 & 25



# DAILY CLASS SCHEDULES

## HIGH SCHOOL

8:20–9:05 . . . . . Period 2\*

9:10–9:20 . . . . . Advisory

9:25–10:10 . . . . . Period 3

10:15–11:00 . . . . . Period 4

11:00–11:10 . . . . . Break

11:15–12:00 . . . . . Period 5

12:00–12:30 . . . . . Lunch

12:30–1:15 . . . . . Period 6

1:20–2:05 . . . . . Period 7

2:10–2:55 . . . . . Period 8

3:00–3:40 . . . . . Period 9

3:40. . . . . Dismissal\*

\* Students should be in classrooms by 8:15 a.m. An after-school study hall is available for high school students until 5:30 PM for a fee.

## MIDDLE SCHOOL

7:30–8:15 . . . . . Period 1

8:20–9:05 . . . . . Period 2

9:10–9:20 . . . . . Advisory

9:25–10:10 . . . . . Period 3

10:10–10:20 . . . . . Break

10:25–11:10 . . . . . Period 4

11:15–12:00 . . . . . Period 5

12:00–12:30 . . . . . Lunch

12:30–1:15 . . . . . Period 6

1:20–2:05 . . . . . Period 7

2:10–2:55 . . . . . Quarterly Elective

2:55–3:05 . . . . . End of School  
Advisory\*

3:05–3:40 . . . . . After School  
Study Hall

3:40 . . . . . Dismissal\*\*

\*Mandatory for students to attend prior to going to after school study hall or departing for home

\*\* Middle School students are required to attend a club on Wednesday afternoons from 2:05–3:40. An after school program is offered every day from 4 p.m.–5 p.m. for a fee.



# CODE OF CONDUCT

Commonwealth Academy takes pride in being a community of individuals who work together to create a positive, accepting school and learning environment. To accomplish this, four basic rules have been established: *(1) Follow teacher instructions. (2) Be respectful. (3) Be honorable. (4) Be an active learner.*

In helping us to uphold these standards, we seek the cooperation and support of parents. By working together, parents, students and the school can better establish a balance between freedom and responsibility for our students.

Commonwealth's Code of Conduct applies to behavior that occurs on school property, during school activities on or off campus, while in transit to or from school, events at another school, and any actions outside of school that have a direct effect upon the community or individual students. Infractions of the Code of Conduct will result in consequences by the school or its personnel as outlined on the following pages.

## **1 FOLLOW TEACHER INSTRUCTIONS**

It is important that students recognize and respect teachers' authority and follow all teachers' instructions. Understanding and following teachers' instructions creates a better learning environment for all students and helps ensure the safety of the entire community.

## **2 BE RESPECTFUL**

Commonwealth is a diverse institution that encourages students, faculty, and parents to accept, tolerate and welcome differences. All members of the school, students and faculty alike, are expected to show respect for themselves, their peers, other members of the community, and the school at all times.

## **3 BE HONORABLE**

A school community can only be a productive center for learning if there is complete trust and honor among its members. Commonwealth believes in, supports and follows a simple honor code: Members of Commonwealth Academy do not lie, cheat or plagiarize, or steal. Nor do they condone the actions of those who do.

## **4 BE AN ACTIVE LEARNER**

Students are responsible for fulfilling their part of the academic process. In order to be fully engaged in class procedures and learning, students are expected to:

- thoroughly complete all homework assignments
- arrive to school and class on time and participate in each class fully
- be seated and equipped with all necessary materials when class begins, and use electronics solely for educational purposes.

# Infractions of the Code and Discipline

The school or its personnel handle any behavior that is not in keeping with the Code of Conduct initially through the demerit system.

## Demerit System

The majority of our students demonstrate responsibility for their own learning. They exhibit appropriate classroom behavior, arrive on time with the necessary materials, are respectful to classmates and teachers, and participate constructively in the learning process.

Expectations of behavior are clearly defined for students at the beginning of the year, reviewed periodically across the year, are clearly posted in each classroom, and are published in school's website and materials, and shared with parents. Students are required to adhere to these expectations.

For any student who interferes or disrupts the learning process, faculty and staff will give demerits as follows:

**Step 1:** Depending on circumstances, students will be given a verbal warning for any behavior that interferes with the learning process.

**Step 2:** Students automatically receive 2 demerits for behavior that interferes with the learning process, as defined by the faculty and administration.

**Step 3:** If behavior continues after the student received the 2 demerits, the student is sent out to meet with the Dean of Students, High School Director, Middle School Director, or Director of Counseling. By being sent out, the student receives 3 more demerits for a total of 5 and has earned a lunch detention. The Behavior Intervention Form will be completed by the student. Parents will be notified.

### HIGH SCHOOL WEEKLY DEMERIT POLICY

**If a student accumulates 5 demerits in one week:**

- he/she automatically receives a lunch detention
- parents/guardians are informed
- the Behavior Intervention Form is completed when deemed necessary by the administration.

**If a student accumulates 10 demerits in one week:**

- he/she receives a second lunch detention
- he/she may not participate in his/her club activity most closely following the infraction
- parents/guardians are informed
- the Behavior Intervention Form is completed when deemed necessary by the administration

**If a student accumulates 15 demerits in one week:**

- he/she receives a third lunch detention
- he/she may not participate in an additional club period

- the student and his/her parent(s) must participate in an individual conference with the Dean of Students and Director of Counseling
- depending on the circumstances, a suspension could result. If a student exhibits a pattern of behavior, which repeatedly earns 15 demerits or more, the student's behavior will again be reviewed.
- the Behavior Intervention Form is completed when deemed necessary by the administration

**If a student accumulates 20 demerits in one week:**

- he/she receives an automatic suspension.

Our goal is that all students will be treated fairly. Remember, each week is separate and distinct so there is no carry-over of demerits from one week to the next.

More serious infractions will be addressed in other ways, depending on the specific circumstances such as the severity of the infraction, the number of times it has occurred, and the student's overall behavior standards. Consideration is also given, for example, to those students who report their own infractions and take responsibility for their behavior.

Unless specified below, consequences may be limited to a warning, demerits, and/or a student/parent conference with the Dean of Students, Director of Counseling, High School Director and/or the Head of School. Additional recourse includes, but is not limited to suspension, therapeutic or medical interventions or expulsion. Recommendations from the Dean of Students and Director of Counseling are made to the Discipline Committee or directly to the Head of School before final action is taken. Except for the most severe infractions, such as distribution of drugs or possession of a weapon, every reasonable chance is given to the student to rectify his or her behavior.

**MIDDLE SCHOOL WEEKLY DEMERIT POLICY**

**If a student accumulates 5 demerits in one week:**

- he/she automatically receives a lunch detention
- the Behavior Intervention Form is completed when deemed necessary by the administration.

**If a student accumulates 10 demerits in one week:**

- he/she receives a second lunch detention
- parents/guardians are informed
- the Behavior Intervention Form is completed when deemed necessary by the administration

**If a student accumulates 15 demerits in one week:**

- he/she receives a third lunch detention
- he/she may not participate in his/her chosen club activity most closely following the infraction
- he/she may lose the privilege to attend field trips, events, or other activities that are occurring during that given week or the following week

- parents/guardians are contacted
- the Behavior Intervention Form is completed when deemed necessary by the administration
- depending on the circumstances, a suspension could result. If a student exhibits a pattern of behavior, which repeatedly earns 15 demerits or more, a parent conference will be held to review student behavior.

This policy will be followed for all middle school students until the beginning of the fourth quarter, when the 8th grade students will then follow the High School Demerit system.

Our goal is that all students will be treated fairly. Remember, each week is separate and distinct so there is no carry-over of demerits from one week to the next. A lunch detention or loss of clubs may carry-over for one week following the infraction.

More serious infractions will be addressed in other ways, depending on the specific circumstances such as the severity of the infraction, the number of times it has occurred, and the student's overall behavior standards. Consideration is also given, for example, to those students who report their own infractions and take responsibility for their behavior. Unless specified below, consequences may be limited to a warning, demerits, and/or a student/parent conference with the Dean of Students, Director of Counseling, Middle School Director and/or the Head of School. Additional recourse includes, but is not limited to suspension, therapeutic or medical interventions or expulsion.

Recommendations from the Middle School Director, Dean of Students and Director of Counseling are made to the Discipline Committee or directly to the Head of School before final action is taken. Except for the most severe infractions, such as distribution of drugs or possession of a weapon, every reasonable chance is given to the student to rectify his or her behavior.

The following are examples of unacceptable behavior or actions that will result in more serious consequences, as determined by the administration, faculty, and staff:

### **Disrespect**

Disrespect includes actions or language on or off campus that directly affects any member of the school community or the school's reputation and willful disobedience or defiance of the educational process, teachers, or staff members.

### **Harassment and Fighting**

Harassment includes bullying, teasing, taunting, put-downs, ridicule, discrimination (ethnic, racial, sexist, or gender orientation), any form of sexual harassment/sexual misconduct, or any type of deliberate intimidation through verbal or written language or actions. These include but are not limited to voicemail messages, text messaging, instant messaging, website postings, blogs, and emails. Any incidence of verbal or physical aggression will likely result in either an in-school or an out-of-school suspension of the student(s) involved. Parents will be informed immediately of the incident. Repeated instances of aggression are grounds for a thirty day probationary contract or expulsion.

### **Respect for Property, Environment, and Reputation of the School**

Any student responsible for causing damage to or vandalizing the property belonging to either the school, faculty, staff, visitors or other students, will, at minimum, be required to make full restitution for the damaged / destroyed item(s) and other consequences might be implemented. Any student who disparages or tarnishes the name of Commonwealth Academy in action, written, or verbal communication could face serious consequences.

### **Drugs and Alcohol**

Possession of drugs or alcohol with the intent to distribute, either selling or sharing, is an automatic expulsion.

Possession or use of illegal drugs or prescription drugs, possession or use of alcohol, possession or use of nonprescription drugs other than those indicated on school medication forms, and drug related paraphernalia are prohibited on or off campus. Any possession/use or suspicion of possession/use will result in 1) a search of personal belongings including locker and car, 2) parent notification, 3) suspension, 4) mandatory drug and alcohol testing at parents' expense; results of lab work provided to the school, 5) if lab test results are positive for alcohol or drugs, parents agree to provide an evaluation by a licensed substance abuse professional at their expense. A student will remain on suspension pending the results of the drug/alcohol test and/or evaluation. While a student is receiving drug and alcohol education/treatment, parents are expected to provide on-going documentation to the school. Repeated occurrences will result in separation from the school, pending review by the administration.

### **Tobacco**

Commonwealth is a tobacco-free environment. Use or possession of tobacco or related paraphernalia is prohibited within 1000 feet of campus or during any school related activities. Consequences range from confiscation to suspension for repeated abuse.

### **Weapons**

Weapons or explosive devices of any kind will be confiscated. Consequences may range from suspension, thirty day probationary contract, or expulsion, depending upon circumstances. Use of real or toy weapons is considered physical aggression and will be dealt with accordingly.

### **Cheating**

Copying another student's work, homework, or exams is cheating and will result in a zero with no opportunity to make up or redo the work, and parent notification. Any student deliberately providing his/her work to be copied by another student is also cheating and will result in the same consequences as the student copying the work. If a pattern of cheating emerges, a parent conference will be called. Outcomes may include, but are not limited to, academic interventions or suspension.

### **Plagiarism**

Offering as one's own work the ideas or words of another—including information downloaded from the Internet—without appropriate citations is plagiarism. Plagiarism will

be dealt with on a case-by-case basis. Possible consequences for plagiarism are parent notification or a conference, a warning and an opportunity to redo the assignment, a zero on the assignment, or suspension.

### **Stealing**

Taking what does not belong to you without permission undermines the trust of our community. Students are expected to label their possessions and store them properly in their lockers to minimize the possibilities of confusion. It is the responsibility of the students to lock their lockers. Stealing will result in suspension and restitution.

### **High School Electronic Devices, Computer and Internet Use**

In order to use personal and/or school computers and the internet, students must sign the Acceptable Use Policy. Unauthorized or illegal use of computers, software, telecommunications, and related technology including any willful act that causes physical, financial, or other harm or otherwise disrupts information technology will result in loss of privilege and possible suspension.

In an effort to acknowledge the role cell phones and other electronic communication devices play in a high school student's life, but at the same time providing boundaries and parameters for its use, the following cell phone/electronic device rules have been established on a trial basis. If at any time, in the opinion of the administration, this policy interferes with the academic instruction or social life of our students, we reserve the right to change the policy.

- Non-educational devices, cell phones, or any other communication devices that serves no academic purpose as determined by the administration, are prohibited between the hours of 8:00 a.m.–11:00 a.m., 11:10 a.m.–12:00 p.m., and 12:25 p.m.–3:40 pm. During these hours, students must store their device in their locker; they cannot be carried by a student or in a backpack. Cell phones must be kept off during these hours. However, if any teacher provides explicit permission for student to utilize a device in an academic class, they are allowed to use the device.
- At Break (11:00 a.m. -- 11:10 a.m.) and Lunch (12:00 p.m -- 12:25 p.m.), students are allowed to use cell phones and other electronic devices ONLY in the multi-purpose room of the building and ONLY for non-call related capabilities (texting, games, etc.).
- If a student misuses the device in anyway, the first offense will result in confiscation of the device for the rest of the day, lunch detention, and five demerits. The second offense will result in confiscation of the device for three days, lunch detention, ten demerits, and loss of club participation. The third offense will result in confiscation of the device for five days, fifteen demerits, lunch detention and loss of additional club participation. If a student exhibits a pattern of behavior that repeatedly demonstrates misuse, a parent conference may be held and confiscation of the cell phone for the remainder of the year may occur.

Parents and students are expected to communicate with each other via the school phones. Specific exemptions will be made on field trips and during clubs, when students are out of

the building.

Personal gaming devices of any kind are prohibited. Personal routers, WAN connectors and any other related items are prohibited. Personal videos, movies, and DVDs may be viewed during non-academic hours.

Use of electronic devices is prohibited during tests. Students with a documented accommodation may listen to professionally made CDs on a personal CD player during tests, at teacher's discretion. Burned CDs are prohibited.

### **Middle School Electronic Devices, Computer and Internet Use**

In order to use personal and/or school computers and the internet, students must sign the Acceptable Use Policy. Unauthorized or illegal use of computers, software, telecommunications, and related technology including any willful act that causes physical, financial, or other harm or otherwise disrupts information technology will result in loss of privilege and possible suspension.

Non-educational devices, cell phones, or any other communication devices that serve no academic purpose, as determined by the administration, are prohibited between the hours of 7:25 a.m.–3:40 p.m. and cannot be carried by a student or in a backpack; they must be stored in a student's personal locker. Cell phones must be kept off during these hours. The first offense will result in confiscation of the device for the rest of the day, lunch detention, and five demerits. The second offense will result in confiscation of the device for the rest of the day, lunch detention, ten demerits, and loss of club participation. The third offense will result in confiscation of the device, fifteen demerits, lunch detention, loss of additional club participation and for the next 30 days the student will not bring a phone to school. If the student chooses to bring a phone to school, they will drop it off with a staff member to keep each day.

Parents and students are expected to communicate with each other via the school phones. Specific exemptions will be made on field trips and during clubs, when students are out of the building.

Personal gaming devices, personal videos, movies, DVDs and cameras of any kind are prohibited unless specifically approved by a teacher or staff member. Personal routers, WAN connectors and any other related items are prohibited. Laptops can only be used during study hall and class time.

During the academic day (7:25–3:40), iPods music players can only be used during Break (9:05–9:20) and Lunch (11:55–12:25) unless a student has an accommodation to use a headset to minimize distractions in class. Students cannot wear an iPod nor have it showing during the unapproved times. Any student using an iPod or similar device at any other time will be warned on the first offense. On the second offense the iPod will be held by the teacher until dismissal. On the third offense, the student will not be allowed to bring an iPod to school for 30 days.

The use of the iPod during designated times is limited to music only. Videos, games, etc. are not permitted.

Use of electronic devices is prohibited during tests. Students with a documented accommodation may listen to professionally made CDs on a personal CD player during tests, at teacher's discretion. Burned CDs are prohibited.

## Suspension Policy / Incompatibility

Regardless of the reason why a student is suspended, prior to return to school, a meeting is held with the student, parent and the administration. A student who is suspended receives no credit on any work that is due or completed on the day of the suspension. Any class assignment missed or homework due on the day of the suspension will result in a zero grade. Any project due on the day of the suspension will receive 10% off the final grade. Students will be given the opportunity to receive up to 70% credit on missed quizzes and tests. Students are responsible for any material they miss during their suspension and must complete the homework for the day of the suspension. Any student who has had three suspensions will automatically enter a 30-day probationary contract.

Students who repeatedly have difficulty following the Commonwealth Academy Code of Conduct will be reviewed. A series of interventions will be discussed and designed to support the student, including but not limited to further evaluations or introduction of additional support services, at parent expense; or a probationary contract. Inability of the student to improve behavior despite the series of interventions may result in expulsion, withdrawal from the program, or non-renewal of contract due to incompatibility.

## Search and Seizure

If there is reason to believe that a student has in his / her possession illegal drugs, weapons, stolen property, or other contraband, Commonwealth Academy reserves the right to conduct a search of a student's personal belongings, including his/her locker.

## Food and Nutrition

Commonwealth Academy is recognized as a Promise Place by America's Promise Alliance ([www.americaspromise.org](http://www.americaspromise.org)). One of the five promises is a "healthy start" for children. In keeping with guidelines for a healthy school environment and following the school policy of not providing students with caffeinated beverages, students are prohibited from consuming or possessing energy drinks or related items (i.e. Red Bull, 5 Hour Energy, etc.). We also encourage parents to examine and limit the amount of unhealthy food and caffeinated beverages students bring to school. Students are not permitted to store food or drinks in their locker and all items brought to school should be single servings consumed during their day at school. Consequences for not following these rules range from confiscation to suspension for repeated abuse.



# ACADEMIC POLICIES

## Attendance

All Middle School students are expected to be in the building no later than 7:25 am; High School students should arrive by 8:10 am. Students who arrive late or leave early must sign in or out at the front desk. Students who are absent for three consecutive days or more are required to provide a doctor's note upon their return.

All students taking high school classes for credit are expected to be in attendance 80% of the time, assessed quarterly, in order to receive credit for their classes. Students arriving more than twenty (20) minutes late for class may be counted absent. A total of 10 excused or unexcused absences during one quarter will result in a failing grade for the class. Documented long-term medical conditions may exempt a student from this policy, as determined by administration.

Any student who is tardy for a class could receive a reduced warm-up grade, demerits, or other consequences as established by the administration.

## Excused Absences

Absences for illness, family emergencies, or college visits will be excused, so work can be submitted according to the late policy and tests can be made up. When a student will be late or absent, the parent is required to call the school that morning by 8:00 AM and explain the lateness or absence. If you know that your student will be absent in advance, please notify his/her teachers, preferably in writing. Extended absences during the school year must be requested in writing and approved in advance. Those who are absent for other reasons are expected to return with completed assignments.

If a student leaves school early for any reason, a parent must notify the school by written note, email or phone. This email will be accepted only from a parent's email address. Students must remain in their class until the parent comes into the school to pick them up. Parents will remain in the lobby for their student to come and sign out at the front desk.

*Any absence caused by a communicable disease must be reported immediately to the school nurse as soon as a diagnosis is made.*

## Student Planner & Textbooks

Parents are expected to purchase all necessary textbooks and support materials online, as directed, prior to Orientation.

All textbooks should be visibly marked with the student's name. Replacement or extra textbooks can be purchased for the list price of the text.

Students are expected to record assignments in their planner. Classroom teachers initial the planner at the end of each class period for students in grades 6-10. In grades 11 and 12, planners will only be signed for individual students if it is a suggested accommodation.

## Homework Policies

High school students are expected to do at least two (2) hours of homework daily to ensure academic success. In middle school, students are expected to do approximately one (1) hour daily.

Students should not have more than two tests, papers, or projects or any other combination thereof due per day. They should alert a teacher when a conflict arises at least one day before.

Homework is available on-line on the teachers' web pages. Weekly updates and narrative quarterly report cards serve as the communication devices to keep parents informed of their student's progress. This information can be found at [www.Edline.net](http://www.Edline.net) or the link can be found on the home page of our website.

Homework completion constitutes approximately 20% of the total points toward a grade earned in a course. Homework completed and turned in when expected can potentially earn full credit based on quality of work. On the day after an assignment is due, students may earn up to 90%; two days after an assignment is due students may earn up to 80%; beginning on the third day after an assignment is due until the final unit/chapter assessment has been given, students may turn in late assignments for up to 70% credit. In other words, no credit can be earned on an assignment after the chapter/unit assessment has been given. Repeated failure to submit homework or a recurrent pattern of poorly completed homework will result in a parent conference.

## Homework Support & Afterschool

High school students may choose to have a study hall as a part of their daily schedule, or meet teachers, by appointment, for additional assistance between 7:30 and 8:10 a.m. On a fee-for-service basis, homework support is available to high school students from 4:00-5:30 p.m. Monday-Friday. After 4:00 p.m., high school students will go to the YMCA if they are not registered for study hall. The school closes at 5:30 p.m. for everyone. All students remaining after that time will be sent to the YMCA.

Homework support is provided for middle school students during their assigned study hall and the optional study hall from 3:05-3:40, as part of their academic program. After 4:00 p.m., students will go to the YMCA if they are not registered for Middle School after school program. The Middle School after school program ends at 5:00 p.m. An additional surcharge will be applied for late pick up. The school closes at 5:30 p.m. for all students. All students remaining after that time will be sent to the YMCA. In the Middle School, a parent must notify the school in writing, by email, or phone if a student will be leaving the school without a parent or guardian either on the Metro, bicycle, walking, etc

If a student, who is registered for after school study hall, is not attending or must leave early, a parent must notify the school in writing, by email, or phone. A parent's written request must be received by the student's teacher to use a cell phone during the after school program. School phones are available for use. All school rules apply.

## Homework When Absent

A student missing work due to illness or other excused reasons has until Monday or the first day of the following week to make up the work after returning to school. It is the student's responsibility to communicate with the teacher regarding missing work. Students are also expected to check Edline and call a classmate for assignments.

## Tests When Absent

For excused absences only, students can make up tests and quizzes during study hall or after school on a pre-assigned make-up day.

## Faculty Advisor

Advisors serve primarily as a student's advocate and a liaison between home and school. Advisors spend their daily advisory time supporting the acquisition of organizational and study skills according to the following schedule. Study skills will be covered throughout the week.

High School Schedule:

- Monday:** Review grades and individuals conferences
- Tuesday:** Check notebooks
- Wednesday:** Check backpacks
- Thursday:** Check lockers
- Friday:** Review posted grades and individual conferences

Middle School Schedule:

- Monday:** Check lockers/backpacks
- Tuesday:** Review posted grades and individual conferences
- Wednesday:** Check notebooks
- Thursday:** Check lockers/backpacks
- Friday:** Review grades and individual conferences

## Semester Exams

Any student taking an academic high school course for credit will sit for a comprehensive exam. They are held at the end of each semester and cover one semester of material. All students taking grade 8 courses will participate in a modified semester exam. Middle school students taking grade 6 and 7 courses will have no semester exams. Exam grades count for 10% of the semester grade. Students are issued study guides prior to the exam

that are to be completed and submitted for credit in 8th, 9th and 10th grade and at the teacher's discretion in 11th and 12th grade. Seniors who receive an average of 84% during the third and fourth quarters, are excused from the final semester exam.

## Grades

Report cards include letter grades and written comments from each teacher and are distributed quarterly. Grades are earned, not given.

**At the teacher's discretion**, after a student has made a good faith effort to prepare and attempt a test, the teacher may elect to allow students scoring below 70% on an exam to correct the test, take an alternate form of the test, and/or an alternate form of assessment. When given a makeup test or repair, students may earn up to and no more than 70%. Each individual teacher's policy will be reflected in their classes' syllabus.

**Numerical grades convert using the following scale:**

A . . . 93–100	B+ . . . 87–89	C+ . . . 77–79	D+ . . . 67–69	F . . . 59 or below
A- . . . . 90–92	B . . . . 83–86	C . . . . 73–76	D . . . . 63–66	
	B- . . . . 80–82	C- . . . . 70–72	D- . . . . 60–62	

Grades are electronically posted in secured folders every week. Parents who do not have access to a computer and need a report mailed should contact the school.

## Academic Probation

If a student is failing two (2) or more classes in any quarter, the student will be placed on Academic Probation for that quarter. In High School, each time the student is placed on Academic Probation, a parent/student conference will be offered and the student will be required to spend club time working on academics in order to bring up their grades. In Middle School, each time the student is placed on Academic Probation, a parent/student conference may be offered and the student may be required to spend club time working on academics in order to bring up their grades. During the parent/student conference, discussion may be held on 1) Adjusting the student's academic and/or elective schedule; 2) Seeking additional information/evaluations; 3) Providing extra support outside the school program.

In spite of the above interventions, if a student continues to fail two or more classes during the year, we will have a parent meeting to discuss re-enrollment options.

## Conferences

A scheduled conference is held between parents and a student's advisor at the end of the first quarter for new students and at the end of the first semester for returning students. Conferences last for thirty minutes; both parents and teachers are asked to honor time commitments so that all families are met in a timely manner.

## Summer Reading/Math Review

All students participate in the summer reading program and will be provided with a list of required and recommended books. Students complete a written response to each book and a project on one book. Additionally, students entering grade 7-12 receive a math review packet based on the content of the previous course completed.

## Student Records & Transcripts

Parents may inspect any and all records relating to their student. Records are kept in a locked vertical file in the office and are to be examined only in the school office.

A written request for a transcript, records, report cards or other materials in the school file must be submitted to the school office before those records will be released to another party. At the high school level, transcripts sent to other schools include accumulated grades only. Teacher comments on report cards are used solely for the benefit of students and parents. For middle school students, quarterly report cards are sent to other schools. We will not release transcripts or report cards for students owing delinquent tuition or fees.

## Standardized Testing/Statewide Testing

Students in grades 9-12 take college placement tests (PSATs, SATs, ACTs, etc.) as appropriate. In order for students to receive accommodations for standardized testing, parents and the College Counselor must complete individual applications for each test. Applications for accommodations can be obtained from the Counselor's office. It is highly recommended that testing be conducted within the last three years prior to the application and contains specific recommendations related to standardized testing such as extended time, frequent breaks, reader, writer, and use of computer.

Students eligible for statewide assessment testing are those funded by the local education agency.

## Accommodations

All psycho-educational, psychological, and neuro-psychological evaluations that are a part of a student's current file are read and reviewed. Recommendations from these reports are considered and those accommodations that are directly stated and compatible with our system are implemented. The accommodations are documented on an Accommodations Checklist that is discussed with and distributed to all instructional personnel.

## IIPs and IEPs

Every student has either an IIP (Individualized Instruction Plan) or an IEP (Individualized Educational Plan). An IIP is issued to all students placed by their parents, in compliance with Virginia Standard 8 VAC 20-670. The IIP is distributed at Back-to-School Night and consists of the student's schedule, individualized Accommodations Checklist, and course syllabus distributed in each class.

When a public school district places a student, an IEP is written/reviewed within thirty days after a student's admission to school.



# GRADUATION REQUIREMENTS

Students can earn a standard or advanced diploma based on successful completion of the required classes outlined below. A course of study should be planned according to post-graduation goals. A standard diploma, option A, is appropriate for students who want to continue their studies in a 4-year college. Option B is appropriate for students who are thinking about technical school or a 2-year college and is acceptable for some 4-year colleges. Students who want to attend a 4-year college and want the challenge of more advanced studies should work toward an advanced diploma.

Students can earn up to 32 credits in four years. A standard diploma requires a minimum of 24 credits; an advanced diploma requires a minimum of 27 credits.<sup>1</sup>

	STANDARD DIPLOMA		ADVANCED DIPLOMA
	OPTION A	OPTION B	
English	4	4	4
Math (Algebra I, Geometry)	3 (Algebra II)	3	4 (Algebra II, one course beyond Algebra II)
Science	3 (two labs)	3 (one lab)	4 (three labs)
History (US/VA History US/VA Gov't)	4	4	4
PE/Health <sup>4</sup>	2	2	2
Modern Language (sequential)	2	Optional	3 <sup>2</sup>
SAT/ACT Preparation	1	Optional	1
Writing <sup>3</sup>	3	2	3
Electives <sup>4</sup>	2	4-6	2
Community Service	10 hours per year, documented		

<sup>1</sup>Equivalent credits will be considered for transfer students as determined by the High School Director and/or Head of School.

<sup>2</sup>Students must complete Levels I, II and III of one modern language, or Levels I and II of two modern languages. Students with a foreign language waiver may substitute a sequence of approved computer programming and related courses

<sup>3</sup>Writing requirements may be reduced by approval of the High School Director and/or Head of School if a student enters Commonwealth Academy after their sophomore year. Total required credit hours will remain the same.

<sup>4</sup>Students may receive Physical Education and Elective credit for participation in certain clubs based on prior approval and appropriate fees paid.

## Online Courses

With prior approval from administration, a student may complete an online course for credit. If we, as a school, decide to offer a course on-line that is normally within our curriculum, then we will make the course available to the student as part of their tuition and provide academic, organizational and time management support. Conversely, if a student requests a course that is outside our curriculum, the parent will pay for the on-line

course and we will make every effort to provide organizational and time management support, depending on teacher availability.

## College Counseling

Each year the college counselor meets individually and in groups with seniors and then juniors to discuss academic planning, the college admissions process, the college search, and meeting college entrance requirements. Starting in ninth grade, students are introduced to a program to help them investigate their learning style, explore their interests, and consider potential college majors and possible careers. Each year, students are asked to set yearly goals as a part of this process.



# Commonwealth Academy Four Year Plan

## HIGH SCHOOL

Student Name \_\_\_\_\_

Projected Graduation Date \_\_\_\_\_

Academic Goal:  4 YEAR COLLEGE  TECHNICAL SCHOOL, 2 OR 4 YEAR COLLEGE  4 YEAR COLLEGE, ADVANCED STUDIES

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

(GRADE 8)	GRADE 9	GRADE 10	GRADE 11	GRADE 12
	English:	English:	English:	English:
	Math:	Math:	Math:	(Math):
	Science:	Science:	Science:	(Science):
	World History <input type="radio"/> I <input type="radio"/> II	World History <input type="radio"/> I <input type="radio"/> II	US / VA History	US / VA Gov't
	PE 9 / Health: <input type="radio"/> YES <input type="radio"/> NO	PE 10 / Health: <input type="radio"/> YES <input type="radio"/> NO		
	(Spanish) _____ _____	(Spanish) _____ _____	(Spanish) _____ _____	(Spanish) _____ _____
	Writing:	Writing:	Writing / SAT Equivalent _____	SAT / Writing Equivalent: _____
	Electives: _____ _____	Electives: _____ _____	Electives: _____ _____	Electives: _____ _____
<b>Total Credits</b>	_____	_____	_____	_____



# DRESS CODE

While Commonwealth does not require a uniform, we do expect members of the community to dress in a style that reflects good taste and sensitivity to others. Although we value individual expression, dress that may be acceptable away from school, at home, or in a mall, may not be appropriate at Commonwealth. Faculty members who work with students on a daily basis have found that students' behavior and concentration, as well as that of other members of the class, are affected by style and dress. Students and parents are encouraged to realize that creating a healthy academic atmosphere includes wearing clothes that are not a distraction to others.

Students who violate the dress code will be given the chance to correct their dress at school. If any female student chooses not to follow the dress code, she will be referred to a female teacher/administrator to discuss her choice of apparel, while all male students will be referred to the Dean of Students. On the first notification that a student has violated the dress code, students will receive a warning and may be asked to remedy the infraction. For example, an inappropriate shirt may be turned inside out. Extra shirts and pants are also available at the school. On the second notification, students will be required to remedy the infraction immediately and will receive five demerits and a lunch detention. On the third notification, parents will be notified and the student will be sent home. Repeated offenses may result in additional consequences.

## Athletic Clothes

Students are required to dress appropriately for PE at the YMCA which includes a blue or white shirt with the C/A logo or plain blue or white shirt, navy blue shorts or sweatpants, and closed heel athletic shoes with laces or Velcro. During cold weather, students are required to have a hooded jacket or a jacket and a hat. Upon returning from PE, each student is required to change into another set of clothes. PE is a graded course and proper attire is factored into the grade.

*The type of items you should wear and those you should not wear are listed on the next page.*

# DO wear to school

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## Shirts/Tops

- Collared shirts/blouses
- Turtle necks
- Mock turtle necks
- Oxford cloth shirts
- Crew necks or T-shirts

## Pants/Skirts/Shorts

- Classic cut or relaxed fit pants or jeans
- Khakis
- Athletic pants
- Capri pants
- Bermuda length shorts
- Shorts no more than 4" above the knee
- Skirts/Dresses no more than 3" above the knee
- Belts (must be worn with pants with loops)

## Shoes

- Loafers
- Tie shoes
- Athletic shoes
- Boots (no steel toed)

## Accessories

- Stockings/socks/tights
- Simple jewelry

## Grooming

- Natural hair colors
- Neat and clean hairstyles
- Neatly trimmed beards/mustaches/goatees
- Tasteful nail polish/make-up (girls only)
- Deodorant and/or antiperspirant

# DON'T wear to school

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## Shirts/Tops

- Muscle shirt
- Tube Top
- Cropped shirts/bare midriff tops
- Shirts with thin straps
- Sheer/tight tops
- Tops with cut-out shoulders/back
- Shirts that are too tight
- Halter tops
- Low necklines

## Pants/Skirts/Shorts

- Pants with underwear showing
- Skirts/dresses more than 3" above knee
- Short more than 4" above knee
- Tight shorts
- Biker shorts
- Spandex shorts, pants or skirts
- Excessively baggy pants
- Pajamas or clothes that appear to be pajamas
- Leggings
- Jeggings

## Outerwear

- Winter coats and jackets (inside)
- Hats or Gloves (inside)

## Accessories

- Excessive piercing

- Sunglasses (inside)

- Fingerless and/or decorative gloves
- Electronic devices, cell phones, pagers, etc.

## Grooming

- Unnatural colored hair
- Nail polish or facial cosmetics (boys)
- Dirty or unkempt hair
- Distracting hairstyles, as determined by administration

## Other

- Clothes with holes, patches, tears or fringes
- Clothing advocating violence, sex, or the use of drugs, alcohol, or tobacco.
- Clothing with symbols or messages that demean any individual or group (racial, ethnic, gender or religious) or are deemed a distraction by administration.
- Undergarments should not be visible
- Clothing with chains, metal loops, excessive zippers, safety pins, studs, or other distracting embellishments
- Drawing or writing on the skin
- Slippers
- Smells, including cigarette smoke, excessive perfume or cologne, or any other odors that are distracting