



COMMONWEALTH
ACADEMY

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FOR THE 2011-2012 SCHOOL YEAR

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'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



Emergency Notification Procedures

Saf-T-Net ALERTNOW

FOR THE 2011-2012 SCHOOL YEAR

The following explains how the Saf-T-Net ALERTNOW system works if the school initiates an emergency notification or non-emergency message. To ensure you will be notified quickly in the event of an emergency, please complete the lilac ALERTNOW Enrollment Form and keep this sheet for your records.

In the event of an emergency, all of your contact numbers will be called within minutes after the emergency or incident has occurred. Messages may be sent to alert parents and other emergency contacts of the situation occurring at the school and may be used to give emergency instructions to parents on what they need to do to respond to their child. Or, we may use ALERTNOW to send important, non-emergency messages such as early closings due to weather conditions or reminders about school events.

The delivery of this system is only as successful as the contact information we have on file. Please be sure to complete the enrollment form and notify us if any information changes throughout the year.

In the event ALERTNOW is used to send a message:

1. Your caller ID will display 411 if an **emergency call** is coming through from the school. Caller ID will not display an associated name. The system will attempt to reach each number six times with three minutes in between attempts.
2. In the event of a **non-emergency notification** such as an early closing due to inclement weather or a reminder about an upcoming school event, the school's phone number will be displayed on your phone. The system will attempt to reach each number three times with ten minutes in between attempts.
2. There will be a slight two to three second pause after you answer the phone. Please stay on the line. The system needs to detect a couple seconds of silence to determine whether a live person has picked up the phone or an answering machine. Do not keep saying "hello."
3. The system will leave a message on your voicemail or answering machine. However, the system is set to ring each line six (6) times. If your answering machine is set to pick up after the sixth ring, a message will not be delivered to your machine. We encourage you to set it at five (5) rings or less.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call. For example, with Privacy Director, all incoming calls are re-routed and the callers must identify themselves for the call to go through. Because our system is automated, it will not identify itself and the call will not get through to your number.
5. It will only route properly to direct dial numbers.



Computer and Technology Usage Policy

Student Copy

FOR THE 2011-2012 SCHOOL YEAR

Please keep this copy for your future referral.

POLICY ON ACCEPTABLE USE OF SCHOOL COMPUTERS, NETWORK, AND OTHER TECHNOLOGY

Commonwealth Academy is a community of learners bound together by integrity, a desire to learn, respect for the rights and feelings of others, and respect for one's self. In order to keep our community strong, we must often choose to live with and support the needs of the community, even when these needs conflict with personal desires. With the advent of new and exciting technologies, Commonwealth Academy must define and accept a set of responsibilities.

Commonwealth Academy maintains and makes available networked computers, workstations, printers, VCRs, videodisc players, science probes, digital cameras and other technology to students and staff for a range of applications, including work processing, research, presentations, science experiments and telecommunications. All users of these facilities are reminded that with access comes responsibility. Commonwealth Academy technology is community property and for the use of everyone at Commonwealth Academy. Individuals who tamper with this community property will lose all rights to use this equipment. In addition, other disciplinary actions may be taken.

The following set of rules must be observed by all members of the Commonwealth Academy community who use this technology. These rules are in effect school-wide for all students and staff.

General Rules and Responsibilities

1. I agree to use only the equipment and resources that I am authorized to use and use them only for the purposes for which they have been designated.
2. I will not tamper with computers, workstations, cables, wiring, printers, videodisc players, or any other Commonwealth Academy technology. I will report any problems to a faculty member as soon as I observe the problem.
3. I agree to respect the privacy of materials on workstations and on the network. I will not enter any personal directories and I will not read anyone's private files. I will not move, rename, borrow, or change any document or file that does not belong to me.
4. I will not intentionally write, produce, or generate any computer code or message on the network that might hurt or disrupt documents, reduce the efficiency of memory, or slow down the performance time for other users of the network.
5. I will not store any documents, files or software, or create directories, on permanently installed hard disks without authorization from a faculty member.
6. I will not make any attempt to discover or use another user's login name or password.
7. In accordance with copyright laws, I will not copy or transfer any copyrighted software to workstations or to the Commonwealth Academy network.



Commonwealth Academy Dress Code

FOR THE 2011-2012 SCHOOL YEAR

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, they will be referred to a female teacher/administrator to discuss their 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 within one week, students will be required to remedy the infraction immediately and will receive five demerits and a lunch detention. On the third notification within one week, 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

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

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