Cooke S.T.E.M. Academy

Student Handbook

2018-2019
MISSION STATEMENT

The mission of Cooke S.T.E.M. Academy is to improve students’ readiness and access to Science and Technology prerequisites; foster an interest in Engineering and Mathematics; expand S.T.E.M. opportunities; and offer authentic S.T.E.M. experiences, while providing student-centered learning that is based on creative, critical and analytical thinking.

VISION STATEMENT

Our vision is to increase student exposure to S.T.E.M. activities and careers and equip them with a strong background in the areas of Science, Technology, Engineering and Mathematics so they are prepared to enter high school, college and compete in the global community.

CORE VALUES

✓ Focus on student achievement
✓ Excellence
✓ Respect
✓ Integrity
✓ Equity
✓ Health and Safety
✓ Innovation
✓ Collaboration and Teamwork
STUDENT CREED

I am a Cooke S.T.E.M Academy Student,
I have great expectations for myself.
Within me lies the power to be the best I can be.
I accept this challenge. I shall seek to be upright in character,
exemplary in behavior and steadfast in spirit.

I am Respectful, and prepared
I shall learn continuously, think creatively, and strive for
Excellence daily in whatever I do.
I shall be polite and caring towards myself, teachers, fellow
students, and all people.

Above all,
I shall be compassionate to the less fortunate and loyal to my
school and nation. I am capable, able, and willing and I know
that if I stay on the course, I will be a Cooke Considerate,
Outstanding, Optimistic, Kind, and Extraordinary student.
Today, Tomorrow, and Forever.
Dear Parent/Guardian:

We are truly excited about the 2018-2019 academic year and the changes that have been made under the Detroit Public Schools Community District. The DPSCD has worked diligently with the Office of Transportation to ensure that your child is transported to and from school.

Cooke S.T.E.M. Academy has partnered with Ludington Middle School in order to ensure that bus transportation is available for siblings who attend both schools.

Parents, if you have a student who attends Ludington Middle School, Cooke S.T.E.M. will be the drop off and pick up location for the students. Students attending Ludington Middle School should arrive at Cooke no later than 6:50 a.m. The bus will depart at 7:00 a.m. to take students to school. For dismissal, students from Ludington will arrive at Cooke by 2:45 p.m. so that the families of both schools can ride home together.

This has been implemented to assist in keeping parents from traveling to multiple locations. The new bell time for Cooke STEM Academy is 7:30 a.m. - 2:40 p.m.

Sincerely,

Karen McEwen, Ed.D
Principal
WHATS NEW!!

DRESS CODE

Each student will be given one uniform shirt with the Cooke S.T.E.M. Academy logo on it. ALL additional shirts will be available for purchase soon through the main office.

SCHOOL COLORS:  
KHAKI BOTTOMS  
NAVY TOPS

Slacks, Pants, Skirts, Rompers or Shorts:
All slacks and pants must be a solid color: Khaki (Tan)

Style: Slacks and pants can be pleated or flat front, and appropriately fastened at the waist. Skirts must at least be knee length.

Tops:
Shirts and blouses must have button down or straight collars. Turtlenecks and polo styles are permitted. All tops must be worn tucked inside pants, slacks or skirts.

Style:
Style: Long or short sleeves with a collar required.
Logos: Manufacture trademarks, if any, must be one inch or less. DPS school logos are permitted and are not limited in size.

Jackets, Cardigans, and Sweaters:
Color: Should match an accepted uniform color
Style: All must be worn over a collared shirt, turtleneck or polo style top.
Jackets and sweaters cannot have hoods.

Footwear
Style: Laced shoes and/or shoe boots, loafers, dress shoes, or other closed toes/closed heel shoes. Students shall not wear house slippers, flip-flops, or any other type of footwear that could constitute a safety hazard. Students are also prohibited from wearing steel-toed boots or shoes to school.

Prohibited Attire
Leggings, jeggings, stretch pants and hoodies.
Cooke S.T.E.M. Academy
Home/School Learning Compact

As a parent/guardian, I want my child to achieve; therefore, I will encourage my child by doing the following:

➢ See that my child **attends school regularly** and is on time.
➢ **Support** school staff in maintaining proper discipline.
➢ Set aside a **specific time for homework and review it regularly.**
➢ Provide a **quiet, well-lighted place** for study.
➢ **Encourage** my child’s efforts and be available for questions.
➢ **Stay interested** in and aware of what my child is learning.
➢ **Read** with my child and let my child see **me read** regularly.
➢ **Communicate** with my child’s teacher on a regular basis.
➢ **Volunteer, participate** in LSCO, or **visit** my child’s classroom as I am best able.

As a Student, it is important that I work to the best of my ability; therefore, I will strive to do the following:

➢ **Attend** school regularly
➢ **Be prepared** for school each day with completed assignments and supplies.
➢ Work **cooperatively** with my classmates.
➢ **Respect** myself, my school, and other people.
➢ **Follow rules** of student code of conduct.
➢ **Wear my uniform daily.**
➢ **Read** Regularly
➢ **Give** all notices and information to my parents.

As a teacher/staff person, I know that it is important that students achieve; therefore, I will strive to do the following to support student’s learning:

➢ **Provide necessary assistance to parents so that they can help with homework assignments.**
➢ Encourage students and parents by communicating regularly about student progress.
➢ Contact parents to convey something positive about students.
➢ **Provide high quality instruction in a supportive and non-threatening environment.**
➢ Provide varied learning opportunities for students to enable them to meet academic expectations.
➢ Hold high expectations for all students, believing that all students can learn.
➢ **Provide parents with advance notice if their child is failing.**
➢ Be available for parent-teacher conferences during which this compact will be discussed as it pertains to your child.
➢ Make myself and my classroom accessible to parents, encouraging them to arrange visits to the school, and prearrange to observe classes.

As a Principal, I support this compact for parent involvement; therefore, I will strive to do the following:

➢ **Provide an environment that allows for positive communication between the teacher, parent, and student.**
➢ Encourage teachers to regularly provide homework assignments that will reinforce and enhance classroom instruction.
➢ **Monitor and evaluate all components in the compact to ensure that identified goals of the Compact are met and achieved.**
REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued to students four times a year, about every ten weeks. Official progress reports will be issued weekly that will be printed from the Front Office. Please consult the monthly calendars for the exact dates and times; the monthly calendar will be published the first day of each month beginning in September. It is essential parents meet with teachers, pick up report cards, obtain an explanation of test scores and most importantly monitor class assignments and homework.

HONOR ROLL

Cooke S.T.E.M has two different Honor Rolls.

Principal’s List Honor Roll  “A”  4.0
Honor Roll  “B”  3.9 – 3.0

The following grading system will be used:

A = 100 – 90  C = 79 – 70  F = 59 – 0
B = 89 – 80  D = 69 – 60

SCHOOL ATTENDANCE

The staff at Cooke S.T.E.M. Academy feels that regular attendance and daily punctuality by all students is essential. Therefore, it is considered an important school requirement.

Steps to follow when absent:

1. Parents/Guardian should call the main office on the 1st day the student misses or send a note to the Homeroom teacher stating the reason for the absence. If a student returns to school without a note, he/she must present a note the next day (within 24 hours) or the absence will be marked unexcused. The note should contain:
   a. Date and Homeroom Teacher’s name
   b. Student’s full name
   c. Day(s) absent
   d. Reason for absence (personal illness, death in the family, medical appointments, and other emergencies that make it IMPOSSIBLE to attend school.)

2. A doctor’s statement may be required for an extended illness.
3. If the student has any physical restrictions he/she must bring a signed note stating the restriction.
4. Make-up work is available when applicable for extended absences. Sufficient notice should be given to the teacher when make-up is requested.
5. Student absence due to a field trip is considered an excused absence. However, the teacher in charge of the trip should provide a list of all participants for attendance purposes to all teachers in the student’s block.
6. Students must obtain make-up work assignments from his/her teachers within three days of returning to school. Make-up work is only granted to students with excused absences. The work must be turned in to the teacher within a reasonable amount of time, determined by the teacher in light of the circumstances.

If the teacher suspects that the note from home is not a valid, he/she is to contact the home by telephone in order to ascertain the validity of the note.

TARDINESS vs. TRUANCY

Students are required to be at school and in class on time. Students who arrive at school after the tardy bell has rung are considered tardy. Students who are late to school must get a late pass from the office and proceed directly to class.

Students are truant when he/she does not report to class with the group. If a teacher detains a student, he/she must have a pass. Truancy from school and/or class will result in supportive services being provided for the student through recommendations by the administrator, counselor or teacher.

SCHOOL VISITATION

BY APPOINTMENT OR TEACHER REQUESTS

TELEPHONE CALLS

The school telephone is for business calls only. Plans are made prior to leaving home in the morning. Children will not be called to the telephone!!!!! Students should not have to call home daily for pick-up. In case of an emergency, please contact the office for assistance.
SCHOOL HOURS

Cooke S.T.E.M Academy hours are 7:30 am until 2:40 pm. Monday, Tuesday, Wednesday, Thursday & Friday. Breakfast is served in the classroom at 7:30 a.m.

All students are expected to come to school on time to receive breakfast. Parents cannot pick up their child 20 minutes prior to dismissal. Students, who must be picked up early, must be picked up prior to 2:10 p.m. (M, T, Th, F) and 1:30 p.m. (Wednesdays).

100% EVERY DAY, EVERY WEEK

BELL SCHEDULE

<table>
<thead>
<tr>
<th>REGULAR SCHEDULE</th>
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<tbody>
<tr>
<td>Homeroom: 7:30 a.m. – 7:40 am</td>
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<tr>
<td>BREAKFAST SERVED 7:30 a.m.-7:40 a.m.</td>
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<tr>
<td>1st Period: 7:40 - 8:30</td>
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<td>2nd Period: 8:30 - 9:40</td>
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<td>3rd Period: 9:40 -10:40</td>
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<td>4th Period: 10:40 -11:40</td>
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<tr>
<td>5th Period: 11:40 – 12:40</td>
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<tr>
<td>6th Period: 12:40 – 1:40</td>
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<tr>
<td>7th Period: 1:40 - 2:40</td>
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</tbody>
</table>

Parents must pick up students immediately following dismissal. Students, who attend the after-school tutorial program or recreational program, must not leave the building, but report directly to the designated area. Students who are not picked up from school at the end of the day will be dropped off at the Safety Net.
The DPSCD Safety Net is open from 11:00 a.m. until 7:00 p.m. The Safety Net is located at 8145 Greenfield (near Joy Road), Detroit, MI 48228, (313) 945-8600. Parents should be informed that abuse of the services provided by Safety Net may result in involving the Authorities, and/or issuance of a citation. Tickets may range up to $500.

Parents can follow the developed classroom curriculum by reviewing homework assignments. The District, parents, and teachers recognize homework as an essential part of the learning process and an important factor in meeting instructional goals. Homework reinforces skills, knowledge, and attitudes being developed in the classroom. In addition, it helps students develop the lifelong skill of using time effectively. The amount of homework assigned from grade levels and teachers will vary. We suggest that 90 minutes each day be set aside and used in the following ways:

**Research on Homework Time Recommendation**

The National PTA recommendations for homework, fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth).

[NEA - Research Spotlight on Homework](#)
BUS CONDUCT

The school bus and bus stop are considered an extension of the school building as they are on school grounds. Students should respect these areas and help to keep them free of trash. Behavioral expectations are the same as in school. The driver must be respected as the person of authority, as he/she is responsible for the lives and safety of as many as 40 students. His/her directions must be followed. If the student causes continuous behavioral problems, the students will be removed from the bus and the parents will be responsible for the transportation.

CAFETERIA RULES

Students will have a 40-minute lunch period each regular school day. Students are expected to follow the directions of the staff supervising the lunchroom. Students are permitted to bring beverages packaged in boxes or plastics. No cans or glass bottles.

Also, all students are responsible for maintaining the cleanliness of their area. Tables and floors must be clean before leaving the cafeteria. Students are not to leave the cafeteria unless they have been given a pass or at their dismissal time.
1. Listen to all adults the first time directions are given
2. Act in an orderly fashion.
3. The food line should be a single line and line jumping is unacceptable.
4. Students must remain seated during the lunchtime.
5. All food must be eaten in the cafeteria.
6. Students must clean up after themselves.
7. Throwing food or beverages in the cafeteria will result in an immediate suspension.
8. Book bags will not be allowed in the cafeteria.

Students will be given a 20-minute recess based on the conditions of the weather. Students must wear **appropriate clothing** for outdoor recess. When weather is inclement, students will be escorted to the auditorium. Students must remain in the auditorium with the adult until they are dismissed. Students will watch educational videos pertaining to science, technology, engineering and mathematics to increase their awareness in this area.

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**SCHOOL SUPPLIES**

Students should come to school with the necessary tools for learning. Paper and pencils are provided at intervals during the school year. Each teacher will provide a list of additional supplies when working on specific projects.
DETROIT PUBLIC SCHOOLS CODE OF CONDUCT

The years spent at Cooke S.T.E.M. Academy should bring about a positive change in every student. Students are to conduct themselves as young ladies and young gentlemen. During this period, students should be preparing themselves for high school, which is the pathway to adulthood.

Students must learn to have mutual respect for one another so that we can work in harmony to create an outstanding learning environment. If we want to reach our goals and keep them, we must learn to respect and acknowledge the rights all.

There is always time for civility at Cooke S.T.E.M. Academy. Always remember, that courtesy and civility are contagious. It is with that in mind that the administration and faculty have prepared the Cooke S.T.E.M. Academy rules in addition, to the Detroit Public Schools Community District Student Code of Conduct.

Students are expected to work diligently on all independent activities, group projects and class assignments.

HALF ORDER

1. Running, littering, loitering, excessively loud or boisterous noise making is not permitted.
2. Please, pick up any pencils, wrappers, etc. which you see on the floor or stairways. These items can be dangerous.
3. When moving through the halls, students are to always walk to the right in a line.
VISITORS TO THE SCHOOL
All visitors to Cooke S.T.E.M Academy must sign in and report to the main office. An “authorized visitors pass” will be issued to the parent to observe their child’s classes. This procedure is in effect from 7:30 a.m. until 2:40 p.m. An appointment can be made when parents want to talk with an individual teacher.

CELLULAR PHONES
Students will be able to carry cellular phones on their person during the school day. If a student absolutely has to have a cell phone, that cell phone must be kept in the student’s backpack and turned off until dismissal. Cell phone usage without the consent/permission of the teacher, will be grounds for insubordination; which can lead to suspension for repeated offenders.

HARASSMENT / BULLYING
It is the policy of the Board of Education to maintain a learning environment that is free of all types of harassing behaviors; it is a violation of the District’s Student Code of Conduct. All bullying and cyber-bullying shall be prohibited against all
students, educators, employees, parents/guardians, contractors, agents, and volunteers.

TESTING
During the school year, students will be engaged in standardized assessments. All students should be in regular attendance during this time. These tests are as follows:

♦ I-READY ASSESSMENT
♦ NAEP
♦ M-STEP (3rd – 6th grade)
♦ MI-Access
TECHNOLOGY

Cooke S.T.E.M. Academy is committed to integrating technology to improve student achievement. Technology is used to strengthen independent computer skills, support instructional learning, and promote productivity.

Technology Resources

Students will be provided access to desktops and tablets throughout their learning to be used for constructive and academic based activities. Technology may be used for instruction, assessment, collaboration, creative production, and any other means deemed beneficial to students’ academic growth.

All technology equipment is property of Cooke S.T.E.M. Academy and must remain on school grounds. Equipment that is unlawfully removed from the school will be subject to tracking by DPSCD and violators may be prosecuted by authorities.

Responsibilities

Students’ use of technology resources must be educational and consistent with our technology commitment. Students will receive a Technology Acceptable Use Policy (AUP) which outlines the student responsibilities for using technology. The policy includes but is not limited to the following: ethical and moral actions; privacy laws; false identification; cyber-bullying; and digital citizenship.

Students and parents must sign the AUP ensuring safe and productive use of all Cooke S.T.E.M. Academy equipment. The use of school technology resources is a privilege, not a right, that comes with responsibilities that will be upheld.
PARENT SURVEY

In an effort to improve customer service, as well as the quality of our school, we would like to understand the opinions of parents and guardians of students. We value and appreciate your feedback.

1. How would you rate the Customer Service
   - [ ] Extremely Satisfied
   - [ ] Satisfied
   - [ ] Dissatisfied
   - [ ] Very Dissatisfied

2. How would you rate the growth of your child’s education
   - [ ] Extremely Satisfied
   - [ ] Satisfied
   - [ ] Dissatisfied
   - [ ] Very Dissatisfied

3. How would you rate the concerns of the school administration
   - [ ] Extremely Satisfied
   - [ ] Satisfied
   - [ ] Dissatisfied
   - [ ] Very Dissatisfied

4. How satisfied are you with the safety of the school environment
   - [ ] Extremely Satisfied
   - [ ] Satisfied
   - [ ] Dissatisfied
   - [ ] Very Dissatisfied

5. How do you rate the cleanliness of the school grounds
   - [ ] Extremely Satisfied
   - [ ] Satisfied
   - [ ] Dissatisfied
   - [ ] Very Dissatisfied

If there are any additional comments you would like to make, please feel free to do so.

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