



THE WORLD IS OUR FAMILY

CAROLINA INTERNATIONAL SCHOOL

A NORTH CAROLINA PUBLIC CHARTER SCHOOL

2022 – 2023

Student and Parent Handbook

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## INTRODUCTION TO CAROLINA INTERNATIONAL SCHOOL

Welcome to CIS! We are honored that you have chosen to attend our growing school and look forward to a successful year. We have many exciting things happening at Carolina International and hope you will become involved with the various activities and field experiences.

Certainly, one of the elements of a successful school is communication. The purpose of the Student-Parent Handbook is to establish clear policies, procedures, and channels of communication for parents, students, and teachers. In the most successful school communities, every member shares a common mission and vision. It is hoped that this Handbook will contribute to achieving that mutual understanding and support.

We ask that families read, discuss, and sign the Handbook’s signature form (page 2), and return it to your homeroom teacher. Outlined in this Handbook are the structures, policies and expectations that govern our school, so please make sure to read it thoroughly. An additional form, that is the Acceptable Use Agreement related to the use of CIS Technology equipment and systems will be provided. This should also be reviewed, discussed, signed and returned to your classroom/first period teacher/Technology Manager.

Have a wonderful year!



## MISSION AND VISION OF CAROLINA INTERNATIONAL SCHOOL

The mission of Carolina International School is to nurture students’ natural curiosity and joy of learning while they achieve academic excellence through a challenging, interdisciplinary, international curriculum. Our students, parents, teachers, and staff help to create a stimulating learning community that develops:

- Critical and compassionate thinkers
- Confident and open-minded communicators
- Resourceful and responsible citizens and leaders of our local and global communities.

### Four Core Values

We strive to develop caring and compassionate students and citizens who embrace those character traits most respected in every culture. Hence, character development at CIS is immersed in every interaction and learning experience as a continual school-wide process. The program includes a service-learning component and actively involves parents and community leaders.

Respect	<ul style="list-style-type: none"> <li>● We will respect others and their property at all times.</li> <li>● We will listen to each other, knowing that we have individual differences that make us unique and valuable.</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>● We will accept responsibility for our words and actions.</li> <li>● We will treat others as we would like to be treated.</li> </ul>
Solutions	<ul style="list-style-type: none"> <li>● We will create a positive environment where problems are met with creative solutions: “Don’t agonize, organize.”</li> </ul>
Service	<ul style="list-style-type: none"> <li>● We will actively seek ways to help others in our school, our community and our world.</li> </ul>

## **Our School’s Educational Philosophy and Practice**

Carolina International School’s educational program integrates the primary elements of educational experience – student development, curriculum, instruction, and the learning environment – in a consistent philosophy: *the power of making connections*.

We draw upon the best practices from educational systems around the world in order to enrich the North Carolina Standard Course of Study and to encourage global stewardship.

## **Student Development**

*Students have a virtually inexhaustible capacity to learn.* We believe that every student has a vast inherent potential for learning that is best actualized through a coherent, comprehensive program to achieve academic excellence while addressing the needs of the whole child. *Students are unique.* A variety of approaches are necessary to meet the needs of a diverse student population. By accommodating multiple strengths of intelligence and learning styles, CIS helps students to better understand themselves in order to develop their unique talents and interests. CIS faculty works to create a school culture that fosters a sense of *safety, acceptance, and harmonious relationships* among all sectors of the school community. The CIS faculty is committed to nurturing students’ emotional development through *individual goal setting, positive classroom management, modeling cooperation, and communication skills*.

## **The CIS Core Connections Model**

Carolina International School’s Philosophy and Focus translate into an applied FRAMEWORK or lens - for teachers and students to view and engage with the Common Core and Essential Standards.

## **International**

Exploring the standards, while comparing and contrasting them against international perspectives, effectively creates rigor and deepens our thinking about traditions, standards and norms across cultures and history. It expands our understanding of what it is to be “global thinkers” and citizens in that vast community. CIS pairs each grade level with a “Sister City” to deepen and share experiences on a personal, developmentally appropriate level.

Sister Cities/Countries for the 2018-19 School Year

Kindergarten: Kampala, Uganda

Grade 1: New Delhi, India

Grade 2: Krefeld, Germany

Grade 3: Arequipa, Peru

Grade 4: Baoding, China

Grade 5: Mexico City, Mexico

Grade 6: Limoges, France

Grade 7: Kumasi, Ghana

Grade 8: Wroclaw, Poland

Grade 9: San Jose, Costa Rica

Grade 10: Killarney, Ireland

Grade 11: Istanbul, Turkey

Grade 12: Port au Prince, Haiti

## **Global Steward**

The idea of Global Stewardship is our overarching principle. It effectively links our international and environmental emphases and conveys all four of our core values: respect, responsibility, solutions, and service.

## **Environmental**

Our connection to the environment offers our community the opportunity to create relationships with the practical application of NCSSS concepts in all disciplines. Our campus is positioned on eighty-two (82) acres of underdeveloped, natural habitat and offers space for in-depth exploration. Many learners connect to concepts when applied within the natural environment. They can also develop a real-life connection with diverse ecosystems. CIS is committed to creating learning environments that address learning needs and that promote the highest values of health – both for the human inhabitants and the environment as a whole.

## **Zero Waste Lunch**

CIS wants all students eating a healthy lunch that they will enjoy. We want to educate our future generations about the importance of reducing waste. Incorporating some simple zero waste practices into the packing of the healthy lunch will help you save money and help CIS save the environment. Zero waste is every Wednesday.

What does “Building a Zero Waste Lunch” mean? Simply put, it means to make a lunch that *generates no (or very little) trash*. In a zero waste lunch everything can be eaten, reused, or recycled. Here are some tips to help get you started:

- Use a reusable insulated bag or lunch box instead of a brown paper bag to hold your child’s lunch every day. A reusable ice pack can be used to keep perishable food items cold.
- Use reusable plastic containers that can be washed and used over and over instead of using disposable plastic sandwich bags for sandwiches and snacks.
- Use a thermos or reusable jug instead of a bottle of soda or a juice box.
- Use metal silverware or plastic utensils and reuse them instead of plastic utensils that are used once and thrown away.
- Buy in bulk and pack individual servings in reusable containers.
- Use cloth napkins that can be washed and reused instead of using paper napkins or paper towels.

### **Integration**

Integration of curriculum assists students in making connections across disciplines. Teacher teams will meet weekly to identify these connections to increase relevance and rigor across content areas. This planning also relates to the interdisciplinary nature of field experiences, extra-curricular activities, and community celebrations.

### **Inquiry/Project Based**

Question-driven instruction, student-centered instruction, and project-based instruction are derived from inquiry. Therefore, as our school grows, it is important to plan around inquiry-based instruction. The proper furniture for the classroom, the design of the classroom, the instructional materials purchased, staff development and many other school dynamics will be impacted by this method of teaching.

### **Individualized Instruction**

We will provide opportunities for the *individualization of instruction*:

- a. Assess student strengths through learning style, multiple intelligence and communication style inventories.
- b. Engage in weekly *Analysis* of student work through PROFESSIONAL LEARNING COMMUNITIES to problem-solve and identify supports and resources.
- c. *Differentiate* instruction as needed to provide appropriate instruction. Teachers will use strategies that provide for different learning styles and multiple intelligences.
- d. Facilitate the creation of *Individual Learning Profiles and Portfolios* with each student. This information will serve as a reference, and guide, as the teacher and student move through the curriculum and the learning process.

### **State Testing Calendar**

Please refer to the Parent Info tab on the school website for the most recent testing information.

### **Student Assemblies**

Carolina International School teachers will schedule assemblies to recognize students meeting personal, academic, and perfect attendance goals.

### **Spirit Day**

Spirit Days will be held on the FIRST FRIDAY of each month. Students may wear a CIS T-Shirt of choice along with uniform bottoms or appropriate school attire. Jeans may be worn for \$1.00 (proceeds go to support Student Council). Jeans with slits, tears, and holes will not be permitted. This will coincide with the PTSO Sponsored Ice Cream sales. If an event is scheduled for the first Friday, then casual day and ice cream day will fall on Thursday.

### **Annual Calendar Events**

Please see the school’s website for important dates.

### **Birthday Parties**

Student birthdays are a welcome opportunity to recognize and celebrate individual students. All food items MUST be purchased from a store and ingredients checked prior to bringing into the classroom due to food allergies. Individual invitations should not be distributed at school unless the entire class has been invited.

### **Deliveries to Students at School**

We strongly discourage the delivery of items to students at school, including flowers, balloons, gifts, etc. These items will not be given to the student until the end of the school day.

### **Lost and Found**

Students are responsible for their own belongings. To minimize lost items, please use indelible ink to label your children's belongings/uniforms with his/her full name. All members of the CIS community will make every effort to return labeled items to their appropriate owner. Once a month, PTSO will take all lost and found items and donate them to Goodwill or similar community organizations.



## **SCHOOL GOVERNANCE AND ADMINISTRATION**

### **The Board of Directors**

The CIS Board of Directors is responsible to uphold and fulfill the mission, philosophy, and goals of the School. The Board establishes policies for governance that uphold the national, state, and local laws governing public charter schools in North Carolina.

For additional information, such as board membership and meeting dates and please visit the school's website at [www.ciscomets.com](http://www.ciscomets.com)

The Role of the Head of School is to ensure that the policies of the Board are faithfully implemented, and the day-to-day operation of the school is successful. Responsibilities of the Head of School include, but are not limited to, the following:

- Maintain compliance with all national, state, and local requirements.
- Manage fiscal standards for the operation of the school.
- Student admissions.
- Public relations.
- Conducting evaluations of direct report staff
- Management of overall operation of the school facility.

The Role of the K-12 Principal is to support the day-to-day functions of the school. Responsibilities of the Principal include, but are not limited to, the following:

- Development and coordination of instructional planning aligned with CIS Focus.
- Coordinate curriculum development and resource management.
- Implementation of the CIS School Discipline Policy.
- Development and coordination of professional development for CIS Staff.
- Conducting teacher and Assistant Principal evaluations.
- Oversight of Student Support Services (AIG, EC, ESL, MTSS, 504);
- Oversight of all school drills.

The Role of the Assistant Principal is to support day-to-day functions of the school. Responsibilities of the Assistant Principal include, but are not limited to, the following:

- Performs other duties as assigned by the Principal or Head of School
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment. Assists with fire, storm and tornado drills on a regular basis and is able to implement emergency evacuations and lockdowns effectively.
- Assists in curriculum development to meet the needs of all students.
- Assists in supervision of special events.
- Coordination of testing.

**Administrative Team** - see school website

**Staff Directory** – see school website

### **Channel of Communication**

If a parent/guardian or student has a question concerning school academic programs, policies, or procedures, *he/she should initially communicate with the classroom teacher*. If the question or concern is not resolved, *the parent or student can speak with the School Assistant Principal*. If for any reason the question or concern is unresolved, *the parent/guardian or student may contact the Principal followed by the Head of School*.

### **Grievance Policy**

If a person has a grievance, *the person should first speak with whom he/she has a grievance*. If the grievance is not resolved, *the parent should speak with the Principal or Assistant Principal*, who will work to resolve the concern. If for any reason the grievance is not resolved, the person should *then speak with the Head of School*. If for any reason the grievance is still not resolved, the person may submit a written summary to the Grievance Committee via the Head of School. A review will be scheduled after the initial contact and a hearing may follow. The Grievance Committee members consist of a board member, a parent, an administrator, and two teacher representatives.

### **The Role of Parents/Guardians**

Parent/guardian involvement in the school is essential. Your creativity, intelligence, and caring attention enriches school life, brings valuable resources for practical needs, and builds unity of purpose between the mission/vision of the school and our goals. It is suggested the parents/guardians please contact your child's homeroom teacher for volunteer opportunities.

### **Custody Policy**

Except in the most extreme circumstances, custody of a student will not be relinquished to any person without the prior approval of the parent or guardian who has physical custody. If the parents are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order or agreement that specifies otherwise.

### **Parent/Guardian Communication**

Students' progress most rapidly when parents/guardians and the schoolwork together toward a common commitment, understanding, and educational approach. We encourage frequent communication between the school and parents via classroom folders, mid-term progress reports, report cards, newsletters, and information on the school's and the teachers' websites. Sign-in information for faculty websites will be distributed during the first weeks of school. Parents/guardians should check PowerSchool on a regular basis for student grades and achievement.



### **HEALTH AND SAFETY**

Healthy and safe schools are essential to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. We encourage all members of the school community to practice "safety first."

#### **Reporting Illnesses and Keeping Students at Home**

- Parents need to alert the school if their child has a special medical condition (i.e., peanut allergy, diabetes and use of an epi pen, asthma, etc.).
- Parents are asked to keep children at home if they have symptoms of any contagious illness. Children should be free of fever, nausea, diarrhea, and/or vomiting for 24 hours before coming back to school.
- If a child becomes sick at school or if there is any doubt an injury might require a doctor's attention, parents will be asked to pick up the child. It is urgent that we have updated telephone numbers in case of illness, injury, and emergencies.

# I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100° F or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or pus draining from eye.	Hospital stay and/or emergency room visit.

# I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

## First Aid

If a student becomes ill at school, he/she should obtain a hall pass and report to the main office. Staff members will assess the student and determine a course of action. In the event a student is too ill to remain in school, the parent/guardian will be notified to arrange for early pick-up. We have a First Responders team that has been trained in CPR and First Aid. First Responders are in K-2, 3-5, 6-12, EC, and PE.

## Medication

CIS has a written policy to ensure the safe administration of medications to students during school hours. It states that a physician must certify the necessity of administering the medications during the school day and the parent/guardian has requested in writing that school employees administer the medication, including written instructions. If a student has possession of his/her own medication and wishes to self-medicate, the school is relieved of any responsibility for the benefits or consequences of medication that is parent-prescribed or self-administered, and the school bears no responsibility to ensure that the medication is taken. This policy is acknowledged by parent/guardian signature on the "Letter to Parents Regarding Administration of Medication in School," which will be located on the school website under forms.

Students should be cautioned that if they choose to self-medicate and are caught giving out either prescribed or over-the-counter medications to other students, they may be in violation of the school drug policy and will be subject to disciplinary action.

## Communicable Disease Prevention and Control

Students are excluded from school in cases of communicable diseases. When a student is suspected of having a communicable disease, it is the responsibility of the parent/guardian to take the student to the local health department or family physician for verification of treatment before that student can return to school.

## Center for Disease Control and Preventions Guidelines

- Encourage sick students to stay home and seek medical attention for severe illness.
- Facilitating hand hygiene by supplying soap and paper towels and teaching good hand hygiene practices.
- Being vigilant about cleaning and disinfecting classroom materials and surfaces.
- Adopting healthy practices such as safe handling of food and use of standard precautions when handling body fluids and excretions.
- Encouraging students and staff to get annual influenza vaccinations.



### **Lice and Nits Policy**

Spot checks will be completed during the school year. If a student is found to have lice (hatched) or nits (eggs) the parents will be asked to take the student home for immediate treatment. Information will be sent home concerning treatment. All nits should be removed before the student will be allowed to return to school.

- If nits are found on a student while at home, notification should be given to the school so the source of the problem can be found. All names will be held in the strictest of confidence.
- Please Note: The maximum number of excused days will be two. Your child should be back in school by the third day. Please remember to send in the doctor's note so that your child's absences (2-day limit) are excused.

### **Ticks**

Sometimes when screening for lice, we will find a tick on your child. If we find a tick on your child and it is not embedded in his/her skin, we will remove it. If the tick is embedded in your child's skin/head, we will not remove it. We will notify the parents immediately and have them either remove it themselves or take the child home.

### **Immunization of Students**

NC law places the responsibility on parents/guardians to provide immunization records for their children within thirty (30) days after they enroll in a NC charter school. If the parent/guardian fails to offer written proof within the time limit, the child must be suspended from CIS and reported to the Cabarrus County Health Department.

Notice:

- Kindergarteners need DTP/DTaP booster, Polio, MMR, Hepatitis-B, VAR, HIB
- 7<sup>th</sup> graders need DTP/DTaP booster, Polio, MMR, Hepatitis-B, VAR, HIB, MCV4,

### **Student Accident Insurance Program**

CIS provides membership in a student accident insurance program, free of charge to parents.

### **Harassment, Bullying and Cyberbullying**

No form of harassment will *knowingly* be accepted at Carolina International School. Bullying is described as a form of harassment started by an individual(s) who possesses a more physical and/or social power and dominance over the person who is being abused, or is subject to becoming a target (*e.g., a parent bullying a teacher over an issue in the classroom*). The various manifestations of someone who is being harassed can be verbal, physical and/or emotional. Bullies hurt people verbally and physically (*e.g., a parent calling a teacher or staff member and verbally abusing them on the phone*).

Cyberbullying is a form of harassment. "Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse including attacks on the property of a person or group" (*e.g., a parent emailing a teacher or staff member and verbally abusing them through written comments*). Bullying may include, but is not limited to, incidents of *repeated* verbal taunts, name-calling, and extortion of money or possessions, implied or stated threats, and engagement that is disruptive to the learning environment. CIS Administration and staff request parents/guardians to partner together in reporting cyberbullying or harassment outside of school. When such harassment is reported, CIS will make a good faith effort to investigate all such reports. Disciplinary action in such cases depends upon the said offense, findings of the investigation, and recommendation of the school administration and/or school board.

### **Safety and School Jurisdiction**

Students are under the jurisdiction of Carolina International School at any time they are on the school campus. This means that the students are subject to school policies, rules, and guidelines. Also included under the school's jurisdiction are all school-sponsored activities, whether on- or off-campus, such as field trips, student clubs, and school-sponsored social and recreational events.

### **Abuse**

A variety of resources are available to students who need assistance either as victims of abuse or in reporting concerns about other students experiencing abuse. The Principal, Assistant Principal, School Counselor, and faculty can provide confidential support and direction. In consideration of the best interest and well-being of our students and in compliance with governmental regulations, the

school will communicate to the proper authorities, such as Law Enforcement and the Department of Social Services, any suspected case of child abuse, molestation, or neglect.

### **Fire Drills**

CIS will have practice drills once a month. This is to prepare students in case of a real fire. *All pulled fire alarms will result in OSS and a fine of up to \$500.00.*

When the first alarm sounds, students will:

1. Assume there is a fire.
2. Know the exit and alternative exit for the room you are located.
3. Move quickly and quietly out of the building with your teacher and class.
4. Form lines on the hillside across the parking lot and wait until you are instructed to return.

### **Severe Storms and Tornadoes**

As part of their professional development, the CIS staff members are trained in the storm-safe areas designated for each classroom and office. Per the School safety plan, these are located along structural walls away from windows. CIS has a system in place to connect with a radio station for weather updates in the office to alert staff to potentially threatening weather.

### **Lock Down**

The ability to lockdown the school in the event of an emergency which threatens the safety of students, staff and visitors and/or school operations is of paramount importance. As part of their professional development, the CIS staff members are trained in lock down procedures.

### **Emergency Closings**

The Head of School will assess the potential danger of inclement weather or any other unforeseen occurrence that presents a threat to the safety of students, staff, or property. In the case of school closings due to weather, the school will notify radio and television stations. CIS school closing information will be available on TV Channel 3 (WBTV), Channel 6 (NBC) and their sister radio stations: 99.7 and 102.9. If possible, the status of CIS classes will be announced by 6am, through a text blast, email and phone call.

Should weather conditions deteriorate during a school day to the extent that it is necessary to close the school, the same media will be alerted as to the school's closure. The school will also start a text blast, email, and phone call to inform parents. Children whose parents miss the notification will be held safely at school or an alternative location until the normal pick-up time.

### **Telephones**

Students who wish to call home or to place any other calls are expected to have a pass from their teacher to use the main office phone designated for student use. The school office phones are for official school business and emergency use only.

### **Messages for Students**

We recommend that parents call the MAIN OFFICE to leave a message for your child. That message will be given to the teacher and repeated to your child. Only in emergency situations will the office manager interrupt the student's class to deliver a message immediately. Please be certain to relate important messages to your child (ren) before they arrive at school. Please follow our cell phone policy and **refrain from calling your student's cell phone during normal school hours.**

### **Visitors at School**

CIS encourages the community and parents to be involved in and support the school and the educational program. Parents, grandparents, and other pre-approved (by administration) guests are welcome to visit class by 1) prior arrangement or 2) by invitation. This will ensure that your visit is most productive and allows the teacher to maximize instructional time and maintain the students' attention. In order to ensure confidentiality and safety for all members of our community, we ask that parents/visitors are only on campus by prior arrangement, invitation or to sign in/out their child. Any visitor under the age of 18 needs to be accompanied by an adult at all times while on campus. While visitors are welcome, the paramount concern of the school is to provide a safe, orderly, and inviting learning environment for our students in which disruptions to instruction are minimized. All school visitors must report to the main office.



## **THE ACADEMIC PROGRAM**

### **CIS Core Connections Model**

This philosophy translates into the five core features of curriculum and instruction.

1. Individualization: Connecting with each student
2. Inquiry: Connection of learning with motivation
3. Integration: Connection between subject areas
4. International: Connection with other cultures
5. Environment: Connection with nature

### **Curricular Themes**

1. Creating Global Citizens
2. Making Connections around the World
3. Exploring Systems in the World
4. Caring for the Planet and Its People

### **Assessment and Grading**

The purpose of grading at Carolina International School is to provide students and parents with an accurate assessment of student progress in academics and to recognize and reward excellence. We report student progress to the family through on-going communication: PowerSchool, classroom folders, notes from teachers, class websites, mid-term Progress Reports, Report Cards, and parent-teacher conferences. Grading Categories include formal and informal assessments. If there is an academic concern, a read receipts acknowledgement will be required to an email sent.

### **Student Records - (FERPA) Family Educational Rights and Privacy Act/ Confidentiality**

FERPA is a federal law that gives custodial and noncustodial parents alike certain rights with respect to their children's educational records unless a school is provided with evidence that there is a court order or state law that specifically provides to contrary. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Under FERPA, a school may not generally disclose personally identifiable information (a minor student's educational records) to a third party unless the student's parent has provided written consent.

Confidentiality is a critical part of any school environment. Never discuss any child's progress or personal matters with parents or others, including your own children or family. Any parent interested in their child's progress must be redirected to speak with the classroom teacher privately. Negative comments about staff members, other parents, students, or other volunteers are not appropriate for volunteers and will result in undermining the volunteer program. Carolina International School is not an appropriate place to express negative opinions or comments in an open forum whether verbally, written or via electronic mail.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA allows "parents or eligible guardians to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies."

## Academic Grading Scale and Grade Promotion Standards

<i>New 10 Point Grading Scale Applies for grades K - 12</i>	
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

### Student Performance Levels

The purpose of Student Performance Levels is to improve consistency in the grading process from class to class and grade to grade based on the state standards listed for the Common Core and Essential Standards. Next to each student's grade on the report card, a performance level will be given to inform students and parents about a student's performance on the grade level standards. Grades are a summary of assessments and evidence collected throughout the grading period.

The report card has helped administrators and teachers at schools to improve assessment practices, guide instruction of the state standards, and provide more deliberate development of enrichment activities. The student performance levels of 1, 2, 3, or 4 indicate the degree to which students have met the expectations set by the state for the NC Standard Course of Study and whether the student has the necessary skills and concepts to be successful in the next quarter or next grade. Examples of work at each performance level are readily available through student work samples and system-wide rubrics so learners know the expectations for each level. Rigorous opportunities for students to demonstrate understanding and skills beyond the state's expectations are offered regularly in the general education setting. This provides chances for all children to show their talents and to stretch their learning.

<i>Student Performance Levels (Grades K-8)</i>
Level 4 - Extends targeted grade level standards: represents the student exceeding grade level expectations set by the state and that a student will be successful in the next grade or quarter and whose curriculum may be enriched.
Level 3 - Demonstrates proficiency of targeted grade level standards: represents the student meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.
Level 2 - Inconsistent and needs support to meet targeted grade level standards: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. The student still needs teacher support to be successful with the concept or skill; the student is not yet independent. This should alert parents that close communication is needed for further student support.
Level 1 - Insufficient performance of targeted grade level standards with support: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support.

### Progress Monitoring

The purpose of Progress Monitoring is to monitor K-12 student progress throughout the school year. Progress monitoring varies upon grade levels.

<b>Running Records Levels Approximation (for grades K – 2)</b>	
<b>K</b>	<b>1-4 level</b>
<b>1</b>	<b>5-17 level</b>
<b>2</b>	<b>18-30 level</b>

## **Homework Policy**

There are typically four (4) types of homework assigned to students:

- Practice homework, the most common, is assigned to reinforce material presented in the classroom and to help master skills.
- Preparation homework is assigned to introduce students to material the teacher will present in the future.
- Extension homework asks students to apply previously learned skills to different contexts.
- Integration homework requires students to produce a product, such as a social studies project, by applying multiple skills.

Homework in early elementary grades (K-2) will emphasize reading and being read to along with interactive assignments to be shared with parents and/or siblings. This will encourage communication within the family and will model interest in knowledge and learning. Students are expected to complete all assignments and homework on time. Failure to do so may result in partial or total loss of credit for the assigned task. Acceptance of late homework will be at the discretion of the classroom/course-level teacher.

## **Academic Honor Code**

Academic integrity is a fundamental value for any educational institution, and at CIS students are expected to honor and uphold this value by acting honestly in every aspect of their academic life, whether in school or studying at home. Violations of academic integrity – such as cheating on tests or copying another student’s homework – are a serious matter and are dealt with according to the CIS discipline policies.

## **Plagiarism**

Deliberately using someone else’s idea, words, phrases (even in paraphrased form) and/or designs without giving credit is plagiarism. If students are uncertain about a source and how to credit it, they should ask their teacher before submitting assignments. Completing assignments by oneself and always crediting sources will develop qualities of self-sufficiency and responsibility. Plagiarism may result in failure of the assignment. Second offenses will incur an office referral with a consequence of zero grade on the assignment.

## **Promotion/ Retentions**

Throughout the school year parents/guardians are notified if their child is performing below level, i.e. progress reports, personalized education plans (PEP), report cards, and parent-teacher conferences. Potential retention letters will be sent home in February. If a student is being considered for possible grade retention, a final hearing will be held at the end of the school year prior to promotion. Parents will be notified and included in the retention hearing.

## **Retention Hearing for Excessive Absences**

Any student with 18 or more absences in a school year is subject to failure of the grade level and retention. Written notification will be provided to the family listing the absences. Threshold notices will be sent to parents/guardians following 6, 10, 15, and 18 days of absences. CIS is required by law to conduct a formal hearing with the family and school officials during the end of the school year to determine the consequences from the excessive absences. Participants will include the Principal, Assistant Principal, Classroom teachers, School Counselor, and other personnel who can comment on the student’s academic performance during the year. At the hearing the parent/guardian should submit documentation that describes the reason for missing school and efforts by the student to make compensation-completion of assignments, tutoring and other evidence of satisfactory academic performance.

## **Student Services:**

- **Academically or Intellectually Gifted (AIG)**
  - Academically or intellectually gifted (AIG) students perform or show the potential to perform at substantially high levels of accomplishment when compared with others of their age, experiences or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas, specific academic fields, or in both the intellectual areas and specific academic fields. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor, Article 9B (N.C.G.S. § 115C-150.5). Carolina International School differentiates for each student in all grades and offers AIG services for identified students.
- **Exceptional Children (EC)**
  - Carolina International School holds that all students have the right to a quality education appropriate to their needs and abilities. It is the goal of the Exceptional Children program at CIS to develop and implement instructional and socialization strategies for

students with identified special needs, either within the regular classroom push-in or through one-on-one or small group remediation. Every student identified with a disability will be provided with an Individual Education Program (IEP) specifying goals, level of service and ancillary services, and the least restrictive placement. Parents will be fully informed of their rights, procedures, and responsibilities under special education law.

- **English as a Second Language (ESL)**

- Social language involves everyday topics including greetings, personal experiences, current events, community events, information about family and friends, health and safety, social events, and personal opinions.
- Instructional Language involves everyday classroom and academics topics including classroom materials/supplies, information gathering, school or classroom rules, instructions, directions, class discussion/discourse, school events, and requests for information.
- There are three components and four strands interwoven throughout the English as Second Language (ESL) Standards. The extent to which each component is exhibited within the communication of an English learner reflects the level of that student's English language proficiency, as evidenced in the Performance Definitions. Linguistic complexity, vocabulary usage, and language control increase incrementally as student progresses from one ELP level into the next. The four strands designate the four domains of language at each proficiency level.

- **Multi-Tiered Systems of Support**

- (MTSS) integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. When a student is referred to MTSS, it is determined if the student is at risk academically or is having social difficulties. The team then monitors the student over a period of time, utilizes evidence-based interventions and adjusts the intensity and nature of those interventions depending upon a student's responsiveness. The student's response to the interventions enables the team to determine if he/she needs additional assessments. The team consists of: MTSS coordinator, administration, counselor, teachers, and parents.

- **Section 504**

- 504 is part of the Rehabilitation Act of 1973. It is a civil rights law that prohibits discrimination of students on the bases of a handicapping condition. Section 504 is different from the Exceptional Children's Program in that the Individuals with Disabilities Act (IDEA) has a defined list of disabilities that may qualify under IDEA. Section 504 is much broader in that it has no list. Each potentially qualifying disability must be assessed individually. A student qualifying to be served by Section 504 is one who has:
  - a physical or mental impairment which substantially limits one or more major life activities,
  - a record of such impairment, or
  - is regarded as having such an impairment.

- **Personal Education Plan (PEP)**

- Students will develop – in coordination with his/her teacher(s) - an Individual Learning Plan (ILP). This emphasizes student learning and communication styles, as well as documents their growth within subject areas. The PEP is developed by the classroom teacher with other related teachers, administrators, and resource staff. The PEP is intended to serve as a roadmap for the student's future success and includes student and parent/guardian involvement in its formation. PEPs are reviewed periodically to assess the effectiveness of the plan.

### **Field Trips**

Carolina International School encourages academic experience trips supporting the CIS Core Curriculum Model and North Carolina Standard Course of Study.

In order to participate in field trips a permission form must be completed by a parent/guardian and returned to the classroom teacher by the designated date. If the signed field trip permission form is not returned prior to the due date, the student will not be permitted to participate in the field experience. Completed forms will be taken by a faculty member on each trip.

CIS Administration reserves the right to deny access to field trips if a student has:

- 1) Excessive absences from school (90% or less attendance record). More than 30% of coursework outstanding.
- 2) More than two referrals for behavior in a quarter.

If a child reports to school after the field experience departure time, assignments will be provided by the classroom teacher. Students will be assigned to a classroom setting.

If the date of a field experience is changed, new field experience permission forms must be completed, given to the students, and returned to the teacher before the students can attend the field trip. Possible "rain dates" are acceptable on the permission form.

The school uniform is required on all field trips unless alternate clothing is specified by administration. This information will appear on the field experience permission form.

To enhance classroom learning experiences, CIS supports and encourages academic field experiences. The purpose of the field experience is to demonstrate the practical applications of what students are learning, to connect knowledge and everyday life, and to engage students' interest and motivation.

- NO siblings, including siblings who attend CIS, will be permitted to attend field trip experiences. Their attendance would pose supervision problems for teachers and chaperones, affect the shared experience of the participating class, and cause the siblings to miss valuable class time of their own.
- By agreeing to be a chaperone, our parents/guardians understand the responsibilities of being a chaperone and will abide by decisions made in the best interest and safety of the students at CIS under the teacher's direction according to school policy and/or the policy of the field experiences destination. We thank you for your understanding and supporting our school's policies.
- Parents chaperoning other students in the class must have a background check or they can only chaperone their own child.
- Parents may not participate on a field trip unless they are designated chaperones for a particular field experience.
- Parents may be asked by the teacher/administrator to chaperone their child because of behavioral issues, medical or dietary needs, or other special circumstances.

### **Service Project of the Month**

CIS students are encouraged to conduct service-learning projects for not only building character through our Four Core Values but for the experience of changing a life or environment and making it better. Individual grade levels are able to choose subjects and projects that students have a particular interest in such as: cleaning up local parks, writing letters to soldiers, working in soup kitchens, giving to clothing closets, helping homeless shelters, visiting elderly homes, or incorporating school projects with the grade level sister country. Outreach the students provide to their service project will easily be demonstrated in their behavior, character traits, and overall educational goals.

Beginning in October, two grade levels each month will pick a service project to conduct and help others in our local community or world.

The criterion for the service project:

- Grade level must have a goal in mind for the project.
- Students must conduct the project with the help of adult supervision.
- Students should not collect money but find other means of volunteering and helping others.
- Students must have evidence from the project (i.e. pictures, letters, power point, and video).
- Grade level representatives must attend the BOD meeting and be able to present the project to the BOD.

The grade level's service project will be presented to and recognized by the CIS Board of Directors at the monthly board meeting. Service project pictures will be taken and presented electronically via the TVs in the atrium.



## SCHOOL POLICIES

### Student Arrival and Dismissal

School Hours: 8:30 a.m. to 3:30 p.m.

Students will be allowed to enter at the front and side of the school starting at 8:00 *a.m.*

- In order to ensure the safety of our community, parents are to remain in their vehicles at all times unless they park in the parking lot and sign in at the main office.
- Students must exit the car from the passenger's side only.
- If a parent or guardian does not follow the directions of a trained staff member during morning or afternoon carpool, carpool privileges may be suspended for an extended period of time, (Administrative decision).
- The silent dismissal process will be utilized. Numbers will be assigned and distributed during Open Houses.
- When loading and unloading students, please place your vehicle in park.
- If you have a child who needs help getting buckled into a car seat, please make sure the car seat is located behind the driver. Place your car in park and quickly assist your child into his/her seat.
- Car numbers must be always displayed. Parents without a visible placard will be required to go into the school, present proper identification and receive your child.
- Student drivers must complete an annual application to drive to and from school and park on campus. Applications can be found on the school website and should be completed and returned to the front office.
- Reserved parking places for students will be assigned by Administration on a first come, first served basis.
- All parents/guardians and visitors to our campus should park in the lot or visitor designated areas

Students will exit the building at the front, back and side of the school starting at 3:30 p.m.

- No students will be released for *EARLY DISMISSAL* after 2:45 p.m. When arriving to pick up a student for early dismissal, all parents/guardians must park in the parking lot/visitor parking and sign the student out of school in the main office.
- If a student is being picked up by anyone other than parent/guardian, communication with the classroom teacher is required.
- Any student remaining after 4:00 pm will go to BASP to be signed in there, with corresponding fees applied. All parents who are late must go to BASP to check-out their child. Please notify the Office Manager if you will be later than 4:00, or 12:30 on half days.

### No Cell Phones

Drivers are NOT to use their cellular phones once they enter campus, unless their car is parked and stationary (i.e. NOT part of a moving line), and only BEFORE 8:00 am for arrival or BEFORE 3:30 pm for dismissal whether the line is stationary or not.

- First offense - the driver will be given a warning.
- Second offense - the driver may be suspended from driving on campus for a determined period of time.

### Carpooling

CIS supports and encourages organized carpooling. Carpooling arrangements are voluntary and at the discretion of the parents. The school does not assume responsibility for carpool arrangements. We do encourage families to arrange meetings and exchange relevant information required for any vehicle use for the children.

Carpool World is a website that will help you make connections with other CIS families. Carpool World is a carpool service that we started using during the 2021/2022 school year. <https://www.carpoolworld.com/carpooling.html?c=comets>. You can also post an inquiry in the PTSO Facebook Page ([www.facebook.com/groups/cisptso](http://www.facebook.com/groups/cisptso)).

As a reminder NC State law requires:

- A valid driver's license
- Current and valid insurance
- Current and valid inspection
- Current and valid registration



- Children must be in a seatbelt when being transported
- A properly used child restraint device (CRD) is required if the child is less than 8 years old AND weighs less than 80 pounds. Most parents and other care givers will be able to comply by using belt-positioning booster seats for children between 40 and 80 pounds. The child must be within the weight range for the child restraint/booster seat and it must meet Federal standards in effect at time of manufacture.
- Children safety seats must be in the rear seat if the vehicle has a rear seat and an active front passenger airbag.

### **Punctuality and Attendance**

The state of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school each day. Poor attendance may lead to retention, DSS referral or both.

Students must be in school to make academic progress. Parents must directly support the school's policies of providing a coherent and continuous education program for all students. According to NC law, students are required to be in attendance 90% of each school year (i.e. a limit of 18 absences allowed per year) to be eligible to be promoted to the next grade.

### **Make-Up Work for Absences**

It is the student's responsibility to make up all missed assignments due to absences. The student is responsible for obtaining his/her assignments, including quizzes, daily work, homework, tests, projects, and so on. The student will work out a timeline with his/her teacher(s) to arrange for the completion of the work within a reasonable timeframe (i.e. 3 to 7 days).

### **Tardy and Early Dismissal Policies and Procedures**

If a student arrives at school *after 8:30 a.m.*, he/she must sign-in in the main office prior to going to class (students in grades K-4 must sign-in with a parent). The student will receive an "Admit to Class" slip. It is suggested that teachers keep the "Admit to Class" slips in a folder until the end of the school year in order to further document student tardiness to class.

All late arrivals are unexcused until verified with the "Student Sign-In" computer located in the main office.

The same process should be followed for early dismissals, before 3:00, related to tardy or unexcused dismissal absences. Teachers will notify parents when a student accumulates a second (2<sup>nd</sup>) unexcused tardy or unexcused early dismissal.

Teachers are responsible for communicating the following related to a student's unexcused tardiness/early dismissal:

- 1<sup>st</sup> time: Warn the child
- 2<sup>nd</sup> time: Send an email to parents – copied to admin (AP and Principal)
- 3<sup>rd</sup> time: Phone call home
- 4<sup>th</sup> time: Administrative referral and parent contact from an Assistant Principal
- 5<sup>th</sup> time: Referral to Principal who will contact parent and assign Saturday School

### **Excused Absences**

Absences are considered unexcused until the homeroom teacher receives documentation from the parent or guardian *within three days of the student's return*, certifying the reason for the student's absence. Notes must include:

- Student's name,
- Date(s) absent,
- Reason for absence, and
- Parent/guardian signature.

A physician must certify *absences of three or more consecutive days*. Failure to submit appropriate documentation will result in a standing, unexcused absence. If a retention hearing due to absences is required, documentation excusing the absences must be provided at the hearing.

Excused Absences include the following:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointment

- Court or administrative proceedings
- Religious observance
- Educational experience
- Absence related to deployment activities
- Child care

**School-Related Activities**

If a student is participating in a school-related activity, he/she will not be considered absent. Examples of school-related absences include field experience, athletic and/or academic competitions, and school-scheduled activities.

**Family Travel Requests for Educational Opportunities**

CIS recommends planning extended family vacations during school breaks (Winter Break, Spring Break, and Summer Break). Families choosing to plan extended trips may request an “Educational Opportunity Request” form. Upon Principal review, these absences may be excused.

- Requests must be made at least two weeks prior to departure.
- No excused absences for educational opportunities will be granted during the first month of school.

Educational Opportunity Request forms can be obtained on the website under Parent Info.

**K-12 Guidelines for Lunch**

- Uses zero waste lunch if at all possible.
- Composting and recycling in proper trash cans.
- Depositing all litter in proper trash cans.
- Leaving the tables, desks and floor clean for others to use.
- Not taking food or drinks out of the classrooms, unless authorized by a teacher.
- Theft of food is subject to disciplinary code and will require restitution.
- Respectful behavior toward teachers and to one another is required and will fall under the above guidelines.
- Be respectful of the vending machine. Wait your turn in line.

**Lunch Delivery Program**

CIS does not have a cafeteria. Thus, normally students bring their own lunches from home and eat either in their classroom or outside on picnic tables when weather permits. As an alternative, there are vendors who deliver meals to the school. Please see the school’s website for more information. CIS also provides for nut-free rooms for those students with allergies.

### School Uniform Policy

Every student must be in full uniform whether he or she is in school, on campus, or under the school's jurisdiction, including all school-sponsored activities, whether on- or off-campus, such as field experiences, academic competitions, and school-sponsored social and recreational events. The wearing of a uniform will not prohibit students from wearing particular attire that is part of their religious practice. Visit our website to order uniforms. See the MATRIX for uniform details.

2018-2019 Dress Code Matrix		
	STYLE	EXPECTED
TOPS	POLO <i>long or short sleeve</i>	Solid red, white or navy blue & have NO LOGO unless logoed with CIS. SHOULD have one white polo with CIS logo
	BLOUSES and OXFORDS <i>button down &amp; long sleeve</i>	Solid white, navy or Oxford blue
	SWEATERS <i>pull-over, turtleneck or cardigan</i>	Solid red, white or navy blue
	LAYERED WEAR <i>sweatshirts or fleece, sweaters or lightweight jackets</i>	Solid red, white or navy blue. May have CIS logo, small logo, or plain for layered wear only
	HEAD WEAR <i>caps, hats, &amp; hoods</i>	Should NOT be worn inside the school building
BOTTOMS	DRESSES, SKIRTS, SKORTS <i>no shorter than 3 inches above knee</i>	Solid khaki/navy or plaid of khaki/navy
	PANTS <i>cargo or dress</i>	Khaki or Navy
	SHORTS <i>cargo, dress or walking</i>	Khaki or Navy
	HOSIERY, TIGHTS, OR LEGGINGS <i>may be worn with skirts or jumpers</i>	Solid black, navy, brown, white or red (no neon)
	SOCKS	Solid black, navy, brown, white, red (no neon)
SHOES	ATHLETIC	Standard athletic shoes
	BOOTS <i>should be covered by pants leg</i>	MUST be no higher than mid-calf if worn with a dress, jumper, skirt or skorts.
	DRESS	MUST be close-toe and close-heel.
PE	PE SHIRT	Gold, blue or other CIS t-shirts acceptable
	Athletic Shorts <i>no shorter than 3 inches above knee</i>	Solid color gold or navy
UNACCEPTABLE ITEMS at ANY TIME		
OTHER	TOPS	belly, crop tops, spaghetti straps, tank tops, racer back,
		advertising alcohol, tobacco or weapons
		mesh, sheer, spandex, camouflage, tactical jackets, or vests
	BOTTOMS	jeggings, skinny, overalls, pajamas
		cuts, wholes, slits, or shredded
SHOES	clogs, flip flops/slides, Heelys, high heels, sandals, wedges	
JEWELRY/ACCESSORIES	hoop earrings, spiked or sharp, chains, chain wallets, bandannas, sunglasses,	

In the homeroom, if a student is found to be wearing inappropriate attire, a dress code referral will be written. The students will be sent to the office and offered alternative clothing from the school, or the student will call their parent/guardian to bring alternate

clothing. If by lunch the student has not returned to class, an administrator will contact the parent/guardian.

**Carolina International School**  
**2022 -2023 Dress Code Matrix**  
***High School only***

Every student must be in full uniform whether he or she is in school, on campus, or under the school’s jurisdiction, including all school- sponsored activities, whether on- or off-campus, such as field experiences, academic competitions, and school-sponsored social and recreational events. In homeroom, if a student is found to be wearing inappropriate attire, a dress code referral will be written. The students will be sent to the office and offered alternative clothing from the school, or the student will call their parent/guardian to bring alternate clothing.

The wearing of a uniform will not prohibit students from wearing attire that is part of their religious practice.

Visit our website to order uniforms.

See the Athletic Handbook for the athletic uniform policy.

<b>TOPS</b>	Polo, Rounded Neck T-Shirt, Sweaters or Fleeces <ul style="list-style-type: none"> <li>• Any solid navy, white, red, or black</li> </ul> No garments with a hood except the following: <ul style="list-style-type: none"> <li>• CIS hoodies</li> <li>• College/University hoodies</li> <li>• Military hoodies</li> <li>• Class of hoodies</li> </ul>
<b>BOTTOMS</b>	Cargo or dress pants, cargo or walking shorts, skorts, skirts, or dresses. <ul style="list-style-type: none"> <li>• Any solid navy, khaki, black, or navy plaid.</li> </ul> Skirts and shorts must be no shorter than 3 inches above the knee when arms are resting at the side. No holes, rips, jeans, denim, leggings, sweatpants, pajama pants.
<b>HEADWEAR</b>	Headwear worn for religious belief. Others may not be worn in the building.
<b>SHOES &amp; HOSIERY, TIGHTS &amp; SOCKS</b>	Students must have athletic shoes for PE every day. Students must wear completely closed toes and closed heel shoes. Solid black, navy, brown, white, or red (no neon) hosiery, tights, and socks.
<b>PE</b>	Only worn for PE. Any CIS printed shirt or sweatshirt. Solid color athletic shorts or pants.



## STUDENT BEHAVIOR EXPECTATIONS AND POLICIES

Carolina International School is based upon four core values: Respect, Responsibility, Solutions, and Service. Poor choices are viewed as opportunities for learning. Students will be given the opportunity to reflect on behaviors that do not align with CIS's Core Values. If the choice is a minor problem, the teacher will give the student an appropriate consequence. If it is a recurring and/or a major problem, the teacher will refer the student to the administration by completing a Discipline Referral Form. In each case, the administrator will research the situation prior to applying final disciplinary consequences. Parents will be notified to sign the referral or behavior improvement contract and asked to come in for a conference if there are recurring or major problems.

### Student Behavior Expectations

Carolina International School believes that discipline issues diminish if:

- the teacher and students establish positive relationships
- the teacher establishes clear classroom policies and procedures, and consistently enforces them and curriculum content and instructional methods are relevant and student-centered
- the teacher and staff have high expectations for student behavior

To maintain our core values, it is very important that students receive a consequence that is age-appropriate and behavior specific. Our purpose is not to punish, but to change behavior.

Individual or group actions that impact the safety or integrity of the instructional environment will be removed from the institutional environment. Such actions include, but are not limited to the following:

- Verbal disrespect/profanity to peers/teacher
- Verbal/physical intimidation of peers/teacher
- Assault
- Fighting
- Possession/use of a weapon
- Bullying/cyber bullying
- Possession/use of alcohol, drugs
- Insubordination/Non-compliance
- Vandalism/destruction of property
- Stealing, cheating, or using technology without permission

Students may be assigned to one of the following for significant disruption:

- a) Lunch Detention/ or teachers can move students to another teacher or grade level for time out
- b) In School Suspension (ISS)
- c) Out of School Suspension (OSS)

### Out-Of-School Suspension (OSS) Disciplinary Consequences

OSS will be used in extreme situations, or when all other avenues have been exhausted:

- when a student's behavior threatens the welfare and safety of others,
- when a student constantly disrupts the educational process,
- when a student disregards the rules and regulations of the school, and/or
- when a student violates mandated Board of Directors policy.

Students will be allowed to make up work after returning to school from suspension. Students cannot make up missed work during regular class time. Missed work must be made up after school and/or at home.

CIS students are expected to observe all NC Laws, as well as the following standards of behavior:

Prohibited conduct includes, but is not limited to the following:

- Possession of any object that can be reasonably considered a weapon
- Possession of inhalants or associated paraphernalia
- Selling of alcohol, drugs, or tobacco or associated paraphernalia
- Display of affection on campus, hugging, kissing, hand holding, etc.
- Trespassing on school property outside of school hours
- Plagiarizing signatures or others' work (see policy on "plagiarizing"). This includes the use of other's passwords
- Taping, videoing on school property without permission of the teacher, staff, or administration
- Deleting and or adding files or programs from school-owned computers or other technologies

### **Harassment Policy**

CIS does not tolerate any type of harassment on the school premises or at school functions. If a student feels that he/she is being harassed by another student or school employee, school officials should be notified immediately and descriptions of said offenses should be specific. Some examples of harassment include, but are not limited to:

- any "unwelcome" contact with one's body
- any suggestive comments, propositions, or gestures
- any sexually provocative commentaries about the body
- any "unwelcome" suggestive writings, artworks, emails, e-chats, social media, or notes
- any "unwelcome" slurs or innuendos

Bullying/Cyber bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse including attacks on the property of a person or peer group. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups. *Refer to CIPA under technology section in this Handbook for further details.* When such harassment is reported, CIS will make a good faith effort to investigate all such reports. Disciplinary action in such cases depends upon the said offense, findings of the investigation, and recommendation of the school administration and/or Board of Directors.

### **Optional School Interventions**

All interventions should be age-appropriate and behavior specific, such as (but not limited to) the following:

- Behavior Improvement Contract (BIC): Students who have repeated classroom management referrals will be placed on a Behavior Improvement Contract. This contract is an agreement between the student and the school and is written to improve a student's behavior at school. Students who are placed on a Behavior Improvement Contract and violate the agreement will not be permitted to participate in any extracurricular activities (i.e., sports teams, field experiences, dances, athletic events, school sponsored clubs, etc.). Further violations of the BIC will result in additional ISS, OSS, meetings with an administrator, or any combination of these consequences. Students who continue to break their BIC agreement may be subject to Long Term Suspension or asked to leave Carolina International School.
- Mediation: Referral to conflict mediation coordinated by the school counselor.
- Referral: Multi-Tiered Systems of Support, MTSS Coordinator, Administration, School Counselor, Teacher, Exceptional Children Coordinator, or other specialists or diagnosticians.
- Restricted Activity: The denial of participation in school activities and extracurricular events or the use of common areas or other parts of the school (i.e., athletics, dances, field day, etc.).

### **Office Referral Behaviors will include, but are not limited to the following:**

- Aggressive behavior toward another student/staff member
- Possessing matches, cigarette lighters or other dangerous materials (fireworks, poppers) etc.
- Severe profanity or displaying profane material
- Insubordination
- Writing on clothing, body or self with markers
- Stealing
- Throwing/taking/hiding food during lunch
- Cutting class or leaving school without permission
- Cell phone use on school campus
- Creating a disruption in the educational environment (i.e. pulling the fire alarm)
- Repeated uniform violations

- Disrespect (Verbal and Non- Verbal) to any adult or peer; Lying
- Sexual Harassment or Display of Affection or inappropriate contact/ PDA
- Belligerent attitude, threatening language or behavior
- Tobacco/Drugs/Vapes
- Excessive tardies
- Damage to school property
- Misuse of technology
- Persistent class disruption
- Loitering in cars or on the property during school hours
- Soliciting students to enter into sales not approved by administration
- Fighting

By law the principal or his designee has the right to suspend a student for up to 10 school days. Students who repeatedly and willfully violate school and/or Head of School policy may be suspended for the remainder of the year. These students may be ineligible to attend CIS and asked to return to their neighborhood school.



### **CIS BEFORE AND AFTER SCHOOL PROGRAM (BASP)**

BASP is an all-inclusive environment that welcomes CIS students needing care and supervision outside of school hours. BASP Staff work to engage students with age-appropriate activities that nurture social, physical, cognitive, and creative abilities. At least one staff member certified in First Aid and CPR is present at all times.

- BASP seeks to work in tandem with your student and his/her teacher to ensure that homework is supported. Therefore, unless otherwise directed by a parent/guardian, homework takes priority while attending BASP. Students without homework will be supervised in enrichment and recreational activities. Weather permitting, outside activity is encouraged.
- BASP students are expected to adhere to CIS core values and behavior standards. All students are expected to respect each other, cooperate with teachers, and accept responsibility for their actions while creating their own solutions. The behavior management policy for BASP mirrors the expectations of the CIS Handbook. A BASP Handbook will be provided to families when they register.
- BASP students are expected to adhere to CIS core values and behavior standards. All students are expected to respect each

### **Hours of Operation**

Morning 7:00am-8:00am  
 Afternoon 4:00pm-6:30pm

When dropping your child off for morning care, you must escort your student/s and sign them in. When picking up your child/ren you must sign them out.

### **Program Structure**

- The BASP staff consists of the director and assistants. There will be direct staff supervision at all times. Though by law we need to only maintain a 1:25 teacher/student ratio ([http://ncchildcare.nc.gov/pdf\\_Forms/summary\\_ncchildcare\\_laws\\_rules.pdf](http://ncchildcare.nc.gov/pdf_Forms/summary_ncchildcare_laws_rules.pdf)), we strive to maintain a 1:15 teacher/student ratio. Students will have study time, snacks, and supervised activities.
- The behavior standards will be the same as for CIS classes: All students are expected to respect each other, cooperate with staff, and accept responsibility for their own actions.

### **2021-22 Program Fees (rates subject to change)**

#### **Registration Fee**

Student registration will be held during Open House and is also available throughout the school year. Registration forms must be submitted for students along with a registration fee of \$35 for one student and \$50 for families. Note: You must submit an active email that will be used for correspondence.

Weekly Rate = 4 or more days used in the week (e.g. 4 mornings & 3 afternoons used in a week = weekly rate for the morning and daily rate for the afternoon, and vice versa):

- AM only: \$25 siblings: \$20 each

- PM only: \$55 siblings: \$50 each
- Both AM & PM (each must be at least 4 days in the week): \$75 siblings: \$70 each

**Daily Rate = 3 or fewer days used in the week**

- AM: \$7 no sibling discount
- PM: \$15 no sibling discount

**Drop-In Rate (i.e. for those NOT registered)**

In the event you are in need of BASP on an "as needed" basis or in the case of an emergency, you may do so. You will still be required to submit a registration form as this gives emergency contact information and any medical information.

- AM: \$10 no sibling discount
- PM: \$20 no sibling discount

**Half Days**

- On early dismissal days, BASP and CIS families may send their student/students to the program after dismissal for a fee of \$25 per child.
- BASP will also operate on most Teacher Workdays for a fee of \$40 per child.
- Children must be supervised at all times on campus. If faculty members wish to have their children remain in the after-school program on half days while attending meetings, notify the BASP director the week before the half day. A fee of \$5 will be charged to faculty members. The BASP students have preference for the half day program. Available openings will be filled on a first come first served basis.

**Late Pick-up**

Parents/Guardians who do not pick up BASP students by 6:30pm will be charged \$15 for the first 15 minutes and \$1 for each additional minute.

**Payment Information**

- You may submit your payment via Cash, Check, or Money Order. If paying by check, please include student name, address, phone number, as well as the dates of service being paid through in the memo section.
- In the event that multiple parties are responsible for the student's account, all parties must ensure that the account is paid in full to avoid late fees and loss of services. Any parent/guardian who has custodial rights may be granted access to student records such as attendance and payments made or due.

**Payment Schedule**

- Invoices will be distributed each Monday, except when a holiday falls on that day. Payments are due each Wednesday to the BASP director during drop off or pickup, except when the prior Monday is a holiday, in which case payment is due on Thursday.
- Late fees will be applied: there is a charge of \$10 for each day the payment is late, for a maximum of ten school days. Payment is expected even if the student is absent. Past due accounts will result in loss of service until balances are paid. In other words, **\*\*All late fees must be paid before the child can return to BASP\*\***

**Snacks**

- BASP will provide afternoon snacks and beverages. Students need to bring a water bottle to BASP every day.
- Students with food allergies need to provide their own snacks.

Leadership Opportunity for older BASP students may include assisting with morning and afternoon flag duty incentives will be provided.





## STUDENT ACTIVITIES

### Student Council

Carolina International School offers Student Council for grades 5-12. Student Council members will be elected by their peers and teachers. This collective group will work together to promote school spirit, provide feedback on programming to administration, and plan special events and projects for the school community.

### Participants

Any student meeting the below criteria may run for Student Council offices or representatives. The Student Council will consist of a President, Vice President, Secretary, Treasurer, Historian and Classroom Representatives, with specifics to be decided during the first Student Council Planning Session(s).

### Criteria for Student Council

The SC will undertake a program of activities that will support students, parents and staff. In planning its activities, the SC will consult with the Principal and Assistant Principals, Teachers, and Parents' Association.

All class officers MUST:

- Maintain an overall weighted GPA of 2.75, grades of "C" or higher in core subject areas,
- Follow the four Core Values of CIS: respect, responsibility, service, and solutions oriented; be a role model for Carolina International School.
- Serve as a POSITIVE role model in and out of school.
- Gather ideas from classmates to share at council meetings, and report back to classmates on all council meetings.
- Be able to share and exchange ideas with peers and adults.
- Attend and actively participate in ALL meetings and required SC events (spirit days and dances). Attendance will be kept by advisors and the SC Secretary. SC members will be permitted to miss no more than 3 meetings during the school year unless involved in a school related event. All SC members must have a signed note from the teacher in charge of the after-school event.
- SC members serve at the interest of students in grades K-12 and support CIS policies and procedures.

(Removal /Dismissal from the Council will occur if SC members do not meet the expectations listed above)



### National Honor Society

Selection Process for CIS National Honor Society

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of secondary schools.

1. Any senior with a grade point average of 3.50 or above is eligible to attend an informational meeting after first semester grades are reported to the Advisor, students will receive the goals of National Honor Society and the [Student Activity Information Form](#) to be filled out by the candidate before a time specified by the NHS sponsor.
2. After the Activity Form (which is supplied by National Honor Society) is submitted to the National Honor Society sponsor, the names of the candidates are submitted to the faculty on the Teacher Evaluation Form. Teachers are to evaluate only candidates they know well enough to make an informed judgment about.
3. Candidates are evaluated on the other three areas NHS considers important for members to possess. These areas are character, service and leadership.
  - Examples of character are exemplifying desirable qualities, upholds principles of ethics and morality, demonstrates the highest standards of honesty and reliability
  - Examples of service are does committee and staff work without complaint, participates in some activity outside of school, cheerfully renders any requested service to the school

- Examples of leadership are: demonstrates initiative in promoting school activities, exercises positive influence on peers in upholding school ideals, successfully holds school offices or positions of responsibility, conducts business effectively, demonstrates reliability and dependability, and is willing to uphold scholarship and maintain a loyal school attitude.
4. After the faculty fills out the Faculty Evaluation Form, the points are tallied. Then, the Faculty Council reviews the Student Activity Form and the Teacher Evaluation Form. The teacher evaluation forms are used as input to help the Faculty Council in the decision-making process. Any teacher ranking a student below three is required to include a comment on the form indicating the reason for the less than satisfactory ranking. All Faculty Evaluation Forms are used in confidence during the selection process. In addition, the Faculty Council is allowed access to all administrative disciplinary files during deliberations.
  5. The Faculty Council votes on the candidates and extends invitations for membership. The candidate is selected by majority vote.
  6. Candidates are formally installed at the CIS Honors Convocation.

### **National Honor Society Official Site**

Provides information on membership, scholarship, awards and local chapters for these organizations devoted to recognize academic and leadership achievement ...

[www.nhs.us](http://www.nhs.us)



### **Tri-M**

- The Tri-M® Music Honor Society is a program of the National Association for Music Education (NAfME), which focuses on creating future leaders in music education and music advocacy.
- Tri-M is the only music honor society for high school students in the country.
- Tri-M recognizes students who have gone above and beyond both academically and musically.
- Tri-M also provides students leadership opportunities to make a difference in their community through music-based service projects.

### **Membership Criteria**

Eligibility - Candidates must be a member of those classes designated as eligible by the local chapter. Candidates must have been in attendance at the school for the equivalent of one semester.

### **Membership Requirements**

Tri-M student members must be enrolled in at least one music class each year, have a 3.0 in their music class(es), and be of strong character. Students receive consideration after the Fall semester of their senior year. Read more about the requirements on the Tri-M Membership Requirements page. Tri-M member consideration should not be limited to any one segment of a music program (such as band, chorus, etc.).

The following criteria may be included at the discretion of the Chapter Advisor:

- Music Participation
- Academic Achievement
- Leadership
- Service
- Character

### **Order of the Comet**

The purpose of the Order of the Comet is to honor students/faculty not only for scholastics but more importantly to honor them for their overall excellence in other areas around school. Students should uphold the four core values at all times: respect, responsibility, solutions and service. Any faculty and staff member can make nominations and a core group will consider and evaluate the nominees before offering membership into the organization. Once a student has been offered membership he/she must perform 20 random acts of kindness around the school. There will then be an induction ceremony for these students. Seniors will also be able to wear a special cord at graduation, showing their membership in this honor organization.



### ATHLETICS

CIS offers interscholastic athletics for middle and high school students in accordance with NC G.S. 115C-47(4). However, contrary to the NC statute, our Middle School Conference bylaws allow 6<sup>th</sup> graders to participate as our MS conference is composed of a mix of charter and private schools. Our high school athletic teams (here forward referred to as Varsity or Junior Varsity-JV) will compete as an independent member of the North Carolina High School Athletic Association (NCHSAA) and as a member of the Metro 8 conference and will be subject to all rules and regulations set forth by the associations. For additional information, please refer to [www.nchsaa.org](http://www.nchsaa.org).

Our middle school athletic teams (here forward referred to as Middle) compete in compliance with the NCDPI Middle School Athletics Manual and NCHSAA.

The following sports will be offered at Carolina International School: *(additional sports may be added or removed before each season, dependent on student interest and cost).*

Fall	Winter	Spring
Women’s Volleyball (Varsity/Middle)	Men’s Basketball (Varsity/JV/Middle)	Co-ed Golf (Middle)
Men’s Soccer (Varsity)	Women’s Basketball (Varsity/Middle)	Co-ed Tennis (Middle)
Co-ed Soccer (Middle)	Cheerleading (Varsity/Middle)	Boys Golf (Varsity)
Co-ed Cross Country (Varsity/Middle)	Swimming (Varsity/Middle)	Boys Baseball (Varsity/Middle)
		Girls Softball (Varsity/Middle)
		Co-ed Track and Field (Varsity/Middle)

For details about Athletics please see the Handbook on the CIS website.



### TECHNOLOGY

CIS integrates the use of technology through a 1:1 initiative in grades K-12. Grades K through 8 will be provided tablet or laptop technology for use within the classroom. Only grades 9 through 12 will be assigned individual laptops and permitted technology for at home use. This expands our strategies of differentiation, research, analysis, and integration for students. Computers are a part of our society and are here to stay. Students have the opportunity to perfect use of technology within the learning environment to prepare them for college and careers. Students in grades K through 12 will pay a \$25.00 technology fee. In addition, students will sign the AUP agreement. A school owned laptop will then be provided to the 9 -12 student for the year’s duration. These laptops are property of CIS.

#### Children’s Internet Protection Act (CIPA)

CIS has created safety policies to support the safe, instructional use of technology. We will enforce an online monitoring policy and software with our students. Teachers will discuss internet safety and review protective measures with students in regard to technology at Carolina International School.

- (a) Access by minors to inappropriate matter on the Internet.
- (b) The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications.
- (c) Unauthorized access, including so-called “hacking and other unlawful activities by minors online.
- (d) Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- (e) Measures restricting minors’ access to materials harmful to them.

#### Electronic Devices

If a student brings any electronic device to school, the school is not responsible for stolen or lost devices, and CIS will not provide support for personally owned electronic devices. No investigation will be conducted with damage or loss. CIS students’ cell phones will not be visible or used during the instructional day, including before school and during lunch for ES/MS/HS. Cell phones must be turned off and left in students’ book bags during the day. Apart from the above, if a student is found

texting, checking or using their phone during school hours (without CIS permission), the cell phone will be confiscated, and the parent will be notified to come and retrieve it. *The student may also be referred to Recovery or ISS for using their cell phone during instructional time and/or without permission.* With a 2<sup>nd</sup> violation of this policy, the cell phone will be confiscated from the student for the remainder of the school year and returned to the parent/guardian on, Staff members are authorized to seize cell phones used during the school day and/or during emergencies. Parents will be notified of this occurrence by a CIS staff member for any consequences that were given as a result of noncompliance. Electronic devices are not permitted for use during the instructional day. Students are not permitted to wear/use electronic devices outside of class. If a student is found using devices without permission during school hours, the electronic device will be confiscated, and the parent will be notified to come and retrieve it. If there is a 2<sup>nd</sup> violation of this policy, the electronic device will be confiscated from the student for the remainder of the school year and returned to the parent/guardian on the last day of school.

### **Acceptable Use of Internet Safety Policy**

It is the policy of Carolina International School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act {Pub L. No. 106-554 and 47 USC 254(h)} .

### **Disclaimer**

Carolina International School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. Such damages include, but are not limited to, loss of data, resulting from delays, non-deliveries, or service interruptions whether caused by the school’s system or the user’s own negligence, errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The school specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.



### **SUPPORT CIS**

We encourage every member of our community to become involved in the Parent-Teacher-Student Organization (PTSO) at CIS. This independent organization meets every other month to provide information and organize events and fundraisers for the school community. Much of the work of the PTSO is done by its Service Teams; “service” reflects their purpose and a CIS core value, and “team” describes the way they work together to meet goals, *(Please go to our website for more information about the service teams).* Note: the PTSO conducts all fund raising related to the school, with the exemption of the Corporate & Flag Sponsorships, a Capital Campaign and the Athletic/Arts Booster Clubs, and Student Council or Senior Funds.

Apart from PTSO participation the volunteer program at Carolina International School consists of room parent coordinator and room parent volunteers. All volunteers are required to have a background check, be 21 years of age and sign in and out of the school main office each day they volunteer. In addition, all volunteers must wear a name tag at all times while on campus. Each family is strongly encouraged to dedicate a minimum of 10 volunteer hours per school year. Classroom volunteer duties are arranged by the classroom teacher and can include assisting individual students, working with small group activities, general clerical tasks, field trip supervision and other activities as assigned.

General volunteers can work on a set schedule or on an as needed basis. General volunteers are arranged by the faculty to assist with special projects, fund-raisers, events, activities, proctoring, teacher appreciation, Junior Achievement, career sharing or family workdays.

### **Support Carolina International School**

Here are a few ways that you can make a difference for Carolina International School:

- Capital Campaign
- Flag Sponsorship
- Corporate Partnership

We are honored to have academic excellence, a challenging curriculum that focuses on international studies and global awareness, diverse co-curricular activities, excellent facilities, supportive families, and an outstanding faculty. This rich and rewarding legacy is ensuring a bright and promising future for every Carolina International School student. As a K-12 public charter school we rely on tax-deductible charitable contributions over and above local, state and federal dollars we receive to sustain and enhance our programs and facilities. Carolina International School's board, administrators, employees and students recognize the many ways donors contribute to the success of the school. We are grateful to you, our loyal supporters, for recognizing the value of charter school education in the lives of our children. Thank you in advance for your support. Please contact our Development Committee of the Board of Directors and our Head of School (704) 455-3847 or visit the *Support CIS* tab on [www.ciscomets.com](http://www.ciscomets.com) for more information on supporting our school.

**Important Notice:** Carolina International School reserves the right to amend these policies during the school year as needed to maintain an orderly and safe school environment and to progress toward our educational goals. Any added amendments will be posted in the online handbook under Parent Info.

Carolina International School is an equal opportunity employer. Carolina International School will not discriminate in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, religion, color, national origin, sex, sexual orientation, age, or disability, except where specific bases constitute bona fide occupational qualification necessary for the proper and efficient administration of Carolina International School.