



SOUTH ACADEMY *of*
INTERNATIONAL LANGUAGES



CHARLOTTE, NC

South Academy of International Languages Student/Parent Handbook 2026-2027

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Bell schedule - 8:15 a.m. – 3:15 p.m.

S.A.I.L. School Motto
Creating bright futures in six languages.

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Affirmation of Community

At South Academy of International Languages, we believe that through rich exposure to languages, global cultures, and diverse perspectives, the educational journey is enhanced in ways that foster a culture of kindness, empathy, and collaboration. As a community, we are committed to creating a learning environment that celebrates diversity, promotes inclusion, and ensures that every member feels welcomed, respected, valued, and supported.

We affirm:

- **Respect:** We honor the unique identities of each individual, building a community rooted in respect for diverse races, ethnicities, cultures, languages, abilities, beliefs, and backgrounds.
- **Safety:** We maintain a secure and nurturing environment where students can express themselves without fear of judgment. We promote each individual's physical, mental, and emotional well-being, ensuring all feel safe and able to thrive.
- **Curiosity:** We empower the exploration of ideas, the asking of questions, risk-taking, and the pursuit of new knowledge in a supportive and nurturing environment.
- **Responsibility:** We work together as a community, building trust and supporting one another to create a thriving, collaborative environment.
- **Integrity:** We are committed to honesty, fairness, and accountability. We uphold high standards of behavior with clear, consistent consequences, while striving to promote opportunities for growth.
- **Leadership:** We nurture responsible global citizens who respect cultural differences, value diversity, take initiative, and contribute positively to society.
- **Empathy:** We promote empathy by listening, engaging in dialogue, and standing up for one another, ensuring kindness in all interactions. We are a community where every voice is heard.
- **Joy:** We celebrate the richness of our community through sharing cultural traditions and learning from each other to enhance global awareness.

At S.A.I.L., we are committed to fostering an environment where all are respected and encouraged to grow. Through building bright futures in six languages, we promote academic excellence and the well-being of all in our community. These values create a foundation of trust, kindness, and collaboration, inspiring and empowering our students to make a positive impact in an interconnected world.

LANGUAGE IMMERSION AT S.A.I.L.

Our Model

At the start of kindergarten, students join one of four language cohorts: French, German, Japanese, or Mandarin Chinese, entering through the CMS Choice Lottery. No prior exposure to the language is expected or required, instruction begins on the first day, and there is no transitional year. Students remain with their cohort through fifth grade. Spanish is offered beginning in sixth grade, which is why we speak of six languages although four are immersion tracks. The program pursues four goals: target language proficiency, English Language Arts skills comparable to peers in traditional schools, cultural competency, and mastery of academic content equal to students taught in English.

Elementary School, Grades K-5

All core subjects, including mathematics, science, social studies, and social-emotional learning, are taught in the target language, which serves as the medium of instruction. Students also receive daily instruction in target language reading, writing, listening, and speaking.

In grades K-5, students receive literacy instruction for 120 minutes daily. In French and German, Kindergarten through second grade students receive literacy instruction solely in the target language. In Chinese and Japanese, students are taught literacy in the target language for 90 minutes per day and a daily 45-minute English Language Arts lesson as the writing systems of the respective languages are different and require different pedagogical approaches. In grades three through five, all four programs receive daily literacy lessons in both the target language and English in an even 50:50 balance, with other content area subjects (mathematics, science, social studies, and social-emotional learning) taught in the target language.

What to Expect in the Early Years

Language is acquired rather than studied, which is why a kindergartener can follow a science lesson in October without being able to explain a grammar rule. Comprehension also precedes production: many of our youngest students spend weeks understanding before they begin speaking. That silence is not the absence of learning.

During the primary grades, students dedicate significant focus to acquiring their immersion language. While non-immersion peers concentrate entirely on single-language reading initially, immersion students are quietly developing dual-language decoding capabilities. Extensive research demonstrates that this dual-language foundation pays off rapidly: by 3rd to 5th grade, immersion students consistently accelerate, matching or surpassing monolingual peers on standardized English reading assessments (Lindholm-Leary, 2012; Steele et al., 2017). This initial sequence of steady building followed by rapid acceleration is a hallmark of long-term bilingual academic strength that we proudly observe in our own students year after year.

Middle School, Grades 6-8

In sixth grade the model changes. English becomes the medium for core content, and the target language becomes a subject of formal study at a heritage-speaker level. Literacy in Chinese, French, German, or Japanese is a core course, not an elective, running 75 minutes on alternating days paired with English Language Arts. The work of these three years is accuracy, formal register, literary analysis, and sustained academic writing. Students also have room to add a third language, including Spanish.

These continuation courses carry high school credit, and proficiency is measured externally through the Standards-based Measurement of Proficiency, the Deutsches Sprachdiplom in German, and the HSK and YCT examinations in Chinese. Students who complete the sequence leave S.A.I.L. with high school credit already earned. Proficiency built over nine years fades quickly once it stops, so we encourage families to plan for continuation beyond eighth grade.

The following policies and procedures are in effect for South Academy of International Languages. This list is not exhaustive but contains a few procedures for our families.

Information Required for All Students:

- Registration
- Medical and Immunization Form
- Emergency Card
- Copy of birth certificate
- Signed Magnet Compact
- Safe Schools Enrollment Declaration
- Signed Attendance Agreement
- Proof of residency

IMMUNIZATIONS

In compliance with North Carolina law (General Statutes 130A-152 through 130A-157), parents/guardians must present certification of the required immunizations at the age required by law on or before the first day a student enters school. Any medical exemption must be in writing from a physician and must state the basis for the exemption. Parents/guardians must submit proof of a health assessment for each child who is presented for admission into N.C. public schools for the first time. The health assessment must have been completed within 12 months prior to the date the child would have first been eligible for initial entry into the public schools. Please visit our [school website](#) for more information regarding required vaccinations. You may also contact our school nurse, Tatiana MacKinnon at Tatiana.MacKinnon@mecklenburgcountync.gov

ARRIVAL PROCEDURES

Students should not arrive at school earlier than 7:45 a.m. There is no supervision before 7:45 a.m. or after school, except for regularly scheduled clubs or meetings and students enrolled in ASEP. If there is a need for childcare, please make necessary arrangements or enroll your child in our before or after school program by emailing asep@cms.k12.nc.us, the ASEP coordinator.

Breakfast: Breakfast is provided at no charge to students each morning. Students arriving by CMS bus or shuttle are welcome to eat breakfast, regardless of arrival time. Students arriving by carpool or walking are expected to be in the building by 8:05 a.m. to be offered breakfast.

DEPARTURE PROCEDURES

Carpool Tags: ALL carpool tags must be purchased, registered, and a number assigned before using the carpool pick up line. Please hook your tag on the rearview mirror or place it on the dashboard. Parents, guardians or designated persons that do not provide a number in the carpool line must park their car, enter the building at 3:45 p.m. and sign the child out. Current ID will be required.

Again, **if someone other than yourself is picking up your child, written permission and identification must be provided to the office staff.** Non-custodial parents are required to have permission of custodial (residential) parents before the child can be released to them.

Transportation Changes: If a student is changing their mode of pick-up transportation (Bus to Carpool, or Carpool to Bus) a [Transportation Change Form](#) must be completed by 1:00 p.m.

ATTENDANCE & ABSENCES

S.A.I.L. partners with parents to emphasize the importance of consistent school attendance. Students should arrive in the building by **8:13 a.m.** (to be in class by 8:15 a.m.) and remain at school until **3:15 p.m.**

IF A STUDENT IS ABSENT

1. If your child is absent, please send an email to: attendance.sail@cms.k12.nc.us ; you are welcome to copy your child's teacher on the notes; In the absence note, please state your child's full name, CMS Student ID Number, and the reasons for the absence.
2. If your email is not received by 10:00 a.m. on the day of the absence, you should receive a ParentSquare notification. You may reply to this ParentSquare message to record the reason for your child's absence. If you do not receive this message, please ensure your email is sent to: attendance.sail@cms.k12.nc.us
3. If your child is absent for an additional day, a new email should be submitted for each additional day.
4. Submitting a **signed medical note** is recommended for students missing **three or more consecutive days** due to illness. This may be attached to your email sent to: attendance.sail@cms.k12.nc.us

IF A STUDENT IS TARDY

1. Students arriving by CMS bus or shuttle are **not** considered tardy.
2. Students arriving by carpool and entering the building at **8:13 a.m. or later** are considered tardy. This will be enforced beginning Wednesday, September 10. Carpool riders are encouraged to arrive in the carpool line **by 7:50 a.m.**
3. Parents **must** park and walk tardy students to the main entrance to check them in.

IF A STUDENT REQUIRES EARLY RELEASE

1. Students are expected to remain at school until **3:15 p.m.** (or **12:15 p.m.** on early-release days).
2. If early dismissal is needed, notify the teacher in writing or by email, **and** email carbus.sail@cms.k12.nc.us with the pick-up time.
3. A parent, guardian, or approved designee must present **photo identification** and sign the student out in the office. **Phone calls are not accepted** for early release.
4. **No early dismissals are permitted after 1:45 p.m.**
5. If dismissal is for a medical reason, it is recommended that a **note from a medical provider** be submitted.
6. Early releases for school functions will be communicated in advance and approved as excused, provided the student is properly signed out by a parent or guardian.

SUBMITTING DOCUMENTATION IS RECOMMENDED FOR THE FOLLOWING ABSENCES:

- Illness (with a doctor's note)
- Religious holiday (Religious Observation Form required in advance)
- Death in the immediate family
- Quarantine (with documentation)
- Medically fragile condition (with a doctor's note)
- Medical appointments (with a doctor's note)
- Deployment-related activities (with documentation)
- Court or administrative proceedings (with documentation)
- Homelessness or lack of transportation due to homelessness

UNEXCUSED ABSENCES

Absences are unexcused if:

- No Attendance Form is submitted
- An unexcused absence is not corrected by the parent or guardian, in writing, within two weeks of the missed day.

Unexcused absences will result in the student being **ineligible** for school athletics or overnight trips (including exchanges).

EDUCATIONAL OPPORTUNITY ABSENCES

1. Submit the **Educational Opportunities Form** ([Form - English](#) / [Form - Spanish](#)) at least **10 school days in advance**.
2. The Principal will review the request based on the student's academic, behavior, and attendance records.
3. Up to **five school days** per academic year may be approved.
4. Approval will be **revoked** if absences total **ten or more consecutive days**.

Examples of valid educational opportunities include:

- Visiting a country where the student's target language is spoken
- Participation in a major sports tournament or arts performance

CHRONIC ABSENTEEISM

- After **six absences** that are not excused, a counselor or social worker will contact the family and initiate an **attendance contract**.
- After **ten or more absences** that are not excused, the student may **lose magnet status** and be reassigned to their home school.
- Absences with proper documentation will be taken into consideration.
- Illnesses without a doctor's note are **recorded**, but not fully excused. Frequent illness-related absences should be supported by a **doctor's note** to be fully excused.

CHRONIC TARDINESS & EARLY RELEASE

- After **six or more** instances of tardiness or early release, without a note from a medical provider, a counselor or social worker will contact the parent to complete an attendance contract.
- After **ten or more unexcused absences**, tardies, or early releases, the student may **lose magnet status** and be reassigned to their home school.

MAKING UP MISSED WORK

Students are responsible for completing all missed assignments.

- Excused and recorded absences allow for make-up work.
- Teachers are **not required** to provide make-up tutoring. However, please do ask for assistance when make-up assignments require clarification.
- Please express appreciation to teachers who help students catch up after absences.

ADDRESS / ADDRESS CHANGES

It is critical to keep your residential address information up-to-date so you can receive important correspondence about your child from CMS and so our school has accurate emergency contact information.

An incorrect address could potentially affect your child's school assignment, and bus transportation. In order to change your address, you should:

Complete a change of address form and provide two proofs of residency for the new address. Once we process the request and update the student's record, your child will need to report to his/her home school to enroll and register, if necessary. After the student has enrolled and registered with the new school, transportation changes will become effective, if applicable. Please note that requests for transportation alternate stops must be resubmitted when a student has a change of address. You can find the appropriate forms and more information by going to this [LINK](#).

CAFETERIA

The school cafeteria will operate each day that school is in session. Each child is assigned a “PIN” number that he/she must key in for each meal. Carbonated drinks and glass bottles are not permitted. S.A.I.L. is a participant in the Community Eligibility Provision Program and students are able to receive breakfast each day at no charge. Lunch can be purchased, by using cash or the student’s account unless the family applies for and receives free or reduced lunch. Checks (made payable to S.A.I.L. cafeteria) and cash must be identified with the child’s “PIN” number should they wish to purchase extra items. Parents can also sign up for [PayPAMS](#) with their student’s PIN number at paypams.com or call 1-877-726-7586. Food delivery services (Doordash, UberEats, etc) are not permitted for student delivery.

Cafeteria Guests: Parents/guardians are permitted to have lunch in the cafeteria with their child at a designated table starting on Monday, September 29. A small number of tables, in the hallway next to the cafeteria, are also available on a first-come, first-served basis. Remember, when bringing food, you can only bring food for yourself and your child. No more than two outside guests per child.

COMMUNICATION PROCEDURE

First Point of Contact:

For non-emergencies, parents are encouraged to contact the teacher with any concerns regarding the child’s educational program or social, emotional, or physical well-being. Teachers may be contacted by note, by telephone, or by email. If you call during the school day, the secretary will leave the appropriate message for the teacher, and your call will be returned at the teacher’s earliest convenience (within 24 hours on school days).

S.A.I.L. uses email and [ParentSquare](#) to communicate information.

Communication involving or regarding a teaching assistant should be directed to the classroom teacher.

Second Point of Contact:

Should the issue not be resolved after communicating with your child’s teacher, please reach out to your child’s grade-level counselor:

- **Jenay Diaz (Grades K–2)** – jenay1.diaz@cms.k12.nc.us
- **James LaChapelle (Grades 3–5)** – jamesr.lachapelle@cms.k12.nc.us
- **Sara Case (Middle School)** – sarahh.case@cms.k12.nc.us

Third Point of Contact:

If the issue remains unresolved after communication with the teacher and counselor, please contact one of our assistant principals:

- **Cassandra Mayo (Grades K–4)** – cassandra.mayo@cms.k12.nc.us
- **Victoria Perez (Grades 5–8)** – victoria.perez@cms.k12.nc.us

Further unresolved issues may be brought to the attention of:

- **David Lynn** (Principal)– davide.lynn@cms.k12.nc.us.

Please allow 24 hours on school days for a response.

District-Level Contact:

S.A.I.L. is part of the **K-8 Performance Area**, led by:

- **Dr. Kimberly Schroeder** (Assistant Superintendent) - kimberlyw.schroeder@cms.k12.nc.us
- **Ms. Lydia Ferguson** (Executive Director) - lydia.fergison@cms.k12.nc.us

If you would like to contact the K-8 Performance Area, you may do so by calling **980-344-7160**.

Parent Visitations During the School Day

Visitations to school can be a valuable experience for parents. The purpose for the visit may vary. It may be to observe a child during an academic or social activity. It may be to observe the routines of the child. It may also be to develop an understanding of a grade level curriculum. From time to time, school personnel may request a parent to visit. Parents may initiate a visit as well.

In order to make the visit meaningful for the parent and the least disruptive for the education process, the following guidelines have been established.

1. Contact the teacher to request a visit and determine a time.
2. Use of recording devices (e.g., audio recorders, video cameras, or photo cameras) is not permitted in the classroom areas during instruction.
3. Do not bring other siblings/children.
4. A member of the Instructional Leadership Team will accompany you to ensure your questions are addressed regarding the academic environment
5. Classroom visits should be brief so as not to disrupt the class environment.

Volunteer Registration

All adults, 18 years-of-age or older, wishing to serve in a volunteer capacity that takes place on CMS property or with students while traveling off campus, are required to be an Approved CMS Volunteer. To become an Approved CMS Volunteer, please register using this [LINK](#).

Conferences

A vital part of any school is the communication between parents and teachers. For this reason, specific dates are set aside for conferences.

1. The school district schedules Fall/Spring conferences. A parent may schedule a conference with a teacher, Principal, or the Assistant Principal at any time by calling the office for an appointment or emailing that person directly. Please do not come by the office to see an administrator without an appointment. An appointment allows us to research information prior to the meeting should you have a concern. It also allows us to spend valuable time in the classroom, where learning occurs. Remember, no concern is too small to be addressed and resolved.

VISITORS

All visitors, parents, and volunteers are required to check in with the school secretary and sign the Lobby Guard to receive a visitor's badge. **State law requires that all parents, visitors, and staff volunteers enter the building via the main office. Parents may not go to the classrooms without the permission of the principal or an administrator, even for a scheduled appointment with the teacher.**

Fees

CMS furnishes all textbooks, workbooks, Chromebooks/iPads, and other consumable items. Parents must reimburse the school for lost or damaged items. We also have fees for carpool tags and other school fees. Please use our [Online School Payment Link](#) when paying fees.

HEALTH

Health Room

The role of the school nurse is to promote student health and safety, reduce or eliminate health related barriers and assist in keeping students in class. The school is equipped with a health room and nurse to take care of first aid situations. Our school nurse is Tatiana MacKinnon and she can be contacted at Tatiana.MacKinnon@mecklenburgcountync.gov. The teacher will send children who are ill or injured to the health room. Health room stays will be limited to 15 minutes unless the child has a fever or vomits. If your student has a health condition or needs special care during the school day such as medication, treatments, or monitoring, please inform the school nurse. Individual Emergency Action Plans help keep your students safe and healthy. Forms can be found on the school website (Health Room), as well as on the CMS website

Non-Prescribed/Prescribed Medication

If your child is on any medication, a written permission form signed by both parent and physician is required before medicine can be dispensed at school. A new authorization form is required each school year. The information on the authorization form MUST match the prescription label (i.e. name of medication, dosage, strength, time to be given, reason for administration). Each medication must have its own CMS Medication Authorization Form. Over the counter medication: Bring (parent) the medication to school in the original container with the pharmacy label attached labeled with your child's name and the dosage to be given. Please do not send medicine to school with your child. Remember per CMS policy a student is not allowed to carry any medication. Medication found in backpacks or in the students' possession on school property is in violation of CMS policies. Exceptions to this rule ONLY if the doctor has signed a self-carry order that is on file in the health room.

Sudden Illness

If a child becomes ill at school, the school will determine if the child's complaint or appearance warrants a call home. Generally, a temperature of 100.4° or above will require a child to be sent home. Parent contact will be made according to the information on the blue emergency card.

Serious Injuries or Illness

Serious injuries will be given emergency care and parents will be notified immediately. If necessary, an ambulance will be called to transport the child to the hospital. Parental preference for hospital will be communicated to emergency personnel; however, the safety of the child will always be considered in the event this information is not available.

Exclusion and Readmission Criteria

The nurse excludes students with the following conditions unless a health professional determines the child's condition does not require exclusion:

- Child appears severely ill (e.g., lethargic, lack of responsiveness, irritability, persistent crying, difficult breathing or has a quickly spreading rash). Call 911 for emergent conditions.
- Oral temperature of 100.4 degrees Fahrenheit or above or with other signs of illness (e.g., nausea, vomiting, diarrhea, abdominal pain, headache, sore throat, known communicable disease, rash, malaise, cough).
- Vomiting 2 or more times in the previous twenty-four hours, unless vomiting is determined to be caused by a non-communicable condition.
- Diarrhea of two or more stools above normal for that child.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with a fever or other signs and symptoms.

When exclusion criteria have been resolved the student may return to school.

When students are excluded from school due to flu-like symptoms with fever, the student may return when:

- Fever free (less than 100.4° without medication) for 24 hours before returning to school.
- A child diagnosed with strep throat must be on medication 24 hours before returning to school.
- A child recuperating from chicken pox should remain out of school until all blisters are dry (approximately 7 days from onset).

All cases of communicable diseases must be reported to the school office. Please notify the school nurse if a child develops a chronic illness.

Health Record

Please keep the school notified of any health problems. All information is held confidential. Contact the nurse to discuss any health concerns.

Emergency Cards

Emergency information **must** be returned to school within **one week** after school starts. Updates and changes of phone numbers are necessary for the safety and well-being of your child. Therefore, be sure to keep the school notified of changes in **telephone numbers**, addresses, workplaces, and emergency contacts.

- If your student has a health condition or needs special care during the school day such as medication, treatments, or monitoring, please inform the school nurse. Individual Emergency Action Plans help keep your students safe and healthy.
- PLEASE have a current and working phone number in the school office daily in the event your child needs your attention.

PARENT TEACHER STUDENT ORGANIZATION (P.T.S.O.)

The members of the P.T.S.O. are dedicated to helping the school provide the richest possible learning environment. This help is provided in two major ways – through fundraising and volunteer programs. Parents are encouraged to participate as volunteers in our school. Please visit our [P.T.S.O. Website](#) or contact P.T.S.O. President (president@sailptso.org) for more information.

HOMEWORK

How Much Is Appropriate?

The National PTA's recommendations fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth). (Review of Educational Research, 2006).

What are the benefits?

We believe there is a benefit to students engaging in practice, preparation, or extending work from the school day. The purpose of homework usually varies by grade. Individualized assignments that tap into students' existing skills or interests can be motivating. At the elementary school level, homework can help students develop study skills and habits and can keep families informed about their child's learning. (Review of Educational Research, 2006)

S.A.I.L.'s Policy

We aim for teachers to communicate their individual homework policies to parents and students. Policies will address the purposes of homework; amount and frequency; school and teacher responsibilities; student responsibilities; and, the role of parents or others who assist students with homework. Please reach out to your child's teacher to obtain an understanding of his or her policy. You may also reach out to your child's grade level administrator.

LOST AND FOUND

Please encourage your child to check for lost articles in the school's designated Lost and Found area. Labeling clothing and personal articles helps in the identification of lost items. Unclaimed articles are donated to charity each quarter and depending on the quantity, more frequently.

PARTIES

Home Parties: If you are planning a birthday or other party for your child, please **do not** send invitations to be distributed at school unless you are planning to invite the whole class. **Birthday Treats (elementary school students only):** Parents frequently send in a class treat for a child's birthday. If you wish to send a birthday treat, please include enough for the entire class and inform the teacher in advance. The treat must be **purchased from a store.** It is our preference that celebration treats be provided after the child's scheduled lunchtime. Birthday treats (food/drinks) may not be distributed in the cafeteria during lunchtime.

GRADE REPORTING PROCEDURES

Middle School and Elementary School EC Progress Reports

A mid-quarter report identifies areas in which a student needs improvement. A mid-quarter report will be sent home to all parents the fourth week of the quarter.

Grades are typically determined using the following categories:

Prepare (20%): Prepare assignments allow students to practice new learning with little or no risk, helping them build understanding before being graded on mastery.

Rehearse (30%): Rehearse assignments provide guided practice and feedback so students can strengthen their skills and progress toward mastery of standards.

Perform (50%): Perform assignments require students to demonstrate their mastery of standards through assessments, projects, products, or performance tasks.

Report Cards

All students in grades K-5 receive report cards at the end of each nine-week period, or quarter. Parents are asked to review these reports carefully with their children, sign and return the cards to school. Please visit the CMS website, and click on the calendars link to view report card distribution dates.

INCLEMENT WEATHER POLICY

In the case of severe weather requiring school to be closed, the official announcement will be made over the local radio stations. Local television stations will also carry the announcement. **Please do not call the school.**
CMS Weather Policy: <http://www.cms.k12.nc.us/parents/resources/inclementweather/Pages/default.aspx>

CELL PHONES / SMART WATCHES (Personal Wireless Technology Devices)

- On July 1, 2025, House Bill 959 was passed restricting the use of wireless devices during instructional time.
- At S.A.I.L., personal wireless technology devices include: Cellular telephones, Smart Watches, Tablet computers, Laptop computers, Paging devices, Two-way radios, and Gaming devices.
- In alignment with NC General Statute 115C-76.100, CMS will require personal wireless technology devices to be turned off and put away during instructional times beginning this year in all schools.
- At S.A.I.L., instructional time is considered to be from the time of a student's arrival on campus to the time of departure, or the start of an after-school activity where use of a personal wireless technology device is permitted.
- Violations of the personal technology device expectation will receive consequences in accordance with our [Student Code of Conduct](#).

At S.A.I.L., students may possess personal wireless technology devices on school property during school hours, provided the device remains off and put away. Use of a personal wireless technology device during after-school activities or school-related functions is permitted only when explicit permission is granted. Possession of such a device is a privilege and may be revoked for violations of this policy. Violations may result in the confiscation of the device, which will be returned only to a parent, and may also result in additional disciplinary actions. CMS/S.A.I.L. is not responsible for the theft, loss, or damage of personal wireless technology devices or other electronic items brought onto school property.

SCHOOL DRESS CODE

S.A.I.L. is a uniform school for grades K-5. At S.A.I.L., our students are preparing for international success while dressing for an academic atmosphere of purposeful learning and global citizenship. Our dress code policy is inclusive of all and appropriate for the academic school setting. Appropriate dress encourages respectful behavior and helps reduce distractions to the school environment. These regulations concern appropriate attire at school during regular school hours and at all school-sponsored events.

The full [Elementary School Uniform Policy](#) and [Middle School Dress Code](#) can be found on our website.

Appropriate attire for Elementary School students includes:

Shirts/Polos/Blouses - short sleeved or long sleeved

COLORS: solid uniform colors (white, navy and red only)

LOGOS: with or without the S.A.I.L. logo, or old Waddell logo

*tops may be with or without a collar

Pants/Slacks/Shorts/skorts - solid navy and khaki colors; no rips, tears, holes, or shreds

Skirts/Shorts/Jumpers - solid navy and khaki colors

Leggings/Tights/Stockings - must be worn under shorts/skirts/dresses

Collared Dresses - solid navy, khaki and red colors

*a belt is not required to be worn with bottoms

Sweater (crewneck, button-up or pullover)

Sweatshirt (pullover or zippered, with or without a hood)

COLORS: solid uniform colors (white, navy and red only)

LOGOS: with or without the S.A.I.L. logo, or old Waddell logo (gray, white, red, or navy color)

*uniform guidelines apply to sweaters/sweatshirts if they will be worn in the classroom all day

Shoes - shoes can be any color and should be appropriate for inside and outside wear

(closed-toe, fully closed-back, soft sole)

- Crocs, light-up shoes, sandals, flip-flops, slides and slippers are not permitted

Accessories - socks, tights, opaque leggings can be any color/pattern

Spirit Wear (Fridays Only) - any color. Can be old Waddell spirit wear, Fun Run or language shirts

*these items can be purchased at Used Blues

Appropriate attire for Middle School students includes:

- Clothing which allows a student full range of motion – sitting, bending, reaching, running, climbing stairs – without requiring continual readjustment.
- Non-revealing and well-fitted shirts and bottoms. All attire should be reasonable in length (shorts, skirts, and dresses).
- Jeans/pants/shorts/skirts that fit properly around the waist.
- For safety reasons – shoes are worn at all times including athletic shoes for participation in PE & closed-toe & fully closed-back shoes for all other times. (No Crocs, sandals, slides, flip-flops or house shoes)
- Pants, shorts, dresses, and skirts are not worn with rips, tears, shreds, holes, or frayed material. (Exception: Frayed bottoms in the hem area are allowed.)
- Leggings which are opaque and do not reveal undergarments.

Inappropriate Middle School student attire includes:

- Clothing which reveals undergarments, deep cut shirts, midsection, or side of the body.
- Clothing which is frayed, ripped, torn, transparent or has holes.
- Clothing or jewelry with alcohol/drug/profane language or images/symbols/slogans or inflammatory messages.
- Hats, headphones, hoods, bandanas or sunglasses worn inside the building
(excludes appropriate headwear for religious reasons)
- Pajamas/blankets/slippers of any kind/lounge wear/halters/strapless shirts/tank tops/undershirts alone/spaghetti straps.
- Plastic squirt water bottles

Dress code violations will result in consequences in accordance with the school's discipline plan. The dress code is subject to change at the discretion of the school administration. Concerns regarding dress code will be addressed in individual conversations with families and students to address the reason why a dress code exists.

Links that help to inform dress code decisions.

<https://www.idra.org/resource-center/racial-and-gender-disparities-in-dress-code-discipline-point-to-need-for-new-approaches-in-schools/>

<https://www.aclu.org/blog/womens-rights/womens-rights-education/5-things-public-schools-can-and-cant-do-when-it-comes>

The Crown Act - <https://www.youtube.com/watch?v=3aeQky1Z0kM>

TRANSPORTATION

No transportation changes will be accepted over the phone; any changes should be sent in writing, in person with the office staff, or by email to carbus.sail@cms.k12.nc.us before 1:00 p.m. Early dismissals are not allowed after 1:45 p.m. as this impacts our ability to safely dismiss school.

Bus Riders

For legal reasons and the safety of our students, any and all changes in routine dismissal procedures can only be done with the written consent of the parent or guardian. The address of the student must be current in Infinite Campus in order for a student to ride a bus. No student is permitted to continue to ride a bus if they have moved and not updated the address with our transportation department. Students may not ride the bus unless they are assigned to that particular bus, i.e. they may not ride the bus home with a friend or family member unless they are in fact a student assigned to that bus.

Dropping off students

We highly recommend taking advantage of CMS Transportation Buses and Shuttle Stops. Families often find the Shuttle Stop at Waddell High School convenient, as it is just one mile away on Nations Ford Road. Here is a link to helpful information: [SHUTTLE STOPS](#) or [GENERAL INFORMATION](#)

For those participating in carpool, here is a list of basic procedures. These procedures have been created with substantial input from school leaders and S.A.I.L. parents:

1. Plan to arrive between 7:30 a.m. and 7:50 a.m. This will allow you time to join the carpool line and drop off your child so they can enter the building by 8:13 a.m. and be in class by 8:15 a.m.
2. When exiting, **ALWAYS TURN RIGHT** onto Nations Ford Road during carpool (from the car lot and bus lot). If you need to return to I-77, please use W. Arrowood Road. *Please note that with our new crosswalk, we may allow both **Right** and **Left** turn from the main entrance. **Right turn only** will remain in effect for the bus lot when opened to car traffic.
3. Only allow your child to exit your vehicle when instructed to do so. Never allow your child to exit your vehicle while other vehicles are moving (yes, we have seen this happen).
4. Please stay in your lane. Switching lanes while in carpool creates an inconvenience for everyone behind you.
5. Please refrain from using your cellphone while carpool is moving. This ensures you are alert to those providing directions, keeps everyone safe, and promotes the flow of traffic.
6. We will open the bus lot to carpool traffic once the required number of buses have arrived. Please be mindful of

directions and give buses the right-of-way. When exiting from the bus lot, only use the right lane (unless you wish to play chicken with an incoming school bus).

7. If you have a child who uses a safety seat and requires support, please practice how you will quickly unbuckle/buckle seatbelts in advance. One parent compared this to the pace of a NASCAR pit crew with a quick kiss at the end. Only exit your vehicle if absolutely necessary. Please be considerate of cars behind you and help maintain the flow of traffic.

8. Please remember that [CMS Shuttle Stops](#) and bus services offer a safe and convenient alternative to carpool.

Code of Conduct Reminder: CMS Bus Expectations

The following guidelines are in place on CMS buses and shuttles to ensure safe, respectful, and efficient transportation for all students. In addition to the CMS Code of Student Conduct, students are expected to:

- Use respectful behavior that supports a safe and orderly ride for everyone.
- Follow all directions from the bus/shuttle driver.
- Wait calmly and respectfully at the bus/shuttle stop.
- Provide your full name when asked by the bus/shuttle driver or monitor.
- Arrive at the bus stop at least ten minutes before your scheduled pick-up time.
- Ride only your assigned bus/shuttle.
- Get on and off the bus/shuttle only at your assigned stop.
- Stay seated at all times while the bus/shuttle is moving.
- Keep food and drinks put away while on the bus/shuttle.
- Use cell phones and other devices responsibly so they do not distract the driver.

Please note that video cameras are used to monitor safety on CMS buses and shuttles. Students may be recorded. Failure to follow these expectations or any behavior that creates a distraction or safety concern may result in disciplinary action, including suspension from the bus/shuttle or school and/or loss of bus privileges.

SPirit ROCK

The S.A.I.L. Spirit Rock may be reserved by current students, families, staff, and officially recognized school clubs or teams to celebrate student or staff achievements, school-sponsored events, and birthdays, in accordance with CMS [Board Policy S-SFRS](#) (Student Free Speech). Before submitting a request, please review the [Spirit Rock Guidelines](#) and check the [Spirit Rock Reservation Calendar](#) for availability. Reservations must be requested through the [Spirit Rock Sign-Up Form](#) at least ten school days in advance and are approved on a first-come, first-served basis. Reservations run from 5:00 p.m. on the school day before the reserved date until 4:59 p.m. on the reserved date. To ensure equitable access, students, families, groups, teams, and staff may reserve the Spirit Rock no more than once per month. Only water-based latex paint may be used, and all participants must follow school safety, cleanup, and content guidelines. The school reserves the right to remove messages or revoke privileges for violations of school policies. For questions, contact Ms. Margo Kwiatkowska in the Front Office at m1.kwiatkowska@cms.k12.nc.us.

S.A.I.L. Monthly Character Traits

As part of South Academy of International Languages' Social-Emotional Learning (SEL) program, the entire S.A.I.L. community focuses on a specific character trait each month. The selected trait is introduced and reinforced with all students in kindergarten through eighth grade, creating a shared language and understanding of positive character development across the school. Elementary students receive approximately two hours of embedded SEL instruction during each five-day week, while middle school students participate in 60 minutes of SEL instruction each week through homeroom. Faculty members are also encouraged to incorporate monthly character trait themes into core academic and specialist classes to strengthen connections between character development and daily learning. At the conclusion of each month, one student from every elementary classroom and middle school homeroom who has best exemplified the featured character trait is recognized as a **Phoenix Flyer of the Month**, celebrating their positive contributions to the S.A.I.L. community.

MONTH	Proposed Traits	DEFINITION
August/ September	Respect	Give honor and value to ourselves and others.
October	Teamwork	Work together to reach a goal and keep each other safe
November	Curiosity	Seeking to understand others and the community around us
December	Responsibility	Own your thoughts, words, and actions.
January	Integrity	Living justly and honestly while striving for excellence.
February	Empathy	Understanding and feeling what others are experiencing.
March	Courage	Develop strength to face something difficult.
April	Leadership	Setting a positive example while strengthening community
May/June	Perseverance	Give extra effort to make it through to the end.