



THE WORLD IS OUR FAMILY

CAROLINA INTERNATIONAL SCHOOL

A NORTH CAROLINA PUBLIC CHARTER SCHOOL

2019 – 2020

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.

Outlined in this Handbook are the structures, policies and expectations that govern our school, we ask that families read and discuss them, then sign the signature forms at the end and return them to your homeroom teacher.

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	We will respect others and their property at all times. We will listen to each other, knowing that we have individual differences that make us unique and valuable.
Responsibility	We will accept responsibility for our words and actions. We will treat others as we would like to be treated.
Solutions	We will create a positive environment where problems are met with creative solutions: "Don't agonize, organize."

Service	We will actively seek ways to help others in our school, our community and our world.
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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 2019-20 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 individualization of instruction:

- Assess student strengths through learning styles, multiple intelligence and communication style inventories;
- Engage in weekly Analysis of student work through PROFESSIONAL LEARNING COMMUNITIES to problem-solve and identify supports and resources;
- Differentiate instruction as needed to provide appropriate instruction. Teachers will use strategies that provide for different learning styles and multiple intelligences;
- 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 students move through the curriculum and the learning process.

State Testing Calendar

Please refer to the Parent Info tab on the school website for 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 jeans. 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

Yearbook Pictures for Seniors.....
.August 7, 2019
Yearbook Pictures K-4
September 24, 2019

Yearbook Pictures 5-8	
.September 25, 2019	
Yearbook Pictures 9-11	
.September 26, 2019	
Yearbook make-up day K -12	
October 22, 2019	
Group/Class Pictures K-4	
.February 4, 2020	
Group/Class Pictures 5-8	
February 5, 2020	
Spring Pictures (Casual Dress) Grades K-12	
March 31, 2020	
All Sport Pictures	TBD
International Extravaganza	
.November 15, 2019	
Environmental Extravaganza	April
24, 2020	

Birthday Parties

Student birthdays are a welcome opportunity to recognize and celebrate individual students. Parents who would like to bring small, nutritional, store-bought treats for the entire class can do so on those days through prior arrangement with their child's teacher. The classroom teacher is responsible for alerting parents to any food allergies in the classroom. Individual invitations should not be distributed at school unless the entire class has been invited.

Deliveries to Students at School

We do not allow the delivery of items to students at school. This includes flowers, balloons, or food delivery from Uber Eats, DoorDash, 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 child'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 quarter, items will be taken for donation.

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

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
- Oversight of all accountability practices

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 lock-downs effectively
- Assists in curriculum development to meet the needs of all students
- Assists in supervision of special events
- Coordination of testing

Administrative Team

David Kukielski, Head of School

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Simone de la Coudray, Finance Manager/Benefits Specialist

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Kimberly Ifill, Assistant Principal K-12

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Sarah Grafton, Assistant Principal of Instruction K-12

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Rachael Rovenstine, Assistant Principal K-12

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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 that 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 school work 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 and the teachers' websites. Sign-in information for faculty websites will be distributed during the first week 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 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.

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 dealt with accordingly.

Communicable Disease Prevention and Control

Students are excluded from school in cases of communicable diseases. 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. A note from the health care provider must be submitted to 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) the parents will be asked to take the student home for immediate treatment. If nits are found on a student while at home, notification should be given to the school so the source can be found. All names will be held in the strictest of confidence.

*Please Note: The maximum number of excused days is two. A note should be sent to school for the absence(s).

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 imbedded in his/her skin, we will remove it. We will not remove a tick that is embedded in your child's skin. We will notify the parent 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
- 7th 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.

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:

- Assume there is a fire.
- Know the exit and alternative exit for the room you are located.
- Move quickly and quietly out of the building with your teacher and class.
- Form a silent line 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 important. 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 a 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 at school.

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. 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.

- Individualization: Connecting with each student
- Inquiry: Connection of learning with motivation
- Integration: Connection between subject areas
- International: Connection with other cultures
- Environment: Connection with nature

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.

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.

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 the 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."

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. The grading scale in K and 1 will reflect local assessments. Grades 2 through 12 use a 10 point grading scale that is approved by the State Board of Education. If there is an academic concern, read receipts acknowledgement will be required to an email sent.

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 ideas, 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 Support 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, experience or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas, specific academic fields, or in both 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. There are three components and four strands interwoven throughout the English as a 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)

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 adjust the intensity and nature of those interventions depending

on 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)

A PEP plan is an Individual Learning Plan (ILP) that 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:

- Excessive absences from school (90% or less attendance record);
- More than 30% of coursework outstanding;
- 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 experiences 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.

With prior permission from Administration, parents may drive their students on a field trip.

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.

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 displayed at all times. 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 Office Manager, Tracy Williams.
- Reserved parking places for students will be assigned by Rachael Rovenstine 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 3:00 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 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 2017/2018 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).

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 caregivers 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 the 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.

If you need other transportation options there are four others in the area:

Totz 'N' Teenz on Wheelz

totznteenzonwheelz.com

1925 Rothmullen Drive

Charlotte, NC 28262

Phone: (980) 219-7020

Email: Info@TOTZNTEEENZONWHEELZ.COM

Saving Grace Transportation Service

Contact: Katrina Smith

Phone: (704) 425-4210

Email: krpsmith@gmail.com

Clements Carpool

Contact: Keyona Clements

Phone: (401) 744-6420 – Call or Text

Email: Clements17.Services@gmail.com

Skoober

Contact: Chyncia

Phone: (704) 609-8842

Email: business@skoober.net

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 to 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 (2nd) unexcused tardy or unexcused early dismissal.

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

1st time: Warn the child

2nd time: Send an email to parents – copied to admin (AP and Principal)

3rd time: Phone call home

4th time: Administrative referral and parent contact from an Assistant Principal

5th time: Referral to Principal who will contact parent and assign Saturday School or In School Suspension (ISS)

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, which is found on the school website. Upon Principal review, these absences may be excused. The requests must be made at least two weeks prior to departure. There will be no excused absences for educational opportunities will be granted during the first month of school.

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. CIS also provides for nut-free rooms for those students with allergies.

Check our school website under Parent Info for possible further vendor listings.

School Uniform Policy

Every student must be in full uniform on campus, or under the school's jurisdiction, including all school-sponsored activities, whether on- or off-campus. Visit our website to order complete uniforms.

During homeroom, if a student is found to be wearing non-approved attire, a referral will be written by the homeroom teacher. The student will be sent to the office and offered alternative clothing from the school or the student can call their parent/guardian to bring alternate clothing within an hour. If by the end of the hour, the student has not returned to class, an administrator will contact the parent/guardian and the student will be considered absent for the day.

TOPS	
STYLE	EXPECTED
POLO or ROUNDED CREW NECK STYLE long or short sleeve	Solid red, white or navy blue & have NO LOGO unless logoed with CIS. SHOULD have one white polo with CIS logo
BLOUSES and OXFORDS button down & long sleeve	Solid white, navy or Oxford blue
PE	Gold, blue, or other CIS t-shirt
SWEATERS pull-over, turtleneck or cardigan	Solid red, white or navy blue
LAYERED WEAR sweatshirts,, or fleece, sweaters or lightweight jackets	Solid red, white or navy blue. May have CIS logo, small logo, or plain for layered wear only
HEADWEAR	Headwear worn for religious belief
BOTTOMS	
DRESSES, SKIRTS, SKORTS no shorter than 3 inches above knee	Solid khaki/navy or plaid of khaki/navy
PANTS cargo or dress	Khaki or Navy
SHORTS cargo, dress or walking	Khaki or Navy
PE	Solid color gold or navy athletic shorts
HOSIERY, TIGHTS, OR LEGGINGS may be worn with skirts or jumpers	Solid black, navy, brown, white or red (no neon)
SOCKS	Solid black, navy, brown, white, red (no neon)
SHOES	
ATHLETIC	Standard athletic shoes
BOOTS should be covered by pants leg	MUST be no higher than mid-calf if worn with a dress, jumper, skirts or skorts.
DRESS	MUST be close-toe and close-heel
UNACCEPTABLE ITEMS at ANY TIME	
TOPS - crop tops, belly shirts, spaghetti straps, tank tops, racer backs, undergarments showing	
BOTTOMS - jeggings, skinny pants, overalls, pajamas; bottoms with cuts, holes, slits, or shredded; undergarments showing	
SHOES - clogs, flip flops, slides, Heelys, high heels, sandals, wedges, light-up shoes	
ACCESSORIES - caps, hats, durags, hoods, bandannas, costume headbands, hoop earrings, spikes or sharp jewelry, chains, chain wallets, sunglasses, non-natural hair color, cell phones*, wired and/or wireless earbuds, headphones	

*cell phones must be kept in bookbag and purses

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.

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

- 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
- Use of cell phones in any manner*
- 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

*Cell phones are not permitted for use throughout the school day.

Please note written referrals to the administration 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
- 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

permission

- Cell phone use on school campus
- Creating a disruption in the educational environment (i.e. pulling the fire alarm)
- Loitering in cars or on the property during school hours
- Soliciting students to enter into sales not approved by administration
- Fighting

Safety Concerns

Carolina International School does not support any threat, behavior, comment, action, or harassment that impacts a person's emotional well-being and/or success in school. These behaviors include but are not limited to; assault, physical or verbal abuse, bullying or regular intimidation; whether in-person, written, or electronically transmitted.

CIS uses the Say Something Anonymous Reporting System (SSARS),

<https://www.saysomething.net/> By using this link teachers, students, parents, counselors, and Administration can report any safety concern to a licensed crisis center who then submits it to local law enforcement and/or administration for intervention.

No form of harassment will knowingly be accepted at Carolina International School. CIS Administration and staff request parents/guardians to partner together in reporting cyberbullying or harassment in or out of school using SSARS.

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.

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

- Lunch Detention/ or teachers can move students to another teacher or grade level for time out
- In School Suspension (ISS)

- Out of School Suspension (OSS) 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.

Other 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, 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.).
- Collaboration with outside law enforcement and/or mental health agencies.

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 other, cooperate with teachers, and accept responsibility for their actions while creating their own solutions.

The BASP Director is Lesleigh White: lesleighwhite@ciscomets.com

Hours of Operation

Morning 7:00am-8:00am

Afternoon 4:00pm-6:00pm

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), 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.

2019-20 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 7-12. 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.

- Any senior with a grade point average of 3.5 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.
- 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.
- 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: exemplifies 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.
- 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.
- The Faculty Council votes on the candidates and extends invitations for membership. The candidate is selected by majority vote.
- 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



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. High school students must uphold the four core values at all times: respect, responsibility, solutions and service. Any faculty or staff member can make nominations and the faculty/staff will consider and evaluate the nominees before offering membership into the organization. A student seeking induction into Order of the Comet must have a minimum of a 2.0 grade point average. In addition, students must keep a log of community service hours.

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.



Carolina International School

Athletic Department Handbook

2019 - 2020

Carolina International School

Athletic Department

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Coaching Staff:

Alexander Stocking Varsity Boys Soccer
Jennifer Henri Varsity Girls Volleyball
Toshika Cannon Varsity Cross Country
TBD MS Boys Soccer
Annie Sessoms MS Girls Volleyball
TBD MS Cross Country

Jennifer Henri Varsity Girls Basketball
Derix Bell Varsity Boys Basketball
Lesleigh White Varsity Cheerleading
TBD Varsity Swim Team
TBD MS Girls Basketball
TBD MS Boys Basketball
TBD MS Swim Team

Jennifer Henri Varsity Softball
Kevin Henri Varsity Baseball
TBD Varsity Girls Soccer
Toshika Cannon Varsity Track
TBD MS Softball
TBD MS Baseball
TBD MS Girls Soccer
TBD MS Track

CIS Athletic Department will aim to develop and maintain a comprehensive Athletic Program based on the philosophy of the Carolina International School Mission Statement.

1. OUR MISSION

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.

• OUR FOUR CORE VALUES

We strive to develop caring and compassionate students and citizens who embody 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.

The values that form the core of daily relationships and interactions in our school are:

- **Respect - We will listen to each other, knowing that we have individual differences that make us unique and valuable. We will treat others as we would like to be treated.**
- **Responsibility - We will accept responsibility for our words and actions.**
- **Solutions - We will create a positive environment where problems are met with creative solutions.**
- **Service - We will actively seek ways to help others in our school, our community, and our world.**

We want to challenge our athletes and coaches to develop the tools necessary for facing challenges on and off the fields/courts as they do in the classroom.

II. STATE AND CONFERENCES

CIS athletic department is a member of the North Carolina High School Athletic Association (NCHSAA - www.nchsaa.org) we follow their rules and guidelines at all times.

Our Varsity teams are a member of the PAC7 1A Conference.

Members of this Conference are as follows:

Bradford Prep
Carolina International School
Community School of Davidson
Langtree Charter School
Mountain Island Charter School
Pine Lake Prep
Queens Grant
Union Academy Charter School

Our Middle School teams are a member of the Carolina Beltway Conference.

Members of this Conference are as follows:

Ace Academy
Bradford Prep
Cabarrus Charter Academy
Carolina International
Corvian
Covenant Classical
Greystone Day
Queens Grant

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

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
<i>Volleyball (Varsity/MS)</i>	<i>Basketball (Varsity/MS)</i>	<i>Baseball (Varsity/MS)</i>
<i>Men's Soccer (Varsity/MS)</i>	<i>Swim Team (Varsity/MS)</i>	<i>Softball (Varsity/MS)</i>
<i>Cross Country (Varsity/MS)</i>	<i>Cheerleading (Varsity/MS)</i>	<i>Women's Soccer (Varsity/MS)</i>
		<i>Track (Varsity/MS)</i>

ATHLETIC ELIGIBILITY

Our athletes at any level (Middle School or Varsity) are held to the same eligibility standards.

There is an extensive list of eligibility criteria for varsity athletics as determined by the NCHSAA with regard to academics, amateurism, etc. This criterion may be found through this link [Eligibility: Presentations, Forms & Policies](#). Click on the 2018-2019 Pre-season video presentation on the left side of the page.

Listed below are the basic requirements:

- May not turn age 19 before August 31, 2019

- Middle School athletics is 6th – 8th grade
- Attendance requirements - beginning this year, each LEA establishes its own requirements. At CIS, a student must be in attendance for at least ½ of the school day in order to participate in a game or practice.
- On a block schedule, a student must pass three of four courses at the conclusion of a semester to remain eligible. A student must maintain a 2.0 in each of the core classes (math, English/ELA, science, and social studies).
- Must be enrolled in at least 1/2 of the minimum course load for the current semester.
- Students promoted from 8th to 9th grade are automatically eligible.
- Obtain a physical prior to first practice (not including tryouts).

ACADEMIC ELIGIBILITY (details):

- Student athletes must be a positive role model in the Carolina International School community.
- Disciplinary issues which occur in class will be handled on a case by case basis in collaboration with school administration, head coach, and athletic director. Suspensions and/or dismissal from respective teams may occur in some cases. Students serving ISS or OSS will be automatically suspended from play and/or practice on the served days and will be subject to additional penalties.
- Disciplinary issues which occur during the games are subject to penalties as imposed and described by the NCHSAA handbook (as linked above). Disciplinary issues which occur during practice will be addressed by the respective coach and Athletic Director. Parents will automatically be contacted by the coach and/or Athletic Director.
- If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the Athletic Director and Principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester. **NOTE: An athlete becomes eligible or ineligible on the first day of the new semester.**

PARTICIPATION FEES:

- Each Middle School sport will have a **\$75.00 non-refundable registration fee** and each varsity sport will have a **\$125** fee. This fee must be paid or arrangements for payment made with the Athletic Director **before** a student athlete can participate in a practice (not counting tryouts). The fee will be collected once a student athlete has been selected for, and accepted, a position on an athletic team. In cases of financial hardship, the parent must contact the Athletic Director prior to the first practice.
- When a family has multiple students participating during the same sports season, a 25% discount will be applied to the 2nd and successive participation fees.
- Some sports may have an additional fee used to pay for officials, uniforms, facility rental fees and gas for the activity bus.

TRANSPORTATION

Parents will be responsible for transportation to and from practices and games, unless the team is being transported on the activity bus. We seek a team parent(s) for each sport, with responsibility in assisting with snacks, coordinating carpools and assisting the coaches. If interested, please contact the Athletic Director. Siblings who are not members of the team are not allowed to ride activity buses. Attendance will be taken as transportation leaves and returns. A form of communication (email or written) must be filled out prior to a game for alternative transportation.

ATHLETIC CONTRACT

All student athletes and parent/guardian will sign a contract at the beginning of the season. This contract and other required paperwork by the NCHSAA must be signed before an athlete tries out for a sport. A student may not until all required documents are submitted to either the head coach or Athletic Director. Violation of the contract by the student athlete will jeopardize the privilege of representing Carolina International School in any athletic competition. Administration will work with the Athletic Director to determine an appropriate consequence, based on the specifics of a violation of the athletic contract, academic expectations or the discipline policy. Students may be assigned to sit on the bench during a predetermined number of games, or may be removed from the team altogether.

PHYSICAL EXAMS

All students participating in Interscholastic Athletics **must** have a record of a current physical on file with the Athletic Director. Copies of the physicals will be given to each coach in case of an injury or medical emergency. If the student athlete has special medical conditions, please make sure these are well noted on the physical. Also, make the Athletic Director and coach aware of the condition.

PRACTICES

Practice schedules will be determined by the head coaches.

SPORTSMANSHIP

Athletes and coaches at Carolina International School are to be exemplary in their display of sportsmanship during practices and games. Team members should congratulate opponents after a game with a customary handshake and kind word. Physical and/or verbal abuse aimed at an opponent, official, coach or teammate will result in immediate discipline by the coach and possibly the administration. Taunting and/or inappropriate language directed toward an opponent or teammate is not “part of the game” and is inconsistent with the mission of Carolina International School. An athlete ejected from an athletic contest is automatically suspended from the next game and is required to complete a Sportsmanship course online, before returning to the team. Student athletes are to demonstrate sportsmanship and an attitude of cooperation with coaches and teammates. The NCHSAA places an emphasis on conduct for athletes, coaches and fans and may level monetary and disciplinary actions against the school for violations.

UNIFORMS

- Some uniforms will be provided by the school. It is the responsibility of the student athlete to maintain care of the Carolina International School uniform. All **school athletic**

uniforms must be returned to the coach at the end of the season. Replacement costs will apply for lost uniforms.

- Student athletes will wear a CIS dress uniform (white logo polo shirt with school logo and navy pants) on game days.

Dismissal of Athletes, Siblings and Carpool Riders from Class

- Student athletes will be dismissed at a designated time by the Athletic Director to ensure that they have adequate time to arrive safely at their destination. All student athletes will be responsible for collecting assignments and making up any work that will be missed.
- **Siblings and carpool members will not be dismissed early from class to attend athletic events.** Prior arrangements will need to be made by the parents for siblings to be picked up at the end of the school day.
- Siblings of athletes will not be permitted to attend practices without parental supervision.

Please note that those items listed in this section are subject to change/revision at the discretion of the school administration, athletic director, and coaching staff. Parents are encouraged to maintain contact with respective coaches and the Athletic Director. Likewise, every effort will be made to keep parents informed of all relevant information. This may be done through face to face contact, email, phone calls, and/or social media. Each sport will have a required parent meeting prior to the beginning of the sport season.

Technology and Acceptable Use Policy Handbook

Mission

The guiding mission of Carolina International School's 1-1 program is that every student will graduate from high school globally competitive for work and postsecondary education, and prepared for life in the 21st century.

Carolina International School's (hereafter referred to as CIS) 1:1 program will seek to accomplish the following goals:

- Instructors will adapt and improve learning environments to realize the benefits of one-to-one computing and technology.
- Increase student achievement, engagement, and ability in order to meet the demands of the world they enter upon graduation.
- Create and support equitable opportunities for student learning through the use of technology - as an extension of the classroom

Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of Carolina International School. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, email, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, social media and use of hardware and/or software which disrupts or interferes with the safety, welfare, and educational process of the school community, is prohibited, even if such uses take place off school property (i.e. home, business, private property, etc.).

CIS Technology Program for 2019-2020

Prior to students being issued a laptop:

- Grades K– 12 - Parent/guardian and student must sign Student/Parent Laptop Agreement and the Internet Acceptable Use Policy and a payment of \$25.00 technology fee. Teachers will have the laptops assigned to them for student use at school. Laptops will not go home with students however; student support programs will be available.

General Terms and Conditions of Use

- CIS provides all students access to the Internet, and also in some cases laptop computers, as a means to enhance their education. There are limitations imposed on student use of technology and Internet resources, which are included herein.
- The laptop, case and power cord that are issued for student use are exclusively the property of CIS and must be returned at the end of the academic year, immediately upon withdrawal from CIS, or immediately at the request of a teacher or administrator. Failure to return the student-issued laptop in accordance with the stated conditions may result in disciplinary action and student will be billed for the cost of the laptop.
- Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, regulation or the Code of Conduct is prohibited. This includes, but is not

limited to, the following: copyrighted material, cyber bullying, inappropriate use of blogs and/or wiki pages, threatening, violent, obscene, or pornographic communication and/or material, material protected by trade secret, and uploaded or created computer viruses.

- To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
- A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy and other guidelines as outlined in the CIS 1:1 Handbook.

Prohibited Acts

- Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, non-CIS e-mail, message boards, or hosting personal web pages during the instructional day unless authorized by a teacher or administrator for instructional purposes.
- Students are prohibited from using proxies to bypass Internet filters.
- Students shall not attempt to locate or make use of files that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures.
- Students shall not download, upload, or import games, screen animations, or programs or files that can be run or launched as a stand-alone program.
- Illegal use or transfer of copyrighted materials to a school owned computers, including laptops, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
- Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
- Students are not allowed to connect a laptop to Ethernet jacks in the school unless instructed by the teacher or administrator.
- Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
- Students shall not save, transfer or load non-school related material (files) on a school file server.
- Students are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.

Personal Responsibility and Integrity

All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

- Classroom sets of CIS laptops will be assigned to each classroom. The laptops will be used for supplemental assignments. Laptops utilized by students, per classroom, will not be allowed to leave the assigned class. This holds true for grades K-12.
- All who use CIS technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not

intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

- Students shall not reveal unauthorized personal information about themselves or others.
- Students shall not share passwords with one another for any reason and should make every effort to keep all passwords secure and private.
- Students shall use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.). Students shall use their full names in school sanctioned discussion boards or e-mails and follow proper grammatical rules. Students shall not use Internet slang, such as “lol” or “bff” to disguise or otherwise mask inappropriate communication, and shall refrain from typing in all capital letters, which indicates yelling or bullying of the recipient, when communicating in this forum.
- Students should understand when communicating electronically that their screen name, posted photographs and language represents them online and must meet acceptable use standards.
- Students should use technology for school-related purposes only during the instructional day.
- Students should use the resources available through the Internet and other electronic media to supplement material available through the classroom or through any other resources provided by the school.
- Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up at regular intervals.
- Students should not copy, change, read or use files in another user’s storage area (such as hard disk space, disks, mail, server space, personal folders, etc.) without the user’s permission.
- Students should not participate in cyberbullying - the act of making personal attacks or threats against anyone - while using this resource. Students should report to a teacher or administrator any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN). Violations of this may be grounds to involve law enforcement, per NC statute.
- Students shall respect the privacy of others. Students should re-post communications only after obtaining the original author’s prior consent.
- Students shall not deface the laptops in any way. This includes, but is not limited to, marking, painting, drawing, marring, or placing stickers on any surface of the laptop.
- Students shall not knowingly introduce or knowingly allow the introduction of any computer virus to any CIS computer.
- Students will be able to save files directly to the laptop; these files will be deleted if the laptop needs to be reimaged. However, files for instructional use should be backed up to the student’s H drive, a personal storage device (external drive) and/or Google Apps. Only school related data should be placed on the H drive. Personal files such as pictures or music will be deleted without notice when discovered, and the discovery of these types of files may result in disciplinary action. Personal files should always be backed up to a personal storage device (i.e. flash drive, CD ROM or other removable storage device). If a laptop is experiencing a technical issue, it is likely to be reimaged, which will destroy all local data

that is not backed up.

- Laptop sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
- Students may not download or install software applications on CIS laptops.
- Students are prohibited from playing games in the classroom.
- The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
- Student laptops will be subject to routine monitoring by teachers, administrators, and technology staff.
- Periodic laptop checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year.
- Students will provide access to any laptop computer and /or accessories that they have been assigned upon the school's request. An individual search of the laptop and other stored student files may be conducted by administrators if there is suspicion that policies or guidelines have been violated.

Login Procedures

Please use the username and password provided by CIS at all times to access your laptop. Students are allowed to set their own password but Admin reserves the right to reset at any time as needed. This username and password allows students to also log into their school email, via ciscoemets.com and Google Classes from home.

Acceptable Use and Internet Safety Policy (in accordance with the Children's Internet Protection Act)

The following rules are in effect for all CIS computers unless otherwise directed by a teacher or administrator:

- It is the responsibility of each student that student-loaded files and programs do not consume excessive hard drive space needed for instructional or educational requirements.
- Teachers may authorize students to use Internet communication that includes filtered email, discussion boards and chat rooms for instructional purposes only.
- Downloading, uploading, and/or importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar. These files do take up significant storage space and may slow the laptop's processing speed. If this occurs, a laptop may be reimaged – resulting in complete loss of files saved on the computer.
- File sharing must be approved and directed by the teacher.
- Headphones may not be used during the instructional day, unless teacher approval has been granted.
- Upon request by an administrator or teacher, students should make messages or files, either sent or received, available for inspection.

Security

Security on any computer system is a high priority. Remote monitoring of students' CIS issued laptops to determine appropriate use during the instructional day will occur at the discretion of CIS administration. Students are required to report any security problem to a teacher or administrator.

To maintain a safe and secure technology environment, the following actions are prohibited:

- Attempting to log on to the CIS network using another's identity.
- Bypassing or attempting to bypass CIS filtering, security and/or monitoring software.
- Attempting to conceal the identity of one's computer or user information on the CIS Network.
- Connecting a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), iPod, iPad, tablet computer, smart phone or any other network (wireless or directly plugged) device to any part of the CIS network (local area network "LAN", wide area network "WAN", or metropolitan area network "MAN".)
- Creating or using unauthorized networks, including, but not limited to, voice, data, IP, peer-to-peer or proxy networks.
- Using CIS equipment for any illegal activity. Downloading, uploading, importing or viewing files or websites that promote the use of illegal drugs, alcohol, pornography, or illegal and/or violent behavior.
- Tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of any computer or files.
- Never leave your laptop unattended or unsecured. Laptops and chargers should be secured in your bag unless a secured area is provided by a teacher. Unsupervised laptops will be confiscated by staff and disciplinary actions may be taken.
- Each laptop has several identifying labels (i.e.CIS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

Privacy/Copyright

The illegal use, distribution or unauthorized transfer of copyrighted material on CIS computers is prohibited.

Expectation of Privacy for Student Laptops

- The laptops are considered property of CIS and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student laptops when taken off the CIS campus.
- While connected to the CIS network, CIS has the right to monitor the laptops in the following ways:
 - Staff may remotely view and control student laptops while in class. This is required for effective classroom management.
 - Teachers and administrators may search the computer for inappropriate material if they have reasonable suspicion of its existence.
 - Technology staff will have the ability to remotely control student laptops to troubleshoot technical issues.
 - Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.
 - All Internet traffic will pass through the content filter. This filter will log all

attempts to access inappropriate material. Repeated attempts will result in disciplinary action.

- Restrictions on the laptop will block the student from certain functions such as accessing administrative software or installing certain programs. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
- While not connected to the CIS network, the following will apply:
- All Internet traffic will pass through a local copy of the CIS content filter. This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.
- The laptop will receive antivirus and security updates from district servers.
- Restrictions on the laptop will block the student from certain functions such as accessing administrative software or installing certain programs. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.

Alteration of Pre-set Software Image

Altering/modifying the original CIS pre-set software image is prohibited. Examples include, but are not limited to, the following:

- Loading/installing any software applications
- Changing the computer name
- Changing or removing operating system extensions
- Altering security, filtering, and/or monitoring software
- Altering the pre-loaded operating system or applications
- Taking apart the computer for access to internal parts
- Attempting to or changing the configuration of the software or hardware that controls access to the network and Internet, or any other electronic media which includes the use of proxies.

Laptop Damage/Theft/Loss

- In the event of loss or theft, the student (parent/guardian) is responsible for the cost of the laptop (*this is in addition to the student fee paid originally*).
- The student or parent/guardian is required to immediately file a police report in all cases of stolen laptops. After filing a police report, the student or parent/guardian shall notify the school's administration and submit a copy of the police report. Lost laptops must also be reported to a school administrator immediately.
- CIS will coordinate with the police department to alert pawn shops and area law enforcement agencies of lost or stolen laptops.
- The student and/or parent/guardian are liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document. The purchase price of the laptops is \$250.00, and \$20.00 for charger; that would be the maximum cost to a parent/guardian in the event of catastrophic damage/loss.
- If unapproved changes or software installs are made to the laptop, the laptop will be re-imaged to its original configuration.
- In addition, students and their families will be assessed the following maximum

costs if damage is realized to their CIS laptop (replacements must be made through CIS; families may not replace laptops or components privately through non-CIS vendors):

Cost of replacement – market price \$250.00

Screen - \$60

Casing - \$50 top and 50 bottom

Keyboard – \$90

Power adapter – \$20

Additional components, including internal hardware, will be assessed as needed.

- If a laptop is damaged, loaner laptops will not be issued. We will make every effort to repair damaged laptops as soon as deductible/damage payment has been made.

Technical Support

All technical issues should be reported via e-mail to helpdesk@ciscomets.com. This tool will help CIS IT to prioritize and address issues. Issues sent through the above e-mail will be expedited through the technology support process. Failure to report damage may result in disciplinary action. Please note, CIS cannot trouble-shoot individual technology problems away from CIS campus, involving but not limited to: home printer issue, home internet access, etc.

Failure to honor all of the regulations listed above may result in the denial of Internet and other electronic media accessibility, disciplinary action and recall of the student's laptop computer. Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of Federal, State, or local law or ordinance. See Article 60 of the North Carolina General Statutes for more information:

http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter_14/article_60.html

Disciplinary Consequences - one or more may apply:

Student Conference	Parent Contact
Conference with Parent	Removal of unauthorized files and folders Code of Conduct violation
Referral to Discipline Review Committee Suspension	In-school and/or out-of-school suspension

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's 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, and excellent facility, 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 for more information on supporting our school.

*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.