CIS Academy

Parent/Student Handbook

2026-2027

Principal's Message……..4

CIS Academy Staff……..5

I. General Policies……..……..6-11
A. Inclement Weather…….……6
B. Use of Telephone……...…….……6
C. Child Custody and Dismissal…...…...……6-7
D. School Breakfast & Lunch……..7
E. USDA Non-Discrimination Statement……8
F. CIS Academy Cash Management Plan……9
G. IS Academy's Lunch Payment & Charge Policy……10
H. Visitors to Our School…….……..11
I. Emergencies…….……...11
J. Materials and Supplies…….…….……11-12
K. Absence/Tardiness Policy……...…..12
L. Make-Up Work…...……...12
M. Special Events……..……12
Assemblies
Field Trips
K. Early Release……13
L. Health Room/Prescription Drug Policy……13
M. Electronic Devices……14
N. Delivery of Flowers and Presents to School……14

II. Bus……14

III. Academic Honors…….……15

IV. Dress Code……...15-16

V. 8th Grade Graduation and Awards Day……16

VI. Discipline Policy……...16-33
A. Behavior Code……...17
B. Rules Defining Severe Student Misconduct……17-23
C. Interrogation & Searches…….……23-24
D. Student Suspension & Expulsions……...24-26
E. Due Process……..26-28
F. Complaints and Grievances……..29-30
G. Expulsion……30-31
H. Due Process for Expulsion…….....31
I. Due Process Procedures for Principal's Recommendations of 365-Day Suspension……31-32
J. 365 Day Suspension……...32
K. Requests for Readmission of Expelled Students.....…...32-33

VII. Family Education Rights and Privacy Act……...……33-34

VIII. Title I……35-40

IX. CIS Bullying Policy…….32-37

X. Sign Off Form……41

PRINCIPAL'S MESSAGE
2025-2026

Dear Students and Families,

Welcome to another exciting school year! It is my pleasure to welcome you to our school community. Whether you are returning or joining us for the first time, we are committed to providing a safe, supportive, and engaging learning environment where every student has the opportunity to grow academically, socially, and emotionally.

At our school, we believe that success is built on respect, responsibility, integrity, and perseverance. We expect every student to come to school prepared to learn, treat others with kindness and respect, and take pride in their work and actions. Together, we can create a culture where everyone feels valued, supported, and empowered to achieve their personal best.

Our dedicated teachers and staff are committed to helping each student reach their full potential. We also recognize that strong partnerships between school and home are essential to student success. By working together, we can ensure that every child has the encouragement and resources needed to thrive.

I encourage each student to become actively involved in school by participating in academic opportunities, extracurricular activities, clubs, athletics, and service projects. These experiences help develop leadership, confidence, and lifelong friendships.

Thank you for being an important part of our school community. I look forward to a year filled with learning, growth, and achievement. Together, we will make this a successful and memorable school year.

Sincerely,

Jonathan Blue
Principal

CIS Academy Faculty and Staff

Dr. Danny Stedman, Executive Director

Jonathan Blue, Principal, Assistant Testing Coordinator

Monica Graham, Testing Coordinator

Shelia S. Locklear, Administrative Assistant / Infinite Campus Data Manager/ Child Nutrition Director,
Garcie Locklear, Social Studies

Cassandra Locklear, Science

Catherine Maynor, Language Arts

Lisa Anelli, Language Arts

Annette Kenworthy, Math

Kim Raimo, Math

Michael Lovin, Computer Lab/ Health & P.E.

Tomalita Blanks, Exceptional Children's Coordinator

Janet Nance, EC Resource Teacher

Keenan Locklear, STEM

Sandra Brewington, Site Coordinator

Mazie Gibson, Guidance Counselor

Brenda Collins, Child Nutrition

Leon Maynor, Math Tutor

Wanda Sampson, Reading Tutor

Myrna Strickland, Reading Tutor

Mary Chavis, Bus Driver/ Custodian/Bus Coordinator

Barbara Locklear, Bus Driver/ Custodian

Martha Andrews, Bus Driver

Rodney Jackson, Bus Driver

Tony Bullard, Bus Driver

I. General Policies

A. ***Inclement Weather***

In the event that bad weather or an emergency necessitates the closing of school, students and parents should listen to one of the following stations for the official announcement:

RADIO	**TELEVISION**
WAGR- Lumberton	WECT- 6
WZYZ- Fairmont	WECT- 40
WFMO- Fairmont	WTVD- 11
WFTS- Lumberton	WBTW- 13 & 15
WFNC- Fayetteville	WWAY- 3
WSTS- Laurinburg	WRAL- 5
WQSM- Fayetteville	
WYRU- Red Springs	
FOXY99- Fayetteville	

If the Public Schools of Robeson County are closed due to bad weather, CIS Academy will also be closed.

B. Use of Telephone

The school telephone number is (910) 521-1669. Students will not be permitted to take telephone calls at school. **Please do not call and ask that your child be taken out of class to receive a phone call**. Additionally, students will not be permitted to make telephone calls from the school. In case of an emergency, the school will make the necessary calls. **Please do not call and ask to give your child a message unless it is an emergency. The school doesn't have an intercom system and to take messages to students requires that he leave his office unattended.**

C. Child Custody and Dismissal

In case one parent asks that his/her child not leave the school with the other parent, a custody paper, restraining order, or other legal document must be in the child's folder at the school. This document must state who the custodial parent is, be signed by a judge court official, and be dated. The law states that both parents have equal rights to their child unless one of the above-mentioned legal documents has been issued and are in place. No student will be dismissed to anyone other than the custodial parent or guardian. All parents should fill out a form informing the office of the people who have permission to pick up their child.

D. School Breakfast and Lunch

Students planning to eat breakfast should go directly to the cafeteria upon getting

off the bus each morning.

A lunch count must be taken and reported to Pembroke Middle School by 9:45 am each day. Therefore, if a student wishes to receive a school lunch, he or she must be in school at the proper time, or before 9:40 am. Students arriving at school after 9:40 am should bring a lunch with them.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. **Fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **Email:** program.intake@usda.gov

This institution is an equal opportunity provider.

CIS Academy Cash Management Plan

The academy uses a prepayment/post-billing system for students. The procedure is as follows:

- CIS Academy will not house over $500.00 overnight.
- Deposit all weekly funds by Friday or the last day of the business week, or on the last business day of the operating month.
- The Finance Office will return a copy of the deposit slip to School Nutrition within 5 business days.

Updated: 05/15/2025

CIS Academy's Lunch

The academy has been approved for CEP lunches for the 2026-2027 school year, therefore all students will not be charged for school lunches. Under the guidelines of this program student eligibility is no longer based on household income. We are pleased to offer this service to all students in attendance this year.

Students will not be allowed to bring Cups (Stanley, Yeti, etc.) or Plastic/Metal Water bottles outside of prepacked water bottle. Water bottles must be purchased bottles (ex. 16, 20 ounce bottles).

Board Approved March 25, 2026

E. Visitors to Our School

Parents are always welcomed to come and visit the school. We would ask that ALL visitors come to the office, sign the visitor's log, and WEAR A VISITOR'S TAG WHILE IN THE SCHOOL.

Parents wishing to arrange for a conference should call the school to set up an appointment at least 24 hours in advance.

Students may not bring visitors to school without advance written permission from the principal.

F. Emergencies

FIRE DRILLS

In order to safely evacuate the building during an emergency, fire drills are necessary. Please follow these procedures:

1. Signal from the office
2. Please leave the building by walking in single file and avoid running
3. Class roll will be taken outside the building

TORNADO DRILLS

The following procedures should be followed:

1. Signal from the office
2. All students and staff will immediately proceed to the area assigned for tornado protection
3. When student are in the protection area, teachers will check the roll
4. All students and staff will face the interior wall when danger is imminent on the command of "EVERYONE DOWN!" crouch on elbows and knees with hands over back of head. This command must be understood and obeyed immediately.

G. Materials and Supplies

*** Mesh or Transparent book bags**

Students are expected to bring text books and supplies such as pencils and paper, to school with them every day. No student is to be sitting in class without necessary materials to participate in class and complete assignments.

Textbooks, workbooks, and any other materials provided to students by CIS Academy are the property of the school. The condition of student materials will be assessed when they are distributed using the following scale:

E- Excellent
G- Good
F- Fair
P- Poor

At the end of the year, the CIS Academy will collect books and materials, assess their condition, and assign students a fee if necessary. Students will be charged for lost books on a prorated basis.

H. Absence/Tardiness Policy

In order to keep up with daily work, attendance in school every day is vital.

Tardy: Students arriving at school after 8:00 a.m. must sign in at the main office and must be accompanied by a parent/guardian. If your child is a car rider, he/she is expected to be in class no later than by 8:00 a.m. After three tardies, a parent conference is required.

Absences: Students who are absent from school are required to bring in a note from his/her parent/guardian within two (2) school days explaining the absence. The principal will then determine whether the absence is excused or unexcused. After 10 unexcused absences, a doctor's note is required.

EXCUSED ABSENCES	**UNEXCUSED ABSENCES**
Illness/injury	Any absences not listed as
Quarantine	"excused", are unexcused.
Death in the immediate family	
Medical/Dental appointments	
Court proceedings	
Religious observances	
Educational opportunities	

I. Make-up Work

Make-up work will be handled at the discretion of the teacher.

J. Special Events

1. Assemblies: All students will report to assemblies with their teachers. They are expected to enter in a quiet, orderly manner and remain attentive and respectful for the entire assembly. Whistling, booing, yelling, and other inappropriate noises will not be tolerated. When the assembly is over, students will exit quietly with their teacher and return to class in an orderly manner.

2. Field Trips: Parents will be informed of field trips in advance. Students going on a field trip must have a signed permission slip.

K. Early Release

Students are not to be picked up early. Students are tested in Reading, Math, and Science. Every time a student leaves, he/she misses important classes. Please do not check students out early except in the in the case of an emergency.

Students are not permitted to leave the school grounds at any time during the day

without permission from the school office. If a student is to be picked up by anyone other than his/her parent/guardian, a written request from a parent/guardian must be given to the office. Persons other than the parent/guardian picking the child up from school will be asked to show a picture identification. **Be sure anyone with permission to pick up your child is listed on the sign-out form.**

All persons picking up students must report to the office and sign the student out on the sign out log. Persons picking the students up are to remain in the office and the student will meet them there.

L. Health Room/Prescription and Drug Policy

CIS Academy will provide a Health Room for students should they become injured or ill while at school. After determining the nature and severity of the problem, the parent/guardian may be contacted.

Any students who must take medicine prescribed by a doctor must leave the medication with the Secretary in the office. Written instructions for administering the medication must be provided BY THE DOCTOR.

All medication must be clearly marked with the student's name and must be in the proper container.

No non-prescription medicine can be administered by CIS personnel.

M.
Electronic Devices

Electronic Devices are not to be brought to school by any student unless it is a requirement of the school day.

Examples of electronic devices include, but are not limited to:

1. Beepers or pagers
2. Video game devices
3. Radios (including headphones) or iPods, etc.
4. CD and cassette players

First offense: Property confiscation until the end of the day.
Additional offense: Property confiscation and kept for a period of time at the discretion of the principal.

5. **Cellular phones** – The administration request that students not bring cell phones to school; however, from experience it is clear that students will bring phones. If a student is caught texting, receiving a text, making or receiving a call, the following action will be taken:

- **1st offense** – phone is confiscated and parent must pick it up from the principal's office.
- **2nd offense** - phone is confiscated and will not be returned until the end of the semester.
- **3rd offense** – phone is confiscated and will not be returned until the end of the year.

*** NOTE: A more detailed letter explaining the new NC cell phone policy will be sent home with students at a later date.**

N. Delivery of flowers and presents to students at school.

Students will not be permitted to receive flowers or other presents at school. The delivery causes disruption of school and a safety problem on buses.

Failure to comply with this will result in the following:
School will not accept the delivery.

II. BUS

Parental permission is required in writing if a student is to ride a bus other than his/her assigned one. Phone calls are unacceptable.

III. ACADEMICS

CIS Academy will notify local newspapers of the following academic achievements:

Principal's List- All A's on report card
Honor Roll- All A's and B's on report card
Attendance Award- 100% attendance during grading period

Every nine weeks students are rewarded with a field trip if the requirements of the three A's (Academics, Attitude, and Attendance) are met. A student must have an overall C average for the nine weeks with no grade lower than a D, must not have more than 3 unexcused absences for the nine week grading period, and must have a good all-around attitude.

IV. Dress Code

Clothing styles are constantly changing; therefore, it is impossible to list all dress and grooming trends that are inappropriate for school wear. Following are examples of dress wear that are considered unbecoming for school wear. **This list is not intended to be all-inclusive. The interpretation of inappropriate clothing rests with the CIS staff.**

Students shall not wear clothing or hairstyles which distract other students or which interfere with the classroom participation of other students or which present a health or safety hazard.

A. Shoes are to be worn at all times during the school day. B**edroom shoes, or high heel shoes are not allowed**. Students must wear appropriate clothes and shoes such as **tennis shoes for physical education.**

B. Sunglasses, hats, caps, head scarves, or head covers of any kind worn inside a school building are not permissible unless authorized by the school for a special reason or school activity.

C. Clothing that may be offensive to any group is not permissible.

D. Clothing with vulgar language, inserts, signs, or clothing advertising drugs or alcoholic beverages is not allowed.

E. Distractive, scanty clothing, mini-skirts, extremely tight pants, pajamas, bedroom shoes, **low cut blouses or shirts that show too much cleavage**, sleeveless t-shirts or transparent (see through) clothing is not permissible.
******Jeans with holes above the knee fall into the category of scanty clothing.***
******Leggings of any kind will not be permitted.***

F. Belts must be kept on and tied or buckled at all times to be permissible. **NO SAGGING PANTS WILL BE PERMITTED**.

G. Students will be permitted to wear shorts to school. Shorts should be modest and of sufficient length. A guideline for students to use in determining whether or not the shorts are long enough is as follows: Have the shorts at the waistline, stand straight with arms and fingers fully extended by your side; the bottom of the shorts should be approximately even with the extended fingers.

Failure to comply with this rule when addressing clothing will result in the following penalty:

A. First Offense: Parent/Guardian will be contacted to bring appropriate clothing. Students will be separated from the main student body until appropriately dressed.

B. Additional Offense: Principal's discretion based upon investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the CIS Academy.

Failure to comply with this rule when addressing sunglasses and head covers will result in the following penalty:

A. First offense: Property confiscated until the end of the day.

B. Additional offense: Property confiscated and kept until the end of the school day.

Refusal to submit the confiscated item will be considered insubordination and will result in further disciplinary action.

V. 8th GRADE GRADUATION AND AWARDS DAY

CIS Academy will conduct an Awards Day Celebration during the last week of school. This will also be a time to celebrate the graduation of those 8th graders who have earned the right to be promoted to the 9th grade. Parents and guardians, as well as students, will be more thoroughly informed about this at a later date.

VI. DISCIPLINE POLICY

Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to an effective school program. The staff of the CIS Academy will help students to achieve maximum development of individual knowledge, skills, and competence, and to learn behavior patterns, which will enable them to be responsible, contributing members of society.
All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

Students are expected and required to act with due regard for all CIS Academy employees and school volunteers, the rights of other students, and to protect school property.

There must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property in order that a school can satisfactorily meet the needs of all students. The Principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with CIS Academy Policy.

All staff members have the responsibility and authority for discipline over students, except in those cases requiring the attention of the Principal.

A. BEHAVIOR CODE

The purpose of this code is to present CIS Academy policies on the proper conduct and behavior of students in the school. Unless otherwise specified, this code applies to all students before, during and after school hours at school; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or functions; during any period of time when students are subject to the authority of school personnel.

This code is not intended to restrict in any way the authority of the CIS Staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of the CIS Academy and its classes. The CIS Academy encourages and supports the right of the staff to employ a variety of disciplinary actions, which may include but are not limited to, suspension from school events and activities, and out-of-school suspension.

Any student who refuses to comply with reasonable rules, regulations or directions imposed by the staff shall be held in violation of this code of conduct.

It shall be the responsibility of the CIS Staff to investigate fully the cases of students appropriately referred for misbehavior and to determine what, if any, discipline action is warranted. The staff shall have the responsibility and authority to discipline students.

B. RULES DEFINING SEVERE STUDENT MISCONDUCT

<u>Assaulting or Causing of Personal Injury</u>

No student shall participate in an assault or cause or attempt to cause physical injury to, or intentionally behave in such a manner as could cause physical injury to any student, school employee or person other than a student or school employee in any school. A fight is considered an assault when: there are weapons or other objects that could reasonably be considered a weapon involved; a student causes or attempts to cause injury to a school employee; two or more students assault or attack or cause physical injury to any other student, staff member, or any adult involved in working at the CIS Academy.

Failure to comply with this rule will result in the following penalty:

First Offense: Recommendation for long-term suspension. If convicted in court of committing a felony, recommendation for expulsion.

Legal Ref: G.S. 14-33 (b) (9)

Weapons and Dangerous Instruments

No student shall knowingly possess, handle, transmit or carry, whether openly or concealed, any BB gun, air rifle, air pistol, starter pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, pepper spray, mace, or other deadly weapons of like kind except instrumental supplies, and tools used solely for preparation of food instruction, and maintenance, on education property or any other object that can reasonably be considered a weapon or dangerous instrument.

First Offense- Short-term suspension
Second Offense- Recommendation for long-term suspension

Firearms

No person shall knowingly possess, transmit or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property or any other object that can reasonably be considered a firearm.

First Offense: Recommendation for long-term suspension. If convicted in court of committing a felony, recommendation for expulsion.

The following definitions apply to this section:

1. Educational property- The school building or bus, school campus, grounds, recreational areas athletic fields or other property owned, used or operated by the CIS Academy.
2. Student- A person enrolled in a public school, whether the person is an adult or a minor.
3. Switchblade knife- A knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.
4. Weapon- Any device enumerated in subsection G.S. 284.1 on educational property.

This section shall not apply to:

1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.
2. Armed forces personnel, officers and soldiers of the militia and National Guard, law enforcement personnel, and any other private police, employed by an education institution, when acting in the discharge of their official duties.

Legal Ref: G.S. 14-269-2(G)

Possessing or Carrying Firearms or Other Deadly Weapons on Educational Property

No person shall knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearms or deadly weapons on educational property as provided in G.S. 14-269.2 and G.S. 14-284.1.

Recommendation: Require school officials to report violation to law enforcement agency as provided in G.S. 115C-288(G).

Legal Ref: G.S. 115C-288(G) and G.S. 14-284.1(D)

Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals and Drug Paraphernalia or Stimulant Drug

No student shall possess, distribute, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other drug or substance, pursuant to chapter 90 of the North Carolina General Status or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. However, the possession or use of a drug authorized by a valid medical prescription from a registered physician **will not** be considered a violation of this rule when the drug is taken by the person of whom the drug was prescribed and distributed to in accordance with the CIS medication policy.

Failure to comply with this rule will result in the following penalty:

A. Selling Drugs or Alcohol: The first offense will result in the long-term suspension, with a recommendation for expulsion if the student is convicted of committing a felony.
B. Use, Transmission or Possession of Drugs, Drug Paraphernalia or Alcohol: The first offense will result in long-term suspension. This will be reduced up to three (3) days if the student and parent/guardian attend an approved drug education program.
C. A second or succeeding offense will result in long-term suspension without opportunity for shorter suspension by attending a drug rehabilitation program.
D. Post Treatment - Re-Entry Procedures for students: In order for a student of the CIS Academy to participate in any school functions after treatment for substance abuse, he/she must comply with the following regulations:

1. Meeting with the principal/designee, parent or legal guardian, staff members, appropriate community agencies, any other persons.
2. Continued daily contact with school.
3. Follow-up meeting with the support team defined in #1 in two weeks to assess progress of contract.
4. Exit interview with team defined in #1 to ensure all goals have been met after four weeks of re-entry.

Failure to comply with these guidelines may result in suspension expulsion, or dismissal.
Legal Ref: Chapter (90) and Chapter (I8-A) of the North Carolina General Status

Felony Conviction and Threat to Safety

Any student fourteen (14) years old or older who has been convicted and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school by recommendation of the principal.

Extortion

No student or students shall, by threatening or abusive action, extort money or attempt to extort money, personal property or personal service or services from any student.

Failure to comply with this rule will result in the following penalty:

First Offense - Short-term suspension
Second Offense - Recommendation for long-term suspension

Disruption of School

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct, intentionally cause disruption of any lawful function, mission or process of the school nor shall any student urge any other student to engage in such conduct.

Threatening, Insulting, Abusive or Seriously Discourteous Words or Signs, Profanity, Language of a Racial Nature or Other Acts

No student shall direct toward any school employee, toward any other person, in school, any language which threatens force or violence of which is abusive or insulting or any sign or act which constitutes a threat of force or violence or which is abusive, insulting or threatening.

Student Demonstration

No student or students shall, on or off school premises, engage in any protest, demonstrated marches, picketing, sit-ins, boycotts, walk-outs or any similar activity which has as its purpose the disruption of any lawful function, mission or process of the school.

Breaking In, Theft, Damage to Property

No student shall break in and enter a school building, commit arson, vandalize, attempt to steal or intentionally damage or attempt to damage school property or private property while the private property is under school jurisdiction. Students will be required to make restitution for damages or work at removing the damage.

Bomb Threat or Hoax

No students shall, by any means of communication, make a report knowing or having reason to know the report is false, that there is located on any school premises a device designed to cause damage or destruction by explosion, blasting or burning.

No student shall place on any school premises with the intent of perpetrating a hoax, any device that would appear to a reasonable person to be a bomb, or similar instrument capable of causing injury or damage.

Legal Ref: G.S. 14-69.1; 14-69.2; 115C.391

Failure to comply with the last five rules will result in the following penalty:

First Offense: Short-term Suspension- 10 Days
Second Offense: Recommendation for long-term suspension

Hazing

Hazing is prohibited. No group or individual will annoy another student by playing abusive or ridiculous tricks on him/her, frighten, scold, beat, or harass him/her or subject him/her to personal indignity.

Other Illegal Activities

A student shall not engage in any conduct at school which violates any law of the United States, the state of North Carolina or any political subdivision of North Carolina in which the conduct occurs and which is detrimental to the maintenance of good order and discipline in the school.

Failure to comply with the previous two rules will result in the following penalty:

Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the CIS Academy.

Inasmuch as each of the above offensive behaviors is a violation of one or more laws of the state of North Carolina, the principal shall immediately report such violations to the proper law enforcement agency for investigation and prosecution. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

Fighting

No student or students shall lose self-discipline and control to the extent where a physical attack occurs. This action will be considered a fight.

Failure to comply with this rule will result in the following penalty:

Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within the guidelines of the CIS Academy.

Tobacco

No student shall bring into school tobacco, tobacco products, matches, lighters, pouches, rolling papers, pipes, or any other items that could be used for the purpose of using tobacco.

Failure to comply with this rule will result in the following:

First Offense: ISS
Second Offense: Short-term OSS

Trespassing

No student from CIS Academy shall be on campus of another school in the Public Schools of Robeson County School system during the day without the knowledge and consent of the officials of the school he/she is visiting and the Academy.

Failure to comply with this rule will result in the following penalty:

Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines

established by the CIS Academy.

Bus Discipline

The safety of students during their transportation to and from school is a responsibility, which they and their parents share with the bus drivers and school officials. State law states that "The driver of a school bus shall have complete authority over and responsibility for the operation of the bus and the maintaining of good order and conduct upon such bus."

Students who ride buses are expected to follow the direction of the bus driver and to conduct their selves in an orderly manner at all times. The school principal/designee by law G.S. 115C-245, has the authority to suspend pupils from riding the bus for any of the following offenses:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey instruction of school authorities or a bus driver while riding on a school bus.
3. Tampering with the school bus.
4. Refusing to meet the bus at designated stops.
5. Unauthorized leaving of the bus when in route.
6. Playing, throwing objects or otherwise distracting the driver's attention while the bus is in operation.
7. Failure to observe established safety rules and regulations.

Failure to comply with bus Safety Rules will result in the following:

Principal's discretion based upon his/her investigation of the severity of the situation and determination of the appropriate punishment within guidelines established by the CIS Academy. Depending on the circumstances, penalties could range from suspension from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including, in school suspension (ISS), out of School suspension (OSS), or expulsion from school. IT IS TO BE NOTED, HOWEVER, THAT A SUSPENSION FROM THE SCHOOL BUS IS NOT A SUSPENSION FROM SCHOOL. Students suspended from the school bus but not from school are expected to find their own transportation and be in attendance at school.

C. INTERROGATION AND SEARCHES

Interrogation

If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the principal shall make every effort to be present at the time of the questioning, except in cases of suspected child abuse or neglect by the parent.

Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, the staff, based upon reasonable suspicion of a weapon, illegal drugs, or other contraband, may search a student, and their possessions and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Legal Ref.: G.S. 1155C-288(e); 115C-307 (a); State vs. F.W.E., 360 So.2d 148 (Fla., App. 1978) Zampra vs. Pomeroy, 639F.2d 662 (10th Cir. 1981), State vs. D.T.W., 425 So.2nc 1383 (Fla. App. 1983)

D. STUDENT SUSPENSION AND EXPULSIONS

Due Process Guarantee

Any student facing possible suspension or expulsion from the CIS Academy is guaranteed procedural due process. The following are the basic elements of this procedural due process:

1. The student must have prior knowledge of the conduct, which is required of or prohibited of him/her (Code of Conduct).
2. The student must be informed of the specific matters giving rise to any of the proposed penalties or discipline (Notice).
3. The student must have some opportunity to express or convey to the decision-making authority his/her views or rebuttals regarding the incident (Hearing & Appeal).
4. The decision-making authority must base its decision on the incidents or matters about which the student has been appraised as indicated above.

A student shall be given an opportunity to seek clarification of information which may lead to disciplinary action, or contest the appropriateness of the sanction imposed by a disciplinary authority, or to allege prejudice or unfairness on the part of the school official responsible for the disciplinary action or acts thought to be unfair.

Any student, parent, or guardian who is aggrieved by simple disciplinary action shall have the right to make a formal protest in writing or in person to the principal. Further appeal shall be in person to the Advisory Board.

Suspension and Exclusion from Attendance

Suspension and/or exclusion from the school are extreme actions involving each individual's right to free, public education. Such action should be taken only for the protection of the pupil or his peers or to help him in dealing with his problems, and careful attention should be given to procedures and methods whereby fairness in discipline shall be assured for each student. The principal should be sure that due process procedures have been offered to the suspended student. All staff will take care to guard the right of the pupil and to advise him of these rights.

In School Suspension (ISS)

If a pupil is to be placed in ISS, these guidelines will prevail:

1. The teacher will fill out all appropriate paper work and notify the parent/guardian by phone if possible.

2. The teacher will provide appropriate class work and materials to be completed by the student under the direction of the ISS Coordinator.
3. If a student is sent to ISS three times in a grading period (9 weeks), then a conference must be held with the parent/guardian, the teacher(s), and principal before the student may return to class.
4. Students who are sent to ISS four or more times in a 9 week period are required to be accompanied by a parent/guardian for the ENTIRE SCHOOL DAY FOLLOWING THE SUSPENSION. If a parent/guardian is unable to attend, then the child will be assigned one day of OSS (out of school suspension). Parents/Guardians will be notified by phone if possible.

Short term Out of School Suspension (OSS)

For short term out of school suspension of 10 days or less, the school's normal disciplinary procedures may be followed. If a pupil is to be sent home during the day, these guidelines will prevail:

1. The principal shall attempt to reach the pupil's parents to inform them of the school's action and to request that they come to school for their child.

2. If they are unable to come for the pupil, the school shall try to provide transportation to his home, assuming his parents will be there to receive him.

Suspension and Expulsion- Exceptional Children

State Law and State Board of Education regulations require that local educational agencies follow specific procedures in determining whether to suspend or expel a student with special needs. Due process procedures are also required when a student with special needs is suspended or expelled.

If a student with special needs exhibits behavior that could result in his or her suspension or expulsion from school for more than 10 days during the school year, school personnel must consider the following prior to taking action:

1. The student's conduct must pose a risk of injury to himself or others to substantially disrupt the education of others.
2. A multi-disciplinary team must determine that the student's behavior is not caused by his/her handicap and that it did not result from the absence of an appropriate program or proper medication. Following this determination, either No.3 or No.4 below must be followed.
3. If there is not a relationship between the misbehavior and the handicap, the school officials may use normal disciplinary procedures to suspend or expel the student.
4. If there is a relationship between the misbehavior and the handicap, the suspension/expulsion must be considered a change of placement. All due process procedures required in the State Rules for such changes must be followed. The student must not be suspended or expelled before these procedures are completed unless the misconduct threatens the health and safety of the student himself or of others. Conduct that is merely disruptive is not considered a threat to the health and safety of others.
5. The school's normal disciplinary procedures may be used for suspension up to an accumulation of ten (10) days during the year.

E. DUE PROCESS PROCEDURE

To safeguard every student's right to an educational opportunity and to ensure an atmosphere for learning while protecting the individual rights of all students, the following procedure shall be used in those cases in which the misconduct of a student is such that it results in the long-term suspension of the student from any and all school functions.

CIS ACADEMY
Due Process Procedures
For
Administrative Disciplinary Action
Appeal Procedures for Long-Term Suspension

Section 1- Notice and Initiation of Proceedings

If the Principal, following an investigation, determines that a long-term suspension is appropriate, he shall invoke a short-term suspension of ten (10) school days and inform the student, parent and CIS Advisory Board of the impending long-term suspension following this action. The student and parent shall be provided a copy of the Due Process Procedures and their attention called to Section 1 through 4 of the procedures. If a formal hearing is desired, the student or parent must notify the Principal in writing within four (4) school days following receipt of the notice of suspension.

If a hearing is not requested within four (4) school days following the notice of impending long-term suspension, the Principal shall invoke a penalty and notify the CIS Advisory Board. The notice to the CIS Advisory Board shall state the charges against the student and contain facts sufficiently particular to describe the nature of the offense. A copy of the notice shall be sent by mail to the student and parent.

Section 2- Formal Hearing

If a hearing is requested, the Principal shall convene a hearing panel within six (6) school days following the request. The panel shall be composed of three (3) staff members, one of whom may be designated by the student at the time the hearing is requested. The Principal shall appoint the remaining two (2) members. The panel shall be impartial and of differing racial and gender compositions. If the period of summary suspension or short-term suspension ends before the hearing and/or appeal process concludes, the student should remain out of school until the issue is resolved.

Anyone who has had direct contact with the student’s alleged misconduct or who will probably give testimony to the hearing board shall not serve as a member of the hearing board.

The hearing procedure shall consist of a presentation by the principal or his designee, witnesses, and other evidence relating to the issue of whether or not the offense was

committed by the student charged. The student may then offer witnesses and other evidence in his own behalf relating to the same issue. If the purpose of the hearing is to challenge the severity of the penalty invoked by the Principal, both sides of this issue will be presented in the above order.

Based upon the information presented at the hearing, the panel shall privately determine by majority vote an opinion of the issue involved. The Principal shall not vote in the decision. The panel shall find by majority opinion that the student did or did not engage in the alleged misconduct and offer facts to support the position taken.

If the panel finds that the student did engage in the alleged misconduct it shall, except in instances where CIS Academy Policy mandates long-term suspension, further develop any recommendation, as it may deem appropriate to the issue. The panel's opinion shall be presented to the Principal in writing at the conclusion of the hearing.

Upon receipt of the opinion and/or recommendations of the hearing panel, the Principal shall review the matter and determine the appropriate action. If the decision is to return the student to school, he/she should so inform the student, parent, and the CIS Advisory Board promptly. If the decision is to suspend the student for more than ten (10) days, he shall invoke the penalty and follow the procedures for long-term suspension as stated above and inform the CIS Advisory Board. The student and/or parent shall be informed of their rights to appeal the long-term suspension to the CIS Academy Board.

Section 3- Appeal Process

If the formal hearing results in the principal recommending a long-term suspension or other action and the student or parent believe that it is inappropriate, an appeal may be made to the CIS Advisory Board within three (3) school days of the principal's recommended action. The appeal from the parent must be made in writing. The CIS Advisory Board shall appoint one (1) to three (3) members to review the records and other possible documentation of the hearing within five (5) days of the notice of appeal. The student or parent and the Principal may be requested to attend the hearing, if necessary, to accurately review the hearing proceedings.

The appeal panel or individual shall review all aspects of the hearing procedure and the decision of the appeal panel shall be presented to the entire CIS Advisory Board in writing immediately following the review. When due process, policy, procedure, and the Principal's action are determined to be correct, the CIS Advisory Board shall so inform the Principal and the student or parent.

If, in opinion of the panel, a denial of due process, a violation of policy or procedure, or an abuse of administrative authority has occurred, the CIS Advisory Board shall dissolve the Principal’s action with the student readmitted to school. A new hearing may be ordered by the CIS Advisory Board. The CIS Advisory Board shall so inform the Principal and the student or parent.

Section 4- Multi-disciplinary Review for Exceptional Children

A multi-disciplinary team shall review suspension of Exception Children who have accumulated 10 days of suspension to determine if any relationship exists between the misconduct and the handicapping condition. The team may make recommendations for change of placement if relationship between the misconduct and the handicapping condition is determined. Should no relationship be determined, then normal disciplinary consequences shall apply.

The decision of the Multi-disciplinary Team may be appealed by requesting a Due Process Hearing through the office. Such a request must be made within ten (10) calendar days of receipt of the decision by the Multi-disciplinary team.

Legal Ref.: G.S. 115C-390; G.S. 115C-391; Griss vs. Lopez 43U.S.L. W. 4181 (1957); Title IX of the Education Amendments of 1972 Baker vs. Owen 395F. Supp. 294 (M.D.N.C. 1975)

F. COMPLAINTS AND GRIEVANCES

It is policy of the CIS Academy that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his grievance within the set time limit, it shall be considered settled and not open to appeal.

Student Grievance Procedure

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged, **except in the case of long-term suspension.** Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

A student may initiate a grievance proceeding when either the student or his parent or guardian believes that a violation, misapplications or misinterpretation of CIS Academy Policy, state or federal law, or regulations has occurred.

The procedure for initiation and conduct of a grievance shall be:

Step 1- Principal Conference

A student, parent, or guardian that chooses to invoke the grievance procedure shall make a written request for a conference with the Principal to discuss the

grievance and seek resolution. The following guidelines shall be observed in Step 1. A grievance shall be filed as soon as possible but in no event longer than ten (10) days after disclosure of the facts giving rise to the grievance.
2. The Principal shall grant the conference within five (5) school days following receipt of the request.
3. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
4. The Principal will state his position of the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in lieu of the parents shall be permitted to join or represent the student in the conference with the Principal.

Step 2- Appeal to the CIS Advisory Board

If the grievance is not resolved at Step 1, the student may appeal the Principal's decision in writing to the CIS Advisory Board. The appeal must be made within five (5) school days following receipt of the principal's position statement on Step 1.

The CIS Advisory Board shall review the grievance within five (5) school days following receipt of the appeal. A written response shall be made to the student, the parent, or the guardian and the principal from the CIS Advisory Board or his designee within ten (10) days following the review.

Step 3- Appeal to the Executive Committee of the CIS Board of Directors

If the grievance is not resolved at Step 2, the student may appeal the CIS Advisory Board's decision to the Executive Committee of the CIS Board of Directors in writing within ten (10) days following the response from the CIS Advisory Board at Step 2. The Executive Committee shall receive, review, and make a determination of the appeal from the CIS Advisory Board's decision. The Executive Committee shall meet within ten (10) school days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance; the principal and CIS Advisory Board shall also have the right to be present.

The Executive Committee's decision shall be determined to be final.

G. EXPULSION

Upon the recommendation of the Principal to the CIS Advisory Board, a student who is fourteen years of age or older may be expelled if the student's behavior indicated that his or her continued presence in school constitutes a clear threat to the safety of other students or employees. For the purposes of this policy, a weapon is defined as any type of firearm or powerful explosive. A powerful explosive includes a dynamite cartridge, gun, rifle, pistol or other weapons used

for firing a projectile by means of an explosive charge, blasting caps, trinitrotoluene (TNT), nitroglycerin grenade, mine or similar explosive devices.

Depending on the circumstance, including the age and maturity of the student, the student's intention in communicating the offense, and record of conduct, the following conduct may result in expulsion regardless of whether it occurs on school property:

1. Theft or attempted theft by a student from another person by using, or threatening to use a weapon.
2. The international and malicious burning of any structure or personal property, including vehicles.
3. An attack or threatened attack, by a student against another person wherein the student uses a weapon or displays it in a manner found threatening to that person.
4. An attack by a student on any employee, adult volunteer, or another student which does not result in serious injury but which is intended to cause or reasonably could cause serious injury.
5. An attack by a student upon another person whereby the victim suffers obvious severe or aggravated bodily injury such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, significant bruising or pain, or the victim requires hospitalization or treatment at a hospital emergency room as a result of the attack.
6. Any intentional, highly reckless acts that results in the death of another person.
7. Confining, restraining, or removing another person from one place to another, without the victim's consent, or the consent of the victim's parent, for the purpose of holding the victim as a hostage or for ransom or for use as a shield.
8. Possession of a weapon on any school property, including in vehicles, as identified in current policy.
9. The taking or attempting to take anything of value from the care, custody or control of another person or persons by force, threat of force or violence, or by putting the victim in fear.
10. Any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another. The sex organs are the breasts of the female and the genital areas of the male and female.
11. The sale, delivery, or any attempted sale or delivery of a controlled substance in violation of Chapter 90 of the General Status.
12. Any conduct resulting in a felony conviction of a weapon, drug, assault or other charge that implicates the safety of other persons.
13. Any other conduct that demonstrates a clear threat to the safety of others in the school environment.

H. DUE PROCESS FOR EXPULSION

The CIS Academy considers expulsion as a drastic measure to be used only when other measures are not adequate to ensure the safety of students and employees. A

student with disabilities will receive all protection required by law.

The Principal, upon having completed a thorough investigation, may recommend expulsion to the CIS Advisory Board for any student whose behavior is a willful violation of CIS Academy Policy.

Notice and appeal hearing rights in CIS Academy Policy (on long-term suspensions) will be followed.

The CIS Advisory Board will notify the Principal in accordance with CIS Academy Policy if a long-term suspension is approved and the principal may immediately impose a long-term suspension.

I. DUE PROCESS PROCEDURES FOR PRINCIPAL'S RECOMMENDATIONS OF 365-DAY SUSPENSION

The Principal, upon having completed a thorough investigation will recommend to the CIS Advisory Board a long-term suspension and a 365 days suspension for any student who the Principal believes to have brought any firearm or powerful explosive to school. If the student is 14 years or older, the Principal also may recommend expulsion in accordance with board policy on Expulsion. A student with disabilities will receive all protection required by law.

The notice and appeal hearing rights as stated in the CIS Academy Policy on long-term suspension will be followed. A determination will be made by the CIS Advisory Board whether the evidence supports (1) a long-term suspension, (2) a 365 days suspension and/or an expulsion.

The CIS Advisory Board will notify the Principal if a long-term suspension, 365-day suspension or an expulsion is approved and the principal may immediately impose a long-term suspension. A long-term suspension may be appealed to the CIS Advisory Board thru the current appeals procedure established in CIS Academy Policy.

The Principal will keep all records required by the state or federal law on all suspensions made pursuant to this policy.

Legal Ref: G.S. 115C-391. Gun Free Schools Act of 1994

J. 365 DAYS SUSPENSION

A student who brings a firearm or powerful explosive into school property will be suspended for 365 days, unless the Principal recommends a modification to the CIS Advisory Board. A firearm includes any gun, rifle, pistol or other weapon used for firing a projectile by means of an explosive charge. A powerful explosive includes a dynamite cartridge, blasting cap, trinitrotoluene (TNT), nitroglycerin,

grenade or mine or weapon of like kind. A student who brings a firearm or powerful explosive to school also will be referred to the criminal justice or juvenile delinquency system.

K. REQUEST FOR READMISSION OF EXPELLED

At any time after the first of July that is at least 6 months after the CIS Academy Advisory Board expels a student, a student may make a written request to the Principal to reconsider that decision on the basis that the student is no longer a threat to the safety of students or employees. With the request, the student should provide any documents supporting the request, such as signed statements from individuals knowledgeable about the student or documentation of the completion of counseling or rehabilitative programs.

The Principal or designee will review the information. Within a reasonable time frame, the Principal must provide the student with a written request in support or opposition of the request. If the readmission is supported, the Principal shall assign a date for readmission.

The grievance committee of the CIS Advisory Board will review the request and supporting documentation and the Principal's response. The CIS Advisory Board may, at its option, request that the student and Principal, along with individuals who deems may have credible evidence, to attend a closed session of the CIS Advisory Board.

The CIS Advisory Board will notify the student in writing of its decision in regard to the request through the Principal. If the student has demonstrated, to the satisfaction of the CIS Advisory Board, that he or she is no longer a threat to the safety of the students and employees, the CIS Advisory Board will establish the date for readmission.

VII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Under the law, parents/guardians of students are allowed to inspect all educational records on their child as maintained by the CIS Academy. The right to inspect the records includes the right to request explanations and interpretations of the records and the right to obtain copies of the records at no more than 10 cents per copy per page. Either natural parent, legal guardian, or an individual acting as a parent in the absence of a parent or guardian, (e.g., foster parent, may exercise all parent rights unless the school evidence of a court order or law which provides to the contrary.

Copies may be obtained from the school of attendance by contacting the principal. Should a parent/guardian feel the need to file a complaint relative to the confidentiality requirements they may contact CIS Academy at (910) 521-1669.

VIII. TITLE I: CIS IS A TITLE I SCHOOL

What does this mean?

Title I provides financial assistance through State educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging State academic and student academic achievement standards.

If you have a student attending a Title I school, the school has certain obligations and you have certain opportunities and rights.

Find out more about Title I school by asking the principal or by going to www.ncpublicschools.org.

Elementary and Secondary Education Act (ESEA) of 1965

The federal Elementary and Secondary Education Act (ESEA) of 1965 was reauthorized in 2002 as the No Child Left Behind (NCLB) Act.

In May 2012, North Carolina was granted flexibility waivers from many of the NCLB provisions. This flexibility, granted by the U.S. Department of Education, makes significant changes to North Carolina's implementation of ESEA's requirements especially in the areas of Adequate Yearly Progress, parent notifications, public school choice and Supplemental Educational Services. These waivers will allow North Carolina's public school system to move forward with strengthened College- and Career-Ready expectations for all students, new ways to hold Title I schools accountable for students' academic proficiency, and new initiatives to support effective instruction and leadership.

Many of the former strict federal requirements regarding Adequate Yearly Progress (AYP) and sanctions for schools that do not make AYP are no longer required statewide and are now local school district decisions.

CIS Academy Bullying Policy:

GSC-I075 General Student Conduct:

• Teasing, Bullying, Harassment
CIS believes that respect is the cornerstone of all of bur interactions and behaviors.

The school acknowledges the dignity and worth of all students and staff and believes that all students have the right to attend a school that is safe, secure, and supportive of individual dignity.

To that end, the school has an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality.

CIS Academy will not tolerate any form of teasing, bullying, or other acts of harassment by students or school personnel, including, but not limited to, actions based on: gender, race, religion, ethnicity, national origin, physical characteristics, and physical or mental disabilities.

CIS Academy defines acts of teasing, bullying, and harassment as slurs, innuendos, derogatory remarks, jokes, gestures, demeaning comments, mimicking, name calling, graffiti, physical contact, stalking, displaying or circulating written materials (including clothing) threats, hostile treatment, violence, or other verbal or physical conduct or actions, (either written, verbal, or physical) which cause, or threatens to cause, or are likely to cause, bodily harm and/or personal degradation. These actions will not be tolerated on the school campus or at any school activity whether on or off campus.

CIS Academy requires that students, staff, and/or parents report immediately (to the school administrator/designee) all instances of teasing, bullying, and harassment.

Students come to CIS Academy from the Public Schools of Robeson County and upon leaving the academy re-enter the public schools. Since students are familiar with bulling, harassment and teasing policy of the PSRC, CIS Academy adheres to these same regulations.

Teasing, Bullying, Harassment

Assaulting or Causing of Personal Injury

No student shall participate in an assault or cause or attempt to cause physical injury to, or intentionally behave in such a manner as could reasonable cause physical injury to any student, school employee or person other than a student or school employee in any school. A fight is considered an assault when: there are weapons or other objects that could reasonably be considered a weapon involved; a student causes or attempts to cause injury to a school employee; two or more students assault or attack or cause or attempt to cause physical injury to any other student, or sports official when the sports official is

discharging or attempting to discharge official duties at a sports events; or immediately after the sports event at which the sports official discharged official duties. A "sports official" is a person at a sports event who enforces the rules of the event, such as an umpire or referee, or a person who supervises the participants such as a coach. A "sports event" includes any interscholastic or intramural athletic activity in a primary, middle, junior high, or high school. House Bill 496 makes it a class 1 misdemeanor to assault a school bus driver, school bus monitor or school employee boarding or riding a school bus.

Failure to comply with this rule will result in the following penalty:

First Offense: Recommendation for long-term suspension. If convicted in court of committing a felony, recommendation for expulsion.
Legal Ref.: G.S. 14-33 (b) (9)

Extortion

No student shall, by threatening or abusive action, extort money or attempt to extort money, personal property or personal services from any student.

Failure to comply with this rule will result in the following penalty:
First Offense - Short term suspension
Second Offense - Recommendation for long-term suspension

Hazing

Hazing is prohibited. No group or individual shall require any student to wear abnormal dress or costume on campus, annoy another student by playing abusive or ridiculous tricks on them, frighten, scold, beat, or harass them or subject them to personal indignity.

Threatening, Insulting, Abusive or Seriously Discourteous Words or Signs, Profanity, Language of Racial Nature or Other Acts

No student shall direct toward any school employee, toward any other person, in school, any language which threatens force or violence of which is abusive or insulting or any sign or act which constitutes a threat of force or violence or which is abusive, insulting or threatening.

Other Illegal Activities

A student shall not engage in any conduct at school which violates any law of the United States, the state of North Carolina or any political subdivision of North Carolina in which the conduct occurs and which is detrimental to the maintenance of good order and discipline in the school.
Failure to comply with the previous two rules will result in the following penalty: Principal's discretion based upon his/her investigation of the severity of the situation and a determination of the appropriate punishment within guidelines established by the CIS Academy.
Inasmuch as each of the above offensive behavior is a violation of one or more laws of the state of North Carolina, the principal shall immediately report such violations to the proper law enforcement agency for investigation and prosecution. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

Student handbooks are given to each student the first day of school. Each teacher is required to review and explain the general student conduct. Parents are required to sign and return a statement verifying the handbook has been thoroughly reviewed by parents and child.

Student-to-student sexual harassment policy
CIS Academy believes that all students are entitled to learn in school-related environments that are free from student-to student sexual harassment. Accordingly, the board hereby prohibits students from engaging in sexual harassment and advises students that such conduct, when established by evidence, will result in appropriate disciplinary action, up to and including expulsion from school and or criminal prosecution.

A. Informal Resolution
The Academy acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the school encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other appropriate personnel must notify the complainant of his or her option to request formal procedures at any time and must make a copy of this policy and other relevant policies available. In those circumstances where informal procedure fail or are inappropriate or where the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly to the following procedures.

B. Definitions
Accused Harasser: The student alleged to have harassed the complaint.
Complainant: The parent and/or student reporting a complaint that the student was harassed.
Days: The working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full

working day following receipt of the complaint. After May 1, time limits will consist of all weekdays (Monday-Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.
Investigator: The school official responsible for investigating and responding to the complaint is the principal.

C. Timelines of Process
The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. Failure by the investigator at any step to communicate a decision within the specified time limit will permit the complainant to appeal the complaint to the next step unless the investigator has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation or report. The investigator will make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays are not permitted that interfere with the exercise of any legal rights.
Failure by the complainant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step unless the complainant has notified the investigator of a delay, the reason for the delay and the investigator has consented in writing to the delay.

D. General Requirements
1. No reprisals of any kind will be taken by the board or by an employee of the school against any complainant or other student or employee on account of his or her participation in a complaint filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The CIS board and school will consider requests to hear complaints as a group, but the board and school officials have the discretion to respond individually to complainants.
4. The complainant may have a representative, including an attorney, at any stage of the complaint.

E. Process For Complaint Reporting Complaint
1. A complaint must be filed in writing as soon as possible but no longer than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after thirty (30) days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the superintendent or designee will determine whether the complaint will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay or the ability of the school district to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in reporting may significantly impair the ability of the LEA to investigate and respond effectively to such complaints.
2. A parent or student should report complaints of harassment to any of the following individuals:
• Principal or assistant principal at the school attended by the student.

3. Any employee, including a teacher or counselor, who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports by the victim or other individual, shall notify the principal immediately. The principal will promptly investigate any reports and take appropriate action. The process provided in the policy will be used if at any time a complaint is made by a parent or student.
4. The principal will respond to the complaint and investigate (hereinafter referred to as the investigator).
5. The investigator will explain the process of investigation to the complainant and inquire as to any proposed corrective action.

F. Investigation

1. The investigator will impartially, promptly and thoroughly investigate the complaint. The investigator will interview (1) the student who is the victim of the alleged harassment; (2) the accused harasser; and (3) any other individuals, including other possible victims of harassment, who may have relevant information.
2. Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school district. Any complaints withdrawn to protect confidentiality still will be recorded in accordance with board policy.
3. In assessing whether the conduct complained of was sexual harassment, the investigator will give consideration of all factual information, the totality of the circumstances, the context in which the alleged incidents occurred, the age and maturity of the complainant and, if the alleged harasser is a student, also the age and maturity of the alleged harasser.

G. Investigator's Report

1. The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant of the results of the investigation within fifteen (15) days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The report will specify:
    a. Whether the complaint was substantiated;
    b. Whether the alleged offender violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated); and
    c. If the investigator determines that sexual harassment has occurred, the investigator also will specify:
        1. Reasonable, timely, age-appropriate effective corrective action intended to end the harassment and prevent it from re-occurring;
        2. As needed, reasonable steps to address the effects of the harassment on the complainant;
        3. As needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
        4. The investigator will submit the full report and investigative findings to the CIS Academy Executive Director.
        5. If the corrective steps involve actions outside the scope of the

investigator's responsibilities, the superintendent also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual.
6. The accused harasser will be informed of the results of the investigation in regard to whether the complaint was substantiated, whether the accused harasser violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the accused harasser in accordance with board policy. The accused harasser may appeal any disciplinary action or consequences in accordance with board policy and law.

H. Appeal of Investigator's Report

1. If the complainant is not satisfied with the results of the investigation, the complainant may appeal the matter to the CIS Academy Executive Director within ten (10) days of receiving the investigator's response. The CIS Academy Executive Director will review the investigation and make any future investigation necessary and provide a written response within ten (10) days unless additional time is necessary to complete an investigation. If the corrective steps involve actions outside the scope of the CIS Academy Executive Director's responsibilities, the CIS Board of Directors also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual.
2. If the student is dissatisfied with the CIS Academy Executive Director's response, the complainant may appeal the decision to the CIS Board of Directors. The appeal must be in writing within ten (10) days of receiving the CIS Academy Executive Director's response. The CIS Board of Directors may review the documents; conduct any further investigation necessary or any other steps the CIS Board of Directors determines to be appropriate in order to respond to the complaint. The CIS Board of Directors will provide a written response within ten (10) days after receiving the complaint, unless further investigation is necessary.

I. Post Incident Responses for the Victim

When a member of staff receives information, either directly or indirectly, that a child may have been the victim of a bullying incident, this report will be taken seriously and investigated.

School will offer a proactive, sympathetic and supportive response to children who are the victims of bullying. The exact nature of the response will be determined by the particular child's individual needs and may include:

Immediate action to stop the incident and secure the child's safety
Positive reinforcement that reporting the incident was the correct thing to do
Reassurance that the victim is not responsible for the behavior of the bully
Strategies to prevent further incidents
Sympathy and empathy
Counseling
Befriending

Extra supervision/monitoring
Creation of a support group
Peer mediation/peer mentoring
Informing/involving parents
Adult mediation between the perpetrator and the victim (provided this does not)
Arrangements to review progress

CIS ACADEMY HANDBOOK
SIGN-OFF FORM

I have read the CIS Academy Parent/Student Handbook with my child and will encourage him/her to follow the rules and regulations herein. I will support the faculty and staff in the enforcement of the rules and implementation of any consequences

Parent/Guardian Signature_____

Student Signature_____

Date_____

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER WITHIN FIVE (5) DAYS. THANK YOU FOR YOUR COOPERATION.