



South Academy of International Languages Parent/Student Handbook 2023-2024

**8300 Nations Ford Rd.
Charlotte, NC 28217**

Dr. David Lynn, Principal
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Grade Level Administrators

Cassandra Mayo, Assistant Principal (K-4)
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Victoria Perez, Assistant Principal (5-8)
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Bell schedule - 8:15 a.m. – 3:15 p.m.

S.A.I.L. School Motto

Creating bright futures in six languages.



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

Admittance

Information Required for All Students:

- Registration
- Medical and Immunization Form
- Emergency Card
- Copy of birth certificate
- Proof of residency
- Safe schools enrollment declaration

Immunizations

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

Attendance

S.A.I.L is asking parents to partner with us in stressing to your child(ren) the importance of attending school regularly and arriving on time, every day. It is essential that students attend school every day, except when illness or other justifiable cause prevents this from occurring. If your child is ill please write a note or supply a doctor's note to your child's teacher in order for the absence to be excused. Make-up work is provided for excused absences. You may report an absence by visiting our school website, click on "Attendance, Report an Absence." For students with severe absenteeism, our counselors will reach out to you in an effort to support your family.

Absence Notification

If your child has an extended illness, parents only need to call on the first day of absence and give an estimation of the duration of the illness. Absences may also be reported by visiting the school website and clicking on the link entitled **Attendance – Report an Absence** on the left-hand side of the webpage. Additionally, you may also send a note when your child returns explaining the reason for the absence. If the school is not contacted, state law and school board policy require the school to call the parent or guardian to confirm the child's absence. Assignments missed during the absence are the student's responsibility to complete. Excused absences allow work to be made up; however, teachers cannot be expected to provide make-up tutoring. Please see the list below for further clarification of excused absences:

Excused Absences:

- Illness of student
- Death in immediate family
- Quarantine
- Approved educational opportunities
- Medically fragile (Doctor's note or statement required)
- Medical appointment
- Court or administrative proceedings
- Homelessness or lack of transportation
- Observation of Religious Holidays
- Deployment activities

Address

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

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

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

Arrival

Students do not arrive at school earlier than 7:45 a.m. There is no supervision before or after school, except for regularly scheduled clubs or meetings and students enrolled in ASEP. If there is a need for childcare, please make necessary arrangements or enroll your child in our before or after school school program by emailing asep@cms.k12.nc.us, the ASEP coordinator. Each time a child arrives late or leaves early, the instructional program is interrupted for all students in the class. As we value your child's education, we ask that you limit these interruptions except in the case of an emergency.

Tardy

A student arriving late to school must first report to the office escorted by their parent, guardian or approved designee. Arrival after 8:15 a.m. is defined as tardy. A child who is tardy must receive a tardy slip from the office before proceeding to class. Please be aware that our Cafeteria does not serve breakfast after 8:30 a.m.

Early Dismissal

When it is necessary for a child to be dismissed early, the parent is asked to communicate with the child's teacher in writing or email, including the time the child will be picked up and email to carbus.sail@cms.k12.nc.us. A parent, guardian, or approved designee showing proper identification must sign a child out in the office before the child is released. This information cannot be accepted over the phone, as we are not able to identify the caller making the request. No early dismissal after 1:45 PM. Your child's safety is very important to us.

CAFETERIA

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

Cafeteria Guests

Parents/guardians are permitted to have lunch in the cafeteria with their child at a designated table. A small number of picnic tables are also available on a first come first serve basis. Family members over the age of 18 are welcome. In addition, **bringing food from restaurants and fast food establishments is not permitted as it is in conflict with cafeteria policies**. Remember, when bringing food, you can only bring food for yourself and your child.

COMMUNICATION PROCESS

Your child's safety is our first concern. For that reason, we ask that you keep your contact information current with our school at all times. Ensuring that we have your correct phone number, address, and name is the best way to help us keep your child as safe as possible.

Parents are encouraged to contact the teacher with any concerns regarding the child's educational program or social, emotional, or physical well-being. Teachers may be contacted by note, by telephone, or by email. If you call during the school day, the secretary will leave the appropriate message for the teacher and your call will be returned at the teacher's earliest convenience (**usually within 48 hours**). S.A.I.L. uses Parent Square to communicate information. Your child's teacher will share more information regarding signing up for this service. Should you have a concern you are not able to resolve with your child's teacher, please reach out to the grade level administrator, counselor Cassandra Mayo K-4, Victoria Perez 5-8. If the concern cannot be resolved after those steps have been followed, feel free to contact the principal, Dr. David Lynn. Please allow 48 hours for a response. Communication involving or regarding a teaching assistant should be directed to the classroom teacher. S.A.I.L. is part of the Southwest Learning Community, where Ms. Nicholette Grant serves as the learning community superintendent. It is our desire to provide you with the best customer service possible. However, if you would like to contact our learning community, you may do so at 980-344-7160.

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

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

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

CONFERENCES

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

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

FEES

CMS furnishes all textbooks, workbooks, Chromebooks/IPads, and other consumable items. Parents must reimburse the school for lost or damaged items. We also have fees for carpool tags and other school fees. Please use our online school payment link [Here](#) when paying fees.

HEALTH

Health Room

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

Non Prescribed/Prescribed Medication

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

Sudden Illness

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

Serious Injuries or Illness

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

Exclusion and Readmission Criteria

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

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

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

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

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

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

COVID

WHAT IF THERE IS A POSITIVE CASE AT SCHOOL?

If a student or staff member tests positive for COVID-19 or has been in close contact with someone who has tested positive, the school nurse or designee will contact the local health authority. The designee will be involved with contact tracing in conjunction with the local health department to prevent the spread of infection. Contact tracing involves identifying people who have an infectious disease and those they may have exposed. A COVID-19 close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting within 48 hours of symptoms onset, up until the time the patient was isolated.

Parents will be informed of any positive tests while respecting the privacy rights of the individual.

DEVELOPING SYMPTOMS WHILE AT SCHOOL:

If a student develops symptoms while at school including, fever, chills, new cough, new loss of taste and/or smell, shortness of breath, diarrhea or vomiting they will immediately be sent to the designated isolation room and parents will be expected to come and pick the student up immediately.

Please have a plan to pick your child up if you are notified during the day that they must leave the premises. There will be NO exceptions, and further action may be taken if arrangements for student pick up are not made within a reasonable time frame.

RETURN TO SCHOOL GUIDELINES:Based on BOE Guidelines 8/10/2021

- **NEGATIVE COVID-19 TEST:** The student can return 24 hours after fever and symptoms resolved (without the use of fever reducer medication).
- **POSITIVE COVID-19 TEST – WITH SYMPTOMS:** Notify the school. STAY HOME until you can answer YES to the following three questions:
 1. Has it been at least 5 days since the child first had symptoms?
 2. Has it been at least 24 hours since the child had a fever (without using fever reducing medicine)?
 3. Have the child's symptoms improved, including cough and shortness of breath?
 4. Upon return, the child will have to wear a mask for 5 days.
- **POSITIVE COVID-19 TEST – NO SYMPTOMS.** The student can return 5 days after the date of their first positive COVID-19 diagnostic test, as long as symptoms have not developed, and wear a mask for 5 days after they return.
- **1 SYMPTOM – NO TEST:** The student can return after they see a provider and receive a letter stating they have been diagnosed with something other than COVID-19 OR 10 days after symptoms started AND at least 24 hours without a fever with no fever-reducing medicine and all symptoms are improving.

Health Record

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

Emergency Cards

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

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

HOMEWORK

How Much Is Appropriate?

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

What are the benefits?

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

S.A.I.L.'s Policy

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

LOST AND FOUND

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

PARTIES

Home Parties: If you are planning a birthday or other party for your child, please **do not** send invitations to be distributed at school unless you are planning to invite the whole class. **Birthday Treats (Elementary school students only):** Parents frequently send in a class treat for a child's birthday. If you wish to send a birthday treat, please include enough for the entire class and inform the teacher in advance. The treat must be

purchased from a store. It is our preference that the celebration treats are provided after the child's scheduled lunch time.

PTSO

The members of the PTSO are dedicated to helping the school provide the richest possible learning environment. This help is provided in two major ways – through fundraising and volunteer programs. Parents are encouraged to participate as volunteers in our school. Please visit our PTSO [website](#), contact the main office, or a teacher for more information on helping in our school through PTSO.

REPORTING PROCEDURES

Middle School and Elementary School EC Progress Reports

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

Report Cards

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

INCLEMENT WEATHER POLICY

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

CELL PHONES / SMART WATCHES

Cell Phone/Smart Watch Policy for Students in CMS: A student may possess a cell phone/smart watch on school property, at after-school activities and at school-related functions, provided that during school hours and on a school bus, the cell phone remains off and put away. Possession of a cell phone/smart watch by a student is a privilege which will be revoked for violations of this policy. Violations may result in the confiscation of the cell phone/smart watch (to be returned only to a parent) and/or other disciplinary actions. The CMS/S.A.I.L. is not responsible for theft, loss or damage to cell phones/smart watches or other electronic devices brought onto its property.

SCHOOL DRESS CODE

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

The full Elementary School and Middle School dress codes can be found on our website.

<https://www.sailptso.org/uniform-policy>

Appropriate attire for Elementary School students includes:

Shirts/Polos/Blouses - short sleeved or long sleeved

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

LOGOS: with or without SAIL logo, or old Waddell logo

*tops may be with or without a collar

Pants/Slacks/Shorts - solid navy and khaki

Skirts/Shorts/Jumpers - solid navy and khaki

Collared Dresses - solid navy, khaki and red

*a belt is not required to be worn with bottoms

Sweater (crewneck, button-up or pullover)

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

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

LOGOS: with or without SAIL logo, or old Waddell logo

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

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

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

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

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

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

*these items can be purchased at Used Blues

Appropriate attire for Middle School students includes:

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

Inappropriate Middle School student attire includes:

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

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

Links that help to inform dress code decisions.

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

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

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

TRANSPORTATION

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

Bus Riders

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

Dropping off students

When using carpool to drop off students, it is recommended to arrive at least 25 minutes early to ensure students can enter the building by 8:15 a.m. Students entering the building after 8:15 a.m. will be marked tardy.

During the morning carpool, please do not park your car in surrounding neighborhoods or in the school parking lot to walk your child to the entrance. Please refrain from having your child walk across the parking lot or driving lanes during carpool. This creates a safety concern and inconveniences families who follow procedures by waiting in carpool.

Picking up students

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

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

VISITORS

Parents and visitors are always welcome, subject to COVID-19 guidelines. We appreciate parental involvement at S.A.I.L. and encourage you to visit often. All visitors, parents, and volunteers are required to check in with the school secretary and sign the Lobby Guard to receive a visitor's badge. **State law requires that all parents, visitors, and staff volunteers enter the building via the main office. Parents may not go to the classrooms without the permission of the principal or an administrator, even for a scheduled appointment with the teacher.**

VOLUNTEERS

Volunteers share their time, talent, and skills and work under the direction of the teachers or the principal. Any parent interested in doing volunteer work should register at www.cmsvolunteers.com Background checks must be completed through CMS prior to volunteering. Volunteers are required to sign in upon their arrival

and receive a volunteer badge from registering in the Lobby Guard. This process applies to parents attending field trips as well. Please be sure to update your volunteer eligibility status each year. Volunteer participation is subject to COVID-19 guidelines.