



Welcome to School Year 2023 - 2024!

**As you read the CIS Student Handbook during online registration,
please pay careful attention to our handbook highlights!**

- ☐ **Page 2 School Calendar for 2023 - 2024:** Includes dismissal time for half-days, progress reports and report cards, P/T conferences, and legal school holidays
- ☐ **Page 10-11 Fees:** Cost information for food, insurance, athletic passes, and books as well as waiver eligibility criteria
- ☐ **Page 13 Make-up Work for Family Vacation, Military, and/or Other Parent Excused Absences:** Same time frame as the length of absence will be given to complete all missed assignments and tests.
- ☐ **Page 13 Student Dress:** No strapless, backless, plunging neckline, or spaghetti straps; clothing must cover undergarments; shorts and skirts cannot be shorter than the fingertip of the middle finger when arms are hanging at student's sides; no sleepwear or exposed midriff; must be free of holes above knees; no inappropriate references; no hats or hoods; students will be provided with alternative clothing to wear the day of the infraction; consequences for repeated offenses
- ☐ **Page 14 Cell Phones:** Should be turned off and stored in locker; devices are allowed during gym time prior to the start of the school day and after school while waiting for bus/pick-up; if student is caught using cell phone, phone will be confiscated and sent to the office for parents to retrieve; after-school detention minimum for first offense
- ☐ **Page 15 Smart Watches:** Should be stored in locker; devices are allowed during gym time prior to the start of the school day and after school while waiting for bus/pick-up; consequences of using for phone/texting/internet are same as cell phone policy (confiscated and sent to office for parent retrieval, after-school detention minimum)
- ☐ **Page 15 Homework:** Maximum amount of homework per school night is ten minutes per grade level (40, 50, and 60 minutes respectively); students may be provided additional time to complete an assignment without a grade penalty based upon individual circumstances; however, if considerable time passes before the work is turned in, points may be deducted; students are allowed one school day per every excused day of absence to turn in related work; students who have multiple assignments late in the same week or a single assignment that is two or more days late are subject to an office referral, which will lead to consequences

- ☐ **Page 17 Student Assessment and Progress Reports:** District grading scale and CIS grading requirements
- ☐ **Page 19 WIN Time:** 30-minute block of time in master schedule that allows teachers to target the individual needs of each student
- ☐ **Page 19 Citizenship Grades:** Teachers will give students a grade for academic and social behavior quarterly
- ☐ **Page 21 PBIS:** Proactive approach to improving the social culture in the school; see link on website for more information on this exciting program
- ☐ **Page 21 Detention:** May be assigned during lunch recess, one hour after school, or two hours on designated Saturday mornings (based on the progression of consequences and/or severity of infraction)
- ☐ **Page 21 - 26 Disciplinary Procedures:** Suspensions; expulsions; unauthorized items; hearing procedures
- ☐ **Page 32 Bullying, Intimidation, and Harassment:** Very important language on bullying, including cyber-bullying; Friend Watch link on the website for anonymous reporting
- ☐ **Page 34 Health and Medical:** Information updated by the school nurse; remember that any medication to be given at school must be labeled properly and in its original container; report student allergies to the school nurse (environmental, food, and/or any other allergies that may cause any reaction); although CIS is not a “nut-free” school, accommodations for students with food allergies include “nut-free” designated lunch tables and classrooms; if a student has a note of exemption from PE, he/she may not play at recess either (limited to walking/visiting)
- ☐ **Page 41 - 42 Visitors on School Grounds:** Information and forms to be filled out by parents requesting access to classroom visits/volunteer opportunities; all visits must be approved by administration; visitors must abide by confidentiality laws
- ☐ **Page 46 Invitations:** May not be distributed at school; families may choose whether to be included in the classroom directory or not (name and address)