



Board of Directors Policies

Policies shall be categorized and numbered as follows:

[Policy Category][Date Policy Receives Board Approval] – Name of Policy

1. GENERAL POLICIES

a. GENPOL082010 – Confidentiality Policy

Members of this Board of Directors at this charter school shall not knowingly disclose confidential information gained by reason of information shared at a board meeting or by serving on this board. This includes details about:

- Children enrolled and their families
- Property
- Operations
- Personnel
- Policies
- Affairs of the charter school

Board members shall not use information to advance any personal interest, financial or otherwise. The charter school shall maintain confidentiality of employee and student records, and Board members shall not accept employment or engage in any business or professional activity that might be expected to induce him/her to disclose confidential information acquired by reason of serving this Board. Board members shall maintain said confidentiality upon completion of their Board term. A breach of this policy will be reviewed by the Executive Committee and, in accordance with the provisions of the Bylaws, may result in dismissal from the Board.

Revised: 2/19/13

b. GENPOL081610 – Conflict of Interest Disclosure Policy

In accordance with Section 8.3 of the CCSMS Bylaws, Board members will annually complete the Board Member Conflict of Interest Disclosure form to disclose real and potential conflicts of interest. The complete forms will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential conflicts and, in the absence of resolution, refer the matter to the Board of Directors.

c. GENPOL031912 – Enrollment Priority

Enrollment priority will be offered to a sibling of a student who is currently enrolled at CCSMS, or who, within the last six years, has attended CCSMS for at least one academic year; children of a charter school employee; and children of the charter committee, if such priority enrollment does not constitute more than 20% of the enrollment of the charter school.

Revised: 2/19/13

d. GENPOL031912a – Social Media Use Policy

Board members shall refrain from posting pictures or commenting on photographs or work of students, other than family members, on Facebook or any social media site. In addition, Board members shall refrain from posting or commenting in a defamatory or disparaging manner on student photographs or work on any social media site. Board members shall refrain from “Friending” CCSMS students, other than family members.

e. GENPOL061812 – Privacy Policy

Rationale:

The Charleston Charter School for Math and Science (CCSMS) respects personal privacy and is committed to protecting personal information. These policies and practices are regarding the collection, use, and disclosure of the personal information gathered from CCSMS constituents. Should we change how we use or disclose personal information, we will review and update this Privacy Policy as needed. By submitting personal information, individuals consent to the collection, use and disclosure of that personal information as explained below.

- 1. Personal Information.** You have control over your personal information. In general, you can visit our web site without providing us with any personal information. However, we must have your personal information in order for you to access certain programs offered by the school. This information requested may include registration data such as your name, address, email address and phone number.
- 2. External Links.** CCSMS may provide links to other third-party web sites. Even if the third party is affiliated with CCSMS through a business partnership or otherwise, CCSMS is not responsible for the privacy policies or practices or the content of such external links. These links are provided to you for convenience purposes only and you access them at your own risk.
- 3. Communications.** We limit the use of your personal information to those purposes necessary to further the mission of CCSMS. We will not use your personal information for other purposes without your consent, except as required by law. Your personal information is only accessible to certain authorized persons, and only to the extent necessary to perform their duties. Personal information will not be used to distribute, link to or solicit content that is defamatory, harassing, unlawful, libelous, harmful to minors, threatening, obscene, false, misleading, or infringing a third-party intellectual or privacy rights.
- 4. Retention.** We only retain your personal information for as long as needed for the purpose it was collected. We delete this information in accordance with the law and our file retention guidelines. When we destroy your personal information, we make sure that confidentiality is secured and that no unauthorized person can access the information during the destruction process.
- 5. Contact List.** We may establish a list of contacts (names, addresses and telephone numbers) and share this list with other groups and organizations inside CCSMS, including but not limited to the Athletic Booster Club and the Parent Teacher Organization. The purpose of this list is to allow us to better serve you by providing relevant and available information. You may request that your name be removed from such a list by contacting the IT Administrator. We do not sell client lists to third parties.

6. **Accuracy.** We make every possible effort to ensure that your personal information is as accurate and complete as necessary for the purposes it is collected, used, or disclosed.
7. **Accountability.** We are responsible for your personal information in our possession or control. We adhere to legislated and self-imposed rules aimed to safeguard your privacy. The rules are applicable to all CCSMS employees, Board of Directors members, club officers including but not limited to PTO and ABC, and any volunteers who are asked to disseminate information. Passwords will be changed and access to contact lists will be terminated upon completion of these volunteer duties.

2. FINANCIAL POLICIES

a. FINPOL082011 – Fundraising Policy for Student Organizations

Scope: Students, All School Employees and Guests

Purpose: The purpose of this policy is to bring cohesiveness to the CCSMS fundraising efforts and its Approved School Organizations.

Policy Statement

A. Definition:

- For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming.
- For the purpose of this policy, Approved School Organization shall mean an organization approved by the Principal.

B. Guidelines:

- No fundraising whatsoever will be allowed by any student, school employee, or guest unless it is sponsored by an Approved School Organization with an approved Federal Employee Identification Number (EIN). The Approved School Organization must approve the fundraising activity before it is submitted to the Principal. All funds collected must flow directly into the sponsoring organization's bank account before any disbursement may occur. The provision does not prevent the use of a petty cash box of \$100 or less, provided receipts are kept for expenditures from petty cash.
- The following guidelines are applicable to all fundraising activities by an Approved School Organization:
- The organizer of a fundraising activity must complete the CCSMS Fundraising Application and obtain approval of the fundraising activity from the sponsoring organization, the Principal, and the CCSMS Development and Oversight Committee (DOC). This application must be submitted no later than 30 days prior to the activity's commencement.
- Once approved, the fundraising activity should be posted to the school's Google Master Calendar.
- The fundraising activity is required to offer a benefit to the CCSMS community that is consistent with CCSMS's educational mission.
- The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization. The fundraising activity must not violate legal, tax, or other restraints upon CCSMS.

- An accounting of any funds raised must be provided to the DOC within 7 business days after the event or for ongoing fundraising efforts every 30 business days. The lead organizer of any event with a fundraising cost of more than \$1,000 may be required to provide a post event briefing to the DOC to document historical data and knowledge of the event.
- Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
- A sign indicating the conducting entity's name, goods, and/or services being sold, and prices must be posted during fundraising activity.

C. Fundraising for Non-CCSMS-affiliated Charitable Organizations

- Fundraising for non-profit, charitable organizations (e.g., *The Red Cross, Salvation Army*, etc.) having no direct affiliation with CCSMS is not permitted unless first invited by an existing Approved School Organization and then must be approved by the DOC and:
- The Approved School Organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.
- Any fundraising activities for non-CCSMS-affiliated charitable organizations must be approved by the DOC in the same manner and time frame as described in letters A & B of the fundraising policy listed above.
- The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations.

D. Fundraising Scheduling and Priorities:

A schedule of fundraising events will be maintained by each Approved School Organization and a yearly calendar of events will be provided to DOC on or before April 30 of each calendar year. Activities approved before the April 30 deadline will be given priority over activities which are planned after April 30. Additionally, each Approved School Organization will work with all other school organizations to create and publish a merged Google Calendar including a schedule of all fundraising events.

E. Prohibitions

The following activities are specifically prohibited:

- Offering any inducement or punishment to encourage fundraising which impacts a student's academic grade or playing time on a sports team.

F. Locations

The specific campus location for a fundraising activity must be approved by the Principal. This may include: Dining areas, academic buildings, sports/recreation facilities, grounds

G. Additional Restrictions and Requirements

The Principal acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the Principal reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set force in the policy.

H. Enforcement

Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to CCSMS policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Principal.

The Principal has jurisdiction over complaints against any student, or employee or recognized student organization(s) alleged to have violated this policy.

I. Sanctions

Sanctions for violation of this policy by students, employees, and/or recognized student organizations include, but are not limited to, fines and/or restitution, loss of the right to use school property or facilities for activities, loss of recognition for recognized student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

J. Reservation of Rights

CCSMS reserves the right to amend this policy at any time.

K. Accepting Donations

An Approved Student Organization may accept cash donations provided that all cash is to be deposited in the Student Activity's bank account by the end of the next business day after receipt. Additionally, funds maintained in the student organization fundraising account cannot be used to pay students for services.

Revised: 2/19/13

b. FINPOL071612 – Financial Records

CCSMS financial records are maintained in the school office at 1002 King Street, Charleston, South Carolina, and are available for review during normal business hours of the school.

c. FINPOL042108 – Internal Fiscal Policy

CCSMS will follow the Board approved Internal Fiscal Procedures which were approved by the CCSMS Board on 4/21/08 and amended by the CCSMS Board on 7/20/09.

1. PURPOSE

The purpose of this procedure is to define the process for the control and disposition of financial transactions at Charleston Charter School for Math and Science (CCSMS) performed in coordination with Kelley-Moser Consulting (KMC).

2. SCOPE

This procedure applies to internal fiscal control matters at CCSMS as defined by the school's Policies and Procedures manual.

3. REFERENCE DOCUMENTS

- CCSMS Policies and Procedures Manual
- Annual Operating Budget
- Annual Budget Resolution
- Package Inventory Sheet
- Petty Cash Log
- Monthly Bank Statement
- Employee Payroll Profile

- Employee Payroll Change Log
 - Monthly Budget Report
 - Check Register
4. DEFINITIONS
None
5. RESPONSIBILITIES
- 5.1 The Board Chair is responsible for oversight of activity between Treasurer, Principal, and KMC.
- 5.2 The Board Treasurer is responsible for the oversight of purchasing, hiring, and budget maintenance as conducted by the school administration.
- 5.3 The Principal is responsible for purchasing & hiring within budget compliance.
- 5.4 The Administrative Assistant and Bookkeeper are responsible for duties as instructed by the Principal.
- 5.5 All employees of CCSMS will adhere to the provisions of this procedure.
6. RECORD HANDLING INSTRUCTIONS
All financial records generated from the execution of these procedures will be stores on site at KMC in accordance with KMC protocol in preparation for the annual audit.
7. PROCEDURES
- BUDGET**
- 7.1 Annually the CCSMS Board of Directors will charge the Finance Committee with developing the **Annual Operating Budget**.
- 7.2 The Finance Committee, in coordination with KMC, will prepare the budget and present the budget to the Board of Directors for approval no later than June 1st of each year.
- The Board of Directors will approve the budget via the **Annual Budget Resolution**.
 - The approval and resolution will be documented and made part of the board minutes.
- PURCHASING**
- 7.3 All purchasing will be generated through a purchase system and all disbursements will originate through the computer-based accounting software via computer generated checks.
- There will be NO manual checks, cashier's checks, bank drafts, or money orders executed for purchases (except in emergency situations).
 - Cash transactions will be limited to petty cash disbursements.
- 7.4 All purchasing will be researched and then initiated by the Principal.
- 7.5 The Principal will assemble the items list, amounts, and cost.
- Purchases of \$5,000.00 or less will be approved by the Principal. (7/20/09 amendment.)
 - Purchases of \$5,001 to \$10,000 require additional approval of the Board President or Secretary. (7/20/09 amendment.)
 - Purchases in excess of \$10,000.00 will require additional review and approval by the Board. (7/20/09 amendment.)

- Review and approval documentation consists of the Principal’s initials on the invoice or purchasing documents.
- 7.6 The Principal will confirm that the purchase is within approved budget-line limits.
- 7.7 If the purchase is not within budget line limits, the purchase will require additional approval of the Board President or Secretary.
- 7.8 The Principal will supervise the conduct of purchasing.
- INVOICES**
- 7.9 All invoices/shipments will be inventoried by the Administrative Assistant to ensure that all services or products have been received and match the purchasing documents.
- 7.10 All invoices will be reviewed, approved, and initialed by the Principal prior to forwarding them to KMC for processing.
- 7.11 The Principal will approve all reimbursements to employees for purchases or travel in writing prior to submission to KMC for payment. This written approval must accompany the request for reimbursement.
- 7.12 Invoices will be processed once a week unless emergency dictates otherwise.
- 7.13 A processing schedule for Accounts Payable activity will be coordinated with KMC.
- 7.14 Invoices will be prepared and sent to arrive at KMC prior to the processing date specified in the schedule.
- The school will use the **Package Inventory Sheet** to document the specific contents of the shipment.
 - All original invoices – to include bills, coupons, receipts, and envelopes – will be sent.
 - If the school wishes to keep duplicates, they will prepare copies prior to shipment.
- 7.15 KMC will not process incomplete invoices until the school has sent all appropriate documentation.
- 7.16 If there are no current invoices that particular period, the school will telephone KMC to confirm that no mailing will be sent.
- 7.17 KMC will process invoices based on cash-flow timelines and prepare payments to the appropriate vendors and then mail the checks to the school for signature and disbursement.
- An Emergency Check is defined as a payment that, if not paid immediately, would jeopardize the school’s ability to operate.
 - A Fax of the original invoice will be sufficient to begin invoice processing.
 - The original invoice will be forwarded to KMC as soon as possible.
 - The original invoice will be clearly marked as “Already Faxed” to avert duplicate payment.
 - The procedure is for emergencies only and should not be used on a constant basis.

- 7.18 The Board of Directors will be notified on a monthly basis if the school is routinely late submitting invoices, using the emergency check protocol, or processing out of sequence checks.

PETTY CASH

- 7.19 An initial fiscal year petty cash check of \$500.00 will be prepared and will be made payable to the Principal.
- 7.20 KMC will set up the Principal as a “vendor” with a discreet vendor number and use only this vendor number for petty cash disbursements.
- 7.21 The Principal will cash the check and place the actual cash funds in a petty cash box.
- 7.22 The Administrative Assistant will oversee the disbursement of petty cash funds.
- The **Petty Cash Log** will be maintained with the petty cash in the cash box.
 - The log sheet will record the initial balance of \$500.00.
 - Each petty cash disbursement will be recorded with the date, amount, who, and purpose.
 - A receipt will be returned following each individual expense of petty cash.
 - Return of unused petty cash transactions will be recorded with the same information.
 - A running balance will be maintained following each transaction.
- 7.23 When the running balance in the petty cash fund approaches \$50.00, the Administrative Assistant will tally up the petty cash receipts and forward them to KMC for processing in accordance with the processing schedule.
- 7.24 KMC will properly code the actual expenses and issue a “replacement” check for those expended petty cash funds. This will return the petty cash balance to \$500.00.
- 7.25 No later than June 15, the petty cash fund will be reconciled and closed for the fiscal year.
- All outstanding receipts will be forwarded to KMC.
 - All remaining cash funds will be deposited back into the bank account and the deposit slip forwarded to KMC as soon as possible.
 - KMC will prepare a final petty cash reconciliation spreadsheet and forward it to the Principal and Board Treasurer for joint review and approval.

DEPOSITS

- 7.26 The Bookkeeper will prepare all documents and funds for deposit (inventory cash, checks, prepare deposit slips).
- 7.27 The Principal will verify deposit documentation and endorse checks on behalf of the school.
- 7.28 The Bookkeeper will make the actual deposit at the bank.
- The Bookkeeper will forward the deposit slip, check stub, letter, and all other original supporting documents to KMC as soon as possible.
 - The deposit will be clearly identified as to what the deposit is from (district, fund raiser, field trip, donation, lunch money collections, food funds from the state or federal, etc.).

7.29 Checks and/or cash shall not be forwarded to KMC for deposit processing.

BANK STATEMENTS

7.30 The school will fax a copy of the **Monthly Bank Statement** to KMC immediately upon receiving it.

- THIS IS CRITICAL AS FINANCIAL REPORTS ARE DUE TO THE BOARD OF DIRECTORS DURING THE SECOND WEEK OF THE MONTH.
- Someone other than the school's Account Executive at KMC will perform the bank reconciliation as another separation of duties with regard to fraud protection.

7.31 The original bank statement – including all cancelled checks – will be forwarded to KMC as soon as possible.

PAYROLL

7.32 Payroll is, by far, the most complex and important business function of the school.

7.33 Payroll will be processed monthly.

7.34 A processing schedule for Payroll activity will be coordinated with KMC.

7.35 The school will use the **Employee Payroll Profile** when initially assigning an employee to the CCSMS Payroll.

- The profile will be forwarded to KMC as soon as all information is available and the Principal and the employee signs and dates the sheet.
- Salary information must coincide with the employee's employment agreement.
- KMC does not maintain W-4 information; this information should be maintained in the employee's personnel file at the school.

7.36 The **Employee Payroll Change Log** will be used for all payrolls to update significant employee information.

7.37 The change log will be prepared and then emailed to arrive at KMC prior to the processing date specified in the payroll schedule.

The change log will include, but is not limited to:

- Hours Worked & Hourly Rate for Hourly Employees
- Days Worked & Daily Rate for Daily Employees
- Changes in Pay for Salaried Employees (Days Missed, Adjustments, etc.)
- Changes in Deductions (Health, Dental, Retirement, etc.)

7.38 The change log will include all personnel to be paid on that particular payday.

- If a person is not to be paid, "NPD" will be noted in the "Change" column.

7.39 KMC will process and then submit the payroll to the school for disbursement in sufficient time (normally two working days prior to payday) for the school to make appropriate corrections.

- Payroll check errors will be corrected immediately.

7.40 There will be no advances of individual pay unless specifically approved by the Principal and Board President or Secretary.

7.41 The Board of Directors will be notified on a monthly basis of late payroll information, secondary payroll runs, and advances on payroll.

REPORTS

- 7.42 KMC will submit the **Monthly Budget Report** to the Board of Directors for its scheduled monthly meeting.
- 7.43 If and when requested, KMC will present the **Check Register** to the Board Treasurer to verify that monthly expenditures on the Monthly Budget Report match the check register.
- 7.44 As granted in the **Budget Resolution**, the Principal has the authority to reallocate budgeted amounts as specified in the resolution guidelines.
- Any excess of those guidelines will be approved by the Board of Directors prior to KMC adjusting the budget and disbursing funds.

3. PERSONNEL POLICIES

a. PERSPOL061812 – Principal Evaluation

Rationale:

Education Improvement Act of 1984, §59-24-40. Amended by 1997 Act. No. 50 requires principals to be formally evaluated at least once every three years. CCSMS will formally evaluate the principal annually. A professional development plan, based on the strengths and weaknesses identified in the evaluation and the school's strategic plan, is to be established for the purpose of improving the principal's performance.

Evaluation Instrument:

The Principal will be evaluated using the South Carolina State Department of Education (SCSDE) Program for Assisting, Developing & Evaluating Principal Performance (PADEPP) evaluation instrument. The evaluation will be conducted by Board members who have received PADEPP training.

Revised: 2/19/13

b. PERSPOL070912 – Employment References

Requests by present or former employees to provide employment references should be made in writing and mailed to Human Resources at 1002 King Street, Charleston, SC 29403 with original signature affixed thereto. CCSMS will provide only an employee's job title(s), dates of employment, and payroll information. Written requests should include a postage paid envelope addressed to the entity to whom the former employee is requesting the information be provided. Requests conveyed to the school by former employees via email, telephone, text, or in any manner other than that set forth above, will not be accepted.

Requests from online reporting agencies such as CERRA will be accepted and answered in the normal course of CCSMS business.

c. PERSPOL070912a – Accessing Email Accounts

Requests to access inactive or suspended CCSMS email accounts must be made in writing with original signature affixed thereto and must be mailed to the Chair, CCSMS Board of Directors, 1002 King Street, Charleston, SC 29403. Requests conveyed to the school via email, telephone, text, verbally, directly to the IT director or in any manner other than that set forth above, will

be automatically denied. Approval of the request will be at the discretion of the Board Chair and his/her designee, who will then forward the request to the IT director.

4. ACADEMIC POLICIES

a. ACADPOL050110 – Algebra 1

When a new 8th grade student enters CCSMS without a Pre-Algebra credit and is placed in Algebra 1 and fails Algebra 1, this student would be allowed to advance to the 9th grade without that credit and must retake Algebra 1 in 9th grade in accordance with the Promotion and Retention Policy. Those students/parents must be counseled at that time that the student will have to take both Algebra 2 and Geometry in 10th grade.

Revised: 2/19/13

b. ACADPOL050110 – Geometry & Algebra 2

For current 10th graders who are taking both Geometry and Algebra 2: If a student passes 1 of those 2 math classes, they will be allowed to advance to the 11th grade, providing all other academic requirements are met, and retake whichever math class they did not earn a credit for in their 10th grade year.

Revised: 2/19/13

c. ACADPOL090310 – Math

If a student transfers from a non-public school and enrolls at CCSMS in grades 6th – 9th, and has Algebra 1 on their transcript, they will be required to take a placement test and score at least 85%. If they do not achieve that score, then they will be required to retake Algebra 1 in the 8th grade, or in 9th grade if the student is new to CCSMS. This policy has been set to establish continuity within our standards.

Revised: 2/19/13

d. ACADPOL090310a – Foreign Language

If a student transfers from a non-public school and enrolls at CCSMS with a Foreign Language credit on their transcript, they will be required to take a placement test and score at least 85%. If they do not achieve that score, then they will be required to retake the Foreign Language course. This policy has been set to establish continuity within our standards.

Revised: 2/19/13

e. ACADPOL090310b – Keyboarding

New high school students coming into CCSMS without a keyboarding credit will be required to take a keyboarding placement test at new student orientation in the spring. This placement test will be aligned with the SC Education Standards. Students enrolled at CCSMS who pass this placement test will be given the credit for keyboarding, and then they will be enrolled in another computer class. Students who do not pass the placement test will be required to take the keyboarding class. Current high school students will be given the option to take the

keyboarding test. This will be given before/after school or on a weekend during the months of January/February. We will test all 8th grade students at the end of the school year.

Revised: 2/19/13

f. ACADPOL090310c – Physical Education

Every student is required to take one year of Physical Education at CCSMS for High School credit, even if they were given a PE credit at their previous school for participating on a sports team.

Revised: 2/19/13

g. ACADPOL090310d – Core Curriculum Credit

If a student transfers into the CCSMS middle school with credit for a core curriculum course they are currently enrolled in and their relevant MAP score meets the requirements of the next grade level (as determined by the NWEA), they may choose to take a placement test written by a teacher at CCSMS. If they score at least an 85% on the placement test, they will be advanced to the next class and given credit for that course. If a student transfers into the CCSMS high school with credit for a core curriculum course they are currently enrolled in from a non-public school, the same requirements are necessary for their advancement.

Revised: 2/19/13

h. ACADPOL040111 – Honors Class Enrollment Preference

Enrollment into Honors classes for high school will be accepted in the following priority order:

- Priority 1: Students who have teacher recommendations and have tested into the class after taking the standardized OLSAT test.
- Priority 2: Students who have teacher recommendation in that discipline.
- Priority 3: Students who have at least a 3.5 GPA in that discipline in high school courses.
- Priority 4: Parents who sign a waiver to have their child enrolled in that honors discipline.

i. ACADPOL041111 – Retention and Grade Level Space

Any current CCSMS student who is not promoted to the next grade level in accordance with the CCSMS Academic Promotion/Retention Policy will forfeit his/her place at CCSMS if the grade level he/she will remain in is at full capacity with students who are academically promoted. If the grade level is at capacity, the student who forfeits his/her spot will have the opportunity to re-apply and become part of the waiting list for the grade level he/she is repeating.

j. ACADPOL042911 – Promotion and Retention

Description:

1. Any 6th, 7th, 9th, 10th, 11th, or 12th grade student who does not earn a passing grade in both math and science is retained.
2. Any 6th, 7th, 8th, 9th, 10th, 11th, or 12th grade student who does not earn a passing grade in either English or social studies is retained.
3. 8th grade students who do not earn a passing grade in Algebra I will be promoted only if they earn a passing grade in Science **and** English or social studies.

4. 8th grade students who do not earn a passing grade in Algebra I **must** retake Algebra I in ninth grade. 8th grade students are not eligible for credit recovery Algebra I.

Synopsis:

If a student is not promoted to the next grade level in accordance with the Promotion and Retention Policy and has attended CCSMS for less than two academic years then they are placed on academic probation.

If a student is not promoted to the next grade level in accordance with the Promotion and Retention Policy and has attended CCSMS for two academic years or more then they forfeit their slot at CCSMS and must reapply and gain admittance through the enrollment process.

k. ACADPOL101411 – Foreign Language Credit Criteria

To be eligible to take a foreign language in 8th Grade for high school credit, a 7th grade student must have a 77 or above in ELA with a teacher recommendation to be considered for 8th grade foreign language.

l. ACADPOL101411a – Algebra I Credit Criteria

Any advanced 8th grade students enrolled in both Algebra I and Honors Geometry must have a final course grade in Algebra I, including the EOC, of an 80 or higher to receive Algebra I credit and move on to Honors Geometry during their 8th grade year.

Revised: 3/18/2013

m. ACADPOL101411b – English I Credit Criteria

Any 9th grade student transferring into CCSMS with a credit in English I must have received a final course grade, including the EOC, of an 85 or above for it to be accepted at CCSMS.

n. ACADPOL071811 – English 3 Credit Criteria

Any 11th grade student who does not pass English 3 will not be assigned a 12th grade homeroom the following year. If the student passes English 3 during the first semester, the student will be assigned a senior homeroom for the second semester.

5. INTERNAL BOARD POLICIES

a. PRO031510a – Policy-Naming Method

The naming method for policy and procedure changes will be as follows (include appropriate date):

- For amendments to the charter: ADM021510
- For policy changes: POL021510
- For procedure changes: PRO021510

b. PRO031510b – Writing New Policies

The system of introduction of new changes to the Board of Directors will be as follows:

1. Introduce new change, policy and/or amendment at the regular Board meeting.

2. Change is received as information and forwarded to proper committee and if funding is required, also to the Treasurer for financial approval.
3. After being discussed and approved by the appropriate committee, the change is forwarded to the Treasurer for approval.
4. The change is presented at the next board meeting with the recommendation of the assigned committees (including Treasurer).
5. Board votes on the proposed policy.

Revised: 2/19/13