



2025-2026  
STUDENT HANDBOOK

## 2025-2026 BELL SCHEDULE

| Monday -Thursday                 | Time  | Special Instructions   |
|----------------------------------|---|--|
| <b>Block 1</b>                   | <b>8:00 a.m.- 9:30 a.m.</b>   | <b>All School Meeting Thursday</b>   |
| <b>Block 2</b>                   | <b>9:35 a.m.- 11:20 a.m.</b>  | <b>Announcements/<br/>Pledge 9:35 daily</b>  |
| <b>Block 3</b>                   | <b>11:25 a.m.-1:25 p.m.</b><br><br><b>1<sup>st</sup> Lunch 11:30-11:55</b><br><b>2<sup>nd</sup> Lunch 12:05-12:30</b> |  |
| <b>Block 4</b>                   | <b>1:30 p.m.- 3:00 p.m.</b>   | <b>Phone Bell 3:00 p.m.</b><br><b>Students return to 1<sup>st</sup> block class to retrieve phones</b> |
| <b>Academic Assistance/Clubs</b> | <b>3:15 p.m.- 4:15 p.m.</b>   | <b>Campus Hours 7:30-4:15</b>  |

*Coastal High School does not discriminate against individuals on the basis of gender (identity), race, religion, political views, sexual orientation, immigration status, national origin, disability or handicap in its educational programs and activities and provides equal access to all youth and education related organizations.*

## **MISSION**

Coastal High School's mission is to engage students in Inquiry/Project Based Learning that will improve academic achievement, critical thinking, and creative problem solving with awareness of their leadership roles in our community and school environment.

## **WHO WE ARE**

Coastal High School is a small but dedicated learning community defined by a courageous will and a collaborative spirit that challenges and motivates all involved to contribute to positive impact and change through project-driven, service-minded scholarship and citizenship. We are a distinctly different kind of high school, one grounded in a culture of trust, respect, purpose and authenticity.

## **BOARD OF DIRECTORS**

Coastal High School's Board of Directors has nine members, elected or appointed. Members include legal guardians, professional business people, educators, etc. Unless otherwise noted, the board holds its meetings at the school on the last Tuesday of each month at 6:00 p.m., with the exception of December and July. All meetings are open to the public.

## **HOURS OF OPERATION**

The school's hours of operation begin daily at 7:30 a.m. until 4:15 p.m. Monday through Thursday. Students will be admitted to the building at 7:45. Classes begin at 8:00 a.m. and end at 3:00 p.m. After School tutorials and clubs will be Monday through Thursday 3:15 p.m. until 4:15 p.m. The building will be closed daily for cleaning at 4:15. No student will be allowed in the building after 4:15.

## **VISITORS**

All visitors are required to enter the building at the main entrance. A valid SCDL or state ID is required to sign in. No outside visitors are permitted to park on campus and wait for a student at any time nor should any student invite visitors on campus during the hours of operation. All visitors must go through the front office where they will be checked and validated.

## **ADMISSION PROCEDURE**

To attend Coastal High School, each prospective student's family must first complete a basic application form. Applications for admission are accepted throughout the school year; however, the open enrollment window is January 15th-February 28th for the following year. If the number of applications received exceeds the number of seats available, a lottery will be held. Those applicants' names drawn in the lottery will be entered in the order picked, with those beyond the enrollment cap placed on a waiting list based on when selected in the lottery process. All applications received after the lottery will be placed on a waiting list in the order in which they were received by date and time. Any change of a student's address must be reported to the office within fifteen days to keep the school database accurate. Policy is on the school's website.

## **ATTENDANCE**

Daily attendance and active participation in each class is a critical part of the learning process.

Policies and procedures established at Coastal High School are designed to help students learn responsibility and increase their potential for success. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

South Carolina law requires school attendance for every child 5 years or older on or before the first day of September of a particular school year, until the child attains the age of 17. There are several, limited exceptions to this compulsory attendance requirement. For exceptions, see S.C. Code Ann. §59-65-30.

Parents/legal guardians are primarily responsible for ensuring that their children attend school regularly. The law provides statutory penalties for parents(s)/legal guardian(s) who neglect this responsibility.

Our school year currently consists of 180 school days. To receive credit, high school students must attend at least 85 days of each 90-day semester course and at least 170 days of any 180-day course, as well as meet all requirements for each course.

**Absences in high school are accrued by course. In order to receive high school credit after the 5th absence of any kind within a semester, attendance recovery is required for every subsequent absence. If attendance recovery is not completed, the student will risk failing the course due to attendance regardless of what grade he or she receives. All make-up time must be completed within thirty days from the last day of the course(s).**

Any student who misses school must present a written excuse, signed by their parent or guardian or a healthcare professional, for all absences within three days of the student's return to school. The written excuse should include the reason for and the date of the absence (and also the specific time for any medical appointments that occur during school hours). Parental excuses are limited to three (3) per semester. If a student fails to bring a valid written excuse to school, their absence will be recorded as unlawful/unexcused. All notes, letters, etc. should be provided to the Attendance Clerk/Front Desk Receptionist either in person or through email.

Readmittance notes (excuses) must contain the following: student's full name, specific dates and class periods of absence, reason for the absence, and signature of the parent/guardian or doctor, along with a daytime telephone number for home or work.

Email can be sent to [mbostick@coastalhs.org](mailto:mbostick@coastalhs.org)

\*\*A call out will occur notifying parents/guardians when a student is absent.

### **UNLAWFUL ABSENCES (UNEXCUSED)**

1. Absences of a student without the knowledge of their parent or guardian
2. Absences of a student without acceptable cause with the knowledge of their parent or guardian

### **LAWFUL ABSENCES (EXCUSED)**

The criteria below will be used to determine if an absence is lawful or unlawful.

1. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three days of the student's return to school. (Absences for chronic or extended illness will be approved only when verified by a physician's

statement for that particular date.)

2. Absence due to an illness or death in the student's immediate family verified by a statement from a parent within three days of the student's return to school. Limited to 3 per semester, maximum 5 days only. A student is allowed to be out a total of 5 days when there is a loss of a parent/caretaker. A statement will need to be provided to the school for documentation.
3. Absences due to a recognized religious holiday/observance of the student's faith when approved in advance. Such requests must be made to the administration in writing.
4. Absences due to activities that are approved in advance by the administration. This would include absences for extreme hardships, including parental military deployment.
5. Absences for high school juniors and seniors may be lawful for the purpose of visiting college campuses. Requests for approval of absences for college visits must be submitted in writing by a parent-caregiver at least one week in advance of the scheduled visit. Approval will be granted for no more than two visits per school year. Each request should specify the duration of the visit and travel time, which may be approved at the discretion of the administration.

### PRINCIPAL APPROVED ABSENCES

If a student anticipates an extended absence, the student must complete a principal approved absence form. This form is available through the main office. A written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. If absences are not cleared upon return, the student will receive an "unlawful absence." Students must remember that it is their responsibility to have their parents prepare and send documentation to verify excuses for absences on time. Falsely representing a parent/guardian's documentation in any way will result in disciplinary action. **Extended absences will result in loss of credit for classes if the time is not made up through attendance recovery within 30 days of the course ending.**

The school principal can excuse up to three absences per year and will determine which activities are to be considered approved.

### ABSENCES-MAKEUP WORK-STUDENT GRADING

Students are expected to be in school on a regular basis to achieve specific curriculum objectives. They will be required to make up for all work missed within one week of the absence. Teachers will provide information on assignments, provide help and permit completion of work missed due to absences. If work is not completed satisfactorily in one school week, a grade will be assigned for whatever work is handed in by the student, if any.

### EARLY DISMISSAL

Early dismissals before the end of the regular school day are discouraged. Early dismissals for appointments must be arranged prior to departure. Early dismissal notes should be taken to the attendance office before classes begin in the morning. Students will then be given a dismissal slip from the office that will serve as their pass out of class at the appropriate dismissal time. A written note must contain the student's full name, the reason for dismissal, a signature of the parent-caregiver and a contact number, as well as the name of the adult who is picking up the student. All requests for early dismissals must be in writing. No early dismissals will be granted by telephone.

Any student under the age of 18 is not allowed to sign themselves out of school at any time. A parent must provide the front office a written document or email allowing the student to leave

for a specific date and time if the student has a doctor's appointment.

If anyone seeks the release of a student from school, they must report to the Front Office and present a SCDL or state ID. Students are not to leave school grounds without permission from an administrator. All early dismissals are classified as either lawful or unlawful absences. Time missed because of early dismissals count against a student's attendance record in the class(es) missed.

The following are classified as lawfully excused dismissals:

1. Medical appointments with doctor's statement Illness of student, as verified by school personnel and contact established with the parent Illness in immediate family, as verified by a parent or health care professional
2. Death in the immediate family.
3. Illness. Any student that becomes ill at school must report to the office with a pass from their teacher. If a student is too ill to return to class, the school will contact the parents and dismiss the student. Students cannot be sent home with anyone unless a parent has been notified. It is very important that the school has current information about how to contact parents at all times.

Please Note: If a student has an emergency situation or needs immediate care that cannot be provided at school, emergency contacts listed in our Student Information System will be called. If the school cannot reach a parent first. Students who are ill are not to use a cell phone to call parents about a dismissal for sickness. The school will call the parents. Students are to go to the front office to inform staff that they are not feeling well. Students then will be assessed and if needed parents will be contacted.

### **TARDINESS**

Students are expected to arrive at school on time in the mornings. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. Students reporting to school after 8:00 a.m. must report to the front office to receive a late pass in order to be admitted to class. Any student who is not present in the first period by 8:00 a.m. is considered late to school and is subject to the penalties for tardiness.

Tardies are assigned block by block. Any student missing more than 45 minutes in a block period shall be counted absent.

**1st, 2nd Tardy: Warning provided to the student and documented parent contact.**

**3rd Tardy: Referral to administrator for lunch detention and parent notification.**

**4th Tardy and More:: Students will attend academic assistance after school for attendance make-up.**

### **ATTENDANCE RECOVERY/ACADEMIC ASSISTANCE**

The objective of Attendance Recovery is to allow students who are currently passing a course or just below passing and have more than the maximum number of absences the opportunity to recover class hours by attending an Attendance Recovery session. Attendance Recovery will enable participants to make up the hours required to receive credit for a course. This will include after school academic assistance sessions in addition to extended sessions offered at other times during the semester. **Academic Assistance/Attendance Recovery will be provided Monday through Thursday from 3:10 pm until 4:00 pm.** The student must sign

in/out of assistance classes to receive attendance recovery credit.

**A student will need to complete 1 hour minimum to recover 1 day of absence.**

The school will offer make-up days on select Saturday dates quarterly. Students who are found in need of attendance recovery will be mandated to attend school on these Saturdays in person. If students fail to attend, students will fail their classes due to attendance and not earn credit. Summer school will be needed or you will have to retake the class when it is provided again.

These additional dates will be determined when the school sees that they are needed. On additional days students will be expected to arrive on time and stay the entire time.

You must provide your own transportation. The expectation is that you bring your laptop or reading material and complete all assignments you missed. Sleeping, disrupting, or failing to complete work during attendance recovery will result in student removal and the failure to earn recovery time.

There will be no cell phone use during credit recovery.

**CHRONIC ABSENTEEISM/TRUANCY**

A student is considered truant when they have three consecutive unlawful absences or a total of five unlawful absences. Student absences without the knowledge and consent of the parent/guardian are considered truant. Students that are truant are subject to disciplinary measures imposed by both the school and Family Court.

As a part of the implementation of the Every Student Succeeds Act (ESSA), schools are required to report to the SC Department of Education the number of students who are chronically absent each year. According to the US Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50-percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. The OCR requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10%) will be considered chronically absent. The total number of chronically absent students will be included on district and school report cards and reported to the OCR. All types of absences contribute to chronic absenteeism (lawful, unlawful, and suspensions). OCR defines a student as absent if they are not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

**INTERVENTION PLANS FOR TRUANCY**

School officials will make every reasonable effort to meet with the parent(s)/guardian(s) of any child who is determined to be truant so as to identify the reasons for the child's continued absence. After 3 consecutive or 5 total unlawful absences, efforts may include telephone calls, home visits, emails and written messages. Administration will develop a written intervention plan to address the student's continued absence in conjunction with the student's parent(s)/guardian(s). A team intervention approach will be used to develop and implement the attendance intervention plan. This will ensure that the parent, student and school have an understanding regarding the future attendance of the student.

If additional unlawful absences (2 or more) occur and/or lack of attendance recovery occurs within 30 days of the attendance plan, the student and parent will be referred to family court for a motion for court-ordered attendance and or the Department of Social Services for

## Educational Neglect.

No student who is lawfully absent will be referred for an intervention plan.. Please see the definition of lawful and unlawful absences in the previous section.

Educational Neglect occurs when a parent, guardian, or other person responsible for a child's welfare fails to supply the child with adequate education as required under Article 1 of Chapter 65 of Title 59, though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused physical or mental injury or presents a substantial risk of causing such injury. If an intervention plan is unsuccessful and further efforts by school officials fail to bring about cooperation and/or compliance on the part of the student and/or parent(s)/guardian(s) and the student accumulates two or more additional unlawful absences, the student is considered an "habitual" truant. Under such circumstances, the school may petition the court for a school attendance order. Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a "chronic" truant and school officials may petition the Family Court to hold the student and/or parent(s)/guardian(s) in contempt of court.

A child may be placed on probation or committed to a DJJ institution for failing to comply with a school attendance order issued by the Family Court. A parent/guardian who fails to comply with an order to require his/her child to attend school may be fined up to fifty dollars or given an imprisonment sentence not to exceed thirty days for each offense. Any student that is in the custody of DJJ must be unenrolled from Coastal High School, as DJJ is a school district within the state of South Carolina.

## WITHDRAWAL FROM SCHOOL

Students must follow withdrawal procedures through the Registrar's office. Students planning to withdraw from Coastal High School should be accompanied by an adult when completing the withdrawal process. Chromebooks and chargers must be turned in to avoid a \$270.00 fee (250.00 for chromebook \$20.00 for charger). Students wishing to withdraw from CHS during the school year should consult the school's principal and/or counselor concerning transfer policies with their desired new high school prior to completing the withdrawal process. You may also contact the Registrar at (843) 788-9898 for any additional information. Records will be released once all school belongings are returned.

## COMMUNICATION/NOTIFICATIONS

Announcements will be made through Brite Arrow, and a bi-weekly newsletter.

**Please ensure any changes to your address, telephone numbers, and email addresses are updated within a timely manner (3-5 days) to ensure you receive notifications.**

**Parents will be asked to download the Brite Arrow app during the first month of school. This allows parents and teachers to communicate effectively. More information will be provided during the beginning of school.**

## SCHOOL CLOSURES/INCLEMENT WEATHER

In instances of inclement weather or other emergency situations, it may be necessary to dismiss school early or to cancel the school day altogether. In the event of inclement weather, weather conditions will be monitored in consultation with local Emergency Preparedness and law enforcement and, as a general rule, a school closure decision will be made by 11 p.m. the evening before the closure or change of schedule or by 6:00 a.m. the day of the closure or change of schedule. The decision will be made to close the school, operate

under a delay, or open schools either in person or virtually. Only changes in the regular school schedule such as closing or delaying school will be announced. The announcement will be made via the school's electronic messaging system. Local television and radio stations will be notified about school schedule changes.

### HEALTH NEEDS AND MEDICATION

All medications, prescription or non prescription, must be brought to the front office by an adult only and accompanied by the appropriate completed medication permission form. Medication cannot be transported to school by the student. Please contact the school nurse with additional questions.

New medication permission forms for both Prescription and/or Over the Counter (OTC) medications must be completed each school year.

All Over the Counter (OTC) medication must be in the original manufacturer's bottle/package. Please bring unopened, small containers of any OTC medications that your child will take. OTC medications will be given in accordance with guidance on the medication label or the package insert unless prescribed otherwise by a health care practitioner recognized by the South Carolina Department of Labor, Licensing, and Regulation as authorized to prescribe medications.

No Over the Counter (OTC) medications will be provided to the students without a form completed by a parent and the actual medication provided by the parent. The school will not be purchasing or have any OTC medications available to provide to students in any other circumstance.

All prescription medication must be in the properly labeled pharmacy container. Parents are responsible for administering morning and/or after school doses, unless there is a special circumstance. Special circumstances will need to be discussed with the front office prior to implementation.

Medications will only be administered at school at the specified times noted on the form. Parents must inform the school of any change in the student's health or medication protocol. Any changes in dose, time, medication will require a new form and a new container with the corrected pharmacy label.

The prescription medications permission form requires the parent and licensed prescriber's signature in order to be valid. Forms can be obtained from the front office.

State law only allows authorized personnel to dispense medication.. **Students are NOT allowed to have any over the counter or prescription medications on campus, in their possession, including in their vehicle (unless there is a signed school permission form to carry medication form on file). Students are also not permitted to share any prescription or over the counter medication with another student.** Violation may result in disciplinary action.

### MEDICAL HOMEBOUND

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason.

- A physician must certify that the student has such a medical condition that they can not attend school in person, and must fill out the medical homebound form that the school provides. The form for Medical Homebound can be picked up from the school or by

contacting the school office.

- The school leader then decides whether to approve or deny the student for medical homebound services.
- The school will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

The goal of homebound medical homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular school setting as quickly as possible. State Board of Education Regulation 43-241 outlines the provision of medical homebound services. For further information please contact Annie Hickerson at [ahickerson@coastalleadership.org](mailto:ahickerson@coastalleadership.org).

## **MCKINNEY VENTO HOMELESS ASSISTANCE**

The McKinney-Vento Education for Homeless Children and Youth (McKinney-Vento) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act, most recently reauthorized December 2015 by the Every Student Succeeds Act (ESSA). The Education of Homeless Children and Youth program at SCDE oversees the federal McKinney-Vento Education for Homeless Children and Youth program. The program provides training, technical assistance, and monitoring, as well as competitive federal funding to support school district McKinney-Vento programs.

The McKinney-Vento Program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, the SCDE must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. For further information please contact Annie Hickerson at 843-788-9898 or [ahickerson@coastalleadership.org](mailto:ahickerson@coastalleadership.org).

## **MULTI TIERED SYSTEMS OF SUPPORT**

MTSS is an educational process that provides high-quality, research-based instruction and intervention based on individual learners' academic, social/emotional, and behavioral needs which are identified through screening and progress monitoring. Using MTSS, Coastal High School identifies students at risk for poor learning outcomes, monitors student progress, provides researched based interventions and adjusts the intensity and type of intervention depending on the student's response. This system is also used to identify students with learning disabilities.

### **Students with Disabilities**

Any student that enrolls at CHS who is served through a 504 Plan or an IEP must notify the school of previous services. If a parent, administrator or teacher suspects that a student has a disability they should contact the Special Education Coordinator.

Upon request, Coastal High School is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Evaluation Planning team to determine if the child has a

disability, and if the child needs special education services. The school locates, identifies, and evaluates all children with disabilities who are enrolled in Coastal High School.

A school staff member who reasonably believes a child may be a child with a disability has a legal duty to refer the child, including a homeless child, to the school in which the child is enrolled. Before referring the child, the person making the referral must inform the child's parent/guardian that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to school administration.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting, Coordinator of Special Education, at (843) 788-9898.

### **SCHOOL SAFETY/EMERGENCY DRILLS**

School safety is a serious matter at Coastal High School. The school respects individual rights and privacy, but reserves the right to question students and conduct searches of personal property while under the supervision of the school in order to ensure the integrity and well-being of the school community.

Students should be familiar with various drill instructions posted near the doors in classrooms. When the signal for an emergency drill is given, students must move quickly, quietly, and in an orderly fashion to the location designated by the teacher. Silence is essential in the event that vocal instructions are necessary.

### **LOST AND FOUND**

When an article(s) is found and it is unknown who it belongs to, it should be taken to the front desk. Students are asked to visit the lost and found located in the gym area for the purpose of claiming small articles, books, backpacks, and clothing before and after school or during lunch. Articles without identification will be turned over to a charitable organization periodically, if not claimed.

### **PARENT INVOLVEMENT**

Coastal High School encourages parent involvement and participation. Parent involvement makes a stronger school community for all involved. These volunteer hours may consist of, but are not limited to, driving a carpool, participating in a fundraiser, offering after-school activities, chaperoning events, helping with school maintenance or facilities, serving as a guest speaker, helping a teacher/class with a project, etc. Any volunteer will need to have a full background check and be approved prior to any school activity. For information please contact Jacqueline Roddy, [jroddy@coastalhs.org](mailto:jroddy@coastalhs.org).

All parents are encouraged to access the Parent Portal on PowerSchool to see your student's grades and assignment completion. A bi-weekly email will be sent to parents with updated dates, school information, etc. It is imperative that parents make sure the school has their correct email address to receive these emails and communication.

Staff members are to respond to emails, notes or phone messages within 48 hours but are encouraged to respond sooner if possible. Staff members are also encouraged to maintain a

work/life balance, so emails or messages received after 12 p.m. on Friday will not require a response prior to Monday.

Conferences between parents and teachers are encouraged and may be requested by either party. If a parent wishes to schedule a conference with a teacher, the parent should contact the teacher directly. The teacher will then contact the parent to schedule a meeting. Conferences will be held during a teacher's planning period or immediately before or after school and on designated in-service days. Conferences must be scheduled in advance.

### SCHOOL PUBLICATIONS

All publications, posters, flyers, social media pages, etc. using the school name, logo or other school related images to include student/staff photos must be approved in advance by the principal. This includes any items distributed at or by the school, school employees and/or students that are displayed at the school or otherwise produced on behalf of or claiming to be representative of the school.

### SCHOOL MEALS, BEVERAGES, SNACKS

Given that the school does not currently have a fully functional kitchen to prepare meals for students, students must opt to pack and bring lunch from home. We do offer snacks, light food fare, and drinks from our school store during lunch. If at any time a student does not have food to eat for lunch, the student is encouraged to speak with a staff member and arrangements can be made to assist the student.

Students are not allowed to have lunch delivered from restaurants or food delivery apps during school hours. Parents please do not have food delivered to your students. Parents are allowed to drop off food at the front desk. **Any fast food or restaurant items dropped off for students should be in the student's lunch box or brown paper bag prior to the student's lunch period. Food dropped off after a student's lunch period will be held at the front office and go undelivered.**

Food is not allowed in the classrooms. Only water will be allowed in all classrooms. **Students are not allowed to bring outside drinks into the building other than water.**

### AFTER SCHOOL CLUBS/ACTIVITIES

It should be noted that any student that is not present in school, will not be allowed to participate in any activities that day, including athletic practices and games. All students must be passing in their current classes in order to participate in any extracurricular activities. A list of clubs will be established at the beginning of the school year.

### ATHLETICS

All students are invited and encouraged to take part in the athletics program. All athletes who want the advantages of participation in athletic programs should be prepared to follow all rules and regulations as determined by faculty and school administration and the CHS Athletic Code of Conduct. Sports physicals by a medical doctor must be completed before any student is allowed to participate in a sport. Physical forms can be picked up in the front office.

Because it is a privilege to represent the school in athletic events, CHS coaches and administration reserves the right to revoke the privilege when student athletes do not meet the required standards of conduct and appropriate behaviors, both while at school and in the community. Responsibility for correct behavior not only exists while athletes are involved in

their chosen sport, but also is required while attending class and participating in other school activities, including all athletic seasons, not just the season of the sport in which the athlete plays.

*If a student is not present at school the day of a game and/or practice, the student will not be able to participate.*

*Students must be in good academic standing (passing ALL classes in PowerSchool the day of the event) in order to participate in all athletics and school events.*

Athletic Participation Fee: In order to participate, CHS requires all student-athletes to pay a fee with each sport. Fees will be paid at the beginning of each sport in order for a student to participate. These funds are explicitly used to fund our athletics program.

## SCHOOL ISSUED CHROMEBOOKS

Coastal High School will provide each student with a school-issued Chromebook and a corresponding charger, which students are held responsible for throughout the year. The school-issued Chromebook and charger are expected to be brought to school each day for use in class fully charged. Students are **not** permitted to bring their own personal computer or any other device from home. If another device is brought in, it will be confiscated until the end of the school day, at which time the student may retrieve it.

When returning the Chromebook at the end of the school year, the following questions will be asked:

- Is the screen still in tact
- Does the built in camera still work
- Is the keyboard still functional
- Is the charger still present and does the charging port still work
- Are all keys still present and functioning

Students are not permitted to place stickers of any kind on their Chromebooks. Students who have been found to place stickers on their Chromebooks, **regardless of whether or not they are removed at the end of the year**, will be charged a \$10 cleaning fee.

Student Chromebooks not returned in functioning condition and/or with broken components are subject to the following end of year fees:

Broken Screen - \$50

Broken Keyboard - \$50

Replacement Chromebook - \$275

Broken/missing charger - \$25

Optional Insurance - \$25 (covers any and all damage with the exception of loss of chromebook)

## STUDENT FEES

The school charges an annual \$125.00 fee that covers science lab expenses, basic art/project materials, cooking class, etc., as well as up to one after-school club fees and any school supplies that may be needed. (this does not include varsity athletics and parking fees.) The fee also allows students technology access via our internet service, and an online courseware. **The \$125 fee consists of the technology fee combined with the activity fee.**

The school prefers all fee payments be made through *mypaymentsplus.com*. Failure to pay fees, debts to the school, return of school property, etc. will result in one or more of the following:

- a. Seniors will not be allowed to participate in the graduation ceremony.
- b. Parking privileges will be revoked or denied.
- c. Extra-curricular participation such as Prom will be denied.
- d. Registration for the upcoming school year will not be allowed.

Payments will only be accepted online. No check or cash will be accepted.

**All students must be certified in CPR prior to graduation. CPR classes will be provided through PE and/or our school nurse.**

## SCHOOL SUPPLIES

As a 1:1 device school, our teachers encourage and expect students to complete and submit written assignments online, and will be receiving most of their reading materials, assignments and such electronically. Basic school supplies will be provided by the school. The school welcomes and appreciates family donations of any kind to assist students' learning.

## TRANSPORTATION

Coastal High School offers a limited bus for AM/PM service. Please contact the front office to find out if our bus services your area or where the closest pick up point is. **There is a non-refundable \$300.00 yearly fee. The payment is due by the first day of school.**

### Pick Up

Students should arrive at the bus stop by the appointed time. Students who arrive after the bus has left will need to find an alternative route to school. Students should always wait until the bus has stopped and opened its doors before attempting to board.

### Drop-Off

Students who do not board the bus within 5 minutes after dismissal will need to find alternative transportation.

### Bus Rules

All policies and procedures discussed in this Handbook apply on the bus. Students should remain seated at all times on the bus. Students must remain on the bus after boarding, and should not exit at any stops other than their appointed drop-off or at the school. A note must be provided by a parent/guardian if any changes to bus routes occur. Students who violate bus policies can be removed from the bus program at the discretion of administration and will not receive reimbursement for the non-refundable bus fee.

## STUDENT DRIVERS

Students who wish to drive to school may submit a Student Driver Form to the Office to request parking privileges. A student parking pass requires a **\$75 non refundable fee for the entire year that must be paid up front before the student will be able to park on campus.** **Students must provide a copy of a valid driver's license and proof of automobile insurance in order to be offered parking privileges.**

PLEASE NOTE: Students who wish to ride with an individual outside of their immediate family must provide written permission or email from a parent or guardian.

Student parking is limited, and spaces will be provided on a first come first serve basis. Seniors will have priority then Juniors and so on.

Students must park their vehicles in the student parking area immediately upon arrival at school. Under NO circumstances should a student remain in the parking lot in a car after the vehicle has been parked. Windows should be closed, doors locked, all needed books and other items taken from the vehicle upon arrival on campus.

The school will not be liable for damages or theft to vehicles. Vehicles are subject to searches by administration when safety and security is questionable. Weapons and alcoholic beverages are illegal on campus and are not permitted in vehicles. Smoking and use of all tobacco products is prohibited in cars on campus.

Students and passengers are expected to drive and behave responsibly upon arrival and departure from the campus in any vehicle. Students are not allowed to leave the building to go to their vehicle during the school day without permission from the office and accompanied by a staff member.. This policy is issued to provide security and protection for students as well as security and protection of their vehicles and property from theft and vandalism.

Students under the age of 18 are not allowed to leave campus in a vehicle during the school day unless they have an early dismissal written note from a parent/guardian provided to the front office.

Students are not permitted to sit in cars before, during or after school. Students must immediately leave the parking lot and the campus at their designated dismissal time.

**If a student chooses not to park on campus, the school is not liable for the vehicle or the student.**

## FIELD TRIPS

Students must be in good standing to participate in a field trip. If a student is failing the class or has attendance issues, he or she will not be allowed to attend the field trip. If a student is allowed to attend, students must complete a permission slip with a parent or guardian's signature and return it to their teacher on or by the due date provided.

## HONOR CODE OF CONDUCT

CHS expects a high standard of conduct from its students, faculty, and support staff. No less is expected from its visitors. Teachers, staff, and administrators will enforce the rules and policies outlined in this handbook. This code of conduct governs the conduct of all persons authorized upon any premises or property that is under the control of the school for use in its teaching as well as at other locations where CHS students and employees are participating in administrative, cultural, recreational, athletic, and any other programs and activities.

At CHS, we are committed to furthering each other's knowledge, wisdom and abilities. To do that we all need to feel safe, valued and respected. To that end, we offer the following three guidelines for behavior among members of our learning community (both while in the actual school facility and beyond):

1. Care and consideration about yourself.
2. Care and consideration about the community and its members.
3. Care and consideration for the purpose of CHS--that we are first and foremost a place of learning.

At CHS, a person of CHARACTER is one who embodies **T.R.U.T.H.**:

- **Trustworthy:** demonstrates honesty, integrity, and reliability.
- **Respectful:** listens to others, acknowledges others' merits and rights, avoids/prevents mistreatment and abuse, or taking advantage of people's mistakes and vulnerabilities.
- **Understanding:** exhibits patience, kindness, care and empathy for others.
- **Thankful:** models generosity and appreciation for the diversity of experience, thought and contributions for/of others within the learning community.
- **Honorable:** takes a principled stand against injustice and is an advocate for what is right.

## RIGHTS AND RESPONSIBILITIES

Our school community's culture, values and ethics are dependent upon the words and actions of every individual's commitment to respect and honor the following Rights & Responsibilities:

You have the right as an individual and/or group to be and feel safe in the school, and

- you have a *responsibility* to keep the school safe;
- you have a *responsibility* to keep your behavior positive and conducive to learning;
- you have a *responsibility* to keep the school a healthy learning environment.

You have the right as an individual and/or group to feel and to be respected in the school, and

- you have a *responsibility* to respect other people's property;
- you have a *responsibility* to respect other people's feelings; and
- you have a *responsibility* to respect the school community as a whole.

### **All other specific guidelines for behavior stem from these simple statements.**

These are the habits of mind and ethics of excellence Coastal High School expects to see in our students and staff--both in and out of the classroom. As a school, we carry the belief and hold faith that each individual in the school has it within them to do and be as a sign of self-respect and personal honor and integrity, but also out of respect and honor to the community,

**Academic dishonesty**-including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an informal or formal assessment – is strictly prohibited.

- **Plagiarism** is not the same as cooperation or collaboration. Teachers often expect and

even encourage students to work on assignments collectively. Collaboration is to work together - with permission - in a joint intellectual effort. Plagiarism is to commit literary theft to steal and pass off as one's own ideas or words, and to create the production of another.

- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way with unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology such as cell phone, camera, recorder, etc. during an exam, test, quiz, project, or other assignment. Students found to have engaged in academic dishonesty shall be subject to disciplinary action.
- **Use of AI** must have prior teacher approval. All usage of AI programs in the classroom **requires prior approval from the teacher.** Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher. All work generated with the assistance of AI programs must be original and academic integrity must be maintained in all AI-assisted work.

AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter. Assignments or projects created with the assistance of AI are subject to review.

- **Consequence:** Cheating/Plagiarism results in grade of "0" with requirement to resubmit with original work and no grade higher than a 50 allowed for second submission. This includes the use of AI. After a first offense, the student will have to participate in a session on cheating, plagiarism, and/or ethical AI use. Repeated offenses can lead to loss of technology.

## DRESS CODE

- All students are expected to wear clean, neat clothing that is appropriate for our school environment.
- All clothing for students should fit fully and appropriately. It is never appropriate to show undergarments. Clothing will be worn so that underwear is not visible.
- See-through clothing, spaghetti straps, tube tops, cut off shirts, halters or clothing exposing the mid section or bare shoulders are not allowed.
- Clothing and jeans may not be ripped/torn/shredded or stained at all, of any kind, anywhere on the material.
- The following are examples of clothing that is unacceptable: fishnets, strapless shirts, off the shoulder shirts, cut out designs, bare-back shirts, sheer or mesh clothing.
- Tank tops are only acceptable if the straps are 2 inches in width. Shirts with spaghetti straps may NOT be worn unless covered with a jacket, sweater, etc.
- All students are required to wear appropriate footwear for school (no slippers).
- Shorts, skirts, and dresses should not expose any under clothing.
- All pants and shorts must fit at the waist. No sagging or low riding pants or shorts will be permitted.
- No blankets to be worn while in school.
- No pillows or stuffed animals are permitted inside the school.
- Pajamas are not to be worn to school, including pajama/lounge pants.
- Leggings must be worn with a top that covers the midriff.
- No hoods of any kind, hats, and sunglasses are not to be worn while inside the school.

- If sports attire is worn during school hours, dress code policy must continue to be followed.

For the safety of students, CHS will continue to follow a clear bag policy. A clear book bag or clear drawstring bag will only be allowed to be carried by students. Students may still bring a bagged lunch or lunch box with them to school. If a student will need to bring another tote bag, mesh bag, or gym bag they will need to hand it in to administration upon arrival.

Clothing that carries a message of intolerance, obscenity, or is demeaning, that can lead to conflict and is disruptive to the learning environment is not acceptable. Examples include, but are not limited to:

- Any attire that displays words or symbols that degrade gender, sexual orientation, culture, religion, race or ethnicity;
- Any clothing and jewelry that advertise/promote tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence;
- Any clothes or accessories that are sexually suggestive, show any sexual innuendos, sexual behavior;
- Any clothes or accessories that are costume-like.

Students are expected to arrive at school dressed properly according to these dress guidelines and must remain so while on campus before, during or after the school day. Parent-Caregivers are asked and expected to monitor that students are dressed appropriately for the school environment prior to leaving home.

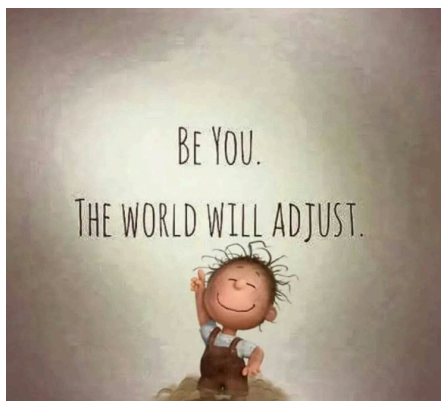
If a student chooses not to follow the dress code requirements, he/she will be asked to call home for a change of clothes, if the student can not correct the problem at school.. The students will not be allowed to return to class until the situation is corrected. The students will remain in ISS until a change of clothes has arrived.

**Administration will make final judgment, interpretations, and changes regarding dress code issues.**

**PLEASE NOTE:** If the school authorizes students to dress differently for an educational activity/project, such as a Showcase exhibition event, a description of appropriate dress for the assignment or event will be announced/posted.

### **BULLYING AND HARASSMENT**

CHS is dedicated to providing educational awareness and prevention in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, employees, visitors, or volunteers.



**Definition of Bullying:** Bullying is the systematic and chronic infliction of physical hurt or psychological distress on one or more persons. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or

humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential. This can be done in physical proximity, as well as through social media.

**Definition of Harassment** means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that: places a student in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

Bullying and Harassment also encompasses, but is not limited to, unwanted harm towards a student based on or with regard to actual or perceived discrimination related to one's: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

This school prohibits bullying or harassment of any student by any student, or other person in or outside of the school, on our school bus/approved vehicle, or any/all programs sponsored by CHS. For counsel and assistance in resolving matters of this nature, contact the administration.

## OFFENSES

Below is a detailed explanation of the infractions and possible consequences for breaches of the code. Students and parents are required to read the information contained in the Code of Student Conduct. These guidelines apply to all students at any school related activity on or off campus. In addition, they apply to any student on campus outside of school hours. A repeat of offenses at any level can result in in school suspension and/or out of school suspension. If student consequences are not completed as instructed, suspension may follow.

Levels of Offenses:

- 1. Level I**--Disorderly conduct is defined as those activities engaged in by student(s), which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school.
- 2. Level II**--Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses justifying both administrative sanctions and court proceedings. Disorderly conduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times.
- 3. Level III**--Criminal conduct is defined as those activities engaged in by student(s), which result in violence against oneself or another person or property. This conduct poses a direct and serious threat to the safety of oneself or others in the school. These actions usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board.

Students can be punished for multiple offenses under this regulation. For example, a student cuts the last three periods and has lunch at a local restaurant. That student will be punished for

cutting classes and leaving campus without permission.

### **Level One Infraction**

Behavioral misconduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and other school-sponsored activities.

| <b><i>Behavior</i></b>   | <b><i>1st Offense</i></b>       | <b><i>2nd Offense</i></b>                  | <b><i>3rd Offense</i></b>                           |
|--|---------------------------------|--|---|
| Littering (throwing or leaving paper, debris, cans, food,  | Lunch Detention                 | 1 day ISS                                  | 2 days ISS  |
| Cutting class  | 1 Day ISS                       | 2 days ISS                                 | 1 day OSS   |
| Cutting school (more than one class)   | 2 Days ISS                      | 1 day OSS                                  | 3 days OSS  |
| Leaving campus without permission or transporting another student w/o permission                 | 2 Days ISS                      | 2 days OSS- loss of parking permit 30 days | 3 days OSS- Loss of parking permit for the semester |
| Lying to a member of school staff  | 1 Day ISS                       | 2 days ISS                                 | 1 day OSS   |
| Possession of obscene literature pictures, videos, devices, etc. Also includes Internet material | 1 Day ISS, Material Confiscated | 1-3 days OSS; material confiscated         | 4-5 days OSS; material confiscated                  |
| Distribution of obscene literature,  | 1 Day OSS, Material Confiscated | 2-3 days OSS; material confisca            | 4-5 days OSS; material confiscated                  |

|  |                                   |              |              |
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| pictures, videos, devices, etc.  |                                   | ted          |              |
| Lack of cooperation with school staff, disrespect  | 1 Day ISS                         | 2 days ISS   | 3 days ISS   |
| Minor disruptions  | Lunch Detention                   | 1 day ISS    | 2 days ISS   |
| Arguing among students, instigating a fight, *recording incidents on campus                    | 2 Days ISS                        | 1 day OSS    | 2 days OSS   |
| Disruptive Behavior (Minor) (ex: Loitering, misbehaving in halls/restroom/student parking lot) | Lunch Detention                   | 1-3 days ISS | 1-3 days OSS |
| Abusive, improper language or gestures between or among students                               | 1-3 Days ISS                      | 1 day OSS    | 3 days OSS   |
| Classroom tardies  | Handled according to tardy policy |              |              |

### **Level Two Infraction**

Disruptive conduct is defined as those activities engaged in by students which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level One) may be reclassified as disruptive conduct (Level Two) if it occurs three or more times. The provisions of this regulation apply not only to within school activities, but also to student conduct on school bus transportation vehicles and other school-sponsored activities.

| <b><i>Behavior</i></b> | <b><i>1st Offense</i></b> | <b><i>2nd Offense</i></b> | <b><i>3rd Offense</i></b> |
|------------------------|---------------------------|---------------------------|---------------------------|
| Use or possession of   | 2 days ISS                | 1 day OSS                 | 3-5 days OSS              |

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| tobacco products, paraphernalia or e-cigarettes/vaping at any function or activity including athletic events. | with mandatory participation/completion of tobacco education program |                              |   |
| Petty Theft (up to \$10.00)   | 1 day ISS and restitution  | 2 days ISS and restitution   | 1-3 days OSS and restitution  |
| Minor Theft (\$10.00 to \$100.00)   | 2 days ISS and restitution   | 1-3 days OSS and restitution | 5 days OSS and restitution  |
| Petty vandalism (up to \$10.00)   | 2 day ISS and restitution  | 3 days ISS and restitution   | 3 days OSS and restitution  |
| Minor vandalism (\$10.00 to \$100.00)   | 3 days ISS and restitution   | 5 days OSS; restitution      | 5-10 days OSS ; restitution; and/or recommendation to Law enforcement |
| Receiving and/or possession of stolen goods (less than \$10.00)   | 1 day ISS and restitution  | 2 days ISS                   | 1 day OSS and restitution   |
| Receiving and/or possession of stolen goods (\$10.00 to \$100.00)   | 2 days ISS   | 3 days ISS; restitution      | 3-5 days OSS ; restitution; and/or recommendation to Law enforcement  |

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| Fighting<br>Depending upon the situation and number of offenses, punishment can range from 5 days suspension to 10 days suspension, probation contract and/or recommendation for expulsion; recommendation to Law Enforcement. | 5-10 days<br>Suspension<br>/probation<br>contract | 10 days<br>OSS;<br>recommendation to<br>law enforcement | Referral to law<br>enforcement<br>/expulsion  |
| Inappropriate language/behavior<br>Depending on the situation, threat assessment, possible recommendation for expulsion, and/or notification of authorities<br>See Level 3 for Criminal Level Threat/Intimidation              | 1-3 days OSS                                      | 5-10 days<br>OSS/Probation<br>Contract                  | 10 days OSS                                   |
| Verbal or physical sexual harassment   | 1 day OSS;<br>parent<br>conference<br>required    | 3 days OSS;<br>parent<br>conference<br>required         | 5 to 10 days OSS;<br>recommended<br>expulsion |
| Trespassing; on campus and/or participating in school activity while under suspension; on  | 1-3 days OSS                                      | 5-7 days OSS  | 10 days OSS                                   |

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| campus illegally<br>Depending on the situation could result in possible recommendation for expulsion;<br>notification of authorities.     |   |              |             |
| Improper language or gestures to school staff;<br>officials<br>Depending on the situation could result in possible recommended expulsion; | 1-3 days OSS  | 5-7 days OSS | 10 days OSS |
| Insubordination and/or refusal to obey school personnel,<br>(or agents such as aides or chaperones)                                       | 1-3 days OSS  | 5-7 days OSS | 10 days OSS |
| Misuse of technology resources; computers and the Internet  | Revocation of access privileges and/or other disciplinary action under school codes. Criminal or civil offense may result in legal action |              |             |

**Level Three Infraction**

Activities engaged in by a student which result in violence to oneself or another person or property or which pose a direct and serious threat to the safety of oneself or others in the school may be classified as criminal conduct. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within- school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

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| <b><i>Consequence(s) All Criminal/Level 3 Offenses<br/>OSS up to 10 days and/or possibly recommended expulsion; permanent expulsion;<br/>notification of authorities;<br/>referral to SRO</i></b> |
| Major fighting (endangers the safety of others and/or refusal to stop fighting and/or having to be physically restrained to stop)   |
| Possessing or igniting fireworks or explosive devices (smoke bombs/<br>firecrackers, etc.)  |
| Bomb threat   |
| Calling 911   |
| Pulling fire alarms   |
| Arson   |
| Assault, aggravated; assault and battery  |
| Assault, simple   |
| Bribery   |
| Burglary; breaking and entering   |
| Counterfeit/forgery   |
| Disturbing school   |
| Gang Related Activities   |
| Homicide  |
| Drug distribution--furnishing, selling, and/or distributing of any controlled substance,<br>prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance                   |
| Gambling  |
| Embezzlement  |
| Fraud   |
| Forced sexual offense   |
| Extortion   |
| Threatening, abusing, harassing or intimidating a faculty/staff member  |

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| Major theft (more than \$100.00)   |
| Possession, use, or under the influence of any controlled substance, prescription, (drugs, narcotics, alcohol, or counterfeit) or unauthorized substance |
| Kidnap/Abduction   |
| Threatening, abusing, harassing or intimidating student (criminal level, see inappropriate language/behavior for non-criminal level)                     |
| Liquor-law violation--Possession, use, or under the influence of alcohol   |
| Non-force sexual offense; physical sexual harassment; indecent exposure  |
| Other MAJOR offenses   |
| Pornography  |
| Prostitution   |
| Robbery  |
| Receiving Stolen Property (more than \$100)  |
| Major vandalism (more than \$100.00)   |
| Vehicle Theft  |
| Possession or transfer of a weapon   |
| Use or display of a weapon in a threatening manner   |

No administrative decision to suspend students shall be made without giving written notice to the parent or legal guardian advising such parent or legal guardian of the proposed action, the reason for it, and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian within three (3) days of such notice.

### Special Circumstances

1. A student may be suspended or recommended for expulsion for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violating the written rules and regulations established by CHS.
2. A student may also be suspended or recommended for expulsion when his/her presence is detrimental to the best interest of the school.
3. Any student, who has been expelled, except for permanent expulsions, shall have the right to petition for readmission for the succeeding school year.

Students who have been expelled must also have permission to attend summer school.

### **Criminal Offense/Police Involvement**

Students at CHS need to be aware that criminal activities, committed on school grounds and/or at school functions, must, by state law, be reported to the authorities and may result in police intervention. Just because a student is in the school building or on school grounds, he/she is not exempted from legal action or being arrested by the police. In addition, if a student leaves the building without permission law enforcement will be called in addition to his or her parent or guardian.

### **Repeat Offenders and Chronic Behavior Problems**

Students who accumulate a number of small offenses, two or more major offenses, or a combination of these may be placed on a behavior contract or recommended for expulsion. Violation of that contract could result in a recommendation for expulsion. The principal will determine when violations of the code are to a point that such an action should be taken.

### **Suspension from Extracurricular Activities**

1. Students who are guilty of misconduct at any school-sponsored event or field trip, such as a dance or athletic contests, can lose the privilege. These events can be either on campus or away from campus including other schools.
2. The administration reserves the right to prevent any student who has been suspended during the previous year from participating in a field trip or any other extra-curricular activity.
3. The administration reserves the right to prevent any student from attending a school-sponsored event if it deems that the student's presence could create a disruption or could endanger the safety or property of other persons.
4. Students who are representing CHS in extracurricular activities are expected to conduct themselves properly. This includes all activities or field trips that are sponsored or approved by the school.
5. If a student loses the privilege to attend after-school or extracurricular activities, he/she will also lose the privilege to represent CHS for part or all of the school year in progress.
6. The administration shall have the right to set the time that such a prohibition shall be in effect.

### **DEFINITION OF VARIOUS DETENTIONS**

- Lunch Detention is a silent lunch with an administrator. Students eat their lunches while completing assignments. Lunch Detentions will be used for missing/making up homework. Failure to work on/complete assignment in lunch detention may result in a "zero" for the assignment.
- In School Suspension (ISS) is in lieu of out of school suspension. The number of days or amount of time assigned to ISS will vary based on the seriousness of the misconduct of the student and the student's overall discipline record. Students are to collect class assignments and homework prior to the ISS assignment by consulting with teachers and accessing Canvas. Students are required to complete a behavior improvement plan and to consistently work on school work, reading and writing during ISS. Students are to remain quiet in ISS and are provided a separate lunch time and scheduled restroom breaks to limit interaction with other students who are not in ISS. Students will be marked absent from classes missed but the absences are not considered unlawful and the student is present at school.

- A student who has been assigned to a detention/ISS and who fails to attend will receive additional consequences. Students having unserved detentions will be ineligible to participate in afterschool activities and special events. Students serving detention will not be allowed to talk or use technology unless deemed appropriate to complete assignments. Talking or use of technology will result in additional consequences.

- Out of School Suspension (OSS) will count as unexcused absences. However, it will not be counted as an unlawful absence for truancy purposes. Students will not be allowed to attend athletic practices or games OR participate in extracurricular events or activities while serving OSS. Suspended and expelled students are not allowed to attend extracurricular school-sponsored functions during their suspension. Suspended and expelled students are not allowed on school property during their suspension, unless accompanied by a parent or guardian. In this case, the parent and student must check in through the main office and gain permission from administration to enter the building.

Upon return to school, a meeting must be scheduled with the principal and/or administrator with the student and parent/guardian.

If there is an increase in behavior with repeated disciplinary offenses, the school may request a meeting to discuss home-base learning where the student receives his or her education at home. This is on a case by case basis.

### **CELLULAR DEVICE POLICY**

To support a positive learning and social environment at Coastal High School, all students are expected to adhere to the following guidelines during the school day effective January 6th, 2025 . These guidelines are mandatory and are designed to clarify expectations outlined in Administrative Regulation SS-27 from the SCDE.

CHS students are permitted to bring personal electronic and communication devices to school. However, these devices must remain powered off and stored in the designated CHS phone boxes throughout the school day. These phone boxes were implemented as an alternative since students do not have lockers for device storage.

Phones must be placed in the phone boxes from 8:00 AM until 3:00 PM. Devices will be picked up from their first block classes before they leave the building. If students have late arrival, they will hand their cell phones into the front office.

#### **Personal Electronic Devices:**

**Any device not issued by the school that can electronically send, receive, store, record, reproduce, and/or display information and data. Examples include, but are not limited to, computers, tablets, e-readers, portable media players, drones, video gaming systems, GPS devices, digital cameras, and camcorders.**

#### **Personal Communication Devices:**

Any device not issued by the school that can communicate by sending, receiving, storing, recording, reproducing, or displaying information and data, including any device that emits an audible signal, vibrates, displays a message, live streams, or otherwise alerts or communicates with the user. Examples include, but are not limited to, cellular phones, smart watches, headphones/airpods, and other accessories used for electronic communication.

**"School Day"...** is defined as the period of time that a student is present on the school campus from their arrival (i.e., tardy bell) until afternoon dismissal at the end of the instructional day. This policy may also apply to school buses, field trips, and athletic events.

**Failing to follow this policy:**

**First Offense:** Parents are contacted to come to the school to pick up.

**Second Offense:** Students will be suspended for one day.

**Third Offense or more:** Students will be suspended for more than one day depending on the number of offenses (ex. third offense : one day, fourth offense: 2 days, and so on).

Audio and video recording are not permitted. No student shall record a teacher, student or staff member without permission including taking a photograph. These behaviors are subject to suspension.

### **Alcohol, Tobacco and Drug Abuse Policy**

1. The Board of Trustees adopts the stipulations of the Drug Act passed by the SC Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance or prescription drug (depressant, stimulants, counterfeit, or illegal drug) unless obtained from or pursuant to a valid prescription or ordered by a practitioner.
2. Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officers. In addition, students are to be notified that any person over eighteen years of age who distributes a controlled substance to any person under eighteen years of age shall be imprisoned with no suspension and no probation as provided for by the Drug Act.
3. Students are not allowed to knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana, alcoholic beverage, or intoxicant of any kind:
  - a. On the school grounds during and immediately before or immediately after school hours.
  - b. On the school grounds at any other time when school is being used or by any school group.
  - c. Off the school grounds at a school activity, function or event.

\*Possession is construed to mean on the person him/herself, in his/her locker, books, desk, automobile, or any other student which at the time is or was on school property.

## Search and Seizure

Under the provisions of a law passed by the General Assembly of the State of South Carolina, and based on a U.S. Supreme Court decision, searches will be conducted according to the following guidelines:

1. Any person entering CHS property shall be deemed to have consented to a reasonable search of his person and effects.
2. School officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, wallets, and satchels with or without probable cause.
3. School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises.
4. No strip searches will be conducted.
5. The school and the administration reserves the right to seize any prohibited item defined in this handbook. Items that are not illegal but banned from the campus shall be turned over to the parents or returned to the student at the end of the school year. Items that are illegal (weapons, drugs, etc.) will be turned over to law enforcement authorities.
6. Be aware that vehicles and other personal property are subject to search as by state law. If any contraband is found, law enforcement officials will be contacted. Parents will be contacted, and an arrest is likely. Contraband may include but is not limited to the following: Any type of illegal drug or controlled substance; any kind of weapon. Please note that many times the searches will result in discipline offenses for tobacco violations, cell phones, etc.

## Bus Discipline Policy

CHS will have the responsibility of supervising the drivers and the respective school principals and/or administration will investigate and enforce the bus discipline code of the district in dealing with passengers.

The topic of conduct where bus passengers are concerned is addressed in the South Carolina Code of Laws in the following SECTION 59-67-240. Other duties of driver; discipline of pupils for misconduct:

The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all his pupils are dismissed by the school faculty and safely board his bus. He also shall take notice along his route in the mornings and give pupils within sight a reasonable time in which to board his bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported any misconduct or violation of the driver's instructions by any person riding his bus.

District boards of trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or violating instruction of the

driver.

This section and others which are applicable to buses and pupil transportation will be used to enforce appropriate student conduct on all buses.

CHS will not tolerate behavior that might lead to an accident or injury on our buses. The privilege of riding a bus will, when necessary, be denied as the safety of students is of utmost importance.

The state law states that the school bus driver shall be responsible for the conduct of passengers while riding in the bus under his control, and that the driver shall report to school authorities, to or from which the students are transported, any offenses committed by the student on the bus.

All existing regulations and laws in the state of South Carolina, as they apply to pupil transportation, will be enforced by the appropriate school officials and/or other authorities. These regulations/laws will be applied to any reported misconduct and subsequent disposition of cases of misconduct. Should there be misconduct reported that is not addressed in the levels presented here, the individual principals will use their discretion in dealing with the matters.

## **LEVEL I - MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

### **LEVELS OF MISCONDUCT**

1. Disorderly conduct
2. Misconduct at a bus stop (depending on severity)
3. Disembarking from the bus at an authorized stop without permission
4. Entering or leaving the bus by way of the emergency door
5. Consuming bottled or canned drinks or food on the bus
6. Littering the bus
7. Standing while the bus is moving or violating other safety procedures
8. Riding the wrong bus
9. Continually making loud noises, yelling, etc.
10. Pushing, tripping, general horseplay
11. Rude behavior directed at passengers
12. Having electronic devices out of book bag including cell phones
13. Spraying of chemicals-hair spray, cologne, etc.

14. Screaming or shouting out of the windows
15. Not maintaining the same dress code as required at school.

### **ENFORCEMENT PROCEDURES**

**FIRST OFFENSE-** Probation/warning will be given by the school administrator. The probation shall remain in effect for the school year in progress. Parental contact will be made concerning the misconduct.

**SECOND OFFENSE-** Bus privilege may be denied for up to 10 (ten) school days. Parental contact made concerning the misconduct.

**THIRD OFFENSE-** Bus privilege may be denied for the remainder of the school year in progress. Parental contact made concerning the misconduct.

### ***LEVEL II-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES***

#### **LEVELS OF MISCONDUCT**

1. Disruptive conduct
2. Misconduct at a bus stop (depending on severity)
3. Smoking/vaping on the bus
4. Throwing object out of the bus
5. Throwing objects on the bus
6. Refusing to sit in assigned seat
7. Use of profanity or any abusive language among or between students
8. Having hands, arms, head, etc. out of windows and/or doors
9. Any rude, discourteous behavior directed toward the driver and/or monitor
10. Defacing property (writing or marking on the bus)
11. Rude behavior directed at other passengers (example-threats, stealing, etc.)
12. Fighting on the bus

### **ENFORCEMENT PROCEDURES**

**FIRST OFFENSE-** Bus privilege may be denied for up to 10 (ten) school days. Parental contact made concerning the misconduct.

**SECOND OFFENSE-** Bus privilege may be denied for the remainder of the school year. Parental contact made concerning misconduct. Level II behaviors may also require out-of-school suspension, in-school suspension referral to supporting agencies, and/or restitution of

property as stipulated in the discipline codes of individual schools.

## **LEVEL III-MINIMUM STANDARDS OF STUDENT CONDUCT AND DISCIPLINARY ENFORCEMENT PROCEDURES**

### **LEVELS OF MISCONDUCT**

1. Criminal conduct
2. Misconduct at bus stop (depending on severity)
3. Carrying weapons, explosives, fireworks on the bus
4. Carrying any object that may be used as a weapon on the bus
5. Persistent uncontrollable conduct
6. Possession, use or distribution of alcohol, drugs or any controlled or unauthorized substance on the bus
7. Any pushing or tripping that leads to injury
8. Vandalism-destruction of seats or interior and/or exterior part of the bus
9. Criminal behavior directed at passengers (sexual offenses, extortion, assaults, theft, arson, etc.)

### **ENFORCEMENT PROCEDURES**

ANY OFFENSE-Bus privilege may be denied for the remainder of the school year in progress. Improper behaviors may also require out-of-school suspension, expulsion, restitution of property and damage, referral to supporting agencies, notification of law enforcement agencies, and/or enforcement of the district drug policy.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Incidents involving students served in special education will be assessed on a case-by-case basis. Based on their individual educational plans (IEP), students shall adhere to the disciplinary code of Coastal High School or will be monitored through the behavior management plan delineated in the IEP. CHS's policy on suspension and expulsion of students with disabilities will adhere to the specific procedures for disciplinary actions that involve students with disabilities as outlined in the Individuals with Disabilities Education Act (IDEA).

### **TITLE IX, SECTION 504, AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990 GRIEVANCE PROCEDURES**

CHS recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency.

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information.

- a. The name and address of the party or parties alleging the violation, and
- b. A description of the alleged violation of the Federal law or regulation by the local Educational agency. Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the SPED Coordinator or the principal.

Persons who desire to register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator or the principal..

Upon receipt of a complaint, CHS shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the district within thirty (30) days. The district will render a final decision within thirty (30) days from the date the appeal is received.

CHS in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the American with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in employment/provision of educational opportunities.

## Due Process/Suspension Appeals Hearing

### 1) Investigation of misbehavior

When it appears that a student has engaged in misbehavior warranting suspension, an administrator will investigate the matter and interview those who have knowledge about what occurred. The student will be advised, verbally or in writing, of the accusations against him/her. The administrator also will advise the student of the evidence against him/her and provide the student with an opportunity to tell his/her side of the story. If the student asks the administrator to speak to other witnesses, the administrator will do so, if possible.

After completing the investigation, the administrator will determine if suspension is in order and the number of school days, from one to 10, the suspension should run.

### 2) Summary suspension

If the administrator sees or is advised of any student misbehavior and concludes the student should be removed from school immediately in order to restore order or to

protect others at the school, the administrator may summarily suspend the student for up to two school days. In these cases, the administrator does not have to investigate the matter first. By the end of the next school day following the summary suspension, however, the administrator should investigate the matter, as outlined above and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate.

If the administrator determines that the student should not have been suspended, arrangements will be made for the student to make up any work he/she missed while on summary suspension. The administrator also will remove any reference to the summary suspension from the student's record.

### **3) Sending a suspended student home during the school day**

When a student is suspended, the administrator will attempt to contact the parent/legal guardian to request he/she pick up the student from school. If a parent/legal guardian cannot come for the student, the school may take the student home as long as a parent/legal guardian is at home to take charge of the student. If the administrator cannot reach the parent/legal guardian, the student must stay at school until the end of the school day.

If the student is summarily suspended, he/she may be removed from the school grounds immediately. Depending upon his/her age, however, it may be necessary to keep him/her at school until the parent/legal guardian can be reached.

### **4) Notification to parent/legal guardian**

By the end of the next school day following any suspension, the administrator must notify the parent/legal guardian in writing of the following.

- the acts committed by the student the rule(s) violated
- the length of the suspension
- the time and place when he/she will be available to meet with the parent/legal guardian for a conference

***Written notification should be sent via hand-delivery by the student and through regular U.S. mail.*** The conference with the parent/legal guardian will be set within three school days of the date of the suspension. If the parent/legal guardian is unable to meet at the scheduled time, upon request, the administrator will establish a mutually agreeable time for the conference.

### **5) Suspension appeals**

If, after the conference with the administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the hearing officer. To request a suspension appeal, the parent/legal guardian must write a letter to the district hearing officer within five school days after the conference with the building-level administrator advising the district hearing officer why he/she believes the suspension was unfair.

The suspension appeal hearing, which should be held within 10 school days of the request for an appeal, will be conducted as an informal hearing by the district hearing officer and a committee. The school administrator, parent/legal guardian and student may be present. If the district hearing committee and the parent/legal guardian agree, the student may be dismissed during portions of the appeal hearing. The parent/legal

guardian, student and school administrator will be allowed to address the committee.

Within 10 school days of the hearing, the district hearing committee will render a decision as to whether the suspension was proper. The decision will be reported in writing to the parent/legal guardian and the school. If the district hearing committee decides that the suspension was not proper, all absences resulting from the suspension will be excused and the student's record cleared. The student will be allowed to make up all missed work. The decision of the district hearing committee ends the appeals process for suspensions.

#### **6) Limits on suspension**

A student may not be suspended for more than a total of 30 school days in one school year. An administrator may not suspend a student from school during the last 10 school days of the school year if the suspension would result in the loss of the course credit unless the board approves or if the student is an actual threat to the ss or the school or a hearing before the hearing officer is granted by the end of the next school day following the suspension.

#### **Expulsion Timeline/Due Process**

1. Expellable act committed.
2. School administrator investigates, meets with students giving due process and takes written statements from students and witnesses.
3. Administrator checks IEP – 504 statuses.
4. Student is given a suspension letter pending recommendation for expulsion.
5. Parent/legal guardian is notified in writing of their right to meet with a school administrator within three school days from the beginning date of suspension (This is included in the suspension letter –with a follow-up phone call to the parent/legal guardian)
6. School administrator meets with the parent/legal guardian within three days to inform the parent/legal guardian that the administration is recommending expulsion. At the completion of this meeting the administrator provides the parent with a letter explaining the process and their rights in that process.
7. (For expulsion cases) Within three school days of receipt of the expulsion recommendation/packet the Hearing Officer/School Board will notify the parent/legal guardian and the school principal in writing of the date and time of the hearing. This hearing will be scheduled within ten days of this parent notification.
8. The Hearing Officer/Board will render a decision within seven school days of the hearing.
9. The Board will notify the parent/legal guardian, school administration, and superintendent in writing as to the outcome of the hearing.
10. Students who have been expelled for the remainder of the school year will be notified in writing of their right to make a written request for readmission for the subsequent school year.

## CHS HIPAA Guidelines

The school will not use or disclose individually identifiable health information (i.e. protected health information, "PHI") 1

[1] that is transmitted or maintained by electronic media or any other form or medium, except under circumstances which are either required or permitted by law or pursuant to an authorization from the Individual or the Individual's personal representative.

The Principal or other administrative head at each individual school or facility within the District serves as that institution's designated Compliance Officer for purposes of HIPAA.

### **REQUIRED PHI DISCLOSURES UNDER THE PRIVACY NOTICE (No authorization necessary):**

To The Individual or To the Individual's Personal Representative, Institutions will disclose PHI to the Individual his/her personal representative.

To DHHS: Institutions may use or disclose PHI to DHHS or its designee for purposes associated with determining an institution's compliance with HIPAA and its regulations.

### **PERMITTED DISCLOSURES UNDER THE PRIVACY NOTICE (No authorization necessary):**

**Medical Treatment:** Institutions may use or disclose PHI to health care professionals to determine if treatment is medically necessary, to ensure proper type and dosage of medications, and for other purposes associated with the provision or management of healthcare and related services to an Individual, including, but not limited to preventative, diagnostic, therapeutic, rehabilitative, and counseling services.

**Payment:** Institutions may use or disclose PHI for purposes associated with obtaining or furnishing reimbursement for the provision of healthcare, responding to requests for such payment submitted from other providers, determining insurance eligibility and processing claims, including billing Medicaid for healthcare services.

**Healthcare Operations:** Institutions may use or disclose PHI for purposes associated with insurance, compliance, quality assurance, and professional competency. Institutions may also disclose PHI to other government agencies that are providing an

Individual with benefits or services when the information is necessary for the Individual to receive those benefits or services.

**Compliance with a subpoena, court order, or warrant:** Institutions may use or disclose PHI in response to a court or administrative order, subpoena, discovery request, or other lawful process. Institutions may use or disclose PHI for purposes associated with lawsuits and disputes involving the District, its employees, or the Individual.

**Public Health Activities:** Institutions may use or disclose PHI for purposes associated with public health activities, which may involve agencies such as the Department of Health and Environmental Control and other public health agencies, the Department of Social Services, and the Food and Drug Administration.

**Averting a threat to public health or safety:** Institutions may use or disclose PHI for purposes associated with preventing or controlling a serious threat to an Individual's health and safety, or the health and safety of the public or another person.

Reporting suspected victims of abuse, neglect, or domestic violence: Institutions may use or disclose PHI to the Department of Social Services and other agencies that are authorized by law to receive reports on abuse, neglect or domestic violence.

Compliance with Workers Compensation law: Institutions may use or disclose PHI for purposes associated with Workers Compensation or other programs that provide benefits for work-related injuries or illness.

Identifying a decedent: Institutions may use or disclose PHI to a coroner or medical examiner for purposes of identifying a deceased person or determining the cause of death. Institutions may also disclose PHI to a funeral director as may be necessary to carry out his/her duties.

Requests from health oversight organizations: Institutions may use or disclose PHI for purposes associated with oversight activities required by law, including but not limited to audits, inspections, investigations, and licensure.

Organ procurement: With respect to individuals that are organ donors, institutions may use or disclose PHI for purposes associated with the procurement, banking, or transportation of organs for the purpose of an organ, eye or tissue donation and transplantation.

Government functions: Institutions may use or disclose PHI for purposes associated with legitimate government functions, including, but not limited to law enforcement, the military, veteran's affairs, and to correctional institutions as necessary for an individual's health care, safety or the health and safety of others. Institutions may also use or disclose PHI.

### **"Every Student Succeeds Act" Parent Notification**

1. In December of 2015, our SC Department of Education approved this Act. This measure is designed to ensure that all children have an opportunity to obtain a quality education.
2. As a parent of a student at Coastal High School, you have a right to know the professional qualifications of the teachers and instructional assistants who instruct your student.
3. Professional Qualifications include:
  - a. Whether the teacher has met state qualification and certification criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. Whether the teacher is teaching under emergency or other provisional status through which state qualification or certification criteria have been waived.
  - c. The bachelor's degree major of the teacher and any graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
4. A parent who wishes to inquire about the qualifications of his/her student's teacher or instructional assistant should make a written request to the school principal. In the request, the parent may only inquire about any qualifications listed above.

### **Family Educational Rights and Privacy Act**

A student's "educational records" are those records directly related to a student and which the school district or a party acting for the school district maintains.

"Parent" refers to a parent, a guardian, a person acting as parent, a surrogate appointed in accordance with policies under programs for the disabled, a student who is 18 years of age or

over or a student who is attending an institution of post- secondary education on a full-time basis.

Whenever a student is 18 years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent/legal guardian of the student will thereafter only be accorded to and required of the eligible student unless the school district has received notice that a court has awarded legal guardianship beyond the age of majority. A student that turns 18 will sign a document if they do not want their parents accessing their information at CHS. The school will document such notice.

In maintaining student records, the school will follow applicable state and federal regulations.

The school will maintain a cumulative record folder which contains directory information, scholastic information, standardized test data, health records and other similar information.

The appropriate personnel in the district office and/or the appropriate school will keep records concerning the students who have been before administrative hearings.

Schools will treat each student's educational records as confidential and primarily for local school use. The district will not release directory information to any person or agency for commercial use.

The FERPA requires the following procedures in the release of school records. The district cannot release school records to any person or agency (employer, government agency, etc.) without the written consent of a student's parent/legal guardian. If the student is 18 years of age, he/she may sign for the release of their records. School records will be released, without written consent of a parent/legal guardian, to officials of other educational institutions in which the student stands to enroll. The school must notify the student's parents/legal guardians of the transfer and they may receive a copy of the record if they desire.

The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction.

When a student transfers from a school in the district to a school outside the district, the school will send a copy of a transcript of the student's record to the receiving school and notify the parent/legal guardians of the transfer.

## **Sexual Discrimination and Harassment of Students**

Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which does the following: (1) is made a condition so that submission to such conduct is either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) has an educational consequence, so that submission to or rejection of such conduct is used as a basis for an educational decision affecting a

student; or (3) is an offensive educational interference, so that such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to, the following: (1) verbal harassment including epithets, sexually offensive comments or slurs; (2) physical harassment or physical interference with movement or work; or (3) visual harassment such as sexually offensive cartoons, drawings or posters. Sexual harassment is prohibited against members of the

opposite sex as well as against members of the same sex.

### **Types of Behavior Which Constitute Inappropriate Conduct of a Sexual Nature with Students**

- Inappropriate conduct of a sexual nature by an employee toward a student includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include any behavior by an employee towards a student, which would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.
- Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the opposite or same sex.

### **Behavior Prohibited of All Employees and Students**

1. No employee or student of CHS will create a sexually hostile, offensive, or charged educational environment for any student by engaging in any sexual harassment or inappropriate conduct of a sexual nature with a student. No employee or student of this District will assist any individual in doing any act that constitutes sexual harassment or inappropriate conduct of a sexual nature against any student.
2. Any student who believes that he/she has been the object of, or witness to, sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with the principal or designated contact persons at his/her school. A parent may also file a complaint on behalf of his/her child. However, under no circumstances will a student or employee be required to first report such allegations to the principal or designated contact persons if that person is the individual who is accused of harassment or inappropriate conduct. In such cases, the student or employee should file the complaint with the school's Title IX Coordinator. All allegations will be investigated in an appropriate manner.
3. All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct conducted by the school or by an appropriate governmental agency. No employee or student of this District will take any action to discourage any student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature.

### **Gavin's Law**

Gavin's Law ([H.3583](#)) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime.

In accordance with the mandates of Gavin's Law, Coastal High School will collaborate with the State Department of Education, Law Enforcement, Attorney General's Office and Limestone Charter Association. Students and parents will be notified yearly about Gavin's Law. Gavin's Students and parents will be notified through email and telephone call with information. A presentation to all students and staff will occur yearly with informational materials available to

access. In addition, information on the law will be in the school's bi-weekly newsletter that goes to all staff, parents/guardians, and students.

Information on Gavin's Law will be on the school's website for all parents or guardians, students, school personnel and the public to access. The policy will be subject to regular review to ensure continuous alignment with Gavin's Law and to accommodate necessary updates in response to evolving requirements or best practices. Please contact Annie Hickerson, [ahickerson@coastalleadership.org](mailto:ahickerson@coastalleadership.org) for more information.

## See Something, Say Something

**School safety is everyone's responsibility! It is critically important that if students see or hear something that is concerning, they say something to a trusted adult or report it by clicking on the link, "See Something Say Something", under Student Life, on the school website, [coastalhs.org](http://coastalhs.org).**

**CHS is committed to providing our students and staff members with a safe and secure learning environment that is conducive to learning. In order to fulfill this commitment, we ask all students to report any safety concern to one of the school's administrators, a teacher, a parent, or another trusted adult. Other reporting methods are also posted on the school website. Please provide adequate information about a safety concern in order for school administrators and/or law enforcement to begin an investigation.**

**Safety concerns may include the following: weapons, drugs, threats, harassment, physical and/or sexual abuse, suicide, gang activity, vandalism, theft, or any other safety concern that is related to school campus.**

## Student Grievance Policy

Purpose: The purpose of this policy is to provide a clear and efficient process for reviewing and resolving student-related grievances, which may be filed and pursued by a student's parent or legal guardian. Coastal High School ("CHS") and the student, parent(s), and legal guardian(s) will keep all grievance proceedings confidential to the extent permitted by law and practicable under the circumstances.

The CHS student grievance process may be used by CHS students or their parents or legal guardians as follows:

1. To address an alleged violation of applicable law or regulations that directly affects the student.
2. To address an alleged violation of CHS Board Policy that directly affects the student.
3. To address an alleged violation of the CHS charter that directly affects the student.
4. To address alleged discrimination or harassment against the student.

A student, parent, or legal guardian who files a grievance pursuant to this policy has the right to be represented by legal counsel at the student's, parent's, or legal guardian's own expense.

If any of the timelines set forth herein are not met, the grievance may be deemed waived by the CHS official(s) charged with investigating and deciding the grievance.

The CHS official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a timely filed grievance or appeal.

### **Step One: Informal Discussion**

Subject to the following paragraph, the aggrieved student, parent, or legal guardian must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) school days of the incident or when the aggrieved student learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance is against another student, or if the grievance includes allegations of discrimination or harassment, the student, parent, or legal guardian filing the grievance is not required to initiate an informal discussion with the other student or the person(s) allegedly discriminating against or harassing the student, and the student, parent, or legal guardian may proceed immediately to Step Two.

### **Step Two: Submit a Written Grievance to the Principal**

If the informal discussion does not resolve the student's concerns, the student may within ten (10) school days after the informal discussion (or if the student was not required by this Policy to initiate an informal discussion, within ten school days after learning of the incident giving rise to the grievance) submit a written Grievance Form to the CHS Principal, except that if the grievance includes allegations of discrimination or harassment against the CHS Principal, the student, parent, or legal guardian may submit the written Grievance Form directly to the CHS Board of Directors.

The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, if any, and the specific relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline for submission. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, within fifteen (15) school days the Principal shall schedule a conference with the student, parent, and/or legal guardian and any other individual(s) deemed necessary by the Principal to investigate the allegations. The Principal shall investigate the grievance and issue a written decision to the student, parent, and/or legal guardian who filed the grievance as promptly as possible under the circumstances.

### **Step Three: Final Appeal to the CHS Board of Directors**

If a student, parent, and/or legal guardian is not satisfied with the Principal's written decision, the student, parent, and/or legal guardian may submit a written appeal to the CHS Board of Directors within ten (10) school days of receiving the Principal's written decision, which can be accomplished by submitting the written appeal to the CHS Board Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the Principal's written decision, and a written description of why the student, parent, and/or legal guardian is not

satisfied with the Principal’s written decision. An appeal that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline for submission of a complete appeal.

Within thirty (30) days of receipt of a written appeal (or the original Grievance Form if the grievance involves allegations of discrimination or harassment against the Principal and is filed directly with the Board), the CHS Board of Directors will schedule a hearing date and provide the student, parent, and/or legal guardian with notice of the hearing date, time, location and procedures. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the CHS Board of Directors will issue a written decision within ten (10) business days, which will be final and binding.

Legal Reference(s):

S.C. Code Ann., 1976, as amended:

Section 59-40-60(F)(13) – Charter School Grievance Procedure

### **SOUTH CAROLINA HIGH SCHOOL DIPLOMA REQUIREMENTS**

In order to receive a state high school diploma, the student must have attended the high school issuing the diploma for at least the semester immediately preceding graduation except in the case of a bona fide change of a residence to a location where the sending school will not grant the diploma. Based on State Law, requirements to receive a South Carolina High School Diploma (graduation requirements) for students in grades 9-12 are prescribed as follows:

|   |                   |
|---|-------------------|
| English Language Arts**                                     | 4 units           |
| Mathematics**   | 4 units           |
| Science **  | 3 units           |
| US History and Constitution**                               | 1 unit            |
| Economics and Personal Finance                              | ½ unit            |
| US Government   | ½ unit            |
| Other Social Studies Elective                               | 1 unit            |
| Physical Education (CPR course required)                    | 1 unit            |
| Computer Science  | 1 unit            |
| Foreign Language or CATE (career and technology education ) | 1 unit            |
| Personal Finance (or equivalent)***                         | ½ unit            |
| <b>TOTAL CORE UNITS</b>                                     | <b>17.5 UNITS</b> |
| Electives   | 6.5 units         |
| <b>TOTAL UNITS</b>  | <b>24 UNITS</b>   |

**\*\*Mathematics must include Foundations in Algebra/Intermediate Algebra *or* Algebra 1 along with Geometry, and additional higher level math courses, so that a minimum of four (4) mathematics credits are earned.**

**\*\* In order to meet graduation requirements set by the State Board of Education, all students must take the Biology, English 2, Algebra 1 and US History End of Course Exams. Students entering the 9th grade in 2023-2024 will be required to have at least ½ credit of Personal Finance or a state accepted equivalent course. Because of class schedules, CHS will meet this requirement with a 1 credit course.**

**\*\*Any college credits earned BEFORE grade 11 will be accepted and credited at the discretion of CHS**

Each quarter will last 9 weeks. Students will be allowed to complete assignments during those nine weeks only. At the conclusion of each 9 weeks, teachers will NOT accept any prior assignments unless extenuating circumstances have received administrative approval.

### **GRADE LEVEL CLASSIFICATION**

Grade classification is determined only at the beginning of the school year.

- **Grade 9**-In order to be classified as a ninth-grade student, the individual must have met the requirements of the Grade Eight Promotion Standards.

- **Grade 10**-In order to be classified as a tenth-grade student, the individual must have completed six units to include one unit in English and one unit in Mathematics.

Students in the second year of high school (not necessarily a 10th grader) will have the opportunity to take the PSAT/NMSQT in the fall. Students must sign up for this at the end of 9th grade.

- **Grade 11**-In order to be classified as an eleventh-grade student, the individual must have completed twelve units to include two units in English, two units in Mathematics and one unit in Science. Students in the third year of high school (not necessarily an 11 th grader) will be given the opportunity to take the ACT or SAT. Students are required to take the Ready to Work Assessment.

- **Grade 12**-In order to be classified as a twelfth-grade student, the individual must have completed sixteen units to include three units in English, three units in Mathematics, two units in Science and one unit in Social Studies. Students who do not pass the Ready to Work Assessment in grade 11 will be required to retake the test in grade 12.

In addition, the student must be enrolled in all other units, required and elective, needed to complete graduation requirements.

Students in grades 10-12 will have the opportunity to take the ASVAB in the fall. Students must notify the School Counselor to sign up for this.

\*If a student has sixteen units and is enrolled in coursework which would allow him/her to complete the twenty-four units needed for a South Carolina High School Diploma within the school year, the student will be designated as a senior. However, designation as a senior is not a guarantee that graduation requirements will be successfully met.

## AVAILABILITY OF CLASSES

Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Coastal High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low student enrollment or lack of teachers, the student's alternate course choices will be used. If none of the alternate courses is available, the student will be consulted to make a new selection. If the student cannot be reached, his/her administrator or counselor will make the choice.

## SCHEDULE CHANGES

Students will follow the schedule given to them on the first day of school for the first week of school. Students may then email the School Counselor([svicini@coastalhs.org](mailto:svicini@coastalhs.org)) to request a schedule change. Schedule changes are not guaranteed and will be based on the following:

- 1) Credit is needed for graduation
- 2) Scheduling errors have been made
- 3) Credit has been earned during summer school or attendance make up
- 4) A student has not passed a prerequisite course

## DUAL ENROLLMENT (PACE)

The PACE program offers opportunities for only high-school juniors and seniors to get a head start on college! The PACE program enables qualified students to meet high school graduation requirements while taking college credit courses. These college credits may apply to programs of study at Horry Georgetown Technical College or transfer to any public institution in the state.

Advantages of the PACE Program PACE Dual Enrollment classes offered through HGTC helps students to:

- Earn credits now that apply to high school and college degree requirements;
- Reduce the course load during college freshman and sophomore years, improving the student's ability to meet and maintain the "B" average required for LIFE or other scholarships;
- Provide a smooth transition from high school to the academic demands of college;
- Boost high school GPA/Class Rank;

### Eligibility

High school juniors and seniors may be eligible, based on parent permission, guidance counselor approval and meeting HGTC placement requirements (acceptable SAT or ACT scores and a GPA of 2.6 or higher on the 4.0 scale). Each prospective PACE student must complete the PACE Online Application.

- Permission is required for all high school students to enroll in PACE courses.
- Parents/students are responsible for the tuition/books/fees for these courses. Transportation must be provided by the parent/student to get to the HGTC campus as well as the CHS campus. Students taking PACE courses online are not allowed to complete these classes at CHS and must complete them off campus or at home. Students taking PACE courses must not arrive on the CHS campus until their high school classes begin.
- PACE dual credit allows students to enroll in University Parallel courses for college credit, as well as high school credit. Students who take these courses are earning credits towards high

school graduation requirements and also obtain college credit. These courses are taken during the normal school operational hours and will affect high school GPA.

- Schedule permitting, a minimum of two PACE classes per semester may be taken during the school day. PACE courses are not required for high school graduation; therefore, they may be taken outside of the regular school day, in the evenings, or during summer sessions.
- Students must earn 70% or higher in each course to be eligible to continue in the PACE program as a CHS student.

***A student who earns 60%-69% will be allowed to take PACE classes an additional semester, however, if another grade of 60%-69% is earned, the student will not be allowed to continue in the PACE program. A student who earns 59% or below in a PACE course will not be allowed to continue in the program.***

***ALL PACE students will be required to take a CTE course each semester, even if they are not on the campus of CHS for the regular school day, unless this requirement is waived by the student's exceptional learner case manager. This CTE course can be in-person at CHS or online.***

### Expectations

- 1) Students who have late arrival are not permitted to enter the building until their designated class time as shown on their schedule. Students will not be allowed to hang out in the building prior to class time unless arrangements have been.
- 2) Students who have early dismissal are expected to leave the building immediately after their class has ended unless arrangements have been made.

### SOUTH CAROLINA UNIFORM GRADING SCALE

As required by State law, the South Carolina Uniform Grading Scale is in effect for all students. Numerical grades will appear on the report card.

| Letter Grade | SC Uniform Grading Scale |
|--------------|--------------------------|
| A            | 90-100                   |
| B            | 80-89                    |
| C            | 70-79                    |
| D            | 60-69                    |
| F            | 59 or below              |

### CLASS RANKINGS

Class ranking for all grades at the high school level will be computed at the end of each semester and posted to transcripts. To determine honor graduates and select a valedictorian and salutatorian, the class ranking will be computed at the end of the first semester of students' senior year based on the weighted GPA (SC UGP).<sup>\*</sup> When a student enters high school, they are given a 9GR number. That 9GR is based on the year that they enter 9th grade for the first time. The graduation cohort from which the valedictorian and salutatorian will be chosen will be from the senior class cohort. (9/15/22) The 9GR is set by the state and does not

change. The high school will determine the manner of recognition of honors graduates, i.e. honor cords, special recognition in the graduation program/ceremony, etc. Final GPA will be posted on the final transcript.

Students are reminded that one's position in the class rank system is relative to the weighted rank of all other students in a particular grade. Therefore, as the numbers and performance of other students' changes, a student's class rank may vary as well, even though his/her own academic performance may remain constant.

***\*\*\*\*Students must be enrolled at CHS for at least four semesters in order to be considered for Valedictorian or Salutatorian.***

## **AWARDS**

**Valedictorian**-The Valedictorian is the student with the highest academic standing in the senior class after fall semester grades are posted to the transcript. Further, the Valedictorian must be enrolled in CHS for the entire senior year. The Valedictorian is granted the opportunity to make remarks for the class in the Valedictory Address at commencement exercises.

**Salutatorian**-The Salutatorian is the student with the 2nd highest academic standing in the senior class after the fall semester grades are posted to the transcript. Further, the Salutatorian must be enrolled at CHS for the entire senior year. The Salutatorian is granted the opportunity to make remarks in a Salutatory Address at commencement exercises.

In the event of a tie for the highest GPA (carried to the one-thousandth decimal place), only two honor addresses will be given, the order of which will be determined by a committee of faculty appointed by the principal. In the event of a tie for the 2nd highest GPA, three honor addresses will be given to include the Valedictory speech and two Salutatory addresses, the order to be determined by a committee of faculty appointed by the principal. In all other unusual circumstances, decisions regarding honor addresses will be made by a committee of faculty appointed by the principal.

**Honor Graduates**-Honor graduates of the graduating class are determined after fall semester grades of the students' senior year are posted to the transcript and calculated in the GPA using the weighted scale. Students who have achieved an overall SC UGP of 3.5 or higher will be recognized as an Honor graduate.

**Junior Marshals**-Marshals are chosen from the Junior class based on class ranking after the fall semester grades are posted to the transcripts in the students' junior year. These students will serve as Junior Marshals at the CHS Graduation.

## **EARLY GRADUATION POLICY**

**The South Carolina State Board of Education regulates the South Carolina High School Diploma. A state high school diploma from CHS is based upon the satisfactory completion of the number of units required by state law. A unit of work is the amount of credit earned when the student satisfactorily completes 120 hours of instruction in each subject area or by completion of standards in a proficiency-based course.**

### **Early Graduation**

**Early graduation is not recommended. This will only be approved in emergency situations. Please contact [soskin@coastalhs.org](mailto:soskin@coastalhs.org).**

### **NOTICE OF CHANGES**

The student handbook is intended as an informative guide for parents and students. It is reviewed annually and posted on the school website. The student handbook remains in effect until either notice of adjustments or changes are provided via hard copy and/or electronic form to parents and students or upon the occasion when a revised student handbook is issued. The administration reserves the right to make changes, additions or deletions as determined to be in the best interest of students, staff and general school organization and order. The student handbook will be reviewed with all students.. Students will be provided a hard copy of acknowledgement forms that must be signed by parents and students and returned to the front office or designated teacher. Board policies are posted on the school website and are available for review at the front office. Please direct questions about the handbook to the Principal.