

A photograph of a classroom with rows of yellow chairs and black desks. In the background, there is a bulletin board with various papers pinned to it, and a white door. The lighting is soft and indoor.

Handbook of Policies and Plans, including the Code of Conduct

Updated 2025

COAST Charter School

C.O.A.S.T. Policy Handbook

Contents Include:
Founding Commitments
Admissions Procedure
Medication Administration
Code of Student Conduct
Dress Code

Updated 2025

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INTRODUCTION

C.O.A.S.T. is dedicated to providing students and staff with a safe and nurturing environment that is conducive to learning. Our school believes in our mission to provide an educational choice to students and their parents that is characterized by:

1. the intensive study of the Arts and Sciences, in continuous progression and at the highest standards of achievement.
2. a structured environment resulting from a specific code of conduct with diligent attention to character development.
3. the infusion of technology into all subject areas, expanding the student's world beyond classroom boundaries.
4. dynamic, integrated core curriculum designed to include the study and appreciation of Wakulla County's unique ecosystem.
5. shared responsibility among students, parents and teachers in the operation of the school.

The principal has the primary responsibility and authority for maintaining an orderly educational environment. C.O.A.S.T. Charter School guarantees students the freedoms allowed by law, provided these freedoms do not endanger the health, safety and welfare of the students or staff. The Board of Directors recognizes and supports students' and parents' rights and corresponding responsibilities. The school upholds these freedoms with recognition of Federal, State and local laws.

C.O.A.S.T. FOUNDING COMMITMENTS

Commitment to Small Schools

We believe that children thrive in small, personal settings where all staff members know each child and family. We believe that a child's interest is best served when parents and school staff cooperate and support each other's efforts. Small classes afford both the teacher and student the most flexibility to accommodate learning needs.

Commitment to Character Development

We also believe that character development should be a primary role of education and that the school will regularly and deliberately teach and reinforce, through all its activities, the character traits of honesty, industry, kindness, generosity, courage, perseverance, loyalty, independence of thought, self-discipline and responsibility.

Commitment to Creating Informed Citizens

We believe that children should be educated to become world citizens, exposed to and informed about the geography and peoples of our globe. We want them to know that all human beings have value and are to be treated with respect. The school itself, then, must be a place where everyone is respectful and models courteous human

relationships at all times.

Commitment to the Arts

We believe that students will learn self-expression through the Arts. Artists and performers will work with the faculty to develop programs in dance, music, drawing, painting, sculpting, pottery, drama and architecture. Students will have opportunities to explore more deeply various art mediums with real-life mentors and teachers.

Commitment to a Strong Foundation in the Core Subjects

A good education must provide a solid grounding in the subjects of reading, writing, mathematics, science, social studies and the arts, best achieved by a clearly articulated and sequential curriculum in each subject. In addition to learning facts and concepts, we believe it is important for children to develop higher-order thinking skills to solve problems independently. Student performance will be assessed by a combination of criterion-referenced and norm-referenced measures, as well as oral and written work products.

Commitment to Real Life Learning

We believe that students learn best when they are actively involved in learning experiences that apply to skills and knowledge in real life. These kinds of experiences will be prevalent in our school. Technological proficiency is critical to future life success; therefore, technology tools will be used daily by both students and staff to make education more relevant, efficient and effective.

Commitment to Supporting Educators

We are convinced that competent, creative and dedicated teachers are the most important component of a good school. This commitment to teaching staff will be evident in all school activities. Everything will serve to support the teacher's ability to do his/her best at teaching.

Commitment to Wakulla's Unique Environment

We believe that Wakulla County's environment provides a unique opportunity to foster appreciation for nature and to teach children about the interdependence of all living things, as well as the importance of caring for our natural resources. We would expect that environmental awareness would permeate all areas of curriculum and serve as a central focus for science instruction.

CODE OF ETHICS

C.O.A.S.T. values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurturing of democratic citizenship. Essential to the achievement of these standards are the freedom to learn, to teach and the guarantee of equal opportunity for all. Our primary professional concern will always be for the student and for the development of the student's potential. We will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity. Aware of the importance of maintaining the respect and confidence of one's colleagues, students, parents and other members of the community, we strive to achieve and sustain the highest degree of ethical conduct.

ADMISSION TO C.O.A.S.T. CHARTER SCHOOL

Applications shall be accepted continuously. The Board may also establish specific annual enrollment periods. No student who is suspended, under order of expulsion or has been placed in a disciplinary or alternative program by any other school or district will qualify to apply for admission.

Parents of applicants are required to attend an informational meeting as part of the application process. An additional requirement is for the parents to sign a contract indicating acceptance of the rules of conduct and the required volunteer hours from the family. Applications will not be accepted until both conditions are met.

It is understood that students enrolled in C.O.A.S.T. will be able to re-enroll for the following school year as long as they are in good standing with the school. The re-enrollment forms are sent to existing students toward the end of the school year with specific instructions for their timely return to the C.O.A.S.T. office for registration.

The charter school enrollment policy prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion or ancestry.

Classes will be filled on a first come, first served basis. Applications submitted after a class is filled will be placed on a waiting list. Preference may be given to siblings of students who are already enrolled at C.O.A.S.T.

ADMINISTRATION OF MEDICATION

The school principal and personnel designated are authorized to assist students in the administration of prescription and non-prescription medication when the following conditions have been met:

- All prescribed medication shall be delivered to the office/clinic with the following information on the label: student's name, name of medication, date of prescription and pharmacy, and approximate duration of medication. Before prescription medications are left at a school, any prescription medications that are not delivered in a sealed container must be counted, verified, and documented by the parent/guardian and the school nurse, health aide, or principal-appointed designee. If a prescription inhaler has been opened, this will be noted in the Medication Log and the number of remaining doses listed as "unknown."
- A permission form or letter signed by the student's parent(s) or legal guardian shall be required. A permission form or letter shall be updated every school year. A two (2) day grace period will be extended to parents for renewal of authorization of medication.
- Students with prescribed inhalers or EpiPen who must carry these medications on their persons will be allowed to do so with physician and parental written authorization.
- All non-prescription medication will be delivered to the clinic in the original sealed

container with the manufacturer's recommended dosage. Upon receipt in the front office the medication will be labeled with the student's name. The medication may be stored in the health room until the end of the school year at which time it must be picked up by a parent/guardian or it will be destroyed. Dosage in excess of the manufacturer's recommended dosage must be accompanied by a physician's note. No non-prescription medication containing aspirin will be administered without a physician's written order due to the association of aspirin with Reye's syndrome. Only FDA-approved medications will be administered. No vitamins, nutritional supplements, etc. can be administered unless accompanied by a physician's written order.

NUTRITION

A nutritious breakfast and lunch are important to academic success. Here at C.O.A.S.T., we participate in the National School Lunch Program which assures that all meals served at C.O.A.S.T. will meet or exceed the Department of Education Food and Nutrition Guidelines. C.O.A.S.T. starts the school day offering a nutritious breakfast and Silent Reading Time. We encourage our students to eat breakfast at school during the short time upon arrival before dismissal to home rooms. Sustained Silent Reading allows other students to be engaged and not be a distraction to those trying to eat breakfast before classes start for the day. ALL students are eligible for FREE breakfast and lunch, regardless of income. Please note, carbonated beverages are not acceptable to be sent with students to school for lunch or snack.

Energy drinks and candy are prohibited outside of special events. These items will be confiscated and will be disposed of. Food for single-student consumption is not allowed in classes without permission.

If your child will be arriving late to school, please call the school office by 8:30 AM to order lunch for that day. Otherwise, he/she may not be counted for a lunch serving.

PLEDGE OF ALLEGIANCE

1003.44 Patriotic programs; Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07 (2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the

pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

MOMENT OF SILENCE

The 2021 Legislature approved an act relating to moments of silence in public schools; amending s. 1003.45, F.S.; providing legislative findings; requiring that public school principals require certain teachers to set aside time for a moment of silence at the beginning of each school day; specifying the duration of the required moment of silence; prohibiting teachers from making suggestions as to the nature of any reflection that a student may engage in during the moment of silence; deleting a provision authorizing district school boards to provide a brief period of silent prayer or meditation; requiring certain teachers to encourage parents or guardians to discuss with their children how to best use the moment of silence; providing an effective date.

C.O.A.S.T. will observe a two-minute moment of silence in the morning that agrees with the bill language. Parents are encouraged to speak with their child about what they should reflect upon during this time. Students who disturb the moment of silence for others will be subject to classroom and school rules.

PARENTAL BILL OF RIGHTS

Section 1014.02; (2022) Florida Statutes states that it is a fundamental right of parents to direct the upbringing, education, and care of their minor children. This legislation finds that important information relating to a minor child should not be withheld, either inadvertently or purposefully, from his or her parent. In compliance with the law, C.O.A.S.T. has created a permission form for students requesting to go by a name other than their legal name. Please request this form from our front office.

Section 1000.071; (2023) Florida Statutes states that an employee or contractor of a public K-12 educational institution may not provide to a student his or her preferred personal title or pronouns if such preferred personal title or pronouns do not correspond to his or her birth gender.

CODE OF CONDUCT

WHAT IS THE CODE OF CONDUCT?

The Code of Conduct is an official document of C.O.A.S.T. Charter School which:

- describes a positive and safe school environment,
- specifies the rights and responsibilities of students,
- defines attendance responsibilities,
- safeguards the rights of students,
- defines conduct that disrupts a positive and productive learning environment,
- standardizes procedures for disciplinary action, and
- incorporates the Govern Board's Policies and School's Charter.

Our Code of Student Conduct stems from our ideals and philosophy that high-quality instruction can only occur in an environment that is purposely intended for learning. We believe that our small school commitment can breed a learning environment that is positive and one in which students, school staff, parents and board members work in unity toward common goals. The C.O.A.S.T. Code of Conduct incorporates our beliefs that school staff, board members, parents, community leaders and students be held to the highest of expectation for the purpose of achieving the highest levels of education possible for our scholars. All parties should refrain from conduct that interferes with learning environments and the education of others.

This Code applies to all students, Pre-K through 8th grade and shall be carried out during the regular school day, at bus stops and on school buses, when students are attending school functions, activities, field trips or athletic events, or when they are otherwise under the authority of C.O.A.S.T. Charter School. As students increase in age and maturity, they assume a greater responsibility for their actions and different types of disciplinary actions may be warranted. This Code of Student Conduct addresses the rights and responsibilities of students, specific acts requiring discipline, discipline procedures, dress code, attendance regulations, administration of medication and a grievance procedure.

All exceptional education students are expected to abide by the rules outlined in this Code, except as specified in the student's Individualized Educational Plan.

Students and parents are asked to carefully read this Code, so that they will know what is expected. School staff is available if additional information is needed.

OUT-OF-SCHOOL CONDUCT

The Code of Conduct shall also apply to out-of-school conduct by a student if C.O.A.S.T. personnel believe that the nature of such conduct indicates that the student presents a threat to the health, safety, welfare of other students, personnel or to the school. Such out-of-school conduct shall include, but is not limited to, the following:

- acts of violence or threats of violence which are punishable by law
- sexual offenses which are punishable by law

- the sale, transfer or possession of drugs which would constitute an offense punishable by law
- felony charges

The principal is authorized to take administrative action when a student's misconduct to and from school has a harmful effect on other students, the community, or the orderly conduct of school business. When the school receives these reports, they will be reviewed. The school will take disciplinary action as outlined in the Student Code of Conduct if it is determined that the out-of-school conduct indicates the student presents a threat to the health, safety or welfare of other students or staff. C.O.A.S.T. Charter School will not wait for adjudication of said felony to proceed with dismissal.

STUDENT RIGHTS AND RESPONSIBILITIES

C.O.A.S.T. believes in students being accountable for their actions and this section outlines the general principles of both student rights and responsibilities. Rights and responsibilities work hand in hand and are expected to be upheld the same as any citizen upholds their civic laws. Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Rights

- Students have the right to choose their educational facility through means of school choice.
- Students have the right to a free public education that is not to be denied except by due process.
- Students have the right that they will not be discriminated against based on race, religion, disability or other protected basis.
- Students have the right to a healthy and safe school environment in which to learn.
- Students have the right to make up work missed because of excused absences.
- Students have the right to learn in an atmosphere conducive to learning.
- Students have the right to a meaningful curriculum that will meet their immediate and future needs.
- Students have the right to have made available to them classroom, and school rules of conduct and to know the possible consequences of their misconduct.
- Students have the right to freely express their viewpoints in an appropriate manner.

- Students have the right to the respect of their personal property.
- Students have the right to privacy in their personal possessions unless the principal has reasonable cause to believe that the student is concealing material, possession of which is prohibited by law.
- Students have the right to notification that student lockers and other student storage spaces provided by the school system are the property of the C.O.A.S.T. Charter School and are subject to search by school authorities at any time.
- Students have the right to an equal opportunity to participate in school activities for which they are qualified.

Responsibilities

- Students have the responsibility to be civic minded and respect the values, expectations and cultures of others.
- Students have the responsibility to develop positive attitudes; being cooperative and considerate of others.
- Students have the responsibility to develop a respect for and welcome new challenges.
- Students have the responsibility to attend class on time and to uphold attendance policies.
- Students have the responsibility to use all educational opportunities to the fullest potential.
- Students have the responsibility to provide the school with an adequate explanation with proper documentation indicating the reason for each absence and to make arrangements with teachers for make-up work to be completed within the specified time.
- Students have the responsibility to be aware of and abide by all applicable classroom and school rules.
- Students have the responsibility to respect the free speech rights of others.
- Students have the responsibility to refrain from slander and abusive language.
- Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.
- Students have the responsibility to refrain from publishing and distributing harmful materials.
- Students have the responsibility to show respect for fellow students and school

personnel.

- Students have the responsibility to respect school property and that of other students.
- Students have the responsibility to pay the cost of any damage they inflict on school property.
- Students have the responsibility to conduct themselves and their activities consistently with the educational objectives of the school.
- Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
- Students have the responsibility to adhere to policies governing the use of lockers, which are the property of the school.
- Students have the responsibility to organize activities within the school guidelines.
- Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

CONDUCT ON SCHOOL BUSES AND OTHER SCHOOL VEHICLES

To help maintain order on the bus, bus drivers have the authority to assign a seat on the bus to any student. For the safety of all students who ride the bus, students are expected to obey the following rules:

1. Students must use only the bus and the bus stop assigned to them.
2. Students may not enter or leave the bus at any place except the student's regular bus stop or school unless the student has a note from home that has been approved by the school.
3. Students must stay in their assigned seat while the bus is in motion.
4. Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
5. Students must obey all bus safety rules and the directions of their bus driver.
6. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
7. Students are not allowed to consume food or drink on the bus.

8. Students must not litter the inside of the bus, throw anything out of the window, or cause damage to the bus.

In addition to the rules listed above, Florida law prohibits students from committing the following acts while riding a school bus:

1. acts of physical violence
2. bullying
3. physical assault or battery of persons on the bus
4. verbal assault of persons on the bus
5. disrespectful conduct toward the bus driver or other persons on the bus
6. unruly behavior
7. using any electronic devices during the operation of a bus, including but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones or any other electronic device in a manner that might interfere with bus communications equipment or the driver's operation of the bus
8. using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus

If students violate any of these rules, the school may take disciplinary action, including suspension from riding the bus and suspension from school. If bus misbehavior is severe, a disciplinary hearing may be called, and students may be suspended or dismissed from the bus or from school permanently.

Responsibilities of Parents Regarding Transportation

The parent or guardian of a child transported at public expense shall have the following responsibilities:

1. To require the child to be at the bus stop in the morning on time as provided by the bus schedule.
2. To provide necessary protection for the child in going to and from the bus stop where adequate shelter is not provided.
3. To assume joint responsibility with school authorities for the proper conduct of the child.
4. To make a reasonable effort to understand transportation rules and to cooperate with school personnel responsible for pupil transportation.
5. Any parent or guardian of a physically handicapped child shall have the following

additional responsibilities:

- a) To provide the necessary assistance to the child while he/she is en-route to and from the school bus stop and to provide the necessary supervision of the child at the bus stop.
- b) To provide instructions in writing to the bus driver as to any special symptoms or non-medical care which the child may need while on the bus.

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hairstyle or ornamentation that promotes drugs, alcohol, tobacco, sexual behavior, is offensive to others, distracts others or interferes with another student's opportunity to learn, will not be permitted.

The following dress code guidelines will be strictly enforced:

- Halter tops, tube tops, spaghetti straps, tops exposing the midriff, tank tops with shoulder straps less than 2" wide, and midriffs (garments which leave the middle portion of the body bare) are prohibited.
- Pants that fall beneath the waistline or leave the middle portion of the body bare or expose underwear are prohibited. Pants with holes above the knee that expose skin or undergarments are not permitted. Pajamas, nightshirts, and bedroom slippers are not permitted.
- All shorts, including skorts, must have an approximate four-inch or longer inseam.
- Dresses, or skirts must be approximately knee-length or longer.
- Baseball caps and hoods are not permitted to be worn in the building. Sunglasses and scarves shall not be worn inside.
- Clothing or other accessories that have sexual connotations or are provocative or advocate or advertise the use of tobacco, alcohol, drugs, or display profanity are prohibited. Shirts that advocate death or bodily harm or slogans which are meant to be offensive, or degrading are not permitted.
- Clothing or accessories that display weapons or violence of any type are prohibited.
- **Shoes must be worn at all times.** No flip-flops, beach sandals, boots, or shoes that are backless or only have a strap around the heel. Roller shoes or shoes that have wheels attached are prohibited. **Crocs are NOT permitted for PE.**
- Chains used for belts, wallets, or displayed in any manner are prohibited.
- Clothing, jewelry, or accessories with pointed, spiked, or dangerous objects are prohibited.
- Bandannas or gang-related items/styles of dress are prohibited.

According to the frequency and severity of the offense, violations to dress code policies may include a verbal warning for first offense and parent phone calls, silent lunch, after-school detention, out-of-school suspension, or dismissal for subsequent and/or repeated offenses. The school administration reserves the right to adjust or change any policy if an item is deemed inappropriate for the school environment.

STUDENT CONDUCT AND DISCIPLINARY ACTION

The following rules of conduct set forth the expectations for student behavior and the consequences for infractions of the rules. Our philosophy is all students, parents and teachers deserve a safe, orderly and disciplined environment in which to teach and learn. Additionally, C.O.A.S.T. adheres to the WCSB Bullying policy, which can be found on our website or in the front office.

Therefore:

1. C.O.A.S.T. Charter School will provide a disciplined and safe learning environment.
2. Parents and students are required to sign an annual contract acknowledging their responsibilities and expectations as a member of the COAST community.
3. Students will be expected to follow the school's Code of Student Conduct.
4. Parents and Staff will be subject to, and expected to follow, the school's Code of Ethics.

Failure to meet expectations for student conduct or other inappropriate behavior on the part of the students shall require interventions. Reasonable punishment or correction may be administered to any student who creates any disorder or who is guilty of any act or omission of duty which obstructs, hinders or interferes with the proper functioning of the school program. The student involved has the right to be informed, before consequences are administered, of the exact nature of the charges against him/her and the possible consequences of that misconduct, and the right to offer an explanation in his/her defense. The proposed consequences may thereafter be administered if warranted.

Behaviors for which disciplinary action of some type will be taken include, but are not limited to, the following:

1. acts of disobedience against school personnel or insubordination
2. stealing, extortion, larceny
3. assault against other students or school personnel or fighting
4. illegal use, possession, and/or sale of: tobacco (including vaping), alcohol (or under the influence of); controlled substances (or under the influence of), or weapons
5. defacing school property
6. inappropriate displays of affection
7. commission of a felony
8. general school or classroom disruption or misconduct which is detrimental to the ongoing process of education

9. use of profane, abusive, insulting or obscene language
10. tardiness, skipping, truancy, and leaving the school grounds without permission
11. gambling
12. threatening students or school staff
13. cheating
14. damage to personal property of students or school personnel
15. non-conformity to the dress code included in individual school handbooks and Code of Student Conduct
16. forming secret societies and/or membership in gangs
17. being unprepared for classroom work
18. misconduct on the school bus, or while waiting at bus stops
19. loitering on campus before or after school
20. forging notes or excuses
21. boycotts, walkouts, sit-ins, leading a riot
22. use of electronic devices unless specifically approved by the principal or designee for educational purposes
23. entering the premises or grounds of another school, trespassing
24. indecent exposure or inappropriate sexual activity
25. failure to correct repeated misconduct
26. sexual harassment
27. intentionally making false accusations that jeopardize the professional reputation, employment or certification of school staff
28. bullying and harassment (including cyber bullying and harassment)
29. computer or cell phone offenses including, but not limited to, hacking; cheating; accessing inappropriate sites; transmitting inappropriate texts or photos; threats; stealing or creating another's identity;
30. willfully entering a restroom that is designated for the opposite sex.

Toys, electronics or similar items that are deemed distracting are not to be brought to school unless specifically approved by the principal or designee for educational purposes.

Cell phones must be turned off and stored in backpacks or lockers while at school and on the bus. C.O.A.S.T. is not responsible for lost, damaged or stolen cell phones.

Dismissal

Failure by the student and/or parent or guardian to perform according to contract requirements and code of conduct will result in the following procedures:

1. A parent conference with school staff may be called, or first notice of failure may be sent.
2. If not resolved, the principal or designee will send a letter to the parent, outlining the requirements and requesting compliance.
3. The principal or designee will request a meeting with the parent(s) or guardian(s).
4. Continued failure to abide by the contract on the part of the parent or fraud in application procedures on the part of the parent may result in dismissal of the parent's children from C.O.A.S.T. Any student that is dismissed may not reapply for admission.

Additionally, a student may be dismissed from the school immediately by the Lead Administrator, or his/her designee, for the following reasons:

1. Committing a serious offense as outlined in the following sections or;
2. Failure to complete a satisfactory Remedial Disciplinary Plan or RTI behavior plan.

Student dismissals may be appealed, in writing, to the COAST Board of Directors. Student hearings will be scheduled separately or prior to any regularly scheduled meeting. Students who have been dismissed by administration may not return prior to the appeal hearing.

ZERO-TOLERANCE OFFENSES

The following acts are deemed to be zero-tolerance offenses by the state of Florida. Students who are found to have committed the following zero tolerance offenses on school property, school sponsored transportation, or bus stops, or during a school sponsored activity shall receive the most severe consequences as outlined in this handbook which can include expulsion. (Section 1006.13, F.S)

1. Homicide (murder or manslaughter)
2. Sexual battery
3. Armed robbery
4. Aggravated battery
5. Assault, battery, aggravated battery, or threats to a teacher or other school personnel

6. Kidnapping or abduction
7. Arson
8. Possession, use, or sale of any firearm or weapon
9. Possession, use, or sale of any explosive device
10. Possession, use, or sale of controlled substances
11. Threat or false report to do harm related to bombs or weapons
12. Victimization of students (Substantiated Bullying / Harassment)

Alcohol

Possession, use or sale of alcohol on school property, school sponsored transportation or bus/stops, or during a school sponsored activity shall result in a minimum consequence of 10 days out of school suspension for the first offense, and referral for Board dismissal. Participation in extracurricular activities is not permitted while serving OSS. A first alcohol offense which adds to a profile of behavior that persistently interferes with the learning of self and/or others or is of a severe or disruptive nature may result in suspension and/or dismissal.

Controlled Substances

Any student apprehended for use, possession, offering for sale, or giving to another person any drug or other controlled substance, or any drug paraphernalia during the time he/she is under school authority shall be subject to suspension and/or dismissal. In such a case, the student and parent will be afforded an opportunity to conference with the principal and/or his/her designee. In the event the student involved has previously been involved in a drug-related offense within a school system, the student will be recommended to the Board for dismissal. Students under the influence are also subject to discipline.

Weapons and Other Prohibited Articles

No student, during the time he/she is subject to the supervision of school authorities, shall be in the possession of any object prohibited by law or School Rules, or any article which could reasonably be considered as a weapon. Such articles include but are not limited to: firearms; air guns; B.B. guns; explosives; flammable materials; fireworks; noxious objects or materials; knives; clubs; "look alike" weapons; objects used as or intended to function as a weapon or any other object or material that could be used to inflict bodily harm, and for which the student has no reasonable use on school property. Any student who possesses, uses, or threatens to use a weapon on school grounds, on the school bus, or at any school activity shall be suspended or dismissed. Any such objects or materials found to be in the possession of a student shall be confiscated by the principal. If the confiscated materials are illegal, they shall be turned over to appropriate law enforcement personnel with recommendation that appropriate charges be filed. Any student who brings any form of firearm or other deadly weapons to school shall be dismissed. This policy does not apply to rifles intended solely for educational purposes or for authorized school sponsored activities.

Bomb Threats and False Reports

Any student who is determined to have made a threat or false report about any bomb or explosive involving school property, school personnel's property, school transportation or school sponsored activities shall be dismissed and shall be referred for criminal prosecution.

Threats

Threats to other students or to any school personnel which are written, texted, posted on the internet or otherwise communicated will result in disciplinary action including, but not limited to, suspension, dismissal, and/or criminal penalties.

STUDENT DETENTION, SEARCH AND SEIZURE

C.O.A.S.T. Charter School is responsible for establishing a climate in the school which encourages learning and protects the health, welfare and safety of students, faculty, staff and visitors to the school. In order to prevent unwarranted disruptions to a safe learning environment and to enforce the school's conduct policy, searches may be made within school buildings, on school grounds, or at school functions according to the following procedures. In all cases of searches, the school recognizes the rights of individuals to be free from unreasonable searches, and whenever possible, personally intrusive searches shall be avoided.

Detention

A full-time employee of the school shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or the Rules of the School. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first affected, or the immediate vicinity thereof.

Personal Search

The right of students as citizens to be free from unreasonable search shall be preserved in the school. As such, school officials shall proceed with caution when engaging in the search of a student's person. Personal search may be conducted by school authorities when the health or safety of the student or other students is threatened. Reasonable suspicion for this assumption must exist prior to the search.

Lockers

Authorized school personnel may search individuals, lockers, vehicles or other personal property when that person has reasonable suspicion to believe that stolen property, controlled substances or other danger exists. Searches shall be conducted in the presence of another adult witness whenever possible. Searches shall not be

excessively intrusive or humiliating to the individual searched and property rights shall be respected.

Unannounced, random searches may be authorized by the principal, with or without prior notification to students.

Student Use of Cell Phones, Wireless Communication Devices and Computers

Section 1003.32 (2023); Florida Statute requires schools to prohibit cell phones and wireless communications devices during instructional time and may authorize a teacher to withhold a student's wireless communication device. This includes any type of Bluetooth device that could be used for communication. This includes headphones/air pods, smartwatches, etc.

1. Personal cell phones may be brought to school with the following conditions applying:
 - a. Phones must be turned off and stored off the person (in book bags, lockers, etc.) during school hours and while riding on school buses or while using school transportation at any time.
 - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
 - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.). The school is not responsible for lost, damaged or stolen phones.
2. Violation of these provisions shall result in the confiscation of the personal telephone and its return only to the parent or guardian, and/or other disciplinary action. Subsequent or severe violations may result in further disciplinary action, including but not limited to suspension.
3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones or computers for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, dismissal, and possible criminal penalties. This includes inappropriate or disruptive use of any social media.
5. Using a wireless communication device to commit any criminal act may result in disciplinary action and/or criminal penalties.
6. Any form of investigated and confirmed misrepresentation or bullying/harassment used through any form of cyber social networking may result in disciplinary consequences including but not limited to suspension, dismissed, and/or possible criminal penalties.

7. Use of electronic devices for educational purposes must be approved by the principal or designee.

COAST/WCSB BULLYING AND HARASSMENT

Conduct that constitutes bullying and harassment is defined in Wakulla County School Board Policy 5.321* found in its entirety at www.wakullaschooldistrict.org under School Board Policies. Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but not limited to, suspension, dismissal, referral to the long-term disciplinary program or criminal charges if warranted. This includes cyber bullying and/or harassment that results from investigated and confirmed identity theft or misrepresentation using any social network.

Hazing

Conduct that constitutes hazing is defined in Wakulla School Board Policy 5.327* found in its entirety at www.wakullaschooldistrict.org under School Board Policies. C.O.A.S.T. expects students to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and the educational purpose underlying all school activities. Consequences for investigated and confirmed incidents of hazing may range from positive behavior interventions up to and including, but not limited to, suspension, dismissal, or criminal charges if warranted.

Felony Charges and Convictions

A student who is formally charged with a felony involving any area of C.O.A.S.T. Charter School is subject to disciplinary action outlined in the Student Code of Conduct, including, but not limited to, suspension or dismissal.

A student who is formally charged with a felony for an incident which allegedly occurred on property other than school property and the principal deems the incident may have an adverse impact on the educational program, discipline, or welfare of the school may be brought before the C.O.A.S.T. School Board to be considered for dismissal.

A student convicted of, or found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, shall be brought before the C.O.A.S.T. School Board to be considered for dismissal. For the application of this policy, the term “conviction” is defined as a finding of guilt, a plea of guilty, a plea of nolo contendere or a verdict of guilty. The withholding of adjudication or entry of an order sealing or expunging a record based upon intervention, diversion or completion of probation shall not be considered an exception to this definition.

Harassment

Harassment of any kind, religious, sexual or racial to name a few is considered

undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by C.O.A.S.T. Charter School. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues.

Grievance Procedures

Per C.O.A.S.T. School Board Policy, parents, students, staff members or other individuals who have a complaint must take the following steps:

1. Discuss the complaint with the staff member most directly involved in an effort to resolve the dispute.
2. Meet with the principal to discuss any unresolved issues. The principal's decision is final, unless violation of law, the school's charter or policies are alleged.
3. If the complaint alleges violation of law and/or the school's charter or policies, the grievant may appeal the principal's decision to the Board in writing.
4. After receiving the written complaint, the Board chairman may appoint a committee to investigate the complaint and make a recommendation for action to the full Board.

Student/Child Study Team

C.O.A.S.T. has a Student Study Team. The student study team can consist of School Admin, Teachers, specialists and/or board members. The team's primary function is to evaluate and design appropriate programs for students who are experiencing learning, health and/or behavioral difficulties. For absenteeism, the team may send a warning letter to the parent/guardian if five (5) absences and/or tardies have been accrued. If an attendance problem continues, parents will be asked to attend a meeting with the team. Continued absences may result in a referral to the Wakulla County Truancy Court or dismissal from C.O.A.S.T.

ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, and loss of interest. Regular attendance correlates directly to a student's educational growth. At the elementary level, parents are the controlling factor in attendance. The school expects the parent to be supportive in meeting attendance policies.

- A. All students of compulsory attendance age must attend school regularly. Students attaining the age of six (6) by September 1 through sixteen (16) years are required by law to attend school unless excused under the extenuating circumstances described in the law. The Board of Directors, working with teachers, parents, and the principal shall take appropriate action when necessary to enforce the state compulsory attendance law.
- B. All VPK students must attend school regularly. School funding is based on student attendance in C.O.A.S.T.'s VPK program. Failure to uphold attendance expectations may result in dismissal from the program.

Explanation of Absences

Parents and guardians are responsible for sending their children to school. Whenever a student is absent from school, the parent or guardian of that student is required by state statutes to contact school officials in order to justify the cause of each absence. School officials are required by state statutes to define each absence and tardy as “excused” or “unexcused”.

A tardy is defined as being more than 15 minutes late for the beginning of school or 3 minutes late during class or bus transitions.

Responsibilities Defined

The **principal** is expected to see that:

- 1. Attendance is taken and recorded by duly authorized persons at a designated time(s) every official school day.
- 2. A determination is made by duly authorized persons in accordance with established policies as to the excused or unexcused status of each absence.
- 3. Students and parents are notified of absences in accordance with established policies.
- 4. The Truancy Officer is contacted for assistance / directives.

The **teacher** is expected to:

- 1. Encourage good class and school attendance with quality instruction and curriculum and by demonstrating an interest in the welfare of students.
- 2. Take and record attendance for the students enrolled in each class. The record should reflect excused or unexcused absences.
- 3. Notify the parent and the principal or his/her designee when a student has missed three consecutive days.
- 4. Upon request of the student or the parent, provide make-up assignments for absences in accordance with established policies.

The **student** is expected to:

1. Attend school regularly and to use this educational opportunity to his/her fullest potential.
2. Make arrangements with teachers for make-up work in accordance with established policies.
3. Provide the school with an adequate explanation, with proper documentation, indicating the reason for each absence in accordance with established policies.

The **parent** is expected to:

1. Be responsible for each child's school attendance as required by law.
2. Stress the importance of regular school attendance with his/her child.
3. Report and explain an absence to the school within two working days of the student's return to school.
4. See that the student has made arrangements for make-up work within two days of his/her return to school in accordance with established policies.

ELEMENTARY AND VPK ATTENDANCE POLICY

Elementary Excused and Unexcused Absences

Determination of when an absence is excused or unexcused is the responsibility of the principal or his/her designee. Excused absences are absences resulting from:

1. Illness or injury of the student. A certificate of illness from a licensed healthcare professional may be required in individual cases at the principal's discretion.
2. Documented appointment with health care professionals.
3. Death in the family.
4. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside of the regular school day.
5. School sponsored events or activities.
6. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee.
7. Students who are sent home with head lice will be excused for two days to receive treatment. All absences after this day will be considered unexcused.
8. Pre-arranged absences that have been requested in writing and approved prior

to the absence by the principal or his/her designee in writing.

9. Out of school suspension.

Any absence which does not fall into one of the excused absence categories will be considered unexcused. Repetitive unexcused absences will be dealt with within the school's attendance policy.

Contacting Parents Concerning Student Absences in Elementary School

The C.O.A.S.T. has the affirmative obligation to increase student attendance through a monitoring process, to inform parents of student absences, and to see that compulsory attendance laws are enforced. This obligation will be satisfied through the implementation of an attendance review procedure.

Parents will be notified about their children's absences regardless of whether the absence is excused or unexcused. The procedure for parent notification is:

1. Upon each unexcused absence, or absence for which the reason is unknown, the school will contact the student's parent or guardian.
2. If a student has been absent three (3) consecutive days with no known reason, the parent will be contacted. A school official or law enforcement officer may be sent to the home if the parents cannot be contacted by phone.
3. If a student has had four (4) unexcused absences, or absences for which the reasons are unknown, within a calendar month or eight (8) unexcused absences within a 90-day-calendar period, the student shall be reported to the school principal or designee. Following the principal or designee's review, the student may be referred to the student study team to determine if early patterns of truancy are developing.
4. If a student has been absent eight (8) cumulative days, unexcused, a letter will be sent and a parent conference must be held either in person or by phone with the principal or designee. The student may be referred to the student study team to determine if early patterns of truancy are developing.
5. If the student study team determines that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
6. The principal/designee may require official documentation from a third party such as medical for excessive excused absences.
7. If the initial meeting with the parent does not resolve the problem, the student study team will implement interventions that best address the problem. These interventions may include, but not be limited to: frequent communication between the teacher and the family, changes in the learning environment,

mentoring, student counseling, tutoring, placement into different classes or programs, evaluation for alternative education programs, attendance contracts, referral to other agencies for family services, or other appropriate interventions. The student study team must report all cases to the principal when all reasonable efforts to resolve the nonattendance are unsuccessful.

8. Parent contact must be documented. The Tier I Plan form will be used as documentation for the initial and follow-up parent contact.
9. Unsuccessful attempts to remedy the truancy problem must be communicated to the principal or designee.
10. If the parent or guardian refuses to participate in the strategies recommended by the student study team because he or she feels that those strategies are unnecessary or inappropriate, the parent or guardian may appeal to a hearing officer who will make a recommendation to the board of directors. If the board determines that the strategies of the student study team are appropriate, and the parent or guardian refuses to cooperate, the principal may seek criminal prosecution for noncompliance with compulsory school attendance, or the board may dismiss the family for noncompliance.
11. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the Board or designee may file a truancy petition.
12. If after continued efforts by school personnel to resolve the nonattendance, a student has fifteen (15) cumulative unexcused days within a 90-day-calendar period, the student and parent shall be referred to the Department of Juvenile Justice for habitual truancy.
13. Students who are absent twenty (20) or more days, excused or unexcused, during the school year may be retained or assigned to summer school pending the principal's review of the case.
14. If a pattern of absenteeism develops in one year, during the following year the principal shall have the authority to take steps to intervene and resolve the problem of truancy.

Elementary Make-Up Work for Absences

Any student who misses a class with an excused absence may make up the work missed. Procedures for making up work are:

1. The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work. Failure to obtain make-up work within the two days may result in the student's loss of the right to make up the work missed for full credit.
2. Time lost due to absence may be made up in a variety of ways. Determination of the manner for making up work, the time frame for handing the work in, and

satisfactory completion of the make-up work will be made by the teacher.

Elementary Perfect Attendance

Any student who has perfect attendance with no tardies during each grading period will have one point added to his/her grade average for each subject. However, grades cannot exceed 100.

Elementary Student Leaving School Grounds

Students excused from school shall be signed out in the office and be in custody of a parent or legal guardian.

MIDDLE SCHOOL ATTENDANCE POLICY

Middle School Excused and Unexcused Absences

Determination of when an absence is excused or unexcused is the responsibility of the principal or his/her designee. Any absence which does not fall into one of the excused absence categories will be considered unexcused. Excused absences are absences resulting from:

1. Illness or injury of the student. A certificate of illness from a licensed healthcare professional will be required when cumulative absences accrue.
2. Documented appointment with health care professionals. Documentation should be submitted to the school.
3. Death in the family.
4. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside of the regular school day.
- 5.—Required attendance at a school sponsored activity.
6. Pre-arranged absences that have been requested in writing and approved prior to the absence by the principal or his/her designee in writing.
 - student/parent gets pre-approval form from the front office
 - pre-approval form is submitted to front office at least one week prior to requested absence
 - front office submits form to principal or designee for approval/disapproval
 - it's student's/parent's responsibility to pick up form prior to requested activity from front office
7. A ten-minute tardy will be counted as an absence for the period in which the

tardy occurs. Five (5) period tardies within any grading period will be considered an absence.

8. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee.
9. Out of School Suspension

Any absence which does not fall into one of the excused absence categories will be considered unexcused. Repetitive unexcused absences will be dealt with within the school's attendance policy.

Students who have three or more unexcused absences during a nine-week grading period may be assigned to either After School or In-School Detention.

Make-Up Work for Absences

Any student who misses a class due to absences from school is expected to make up the missed work. Procedures for making up work are:

1. The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work.
2. Failure to obtain make-up work within the two days and complete it within two weeks will result in the student's loss of the right to make up the work for full credit (the teacher determines how much to count off for late work).

ZAP (Zeros Are Not Permitted) STUDY PROGRAM

Students who fail to complete assignments, after receiving a written warning notice, will be assigned to the ZAP Study Program as an educational opportunity to prevent a zero as a grade. The program may take place during the regular school day and/or after normal school hours and will be supervised by a COAST employee.

Perfect Attendance in Middle School

Any student who has perfect attendance during a nine-week grading period will have two additional points added to his/her grade point average for each class in which the student has perfect attendance. Any student who has only one excused absence during a nine-week grading period will have one additional point added to his/her grade point average for each class in which this is true. However, grades cannot exceed 100. Attendance will be evaluated at the end of each nine weeks and at the end of the year. Students with perfect attendance for the year will receive an award.

Contacting Parents Concerning Student Absences in Middle School

C.O.A.S.T. has the affirmative obligation to increase student attendance through a monitoring process, to inform parents of student absences, and to see that compulsory

attendance laws are enforced. This obligation will be satisfied through the implementation of an attendance review procedure.

Parents will be notified about their children's absences regardless of whether the absence is excused or unexcused. The procedure for parent notification is:

1. Upon each unexcused absence, or absence for which the reason is unknown, the school will contact the student's parent or guardian.
2. If a student has been absent three (3) consecutive days with no known reason, the parent will be contacted. A school official or law enforcement officer may be sent to the home if the parents cannot be contacted by phone.
3. If a student has had four (4) unexcused absences, or absences for which the reasons are unknown, within a calendar month or eight (8) unexcused absences within a 90-day-calendar period, the student shall be reported to the school principal or designee. Following the principal or designee's review, the student may be referred to the student study team to determine if early patterns of truancy are developing.
4. If a student has been absent eight (8) cumulative days, unexcused, a letter will be sent and a parent conference must be held either in person or by phone with the principal or designee. The student may be referred to the student study team to determine if early patterns of truancy are developing.
5. If the student study team determines that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.
6. The principal/designee may require official documentation from a third party such as medical for excessive excused absences.
7. If the initial meeting with the parent does not resolve the problem, the student study team will implement interventions that best address the problem. These interventions may include, but not be limited to: frequent communication between the teacher and the family, changes in the learning environment, mentoring, student counseling, tutoring, placement into different classes or programs, evaluation for alternative education programs, attendance contracts, referral to other agencies for family services, or other appropriate interventions. The student study team must report all cases to the principal when all reasonable efforts to resolve the nonattendance are unsuccessful.
8. Parent contact must be documented. The Tier I Plan form may be used as documentation for the initial and follow-up parent contact.
9. Unsuccessful attempts to remedy the truancy problem must be communicated to the principal or designee.
10. If the parent or guardian refuses to participate in the strategies recommended by

the student study team because he or she feels that those strategies are unnecessary or inappropriate, the parent or guardian may appeal to a hearing officer who will make a recommendation to the board of directors. If the board determines that the strategies of the student study team are appropriate, and the parent or guardian refuses to cooperate, the principal may seek criminal prosecution for noncompliance with compulsory school attendance, or the board may dismiss the family for noncompliance.

11. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the Board or designee may file a truancy petition.
12. If after continued efforts by school personnel to resolve the nonattendance, a student has fifteen (15) cumulative unexcused days within a 90-day-calendar period, the student and parent shall be referred to the Department of Juvenile Justice for habitual truancy.
13. Students who are absent twenty (20) or more days, excused or unexcused, during the school year may be retained or assigned to summer school pending the principal's review of the case.
14. If a pattern of absenteeism develops in one year, during the following year the principal shall have the authority to take steps to intervene and resolve the problem of truancy.
15. **Section 1003.26, Florida Statutes Notification to the DHSMV** - The principal or designee shall notify the district school board of all students between the ages of 14 and 18 who accumulate 15 unexcused absences within a period of 90 calendar days. The school superintendent should electronically transmit the names of the students, dates of birth, genders and, if available, social security numbers to the DHSMV. The school district is also required to report all students who withdraw from school with a withdrawal code that is calculated in the dropout rate. The DHSMV will not process records of students who are less than 14 years of age. Notification to the DHSMV initiates one of two actions:
 - The DHSMV will post a Notice of Intent to Suspend driving privileges to the driver record of all reported licensed students. These students may lose their driver's license unless they comply with attendance requirements; or
 - The DHSMV will post an education noncompliance entry, to the record created for this specific purpose, for all reported unlicensed students, and they may not apply for a driver's license until relevant attendance requirements are satisfied.

Middle School Students Leaving School Grounds

Students are not permitted to leave the school grounds during the regular school day without a written note from the parent or guardian to the principal or his/her designee stating the reason. The principal or his/her designee must approve the student's leaving. The note shall be kept on file in the school. Violators shall be subject to disciplinary

action. Students excused from school shall be in custody of a parent or legal guardian or excused pursuant to specific instructions from the parent or guardian. Attendance and punctuality are expected daily. Academic achievement and good attendance go hand in hand.

HOPE SCHOLARSHIP PROGRAM

A K-12 student enrolled in a Florida public school is eligible for a scholarship under this program if the student reported an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; sexual offenses or harassment; assault or battery; threat or intimidation; or fighting at school.

Upon receipt of a report of an incident, the school principal or designee must provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as required by section (s.) 1006.09 (6), Florida Statutes (F.S.). The principal or designee shall also provide a copy of the report to the parent of the alleged offender and superintendent within 24 hours after the receipt of the report. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the student, providing said parents with the option of enrolling his or her child in another public school that has capacity or requesting and receiving a scholarship for the child to attend an eligible private school, subject to available funding.

Executive Order Number 21-175- The Order, which is incorporated by reference, directs that any actions taken by school districts comply with the Parents' Bill of Rights, codified in Sections 1014.02 – 1014.06, Fla. Stat., and "protect parents' right to make decisions regarding masking of their children in relation to COVID-19." Parental rights include the right to make health care decisions for minor children, unless prohibited by law, and the right to direct the education and care of minor children. See, Section 1014.04, Fla. Stat. The emergency rule provides a mechanism to transfer a child to a private school or another school district under a Hope Scholarship when a student is subjected to harassment in response to a school district's COVID-19 mitigation protocols.

The school district in which the student resides must notify each student (parent) participating in the program in an eligible private school of the location and times to take all statewide assessments.

SPECIAL NEEDS

By law, exceptional students must be provided with programs implemented in accordance with federal, state and local policies and procedures; specifically, The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Sections 228.2001 and 230.023 (4)(m) of the Florida Statutes, HB 403, and Chapter 6A-6 of the Florida Administrative Code. This includes, but is not limited to:

- a non-discriminatory policy regarding identification, location, evaluation and selection
- free appropriate public education (FAPE)

- individual education plans (IEP's), to include an IEP meeting with the student's family

At C.O.A.S.T., students with disabilities will be educated in an inclusive environment. There will be no resource room, or full-time ESE classes. ESE students will be served in an inclusive classroom with consultative services from ESE certified teachers. ESE students with current IEP's applying for admission will be accepted pending a review of the IEP to determine appropriateness of placement at C.O.A.S.T.

Generally, students who are emotionally handicapped or otherwise placed in a full-time program for exceptional students would not be adequately served at C.O.A.S.T. It is our professional responsibility as educators to place students in an environment where they can best flourish. Those students whose needs cannot be adequately addressed at C.O.A.S.T. will be appropriately referred, and our staff will work together with Wakulla County School Board personnel to ensure appropriate placement for that child.

Reasonable Accommodations Provided

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the school are required to notify the administrator at the school at which the event or service is offered, in advance, to request reasonable accommodations.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Section 504 guarantees certain rights to individuals with disabilities, including the right to full participation and access to a *free and appropriate public education (FAPE)* to all children regardless of the nature or severity of the disability.

McKay Scholarships

Parents must notify the district of their intent to participate in the "within district" McKay Scholarship Program for exceptional education students. In order to be eligible for the McKay Scholarship Program, your child must meet the following:

- Be enrolled and reported for K-12 funding in a Florida public school for two prior FTE periods.
- The student must be identified as a student with a disability.
- The student must have a current IEP or Section 504 Plan.
- Parents must file intent via website www.opportunityschools.org.

DRUG-FREE WORKPLACE

C.O.A.S.T. is a Tobacco-Free campus. No tobacco is permitted on campus at any time, by any person. This policy extends to all field trip locations if participating in a field trip as a student, faculty member, or chaperone.

C.O.A.S.T. maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug-Free Workplace Act of 1988.

FINANCIAL REPORTS

Financial Reports can be viewed online at www.coastcharter.us under “Statutory Requirements.”

STATEMENT OF NON-DISCRIMINATION

The following policy applies to students, applicants for admission, employees, and applicants for employment:

- C.O.A.S.T. Charter School does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. (See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25)
- In addition, C.O.A.S.T. provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. (See 34 C.F.R. 108.9)
- Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of C.O.A.S.T. are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.
- The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Frankie Harvey, Principal**, 48 Shell Island Road, St. Marks, Florida 32355; 850.925.6344; frankie.harvey@coastcharter.us.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education record within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. (34CFR§99.31)
4. The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

RESOURCES FOR HELP

1. FORTIFY FLORIDA
2. WAKULLA COUNTY HUMAN SERVICES CENTER: (850) 926-2452
3. TELEPHONE COUNSELING AND REFERRAL: (Tallahassee) 24 hr. confidential help for people in a crisis situation; (850) 224-6333

4. FLORIDA ALCOHOL AND DRUG ABUSE ASSOCIATION: (Tallahassee) (850) 878-2196
5. TASC (TREATMENT ALTERNATIVES TO STREET CRIMES): (Tallahassee) (Wakulla) drug and alcohol screening and assessments; clearinghouse for referrals to treatment, (850) 488-6700; (850) 926-2452
6. APALACHEE CENTER FOR HUMAN SERVICE: (Wakulla) outpatient programs for chemical dependency; evaluation and referral; (850) 926-5900
7. HEALTH & REHABILITATIVE SERVICES: (Tallahassee) (Wakulla) listings of drug treatment programs and parent groups; (850) 488-0900; (850) 926-3591
8. TURN ABOUT, INC.: (Tallahassee) family-oriented, alcohol/drug and behavioral treatment programs for adolescents; (850) 671-1920
9. DISC VILLAGE TREATMENT CENTER: (Tallahassee) (Wakulla) adolescent and adult inpatient and outpatient service; (850) 575-4388; (850) 926-2452
10. ALCOHOLICS ANONYMOUS: (Wakulla) free and self-help program for alcohol users who may also be drug users; (850) 656-5000; (850) 926-6380
11. AL-ANON: (Tallahassee) provides help for family members and friends or problem drinkers; (850) 222-2294
12. ALA-TEEN: (Tallahassee) for teens who live in an alcoholic family situation or who have friends who have drinking problems; (850) 222-2294
13. NAR-ANON FAMILY GROUPS: (Tallahassee) free family support groups for the loved ones of drug abusers; (850) 656-5112
14. NARCOTICS ANONYMOUS: (Tallahassee) fellowship of men and women for whom drugs have become a major problem; support groups for staying clean; 24 hr. help line; (850) 599-2876

COAST PARENT CONTRACT

1. I will support C.O.A.S.T. programs, philosophy, staff, administration and parent volunteer plans.
2. I will participate in the operation and/or maintenance of the school by completing volunteer hours each year. I understand I will be contacted concerning noncompliance.
3. I will ensure that my child maintains good attendance by missing no more than 10 days of the school year. When it is necessary that my child be absent from school, I will provide a written explanation or doctor's note. Should my child miss school I understand the make-up work policy.
4. I will notify the school office immediately of any change of address and/or phone number of where I can be reached during the day.
5. I will immediately make arrangements to have my child taken home from school during the school day if I am asked to for illness or discipline reasons.
6. I will ensure that my child arrives at school on time and ready to learn, appropriately dressed (see Dress Code), with completed homework assignments and necessary school supplies.
7. I will support the school's rules and require that my child fulfill the Student Contract.
8. I will support to the best of my ability the school's fundraising programs annually and encourage my child to do so.
9. I will communicate with the school's administrators, faculty and staff in a civil and courteous fashion.
10. I understand that my child may be returned to his/her district school should this contract not be fulfilled.

Parent/Guardian Signature

Date

COAST STUDENT CONTRACT

1. I will remain quiet, orderly, and task oriented in the classroom.

2. I will agreeably follow instructions given by my teachers or other school officials the first time given, with a respectful attitude.
3. I will be responsible for completing and turning in class assignments and homework.
4. I will care for textbooks, computers, furniture, other equipment and rooms, leaving them unmarked and in the same condition as they were when received or used.
5. I will be respectful of others' rights and property.
6. I will speak courteously to any adult or child and will display good manners at all times.
7. I will refrain from fighting and using profane language and gestures.
8. I will refrain from name calling, harassing or threatening others.
9. I will exhibit the principles of good sportsmanship.
10. I will not bring to school, carry, or conceal any tobacco products, electronic vaping devices, alcohol, or any illegal drug, knife, firearm or any other object that may be used as a weapon or be disruptive to the education process. This includes all toys, electronics, cell phones, or any other item that can be disruptive to the education process. Cell phones must be turned off during school hours and on the bus, then stored in a location not on your person (in your locker, backpack, purse, etc.).
11. I will attend school regularly, missing no more than 10 days this school year. I will arrive at school on time and ready to learn, with completed homework assignments and necessary school supplies. Should I miss school, I understand that it is my responsibility to obtain my work.
12. I agree to dress appropriately as instructed by the schools' Dress Code.
13. I understand that C.O.A.S.T. is a violence free zone. If I should hit, kick, or abuse students or staff physically, I will be disciplined accordingly.
14. As a student of C.O.A.S.T., my behavior will reflect my commitment in all locations, including but not limited to bus stops, buses, bathrooms, the cafeteria, recess, PE field, classrooms, hallways and all school activities on and off school premises.
15. I understand that I may be returned to my district school if this contract is not fulfilled.

Student Signature

Date

Parent Signature