



COASTAL LEADERSHIP
— ACADEMY —

2018-19

STUDENT AND FAMILY HANDBOOK

Coastal Leadership Academy's mission is to engage students in Authentic Project Based Learning that will improve academic achievement, critical and creative thinking, and awareness of their leadership roles in our community and environment.

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Dear Students:

On a daily basis each of us has to determine if we will live above or below the line. The line is whatever code of honor we commit to live by. In his seminal book *Agenda for Democracy in Education*, longtime progressive educator and influential writer John Goodlad wrote: "*Democracy cannot flourish in an ecosystem of moral neutrality.*" One of the moral dimensions he expresses as necessary within his book is a commitment schools need to make to provide a *nurturing pedagogy*, which requires providing high expectations for all kids, then doing everything possible to support them in meeting those expectations. As your principal, I pledge to you my commitment to be a stalwart steward of Goodlad's nurturing pedagogy in respect and honor towards each of you.

Years ago, I had a student who suggested that almost all of the various pages of rules, regulations and policies our school (and district) could possibly fill regarding social norms and behavioral expectations could be more clearly and succinctly stated. Our school community agreed, and so it was that from that point further these following "Student Rights & Responsibilities" came to serve as our "line of ethics":

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

- you have the *responsibility* to keep the school safe;
- you have the *responsibility* to keep your behavior positive and conducive to learning;
- you have the *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 the *responsibility* to respect other people's property;
- you have the *responsibility* to respect other people's feelings; and
- you have the *responsibility* to respect the school community as a whole.

These are the habits of mind and ethics of excellence Coastal Leadership Academy wants to see in our students--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 their best out of respect to the community, but even more so as a sign of self-respect and personal honor and integrity.

As a school community, it is my view is that when one member of our community has had his or her rights violated, then, in essence, we all have. I also know in my heart that that the overwhelming majority of our students will commit to consistently demonstrating that they have the maturity and level of respect to honor the community norms and expectations. Still, all it takes is one thoughtless act or serious lapse in good judgment to compromise or undermine the overarching principle of trust and decency that needs to remain a celebrated hallmark of Coastal Leadership Academy. With all of that said, when extreme and extenuating circumstances require it then the school will reserve the right to issue a swift and severe response if need be. Still, whenever possible we first aim to handle matters of disrespect and harm to the school or any of its community members using a restorative justice approach and with an educational objective. So even though the trust that we value within the school may on occasion be shaken by careless acts, my faith in each of you remains strong, true and unconditional

One of the great privileges of mine as a teacher and school leader is the chance to regularly witness the magnificent metamorphosis of young people, who often enter school feeling unsure of who they are or even want to be. Then, with time and guidance, grow to become confident, capable and committed citizens that instill a sense of hope and promise for a bright future for our world. Here's to living above the line.

Principally Yours,

Joe Greenberg

HONOR CODE

Coastal Leadership Academy (CLA) requires all students to abide by the CLA Honor Code.

Students are expected to sign the honor code and conduct themselves accordingly while a student at CLA.

CLA Honor Pledge

Coastal Leadership Academy expects all students to act with the highest standards of honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others.

As a student of Coastal Leadership Academy, on my honor I pledge to:

- Be honest and ethical in my academic and personal life.
- Take responsibility for my personal behavior.
- Sign my name to my work as verification that the work is my work without plagiarism.
- Use technology in a constructive manner to enhance learning.

I understand that we are all stewards of our community atmosphere and acts violating the Honor Code undermine trust and lead to negative consequences.

Signature _____

Date _____

Provided to students via Leadership Classes to complete.

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Notice of Changes to Student Handbook

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 via Leadership and/or designated classes. 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.

School Publications

All publications, posters, flyers, social media pages, etc. using the school name, logo or other school related images and/or distributed at or by the school and/or displayed at the school or otherwise produced on behalf of or claiming to be representative of the school must be approved by the principal or designee.

Coastal Leadership Academy does not discriminate against individuals on the basis of gender, race, religion, immigration status, national origin, disability or handicap in its educational programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

School Schedule

Coastal Leadership Academy

2018-2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 School Closed
 Early Dismissal - Dismiss at 12pm

 Teacher Workday / Student Holiday
 First and Last Day of School
 Last Day for Seniors

Aug 20	First Day of School
Sep 3	School Closed - Labor Day
Oct 23	Teacher Workday / Student Holiday
Nov 6	School Closed - Election Day
Nov 19-20	Teacher Workday / Student Holiday
Nov 21-23	School Closed - Thanksgiving Holiday
Dec 19 - Jan 2	School Closed - Winter Break
Jan 18	Teacher Workday / Student Holiday
Jan 21	School Closed - MLK Jr. Day
Feb 18	School Closed - Presidents Day

Apr 15-22	School Closed - Spring Break
May 27	School Closed - Memorial Day
Jan 17 & Jun 5-6	Dismiss at 12pm
Jun 6	Last Day of School
Jun 7	Teacher Workday / Possible Makeup Day
Oct 23	Q1 Ends (Report Cards Nov 2)
Jan 17	Q2 Ends (Report Cards Jan 25)
Mar 26	Q3 Ends (Report Cards Apr 3)
Jun 1	Graduation
Make-up Days	Oct 23, Jan 18, Feb 18

Arrival

No students are allowed on campus before 7:30 a.m. All students who arrive from 7:30-8:00 will enter through the back door. Students arriving past 8:00 will enter through the front door and receive a late slip from the receptionist.

Students walking to and from school must obtain a Walking From the front desk. The form must be returned after being signed by a parent or guardian. The student will not be allowed to leave the school without a parent or guardian present until the form is signed and submitted.

Students who wish to drive to school may submit a Student Driver form at the front desk to request parking privileges in the back. A student parking pass requires a \$25.00 fee that must be paid before the student will be able to park. Student parking is limited, and spaces will be provided on a first come first serve basis.

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

Dismissal

Student pickup will begin at 3:00 p.m. Monday thru Thursday and end at 3:20 p.m.. On Fridays student pickup will begin at 12:00 p.m. and end at 12:30 p.m. Students who are at school after pickup will wait up front until their ride arrives. All students not involved in after school activities must be picked up within 30 minutes of the close of the school day.

Walkers are expected to leave promptly as scheduled at dismissal from the front of the building daily. Only walkers or student drivers that attend Horry Georgetown Technical College may leave from the front of the building. All students riding in cars exit through the back of the building. Students who wish to leave campus with an individual outside of their immediate family must provide written permission from a parent or guardian.

Early Dismissal

All early dismissal requests should include name, time of dismissal, reason for dismissal, signature of the parent/ legal guardian; and telephone number where the parent/ legal guardian may be reached for verification. Please provide these to the front office. If a student continually requests early dismissals, the administration may stipulate that the student be released only when the parent/ guardian comes to the school to pick up the student. All students must check out through the MAIN OFFICE directly BEFORE leaving school for early dismissal.

Dismissal for Inclement Weather

Because 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 schools, operate under a two-hour delay, or open schools as normal. Only changes in the regular school schedule such as closing or delaying school will be announced. The announcement

will be made on ParentSquare and the school's website when practical. Local television and radio stations will be notified about school schedule changes.

Procedure for Early Dismissal by Parent Request

Please send a note to the office that includes your child's name, time of early dismissal, and reason for early dismissal. Your child will be provided a pass to dismiss from class at the designated time. Classrooms should not be interrupted unless it is an emergency.

Bus Pick Up Policy

Fees

The CLA bus is available for limited routes to and from school. Please contact the school for information about pick-up/drop-off locations. There is a non-refundable \$100.00 fee that can be paid at the start of each semester. The first payment is due on the first day of school.

Pickup

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.

Dropoff

Students will be dismissed to the bus at 3:15 p.m. Monday thru Thursday and 12:00 p.m. on Friday. 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 the Student 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. 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.

Lunch

Coastal Leadership Academy has a designated lunch block Monday thru Thursday. Students are expected to bring their own lunch and may use the refrigerator and microwaves in the café. When dismissed for lunch students should go to the café or the back patio if weather permits. Once a student has chosen an area for lunch they must stay there for the remainder of the period. Students may not go to classrooms, vehicles, or anywhere not designated as a lunch area, the restroom, or the school store. Students should not have lunch delivered from restaurants during school hours.

Bell Schedule

Monday Tuesday Wednesday Thursday	Friday
<p style="text-align: center;">Morning Connections 8:00a - 8:05a</p>	<p style="text-align: center;">Morning Connections 8:00a - 8:05a</p>
<p style="text-align: center;">1st Block 8:10a - 9:40a</p>	<p style="text-align: center;">1st Block 8:10a - 8:55a</p>
<p style="text-align: center;">2nd Block 9:45a - 11:15a</p>	<p style="text-align: center;">2nd Block 9:00a - 9:45a</p>
<p style="text-align: center;">Leadership Seminar / Lunch 11:20a - 11:40a ↻ 11:45a - 12:05p</p>	<p style="text-align: center;">ASM 9:50a - 10:20a</p>
<p style="text-align: center;">3rd Block 12:10p - 1:40p</p>	<p style="text-align: center;">3rd Block 10:25p - 11:10p</p>
<p style="text-align: center;">4th Block 1:45p - 3:15p</p>	<p style="text-align: center;">4th Block 11:15p - 12:00p</p>
<p style="text-align: center;">Academic Assistance, Clubs/Activities 3:30p-5:00p</p>	<p style="text-align: center;">Prof. Dev. Workshop <i>Noon release for students</i></p>

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
United States History and Constitution	1 Unit
Economics	½ Unit
United States Government	½ Unit
Other Social Studies Elective	1 Unit
Physical Education	1 Unit
Computer Science**	1 Unit
Foreign Language***	1 Unit
or	or
Career and Technology Education	1 Unit
<u>TOTAL CORE UNITS</u>	<u>17 Units</u>
Electives	7 Units
Must Include Comprehensive Health****	

TOTAL UNITS **24 Units**

*All students must take Biology and the Biology End-of-Course Examination in order to meet graduation requirements set by the State Board of Education

**All students must earn one unit of credit in computer science. A unit of credit applied toward the computer science requirement may not be used to meet the mathematics requirements.

***The student in a College and Career Readiness Program must earn a unit in a foreign language. Many colleges and the South Carolina Department of Education recommend that college bound students earn 2-3 units in the SAME foreign language. If a student does not plan to enter college, then one unit in Career and Technology Education beyond the computer science unit must be earned.

****A unit of study which meets the Comprehensive Health Requirements must include a course completed by the

student prior to graduation such as Personal Health, Community Health, or another approved health course.

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
- **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 11th grader) will be administered The ACT and Ready to Work Assessments.
- **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.

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

*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.

CLA Courses

AVAILABILITY OF CLASSES

Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Coastal Leadership Academy 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.

Student Internships

Students who successfully complete an approved internship during their senior year will receive recognition upon graduation and a seal for their diploma. See the Community Studies Coordinator for application information.

Student Internship Packet Disclaimer

1. Seniors who participate in an internship may use the internship towards their senior leadership class credit.
2. Internship packets must be turned in by the 5th day of the semester.

3. Students must complete an average of 7 hours per week for a semester.
4. The school can advise and identify potential internships for the student but ultimately it is the responsibility of the student and/or student's parent to find and secure the internship for the student with a business willing to host the internship.
5. The school is not liable for injury or accidents that occur on the internship site. Liability and accident insurance is available if requested. Parents may choose to utilize their personal liability and accident insurance to ensure the student is covered. A waiver of liability is required before the student begins the internship if insurance is declined.

Dual Enrollment through the Program for Accelerated College Enrollment (PACE) Program

The PACE program offers opportunities for 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;
- Apply PACE course towards a SC Honors Diploma;
- Reduce overall college costs significantly.

Eligibility

High school juniors and seniors may be eligible, based on parent permission, guidance counselor approval and meeting HGTC placement requirements (SAT or ACT or HGTC's AccuPlacer assessment). Each prospective PACE student must complete the PACE Application Packet.

- Permission is required for **all** high school students to enroll in PACE courses.
- Funding for textbooks is the responsibility of the parents. Tuition for qualified PACE courses will be provided at no cost to the student for the first class if only taking one class. Students who continue must take two courses in the same semester to qualify for lottery money.
- 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, 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 who fail a PACE class will become responsible to reimburse the school for the full cost of the course.
- Students who withdraw (regardless of pass/fail) are responsible to reimburse the school.

- Students must make 80% or higher in each course to be eligible to continue in the PACE program as a CLA student.

10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/18/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100

80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600

55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.00
WF	F	0.000	0.000	0.00
WP	-F	0.000	0.000	0.00

Students with Special Needs

High Achieving Students

Students can be classified as “High Achieving” if they have received documentation identifying the student as “Gifted and Talented” or “High Achieving” from a previous school or if the student meets both of the following criteria:

- Placed in the ninety-fourth percentile on at least one subject area on one of the following nationally normed tests: Stanford Achievement Test, OLSAT, ACT, PSAT or SAT.
- GPA of 3.75 or greater on a 4.0 Scale

Parents should approach guidance with questions regarding “High Achieving” status in a South Carolina school.

Students with Disabilities

Any student that enrolls at CLA who is served through a 504 Plan or an IEP must notify the school of previous services. If a parent, administrator or teacher suspect that a student has a disability they should contact the Dean of Guidance and Student Services.

Students Who Take Medications or Are Served Through a Health Plan

- Medications may be administered by school administration during school hours.
- Medications must be in the original container or properly labeled pharmacy container.
- All prescription medication that is to be given at school must be accompanied by a signed permission form by the parent and the student’s doctor. The permission forms may be obtained in the office. There are also non-prescription forms in the office for over the counter medicine. **Medication** will not be given without written permission. We do not provide medicine for students.
- All medications will be kept in the MAIN OFFICE. Students may not keep medication with them unless a written statement from the doctor is on file and is required for easy access during emergencies such as an epi pen.

- Students who have medical problems that limit activity or require special arrangements should bring a doctor’s excuse to the office after showing it to teachers.
- Students will not share any prescription or over the counter medication with another student. This type of violation may result in disciplinary action including, but not limited to, suspension or expulsion.

Attendance

Compulsory Attendance

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 parent(s)/legal guardian(s) who neglect this responsibility.

Lawful and Unlawful Absences

Lawful absences include but are not limited to absences due to:

- (1) a student’s own illness and whose attendance in school would endanger his or her health or the health of others;
- (2) an illness or death in the student’s immediate family;
- (3) recognized religious holiday of the student’s faith; and
- (4) activities that are approved in advance by the principal.

Unlawful absences include but are not limited to absences of a student:

- (1) without the knowledge of his or her parent(s)/guardian(s), or
- (2) without acceptable cause with the knowledge of his or her parent(s)/guardian(s). Suspension does not constitute an unlawful absence for truancy purposes.

Approval of Absences in Excess of (10) days and Approval of Credit

A school board of trustees or its designee shall approve or disapprove any student’s absences in excess of ten days whether lawful, unlawful, or a combination thereof, for students in grades K-12. Similarly, schools must approve or disapprove absences in excess of ten days whether lawful, unlawful, or a combination of the two, for purposes of awarding credit for the year.

Truancy

South Carolina Board of Education Regulation (SBE) 43-274 specifies the state requirements for school attendance. The regulation applies a three-tiered approach to defining the varying levels of truant behavior. Depending on the attendance circumstances, a child can be deemed truant, a habitual truant, or a chronic truant.

- *Truant*: a child 6 to 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.
- *Habitual Truant*: a child 12 to 17 years old, who (1) fails to comply with the intervention plan developed by the school, child, and parent(s)/legal guardian(s), and (2) has accumulated two or

more additional unlawful absences. The written intervention plan and documentation of non-compliance must be attached to the truancy petition asking for court intervention.

- *Chronic Truant*: a child 12 to 17 years old, who (1) has been through the school intervention process; (2) has reached the level of habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences. A chronic truant may be referred to the Family Court for contempt of court (violation of a previous court order) if referrals and community alternatives fail to remedy the attendance issue. All intervention plans in existence for the child and parent(s)/guardian(s) must accompany the Contempt of Court petition along with a written recommendation from the child's school as what action the court should take.

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. Efforts may include telephone calls, home visits, emails and written messages. School officials 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.

Intervention plans will contain the following information:

- designation of the leader of the intervention team
- reasons for the student's unlawful absences
- actions the student and parent(s)/guardian(s) shall take to resolve the nonattendance
- documentation of referrals to appropriate service providers, alternative schools, and community-based programs
- actions that will be taken by intervention team members
- actions to be taken in the event unlawful absences continue
- signature of the parent(s)/guardian(s) or evidence that attempts were made to involve the parent(s)/guardian(s)
- documentation of involvement of team members
- guidelines for making revisions to the plan

If a student transfers to another public school in South Carolina, intervention plans must be forwarded to the receiving school. School officials shall contact the parents/guardians and team members to review the plan and revise as appropriate.

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.

Department of Juvenile Justice Involvement

The Department of Juvenile Justice (DJJ) completes an intake assessment of most children who have been served a petition to come to Family Court. If a child is placed on probation by a Family Court judge for being truant or if that child is committed to a DJJ institution by a Family Court judge, the county DJJ probation officer will monitor the child’s probation or commitment order.

Process

As required before “dropping” a student for non-attendance and/or before a referral can be made to the family courts, a Truancy Intervention Plan (TIP) must be developed (or attempted).

- After three (3) consecutive days of unexcused absences, contact the parent(s)/guardian(s) via phone or email with the purpose of meeting with the parent(s)/guardian(s) and student to address the student’s absences via the development of a truancy intervention plan.
- If no response, after five (5) consecutive days of unexcused absences, send a certified letter with the purpose of meeting with the parent(s)/guardian(s) and student to address the student’s absences via the development of a truancy intervention plan.
- After ten (10) consecutive days of unexcused absences, the procedures are as follows:
- The school is to drop the student from their active enrollment as of the 11th day. This will document the 10th consecutive absence in the SIS (PowerSchool) and allows for the data to be present for reporting purposes.
- Contact the child’s district of residence to find out if the student has returned. If so, ask for an official request for transfer of records.
- If the school has verified that the child HAS NOT returned to his or her district of residence AND that either a truancy intervention plan was developed OR the school has documentation to show that two separate attempts were made using two different forms of communication to invite the parent(s)/guardian(s), then a referral for truancy must be made to the Family Court office in the child’s county of residence. SC Family Court Contact information can be found here:
<http://www.judicial.state.sc.us/clerksCourt/FCContactsRoster.cfm>

Excerpt from SC Attendance Law

Section 59-65-10: All parents shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member school of the South Carolina Independent School Association or some similar organization, or a parochial, denominational, or church related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age before

September first until the child or ward attains his seventeenth birthday or graduates from high school.

Lawful School Absences

- Illness with medical excuse or parent note required
- Death or serious illness in student's immediate family
- Recognized religious holiday of student's faith. Absence must be prearranged with school principal
- Other reasons or extreme hardship at the discretion of the principal

Unlawful School Absences

- Student willingly absent from school with the knowledge of their parent or legal guardian
- Student absent without acceptable cause with the knowledge of parent or legal guardian
- Appropriate documentation for absences not provided within the time allotted by the school

Attendance Procedures

If your child is absent, please contact the front office at 843-788-9898.

Excessive Absence Procedure:

- Upon returning to school after an absence, students must turn in a note from a parent/guardian
- The following is a list of possible lawful absences that do not count as unexcused:
 - ✓ Illness/Medical Appointment (medical note *MUST* be provided within 5 days of absence)
 - ✓ Death in the immediate family (documentation *MUST* be provided)
 - ✓ School sponsored trips/activities
 - ✓ Religious holidays
 - ✓ Administrative/Guidance reasons
 - ✓ Court
 - ✓ College visits (should be approved in advance by administration). Students should see Guidance for the form they will need to have filled out when he/she returns to school.
- Students are allowed 5 *unexcused* absences per class in a semester long class and are allowed 10 *unexcused* absences per class in a yearlong class.

NOTIFICATION: *Students **are considered TRUANT after 3 consecutive or 5 cumulative absences according to SC law.*** Letters will be sent home outlining consequences of excessive absences which may include disciplinary action/loss of credit/attendance intervention plans.

*** If there is a change to the information on your emergency card please notify us in writing or get a replacement card from the office. If you receive notification regarding your child's attendance and feel there is an error in our records, please notify the office.

Tardies

Tardies are at the discretion of the Principal.

Parents Information

Coastal Leadership Academy is a small charter school and we not only need, but we want parents to be a part of our school day. Parent involvement makes a stronger school community for all involved.

According to the school charter contract, parents are expected to volunteer at least three (3) hours per

month. These volunteer hours may consist of, but are not limited to driving a carpool, serving lunches, 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. Our school is a better place because of our volunteer program! Volunteers will be recognized annually for their service to the school.

Parent Communications and Office Hours

We encourage parents to telephone, email, or visit as often as needed. All parents are encouraged to join ParentSquare, Edmodo and to use Parent Portal on PowerSchool. Progress reports, and/or report cards will be sent home in hard copy form at the interim and at the end of the quarter (see school calendar for dates). Teachers may designate that certain reports be signed by the parent/guardian and returned. Staff members are encouraged to maintain a work/life balance, so emails or messages received after 3 p.m. on Friday will not require a response prior to Monday evening. Generally, staff members are expected to respond to emails, notes or phone messages within 48 hours but are encouraged to respond sooner if possible. Front office hours are 7:45 a.m. to 3:45 p.m. daily Monday through Friday during the school term.

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 call the main office receptionist, guidance counselor or contact the teacher directly via telephone or email. 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.

Payment of Fees, Return of Textbooks and Insufficient Funds

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.

A non-refundable fee of \$35 will be charged for checks made payable to the school, PTO or other school organizations where insufficient funds result in a returned check by the bank.

School Dress Code

Monday -Thursday Dress for MALES

Four days of the week, the basic uniform is designed to be comfortable and durable for our students.

Shirts/Jackets

- Will wear a properly fitted, school uniform polo-style shirt.
- May wear a long sleeve white button down white shirt only when a CLA school logo pin is worn

with the shirt.

- School logo must be visible at all times. No accessories should inhibit the visibility of the logo.
- Long sleeve solid black or white shirts may be worn under polo shirts if needed.
- Only CLA pullovers/jackets may be worn in the building.

Pants/Shorts

- Pants will be solid black, gray or khaki Chino or dress styled slacks, which are defined as being solid black or khaki, free of rips, tears, holes, rhinestones, etc. No Jeans are allowed. Slacks need to be worn so that no skin or underwear is visible. To prevent sagging, pants should be worn at the hip with a belt as necessary.
- No stretch pants, athletic, pajama, sweatpants or jogging pants will be allowed. No elastic around the ankle. "Skinny" pants are allowed in black, gray and khaki as long as the top covers the hips.
- Shorts will be solid black, gray or khaki, worn at the hip, with a belt as necessary and to the knee in length. Sagging will not be permitted.

Shoes/Accessories

- Shoes will be white, gray, black or brown.
- Strong build and good quality thong-style sandals are permitted.
- Plastic or "beach" flip flops are not permitted.
- No hats or bandanas will be allowed except on announced "Spirit Days".
- Piercings are allowed but jewelry in piercings other than the ears will be restricted to studs only
- Gauges in the ears are strongly discouraged but if they exist, they must be flesh colored.
- Accessories should not hang from clothes (i.e. long key chains, tails, etc.) to prevent catch concerns in walkways and passages.

Monday-Thursday Dress for FEMALES

Four days of the week, our basic uniform is designed to be comfortable and durable for our students.

Shirts/Jackets

- Will wear a properly fitted, school uniform polo-style shirt.
- May wear a long sleeve button down white shirt only with school logo pin attached to the shirt.
- School logo must be visible at all times. No accessories should inhibit the visibility of the logo.
- Long sleeve solid black or white shirts may be worn under polo shirts if needed.
- Only CLA pullovers/jackets may be worn in the building.

Pants/Shorts/Skirts

- Pants or Capri pants will be solid black, gray or khaki Chino or dress styled slacks and will not reveal a midriff. No Jeans. No stretch pants such as jeggings, leggings, yoga pants, sweat pants, pajama or athletic pants will be allowed. No elastic around the ankle. "Skinny" pants are allowed in black, gray and khaki as long as the top covers the hips.
- Shorts will be solid black, gray or khaki, worn at the hip, with a belt as necessary and to the knee in length. Sagging will not be permitted.
- Skirts will be solid black, gray or khaki and will be at the knee or below. Maxi skirts worn at the waist will be allowed, but not so long as to constitute a tripping hazard. Shorts must be solid black, gray or khaki worn at the waist and be to the knee when standing

Shoes/Accessories

- Shoes will be white, gray, black or brown.
- Strong build and good quality thong sandals are permitted.
- Plastic or “beach” flip flops are not permitted.
- No hats, bandanas, headwear will be allowed except on announced “Spirit Days”.
- Piercings are allowed but jewelry in piercings other than the ears will be restricted to studs only.
- Gauges in the ears are strongly discouraged but if they exist, they must be solid retainer, skin matching flesh colored.
- Accessories should not hang from clothes (i.e. long key chains, tails, etc.) to prevent catch concerns in walkways and passages.

Friday – School Spirit Dress for ALL STUDENTS

No alterations will be made to school shirts

Wearing jeans on Friday is a privilege we want to be able to offer students. Parents are expected to partner with the school and select a pair of jeans that would be appropriate attire for school.

Shirts/Jackets

- Shirts will be a school spirit t-shirt and have the Coastal Leadership Academy logo on it.
- Shirts can be worn untucked but will be properly fitted.
- If shirts are tucked in, a belt is required that will not have a buckle more than 2 inches in diameter.
- Only CLA pullovers/jackets may be worn in the building.
- If students do not wear a school spirit shirt, they must wear the regular school polo-style shirt.

Pants/Jeans

- Bottoms will be jeans, basic in nature, which is defined as being a solid color, free of rips, tears, excessive fading or “acid” wash, holes, rhinestones, etc. Jeans need to be worn so that no skin or underwear is visible. To prevent sagging, pants should be worn at the hip with a belt as necessary.
- No stretch pants such as jeggings, leggings, yoga pants, sweat pants, pajama or athletic pants will be allowed.
- Shorts may be worn but will meet the following guidelines:
- Must be solid in color.
- Must be to the knee in length.
- Must be free of rips, tears, rhinestones, and designs

Shoes

- Any tennis shoes are permitted.
- High heels are discouraged. Heels greater than 3 inches in height are not allowed.
- PE requires tennis shoes (rubber soles) for participation.
- Strong build and good quality thong sandals are permitted.
- Plastic or “beach” flip flops are not permitted.

PE Classes - Required Dress

- Basketball styled black or grey shorts with a plain gray t-shirt.

- PE requires tennis shoes (rubber soles) for participation.
- PE shorts are to be to the knee.
- Shirts are to be long enough not to show midriff.
- Plain black or grey sweatpants may be worn over basketball-style shorts on cold days.

Dress for Success Days: (Only when announced)

- **Males** should wear black, gray or khaki dress pants with a solid color button down dress shirt and tie. Shoes must be solid black or brown dress shoes. Shirts will remain tucked in at all times and tie will remain on during school hours. Suit jackets are optional. Jeans are not permitted. Business casual is the standard; dressing up is encouraged.
- **Females** should wear a tasteful dress, skirt with a blouse, or black dress pants with a blouse. No low-cut shirts, see through material, and revealing midriffs. Dresses and skirts will be to the knee or lower. Shoes must be solid black or brown. Due to safety issues that may arise, female students are not allowed to wear high heel shoes exceeding 3 inches. Jeans are not permitted. Business casual is the standard; dressing up is encouraged.

Sunglasses, Hats and Earphones

Sunglasses and hats are not to be worn in the building at any time unless required by medical doctor or religious note from authorized clergy. Earphones may be allowed during classes at the direction of the teacher.

Disciplinary Actions for Uniform Violations

- Students should be in uniform compliance all day.
- Students out of dress code may be held out of class until appropriate attire is brought to the school, or the student may be sent home.
- Parents are expected to partner with the school and help enforce uniform codes when purchasing clothing.

Shirts

- Violations 1-3 will result in the student receive a 30 minute after school detention and a disciplinary write up. Students will be issued a school loaner shirt and required to complete a school loaner clothes form. Student will be charged \$25 per item for loss of school loaner shirts or jackets.
- Violation 4 and on will result in a parent/administrator conference to develop an agreed upon action plan. Minimum discipline will be one day ISS and may increase to suspension for habitual or repeated infractions.

Pants

- Violations 1-3 will result in the student receive a 30 minute after school detention and a disciplinary write up. Students will not be loaned pants. If the pants are revealing or distasteful in nature, the parent will be contacted to bring an alternate pair of pants to the student and the student will removed from class until the parent brings the pants and the student is able to change into the proper dress. If the student is in violation but not distasteful, the student will be counseled and sent to class with the discipline referral.
- Violation 4 and on will result in a parent/administrator conference to develop an agreed upon action plan. Minimum discipline will be one day ISS and may increase to suspension for habitual or repeated infractions.

Shoes/Accessories

- Violations 1-3 will result in the student receive a 30 minute after school detention and a disciplinary write up. Students will not be loaned shoes and accessories will be required to be removed. If the shoes are offensive or distasteful in nature, the parent will be contacted to bring an alternate pair of shoes to the student and the student will be removed from class until the parent brings the shoes and the student is able to change shoes. If the student is in violation but not distasteful, the student will be sent to class with the disciplinary referral.
- Violation 4 and on will result in a parent/administrator conference to develop an agreed upon action plan. Minimum discipline will be one day ISS and may increase to suspension for habitual or repeated infractions.

Miscellaneous

The Principal or designee reserves the right to address any clothing issues not covered in Uniform Rules. Non-compliance of school uniform rules will result in parent notification and may result in disciplinary referral.

If teachers authorize students to dress differently for projects, teachers will prepare a description of appropriate dress for the assignment and class rosters for faculty in the morning to excuse students from dress code requirements as they enter the building and will provide students with a dated and signed “permission” slip to carry with them during the designated day.

Lost and Found

When a student finds an article(s), he should take it to lost and found, located at the front desk. Students are asked to visit the lost and found 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.

Code of Student Conduct

Academic Information and Integrity Policy

Coastal Leadership Academy expects all students to abide by ethical academic standards. 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 as well as academic penalties, as outlined in the student handbook.

The Coastal Leadership Academy Code of Student Conduct provides 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. A signed acknowledgement of the review of the rules is required each year from parent and students and is in effect until the request is renewed for the following year. 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.

Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular program, or approved transportation. A school employee intervenes in the misconduct and determines the appropriate consequence.

<i>Level 1 Infractions</i>	<i>Consequences:</i>
<ul style="list-style-type: none"> ● Lack of school ID ● Tardy to class/school ● Hallways/ unauthorized area without permission ● Horseplay ● Public display of affection ● Unprepared for class ● Consumption of food or beverage in hallways or classroom <p>(exception given to clear water bottles)</p> <ul style="list-style-type: none"> ● Defiance of authority/class disruption/ insubordination/disrespect. ● Classroom rules violation (after classroom consequences administered and parent contact made) ● Use of profanity ● Skipping class/failure to report to assigned area ● Dress Code Violation 	<p>Administrative Determination, including:</p> <ul style="list-style-type: none"> ● Warning ● Parent Contact ● Work Detail ● In School Suspension ● Lunch Detention ● After School Detention ● Out of School Suspension ● Attendance Intervention Plan
<p>Parking Rules Violation</p> <ul style="list-style-type: none"> ● Speeding ● Unsafe Operation of Vehicle ● Visiting vehicle during school hours without written permission 	<p>Administrative Determination, including:</p> <ul style="list-style-type: none"> ● Parent Contact ● Loss of Parking Privileges ● After School Detention ● In School Suspension

Level 2 offenses are acts of misconduct that are more serious or disruptive than Level 1 offenses. Level 2 also includes repeated acts of level 1 offenses, and acts directed against people or property that do

not seriously endanger the health or safety of others.

<i>Level 2 infractions requiring write-ups</i>	<i>Consequences:</i>
<p>Possession of items prohibited on school property</p> <ul style="list-style-type: none"> ● Possession of drug paraphernalia, tobacco products, electronic cigarettes or vapes, pornography, combustible items such as matches or lighters, items determined by school administration that disrupt the school learning environment or become a hazard to safety. ● Serious or persistent disruption of class ● Cheating/Plagiarism ● Profanity – gross or persistent use ● Refusal to obey/comply with administrative or staff direction ● Skipping class or school ● Leaving school grounds without permission ● Misbehavior during emergency drill (fire/weather, etc.) ● Use/display of a cell phone during class/instruction time 	<p>Administrative Determination, including</p> <ul style="list-style-type: none"> ● Parent Conference ● After School detention ● Lunch detention ● In-School Suspension ● Out of School Suspension ● Behavior Contract ● Attendance Intervention Plan ● Possible Law Enforcement Referral ● Possible Recommendation of Expulsion ● 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 ● Use of cell phone will also result in cell phone being confiscated and held by the Dean of Students for parent pick up ● Suspension from athletic or extracurricular privileges
<p>Technology</p> <ul style="list-style-type: none"> ● Use of Technology for Purposes other than School Work Without Teacher Permission (See Acceptable Use Policy) 	<p>Administrative Determination, including consequences listed above and:</p> <ul style="list-style-type: none"> ● Computer probation for 1 quarter, parent contact or ● Computer probation for rest of school year, parent contact or ● Loss of computer use for a time determined by administration
<ul style="list-style-type: none"> ● Vandalism or Destruction of School Property less than \$50 	<p>Administrative Determination, including any consequences listed above and:</p> <ul style="list-style-type: none"> ● Financial restitution

Level 3 infractions are major acts of misconduct. They include repeated misconduct acts from Levels 1 & 2, serious disruptions of school order and threats to the health, safety and property of others. Level 3 offenses may result in a long-term suspension, possible recommendation for expulsion and/or referral to law enforcement. Parent conference is required.

<i>Level 3 infractions requiring write-ups</i>	<i>Consequences:</i>
<ul style="list-style-type: none"> ● Failure to serve or misbehavior in detention 	<p>Administrative Determination, including</p>

<p>or In-School Suspension</p> <ul style="list-style-type: none"> ● False accusations against student or staff ● Harassment/bullying ● face to face ● via written or social media ● Forgery/lying or misrepresentation ● Gambling ● Cumulative violations or repeat violations ● Illegal use of electronic devices ● Gross insubordination ● Failure to provide ID/correct name ● Stealing/larceny/theft value greater than \$50 ● Use of tobacco/electronic cigarettes ● Threat/intimidation ● Use of profanity directed at a school employee ● Vandalism or destruction of school property greater than \$50 ● Fighting (additional out of school suspension days for throwing the first punch) 	<ul style="list-style-type: none"> ● Required Parent conference ● Financial restitution ● Confiscation of items for length of time determined by administration to include entire school year ● Referral to law enforcement ● Required intervention program ● Out of school suspension ● Probation behavior contract ● Possible recommendation of expulsion ● Loss of computer or other electronics privileges ● Loss of athletic or extra-curricular privileges
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Level 4 acts of misconduct are the most serious offenses. Level 4 offenses will result in a mandatory long-term suspension with recommendation for expulsion and referral to law enforcement.

<i>Level 4 infractions requiring write-ups</i>	<i>Consequences:</i>
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<ul style="list-style-type: none"> ● Gang-related activity ● Sexual harassment ● Alcohol – possession, use or distribution ● Arson ● Assault/battery ● Bomb threat/explosives ● Breaking and entering/burglary ● Disruption of campus environment – major ● Drug use or possession/Drug sale or distribution (includes facsimile drugs) ● False accusation against staff member ● False fire or emergency alarm ● False summoning of emergency services ● Fighting, causing injury or requiring aggressive physical intervention to stop ● Firearms/fireworks ● Hazing ● Malicious destruction of school or personal property ● Robbery ● Threat to school employee ● Weapon or facsimile of a weapon 	<p>These discipline offenses require out of school suspension.</p> <p>Administrative Determination, including</p> <ul style="list-style-type: none"> ● Parental conference ● Financial restitution ● Confiscation of items with no return of items ● Referral to law enforcement ● Required Intervention program ● Out of school suspension ● Recommendation for expulsion
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Definition of Various Detentions

- Lunch Detention is a silent lunch in the ISS Classroom. 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.
- A student who has been assigned to a detention and who fails to attend will receive additional consequences (see above). 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. Talking or use of technology will result in additional consequences. Multiple detentions in one day will stack in 30-minute increments up to 3 detentions. If a student receives 3 detentions in a single day a mandatory conference with administration will be scheduled and a ISS served the next school day.
- In School Suspension 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. The Dean of Students is responsible for the administration of ISS. Students are to collect class assignments and homework prior to the ISS assignment by consulting with teachers and accessing Edmodo. No technology is allowed in ISS. Students are

expected to bring a book on their reading level to ISS. 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. Scheduled tests may be taken in the ISS room at the teacher's discretion.

- Out of School Suspension 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.

Appeals Process

Parents and guardians may file a written appeal with the Coastal Leadership Academy's Governing Board for suspensions or expulsions. The appeal must be submitted within 48 hours of the initial action.

Within 10 business days of receiving written notice, the Governing Board will determine if the board will hear the appeal or take other action as is the discretion of the Governing Board.

- The initial disciplinary action will remain in effect during the appeals process. Any days that the student is suspended or expelled before the appeal is decided will not limit or extend the term of the suspension or expulsion but may be marked as an Excused Absences if such action is determined by the board as a result of the appeal.
- The student or his or her parent/guardian (or legal counsel) has the right to be heard and provide additional information that he or she believes is pertinent to the situation. Similarly, the representative from the school also has the right to provide additional information to support the decision to discipline the student.
- The Governing Board may affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student. The Board will send a written decision to the parent or guardian and student within 10 business days of the date of the hearing if one is granted. Any decision must be made based on a majority vote with a quorum of the Board present.

Students with Special Needs

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 Leadership Academy or will be monitored through the behavior management plan delineated in the IEP. CLA'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)

Law Enforcement

School personnel can report crimes to appropriate law enforcement and judicial authorities. School personnel can always ask the court for a temporary restraining order to protect a child or adults from harmful behaviors.

Campus Security

The safety of our students and staff is of utmost importance as we implement our emergency and safety plans. We have reviewed national school safety documents available to develop a Campus Security plan that best suits our site. Our plan currently has 4 major components:

1. Student Awareness

- a. Students are required to possess on their person a student ID at all times. This helps to identify the students in case of any emergency. We know our students, but emergency workers do not. This simple safety procedure has been proven to provide life saving time in the past and is a practice we will continue.
- b. Students are to be aware of the surroundings and who is present in the building. If anyone is present who is unfamiliar and does not have a visitor's tag, the student is to report this person to an adult immediately and NOT approach the adult or engage in conversation.

2. Building Level Security

- a. An alarm system, security cameras, motion detectors, and emergency lighting are installed throughout the building.
- b. All visitors are required to report to the front office and sign in using a photo ID before entering the building.
- c. All doors are to be left closed and locked during the school day. These doors can be opened from the inside but not from the outside.
- d. Students who drive to school will not be allowed to return to their cars after entering the building unless leaving for off campus classes or having written permission from an administrator.
- e. The back part of the building is fenced and locked at the end of each day.

3. Emergency Preparedness

- a. Staff and Students will regularly practice emergency preparedness drills for fire, earthquake, intruders, and tornados.
- b. The school maintains several emergency preparedness kits throughout the building.

Technology Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes.

Each student will be supplied a N22 Lenovo Chromebooks for academic purposes. Students also receive five licenses for Microsoft Office, including: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher, and Microsoft Outlook. These funds also provide access to software for game design, multimedia production, programming courses, and computer labs. Adobe Creative Cloud applications are also available in a variety of courses.

21st Century Student

Students in school today require a few additional tools to succeed. Coastal Leadership Academy provides laptops. These devices must be present each day in class and fully charged. Students also have access to Microsoft Office. Each year new students will be provided the necessary credentials via email to log into their Microsoft account.

DISCUS

Students can also take advantage of online DISCUS resources using the following credentials

Username: discuss18 Password: explore

To provide a positive and safe environment, adherence to the following policies are necessary for continued access to the school's technical resources. Users should be aware all data transferred over the school network is subject to filtering and caching, there is no expectation of privacy on the school network. This data can be reviewed at a later time in its entirety by school administration.

Rules and Policies

Students must:

- 1) Respect and protect the privacy of others.
 - a) Use only assigned accounts.
 - b) Not view, use, or copy passwords, data or networks to which they are not authorized.
 - c) Not distribute private information about others or themselves.
- 2) Respect and protect the integrity, availability, and security of all electronic resources.
 - a) Observe all network security practices, as noted in the Acceptable Use Policy.
 - b) Report security risks or violations to a teacher or network administrator immediately.
 - c) Not destroy or damage data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d) Conserve, protect, and share these resources with other students and Internet users.
 - e) Not impede, interfere, or damage the integrity of wireless or wired networks.
 - f) Not create, script, or design any software or file capable of damaging, interfering, or disabling devices inside the school.
- 3) Respect and protect the intellectual property of others.
 - a) Not infringe upon copyrights (no making illegal copies of music, games, or movies).
 - b) Not plagiarize
- 4) Respect and practice the principles of community
 - a) Communicate only in ways that are kind and respectful.
 - b) Report threatening or discomfoting materials to a teacher.
 - c) Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.)
 - d) Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e) Not use the resources to further other acts that are criminal or violate the school's code of conduct.

- f) Not send spam, chain letters, or other mass unsolicited mailings.
 - g) Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- 5) Be productive and respectful members of the learning community.
- a) Not copy, duplicate, or access content from sources to gain undue knowledge for assignments without permission.
 - b) Not use threatening, offensive, or inappropriate words, abbreviations, slang, emoticons, or pictures.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher’s permission.
3. Install or download software, if also in conformity with laws and licenses, and written permission from a supervising teacher.
4. Use the resources for any educational purpose.

Consequences for Violation

In accordance with the student handbook, the following consequences will be enforced should violations occur.

<p>Level 1</p> <ul style="list-style-type: none"> ● Failure to bring computer to class ● Accidental computer breakage (compensation may be required) ● Failure to immediately report technology misuse after becoming aware of the violation. 	<p><u>Consequences</u></p> <p>Administrative Determination, including</p> <ul style="list-style-type: none"> ● Warning ● Parent Contact ● Work Detail ● In School Suspension ● Lunch Detention ● After School Detention ● Out of School Suspension ● Attendance Intervention Plan
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<p><u>Level 2</u></p> <ul style="list-style-type: none"> ● Inappropriate use of technology ● Playing games in class ● Use of cell phone in class ● Off topic in class (on websites not related to subject matter) 	<p><u>Consequences</u></p> <p>Administrative Determination, including</p> <ul style="list-style-type: none"> ● Parent Conference ● After School detention ● Lunch detention ● In-School Suspension ● Out of School Suspension ● Behavior Contract ● Attendance Intervention Plan ● Possible Law Enforcement Referral ● Possible Recommendation of Expulsion ● 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 ● Use of cell phone will also result in cell phone being confiscated and held for parent pick up ● Suspension from athletic or extracurricular privileges ● Computer probation for 1 quarter, parent contact or computer probation for rest of school year parent contact or loss of computer use for a time determined by administration ● Financial restitution
<p>Level 3</p> <ul style="list-style-type: none"> ● Malicious misuse of technology ● Downloading copyrighted material ● Accidentally compromising network stability (i.e. VPN, Proxy) ● Duplication or use of unapproved credentials (teacher passwords, logins, etc...) ● Attempt to bypass permissions or security policies 	<p><u>Administrative Determination, including</u></p> <ul style="list-style-type: none"> ● Required Parent conference ● Financial restitution ● Confiscation of items for length of time determined by administration to include entire school year ● Referral to law enforcement ● Required intervention program ● Out of school suspension ● Probation behavior contract ● Possible recommendation of expulsion ● Loss of computer or other electronics privileges ● Loss of athletic or extracurricular privileges

<p>Level 4</p> <ul style="list-style-type: none"> ● Dissemination or production of illicit material ● Attempt to penetrate or compromise network (DDoS, Man-In-The- Middle, Proxy) ● Duplication or use of unapproved credentials to access private information (i.e. student records, grades) ● Use or manipulation of any device without permission 	<p>These discipline offenses require out of school suspension.</p> <p><u>Administrative Determination, including</u></p> <ul style="list-style-type: none"> ● Parental conference ● Financial restitution ● Confiscation of items with no return of items ● Referral to law enforcement ● Required Intervention program ● Out of school suspension ● Recommendation for expulsion
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Cell Phones

Students may have cell phones on their person but may not use them in class. Students who do use their cell phone in class without permission will turn the phone into the teacher to be collected by a parent or guardian at the front office at the end of the day. If the student refuses to provide the phone to a teacher, the student will receive one hour of detention and the phone will be confiscated by administration. Parent or Guardian on record may allow students to have a cell phone in emergency situations.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety discipline, or security of a student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Technology Signed Agreement

(Please sign and return this page to CLA)

ALL STUDENTS AND PARENTS MUST SIGN: I have read the School Technology Policy, the School Laptop Acceptable Use Policy, and the damage coverage information. . I understand that if the device is damaged beyond repair I will be responsible for the full replacement cost as described in the Damages section of this agreement.

Student Name (please print)

Date

Student Signature

Date

Parent Name (please print)

Date

Parent Signature

Date