

# Coastal Montessori

— CHARTER SCHOOL —

## Code of Conduct 2016-2017

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## **Mission Statement**

*To produce highly-educated, self-directed, socially-responsible citizens who work collaboratively, respectfully, and peacefully as individual yet interdependent learners in a diverse and nurturing community. Through the unique combination of empirically-validated Montessori principles, localized charter governance, and open access, Coastal Montessori Charter School further aims to provide Georgetown County School District with an academically excellent, financially accountable public school choice.*

## **WHY WE EXIST**

### **To Close the Achievement Gap**

Because all children deserve the same opportunity to be successful and because investing in our children's success strengthens our community.

### **To Read on Grade Level by 3<sup>rd</sup> Grade**

Because the first few years of school, children are learning to read; for the rest of their lives they are reading to learn.

### **To Cultivate Real Life Skills in Children**

Because our children will compete globally and must be equipped with what education experts call the Seven Survival Skills.

1. Critical Thinking
2. Problem Solving
3. Self-Regulation
4. Taking Initiative
5. Communication
6. Inquisitiveness
7. Ability to Work as Part of a Team

### **Preparation for High School and Life**

Because a diverse, complex world requires a student with a myriad of skills and talents to achieve optimum success in high school and life.

## Notice to the Public

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies Coastal Montessori Charter School (herein after CMCS) shall not discriminate on the basis of sex, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

It is the intent of Coastal Montessori Charter School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for scholars, their parents and employees who feel discrimination has been shown by the school.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Dr. Nathalie Hunt (Director) or Mr. Rob Horvath (Board Chair). Complaints may also be directed to Jon Tester, GCSD Title IX Coordinator, email: [jtester@gcsd.k12.sc.us](mailto:jtester@gcsd.k12.sc.us), 843 - 436 - 7203 or Michael Caviris, GCSD Section 504 Coordinator, email: [mcaviris@gcsd.k12.sc.us](mailto:mcaviris@gcsd.k12.sc.us), 843 - 436 - 7125.

Complaints of discrimination can also be filed with the Office for Civil Rights; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-1475. Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov). Telephone: 202 - 453 - 6020. Fax: 202 - 453 - 6021. All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking, and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex.

All students attending CMCS may participate in educational programs and activities regardless of race, color, national origin, religion, age, handicap or sex.

## **The Family Educational Rights and Privacy Act (FERPA):**

### Notice to Parents/Guardians/Eligible Students

The revised Family Rights and Privacy Act became a Federal Law in December, 1974. The law intends to protect the accuracy and privacy of students' educational records. In that regard, please note the following:

- The definition of "educational records" includes all records, files, documents, and other materials containing information directly related to your child.
- Without your prior consent, only you and authorized individuals will have access to your child's educational records. Except in rare health and or safety emergencies. However, unless you make a request in writing to the contrary, we may release without consent "directory information" contained in your child's educational records: Name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous education agency or institution attended. Your written request should be received by the school by September 15th, or within ten days of your child's enrollment in the school, whichever is later.
- You may make an appointment with the school to inspect and review your child's educational records.
- You may obtain copies of educational records for \$3.00, other than the first copy of a transcript to another educational institution, which will be sent without charge.
- You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
- The Director has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.

### **From the Office of Special Services**

A student's education records, including special education records, may be transferred from one district to another for enrollment purposes without parental permission, according to Federal and State regulations.

### **Nondiscrimination Policy**

CMCS does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures or practices, nor does it tolerate sexual harassment, in compliance with the Americans With Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975, (pertaining to age).

## COASTAL MONTESSORI CHARTER SCHOOL CODE OF CONDUCT

The Coastal Montessori Charter School Code of Conduct was developed to promote a peaceful learning environment based on respect for the rights of students, teachers, and parents. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support the handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I understand that my child's teacher is a dedicated professional with expertise and training in the pedagogy of Montessori philosophy and child development. As a member of the CMCS community, I will show my support and cooperation by:

- I will have my child in school on time every day with the necessary school supplies and appropriate dress
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech and behavior. I will set a good example in my own speech and behavior
- I will show respect for the teacher and any other adult in authority in front of my child at all times
- I will stop rumors and I will go through the proper channels when I have a problem
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is a disagreement
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same
- I will speak respectfully with kindness and courtesy to all students at CMCS
- I will abide by the CMCS Code of Conduct while my child is enrolled at Coastal Montessori Charter School

At CMCS, we strive to foster clear and robust communication between home and school. The chart below offers guidelines regarding the proper channels to use for gaining information and solving problems.

| <b>Subject</b>          | <b>First Contact</b>   |
|-------------------------|--|
| Classroom Procedures    | Classroom Teacher  |
| Behavior and Discipline | Classroom Teacher, Mr. Chris, Asst. Director, Dr. Hunt, Director |
| Health Concerns         | Nurse Kelly  |
| Dress Code              | Classroom Teacher, Mr. Chris, Asst. Director, Dr. Hunt, Director |

## **PARENT CONFLICT RESOLUTION PROCEDURE**

Parents and teachers share in the responsibility of a child's education. The two should work cooperatively to foster a positive educational experience for a child. At times, however, conflicts do arise. The Board of Directors and faculty at CMCS recognize the need for parents to resolve these conflicts effectively and respectfully in order to not interrupt the educational process of their child. The following procedure is to help facilitate a positive learning environment in which good problem solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member at CMCS, the following steps should be taken.

1. The parent should arrange and attend a meeting with the faculty member to discuss concerns and attempt to come to a mutually agreed upon solution.
2. If mutual agreed closure is not reached, the parent may arrange a meeting with the Director of CMCS. In this meeting, the parent should discuss and document the attempts that have been made to settle the problem with the faculty member. The Director may invite the faculty member to be present.
3. If there is still no closure, the parent may use the Parent Grievance Process, if appropriate, to request action by the Board of Directors. The parent may write a letter to the Board or attend a CMCS Board Meeting to share their grievance. The Board will determine if the conflict falls under Board directive and if so, a meeting will be scheduled. The Director, faculty member, and parent may be present at this meeting. The majority decision of the Board of Directors is final, and the conflict will be considered resolved.

## **CMCS DRESS CODE**

Coastal Montessori Charter School follows the principles of the Montessori Method. As such, care of self and care of the environment are core pieces in the development of the child's consciousness and understanding of the interconnectedness of all things.

**"Bring the child to consciousness of his own dignity and he will feel free."**

### **Maria Montessori**

CMCS's dress code was established for the following purposes.

- To promote a more effective climate for learning
- To promote a sense of school unity and pride while creating a sense of belonging and community
- To be practical, affordable, and help level the socio-economic playing field while still allowing for self expression
- To ensure modest dress

## **Middle School**

### **Overall Appearance**

- Present a neat and well groomed appearance
- The following garments should not be worn at school: garments with slits, holes or tears; clothing that is see through or exposes the back, abdomen, sides, or midriff when the student raises his/her arms to shoulder height
- Any clothing that has offensive or inappropriate language
- CMCS logo clothing is appropriate at any time
- There is free choice, but it must conform to the following rules

### **Bottoms**

- Wear shorts, jeans, slacks, etc. at waist level or above the hips. The back or belly should not show
- Shorts and skorts must reach the fingertips when standing up and hands are held straight down the sides
- Leggings or tights can be worn, but NOT in lieu of pants. They must be worn with a skirt, shorts, or skorts
- Cargo pants are not permitted
- Appropriate PE attire needs to worn on PE days

### **Tops**

- Undergarments shall not be exposed at any time
- Spaghetti straps and muscle shirts should not be worn to school
- All buttoned shirts should be worn buttoned to the top 2 buttons

### **Dresses**

- Dresses must reach the fingertips when standing up and hands are held straight down the sides

### **Shoes and Socks**

- Any shoes may be worn as long as toes are not showing. Please remember that scholars run around a lot during the day, so tennis shoes are the best option
- Tennis shoes must be worn for PE days
- Slippers or indoor shoes are acceptable for the classroom. Students must have another pair of shoes to change into when going outside. Students may wear any ankle or knee high socks to school except for socks that go above the knee.
- Students may wear leggings or tights with a skirt, skort, or shorts. They may NOT be worn by themselves
- Students may not be sockless indoors as it is a health concern

### **Hats and Headgear**

- Hats may be worn outside as long as they do not contain inappropriate or offensive language or symbols
- All hats, caps, hoods, and other headgear should be removed when entering the building

### **Jackets**

- If students wear a jacket to and from school, it is a personal choice of style
- If students wear a jacket in the classroom, it must conform to the same guidelines as



a top

- A jacket can be worn outside the building as long as it does not contain inappropriate or offensive language or symbols

### **Other**

- Sunglasses will not be worn in the building, unless medically necessary
- Jewelry, makeup, piercings are strongly discouraged but any accessory worn must be modest, subtle, and not disruptive to the educational environment
- Earrings should be at a length that will not present a safety hazard
- Electronic items, book bags, purses, outdoor jackets, sunglasses, and hats should be removed upon entry to the building and placed in the student's locker
- Any dress that is deemed disruptive to the educational process is prohibited

### **Upper and Lower Elementary**

#### **Overall Appearance**

- Present a neat and well groomed appearance
- The following garments should not be worn at school: garments with slits, holes or tears; clothing that is see through or exposes the back, abdomen, sides, or midriff when the student raises his/her arms to shoulder height

#### **Bottoms**

- All school approved bottoms including skirts, shorts, dresses, jumpers, etc. must reach the fingertips when standing up and hands are held straight down the sides
- Wear shorts, jeans, slacks, etc. at waist level or above the hips. The back or belly should not show
- Any of the pants, shorts, or skorts offered on our CMCS Lands' End website may be worn
- In addition to Lands' End, you may also purchase khaki or navy straight front or pleated pants, shorts, or skorts from any retailer of your choosing. Cargo pants are not permitted
- Leggings or tights can be worn, but NOT in lieu of pants. They must be worn with a skirt, shorts, or skorts
- Approved PE shorts or pants are expected for PE days. Shorts and pants can be fleece, mesh or windbreaker style in grey, navy blue, or red and can be purchased through Lands' End or Walmart

#### **Tops**

- CMCS embroidered logo on red, navy blue, or light blue short or long sleeved interlock or mesh polo shirts from Lands' End
- CMCS silk screen logo on red, navy blue, or light blue short or long sleeved t-shirts purchased at the CMCS office. Youth and Adult sizes. Undergarments shall not be exposed at any time
- All buttoned shirts should be worn buttoned to the top 2 buttons
- CMCS tie-dye shirts may be worn on field trips and on Fridays. Youth and adult sizes may be purchased in the CMCS office

#### **Dresses**

- CMCS embroidered logo on red, navy blue, or light blue short or long sleeved polo dresses from Lands' End

### **Shoes and Socks**

- Any shoes may be worn as long as toes are not showing. Please remember that students run around a lot during the day, so tennis shoes are the best option
- Tennis shoes must be worn for PE days
- Slippers or indoor shoes are acceptable for the classroom. Students must have another pair to shoes to change into when going outside. Students may wear any ankle or knee high socks to school except for socks that go above the knee
- Students may wear leggings or tights with a skirt, skort, or shorts. They may NOT be worn by themselves
- Students may not be sockless indoors as it is a health concern

### **Hats and Headgear**

- Hats may be worn outside as long as they do not contain inappropriate or offensive language or symbols
- All hats, caps, hoods, and other headgear should be removed when entering the building

### **Jackets**

- If students wear a jacket to and from school, it is a personal choice of style
- If students wear a jacket in the classroom, it must conform to the same guidelines as a top
- The CMCS embroidered logo is optional on sweatshirts, sweaters, zip fleeces, and /or athletic jackets in navy blue or red from Lands' End or any solid red, navy blue, light blue, or grey sweatshirt, cardigan, sweater, and/or athletic jacket
- A jacket can be worn outside the building as long as it does not contain inappropriate or offensive language or symbols

### **Other**

- Sunglasses will not be worn in the building, unless medically necessary
- Jewelry, makeup, piercings are strongly discouraged but any accessory worn must be modest, subtle, and not disruptive to the educational environment
- Earrings should be at a length that will not present a safety hazard
- Electronic items, book bags, purses, outdoor jackets, sunglasses, and hats should be removed upon entry to the building and placed in the student's locker
- Any dress that is deemed disruptive to the educational process is prohibited

### **Fridays**

- CMCS tie-dye t-shirts or Montessori Model United Nations (MMUN) t-shirts can be worn on Fridays
- All other dress code regulations are in effect

### **Earned Free Dress/Dollar Dress Days**

#### **Bottoms**

- Wear shorts, jeans, slacks, etc. at waist level or above the hips. The back or belly should not show
- Shorts and skorts must reach the fingertips when standing up and hands are held straight down the sides
- Leggings or tights can be worn, but NOT in lieu of pants. They must be worn with a

skirt, shorts, or skorts

- Cargo pants are not permitted
- Appropriate PE attire needs to be worn on PE days

### **Tops**

- Undergarments shall not be exposed at any time
- Spaghetti straps and muscle shirts should not be worn to school
- All buttoned shirts should be worn buttoned to the top 2 buttons

### **Dresses**

- Dresses must reach the fingertips when standing up and hands are held straight down the sides

### **Formal Dress Days**

- Formal dress is considered to be something that you would wear to a wedding or a graduation
- Shirt and tie, sport coat, dress shoes
- Dress, skirt, or pants and blouse
- Any shoes may be worn as long as toes are not showing. Shoes with stacked heels can pose a safety issue when students go to recess
- Jeans are not formal dress
- Formal dress days are a choice
- Students are either in formal dress or will abide by the dress code
- All other dress code regulations are in effect

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

### **FIRST OFFENSE**

- Temporary removal from class until dress code regulations are met
- Review of expectations and consequences assigned for additional violations
- Parents notified by teachers via email

### **SECOND OFFENSE**

- Temporary removal from class until dress code regulations are met
- Review of expectations and consequences assigned for additional violations
- Loss of recess privileges for that day
- Parents notified by teachers via phone call

### **THIRD OR ADDITIONAL OFFENSES**

- Temporary removal from class until dress code regulations are met
- Student sent to administration with documentation of prior offenses
- Parents notified by administration via phone call
- Loss of recess privileges for that day
- Student will eat lunch in the office
- Multiple offenses can lead to more serious consequences such as removal from the classroom for the day or may result in the student being sent home

If the violation is one that can be corrected, such as removing one's hat, it is to be done so immediately. If a student is not wearing an appropriate top or bottom, a phone call may

be made home in an attempt to correct the problem. The student will not be allowed to return to class until appropriate clothing is worn.

**THE ADMINISTRATION OF COASTAL MONTESSORI CHARTER SCHOOL RESERVES THE RIGHT TO MAKE THE FINAL DECISION REGARDING THE APPROPRIATENESS OF CLOTHING AND/OR ACCESSORIES**

**PERSONAL ITEMS**

We have limited storage available for the students to use on a daily basis. Please keep toys, cosmetics, jewelry, money, and other personal items at home or in your car. All items that are brought to school will need to fit in the student's locker, which is shared with another student.

**SCHOOL ACHIEVEMENT BEGINS WITH REGULAR ATTENDANCE**

**Parents/guardians must ensure that all school-age children in their care are in school and on time every day.**

All absences require a written explanation from the parent/guardian within three school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian name, dates of absence(s), and documentation of the reason for the absence.

Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

**Excused Absences:**

- Illness of the student
- Medical or dental appointment
- Court appearance
- Death or illness in the immediate family
- Observance of a recognized religious holiday
- Activities approved by administration
- Extenuating circumstances as determined by the Director
- Absences for students whose parents are experiencing military employment may be approved by administration

Suspensions from school are not counted as unexcused for truancy purposes. A deadline will be imposed for the work to be made up and the burden of getting and completing assignments will be on the student. Students who are absent cannot participate in after school activities.

Students are not considered absent in the following cases:

- Approved school field trips
- Students late due to bus problems.

**What happens if a child has unexcused absences:**

- School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three unexcused absences, the school notifies the parent/guardian by telephone or email.
- When a student accumulates three consecutive or a total of five unexcused absences, the director or designee will complete a truancy investigation.
  - A conference is scheduled with the student and parent/guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unexcused absences.
  - A written truancy intervention and attendance contract will be signed by the student, parent/guardian, and administration.
- When a student accumulates seven unexcused absences, the school will update the truancy intervention plan and make amendments as needed.
- If a student continues to accumulate unexcused absences, additional consequences may be imposed such as withdrawal from CMCS.

All absences are either excused or unexcused. Students with absences are permitted to make up work missed during the absence. Students who have more than ten absences in one school year may be considered for retention at their grade level.

**TARDINESS**

It is important that students be on time at the beginning of the school day. Schools are required to admit students regardless of their arrival time. However, students who report late are required to report to the office to obtain a late pass before being admitted to any classroom or other school area. Reporting to the office is very important in making sure that the student is recorded as present. Students are required to follow their school's tardy policy. Excessive tardiness will result in disciplinary action.

**CMCS TARDY POLICY**

School begins promptly at 8:30 am. Students can begin arriving at 7:45 am and ending no later than 8:25 am so they can be in their classroom and unpacked no later than 8:30 am.

If your child is tardy, he/she will be assigned the appropriate consequence:

**Second Tardy**

- Teacher warning

**Fifth Tardy**

- Loss of recess for the day

**Tenth or More Tardy**

- Mandatory parent meeting with administration to develop an on-time plan.
- Loss of recess privileges for that day.
- Student will eat lunch in the office.
- Excessive tardiness may result in being dropped from enrollment at CMCS

Chronic tardiness will be handled on a case-by-case basis by the administration of CMCS.

## **SAFETY**

Coastal Montessori Charter School believes in the dignity of all and that everyone, including students, families, and staff should be treated with dignity and respect at all times. In accordance with this philosophy, CMCS will not tolerate any behavior by students, families, visitors, or staff, which is insulting, degrading, or stereotyping of any race, religion, gender, disability, physical characteristic, ethnic group, sexual preference, age, or nationality. CMCS also expects disagreements between adults to be handled professionally and without aggression.

### **Bullying, Harassment, Threats, Intimidation**

Bullying, harassment, threats, or intimidating, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, volunteers, students, parents, and visitors will demonstrate appropriate behavior by treating others with civility and respect and will refuse to tolerate bullying, harassment, threats, or intimidation. Persons who incite others to bully or who gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts.

#### **What is bullying?**

- **Bullying is aggressive behavior that involves unwanted, negative actions**
- **Bullying involves a pattern of behavior repeated over time**
- **Bullying involves an imbalance of power or strength**

Sometimes it is hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

#### **Bullying may include:**

- Saying mean or hurtful things to someone, making fun of someone, or calling someone mean or hurtful names
- Completely ignoring or excluding someone from their group of friends or leaving him/her out of things on purpose
- Hitting, kicking, pushing, shoving, an individual
- Telling lies or spreading false rumors about someone
- Sending mean notes on paper or electronically
- Trying to make other students dislike someone
- Doing hurtful things to someone

## **What is Cyber Bullying?**

Cyber bullying is bullying through email, instant messaging, chat room exchanges, Website posts, or digital messages or images sent to a cellular phone. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

## **Six Most Common Forms of Cyber Bullying:**

- **Harassment:** Repeatedly sending offensive, rude, and insulting messages
- **Denigration:** Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone
- **Flaming:** Online “fighting” using electronic messaging with angry, vulgar language
- **Impersonation:** Breaking into an email or social networking account and using that person’s online identity to send or post vicious or embarrassing material to/about others
- **Outing/Trickery:** Sharing someone’s secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding to others
- **Cyber Stalking:** Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his/her safety

## **Students:**

### **If you are being bullied:**

- Tell someone – a parent, a teacher, or a counselor
- Try not to show anger or fear
- Calmly tell the student to stop or say nothing and walk away
- Try to avoid situations where bullying is likely to happen

### **If you know someone who is being bullied:**

- If you feel safe, tell the bully to stop
- Say kind words to the student being bullied
- Be a good friend
- Don’t encourage the bully by laughing or joining in
- Tell other bystanders how to help stop bullying
- Tell someone – a parent, a teacher, or a counselor
- Encourage the bullied student to talk to someone about what is happening

## **Parents/Guardians:**

**If you suspect your child is being bullied, review these common signs to help you recognize if bullying is occurring. Your student may:**

- Come home with torn, damaged, or missing pieces of clothing, books, or other belongings
- Have unexplained cuts, bruises, and scratches from fighting
- Have few, if any, friends with whom he or she spends time
- Seem afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers
- Lose interest in school work or suddenly begin to do poorly in school
- Appear sad, moody, teary, or depressed when he/she comes home
- Complain frequently of headaches, stomach aches, or other physical problems
- Have trouble sleeping or frequent bad dreams
- Experience a loss of appetite
- Appear anxious and suffer from low self-esteem

## **Filing a complaint**

At CMCS, the Director is responsible for receiving complaints alleging bullying, harassment, threats, or intimidation. All school employees are required to report alleged violations to the Director. All other members of the CMCS community are encouraged to report any act that may be a violation. Reports by students may be made anonymously. CMCS is committed to providing each student with a safe means of reporting incidents.

## **Reprisal or Retaliation**

CMCS prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, threats, or intimidation. The consequence and remedial action for a person who engages in reprisal or retaliation shall be determined by the Director after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes, and district policies and procedures.

## **Sexual Harassment**

Coastal Montessori Charter School is committed to maintaining a learning environment for all students, which provides for fair and equitable treatment including freedom from sexual harassment. It is prohibited for any individual to harass another individual by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature.

Examples of activities which could constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual's body or overly personal conversation



- Sexual jokes, stories, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent
- Displaying sexual suggestive objects

Any individual who believes that he/she has been subjected to sexual harassment by another student, teacher, administrator, adult, or agent of CMCS should file a complaint of the alleged act immediately with the school's Director.

### **Search of Persons and Property**

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his/her person and effects. The Director of CMCS or their designee may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause. Any weapons, alcohol, stolen property, contraband, or controlled substances found in such search shall be seized by school administration, the appropriate police agency notified, and the individual recommended for disciplinary action which can include dismissal or termination of contract.

### **Weapons in School**

No firearms, knives, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, black jacks, ammunition, or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event. This prohibition shall apply on school grounds, in school buildings, on buses, or at school related functions. No vehicles parked on school property may contain firearms, knives, black jacks, or other items, which are generally considered to be weapons, without prior expressed permission from school administration in accordance with state law regarding weapons in vehicles on school campuses. Violators will incur not only school disciplinary action but also penalties under the law.

### **Alcohol, Drugs, or Other Substances**

No student shall be in possession of, use, manufacture, sell, dispense, or distribute the following:

- A controlled substance
- A counterfeit controlled substance
- An imitation controlled substance
- An illegal drug or narcotic
- A chemical inhalant
- Alcoholic beverage of any kind
- Medication not prescribed for the student by a physician
- Tobacco

A student shall not be under the influence of or possess any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician. The Director reserves the right to expel any students involved in the distribution of drugs, alcohol, or medication. CMCS administration shall report drug and alcohol related offenses to the appropriate police authority. CMCS is a drug and tobacco free zone.

### **STUDENT WELLNESS**

Coastal Montessori Charter School employs a full time registered nurse to monitor school health records and provide training for health concerns. A completed medical information form is required for school admission. It is the parent's/guardian's responsibility to update the form if their child's condition changes. You can contact the school nurse directly via email or telephone.

#### **During the Day**

Injuries such as bumps, cuts, fevers, and rashes may happen in the course of your child's day. If your child has a temperature of 101 degrees F or higher during school, you will be contacted to pick up your child immediately. If your child is hurt to the point that it disrupts his/her school day, you will be contacted to pick up your child.

#### **Illnesses**

In order to decrease the possibility of infecting others, students should not be brought to school ill. Please keep your child home if he /she has symptoms of illness including: an oral temperature above 101 degrees F, any undiagnosed rash, repeated diarrhea or vomiting, sore or discharging eyes, ears, or profuse nasal discharge, a stiff neck, or unexplained lethargy.

If your child will be absent due to illness, please notify the school between 8:30 and 9:00 am. Notification regarding the nature of your child's illness allows us to advise other parents in order that they may act proactively and help prevent an outbreak of further illness. Returning to school is based on the child being fever free (without medication) for 24 hours.

#### **Guidelines regarding readmission after common childhood illnesses**

**Colds:** Students may return when there is no presence of yellow or green mucus, which may be related to an infection and if there is no elevated temperature, sore throat, or severe cough.

**Conjunctivitis:** Students who have pink or red eyes and who have eye pain, reddened eyelids with white or yellow discharge, or eyelids matted after sleep may have purulent conjunctivitis and should not be in school until symptoms are gone and have been seen and treated by a doctor. A medical note is required for return.

**Diarrhea:** Students may return when they have been on antibiotics for 24 hours or more if caused by illness and not medication.

**Ear Infection:** Students may return when they have been on antibiotics for 24 hours or more.

**Fever:** Students must be fever-free for at least 24 hours. Please be aware readings are generally lower in the mornings.

**Head Lice:** Students may return after completing an approved treatment. A parent must accompany the student into school upon return and provide proof of treatment (the lice shampoo bottle or medication box). No live lice or nits ¼ " off scalp may be present at the time of re-admittance.

**Strep Throat:** Students may return after treatment with antibiotics for at least 24 hours.

**Vomiting:** Students may return when free from vomiting for 24 hours or more.

Note: A faculty member certified in CPR and/or first aid is available at all times during regular school hours.

### **Medication**

Medication will be administered by the school nurse or by trained office staff in the case of the nurse's absence. The nurse will only administer over the counter medications when provided by the parent with a completed Permission to Administer Nonprescription Medications form. This form can be obtained in the CMCS office or from Nurse Kelly. The school nurse will only administer over the counter medications as instructed on the medication packaging. A doctor's signature is required, by law, for staff members to give/apply your child's prescription medication. Please obtain a doctor's signature, information on dosage and description of medicine, or treatment before your child has an emergency. Keep these in the original container.

- **Students may not carry medication into school.** Any medication found in a student's possession will be confiscated by school officials. The one exception is for students with life-threatening conditions. They may keep medication in their possession and self-administer, as long as permission has been granted and the proper procedures have been followed. Please see the school nurse for additional information.
- **Immunization records** must be kept up to date or a student must have a Religious Exemption form on file.
- **Individualized Health Management Plan.** The school nurse, in consultation, with the parents, physician, and student will develop a formal procedure for medical procedures as needed.

### **Code of Conduct/Student Rights and Responsibilities**

At Coastal Montessori Charter School, peace education is not taught as a separate curriculum, but is the unifying thread throughout the child's academic, social, and emotional experience in the classroom. It is taught through the interactions between teacher and student, student and other students, and students and their use of the materials in the environment. Children are continually encouraged to respect everyone and everything in the environment and to solve problems through peaceful means.

The CMCS code of conduct specifies acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school-provided transportation. This portion of the policy outlines consequences for student violations. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

**Level I: Disorderly Conduct (Minor Misbehavior)**

Disorderly Conduct is defined as those activities engaged in by the students which tend to impede orderly classroom procedures/instructional activities/orderly operation of the school, or the frequency or seriousness of which disturb the classroom or the school. When minor misbehavior occurs, teachers will calmly and consistently implement mild, logical consequences. A logical consequence is one that resolves the problem in a way that makes sense, but is not unnecessarily punitive. The teacher in authority can handle this behavior until management options are exhausted. Persistent minor misbehavior is disruptive to the educational process and will be referred to administration. Serious offenses should be referred directly to an administrator. Records will be maintained for all offenses. Repeated Level I offenses may be considered Disruptive Conduct and moved to Level II.

**Level I Disorderly Conduct; offenses may be an accumulation of any listed offenses:**

|  |  |                     |
|--|--|---------------------|
| Abusive language                             | Cheating/plagiarism  | Disruptive behavior |
| Forgery                                      | Loading/attempting to load software on school computers without permission | Lying               |
| Possession of any portable electronic device | Refusal to complete assignments or carry out directions                    | Tardiness           |
| Violating the dress code                     |  |                     |

**Suggested Consequences**

**Category A Student (up to 3 reflection forms)**

|   |   |   |
|---|---|---|
| Additional classroom chores   | Behavior modification plan                  | Change of work space to an isolated area      |
| Clean up a mess that is made  | Community clean up responsibilities         | Confiscation of electronic device             |
| Loss of lunch privileges  | Loss of recess privileges                   | Opportunity to change into appropriate attire |
| Overnight suspension with Parent/Guardian conference with administrator | Parent/Guardian/Teacher/Director conference | Parental notification                         |
| Removal to another classroom to complete work                           | Use of the peace table to resolve conflicts |   |

**Category B Student (up to 5 reflection forms)**

|  |   |   |
|--|---|---|
| Community clean up responsibilities  | Confiscation of electronic device – returned to Parent/Guardian     | Loss of lunch privileges  |
| Loss of recess privileges  | Opportunity to change into appropriate attire or one day suspension | Overnight suspension with Parent/Guardian conference with administrator |
| Parent/Guardian/Teacher/Director conference and review/update behavior modification plan | Parental notification   |   |

**Category C Student (6 or more reflection forms)**

|                                    |
|------------------------------------|
| Out of school suspension, 3-5 days |
|------------------------------------|

**Level II: Disruptive Conduct**

Disruptive Conduct is defined as those activities engaged in by students that are directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of Disruptive Conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

**Level II Disruptive Conduct; offenses may be an accumulation of any listed offenses:**

|   |   |  |
|---|---|--|
| Accessing/modifying computer data or settings without permission  | Destroying property                       | Disrupting a lawful assembly                 |
| Fighting or inciting a fight  | Harassing others                          | Improper sexual conduct                      |
| Leaving school without authorization  | Obscene language or gesture               | Possession of obscene materials              |
| Possession/use of tobacco products while under school jurisdiction, whether on-campus or at school-sponsored activities | Possession/use of unauthorized substances | Refusing to obey school personnel (defiance) |
| Theft   | Unauthorized assembly                     | Unauthorized presence on school property     |
| Violation of Technology Acceptable Use Policy   |   |  |

**Suggested Consequences**

**Category A Student (1 Incident Report)**

|   |   |  |
|---|---|--|
| Behavior modification plan                  | Confiscation of electronic device – returned to Parent/Guardian | Out of school suspension (1-3 days)            |
| Parent/Guardian/Teacher/Director conference | Parental notification   | Referral to appropriate rehabilitation program |

**Category B Student (2 Incident Reports)**

|  |   |   |
|--|---|---|
| Behavior modification plan                     | Confiscation of electronic device – returned to Parent/Guardian | Electronic device is banned from campus |
| Out of school suspension (3-5 days)            | Parent/Guardian/Teacher/Director conference                     | Parental notification                   |
| Referral to appropriate rehabilitation program |   |   |

**Category C Student (3 or more Incident Reports)**

|                                    |  |
|------------------------------------|--|
| Out of school suspension, 3-5 days | The Director reserves the right to expel |
|------------------------------------|--|

**Level III: Criminal Conduct**

Criminal Conduct is defined as those activities engaged by students, that result in violence to oneself, or another’s person or property or which pose a direct threat to the safety of oneself or others. These activities usually require administrative action, which results in immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the CMCS Board of Directors. All criminal conduct will be reported to law enforcement.

**Level III Criminal Conduct:**

|  |   |  |
|--|---|--|
| Accessing/modifying computer data or settings without permission | Bomb threats                                    | Bullying, threatening or intimidating school staff or students |
| Disrupting a lawful assembly                                     | Gambling  | Igniting fires or fireworks                                    |
| Indecent exposure  | Physically abusing a member of the school staff | Possession of pornographic materials                           |
| Possession/transfer of a weapon                                  | Refusing to obey school personnel (defiance)    | Sale/possession/use of illegal drugs or alcohol                |
| Setting off fire alarms or discharging a fire extinguisher       | Sexual offenses                                 | Threatening another person with a weapon                       |
| Vandalism  | Violation of Technology Acceptable Use Policy   |  |

**Suggested Consequences**

**All Students**

|  |  |  |
|--|--|--|
| Behavior modification plan               | Out of school suspension (5-10 days)           | Parent/Guardian/Teacher/Director conference        |
| Parental notification                    | Referral to appropriate rehabilitation program | Suspension of enrollment for psychological testing |
| The Director reserves the right to expel |  |  |

**Electronic Devices, Cell Phones, and Communication Devices**

No student may use a personal electronic device, cell phone, or communication device on school property during the school day, unless given explicit approval by a classroom teacher. During school hours, all electronic devices, cell phones, and communication devices must be turned off (not on vibrate mode) and stored in the

student's locker. Using an electronic device, cell phone, or communication device may include but not limited to text messaging, taking pictures or videos, playing games, and receiving or sending calls.

Students using an electronic device, cell phone, or other communication device to illegally enhance their own or another student's academic performance or to engage in any other illegal or unethical manner, including bullying, harassing, threatening, or intimidating shall be banned from having such a device for the remainder of their attendance at CMCS. Additional disciplinary actions may be imposed as well.

Students found to be in violation of this policy may be subject to additional disciplinary action at the discretion of the Director. Any exception to this policy must be approved in advance in writing by the Director.

**First Offense:** The electronic device will be returned to the student at the end of the day upon review of the Technology Acceptable Use policy and the parent/guardian will be notified.

**Second Offense:** Parent will be contacted and asked to pick up the electronic device from administration. A meeting will be set with the student, parent/guardian, and administration to review the Technology Acceptable Use policy and create a plan of action designed to follow the policy going forward.

### **School Bus Code**

Coastal Montessori Charter School students, given the privilege of transportation by the school district, will be expected to adhere to the same rules and regulations stated in the district's disciplinary policy and school bus rider discipline guidelines. Students must comply with regulations for riding the school bus in order to retain this privilege, and students are expected to follow directions/ instructions given by bus drivers.

The bus driver has the responsibility for supervision of students on the bus and assigning seats working in cooperation with the director. The driver should stop the bus at any time that misbehavior or threatened misbehavior pose a hazard to safe driving.

Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report students who create a disturbance on school buses. The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any student from the riding of a school bus.

### **School Bus Rider Discipline Code Guideline**

Students are subject to both the Code of Conduct under Board policy and this School Bus Rider Discipline Code.

The riding of a school bus by students is a privilege. Eligible students are initially granted the privilege of school transportation service; however, after the initial service all eligible students must earn the privilege by following this Discipline Code and Code of Conduct. The School Board expects that while students are utilizing the student

transportation services, they will conduct themselves in a manner consistent with the CMCS Code of Conduct. All school bus riders must cooperate fully with their school bus drivers and aides/monitors and must conduct themselves properly at all times.

### **Code of Conduct**

Misconduct includes disorderly, disruptive, and criminal conduct and includes, but is not limited to, the following behavior on or around a bus or at a bus stop while the bus is present:

|  |   |  |
|--|---|--|
| Continually making loud noises, yelling, and the like  | Damaging or defacing property (writing or marking on the bus)                         | Disobeying the bus driver or the aide/monitor                                      |
| Eating and/or drinking on the bus  | Encouraging others to misbehave   | Fighting, physically abusing, or hitting another student or the driver or aide     |
| Getting on or off the bus at an unauthorized stop without permission   | Harassing, threatening, intimidating, or taunting another student, the driver or aide | Having hands, arms, head, and so forth out of the bus windows and/or doors         |
| Intentionally riding a bus other than the assigned one without permission from the director or the district's designee | Littering inside the bus  | Possessing and/or using any tobacco product or other illegal substances on the bus |
| Pushing, tripping, engaging in general horseplay   | Refusing to sit in an assigned seat   | Standing or sitting improperly while the bus is moving                             |
| Throwing objects out of, inside of, and/or at the bus  | Using profanity, abusive language, and/or obscene gestures                            | Using rude, discourteous behavior toward the driver or other passengers            |
| Violating any safety procedures  |   |  |

Serious misconduct may result in disciplinary action without regard to the number of offenses, up to and including suspension or expulsion from school, in accordance with Board policy.

### **Suspension**

Suspension is to be defined as an administratively enforced absence from educational activities for a specific number of days. Suspension prohibits a student from attending any day or night school functions (whether held on or off school grounds), from riding a school bus, or from entering the school or school grounds, except for a prearranged conference with an administrator. Days suspended are excluded from the definition of unexcused absences. Make up of work missed during any period of suspension is the responsibility of the student. Work must be made up within five (5) days of the return to school.

Normally, suspension will be from one (1) to five (5) school days in duration, and in no event longer than ten (10) days unless an expulsion recommendation is made. For students on an Individualized Education Plan (IEP), an IEP team or 504 team must hold a manifestation review meeting when a student is recommended for expulsion or has been suspended for more than ten (10) cumulative days in a school year.

A student suspended for more than fifteen (15) cumulative days in any one school year may be recommended for an alternative program and/or expulsion at the discretion of the Director.



When a student is to be formally suspended, whether in-school or out-of-school, the Director shall:

- Attempt to notify the parent/guardian by phone before the student is removed from the premises;
- Send a letter home with the student notifying the parent/guardian of the action taken, reasons for action, effective dates of suspension, and time and place of scheduled parental conference; or
- Mail or deliver a copy of the same letter to the parent/guardian.

### Grounds for Suspension

A student may be suspended or expelled for any of the acts enumerated in this section and related to school activity or school attendance that occur at any of the following times:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus
- During, or while going to or coming from, a school-sponsored activity
- Any time the students conduct substantially disrupts the educational environment, including online cyber bullying

A student may be suspended from school by the Director if it is determined that the student:

|  |   |
|--|---|
| A student who aids or abets, as defined in the infliction or attempted infliction of physical injury to another person   | A student who presents an immediate threat to the health and safety of others may also be suspended or expelled   |
| As used in this section, school property includes, but is not limited to, electronic files and databases   | Attempted to steal or stole school property or private property. As used in this section, school property includes, but is not limited to electronic files and databases  |
| Bullying, harassing, threatening or intimidating a student who is a complaining witness or eyewitness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both       | Caused or attempted to cause damage, including tagging and graffiti, to school property or private property   |
| Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence against another person, except in self-defense  | Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Intentionally engaged in bullying, harassment, threats, or intimidation, directed against school personnel or students |
| Committed any criminal act under Federal Law or the Statutes or Common Law of the State of South Carolina punishable by more than 30 days confinement  | Committed an obscene act or engaged in habitual profanity or vulgarity  |
| Committed or attempted to commit robbery or extortion  | Committed or attempted to commit a sexual assault, or committed a sexual battery  |
| Committed sexual harassment sufficiently severe or pervasive to have negative impact on the student's academic performance, or to create an intimidating, hostile, or offensive educational environment. (This section does not apply to students in kindergarten through third grade) | Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties      |
| Engaged in, or attempted to engage in, hazing  | Is under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind   |
| Knowingly received stolen school property or private property  | Made terrorist threats against school officials or school property, or both   |
| Possessed an imitation firearm, which is defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm   | Possessed or used tobacco, or any products containing tobacco   |
| Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object  | Unlawfully offered, arranged, or negotiated to sell an alcoholic beverage, narcotic, controlled substance or an intoxicant of any   |

|   |  |
|---|--|
|   | kind, or distributed, delivered, dispensed or conspired to distribute, deliver, or dispense an alcoholic beverage, controlled substance, narcotic, or intoxicant of any kind |
| Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia | When the presence of the student is detrimental to the best interest of the school   |

### Appeal Process

Any suspension may be appealed to the CMCS Board of Directors; this is not necessary by law. The decision by the CMCS Board will be final. During the pendency of a suspension appeal, the student will remain on suspension. If the suspension is vacated or reduced on appeal, those days will be excused and the student will have the opportunity to make up any missed work.

### Expulsion

“Expulsion” means removal of the student from (1) the immediate supervision and control, or (2) the general supervision of school personnel.

### Right to Expel

Students may be immediately expelled from Coastal Montessori Charter School for any of the following reasons:

|   |   |  |
|---|---|--|
| Bullying, harassment, threatening, intimidation, assault or battery upon any student or school employee | Causing serious physical injury to another person | Committing any criminal act under Federal Law or the Statutes or Common Law of the State of South Carolina punishable by more than 30 days confinement |
| Possession of any firearm, knife, explosive, or other dangerous object                                  | Robbery or extortion                              | Unlawful possession of any controlled substance, an alcoholic beverage, or a intoxicant of any kind  |

### Expulsion Procedures

- Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within 15 school days after the Director determines that the student has committed an expellable offense. The school will be responsible for providing the student with appropriate educational opportunities, while the student is on suspension and awaiting an expulsion hearing.
- The expulsion hearing will be presided over by an expulsion board or designees. The hearing shall be held in closed session unless the student or parent/guardian makes a written request for a public hearing three (3) days prior to the hearing.
- Written notice of the hearing shall be forwarded to the student and the student’s parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include the following:
  - The date and place of the expulsion hearing
  - A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based

- A copy of disciplinary rules which relate to the alleged violation
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or an advocate
- The right to inspect and obtain copies of all documents to be used at the hearing
- The opportunity to confront and question all witnesses who testify at the hearing
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses

### **Record of Hearing**

A record of hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely on the conduct of serious affairs. A recommendation to expel must be supported by substantial evidence that the student committed the expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay, and sworn declarations may be admitted as testimony from witnesses of whom the CMCS Board of Directors or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery, a complaining witness shall have the right to have his/her testimony heard in a session closed to the public.

The final decision shall be made within ten (10) school days following the conclusion of the hearing. That decision may be appealed to the proper court.

### **Written Notice Of Expulsion**

The Director, following a decision to expel, shall send written notice of expulsion, including the findings of fact, to the student or parent/guardian. This notice shall include the following:

- Notice of the specific offense committed by the student;
- Notice that the student may have a right to appeal the expulsion to the Coastal Montessori Charter School Board and the date and process by which an appeal may be filed;
- Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the school;

- Effective date of expulsion;
- Date that the student may be reviewed for readmission.

The Director shall send written notice of the decision to the Chartering District (GCSD). This notice shall include the following:

- The student's name;
- The specific expellable offense committed by the student;
- Disciplinary Records.

Whenever a student who is classified as a student with a disability is considered for expulsion, the School Director will confer with the office of Special Services before initiating expulsion procedures. Students with disabilities who are expelled will continue to receive a free and appropriate public education as set forth in their Individualized Education Plan (IEP) or 504 Plan.

### **Technology Acceptable Use Policy**

This administrative rule governs the use of Coastal Montessori Charter School's and the District's computer, Internet and electronic research and communication resources and is intended to protect the integrity of the Charter and District operations and instructional programs, as well as to outline the rights and responsibilities of Charter and District employees and students.

#### **Scope**

This administrative rule applies to the following persons/entities:

- All Charter and District employees including regular, part-time, temporary and contract employees
- All students enrolled in Charter or District schools
- All other authorized users of any of the Charter's or District's technology resources, regardless of Charter or District affiliation or reason for usage
- All Charter or District owned or operated technology resources or systems which are subscribed to and/or paid for by the Charter or District

The personal life of an employee, including the employee's personal use of non-Charter/District issued electronic equipment outside of work hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of and warrant the attention of the Charter/District if the employee's conduct impairs his/her ability to effectively perform his/her job responsibilities; if it results in a disruption of the school environment, or if the conduct violates Federal law, State law, and/or Board policy. Such conduct may subject the employee to disciplinary action, up to and including termination.

#### **Staff Conduct**

All employees shall maintain professional and appropriate relationships with students at all times, both inside and outside of school. No employee may engage in inappropriate or unprofessional conduct communicated or performed in person, in writing,

or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking.

### **Confidential Information**

The Charter's/District's research and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential, including personal information regarding students, should not be sent via the Charter's/District's communication resources. The Charter/District prohibits the unauthorized disclosure, use, and dissemination of personal information regarding minors via its electronic network. However, the Charter/District cannot assume responsibility for lost or stolen information sent or received via the Charter's/District's communication resources.

### **General Computer Usage**

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer or Charter/District network without the permission
- Accessing or modifying data or passwords without authorization
- Computer vandalism, defined as any malicious or unauthorized attempt to harm or destroy equipment or data, files, or other electronic information not belonging specifically to the user
- Using another's password(s) without their knowledge or consent

### **Internet Usage**

Access to the Internet is made available to authorized users for educational and Charter/District operational purposes. All authorized users will receive instruction on proper use of the Charter's/District's Internet system. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and with e-mail and other direct electronic communications, as well as cyber bullying awareness and response.

The Charter/District prohibits the use of its Internet system to intentionally or repeatedly access, view, download, store, transmit, or receive any information that contains material which is in violation of any Charter/District policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to:

- Obscenity or pornography
- Threatening or bullying messages or pictures of any kind
- Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
- Material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
- For student use, materials that are inappropriate for or harmful to minors

In compliance with the Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the Charter/District utilizes technology protection measures to block and/or filter Internet access to images that are obscene, depict child pornography, and, for computers utilized by students, are otherwise harmful to minors. Although, the Charter/District does not routinely monitor the online activities of minors, they reserve the right to do so as appropriate, when utilizing Charter/District computers, Charter/District email, and the Internet system. Therefore, users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received on the Charter/District’s systems. The Charter/District recognizes that it is impossible to control access to all inappropriate or controversial materials and prevent all unauthorized activities of users. Appropriate disciplinary action will be taken for unauthorized access, including so-called “hacking,” other unlawful activities utilizing the Charter/District Internet system, and violations of user policies.

### **Rules Governing Use**

All Charter/District digital and online content must comply with charter/district policies on FERPA, data privacy, and public use of school records.

The Charter/District will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind, unauthorized commitments to purchase items or services, purchase of software, upgrades to programs, or any illegal act.

The Charter/District will involve law enforcement should illegal activities take place.

### **Accessing Inappropriate Sites**

Student Internet activities will be monitored by the Charter/District to prevent students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The Charter/District will use technology protection measures to protect students from inappropriate access.

The Charter/District expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the Technology Acceptable Use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or others unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Users will not attempt to gain unauthorized access to the email system, the Charter’s/District’s digital and online content, or any other computer systems through the Charter’s/District’s email, Internet, or network access.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent, or any other

inappropriate language in public messages, private messages, and any material posted on digital and online content. All communications via Charter/District digital and online content will comply with the Charter's/District's technology policy and Charter's/District's student Code of Conduct policy and administrative rule.

### **Reporting**

Charter/District and school computer technicians as well as other Charter/District employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

### **Plagiarism and Copyright**

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

### **Off-Campus Conduct**

Students, parents/legal guardians, teachers and staff members should be aware that the Charter/District may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying, regardless of whether the action involved Charter/District or personal equipment or the source of access.

### **Electronic Mail (Email) Usage**

The Charter's/District's email system is made available to authorized users for educational and Charter/District operational purposes. All authorized users will receive instruction on proper use of the Charter/District email system. The Charter/District will assign email addresses to users. Student emails will associate with their Student Login numbers already assigned, if applicable. All users will utilize the email appropriately and according to policy, regulations and guidelines. The email address can be utilized to access the Charter/District sponsored programs such as Office 365, One Note, etc.

The Charter/District prohibits the use of its email system for unprofessional and/or inappropriate purposes, to include, but not be limited to:

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual or racist
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business

- Parents have the right to monitor all email correspondence of their child with username and password
- The only person who should use an account is the person to whom it is assigned (unless otherwise specified in an IEP or 504 Plan). Family members should not use the account.
- After a student graduates, the email account will be suspended after three months to allow correspondence with colleges, etc. If a student leaves the Charter/District, their account will be suspended immediately unless requested in writing through the school principal.
- All electronic messages created, transmitted or received via the Charter's/District's email system, including those created, transmitted or received for personal use, are the property of the Charter/District. The Charter/District reserves the right to monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the Charter's/District's email system.

### **Handheld Communication Device Usage**

Charter/District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to the employee's job responsibilities. The Charter/District reserves the right to monitor and/or review all use of Charter/District-issued phones and communication devices and users should not have any expectation of privacy in any use of a Charter/District-issued phone or communication device. Limited use of cell phones and/or handheld devices in the classroom is permitted at the discretion of the classroom teacher.

### **Personal Use of District Research and Communication Resources**

Limited personal use of Charter/District computer, Internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the Charter/District and its instructional programs. Excessive personal use that may or does so disrupt or interfere is prohibited.

### **Violations**

All authorized users of Charter/District research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative rule. Charter/District employees who witness, experience, or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a school administrator. Other authorized users who witness, experience, or otherwise learn about a suspected violation should report the matter to a Charter/District administrator.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative rule has occurred, the following disciplinary and/or corrective actions may be taken:



- Review of and possible changes to the level of supervision and the circumstances under which use is allowed, limitation, suspension and/or termination of the violator's use privileges
- For students disciplinary measures consistent with the Charter's/District's Code of Conduct, up to and including expulsion
- For employee violators, disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including termination
- Report to law enforcement when the violation is believed to constitute harassment, bullying, or a violation of a Federal or State law or regulation and/or Board policy

# Signature Page

I/We, the parents/ guardians of \_\_\_\_\_, have received the 2016-2017 Coastal Montessori Charter School Code of Conduct and I/We will share this information with our scholar. We agree to abide by the Code of Conduct in all of our interactions with Coastal Montessori Charter School in order to support the educational experience of the entire community.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_