



Student Code of Conduct
2025-2026

TABLE OF CONTENTS

MISSION STATEMENT	3
WHY WE EXIST	3
NOTICE TO THE PUBLIC	4
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	4
NONDISCRIMINATION POLICY	5
CODE OF CONDUCT	6
Subject First Contact:	6
Dress Code:	6
Middle School:	7
Upper and Lower Elementary:	8
Earned Free Dress Days:	10
Personal Items:	11
Attendance:	11
Excused Absences:	12
Tardy Policy:	13
Bullying, Harassment, Threats, Intimidation:	13
What is bullying?	14
Bullying may include:	14
What is Cyber Bullying?	14
Six Most Common Forms of Cyberbullying:	14
If you are being bullied:	15
If you know someone who is being bullied:	15
Sexual Harassment:	15
Search of Persons and Property:	16
Weapons in School:	16
Alcohol, Drugs, or Other Substances:	16
Student Rights and Responsibilities:	17
Level I: Disorderly Conduct (Minor Misbehavior)	17
Level II: Disruptive Conduct	19
Level III: Criminal Conduct	20
Electronic Devices:	21
School Bus Code:	22
Suspension:	23
Grounds for Suspension:	24

Appeal Process:	26
Expulsion:	26
Expulsion Procedures:	26
Record of Hearing:	27
Presentation of Evidence:	27
Written Notice Of Expulsion:	27
Technology Acceptable Use Policy:	28
Scope:	28
General Computer Usage:	28
Internet Usage:	29
Rules Governing Use:	30
Accessing Inappropriate Sites:	30
Plagiarism and Copyright :	31
Electronic Mail (Email) Usage:	31
Violations:	32
Off-Campus Conduct:	32
SIGNATURE PAGE	33

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 3rd 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 the CMCS Director or CMCS Board Chair. Complaints may also be directed to the GCSD Title IX Coordinator or the GCSD Section 504 Coordinator.

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. 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.

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).

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.

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.

Subject First Contact:

- Classroom Procedures - Classroom Teacher
- Behavior and Discipline - Classroom Teacher, Assistant Director, Director
- Health Concerns - Nurse Shawn Cantrell
- Dress Code - Classroom Teacher, Director

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

The CMCS 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

Overall Appearance

- Present a neat and well-groomed appearance free from the need to shift, adjust, or constantly monitor clothing.
- Clothing must not reveal bare skin between upper chest to above the tip of the student's thumb with arms by sides.
- The following garments must not be worn at school: clothing that is see-through or exposes the back, abdomen, sides, or midriff when the student raises his or her arms to shoulder height; sleepwear; or beachwear.
- Clothing must not display words or symbols relating to profanity, drugs, alcohol,

weapons or ammunition, anything sexual in nature, or anything that causes a disruption to the classroom or school operations

Middle School:

Bottoms

- All bottoms, including skirts, skorts, shorts, dresses, jumpers, etc. must be at or below thumb length when arms are extended straight down by the sides of the body. No part of the hem may be above thumb length.
- Leggings may only be worn when paired with a top that is thumb length or below.
- Shorts, jeans, slacks, etc. must be worn at waist level or above the hips. The back, belly, or underwear must not show.
- Pants or shorts must not have holes that expose skin above thumb length.

Tops

- Undergarments must not be exposed at any time.
- Shirts, tops, dresses that are backless, strapless or spaghetti straps are not permitted.
- Button-down shirts (when worn without a shirt underneath) must be worn buttoned at least to the top two buttons.
- Tank tops must be paired at all times with a jacket or a shirt.

Shoes

- Any shoes may be worn as long as the toes are not showing. Please remember that students run around a lot during the day, so tennis shoes are the best option.
- Solid, closed-toed, and preferably rubber-soled shoes, which are properly fitted and secure on the foot, must be worn when playing on the playground.
- Tennis shoes must be worn for PE days.

Hats, Headgear, and Accessories

- Hats, caps, hoods, and other headgear may not be worn inside the school building.
- Sunglasses may not be worn inside the school building.

Consequences for Dress Code Violations:

- First Offense
 - Warning from Teacher (documented)
 - Parent Notification
 - Temporary removal from class until dress code regulations are met
- Subsequent Offenses
 - Student will be sent to an administrator.
 - Parent will be notified by the administrator.

- Temporary removal from class until dress code regulations are met.

The administration of Coastal Montessori Charter School reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. The administration reserves the right to add additional consequences for repeated dress code violations.

Upper and Lower Elementary:

Bottoms

- All school approved bottoms including skirts, shorts, dresses, jumpers, etc. must be at or below the tips of the thumbs (thumb length) when standing up and hands are held straight down by the sides. No part of the hem may be above thumb length.
- Wear shorts, jeans (Fridays only), slacks, etc. at waist level or above the hips. The back or belly must not show.
- Leggings or tights can be worn, but NOT in lieu of pants. They must be worn with a skirt, shorts, or skorts.
- Any of the pants, shorts, skirts or skorts offered on the school selected vendor website may be worn.
- In addition to the school selected vendor, students may also purchase khaki, black or navy straight front or pleated pants, shorts, skirts, or skorts from any retailer of their choosing.
- Approved PE shorts or pants are expected for PE days. Shorts and pants can be fleece, mesh or windbreaker style in gray, navy blue, or red and can be purchased through the school selected vendor (frenchtoast.com) or other retailer.

Tops

- CMCS silk screen logo on red, navy blue, or light blue T-shirts purchased at the CMCS office. Youth and Adult sizes. Undergarments may not be exposed at any time.
- All buttoned shirts must be worn buttoned to the top 2 buttons.
- CMCS tie-dye shirts are only worn on field trips and on Fridays. Youth and adult sizes may be purchased in the CMCS office.
- CMCS embroidered logo on red, navy blue, light blue, or black short or long-sleeved interlock or mesh polo shirts from school selected vendor

Dresses

- CMCS embroidered logo on red, navy blue, or light blue short or long sleeved polo dresses from school selected vendor
- Dresses must be at or below thumb length when standing up and hands are held straight down at the sides.

Shoes and Socks

- Any shoes may be worn as long as the toes are not showing. Please remember that

students run around a lot during the day, so tennis shoes are the best option.

- Solid, closed-toed, and preferably rubber-soled shoes, which are properly fitted and secure on the foot, must be worn when playing on the playground.
- Tennis shoes must be worn for PE days.

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 must be removed when entering the building

Jackets

- The CMCS embroidered logo is optional on sweatshirts, sweaters, zip fleeces, and /or athletic jackets in navy blue or red from the school selected vendor or any solid red, navy blue, light blue, black or gray sweatshirt, cardigan sweater, and/or athletic jacket.
- A jacket may be worn outside the building as long as it does not contain inappropriate or offensive language or symbols

Other

- Sunglasses may not be worn inside the building.
- Jewelry, makeup, piercings are strongly discouraged but any accessory worn must be modest, subtle, and not disruptive to the educational environment.
- Any dress that is deemed disruptive to the educational process is prohibited.

Fridays

- CMCS tie-dye T-shirts and jeans can be worn on Fridays.
- All other dress code regulations are in effect.

Earned Free Dress Days:

Bottoms

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

Tops

- Undergarments may not be exposed.
- Spaghetti straps and muscle shirts may not be worn
- All buttoned shirts should be worn buttoned to the top 2 buttons.

Dresses

- Dresses must be at or below the thumbs when standing up and hands are held straight

down at the sides.

Consequences for Dress Code Violations:

- First Offense
 - Warning from teacher (documented),
 - Parent notification,
 - Temporary removal from class until dress code regulations are met
- Subsequent Offenses
 - Student will be sent to an administrator,
 - Parent will be notified by the administrator,
 - Temporary removal from class until dress code regulations are met.

The administration of Coastal Montessori Charter School reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. The administration reserves the right to add additional consequences for repeated dress code violations.

Personal Items:

We have limited storage available for the students to use on a daily basis. Please keep toys, cosmetics, jewelry, money, electronic devices, and other personal items at home. All items that are brought to school will need to fit in the student's cubby.

Attendance:

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

If a student has unexcused absences:

- School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three consecutive or a total of five unexcused absences, the school notifies the parent/guardian by letter.
- When a student accumulates three consecutive or a total of five unexcused absences, the director or designee will also 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 or school district notification.

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 (10) unexcused absences in one school year may be considered for retention at their grade level.

Tardy Policy:

School begins promptly at 7:30 A.M. Students may begin arriving at 7:10 A.M., no earlier, please. Chronic tardiness will be handled on a case-by-case basis by the administration of CMCS. Excused tardies include the following: documented medical/dental appointments, bus tardy, director approval as appropriate.

It is important that students be on time at the beginning of the school day. 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.

Each morning, beginning promptly after the "Pledge of Allegiance," all teachers and students are involved in their morning meetings for fifteen minutes. In order to protect that time from multiple

interruptions, students who are tardy to school will be required to wait in a designated area until the morning meetings have been completed. At that time, tardy students will be allowed to go into their classrooms.

Bullying, Harassment, Threats, Intimidation:

Bullying, harassment, threats, or intimidation, 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. Students 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.

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, or 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 using technology and social media, including 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 Cyberbullying:

- 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

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.
- Don’t encourage the bully by laughing or joining in, as you then will be part of the bullying.
- Tell someone – a parent, a teacher, or an administrator.
- Encourage the bullied student to talk to someone about what is happening.

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
- Unwelcome discussion of sexual orientation
- 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, satchels, cell-phones, etc. 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 from CMCS.

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 express 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 and/or vapes

A student shall not be under the influence of or possess any illegal drugs, narcotics, controlled substance, chemical, inhalant, alcoholic beverages 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.

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.

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. The Director has the discretion to restrict participation in field experiences due to repeated, poor behavior choices and poor grades.

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

- 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

Category B Student

- 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 - 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; 3-5 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; 5 plus days)
- Parental notification
- Referral to appropriate rehabilitation program

Category C Student (3 or more Incident Reports)

- Out of school suspension (5 plus 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 an 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:

No student may use a personal electronic device, cell phone, Apple watch, or communication device on school property during the school day, unless given explicit approval by a classroom teacher. (If your Apple watch is not connected to a phone plan you may present a written note to the administration stating your Apple watch serves as solely a watch. The administration will then approve the use of this Apple watch to be used solely as a watch.) During school hours, all electronic devices, cell phones, Apple watches, and communication devices must be turned off (not on vibrate mode) and stored in the student's personal cubby space within a backpack. Using an electronic device, cell phone, Apple watch, or communication device may include but are 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.

Purpose

The purpose of this policy is to create a focused educational environment and minimize distractions caused by cell phones and smartwatches. The use of these devices during school hours is prohibited.

Policy

1. Prohibition During School Hours

- Students are not allowed to use cell phones or smartwatches during instructional time, including classroom lessons, assemblies, and other school activities.
- Devices must be turned off and stored in lockers, backpacks, or another designated area during school hours.

2. Exceptions

- Students with medical conditions requiring the use of a device must have a written authorization from a healthcare provider and prior approval from the school administration.

3. Consequences for Violations

- **First Offense:** The device will be confiscated and returned to the student at the end of the school day. A warning will be issued.
- **Second Offense:** The device will be confiscated, and a parent or guardian must retrieve it from the school office.
- **Third Offense:** The device will be confiscated, and a parent or guardian must retrieve it. The student will receive detention.
- **Subsequent Offenses:** Further violations will result in a ban on bringing the device to school.

4. Responsibility

- The school is not responsible for lost, stolen, or damaged devices.
- Students bring electronic devices to school at their own risk.

5. Parental Support

- Parents are encouraged to discuss this policy with their children and ensure they understand the importance of minimizing distractions in the educational environment.

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.

- 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 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), the 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 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
 - Attempted to steal on 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, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Possessed or used tobacco, or any products containing tobacco
- Unlawfully offered, arranged, or negotiated to sell an alcoholic beverage, narcotic, controlled substance or 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

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.

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
- 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
- Causing serious physical injury to another person
- Robbery or extortion
- Unlawful possession of any controlled substance, an alcoholic beverage, or an

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 the 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. 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 and 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 and 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 a 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

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
- Accessing another's account(s) or 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 email 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 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. 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, sexual, 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.

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.

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 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.

- 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.

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
- 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

Off-Campus Conduct:

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.

SIGNATURE PAGE

I/We, the parents/ guardians of _____, have received the 2025-2026 Coastal Montessori Charter School Code of Conduct and I/We will share this information with our scholar.

Parent/GuardianName:

Parent/GuardianSignature:

Date: _____