



2019-20 HANDBOOK

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

MISSION:

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

THIS HANDBOOK NOR ANY PART OF IT SHOULD BE CONSTRUED AS A CONTRACT ITSELF. THIS HANDBOOK IS NOT INTENDED TO BE COMPREHENSIVE. IT IS TO SERVE AS A GUIDE FOR THE STUDENTS, PARENTS, AND FACULTY OF COASTAL LEADERSHIP ACADEMY. THE SCHOOL RESERVES THE RIGHT TO MAKE CHANGES, ADDITIONS/DELETIONS OR EXCEPTION TO STATEMENTS IN THIS HANDBOOK AS DETERMINED TO BE IN THE BEST INTEREST OF THE SCHOOL COMMUNITY. FINAL INTERPRETATION OF ALL SCHOOL RULES AND REGULATIONS IS LEFT TO THE ADMINISTRATION OF THE SCHOOL.

CLA Daily Learning Block Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
		1st Block 8:15a-9:35a		
Crew 9:40a-10:10a	Committee 9:40a-10:10a	Crew 9:40a-10:10a	Committee 9:40a-10:10a	1st Block 8:15a-8:55a
		2nd Block 10:15a-11:35p		Crew 9:00a-9:15a
		Lunch-Flex 11:35a-12:30p		ASM 9:20a-10:00a
		3rd Block 12:30p-1:50p		2nd Block 10:05a-10:45a
		4th Block 1:55p-3:15p		3rd Block 10:50a-11:30a
		Extended Day--Clubs/Academic Assistance 3:30p-5:00p		4th Block 11:35a-12:15p
				Early Release for Students 12:15p
				PLC Workshop For Staff 1:00p

Coastal Leadership Academy											
2019-2020 School Calendar											
Su	M	Tu	W	Th	F	Sa					
August 2019											
1	2	3	4	5	6	7	8	9	10	11	12
11	12	13	14	15	16	17	18	19	20	21	22
25	26	27	28	29	30	31					
Su	M	Tu	W	Th	F	Sa					
September 2019											
1	2	3	4	5	6	7	8	9	10	11	12
8	9	10	11	12	13	14	15	16	17	18	19
22	23	24	25	26	27	28	29	30			
Su	M	Tu	W	Th	F	Sa					
October 2019											
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
20	21	22	23	24	25	26	27	28	29	30	31
Su	M	Tu	W	Th	F	Sa					
November 2019											
1	2	3	4	5	6	7	8	9	10	11	12
10	11	12	13	14	15	16	17	18	19	20	21
24	25	26	27	28	29	30					
Su	M	Tu	W	Th	F	Sa					
December 2019											
1	2	3	4	5	6	7	8	9	10	11	12
15	16	17	18	19	20	21	22	23	24	25	26
29	30	31									
Su	M	Tu	W	Th	F	Sa					
January 2020											
1	2	3	4	5	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19	20	21	22	23
26	27	28	29	30	31						
Su	M	Tu	W	Th	F	Sa					
February 2020											
1	2	3	4	5	6	7	8	9	10	11	12
9	10	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	28	29	30				
Su	M	Tu	W	Th	F	Sa					
March 2020											
1	2	3	4	5	6	7	8	9	10	11	12
15	16	17	18	19	20	21	22	23	24	25	26
29	30	31									
Su	M	Tu	W	Th	F	Sa					
April 2020											
1	2	3	4	5	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19	20	21	22	23
26	27	28	29	30							
Su	M	Tu	W	Th	F	Sa					
May 2020											
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10	11	12	13	14	15	16	17	18	19	20	21
24	25	26	27	28	29	30					
Su	M	Tu	W	Th	F	Sa					
June 2020											
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14	15	16	17	18	19	20	21	22	23	24	25
28	29	30									
Su	M	Tu	W	Th	F	Sa					
July 2020											
1	2	3	4	5	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19	20	21	22	23
26	27	28	29	30	31						
Su	M	Tu	W	Th	F	Sa					

Legend:

- School Closed
- First and Last Day of School
- TW Teacher Wkdy (no school students)

Events:

Aug 4-6, 8-9	Planning/Development Days	Jan 17	No School	Revised 7-26-19
Aug 19	First Day of School - 1/2 Day Orientation	Jan 20	No School - Martin Luther King Jr. Day	
Aug 20-21	Student Advising Appointments	Feb 14	No School - Teacher Workday	
Aug 22	Classes Start	Feb 17	No School - Possible Make-Up Day	
Sep 2	No School - Labor Day	Mar 16	Half Day Students - Teacher Workday	
Oct 11	No School - Teacher Workday	Apr 7	Midterm Progress Report	
Oct 14	No School - Possible Make-Up Day	Apr 13-17	No School - Spring Break	
Oct 25	Midterm Progress Report	May 25	No School - Memorial Day	
Nov 25-29	No School - Thanksgiving Break	May 27	Graduation Rehearsal - Seniors	
Dec 23-Jan 3	No School - Winter Break	May 29	Graduation Ceremony-last day for Seniors	
Jan 15	End of 1st Semester	June 4	1/2 day-last day for grades 9-11	
Jan 16	No School - Teacher Workday	June 5	Teacher Workday	

Who We Are

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

Board of Directors

CLA's Board of Directors is comprised of nine members, elected or appointed. Members include parent-caregivers, professional business people, educators, etc. Unless otherwise noted, the board holds its meetings at the school on the 4th Tuesday of each month at 6:00 p.m., with the exception of December and July. All meetings are open to the public.

Community Council

Our Community Council is a leadership advisory body comprised of staff, student and parent-caregiver and extended community representatives focused on improving all aspects of our school through shared strategic thinking and action.

Hours of Operation

The school's hours of operation begin daily at 7:45 a.m. until 5:00 p.m., Monday through Thursday, and Friday until 3:30 p.m.. Classes begin at 8:15 a.m. and end at 3:15 p.m., Monday through Thursday. Classes begin at 8:15 a.m. and end at 12:15 p.m. on Fridays. Academic assistance is from 3:30 p.m. until 4:45 p.m., Mondays through Thursdays.

Students who need to arrive on campus before 7:45 a.m. or after 5:00 p.m., are asked to seek prior permission so staffing arrangements can be made.

Visitors

Upon entering the building, ALL visitors are required to proceed directly to the Main Office to sign-in and obtain a visitor's pass.

Admission Procedures/Enrollment Lottery

To attend Coastal Leadership Academy each prospective student's family must first complete a basic application form. Applications for admission are accepted throughout the school year; however, the open enrollment window for rising freshman is **January 15th-March 1st**. If the number of freshmen applications received exceeds the number of seats available, a lottery will be held. Those applicants' names drawn in the lottery will be entered in the order picked, with those beyond the enrollment cap placed on a waiting list based on when selected in the lottery process. All applications received after any lottery will be placed on a waiting list in the order in which they were received by date and time. Any change of a student's address must be reported to the office within fifteen days to keep the school database accurate.



Students with Identified Special Needs/Notice of Child Find

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

Upon request, Coastal Leadership Academy is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the school receives a referral, the school will appoint an Evaluation Planning team to determine if the child has a disability, and if the child needs special education services. The school locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in Coastal Leadership Academy.

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

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

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

Attendance

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at CLA are designed to help students learn responsibility and increase their potential for success. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

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

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

Our school year currently consists of 180 school days. To receive credit, high school students must attend at least 85 days of each 90-day semester course and at least 170 days of any 180-day course, as well as meet all requirements for each course. Absences in high school are accrued by course. Most classes at CLA are 90 day courses. In order to receive high school credit after the 5th unlawful absence within a semester, attendance recovery is required for every subsequent absence that is unlawful. (Note – Even full-year 180-day course will adhere to the 5 day threshold for each semester of the course).

Any student who misses school must present a written excuse, signed by his/her parent or guardian or a healthcare professional, for all absences **within three days of the student's return to school**. The written excuse should include the reason for and the date of the absence (and also the specific time for any medical appointments that occur during school hours). If a student fails to bring a valid written excuse to school, his/her absence will be recorded as unlawful/unexcused.

Unlawful/Unexcused Absences

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

Lawful/Excused Absences

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

1. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. **These absences must be verified by a physician statement within three days of the student's return to school.** (Absences for chronic or extended illness will be approved only when verified by a physician's statement for that particular date.)
2. Absence due to an illness or death in the student's immediate family **verified by a statement from a parent within three days of the student's return to school.**
3. Absences due to a recognized religious holiday/observance of the student's faith when approved in advance. Such requests must be made to the administration in writing.
4. Absences due to activities that are approved in advance by the administration. This would include absences for extreme hardships, including parental military deployment.
5. Absences for high school juniors and seniors may be lawful for the purpose of visiting college campuses. Requests for approval of absences for college visits must be submitted in writing by a parent-caregiver at least one week in advance of the scheduled visit. Approval will be granted for no more than two visits per school year. Each request should specify the duration of the visit and travel time, which may be approved at the discretion of the administration.

Pre-Arranged Absences

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

Following an absence, it is the student's responsibility to request all make-up assignments from teachers on the day the student returns to class. **Work is expected to be submitted and tests made up no later than one week after the absence.**

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

Early Dismissals

Early dismissals before the end of the regular school day are discouraged. Early dismissals for appointments must be arranged prior to departure. Early dismissal notes should be taken to the attendance office before classes begin in the morning. Students will then be given a dismissal slip from the office that will serve as their pass out of class at the appropriate dismissal time. A written note must contain the student's full name, the reason for dismissal, a signature of the parent-caregiver and a contact number, as well as the name of the adult who is picking up the student. All requests for early dismissals must be in writing. **No early dismissals will be granted by telephone.** Any student 15 years of

age or younger must be picked up by a parent-caregiver or other designated adult. (A parent-caregiver may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment.

If anyone seeks the release of a student from school, he/she must report to the Attendance Office and present satisfactory identification. **Students are not to leave school grounds without permission from the attendance office.** All early dismissals are classified as either lawful or unlawful absences. Time missed because of early dismissals count against a student's attendance record in the class(es) missed. Any student missing more than 45 minutes in a block period shall be counted absent.

The following are classified as lawfully excused dismissals:

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

Please Note: If a student has an emergency situation or needs immediate care that cannot be provided at school, emergency contacts listed in our Student Information System will be called IF the school cannot reach a parent first. **Students who are ill are not to use a cell phone to call parents about a dismissal for sickness. The school will call the parents.**

Tardiness

Students are expected to arrive at school on time in the mornings. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. **Students reporting to school after 8:15 a.m. must report directly to the attendance office in order to be admitted to class.** Any student who is not present in first period by 8:15 a.m. is considered late to school and is subject to the penalties for tardiness as mentioned in this handbook.

Students are also expected to get to individual classes on time throughout the day. Students have five (5) minutes to move from one class to the next. Students are permitted 3 unexcused tardies per course per semester and will have consequences on the 4th tardy per course, per semester.

Attendance Recovery

The objective of Attendance Recovery is to allow students who are currently passing a course or just below passing and have more than the maximum number of absences the opportunity to recover class hours by attending an Attendance Recovery session.

Attendance Recovery will enable participants to make up the hours required to receive credit for a course. **The school reserves the right to charge a fee to students to attend designated Attendance Recovery days.**

Chronic Absenteeism/Truancy

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

school and Family Court.

As a part of the implementation of the Every Student Succeeds Act (ESSA), schools are required to report to the SC Department of Education the number of students who are chronically absent each year.

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



Intervention Plans for Truancy

School officials will make every reasonable effort to meet with the parent(s)/guardian(s) of any child who is determined to be truant so as to identify the reasons for the child's continued absence. Efforts may include telephone calls, home visits, emails and written messages. School officials will develop a written intervention plan to address the student's continued absence in conjunction with the student's parent(s)/guardian(s). A team intervention approach will be used to develop and implement the attendance intervention plan.

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

A child may be placed on probation or committed to a DJJ institution for failing to comply with a school attendance order issued by the Family Court. A parent/guardian who fails to comply with an order to require his/her child to attend school may be fined up to fifty dollars or given an imprisonment sentence not to exceed thirty days for each offense.

Withdrawal from School

Students must follow withdrawal procedures through the attendance/registrar's office. Students planning to withdraw from CLA should be accompanied by an adult when completing the withdrawal process. Students wishing to withdraw from CLA during the school year should consult the school's dean of students and/or counselor concerning transfer policies with their desired new high school prior to completing the withdrawal process.

School Closure/Change of Schedule Due to Inclement Weather

In instances of inclement weather or other emergency situations, it may be necessary to dismiss school early or to cancel the school day altogether. In the event of inclement weather, weather conditions will be monitored in consultation with local Emergency Preparedness and law enforcement and, as a general rule, a school closure decision will be made by 11 p.m. the evening before the closure or change of schedule or by 6:00 a.m. the day of the closure or change of schedule. The decision will be made to close the school, operate under a two-hour delay, or open schools as normal. Only changes in the regular school schedule such as closing or delaying school will be announced. The announcement will be made via the school's electronic messaging system and the school's website when practical. Local television and radio stations will be notified about school schedule changes.

Health Needs & Medications

Students who have medical problems that limit activity or require special arrangements should bring a doctor's excuse to the office after showing it to teachers.

Any student who is under the care of a physician and taking medication during school must have his/her parent/guardian and physician complete forms for administration of medication. Prescription medications require parent/guardian AND physician written permission. Over-the-counter medications require parent/guardian written permission. Forms can be requested through the main office.

State law only allow authorized personnel to dispense medication. All medications must be supplied to school in the original container and delivered by the parent/guardian or a designated adult. Students are not allowed to have any medications on campus, in their possession (unless there is a signed school permission form to carry medication form on file). Students are also not permitted to share any prescription or over the counter medication with another student.

Violation may result in disciplinary action including, but not limited to, suspension or expulsion.

Medical Homebound

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

- A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school provides. The form for Medical Homebound can be picked up from the school or by contacting the school office.
- **The school leader then decides whether to approve the student for medical homebound services.**
- The school will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

The goal of homebound medical homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular school setting as quickly as possible. State Board of Education Regulation 43-241 outlines the provision of medical homebound services.

For further information please contact our Dean of Student Services; 843-788-9898 or soskin@coastalleadership.org

School Safety / Emergency Drills

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

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

Lost & Found

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

Parent Involvement & Communications

Coastal Leadership Academy is a small charter school and we not only need, but we want parents to be a part of our school day. Parent involvement makes a stronger school community for all involved. These volunteer hours may consist of, but are not limited to driving a carpool, serving lunches, participating in a fundraiser, offering after-school activities, chaperoning events, helping with school maintenance or facilities, serving as a guest speaker, helping a teacher/class with a project, etc. Our school is a better place because of our parent-volunteers.

We invite parents to telephone, email, or visit as often as needed. **All parents are encouraged to join Canvas and/or to use Parent Portal on PowerSchool.** Staff members are encouraged to maintain a work/life balance, so emails or messages received after 3 p.m. on Friday will not require a response prior to Monday evening. Generally, staff members are expected to respond to emails, notes or phone messages within 48 hours but are encouraged to respond sooner if possible.

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

School Publications

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

School Meals, Snacks/Beverages

Given that the school does not currently have a fully functional kitchen to prepare meals for students, most opt to pack and bring a lunch from home. We do offer a catered lunch option, pre-paid weekly,

from an outside vendor. Our small school store is also open at lunch and sells a variety of snacks and beverages. In the future, we hope to provide our own full meal service.

Unless prior approval is requested, students are not to have lunch delivered from restaurants during school hours.

During their assigned lunch block, students may go to the café, or the back patio if weather permits. Once a student has chosen an area for lunch they are asked to stay there.

The following rules pertain to eating and drinking:

- Water is the only beverage allowed in the classrooms.
- All food and beverages (other than water) are to be consumed in the café or other designated area.

After-School Student Clubs

Athletics

All students are invited and encouraged to take part in the athletics program. All athletes who want the advantages of participation in athletic programs should be prepared to follow all rules and regulations as determined by faculty and school administration and the CLA Athletic Code of Conduct.

Because it is a privilege to represent the school in athletic events, CLA coaches and administration reserves the right to revoke the privilege when student athletes do not meet the required standards of conduct and appropriate behaviors, both while at school and in the community. Responsibility for correct behavior not only exists while athletes are involved in their chosen sport, but also is required while attending class and participating in other school activities, including all athletic seasons, not just the season of the sport in which the athlete plays.

Athletic Participation Fee: In order to participate, **CLA requires all student-athletes to pay \$75.00/sport.** These funds are explicitly used to fund our athletics program.

Insurance: All students in any athletic program are required to purchase insurance. Information on secondary health insurance at a nominal cost is arranged through our athletic department.

School-Issued Chromebook Personal Computers

CLA will provide each student with a school-issued Chromebook and are held responsible for its care throughout the year. While students are free to bring their own personal computer or device from home, it is expected that it be brought to school each day for use in class fully charged. All responsible use policy expectations still apply, and the school maintains the right to monitor student computer activity no matter what device is being utilized.

Student Activity/Tech. Fees

The school charges an **annual \$80.00** fee that covers science lab expenses, basic art/project materials, etc., as well as up to one after-school club fees (this does not include varsity athletics and parking fees). The fee also allows students technology access via our internet service, Canvas learning management

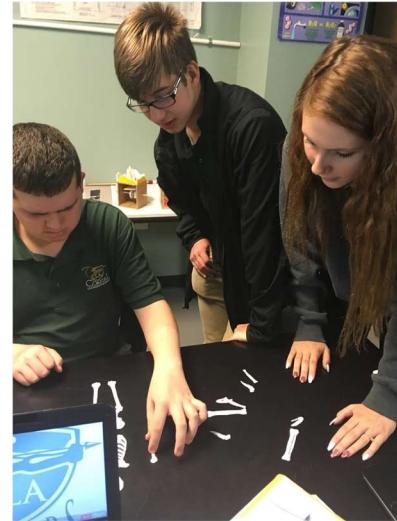
system, and Edgenuity online courseware. This fee applies to all students regardless of what device is used)

For families qualifying based on financial need, this fee can be reduced or waived. The school prefers all fee payments be made through our online payment portal, Skooki (see link on our website).

Payment of Fees, Return of Textbooks and Insufficient Funds

Failure to pay fees, debts to the school, return of school property, etc. will result in one or more of the following:

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



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

School Supplies

As a 1:1 device school, our teachers encourage and expect students to complete and submit written assignments online, and will be receiving most of their reading materials, assignments and such electronically. Still, we recommend students come to school with one **multi-subject notebook (college-ruled)**, a folder for each course (usually 4, and perhaps 1 for miscellaneous forms--clubs, sports, etc.), a small set of pens/pencils and a highlighter, and a small box of basic colored markers and/or pencils. The school also welcomes and appreciates family donations to the school in the form of glue sticks, tape, dry erase markers/erasers, band-aids, graph paper, loose-leaf college ruled paper, index cards, crayons/markers/colored pencils, rulers/yardsticks, tissues, disinfectant wipes, etc.

Transportation

CLA Bus:

The school has an Activity Bus that we utilize to transport students for field trips, athletics, community service and internships.

We also offer a limited bus AM/PM service. Please email our bus driver Paul Kulls at pkulls@coastalleadership.org to find out if the bus services your area.

Fees

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

Pick-Up

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

Drop-Off

Students will be dismissed to the bus at 3:15 p.m. Monday through Thursday and 12:15 p.m. on Friday. Students who do not board the bus within 5 minutes after dismissal will need to find alternative transportation.

Bus Rules

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

If transportation to and from school is an issue for your family, please contact the school and we can try facilitating a connection with another family in the school that may live near you to arrange a potential rideshare or carpool arrangement.

Student Drivers:

Students who wish to drive to school may submit a Student Driver Form to the Office to request parking privileges. A student parking pass requires a \$10.00 per semester fee that must be paid before the student will be able to park. **Student must provide a copy of a valid driver's license and proof of automobile insurance in order to be offered parking privileges.**

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

Student parking is limited, and spaces will be provided on a first come first serve basis.

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

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

Students are not allowed to leave campus in a vehicle during the school day unless they have an early dismissal note through the attendance office.

HONOR CODE OF CONDUCT

Expectations of Personal and Community Conduct

CLA expects a high standard of conduct from its students, faculty, and support staff. No less is expected from its visitors. Teachers, staff, and administrators will enforce the rules and policies outlined in this

handbook. This code of conduct governs the conduct of all persons authorized upon any premises or property that is under the control of the school for use in its teaching as well as at other locations where CLA students and employees are participating in administrative, cultural, recreational, athletic, and any other programs and activities.

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

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

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

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

Rights & Responsibilities

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

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

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

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

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

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

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

As a school community, it is believed that our students will commit to consistently demonstrating that they have the maturity to abide and uphold our community norms and expectations. With all of that said, when circumstances require it the school will reserve the right to issue an appropriately swift and severe response, but whenever possible we first aim to handle matters of disrespect and harm to the school or any of its community members using a restorative justice approach and with an educational objective.

Specifically, NO PERSON, either alone or with others, shall:

1. Cause or threaten physical injury to any other person for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to perform, or to perform any act that he/she has a lawful right not to perform.
2. Use, possess, sell or distribute alcohol, illegal drugs, and drug paraphernalia. Violation will result in a recommendation for expulsion. Periodically, CLA may have drug dogs search the school and parking lots for drugs. These searches will be unannounced. Use or possess tobacco or vaping products.
3. Physically restrain or detain any other person, or remove such person from any place where he/she is authorized to remain.
4. Damage or destroy school property or property under its jurisdiction, or remove or use such property without authorization.
5. Enter into any classroom or office without expressed or implied permission.
6. Enter any part of the school's facility for any purpose other than its authorized uses or in such a manner as to obstruct its authorized use by another or remain in any part of the facility after it is normally closed without authorization.
7. Refuse to leave any building or facility after being required to do so by an administrator, member of the faculty, or staff member or obstruct the free movement of persons and vehicles in any place to which these rules apply.
8. Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
9. Have in his/her possession upon any premises to which these rules apply any form of firearm or weapon without the written authorization of the principal, whether or not a license to possess the weapon has been issued to such person. (South Carolina Safe School Law states that once on school property, all vehicles are subject to search.)
10. Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
11. Violate any law, regulation, or Board policy.

Consequences: Anyone who violates any provision of these rules is subject to appropriate consequences up to and including warning, formal written report, restoration, suspension, expulsion, arrest, and/or prosecution.

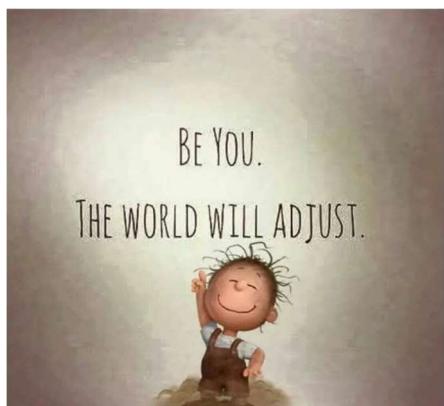
Bullying and Harassment

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

volunteers.

Definition of Bullying: Bullying is the systematic and chronic infliction of physical hurt or psychological distress on one or more persons. It is further defined as a pattern of unwanted and repeated written,

verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential. This can be done in physical proximity, as well as through social media.



Definition of Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that: places a student in reasonable fear of harm to his or her person or damage to his or her property; has the effect of

substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

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

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

Report a Concern--Anonymous Help/Tip Line

The school realizes that students sometimes struggle with social and emotional issues, and this can lead to mild to severe changes in behavior and outlook. We ask students and parent-caregivers to reach out to a trusted staff member at any time should you have a concern for the safety or well-being of a student or family.

CLA is also connected to Say Something--this anonymous reporting system allows youth and adults to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. The system enables school administrators and law enforcement to create effective interventions and to help prevent violence, suicide, bullying, self-harm and other forms of threatening behavior. It's easy and completely confidential to report safety concerns to help prevent violence and tragedies.

Technology Responsible Use Policy

Students are expected to use school technology appropriately, for educational purposes, obeying all rules and regulations of the school and individual teachers. Inappropriate or unethical use of technology resources and the Internet is strictly prohibited. Students are expected to honor the responsible and respectful use of all school expectations--explicit and implicit--regarding technology use, and also abide

by local, State, and federal laws.

Technology resources include (but are not limited to) desktop and laptop computers, network equipment, SmartBoards and projectors, printers, copiers, Internet access, calculators, still and video cameras, audio equipment, etc. All school technology equipment is provided as a learning tool for academic research and growth, not for entertainment purposes.

All students and parents/guardians are hereby notified that all technology use is monitored. All files, documents, and programs that are stored, created, or transmitted through CLA's technology are subject to search.

Questions about technology use or policies governing technology use should be brought to your teacher or the school's Technology Coordinator or administration.

Supervision and Monitoring

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

Violations of these rules or laws will result in appropriate consequences and disciplinary action.

Cell Phones/Electronic Devices

Students are allowed to bring to school electronic devices such as i-pods, tablets, cell phones etc. for educational purposes only. We expect these devices to be used purposefully, respectfully and responsibly. Phones and other electronic devices are only to be used during class time with teacher permission. **Following a reminder/warning, teachers reserve the right to ask for a student's cell phone or electronic device during class, if deemed necessary.** On the first offense, a confiscated item goes to an administrator and will be returned to the student after a family conference. On the second offense, the student may lose the privilege to have the device at school for a determined amount of time.

Academic Integrity

CLA does not condone or tolerate cheating in any form. Representing, in any manner, someone else's work as your own. A student who cheats may be referred to the administrator. The student may earn a grade of zero (0) for that assignment and parents will be contacted by the teacher. If a member of our National Honor Society cheats, membership in that organization may be canceled. Cheating on a major

assessment may disqualify a student from the opportunity to retest

Dress Code

Students are expected to wear clean, neat clothing that is appropriate for our school environment. All clothing should fit fully and appropriately (deemed decent and modest, e.g. covering underwear garments, midriffs, etc.). Clothing may not be ripped/torn or stained. Tank tops and shirts with spaghetti straps are not acceptable. Shorts, skirts, and dresses must be below fingertip length. Clothing that carries a message of intolerance, obscenity, or is demeaning, that can lead to conflict and is disruptive to the learning environment is not acceptable. Examples include, but are not limited to:

- Any attire that displays words or symbols that degrade gender, sexual orientation, culture, religion, race or ethnicity;
- Any clothing and jewelry that advertise tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence;
- Any clothes or accessories that are sexually suggestive, provocative or revealing, and that contain suggestive or provocative messages.



School uniforms are no longer required, but the school will make available a CLA line of attire for students/families who prefer the convenience and consistency of these clothing items.

Further, the school reserves the right to require any student to purchase/wear an approved uniform if it is determined that honoring the appropriate dress guidelines are being disregarded or exploited.

Students are required to wear appropriate footwear that is comfortable and safe. Any footwear without a back strap or heels over 3 inches as they pose a falling risk are not acceptable due to safety reasons, such as the ability to evacuate or safely get into a shelter-in-place location effectively during fire alarms or other emergencies.

Students are expected **to arrive** at school dressed properly according to these dress guidelines and **must remain so while on campus before, during or after the school day.**

Students deviating from the established expectations of appropriate attire will be required to change into a school uniform and call a parent-caregiver to explain the violation and initial consequence. Subsequent non-compliance with dress appropriateness or refusal to take corrective measures may result in a student being assigned to a restoration/reflection conference during lunch, after-school or

Saturday School at the discretion of the school.

Parent-Caregivers are asked and expected to monitor that students are dressed appropriately for the school environment prior to leaving home.



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

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

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