



2022-2023

Parent/Student Handbook



Welcome to Coastal Community School! You've chosen a place where your child will be nurtured and instructed with the Word of God as our guide and primary to our academic curriculum. How awesome is the freedom we have to worship Christ in school?! Your family is an integral part of the community. The school's confidence is in you to righteously pave the path for all of the future families who will be blessed by this model of education!

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FORMS

Student Leave of Absence *print and turn in as needed

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Acknowledgement of Receipt of Parent/Student Handbook

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*Sign and return to student's classroom teacher by the first day of school, Wednesday, August 10, 2022

CORE VALUES

VISION/MISSION

Vision: Coastal Community School equips students to become servant leaders through the strengths of a common Christ-centered faith, family commitment and a superior academic environment.

Mission: Coastal Community School is committed to building a Christ-centered community of families who partner together to create an educational environment that (1) fosters a passion for experiential learning; (2) stimulates spiritual, physical and intellectual vitality and (3) instills in students a compassionate heart trained to partner with and serve others locally and globally.

STATEMENT OF FAITH

THE SCRIPTURES – We believe that God inspired all the words of the Bible without error in the original writings. The Bible constitutes the only infallible and sufficient rule of faith and practice. We accept the Bible, including the 39 books of the Old Testament and the 27 books of the New Testament, as the written Word of God. The Bible is an essential and sound record of God’s self-disclosure to mankind.

GOD – We believe that there is but one living and true God, perfect in all His attributes, one in essence, eternally existing in three persons – Father, Son, and Holy Spirit.

JESUS – We believe in the full deity of Christ, His virgin birth, His real humanity, His sinless life, His substitutionary death, His bodily resurrection, His ascension into heaven, His present ministry as high priest and His future personal return to this earth.

THE HOLY SPIRIT – We believe in the full deity of the Holy Spirit, who convicts sinners and regenerates those who believe in Christ. He also indwells, sanctifies, instructs, and empowers believers for service, and seals them unto the day of redemption. We believe that every believer is indwelt and baptized by the Spirit at the time of salvation. We believe being filled with the Spirit for walking in the Spirit is living in the conscious presence of the Lord Jesus Christ, letting His mind, through the Word, dominate everything that we think and do. We believe the Holy Spirit administers spiritual gifts to the church and He is sovereign in bestowing all of the gifts for the refining of the saints.

HUMAN – We believe that God created all things as described in Genesis. We believe that the first man and woman, Adam and Eve, sinned, bringing spiritual death to all humankind, who therefore stand condemned, making the new birth absolutely necessary.

SALVATION – We believe that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works. God gives eternal life to those who repent of their sins, and put their faith in Christ alone, justifying them instantaneously by the blood of Christ and imputing His righteousness to them.

THE CHURCH – We believe in the universal church to which all believers belong. We believe in the importance of the local church, which is made up of believers who gather for worship, fellowship, and teaching. We believe in the responsibility of the church to fulfill the Great Commission of Christ, preaching the gospel to all nations.

THE FUTURE – We believe in the eternal existence of the soul, resurrection of the body, eternal blessedness of believers, and eternal punishment of unbelievers.

NON-DENOMINATIONAL POSITION

Our Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or Board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance.

We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. Further, we ask that members of our administration, faculty and staff, only teach and proclaim those doctrines in agreement with our Statement of Faith. We desire to glorify God by being zealous about the things that truly build up the body of Christ and clearly communicate the Gospel of Christ, speaking the truth in love.

ACCREDITATION/MEMBERSHIP

Coastal Community School is accredited by Christian Schools International (CSI). CCS received a formal certificate of Accreditation in July, 2017. This accreditation assures that our school is being held accountable to a high standard of Christian education by allowing outside evaluators to examine our education philosophy, policies, programs, procedures, etc.

You can read more about “Rationale for Accreditation” at this link:

<http://www.csionline.org/accreditation>

In October 2017, CCS also became accredited through Christian Schools of Florida (CSF) <https://csfla.org/> Christian Schools of Florida supports, encourages and accredits Christian early childhood, elementary, and secondary schools in the State of Florida that endorse “Transformational Education.” Transformational education embraces and synchronizes the two biblical mandates: the Great Commission (Matthew 28) and the Cultural Mandate (Genesis 1). The Great Commission emphasizes the transformation of the individual soul, mind, heart, and body. The Cultural Mandate emphasizes the transformation of culture, society, technology, and all other human endeavors. To read more about “Transformational Education,” please visit the CSF website: <https://csfla.org/about/education>

CONTACT INFORMATION

PRIMARY CONTACT INFORMATION

Coastal Community School Main Line

321-720-4342

SCHOOL HOURS

Elementary (K-5) School hours for students

TUES/THURS: 8:30 am - 3:00 pm; WED: 8:30 am - 2:00 pm

Drop Off 8:15 am - 8:30 am

*Students will not be permitted out of cars until 8:15 am.

Middle School (6-8) School hours for students

TUES/THURS: 8:15 am - 3:15 pm; WED: 8:15 am - 2:15 pm

Drop Off 8:05 am - 8:15 am

*Students will not be permitted out of cars until 8:05 am.

Pre-K (VPK) School hours for students

TUES/THURS: 8:30 am - 1:15 pm [Later Gators Aftercare (1:15 - 2:45 pm)]; WED: 8:30 am - 1:45 pm

Drop Off 8:15 am - 8:30 am

*Students will not be permitted out of cars until 8:15.

Board of Directors/Staff

Board of Directors

Sarah Angrisani Member, Secretary

Elizabeth Brown, Member

Alex Hart, Member

Tim Inwood, Member, President

Liz O'Brien, Member

Chris Waldrop, Member

Shawn Carter, Member

Andrea Hart, Board Advisor

Staff

Adams, Cara VPK Director/County Liaison cadams@coastalcommunityschool.com

Angrisani, Sarah Founder sangrisani@coastalcommunityschool.com

Artis, Lauren 2nd Grade lartis@coastalcommunityschool.com

Bailey, Kirk 4th/5th Grade LA/History kbailey@coastalcommunityschool.com

Bell, Sandra 3rd Grade sbell@coastalcommunityschool.com

Bils, Kathy MS ALG1/2/ES Computer kbils@coastalcommunityschool.com

Bissonette, Amy MS Spanish abissonette@coastalcommunityschool.com

Brewer, Melissa MS Math/Bible mbrewer@coastalcommunityschool.com

Brockhausen, Brandy MS LA/History/Bible brockhausen@coastalcommunityschool.com

Camilli, Emily MS Latin/ALG 1 ecamilli@coastalcommunityschool.com
Cole, Becky Parent Teacher Liaison, Admissions bcole@coastalcommunityschool.com
Devlin, Rita Director of Operations/Technical Admin rdevlin@coastalcommunityschool.com
Diamond, Angie Front Desk Admin/Bookkeeper adiamond@coastalcommunityschool.com
Doll, David MS PE ddoll@coastalcommunityschool.com
Eikevik, Lydia ES Spanish/Sub Coordinator/Health Coordinator/Teacher Aide
leikevik@coastalcommunityschool.com
Elling, Jennifer Principal jelling@coastalcommunityschool.com
Guertin, Ashley MS Art aguertin@coastalcommunityschool.com
Hance, Amanda Assistant Principal, Elementary ahance@coastalcommunityschool.com
Hart, Andrea Communication/Strategy/Systems Advisor ahart@coastalcommunityschool.com
Hathaway, Nicole VPK Aide nhathaway@coastalcommunityschool.com
Hayden, Liz Enrichment ehayden@coastalcommunityschool.com
Heyne, Paul 4th/5th Science/Math pheyne@coastalcommunityschool.com
Houston, Meghan Kindergarten mhouston@coastalcommunityschool.com
LaDrew, Ashleigh ES Music aladrew@coastalcommunityschool.com
McCall, Penny MS Bible/Science/History pmccall@coastalcommunityschool.com
Munden, Graecce VPK/K Aide/Later Gators gmunden@coastalcommunityschool.com
Munden, Mykeal 1st Grade mmunden@coastalcommunityschool.com
Pisklo, Linda Business Director lpisklo@coastalcommunityschool.com
Posca, Loren ES Art/Garden lposca@coastalcommunityschool.com
Reneau, Jennifer ES PE jreneau@coastalcommunityschool.com
Skaggs, Shavaun Parent Teacher Liaison sskaggs@coastalcommunityschool.com
Sullivan, Lori 2nd Grade lsullivan@coastalcommunityschool.com
Stewart, Bill MS STEM wstewart@coastalcommunityschool.com
Thies, Margie Assistant Principal, Middle School mthies@coastalcommunityschool.com
Urdaneta, Anntoinette VPK Teacher aurdaneta@coastalcommunityschool.com
Willard, Priscilla 1st Grade pwillard@coastalcommunityschool.com
Wood, Samantha Remote Marketing swood@coastalcommunityschool.com

Trinity Wellsprings Church Staff

Rev. Dr. Jason Carter – Lead Pastor
Simon Dunn – Director of Worship Arts; 20s & 30s Ministry
Kristian Eikevik – Director of Student Ministries & Community Engagement
Rev. Drew Elling – Pastor of Space Coast Fellows & Campus Ministry
Mike Elmer – Director of Children’s and Families Ministry; Trinity Wellsprings/CCS Liaison
Seth Holman – Business Manager; Facilities
Christine Randall – Director of Communications & Executive Administration for Lead Pastor
Rev. Steve Shantz – Pastor of Congregational Care & Life Groups

Administration Roles & Responsibilities

Founder, Sarah Angrisani - Member of the Board of Directors; School Advisor

Principal, Jennifer Elling - Lead staff member; oversight of all operations; strategic planning and development; staff reviews; oversee academic progress/standardized assessment; public relations; curriculum leader/school improvement/professional development; oversee accreditation standards; chapel coordinator; plan community meetings; schedule regular strategy sessions and staff meetings; recruit, evaluate, and assess teaching candidates; communicate and enforce school discipline policies for students; coordinate updates of Policy/Procedures; coordinate orientations

Assistant Principals, Amanda Hance (Elementary) and Margie Thies (Middle School) - Support Principal; establish a wholesome spiritual and emotional atmosphere that will characterize the school vision and mission emphasizing faith, family and academics; character development: oversee student character development, including Sea Star Program, bible curriculum, student spiritual development; oversee schedule and teacher care/questions and curriculum/instruction applications; supervise Substitute Teacher Coordinator; Family Education Coordinator; oversee parent care/questions; oversee Student concerns; lead supervision: arrival, dismissal, and special programs; schedule and execute required emergency drills and crisis responses

Parent-Teacher Liaisons, Becky Cole and Shavaun Skaggs - Facilitate communications between parents and teachers as needed; Parent Partner coordinator; Room Mom coordinator; assistant to administrative staff

Business Director, Linda Pisklo - Policies and procedures; purchases; accounts; manage Admin email account; employee onboarding and exiting procedures; background checks; oversight of annual budget

Director of Admissions, Becky Cole - Advertise and manage admissions process; conduct information sessions and campus tours; communicate with prospective and newly-enrolled families

Director of Operations and Technology, Rita Devlin - TWC liaison; online billing coordinator; FACTS SIS and LMS System management and training; front desk supervisor; Weekly Reminder email; extra-curricular coordinator; technology manager: chromebooks, laptops, TVs, software, etc.

Front Desk Administrator, Angie Diamond - Greeter; Read-a-thon coordinator; administrative assistant; lunch coordinator; room reservation coordinator; extra-curricular registrar; payroll/taxes

School Nurse, Lydia Eikevik - Provide medical attention to staff/students as needed; ensure classroom first aid kits are maintained and stocked, provide consultation to Board of Directors and Administration when public health matters arise

Substitute Teacher Coordinator, Lydia Eikevik - Maintain substitute teacher lists; obtain substitute teachers

as needed; train substitute teachers and staff on substitute acquisition procedures; oversee sub binders and emergency lesson plans

VPK Director, Cara Adams - Plan and implement overall functioning of VPK program, including accreditation, budget, daily schedule, staff development, special events and programming; serve as liaison between VPK program and Principal

BPS Liaison, Cara Adams - Serve as liaison between Coastal Community School and Brevard Public Schools according to requirements established in January 2022

Marketing, Samantha Wood (remote) - School Communications (Monthly Newsletter); marketing efforts (i.e. Social Media, Website, Yearbook); Annual Fund coordinator

COMMUNITY

COMMUNITY REQUIREMENTS

The strength of Coastal Community School (CCS) depends on the responsibility each member has embraced in the following important aspects of the program. Upon joining the community, you are agreeing to the standard of excellence and personal responsibility that will keep our community strong.

MORAL TRAINING

The foundation of Coastal Community School is our faith. With enrollment at Coastal Community School, parents have entered a trust relationship between their family and the school regarding the moral training of our children. Parents agree to be personally responsible for the moral and spiritual training of their children as a matter of stewardship before God, and the school is expected to maintain and support the training that is already taking place in the home. In that regard, parents are responsible to follow up at home with specific training that the Coastal Community School Principal, Assistant Principals, and teachers recommend, based on their observations and experience with the student at the school.

COMMUNITY MEETINGS

As part of a community model school, the success of the community depends on participation by the entire community. Community meetings are held throughout the school year. This is a time for the whole community to come together in fellowship, to pray, and to share pertinent information that will contribute to your child's success at CCS. Therefore, attendance at these meetings is mandatory. At least one parent is required to attend and both parents are strongly recommended to join us. Please call the office or an administrator within 24 hours before or after the meeting if you have extenuating circumstances making it impossible for you to attend.

FAMILY EDUCATION AND COMMUNITY SERVICE

We believe in the spiritual health and well-being of the entire family. The school will frequently provide resources and share articles pertaining to family spiritual growth. We strongly encourage families to grow

spiritually each year by paying attention to and utilizing the resources provided by the school OR by seeking out growth opportunities on their own (e.g. self-study, conferences, workshops, church Bible studies, etc.).

We also strongly encourage the family unit to participate in community service together. The school may provide these opportunities or be available to make recommendations for your family.

PARENT PARTNER PROGRAM

A parent from each household is required to serve in the Parent Partner program according to the Parent Partner Agreement. The number of shifts are determined by the needs of each individual classroom. All Parent Partner shifts will be on Tuesday and Thursday from 8:30 am - 10:00 am. Parent Partners must sign in at the front desk upon arrival, and a lanyard/name tag will be provided. Please wear this name tag at all times during your scheduled day.

Parent Partner dates of service will be determined in advance by parents using the Sign Up link sent by class Room Moms. Parents have access to the Sign Up website throughout the year and are encouraged to agree to notification reminders. **Parent Partners who are unable to assist on their assigned day are responsible for arranging a replacement.** Please be considerate; Parent Partner absences are a tremendous inconvenience to the teacher. The only excused absence from the Parent Partner Program is in the case of illness or a death in the family. **A 'no show' Parent Partner will be billed \$40 through FACTS.**

The number of times each family serves on campus per semester is based upon the number of eligible parents in each classroom or level. Families with three or more students are given consideration and asked to sign up for fewer days than other families in their students' classes. Please refer to the Parent Partner Agreement for additional details.

We cannot accommodate siblings on parent partner days. Please make childcare arrangements for those not enrolled in Coastal Community School.

*If a parent works on staff at Coastal Community School 20+ hours/week and has multiple children enrolled, the parent will be responsible only for Parent Partner hours for the youngest child.

FUNDRAISERS

"Education is an investment, not an expense."

CCS tuition covers significantly less than the actual cost of educating each student. Each year the donations of those committed to the school, its mission, and our families are essential to our school's annual operating budget and future continuity. Please prayerfully consider supporting us. We will endeavor to wisely spend the funds raised, always being mindful of the love and sacrifice through which those funds have been made available to us.

Fundraising is an integral part of the Coastal Community School budget. The school operates independent of government funding or subsidies. A parent being at home with their student is a foundational value of our school philosophy, and therefore the financial structure of our school is based largely on tuition from single-income families. In order to keep tuition at a level affordable for single-income families and still deliver

an excellent program, our school must rely on fundraising and contributions in order to be financially sound. As committed members of this community, each family is to support the fundraising effort and volunteer to help out as the need arises. Financially, we ask that each family raise \$250 through the fundraising events or donations. The \$250 can be added to your tuition as a one-time payment or added to your monthly plan to qualify towards an annual fundraising contribution. If meeting this requirement presents a financial hardship for a family, they can complete 15 volunteer hours at the school and/or during fundraising efforts. These hours would be in addition to the Parent Partner volunteer hours. Please contact an administrator or board member if you have additional questions about this requirement.

ACADEMICS

HOME INSTRUCTION

One of the foundational principles behind Coastal Community School is that the parents and school are in partnership to provide the best possible education for the children. Parents are responsible for purchasing the specified curriculum required for home instruction. They are to help their child prepare, organize and send in the correct work for instruction completed at school. Parents are required to teach their children at home with assignments according to lesson plans provided by the teachers.

Parents are responsible to FULLY teach the curriculum as appropriate on the home instruction days. The school days do not compensate for lack of instruction at home. While assignments are listed briefly in the lesson plans, the full instruction directions are often embedded in the teacher manuals.

Please review lessons carefully prior to each home instruction day so as to NOT miss critical components of instruction which occur at home. Simply completing worksheets assigned does NOT constitute a full day of instruction. The number of hours of home instruction will vary by grade level. Parents are also expected and encouraged to come alongside their child with regard to developing school/life habits such as planning, organizing, studying, preparing, seeing tasks to completion, etc. Repeated failure to help students or follow-up on assigned work could result in suspension and possible dismissal from the program.

Parents, please check your student's progress and whether there are "missing assignments" in their FACTS profile. An excess of missing assignments or evidence of lack of work commitment/completion at home will be addressed in a conference with the parents by the Principal and/or Assistant Principals. Missing assignments calculate as a zero in the gradebook.

How long does school take on a home instruction day?

Homeschooling times vary depending upon several variables, such as your child's motivation, temperament, academic level, etc. Keep in mind that as children get older, more of their work is able to be done independently. It is not necessary or desirable for parents to sit with their child the entire amount of time they

are working (except possibly in Kindergarten). The following serves as an **ESTIMATE** of the amount of time it may take a child to complete the day's home instruction work (not including breaks):

- Kindergarten: 2- 2 ½ hours
- 1st Grade: 2 ½ - 3 ½ hours
- 2nd Grade: 3 – 4 hours
- 3rd Grade: 3 ½ - 4 ½ hours
- 4th Grade: 4 – 5 hours
- 5th Grade: 4 ½ - 5 ½ hours
- 6th Grade: 5-6 hours
- 7th Grade: 5-6 hours
- 8th Grade: 5-6 hours

GRADING POLICY

The grading structure for grades K-2 will be based on a “Not Progressing” to “Exceeds Expectations” scale. ALL students will receive “Attribute Grades” for observed work habits. Grades 3-8 will receive letter grades based on the following scale:

- A 90%-100%
- B 80%-89%
- C 70-79%
- D 60-69%
- F 59% and below

Teachers will be distributing grades by weight, with tests/quizzes typically weighing more than daily school assignments. The following weights will be used by all teachers.

- 40% Tests/Projects/Presentations/Reports
- 40% Homework/Classwork
- 20% Participation/Misc.

Please understand that grades are a way to communicate academic progress and mastery produced from quizzes, tests, and special projects. Additional data including daily school work, benchmark assessments, standardized testing, and behavior observations (e.g. effort and motivation) are some of the items that contribute to a child's total academic portfolio.

MISSING WORK

Teachers will work diligently to enter points for assignments into FACTS on a regular basis. **If an assignment is missing, it will appear on your student's Profile page, and it will count as a zero in the gradebook.** When missing work is turned in, please attach a note indicating the date it was turned in. Missing work due to illness or approved absence is expected to be completed and turned in within a reasonable amount of time. Generally, when a student misses one day, an additional one day is given for missing work to be turned in without penalty. If two days are missed, two days are given before the assignment is marked Late. An excess of missing assignments or evidence of lack of work commitment/completion at home will be addressed in a conference with the parents by the Teacher and/or Assistant Principals. Certainly,

extenuating circumstances will be considered and an appropriate plan will be put in place in the event an extended absence is necessary.

LATE WORK

If a student turns in work late, there will be a grade reduction unless the absence is due to an illness or extenuating circumstances. The policy listed below is designed to reinforce the behavior of turning in work on time.

Day 1 Late - 10% deduction

Day 2 Late - 50% deduction

Day 3 Late - Grade is a zero

Of course, teacher discretion will be upheld in circumstances of a sickness or pre-planned absence for a legitimate reason. **Travel for sports is not a legitimate reason to turn in work late. Students must learn to balance school and out-of-school responsibilities effectively.**

REPORT CARDS

Report Cards will be issued at the end of each SEMESTER.

Progress Reports will NOT be formally issued. This is due to the fact that parents and students have 24/7 access to student grades via FACTS. Please make a habit of checking student progress on a weekly basis.

Parent conferences with teachers are scheduled as needed or requested by the parent or teacher. Due to the model of our school with home and school instruction, the teacher may ask the parent to implement additional intervention instruction at home to assist struggling students with bringing up low grades.

STUDENT ACADEMIC ASSESSMENT

As a part of our academic program, students will participate in informal and formal academic assessments throughout the school year. Parents will be notified about student progress or lack thereof via FACTS and teacher communication.

PHYSICAL EDUCATION/RECESS

Students will participate in physical education/recess on select school days, to the best of their ability. To be excused from participation, a student must provide written, signed, and dated notification from the parent or physician.

FIELD TRIPS/COMMUNITY SERVICE

Students will have the opportunity to participate in field trips. It is the parent's responsibility to transport their child to and from the field trip. If another adult is driving the child, written permission must be submitted to the office. Sibling attendance is permitted as long as the nature of the field trip allows.

The school strives to have each class commit to community service each year. If the community service is off school grounds, the above paragraph applies with regard to driving arrangements.

CONDUCT

CONFLICT RESOLUTION - MATTHEW PRINCIPLE

Matthew 18:15 says, *“If your brother sins against you, go and tell him his fault between you and him alone.”*

If someone has offended you, whether someone on the faculty/staff or another parent within your class or outside your class, please go directly to him or her. We believe adherence to Matthew 18 will, by God’s grace, quickly solve most instances through true repentance and forgiveness. Let us strive to follow this principle at Coastal Community School. **Additionally, we expect our parents to not gossip when difficulties arise. This is sinful, and it is extremely destructive to the community God has given us.** If a one-on-one session fails to resolve the issue, the parent is encouraged to express concern to the next person in the line of authority—usually the Assistant Principal, depending on the nature of the grievance. The Principal and a Pastoral Advisor are available for consultation and/or mediation if necessary.

“OPEN DOOR” POLICY

While the office is a place of work and should be treated as such, the administrative offices will maintain an “open door” policy for all staff, students, and parents. The goal is to encourage prompt discussion about important issues, get or provide feedback, and solve problems quickly and effectively. Parents are also strongly encouraged to make conference appointments with the administrative staff as needs arise. **Please see a Parent Teacher Liaison to schedule appointments with our Administrative Team or a Board Member.**

STUDENT CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in a manner that is respectful of staff, teachers, and other students, and reflects the biblical principle of “the preciousness of others.”

Coastal Community School is committed to providing an environment free of discrimination. Actions, words, jokes or comments based on an individual’s sex, race, ethnicity, age, religion, etc. will not be tolerated. We respect individual differences which exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally. Actions such as name calling, unwelcome physical contact, and insults are detrimental to a positive school environment and will not be tolerated. Sexual harassment or harassment of any kind as described above will not be tolerated and will be grounds for suspension or expulsion. Students are expected to treat each other with courtesy and respect at all times.

Students are not permitted to bring toys or objects from home, unless part of a school assignment/ project. *Coastal Community School cannot be responsible for lost, stolen, or broken items, including cell phones and personal electronics.*

Discipline procedures *“He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” Proverbs 10:17.* **The goal of discipline and correction at Coastal Community School is to turn**

the heart of the child back to the Lord. Classroom teachers are responsible for implementing a classroom behavior management plan. If a student, after instruction and grace, is continually not responding to teacher correction in the classroom and becoming a disruption to instruction, they will be directed to Administration.

Once preferred behaviors are taught and modeled, first time obedience is expected. First time obedience (specifically in the areas of Listening, Following Directions, and Respecting Others) seeks to teach students to respect God and adult authorities He has placed in their lives. When first time obedience is continually not observed by a student, the goal of discipline is to teach the student about God’s redemptive love and power in their life through correction and reconciliation.

Leveled System of Behavior Infractions (EXAMPLES)

	Level 1	Level 2	Level 3
Physical	Running Out of seat Minor Disruption	Spitting Aggression Throwing objects Inappropriate bathroom behavior	Sexual Harassment Inappropriate physical touch Violence (self/others) Bullying Fighting Leaving premises Theft
Verbal	Loud/yelling Minor disruptive	Name calling, teasing, taunting Inappropriate language/gestures Cursing Inappropriate Dress Lying Poor attitude	Pervasive verbal bullying Verbal disrespect of staff
Academic	1st offense cheating	2nd offense cheating	3rd+ offense cheating Plagiarism Forgery
Property	Littering	Property destruction	Property destruction beyond repair Vandalism
Other	Chewing gum/candy w/o permission Electronics w/o permission Dress code violation Breaking rules in lunch room		Possession of drugs/alcohol Skipping school Gross disrespect Possession of a weapon Possessing or viewing of inappropriate videos, pictures, including pornography Cyberbullying

Coastal Community School has implemented a leveled system of infractions (examples above). This list cannot be exhaustive but serves to provide examples of behaviors that would fall in a specific infraction category. When a behavior offense occurs, it will be documented in FACTS. The parent receives a notification through the FACTS system and/or teacher/administrator notification (phone call or email). Administration reserves the right to determine whether the behavior is a “Level 1, 2, or 3” offense. In general, if the parent receives more than three “Level 1” notifications and more than one “Level 2” notification, a conference should be scheduled. When a “Level 3” infraction occurs, an immediate in-person

conference will be scheduled.

- Most Level 1 behaviors will be managed in the classroom environment.
- Level 2 and Level 3 behaviors will be managed by administration.
 - When a “Level 2” (or higher) behavior infraction has occurred, the student will complete a “Behavior Improvement” form. This is an opportunity for the student to discuss the incident with Administration and develop a character goal for future improvement.

In order to maintain cohesive instruction and out of respect for the other individuals in the classroom, any student exhibiting excessive and a well-documented pattern of behavior on Level 1, Level 2, or Level 3, may be dismissed from Coastal Community School. In the rare case that this occurs, the teacher, with the support of administration, will submit a “Recommendation for Dismissal” request to the Board of Directors for review. The Board of Directors will review the information submitted and decide if the dismissal is warranted. A majority vote is required for dismissing a student.

SEA STAR CHARACTER EDUCATION

The Sea Star Program enables students to be acknowledged for going above and beyond in the classroom and out of the classroom. CCS follows the Positive Behavior Support (PBS) program which teaches and reinforces exemplary behavior. While positive behaviors can be recognized and reinforced in the classroom, we also want them to have opportunities to shine outside of the classroom as well, such as at recess, lunch, or during special programs. Compared to a secular program, however, these lessons are also based on a biblical worldview. If you receive notice that your child was awarded a “Sea Star”, it is because a staff member at school has noticed and acknowledged an “above and beyond” behavior and attitude in your child.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

Consistent attendance on academic days is important to the success of the Coastal Community School model, as well as imperative to the academic success of your child. Florida law requires students to be in regular attendance, whether public or private school, which is tracked through school record keeping.

Parochial, denominational, and private schools must keep a register of student enrollment and daily attendance in a manner prescribed by the state and open for inspection by the local superintendent or attendance assistant (S. 1003.23, F.S.). The register may be used as evidence in a court procedure for the enforcement of the Florida compulsory education statute. S. 1003.27(5), F.S.

In addition to being well researched, it is the position of Coastal Community School that frequent absences, or inconsistent attendance, can negatively impact academic progress. We understand absences for reasons of illness or family emergencies are unavoidable, but even when absences are excused or planned, they still take a toll on a student’s progress and participation in the community model. **Attendance includes instruction completed at school and home.**

General Attendance Policies:

1. Students with **more than 9 absences per semester (18 total absences per year)** – risk eligibility for future enrollment at Coastal Community School. A meeting between the Principal or Assistant Principal, parents, and any other necessary staff will be scheduled in an attempt to correct the situation.

Attendance is counted on school days and home days. **If a student does not show evidence of work completed during home instruction, the day at home will be counted as an absence** since the hours of home instruction are counted towards compulsory attendance law. Coastal Community School students are participating in 172 actual school days.

Attendance at a private school satisfies the compulsory school attendance law if the child maintains regular attendance during the school term of either 180 actual school days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days, (i.e. Kindergarten, 540 net instructional hours; Grade 1 through 3, 720 net instructional hours; and, Grades 4 through 12, 900 net instructional hours). Rule 6A-1.09512, F.A.C.

Excused absences are defined as:

- Doctor's visit verified by a doctor's note
- Serious, chronic, or extended illness verified by a doctor's statement
- Death in the immediate family
- Extreme hardships at the discretion of an administrator

2. When possible Parents/Guardians are to notify the School Office the day before or morning of the absence. This may be done through email to admin@coastalcommunityschool.com. [Subject: **ABSENT – Student's Name**].

3. **To avoid receiving an absence, a student must be in school at least four (4) hours of the school day.** Students leaving school before 12:30 pm will receive an absence. Parents are *strongly* encouraged to make appointments for their children on home instruction days. There is more flexibility of instruction on these days by the very nature of the hybrid model. Missed classroom instruction cannot be recovered.

4. When a student is absent, it is the responsibility of the parent and the student to obtain assignments from the teacher, make up any work missed, and be prepared for class when he/she returns. Students will have time to make up assignments, quizzes, tests, etc. equivalent to the time missed. In other words, if a student misses one day, the student has one additional day to turn in the missed work.

5. A planned absence requires the completion of a "**Leave of Absence**" form. The school calendar affords many days of vacation. Parents are encouraged to take their vacations and family trips during scheduled school holidays. Again, classroom instruction time cannot be recovered.

Tardy Policy

Classroom instruction time is valuable and limited in the community model. Tardiness is a disruption to the entire class and is therefore dishonoring to both teachers and other students. Parents are responsible for bringing their student or ensuring their student is in class on time. Coastal Community School upholds the

ideal that parents model good stewardship for their students, even in the area of time management. Tardies and chronic late arrivals disrupt the teaching pattern and, therefore, must be kept to a minimum.

1. School instruction starts at 8:30 am (8:15 am for middle school). Students who are not present by 8:30(elementary)/8:15(middle) am are considered tardy. **Drop off begins at 8:05 (elementary) and 8:00 (middle).**
2. **Four or more tardies per semester** is considered excessive and may warrant administrative attention.
3. Students arriving after the school day has begun must report to the **FRONT DESK** to check-in and receive a tardy slip to give to their teacher prior to entering class.

A few good reasons to be on time [Excerpt adapted from <http://www.gotquestions.org/late-lateness.html>]

· *“love is not rude”* ([1 Corinthians 13:5](#)).

Being on time expresses love for others. Christians are to love one another and love our enemies.

· *“A good name is better than precious ointment”* ([Ecclesiastes 7:1](#)).

A good name, a good reputation is important for a Christian. This means that we should be known as people of our word, trustworthy and dependable, and not be known as always late, slothful, or unconcerned about others.

· *“And whatever you do, do it heartily, as to the Lord and not to men”* ([Colossians 3:23](#)).

Our actions as Christians point back at Christ. Do they glorify Him? Do they bring Him honor?

· *“do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves”* ([Philippians 2:3](#)).

Being on time saves others from unnecessary stress and wasted time. The punctual person considers others' time as more important than their own.

Late Pick-Up

Please make every effort to consistently pick up your student(s) on time. The Coastal Community School staff will work very hard to dismiss on time and operate an efficient car pick-up line. Afterwards, staff members have further work to complete to wrap up the day. Then, they are ready to go home! If you are late, someone has to delay their schedule to wait for you. Therefore, there is a Late Pick-Up fee structure.

Week 1 - GRACE PERIOD

Week 2 and beyond:

- 1st time late - Grace will be extended along with a reminder that the next time a late pick-up occurs, charges will begin to accrue.
- 2nd late and beyond...\$10/10 minutes, \$15.00/15 minutes, \$20/20 minutes

If persistent late pick-ups occur, a meeting will be scheduled between the parent and the Principal.

Weather-related School Closings

Coastal Community School will close any time Brevard County Public Schools close due to dangerous weather conditions. Please listen for TV or media announcements. In the event of weather-related school closure, Coastal will determine, separate from Brevard County Public Schools, when Coastal will reopen. The school will inform our families when school is scheduled to reopen.

Emergency Evacuation

CCS maintains a comprehensive, written Crisis Plan as required by accreditation standards. Practice drills will occur monthly. In the event of an emergency, students and adults will be safely evacuated from the building and play areas; care for physical, emotional, and medical needs of the students and staff will be provided in the first hours after an emergency. Please do not try to call the school directly as the lines will need to be free to contact/communicate with emergency services. Please ask an administrator if you would like to review a copy of the Crisis Plan.

DRESS CODE

On Tuesday and Thursdays, students are required to wear the selected Coastal Community School polo shirt [Lands' End www.landsend.com Preferred School Number: 900169640]. On Wednesdays, students may wear their Coastal t-shirt. Long pants, capri pants, skirts, skorts, jumpers and shorts longer than mid-thigh may be worn in a solid blue, black, gray, or khaki/tan color (no plaid, no color blocking), and of chino material. No gym shorts or board shorts. Please use discretion and modesty when considering length. Skirts and shorts should be longer than mid-thigh. Girls who wear skirts should wear shorts or leggings underneath in order to fully participate in PE. No hats allowed. Closed-toe shoes are required for health and safety, unless exceptions have been approved by administration for special school and/or classroom events.

Prepare NOW for cooler weather! The temperature in the classrooms can remain very cool, often requiring a sweatshirt or sweater. In the event of cold weather or a cold classroom, approved long sleeves may be worn OR a solid color shirt may be worn under the polo shirt. Hoodies, sweatshirts, and sweaters are encouraged to be ordered through Land's End. There are a number of logo items available for changing seasons and activities. In addition, you may purchase an iron-on logo patch and adhere to solid color outerwear (preferably navy). Patches are available for purchase from Angie Diamond. Patches are NOT accepted for use on a core uniform shirt. Only supplemental wear may contain the logo, iron-on patch.

Students enjoy a "No Uniform" day that occurs on the LAST THURSDAY of each month beginning in September. While we want students to have freedom in style choice, please help them use discretion when choosing their clothes for this school day. Closed-toe shoes are still required, unless exceptions have been approved by the administration for special school and/or classroom events. No tank or spaghetti strap tops. No ripped clothing or tights without skirt or shorts. School appropriate t-shirt graphics only.

As a school that upholds a uniform policy, students will receive consequences if they are not dressed in a manner that upholds the above expectations. A first infraction will result in a reminder, and if the attire is inappropriate, the parent will be expected to bring a change of clothes. After an initial warning, the behavior plan and consequences will be enforced.

HEALTH CARE

Please do not send your children to school if they are sick or show signs/symptoms of a contagious condition. Parents should not bring their child(ren) to school if there is evidence of any of the following symptoms:

FEVER: Children that have had a fever 100° or higher within the previous 48 hours. Child must be fever free without medication for a minimum of 48 hours.

UPSET STOMACH/NAUSEA

RASHES/IMPETIGO: Rashes associated with internal diseases are almost always contagious. Impetigo, ringworm and scabies are also contagious.

BAD COUGH

SEVERE HEADACHE

GENERAL UNWELL FEELING - chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose,

VOMITING:

DIARRHEA:

CONJUNCTIVITIS: Commonly known as "pink-eye". Your child may return to school 24 hours after treatment with antibiotic eye drops.

HEAD LICE: After treatment with an effective medication, all nits removed from the hair, and after being checked by a staff member, the child will be allowed to return to school.

Any student who becomes ill during the school day will be taken to the office. The school administration staff will determine if the parent needs to be notified and if the child needs to be sent home. **While we do have a school nurse, we do not maintain a clinic.** Our nurse also teaches! She will be on campus and available for emergency situations only. No child with a temperature of 100 degrees or higher will be allowed to remain in school. If the child seems ill, he may be removed from class even though the temperature has not reached 100.

Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children. Please do not return the student to school until his temperature has been normal without medication for a minimum of 48 hours. Parents are required to notify the school of all allergies and/or medical conditions including allergic reactions to medications, food, insect stings, hay fever, asthma, etc. The school staff reserves the right to request a parent seek medical attention for their child if a child is attending school and a contagious condition is suspected. The school may inform the community about a contagious condition or communicable disease, while respecting the right of privacy.

Physician release is required for any injury which requires medical attention (head injury, fracture, orthopedic appliance usage, etc.) and any illness/communicable disease (Covid, rashes of any kind, measles, mumps, conjunctivitis, etc.).

Medication being taken by a student on a short-term or long-term basis requiring administration at school will need to be arranged by the student's parent. Administration will determine whether medication can be given by school staff on a case by case basis. Students are not allowed to carry any prescription or over the counter medication on their person (with the exception of a doctor's note and parent verification). Each case will be individually reviewed and approved by the administration.

If a student has encountered a minor accident/injury requiring care, an incident report will be completed/filed and sent home.

Students for whom emergency care is required, the school will inform the parent immediately and/or call 911.

SECURITY

Parents serving on the campus and any individual working with students will be required to have a background check completed by Coastal Community School. Teacher background checks and fingerprinting are required and are more extensive than those completed for parents/volunteers. All parents, visitors, and teachers are required to wear identification. If the identification lanyard/sticker/badge provided to you is misplaced, please notify CCS immediately so it can be replaced.

All exterior doors on campus **will remain locked** during school hours. A staff member will be stationed at the front desk during school hours. All parents/visitors will be allowed entrance to the building by the front desk administrator and required to sign in AND out of the building. Visitors to the school can ring the doorbell for entrance to the school. Visitors to the Middle School Beach House building will need to sign-in at the front desk area of the Boardwalk building. If there is a delayed response, visitors can call the school to enter the premises at 321-720-4342.

The cell phone signal in the building is reportedly poor. Please exercise patience in matters of trying to enter the building. We are working diligently to maintain the safety and security of your students.

ARRIVAL/DISMISSAL

****Please communicate these procedures to a spouse/relative/friend that is dropping off/picking up your student(s) so they are aware of and in compliance with all procedures that are in place for the safety of ALL children and adults on the premises! Please also communicate the very important TRAFFIC FLOW procedures!***

Arrival:

Upon arrival at Trinity Wellsprings property, all parents will use the NORTH SIDE to ENTER the church property. FOR SAFETY purposes and traffic flow, all parents will use the SOUTH SIDE to EXIT the premises.

Elementary STUDENTS (K-5) will be dropped off at the overhang on the SOUTH side of the Boardwalk building (the area also used for afternoon pick up). YOU WILL DRIVE BEHIND THE BEACH HOUSE in order to access this area. As you enter campus on the North Side, please stay to the RIGHT. Parents, DO NOT get out of the car. School staff will be there to greet your family and direct your students to class. Additional staff will be on hand to escort younger students that do not have an older sibling, as needed.

Middle School STUDENTS (6-8) will be dropped off in front of the Beach House if you do not have elementary students with you. Please use caution when exiting the parking lot. As you enter campus on the North Side, please stay to the LEFT along the driveway so you can turn between the Beach House and The Boardwalk.

FAMILIES WITH BOTH MIDDLE AND ELEMENTARY STUDENTS will drop off Middle School students in front of the Beach House. As you enter campus on the North Side, please stay to the

LEFT along the driveway so you can turn between the Beach House and The Boardwalk. Then, you will merge to the left to be in line to drop your elementary student off as described above. Please use caution when exiting the parking lot.

VPK STUDENTS will be dropped off at the Preschool playground or the FRONT of the Boardwalk building if raining. Please enter on the North Side and stay to the LEFT along the driveway. **VPK parents are required to park in order to sign their student IN and OUT each school day. You may park in the spaces on the North side of the building near the playground or between the Boardwalk and the Beach House.** Please use caution when exiting the parking lot.

- **Elementary (K-5)**

- TUES/THURS: 8:30 am - 3:00 pm; WED: 8:30 am - 2:00 pm
- Drop Off 8:15 am - 8:30 am
- *Students will not be permitted out of cars until 8:15 am.

- **Middle School (6-8)**

- TUES/THURS: 8:15 am - 3:15 pm; WED: 8:15 am - 2:15 pm
- Drop Off 8:05 am - 8:15 am
- *Students will not be permitted out of cars until 8:05 am.

- **Pre-K (VPK)**

- TUES/THURS: 8:30 am - 1:15 pm [Later Gators Aftercare (1:15 - 2:45 pm)]; WED: 8:30 am - 1:45 pm
- Drop Off 8:15 am - 8:30 am
- *Students will not be permitted out of cars until 8:15.

Dismissal

Upon arrival at Trinity Wellsprings Church property, all parents will use the NORTH SIDE to ENTER the church property. FOR SAFETY purposes and traffic flow, all parents will use the SOUTH SIDE to EXIT the premises.

Students in Grades K-5 who do not have Middle School siblings will be picked up at the overhang on the SOUTH side of the Boardwalk building. Please drive all the way behind the Beach House to access this area. Parents, DO NOT get out of the car. Classes will stay together and students will be called as parents approach. Then school staff will be there to escort your child to the car. Please be sure your NAME SIGN is HANGING from your rearview mirror. They are difficult for staff to see if they are on the dashboard. This will help us make the process as speedy as possible!

Students in Grades 6-8 will be picked up in front of the Beach House.

Parents with students in BOTH levels will pick up ALL of your children in front of the Boardwalk.

VPK will be picked up at the Playground gate on the NORTH side of the building. *VPK parents are required to park and sign their student IN and OUT each school day.*

Doors will remain locked until 3:00 pm. We understand some parents' desire to be at the car loop early and this is okay. In all cases, especially parents arriving later, please proceed through the campus cautiously and carefully. The estimated time to dismiss all students through the car loop is 15-20 minutes. Your cooperation helps the staff to dismiss quickly and efficiently, so please follow car loop dismissal procedures carefully.

- Tuesday/Thursday:
 - K-5 dismissal at 3:00 pm
 - Middle School (6-8) at 3:15 pm
 - VPK dismissal at 1:15 pm (Later Gators 2:45 pm)
- Wednesday:
 - K-5 dismissal at 2:00 pm
 - Middle School (6-8) at 2:15 pm
 - VPK dismissal at 1:45 pm (NO Later Gators on Wednesday)

During the car loop, parents are asked to pull all the way up to the farthest point possible in the pick-up area to accommodate two to three cars loading at once.

- If you arrive in the car loop line and your student is not available for pick up, then you may be asked to pull over and wait for your student.
- Parents and students are NOT allowed to walk directly through the car line. This interrupts the flow of the car loop and is unsafe for pedestrians.
- Due to overcrowding in the dismissal area, please move in and out of this area quickly but very carefully.
- Please do NOT get out of your car and walk AWAY from your car while in the car loop.

As parents are identified, students will be dismissed. **Please refrain from "car loop conferencing."** If a parent needs to speak with the administration and/or teacher, they must wait until dismissal is complete or plan to meet at an alternate time. Any special arrangements required beyond the procedures stated here must be made with Administration.

Please keep your "Authorized Pick Up" list in FACTS updated with individuals who are permitted to pick up your child. Administration must have prior notification of another family member/friend picking up a student if they are not on your "Authorized Pick Up" list. The parent must provide a written note or email with the specified date of pick-up and name of the person authorized to pick up your child. This should not be verbalized on a whim and if it is, the student will not be allowed to leave until confirmed with the parent. PLEASE INFORM your authorized person that an administrator may check to see if they are on the authorized pick-up list and/or they may be asked for identification. Thank you for helping them understand these procedures are only for the safety and security of our students.

Parking

Parents visiting the campus for an extended time past drop-off/pick-up, during the school day, or on campus for parent partner duties are asked to park on the west portion of the paved parking lot between the Beach House and the Boardwalk as per the rental agreement.

SIDEWALKS AND CROSSWALKS

PLEASE USE SIDEWALKS AND CROSSWALKS at all times. Please do NOT “JAYWALK” with your student through the parking lot. USE THE MARKED CROSSWALK between the Beach House and Boardwalk Building.

Once inside the school building, students must report directly to their classroom unless otherwise directed. They are to remain in their classroom until attendance is taken or unless granted permission by their teacher to exit the classroom.

School doors will remain locked until 8:15 am (elementary) and 8:05 am (middle school). If you arrive prior to 8:15/8:05 am, your child will not be permitted into the school building. No students/ families will be allowed to enter the premises early unless specific arrangements have been made prior to the morning of arrival (such as conferences or student job assignments). Parents/students are not to be wandering the halls and students are not allowed in their classrooms early as teachers need to prepare for their day with minimal interruption.

If you have to enter the building during school instructional hours (including tardy students), PLEASE Enter at the Front Desk (WEST side of Boardwalk Building, across from Beach House). ALL EXTERIOR doors will be closed and locked for the school day starting at 8:30 am (elementary)/8:15 (middle). **Students arriving after 8:30 am (elementary) / 8:15 am (middle) are considered tardy** and will receive a tardy slip to give to their teacher. PLEASE RING THE INTERCOM DOORBELL if you arrive after the doors lock. If there is no response after an extended period, please call the Front Desk at **321-428-3740**. Also, if students have to leave early, they will sign out at the Front Desk and EXIT through the Boardwalk Building lobby.

FOOD ON CAMPUS

Allergen Sensitive Environment/No Nut Policy

Coastal Community School promotes an environment that is as safe as possible from exposure to food allergens. As such, we encourage parents to be mindful of the most common food allergens - peanuts, tree nuts (e.g. almonds, walnuts, pecans), dairy, wheat, and egg.

When a child has a documented food allergy, active steps will be taken to reduce the risk of exposure in all common areas, such as classrooms and lunch areas. All families attending Coastal will receive information to increase awareness and understanding of food allergies. *These policies are subject to change as needed.*

General strategies will be carried out to reduce and prevent exposure to allergens while creating and maintaining a healthy and safe educational environment including (but not limited to) the following:

- Coastal Community School has adopted a **NO NUT POLICY**. Coastal Community School requests that students do not bring peanuts, peanut butter, or any other food containing nuts. Food “manufactured in a facility that also uses nuts” is okay at this time.
- Appropriate hand-washing procedures that emphasize the use of soap and water will be enforced after lunch or snacks *as hand sanitizers are not as effective in removing food allergens*.
- For students with food allergies, special care will be taken to ensure the safety and exposure to allergens during classroom festivities, field trips, arts & crafts activities and lunch management.
- Specialized training will be implemented to all staff who are responsible for managing the health of children with food allergies on a daily basis. This includes how to recognize and respond to a food allergy emergency, administer an epinephrine auto-injector, be aware of common risk factors, triggers, and areas of exposure to food allergens.

Lunch

Coastal Community School does not provide lunch to students. Parents are responsible for packing their child’s lunch each school day. Healthy choices are strongly recommended. Water is recommended, although not required for accompanying lunch. NO SODA or sugary drinks, please. Refrigerators or microwaves are NOT available for lower school (K-5) students so please pack lunches accordingly. Please inform your child that the sharing of any lunch items is prohibited. Middle School students (grades 6-8) will have access to a microwave as needed.

- Teachers will determine the time to break for lunch in their schedule.
- Lunch time will be staggered between 11am - 12:30 pm.
- Indoor and outdoor spaces will be made available.

Occasionally, CCS may arrange for an outside vendor to deliver lunch and parents will have the option to purchase lunch through FACTS.

Gum chewing is not permitted on the church premises per the rental agreement.

Snacks

Students are encouraged to bring a water bottle with them to school each day. Water bottles must be closed top (i.e. non-drip, no-spill). Snack time will be provided each day. Please make healthy snack choices and avoid snacks containing a high sugar content. No soda is allowed. **Please refer to the NO NUT POLICY previously stated.** Please inform your child that snack sharing is prohibited. This will also be reinforced in the classroom. Snack time will be arranged by individual classrooms. Please inform administration of any specific health concerns/requirements pertaining to your child.

Birthdays and Holidays

Birthdays are important milestones in a child's life! If your child wishes to share treats with the class, please let the teacher know **at least a week in advance** so that time may be set aside from the regular school day schedule. Treats do not have to be in the form of food. Other treat options to share could be a small toy, book, or game for example. Treats or not, a time for celebration will be set aside for your child.

ELECTRONIC DEVICE USE

Student Electronic Device Use

We understand the value of tablet and cell phone usage for our students. Many students' lives today are filled with media that gives them mobile access to a wealth of information and resources that are limitless and instantaneous. Outside school, students are free to pursue their interest in their own way and at their own pace. Coastal will allow students to use personal technology devices during school instruction days at the discretion of teachers. For our purposes, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, tablets, and cell phones. No gaming devices are allowed. Please adhere to the following guidelines:

1. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school is not responsible for the security of the device.
2. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has engaged in misconduct while using their personal device.
4. **All student devices must remain in backpacks and turned off (including vibrations and text messages on cell phones) while school is in session. This includes SMART WATCHES.**
5. The student will comply with the teacher's request to shut down the device or close the screen after use during a class session.
6. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school. Students will not be permitted to charge a device at school (exceptions at teacher discretion).
7. The student may not use the device to record, transmit or post photos or videos of a person or persons on campus at any time without express permission from a teacher (and only of students with an approved Media Release).
8. During school hours the student should only use their device to access classroom related activities.

In cases of noncompliance, administration reserves the right to confiscate a student's device where it is held in the office until the end of the school day. Parents must come to the office to pick up the confiscated device. Every reasonable effort will be made to secure the device; however, Coastal Community School will not be liable for any student device.

OUTDOOR RULES FOR PLAY

Students should walk at all times through the building and church campus. Students should remain on sidewalks and crosswalks at all times when moving about outside. Picking up and throwing rocks, sand, or mulch is prohibited. For safety reasons, football and other chase or tag games should not be played on the asphalt. Students should observe rules provided by an adult supervisor during free play or PE. Students should take utmost care and be responsible shepherds of the space the school is sharing with the church.

SHARED USE SPACE CONSIDERATIONS

Due to our collective good stewardship and care of the Trinity Wellsprings Church facility, our lease has been renewed for the 2022 - 2023 school year. Being a shared-use agreement, please be respectful of the space with which we have been blessed to rent. Satisfactorily clean any space that you have been using, do not litter, and please pick up any trash you find on the premises. If you are serving as a Parent Partner, please assist the teacher with keeping the classrooms clean and neat during and after each school day. When events are held at the school, please pitch in to help us leave spaces even better than we found them.

- Follow guidelines posted or provided in each classroom.
- If you move something that is the church's property, put it back where it belongs before you exit your location.
- Use general care in regard to cleanliness, not littering, and not intentionally damaging property.
- If something does break, please inform a staff member immediately.

ANIMALS ON PREMISES

Animals, unless registered service animals, are not allowed in the building or on church premises at any time, as stated in our rental agreement with Trinity Wellsprings Church.

ENROLLMENT/WITHDRAWAL/RE-ENROLLMENT

If a family decides to withdraw from Coastal Community School, they must notify Coastal Community School no later than September 1 (no later than February 1 for mid-year enrollment). If you withdraw your student any time after September 1 (or February 1 for mid-year enrollment), you are committed for the entire tuition and fees, regardless of circumstances (i.e. any personal decision or a disciplinary action resulting in expulsion). The operating cost of the school depends on the commitment each family makes to attend Coastal Community School. You will be responsible for the balance of the yearly tuition and all fees. All fees and tuition are non-refundable and non-transferrable at any time. Any grievances are to be submitted in writing to the Board of Directors. Before any student withdraws, parents must complete a withdrawal form as well as a pre-withdrawal meeting with administration (*per financial agreement*).

New enrollment can only occur until the beginning of Semester 2.

Re-Enrollment for the next school year begins in February. Readmission is on a first come, first served basis. Therefore, it is important that returning students apply for re-enrollment by **March 31st** if they want to be assured of early consideration and reduced registration fees. Re-enrolling students who have not completed the necessary forms by **March 31st** will be included in the regular enrollment process, including regular enrollment/registration fees.

LEAVING A LEGACY

We look forward to serving your families in Faith, Family, and Academics! You have chosen to be a part of the beginning of something great and, no doubt, led by God. In the future, your legacy will be left with the child(ren) you serve at home and the students you serve in the school. May you all be blessed with a joyful, successful school year!

2 Timothy 3:16-17 All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.

Proverbs 22:6 Train up a child in the way he should go; even when he is old he will not depart from it.

Proverbs 1:8-9 Listen, my son, to your father's instruction and do not forsake your mother's teaching. They are a garland to grace your head and a chain to adorn your neck.



STUDENT LEAVE OF ABSENCE 2022 - 2023

While it is encouraged for families to travel during school vacations/holidays, we acknowledge that there are occasions when it may be unavoidable that parents will take their child(ren) out of school for good reason. If you must request leave during the school year, please complete the form below and return it to the administration. **It is the parent's responsibility to get all required assignments from the teacher prior to the days of absence.**

Student Details

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Dates of Anticipated Leave

Start Date: _____ End Date: _____

No. of days not in attendance (including home days)*: _____

Reason for anticipated leave:

Parent's Signature: _____ Date: _____

Acknowledgment by School

Date received: _____

Administrator signature: _____



ACKNOWLEDGEMENT OF RECEIPT of Parent/Student Handbook

I acknowledge that I have received a copy of the Parent/Student Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the school's policies and procedures.

Please sign and return this page to your student's classroom teacher, acknowledging you have read and understand the Coastal Community School 2022-2023 Parent Handbook.

Student's name: _____

Classroom teacher: _____

(Parent's Signature)

(Date)

(Parent's Signature)

(Date)

(Student's Signature)

(Date)

Please return this form to your child's classroom teacher on the first day of school, Wednesday, August 10, 2022.