2026-2027
Community Handbook

WE WILL
GROW

TO BECOME IN EVERY RESPECT
THE MATURE BODY OF HIM WHO IS
THE HEAD, THAT IS, CHRIST.

EPHESIANS 4:15

Welcome to Coastal Community School! You've chosen to be part of a community where children will be nurtured and instructed with the Word of God as our guide and foundation for our academic pursuits. How awesome is the freedom we have to worship Christ in school?! You are an integral part of our community. The school's confidence is in you to righteously support the path for all current *and future* families who will be blessed by this model of education. This handbook is written with YOU in mind, whether you are a parent, student, staff member, or volunteer. Please make yourself aware of our values, community guidelines, and policies. This will allow us to function effectively as one community seeking to bring honor and glory to God. In Christ, we want to GROW to become in every respect a mature body of believers!

ABOUT THIS HANDBOOK

The Coastal Community School Handbook (the "Community Handbook" or the "Handbook") is intended to serve as a general guide for students and their families to the policies, procedures and personnel at Coastal Community School (also referred to as "Coastal" or the "School").

Students and parents are expected to familiarize themselves with the contents of the Handbook, at least on an annual basis. It is important that families understand Coastal's expectations and policies, and know to whom they may direct any concerns. By enrolling at Coastal, families agree to comply with all school policies, expectations and rules. If you have any questions about the policies in this Handbook, please be sure to speak with your child's Division Head or the Principal.

Please understand that this Handbook is intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. Indeed, it would be nearly impossible to review every element of every policy, or every possible scenario and outcome. Rather, this Handbook serves as a series of policy summaries to keep your family better informed.

The Community Handbook is not intended to be a legal contract of any kind. In addition, circumstances will require that the policies, practices, and procedures described in the Handbook may change from time to time. Accordingly, Coastal reserves the right to modify any or all policies, practices or procedures, in whole or in part, at any time. While the School will make every attempt to give timely notice of substantive changes in policy, such notice is not guaranteed. Any changes will be posted on the appropriate portals on the School's website or may be communicated to families in other means, such as via email.

Should events which are beyond the School's reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in this Handbook, as set forth in the Enrollment Agreement, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year, conducting classes via distance-learning, and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, government restrictions, wars, and insurrections.

We expect students and families to embrace the spirit in which these policies, expectations, and rules are intended as they support the well-being of the school community and the student experience.

This Handbook is intended for the sole use of Coastal Community School faculty, staff, students, and their families. Commercial use or distribution of all or any part of this Handbook beyond the School's community is prohibited. Students or families seeking to use this Handbook for any use other than as necessary to ensure their understanding of the School's policies and procedures must secure prior permission from the Principal's Office.

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SECTION 1: CORE VALUES

Vision Statement

Anchored in Christ, Coastal Community School partners with families to foster God-honoring spiritual and academic growth.

Guiding Verse

Speaking the truth in love, we will grow to become in every respect the mature body of Him who is the Head, that is, Christ. Ephesians 4:15

Statement of Faith

THE SCRIPTURES – We believe that God by the Holy Spirit inspired all the words of the Bible without error in the original writings. The Bible therefore constitutes the only infallible, sufficient, and authoritative rule of faith and practice for us and all those who belong to the body of Christ. 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. We joyfully receive Jesus Christ as the incarnate Son of God and the Bible as the essential, sound, and relevant 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 against God and brought spiritual death to all humankind. We all therefore stand condemned, making new birth absolutely necessary for all. In accordance with the Genesis narrative, we unapologetically adhere to biblical teaching on marriage, instituted before sin entered the world, as the union of one man and one woman.

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.

Non-Discrimination Policy

Coastal Community School does not discriminate on the basis of race, color, national origin, ethnic or social background, sex, age, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs and activities.

Accreditation Membership

Coastal Community School is accredited by Christian Schools International (CSI). CCS received its first formal certificate of Accreditation in July, 2017, and we have maintained standards of excellence that have allowed us to retain this accreditation continuously to the present. These accreditations assure 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.

School Improvement Plan

One of the benefits of being an accredited school is that Coastal participates in an ongoing School Improvement Plan, or SIP. The SIP applies growth strategies to all aspects of the school including programs, governance, and functionality. The SIP is addressed throughout the school year by the School Improvement Team, and it is evaluated annually by the team as well as the accreditation agencies.

School Improvement Plan for 2022-2023 included:
1. Installing a playground
2. Restructuring school leadership
3. Conducting a formal financial review
4. Increasing athletic opportunities

School Improvement Plan for 2023-2024 included:
1. Employing a School Resource Officer and developing an updated Emergency Procedure Plan
2. Compiling a school-wide set of standards documentation and curriculum matching continuum
3. Increasing Enrichment opportunities
3. Establishing 3-5 year strategic plan
4. Updating Vision/Mission Statements

School Improvement Focus for 2024-2025 included:
1. Develop an updated Vision and Mission Statement as follow-up to Year 10 Celebration
2. Increase level of Stakeholder Input
3. Continue creating a School-wide Curriculum/Standard Matching Continuum, adding a connection with Scope and Sequence.
4. Develop robust CCS Responsible Technology Use Agreement
5. Enhance current 3-5 year Strategic Plan

School Improvement Focus for 2025-2026 included:
1. Finalize and unveil updated CCS/CCC Vision Statement
2. Continue creation of School-wide Curriculum/Standard Matching Continuum, Scope and Sequence
3. Evaluate and improve Vertical Alignment of School-wide Curriculum
4. Increase Athletic Program by adding one additional team opportunity
5. Update current 3-5 year Strategic Plan

School Improvement Focus for 2026-2027 includes:
1. Finalize School-wide Curriculum/Standard Matching Continuum, Scope and Sequence
2. Continue improvement of Vertical Alignment of School-wide Curriculum
3. Add Fine Arts Club (4th - 12th) and Science Fair opportunities (all grades)
4. Finalize 3-5 Year Strategic Plan
5. AI Adoption

3-5 Year Strategic Growth Plan
1. Develop a vision for growth opportunities on campus at Trinity Wellsprings Church or elsewhere, including capital campaign and in consideration of recently refreshed vision statement and guiding verse.

SECTION 2: SCHOOL INFORMATION

School Hours
Pre-K School hours for students
TUES/WED/THURS: 8:30 am - 1:30 pm (Later Gators Aftercare 1:30 - 3:00 pm)
Drop Off 8:15 am - 8:30 am
*Students will not be permitted out of cars until 8:15.

Elementary (K-5) School hours for students
TUES/WED/THURS: 8:30 am - 3:00 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/WED/THURS: 8:15 am - 3:15 pm
Drop Off 8:05 am - 8:15 am
*Students will not be permitted out of cars until 8:05 am.

Primary Contact Information

Coastal Community School Main Line 321-720-4342

Board of Directors

Sarah Angrisani, Member; Founder
Elizabeth Brown, Member; Secretary
Jason Carter, Member; Pastoral Advisor
Simon Dunn, Member; Trinity Wellsprings Church Liaison
Alex Hart, Member
Andrea Hart, Member Board Advisor
Nora Huggins, Member
Tim Inwood, Member; President
Katy Sirois, Member

CCS Staff

Adams, Cara Admissions/Accreditation/Co. Liaison/PEP Coordinator cadams@coastalcommunityschool.com
Anderson, Shawn HS Co-op Teacher sanderson@coastalcommunityschool.com
Angrisani, Sarah Founder sangrisani@coastalcommunityschool.com
Barbee, Anita K Instructional Aide abarbee@coastalcommunityschool.com
Bell, Sandra 3rd Grade Teacher sbell@coastalcommunityschool.com
Bienias, Katelyn ES Art Teacher kbienias@coastalcommunityschool.com
Bleich, Kelley Business Director kbleich@coastalcommunityschool.com
Brockhausen, Brandy MS/HS LA/History Teacher bbrockhausen@coastalcommunityschool.com
Brockhausen, Jakob MS Bible Teacher/ES Instructional Aide jbrockhausen@coastalcommunityschool.com
Cable, Cassie Events Coordinator ccable@coastalcommunityschool.com
Camilli, Emily HS Co-op Director/MS Teacher ecamilli@coastalcommunityschool.com
Cole, Becky Webmaster/Back Office bcole@coastalcommunityschool.com
Corcoran, Lori 2nd Grade Teacher lcorcoran@coastalcommunityschool.com
Davidson, Lindsey 4th Grade Teacher ldavidson@coastalcommunityschool.com
Devlin, Rita Director of Operations/Technology rdevlin@coastalcommunityschool.com
Doll, Julie ES Brain Builders Teacher/MAP Coordinator jdoll@coastalcommunityschool.com
Goncalves, Melissa Front Desk Administrator mgoncalves@coastalcommunityschool.com

Gowan, Brooke Enrichment Coordinator bgowan@coastalcommunityschool.com
Graffam, Andrea PreK Instructional Aide agraffam@coastalcommunityschool.com
Hance, Amanda Assistant Principal, Elementary ahance@coastalcommunityschool.com
Hart, Andrea Strategy/Systems Advisor ahart@coastalcommunityschool.com
Helwig, Mandi PTL (Parent/Teacher Liaison) mhelwig@coastalcommunityschool.com
Heyne, Paul 5th Grade Teacher pheyne@coastalcommunityschool.com
Johnson, Jennifer Principal jjohnson@coastalcommunityschool.com
Reda, Dylan Athletic Director dreda@coastalcommunityschool.com
Reneau, Jennifer ES/MS PE Teacher jreneau@coastalcommunityschool.com
Sauro, Chris SRO christopher.sauro@bcso.org
Schlak, Diane MS Science, Geography, Strategies Teacher dschlak@coastalcommunityschool.com
Strother, Madelyn 1st Grade Teacher/Chapel Worship Leader/Social Media coordinator mstrother@coastalcommunityschool.com
Thies, Margie Assistant Principal, Middle School mthies@coastalcommunityschool.com
Tuttle, Tammy MS Fine Arts Teacher ttuttle@coastalcommunityschool.com
Urdaneta, Anntoinette PreK Director/Lead Teacher aurdaneta@coastalcommunityschool.com
Walters, Jenn ES Music Teacher jwalters@coastalcommunityschool.com
Whitcomb, Michelle Kindergarten Teacher mwhitcomb@coastalcommunityschool.com

Trinity Wellsprings Church Staff

Jason Carter – Lead Pastor
Jessica Dunn – Director of Children's Ministries
Simon Dunn – Director of Worship; Trinity Wellsprings/CCS Liaison
Kristian Eikevik – Assistant Pastor of Students, Fellows, Biblical Counseling
Mike Elmer – Assistant Pastor of Family Ministries, Adult Discipleship, Life Groups
Seth Holman – Business Manager; Facilities

Christ College Staff

Todd Bates - Lead Administrator

CCS Roles and Responsibilities

Founder - Member of the Board of Directors; School Advisor

Principal - Lead staff member; oversight of all operations; strategic planning and development; faculty, staff and administration performance evaluation; oversee academic progress; public relations; school improvement, professional development; chapel coordinator; host community meetings; plan and implement monthly staff meetings; recruit, evaluate, and hire teaching candidates; communicate and enforce school discipline policies for students; coordinate updates of policy/procedures; design staff and parent orientations; serve as liaison between Board of Directors and staff; plan annual Board retreat; manage administrative leadership team; develop and maintain substitute teacher list; oversee substitute acquisition procedures

Assistant Principal (Elementary/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/counseling; oversee schedule and teacher care/questions and curriculum/instruction; obtain substitute teachers for pre-arranged absences as needed; train teachers on

substitute procedures; oversee sub binders and emergency lesson plans; oversee parent care/questions; oversee student concerns; lead supervision: arrival, dismissal, special programs; teacher coaching and performance evaluation in collaboration with Principal; organize Car Loop procedures

PreK Director - Support Principal; establish a wholesome spiritual and emotional atmosphere that will characterize the school vision and mission emphasizing faith, family, and academics; oversee student character development, including Sea Star Program, bible curriculum, student spiritual development/counseling; create schedule for Lead Teacher and Instructional Aide; select curriculum; plan instruction; collaborate with Instructional Aide; obtain substitute teacher as needed; oversee parent care/questions; plan and implement arrival, dismissal, and special programs in collaboration with Principal and ES Assistant Principal; plan and provide for Later Gator after school program implementation

HS Co-op Director - Support Principal; establish a wholesome spiritual and emotional atmosphere that will characterize the school vision and mission emphasizing faith, family, and academics; support student spiritual development, including a plan for daily student devotional; create student/teacher schedules; oversee teaching staff; plan curriculum; arrange for substitute teachers as needed; establish sub binders and emergency lesson plans; oversee parent care/questions; manage student concerns; lead supervision of arrival, dismissal, car loop; teacher coaching and performance evaluation in collaboration with Principal; support parent creation of student transcripts; create and implement admissions/enrollment procedures along with Principal and CCS Admissions Director; collaborate with Business Director on all financial matters; write policies and procedures in collaboration with Principal and Director of Operations; work with Director of Operations to maintain student/teacher/administration utilization of FACTS

Teacher (PreK/Elementary/Middle School/High School Co-op) - Perform all duties of classroom teacher including lesson planning; posting lessons on LMS in the required timeframe; student assessment; ongoing communication with parents; administer MAP assessments up to three times per year; complete required professional development; attend required staff meetings; agree and adhere to teacher Protected Day policy; nurture students in a Christ-honoring way, demonstrating through word and deed an exemplary Christian lifestyle while developing a loving Christian community within the classroom

Teacher (Enrichment) - Provide engaging enrichment lessons for students; plan lessons that are concise yet delve deeply into subject matter; support diverse student learning styles; mirror God's creative world to students via content and teacher/student relationship; student assessment

Teacher Aide/Administrative Assistant - Assist teacher with all lessons and activities; perform clerical duties like taking attendance, grading tests and homework, and other record-keeping and instruction tasks; monitor student behavior in the classroom, cafeteria, playground, and on field trips; assist with morning carloop, afternoon carloop, and lunch supervision; maintain professional relationships with teacher and parents; print Sea Star award certificates; send monthly parent notification to Sea Star award recipients

Parent-Teacher Liaison - Facilitate communications between parents and teachers as needed; Parent Partner coordinator; Room Mom coordinator; assistant to administrative staff; oversee communications among class groups of parents; assist in management and distribution of curriculum materials

Director of Operations and Technology - TWC liaison; online billing coordinator; FACTS SIS and LMS System management and training; Weekly Reminder email; extra-curricular coordinator; technology manager: Chromebooks, laptops, TVs, software, etc.; schedule and execute required emergency drills and crisis responses

Business Director - Policies and procedures; purchases; accounts; manage Admin email account; employee onboarding and exiting procedures; background checks; oversight of annual budget and payroll; complete bookkeeping tasks; front desk supervisor

Director of Admissions - Advertise and manage admissions process; conduct information sessions and campus tours; communicate with prospective and newly-enrolled families; coordinate admissions placement testing using MAPs and other assessments

MAP Growth Testing Coordinator - Schedule and organize school-wide administration of standardized assessments three times per year; coordinate distribution of assessment results to teachers and parents; train teachers in assessment online platform

Enrichment Coordinator - Plan and implement enrichment program for elementary and middle school; collaborate with Principal, APs, Director of Operations to create schedule, select enrichment courses, hire enrichment teachers within enrichment budget; oversee scheduling of grade level field trips and all-school field trips; organize Community Service opportunities

Front Desk Administrator - Greeter; Read-a-thon coordinator; administrative assistant; pizza lunch coordinator; room reservation coordinator; extra-curricular registrar; assist with first aid needs of students and staff; ensure classroom first aid kits are maintained and stocked

Accreditation Chair - Oversee accreditation standards and documentation; collaborate with accreditation agencies to maintain upstanding accreditation standards; plan and implement accreditation site visits

County Liaison - Collaborate with Principal, APs, and Teachers to implement necessary documentation of student progress in cases where this is required by Brevard County Schools; communicate with BPS representatives to ensure CCS remains in compliance with local requirements

Marketing/Social Media Coordinator - School Communications (Monthly Newsletter); marketing efforts (i.e. Social Media, Website, Yearbook); Annual Fund coordinator; manage recruiting publicity (staff vacancies and student vacancies)

Events Coordinator - Collaborate with Principal and Director Operations to develop annual calendar of school-wide events; plan and implement each event; create annual budget for events; recruit volunteers to assist with event implementation

Webmaster/Back Office - Maintain all aspects of school website, making regular updates as needed; support Principal and Administrative Staff with back office support

SECTION 3: 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 annually. 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 strongly desired***. At least one parent should attend, and both parents are strongly recommended to join us. Please understand that these meetings are of great value to our community and help foster our aim to operate as a closely connected body of believers, working to grow a flourishing school community that will serve students now and into the future.

Family Education and Community Service

We believe in the spiritual health and well-being of the entire family. The school will occasionally 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. Additionally, throughout the year, students will be presented with community service/mission opportunities and ways to support (financial or otherwise) local and international ministries.

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 Tuesdays and Thursdays. 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 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.

Expected Volunteer Participation

CCS has a long-standing tradition of prioritizing community, excellence in education, and the future of our school by planning and implementing events and fundraisers throughout each school year. These activities are well-received by CCS families as well as the broader community. Indeed, they deeply enhance the overall Coastal experience. Much time and energy is needed in order for our school to continue to be able to provide these special events. Therefore, all Coastal families are expected to support at least one event/fundraiser per year by volunteering their time to help plan and/or implement the event. Opportunities to sign up for these vital volunteer roles will be presented annually at Parent Orientation and/or Community Meetings.

Fundraisers

"Education is an investment, not an expense."

CCS tuition covers current costs of educating each student. While our families are blessed to receive PEP tuition reimbursement, the school operates independently of government funding or subsidies. Therefore, fundraising continues to be an integral part of Coastal Community School's future. Each year, the donations of those committed to the school's families, vision, and legacy are essential to our future continuity. Please prayerfully consider supporting each fundraiser with your time and resources. We will endeavor to wisely invest the funds raised, always being mindful of the love and sacrifice through which those funds have been made available to us. Together, let us work to ensure that Coastal Community School will continue to serve families like yours for years to come. In doing so, we will make an eternal impact on the Kingdom of God.

SECTION 4: 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 on campus school days do not compensate for lack of instruction at home. While assignments are listed briefly in the LMS lesson plans, the full 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 that are to occur at home. 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 by classroom teachers. If the problem persists, it will be addressed in a conference with the parents by the teacher and/or Assistant Principals. Missing assignments calculate as a zero in the gradebook for the purpose of clear communication.

How long does school take on a home instruction day?
Homeschooling times differ depending upon several variables, such as your child's motivation, temperament, academic level, etc. The hours designated to homeschooling (within the designated hours or *in addition to the designated hours*) may also include acceleration and/or intervention provided by the parent so that each student receives adequate support as intended through our unique model. In general, elementary teachers do not assign homework (unless there is unfinished classwork) in order to allow for parents to implement acceleration and/or intervention strategies as needed. 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):

- **PreK: None**
- **Kinder: 1 - 2 hours**
- **1st Grade: 2 - 3 hours**
- **2nd Grade: 2 - 3 hours**
- **3rd Grade: 3 - 4 hours**
- **4th Grade: 3 - 4 hours**
- **5th Grade: 3 - 4 hours**
- **6th Grade: 3 - 4 hours**
- **7th Grade: 4 - 5 hours**
- **8th Grade: 4 - 5 hours**

Grading Policy

Academic grades will be calculated based on the scales below.

General Guidelines for K-5 Grading:

- Grade Weight:
- Tests/Projects 50%
- Classwork: 20%
- Homework: 30%

- 3 Point Grading System K-5:
- C: Complete 100%
- IC: Incomplete 70%
- M: Missing 0%

General Guidelines for 6-8 Grading:

Language Arts 6/7:
Tests/Projects 50%
Quizzes/Essays 30%
Homework/Classwork 20%

Language Arts 8:
Tests/Projects 50%
Final 15%
Quizzes/Essays 20%
Homework/Classwork 15%

Math 6:
Tests/ Quizzes 65%
Homework/Classwork 35%

Math 7:
Tests/Quizzes 70%
Homework/Classwork: 30%

Math 8::
Tests/Quizzes 60%
Final 15%
Homework, classwork 25%

History 6/7:
Tests/Projects 50%
Written assignments, homework, classwork 50%

History 8:
Test/Projects 50%
Final 15%
Homework, classwork, quizzes 35%

Science 6/7:
Tests/Projects 50%
Homework, classwork, labs, quizzes 50%

Science 8:
Tests/Projects 50%
Final 15%
Homework, classwork, Labs/Quizzes 35%

Geography 6th, 7th, 8th:
Tests 50%
Homework/Classwork/Quizzes 50%

Bible 6/7/8:
Tests, Quizzes 50%
Classwork, homework, participation, memory work, quizzes 50%

Teachers will be distributing grades by weight, with tests/quizzes/projects weighing more than daily school assignments and homework assignments. Please understand that grades are a way to communicate academic progress and mastery as evidenced by quizzes, tests, and special projects. Additional data from standardized assessments and behavior observations (e.g. effort and motivation) are additional items that contribute to a child's total academic portfolio and will be reported to parents via assessment reports and end of semester report cards.

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 is expected to be completed and turned in based on the following guidelines. When a student misses one day (M-F), an additional one day (M-F) is given for missing work to be turned in without penalty. Likewise, if two days are missed, two days are given before the assignment is marked late, etc. Assignments will be due based on this standard regardless of whether the new due date is a home instruction day or an on campus day. Based on grade level and teacher discretion, teachers will communicate their expectation for a digital submission if the adjusted due date is on a Monday or Friday. An *excess* of missing assignments or evidence of lack of work commitment/completion at home will be addressed by the teacher. If the problem persists, a conference with the parents and the teacher and/or Assistant Principal will be scheduled. Certainly, extenuating circumstances will be considered and an appropriate plan will be put in place in the event an extended absence is necessary. In the case of an extended absence, parents should notify the classroom teacher. Assignments will not be provided in advance, but students and parents can use the LMS to remain current with classroom and home assignments.

Late Work

At Coastal, much effort goes into planning and orchestrating student work that is to be completed on campus and work to be completed at home. This is an integral and beautiful part of our program and partnership. However, when students struggle with turning in assignments late, this poses a hardship on the entire system. First, students will fall behind in making progress if work is not being completed in a timely manner. Second, teachers need to be able to expect that students have completed assignments on home days in order to be confident and ready to continue teaching on Tuesdays with assurance that the Monday/Friday lessons have been completed. Therefore, Coastal has a Late Work policy to communicate the critical importance of upholding the things that make this model work. Please refer to the policies below for information regarding how late work will be handled appropriate to grade levels. Please also know that extenuating circumstances happen, and if applicable, they are always considered prior to the execution of any of the policies stated below. In these cases, please communicate directly with the classroom teacher.

Late Work Policies

K-2 Late work in grades K-2 will not be penalized unless it becomes a recurring problem. At teacher discretion and with communication with parents, a child may receive reduced credit for assignments turned in late when it is determined that the behavior is resulting in impeded progress. If needed, a parent teacher conference may be scheduled to determine the cause of the problem and seek to resolve it.

3-5 If a student turns in work late, there will be a grade reduction unless the absence is due to an illness or extenuating circumstances as stated above. The policy listed below is designed to reinforce the behavior of turning in work on time for the reasons stated above.
Day 1 Late - 10% deduction
Day 2 Late - 50% deduction
Day 3 Late - An M (missing) will be inserted into the grade book, which equates a zero, to inform parents of the missing assignment. If a student turns in the assignment, the grade will be updated to reflect up to 50% credit.

MIDDLE SCHOOL 6-8 If a student turns in work late, there will be a grade reduction unless the absence is due to an illness or extenuating circumstances as stated above. The policy listed below is designed to reinforce the behavior of turning in work on time for the reasons stated above.
Day 1 Late - 10% deduction
Day 2 Late - 50% deduction
Day 3 Late - An M (missing) will be inserted into the grade book, which equates a zero, to inform parents of the missing assignment. If a student turns in the assignment, the grade will be updated to reflect up to 25% credit; however, after two weeks have passed, the M will be replaced with a zero and no work will be accepted.

Two additional notes about **Grading, Missing Work and Late Work**:

- Regular 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.
- For Middle School students, please refer to the syllabus for each course for more detailed information about each teacher's grading policy.

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. An email will be sent to parents containing a link to the student report card. *PLEASE NOTE: The link provided has an expiration date. The link will remain active for 2 weeks. Print or save report for long term storage. After the link expiration date, there will be a $5.00 service charge billed through FACTS. Please use THIS LINK to pre-pay and access the report.*

Parent conferences with teachers are scheduled in the fall and spring semesters on an as-needed basis. These can be 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. Likewise, teachers may recommend that parents accelerate students who are exceeding mastery of standards.

Standardized Assessment

As a part of our academic program, students will participate in standardized academic assessments up to three times throughout the school year. An email will be sent to parents containing the student assessment report. *PLEASE NOTE: There are some cases where the report file is so large that it will be delivered via mail drop. Accessibility to the link will include an expiration date. Please be sure to download and save the assessment results immediately for your records. After the link expiration date, there will be a $5.00 service charge billed through FACTS. Please use THIS LINK to pre-pay and access the report.*

Accommodations for Students with Disabilities

Upon request, Coastal Community School provides reasonable accommodations to students who need an accommodation for disability. The School considers each request on an individualized basis, taking into account the particular facts and circumstances. Coastal Community School will make necessary and reasonable accommodations for students with disabilities, unless doing so would fundamentally alter the nature of the School's program, would create an undue burden on the School, or would pose a direct threat to the health and safety of any member of the community, including the student themselves.

As a small, community-focused school, Coastal Community School has limited resources and financial means available to implement certain types of student developmental and learning supports in the classroom. Therefore, some accommodations or learning supports that may have been provided at a student's previous school may not be feasible at Coastal Community School.

Not all students who would like to have testing accommodations are eligible to have accommodations. Parents who are seeking testing accommodations for their child must submit a neuropsychological evaluation conducted by a professional experienced in conducting evaluations of this nature. Outside evaluators are expected to conduct diagnostic evaluations using research-based and evidence-based practice, always following best practices for assessing areas of concern. Evaluators should hold appropriate, current certification or licensure and be qualified to evaluate the condition(s) diagnosed.

In addition, and because evidence of a disability must extend beyond performance on a diagnostic evaluation, Coastal Community School will also assess whether there is evidence of significant challenges or learning style issues in real-world settings, including in the classroom and as demonstrated by such indicators as academic function observed by teachers and the student's ability to complete tests within time limits.

Because the decision of whether to grant an accommodation is an individualized assessment and because the need for an accommodation can change over time, evidence of a student having received testing accommodations by a previous school or on a previous standardized test is not sufficient basis for the student to be granted accommodations at Coastal Community School. Coastal Community School will review the evaluations, as well as other information provided, when determining the need for accommodations.

It is customary for evaluators to make a variety of recommendations for the student and family to follow outside of the school environment and beyond specific testing accommodations. Examples would be psychotherapy, working with a learning specialist, vision therapy, etc. In addition to evaluating the report and the student's real-world performance, Coastal Community

School will look for evidence that the family and student are following those recommendations outside of school, in addition to seeking accommodations at school. Coastal Community School will communicate with the family as to whether or not the accommodation request is granted and, if granted, the nature of the accommodation that will be provided.

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. Please refer to the Coastal Community School Dress Code for appropriate attire on PE days.

Field Trips

Students will have the opportunity to participate in field trips. It may be 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.

SECTION 5: ATHLETICS & FINE ARTS

Philosophy of Christian Athletics and Fine Arts Clubs

At Coastal Community School, athletics and clubs are an extension of our mission to glorify God in all things. We believe that sports and fine arts clubs provide a powerful platform for developing Christ-like character, discipline, teamwork, and perseverance. Our coaches, athletes, and musicians are called to compete, practice, and perform with excellence, humility, and integrity — seeking not only victory on the scoreboard or success in musical accomplishments and leadership, but growth in faith, relationships, and witness.

Success and winning is celebrated, but it is not our highest aim. Instead, we pursue spiritual maturity, servant leadership, and the transformation of hearts through every practice, game, and team/club experience. We encourage our athletes and musicians to honor God in their effort, respect their opponents, and reflect the love of Christ on and off the court.

Program Offerings: Athletics and Fine Arts Clubs

- **Elementary (1–5):** No-cut, focus on participation, learning basics, and performance
- **Middle School (6–8):** Strengthen skills, sportsmanship, performance, team play. No-cut preferred.

Playing Time and Performance Opportunity Philosophy

Playing time and performance opportunities are based on **effort, participation, readiness, and competitiveness**. No set formula applies; it is coach/director-directed with Christ-like attitudes expected.

Chain of Communication

1. Coach/Director
2. Athletic Director/Enrichment Coordinator
3. Administration

Conflict Resolution

Follow **Matthew 18 principles** for handling conflict. These principles are outlined in the Conduct section of this Community Handbook.

Eligibility

- Academics: Athletes/Musicians must maintain a C average. Students on intervention plans are case-by-case.
- Attendance: Athletes/Musicians must be present during the school day for at least 5 class hours unless excused.
- Behavior: Poor conduct, attitude, and/or sportsmanship at practice, games, and/or performances may result in ineligibility. Athletes/Musicians who receive consequences for poor conduct at school may be suspended from a team/club temporarily or permanently.

Athletics and Club Fees

All sports/clubs fees cover operational costs and are non-refundable. Additional expenses for things like student gear, travel, and meals are not covered. Fundraisers may be implemented to help cover team/club expenses, but all fundraisers must be approved by the Principal in advance.

Practice, Games, Performance

- Attendance is mandatory. Please notify the coach/director in advance if your athlete/musician needs to miss practice, a game, or a performance.
- Practice attire must follow school dress code guidelines.
- Game/Performance day dress during school hours requires the school uniform unless otherwise approved by the Principal.

Uniforms

All school-issued uniforms must be returned in good condition. Damaged or lost uniforms will result in uniform replacement fees billed in FACTS.

Facilities and Transportation

Athletes, musicians, coaches, and directors will maintain cleanliness and respect for locker rooms, equipment, gym spaces, and performance venues. This is important at all times, especially when CCS is the visiting team/club. For away games or performances, school-transportation is not available. Parents must arrange carpools independently.

National Anthem

All Coastal athletes, musicians, and supporters are expected to stand respectfully for the National Anthem when it is played at competitions or music events.

SECTION 6: 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 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.

Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years.

Furthermore, we expect that both parents/guardians support the foundational principles behind Coastal Community School, that the parents and school are in partnership to provide the best possible education for the children. To that end, each parent or guardian, whether married, unmarried, divorced, or separated, agree to commit fully to home school instruction while their child is in their physical custody to support their child's education. Failure of one or both parents to fulfill their home instruction obligations may result in dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years.

Unless notified otherwise, the School will presume both parents are permitted to attend school activities and be provided with information and report cards with respect to their child. The School will also presume that both parents are entitled to be involved in their child's schooling, and both parents must agree and authorize a child's enrollment and/or withdrawal from a school.

Is it not the intention of the School to become involved in familial disputes. However, should custodial arrangements and school access between the parents change, the School expects that both parents will inform the School of the change and any relevant restrictions. Information of this nature is kept strictly confidential.

Parent-School Cooperation

A positive, collaborative, and constructive relationship between the School and Parents or other individuals interacting with the School and/or School community by virtue of their relationship with the Student is essential to the mission of the School.

Thus, if the behavior, communication, or interaction on-campus, off-campus (including during School-sponsored events), or via digital or electronic means (including, but not limited to, listservs or online forums) of Parents or other individuals interacting with the School and/or School community by virtue of their relationship with the Student is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with the School, including but not limited to disagreement with its decisions, strategies, policies, procedures, responsibilities, delivery of the program, strategic initiatives, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, threatens the health safety or well-being of another member of the school community, or is inconsistent with commitments shared by members of the community, Parents understand and agree that the School has the right to dismiss the Student from the School, the School property, a School event, or other such restriction or action as determined in the School's sole discretion. In addition, Parents understand and agree that the School has the right to place restrictions on the Parents' or other affiliated individuals' involvement with or activity at the School, on School property, or at School-related events, if such Parents/individuals engage in behavior that the School determines in its sole discretion to warrant such a restriction.

"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 reach out to anyone on the Administrative Team via email to schedule an appointment.

Parent Conduct Expectations

As partners in Christian Education, parents are expected to support the vision, values and policies of the school with a spirit of unity and respect. We ask that all communication with staff, coaches, and other families be conducted in a manner that is Christ-honoring — marked by grace, humility, and mutual respect.

Disagreements or concerns should be addressed privately, constructively, and through the proper channels. We encourage parents to model integrity, self-control, and a commitment to peacemaking, recognizing their vital role in shaping a positive and God-honoring school culture.

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.

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	Out of seat Disruptive Other:	Spitting Aggression Other: Repeated Level 1 behaviors	Sexual Harassment Inappropriate Physical Touch Bullying Leaving Premises Theft Violence (self/others) Other: Repeated Level 2 behaviors
Verbal	Loud/yelling Disruptive Disrespecting other student Other:	Name calling Inappropriate language/gestures Disrespecting teacher Other: Repeated Level 1 behaviors	Verbal bullying Cursing Other: Repeated Level 2 behaviors
Property	Littering Other:	Misuse of school equipment/ materials Other: Repeated Level 1 behaviors	Vandalism Breaking/Destroying school property or others items Other: Repeated Level 2 behaviors

Other	Cheating, incl. use of AI Chewing gum/candy w/o permission Use of personal electronic device w/o permission Dress code violation Breaking rules in lunch room Other:	Lying Poor attitude Inappropriate behavior in bathroom Misuse of technology in classroom Other: Repeated Level 1 behaviors	Forgery, inc. use of AI Plagiarism Possession of drugs/Alcohol Skipping school Plagiarism Gross disrespect Possession of a weapon Possessing or viewing of inappropriate videos/pictures Other: Repeated Level 2 behaviors
	Level 1	Level 2	Level 3

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. The discipline imposed for any infraction is governed by the nature, frequency and severity of the particular infraction. Initial action will begin at a higher level for serious offenses. It is possible in some cases for there to be multiple sanctions, depending on the situation and the severity of the violation.

When a behavior offense occurs, it will become part of the student file. The teacher/administrator will notify parents via 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 referring teacher will complete a Behavior Incident Report and submit it to administration. The administrator will then discuss with the student the incident and develop a character goal for future improvement. The Student Behavior Incident Plan will be signed by both the student and administrator and will be sent home for the parents to review, sign, and return to school. This must be returned within one 'on campus' day.

In certain situations, the School may take swift action to prevent possible harm to a community member or the community, including harm to self. The School’s action will be as limited in scope and time as practicable to ensure that the rights, safety, and privacy of all involved are protected to the greatest extent possible. Such steps may include temporarily withdrawing particular students from school and/or school activities while conducting the investigation or requiring a mental health evaluation for a particular student.

Serious conduct violations or repeated violations may result in the student’s removal from the School. As in all matters involving student conduct, Coastal reserves the right to suspend or remove any student whose behavior is, in the School’s judgment, a threat to the well-being and safety of the Coastal Community School community, whether or not it violates a specifically stated rule. In the rare case that this occurs, the 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. Our Character Education program teaches and reinforces Christ-like behaviors and

attitudes. While these behaviors can be recognized and reinforced in the classroom, we also want students to have opportunities to shine outside of the classroom as well, such as at recess, lunch, during special programs or even at Car Loop! In Elementary School, teachers may award students with “Sea Star Bucks” for demonstrating positive character. In Middle School, teachers may reward students with "Dolphin Dollars." Students are then allowed to spend their Bucks/Dollars in a store operated by the Assistant Principals. Christ-like character traits are taught and encouraged on campus and at home. Students will be rewarded for their demonstration of this character trait as staff members notice an “above and beyond” behavior and Christ-like attitude in your child. We love to celebrate these moments throughout our days on campus!

Athletic and Fine Arts Clubs Code of Conduct

The Coastal Community School Athletics and Fine Arts programs seek to glorify God through practice, performance, and competition while developing students’ physical, mental, emotional, social, and spiritual gifts. They support character, integrity, leadership, and teamwork while reinforcing the school’s vision. God-honoring conduct is taught, modeled, and expected at all times. ALL students and families are required to read and sign the Coastal Community School Athletic and Fine Arts Code of Conduct located at the end of this handbook. This covers students who participate in fine arts and/or athletics as a musician, athlete and/or spectator.

SECTION 7: POLICIES AND PROCEDURES

Attendance Policy

Consistent attendance and timeliness 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.

Frequent absences, tardies, and inconsistent attendance negatively impact academic progress and classroom routines. We understand absences/tardies for reasons of illness or family emergencies are unavoidable, but all absences and tardies still take a toll on a student’s progress and participation in the community model. **Attendance includes instruction completed at school *and* home.** Coastal Community School students are participating in 170 total school days.

If an extended absence is anticipated, parents must notify the classroom teacher. Assignments will not be given in advance, but the parent and student will use the LMS to remain current on classroom and home assignments.

General Attendance Policies

1. If student absences reach **6 missed days in any given semester**, FACTS will automatically generate an email alert to parents and the student's assistant principal. If a 9th absence occurs, a meeting between the Principal, parents, and any other necessary staff will be scheduled in an attempt to correct the situation.

2. Students with **9 absences or more per semester (18 total absences per year)** risk eligibility for future enrollment at Coastal Community School.

3. 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 frontdesk@coastalcommunityschool.com. [Subject: **ABSENT – Student’s Name**].

4. **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.

5. When a student is absent, it is the responsibility of the parent and the student to note assignments in the LMS, make up the work missed, and be prepared for class when he/she returns. Please use information in FACTS to guide students in keeping up with their assignments. Teachers will not provide additional resources in advance of student absences. Once students return to class, they 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.

6. Extended absences should be avoided as much as possible. 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. In the event an extended absence is unavoidable, parents and students must rely on the LMS to remain current with classroom and home assignments. Teachers will not provide assignments in advance.

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 teachers, other students, and administrators. 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 for PreK/Elementary School and at 8:15 am for Middle School. Students who are not present by 8:30 (PreK/elementary) or 8:15 (middle) are considered tardy. **Drop off begins at 8:15 (PreK/elementary) and 8:05 (middle).**
2. **Six or more tardies per semester** is considered excessive and may warrant administrative attention. If student tardies reach **6 late days in any given semester**, FACTS will automatically generate an email alert to parents and the student's assistant principal.
3. Students arriving after the school day has begun must report with a parent to the **WELCOME CENTER** to check-in and receive a tardy slip to give to their teacher prior to entering class.
4. Students with **9 tardies or more per semester (18 total total per year)** risk eligibility for future enrollment at Coastal Community School. If a 9th tardy occurs, a meeting between the Principal, parents, and any other necessary staff will be scheduled in an attempt to correct the situation.

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

1. *"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.
2. *"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.
3. *"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?
4. *"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
- Late pick up is considered 3:10 pm (Elementary School) and 3:20 (Middle School) and beyond.

If persistent late pick-ups occur, a meeting will be scheduled between the parent and school administration to discuss the issue and commit to agree upon a solution.

End of Day Check-outs

Coastal is unable to accommodate last minute student check-outs between 2:30 - 3:00 pm unless there are extenuating circumstances. If you need to pick up your child early, please arrive at the Front Desk no later than 2:30 pm. If you know you are checking a student out early, please alert the teacher and the Front Desk Administrator first thing in the morning so she/he has a chance to help prepare students. You may email the Front Desk Administrator at frontdesk@coastalcommunityschool.com.

Closings and Delays

Closings and delays may be necessary due to a variety of reasons, including storms, lightning, and unusual campus conditions. Interruptions of school days and/or car loop procedures will follow the closing and delay decisions of Brevard County Public Schools. As a hybrid school, if closing campus becomes necessary, we may implement a home instruction day. The school administration, along with the School Resource Officer, will make these determinations based on available information and in deference to what is deemed best for the entire community in any given situation. In the event of moving to a home instruction day due to weather, teacher flexibility is required and may call for the need to post additional lesson plans in the LMS.

Hurricane Make-up Days

As we live in a hurricane prone location, the possibility of needing to close school for hurricanes is likely. Therefore, the Board of Directors builds two days per year into the calendar as Hurricane Make-Up Days. These generally fall at the beginning of our Thanksgiving Holiday and at the end of the Christmas/New Year Holiday. If no school cancellations were necessary due to hurricanes, these days will remain as days off. However, they are to be protected in the event we need to use them. All teachers and staff are expected to be present if this becomes necessary.

Student Dress Code/School Uniforms

TUESDAYS/THURSDAYS

- Coastal Community School collared shirt or dress
  - Purchased only from Lands' End (see ordering instructions below)
- Solid chino/"chino look" material bottoms (pants, skirts, skorts, jumpers, shorts)
  - **Solid** black, navy, gray, khaki/tan colored
  - Shorts, skirts, jumpers, skorts must be **beyond fingertip length**
  - **Solid** black, navy, gray, khaki/tan colored leggings worn under shorts or skirts, optional

- **Shorts MUST be worn under skirts that are not skorts**
- "Sensory-friendly" chino-look uniform bottoms in the above colors are approved
- Cargo pockets are okay

WEDNESDAYS

- Blue Coastal Community School t-shirt or polo style shirt
  - Provided free for new students, replacements sold by PTL
  - CCS team sport shirts and Moonlight 5k shirts are also considered acceptable
  - Uniform bottoms as stated above

PE DAYS

- Athletic shoes ONLY. No crocs, backless shoes, boots, or rainboots
- Only shorts, pants, or skirts/skorts with full length leggings underneath.

NO UNIFORM DAYS

**These special days (once/month and on other special occasions) allow for a more relaxed dress code. However, ALL attire must meet requirements for appropriate length and fit.*

- Sweatpants, sweatshirts, t-shirts and loose jeans are a YES
- Tank top shoulders must be a minimum of three fingers wide
- School-appropriate t-shirt graphics only
- No holes and/or rips above the knee in jeans
- No leggings/jeggings/tights with T-shirt only…may be worn under shorts/skirts
- No pajamas or pajama bottoms

FOOTWEAR

- Closed-toe shoes are required for health and safety unless exceptions have been approved by administration for special school and/or classroom events.
- Athletic shoes must be worn on PE days.
- No slippers

COOLER WEATHER OPTIONS

- Approved long-sleeve shirts with Coastal logo from Lands' End
- Long-sleeve solid colored shirt under a Lands' End polo shirt with Coastal logo
- **Navy blue** zip-up hoodie and cardigan style sweaters ordered at Lands' End with Coastal logo *You may purchase an iron-on logo patch and apply it to a navy full-zip jacket ONLY. These patches are available at the front desk for purchase. Patches are NOT acceptable for use on a core uniform shirt.
- Outdoor jackets and coats worn outside at recess on cold days can be any brand/color.

UNACCEPTABLE AT ANY TIME

- Skin-tight clothing
- Skirts without shorts/leggings underneath
- Unnaturally colored hair (purple, green, etc)
- Hats unless given special permission for certain occasions

FIELD TRIPS

- Coastal Community School T-Shirt or polo style shirt
- Bottoms of choice (appropriate length)

All Coastal logo items must be purchased from Lands' End (ie. shirts, dresses, enrichment shorts). All other items may be purchased anywhere. For security purposes, the outermost layer of the student's top must have the logo when students are on an off-campus field trip. This does not include winter coats worn to

school or on the playground at school.

Instructions for Ordering:
Go to: **http://www.landsend.com/**
Click on: **School, Find Your School, Search by number: 900169640**
Enter information for your student and "save school"
Create your account, sign in, and start shopping

Please order uniforms soon to ensure delivery before school starts! Summer is Lands' End's busiest season; it can take several weeks for order fulfillment and delivery. Thank you in advance for your timely attention to this matter.

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.

Thank you for your support as we seek to establish a respectful and Godly academic environment where modesty is understood to be demonstrated not simply through one's clothing but also in one's posture of humility and devotion to the Lord.

Community Health and Safety

Coastal Community School reserves the right, in its sole and exclusive discretion, to implement any and all policies or procedures which it deems necessary to protect the health and safety of the School community. Examples of such policies or procedures may include, but are not necessarily limited to, modifying the method of delivery of its program, restricting or limiting access to campus, and/or requiring additional health screenings or immunizations. Parents specifically agree to comply with any and all such policies or procedures as the School may implement.

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 100º 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. 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 or her 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. Students are not allowed to carry any prescription or over the counter medication on their person. *Administration will determine whether medication can be given by school staff on a case by case basis*. 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. All parents are automatically background checked by our School Resource Officer in order to complete Parent Partner volunteer hours. If any family needs an additional adult to participate in the Parent Partner program, that adult will also need to have a background check. The additional background check fee will be billed to the family FACTS account. Staff, teacher, and substitute teacher background checks and fingerprinting are required and are more extensive than those completed for parents/volunteers. All parents, visitors, staff 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 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.

Emergency Reunification Plans

CCS maintains a comprehensive, written Crisis Plan. 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.

School Resource Officer

Coastal Community School is blessed to have the resources to employ a School Resource Officer through the Brevard County Sheriff's Office. This officer will be on campus throughout the week while school is in session. As part of the SRO duties, the officer will collaborate with the Principal and Director of Operations regarding all school security matters. While this officer will surely become an important member of our community, please respect the fact that the officer is working while on campus. Please treat the officer with utmost respect at all times and do not impede the officer in any way from performing his/her tasks each day.

Mandatory Reporting of Child Abuse

Student safety is Coastal Community School's number one priority. As an educational institution, Coastal employees are mandated by the State of Florida to report to the appropriate law enforcement agency suspected cases of child abuse or neglect as soon as possible. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to documents, records, information, and recordings, such as of virtual classes, and surveillance video.

Appropriate Student/Adult Interactions

Our students and adults (teachers, administrators, staff members, parents, volunteers, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Coastal Community School expects all adults on campus to remember their responsibility to serve as role models to Coastal Community School's students, at all times. Similarly, Coastal Community School is committed to ensuring the well-being, safety, and protection of each of the students entrusted to its care. Coastal Community School employees, volunteers, and community members are expected not only to refrain from engaging in impropriety, but to avoid *even the appearance* of impropriety.

To help ensure the safety of all Coastal Community School students, it is imperative that students, their parents/guardians, and other members of the School community similarly understand the standards for appropriate interactions between adults on Coastal Community School's campus and its students so that they can identify and report to the School when inappropriate conduct occurs. If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the administrator of the division. Further, students and their parents should promptly notify the Principal if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications; online gaming, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, relationships, etc.);
- Discussing details about their own personal lives (such as their social lives, relationships, or health status) to students;
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;

- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips, fine arts or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking or allowing students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students
- Providing students with alcohol, tobacco, drugs or other mind-altering substances; or
- Vaping, smoking, or drinking with students

Off Campus Contact. All after-school and away from campus contact with students (including transporting students in an employee’s vehicle where there is no familial relationship with the employee, babysitting, going to dinner, etc.), unless in connection with a School-sponsored activity, must first be cleared with an employee’s supervisor or the Principal in each specific instance. (“Contact” is not intended to include unplanned and ordinary community encounters, such as seeing a student and her/his family at the grocery store.). Students are not permitted to babysit, pet-sit, house-sit, or perform any other types of work at employees’ homes except for in cases of familial relationships.

Similarly, Coastal Community School full-time teachers and employees may not tutor, babysit, or escort to and/or from home any currently enrolled students at Coastal Community School. Employees are also prohibited from house sitting, pet sitting, or providing any other types of services for Coastal Community School families in their homes.

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.

PreK & Elementary Students (PreK-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 who 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. 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 move to the right lane to let your student out in front of the Beach House. Please use caution when exiting the parking lot.

FAMILIES WITH BOTH MIDDLE AND ELEMENTARY STUDENTS will drop off Middle School students on the North side of the Beach House at the sidewalk near the playground. As you enter campus on the North Side, please stay to the RIGHT along the driveway so you can drop off your middle school student and continue behind the Beach House en route to drop your elementary student off as described above.

- **PreK**
  Drop Off 8:15 am - 8:30 am *Students will not be permitted out of cars until 8:15 am.
  TUES, WED, THURS: 8:30 am - 1:30 pm [Later Gators Aftercare (1:30 - 3:00 pm)]

- **Elementary (K-5)**
  Drop Off 8:15 am - 8:30 am *Students will not be permitted out of cars until 8:15 am.
  TUES, WED, THURS: 8:30 am - 3:00 pm

- **Middle School (6-8)**
  Drop Off 8:05 am - 8:15 am *Students will not be permitted out of cars until 8:05 am.
  TUES, WED, THURS: 8:10 am - 3:15 pm

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 (PreK/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. Students are not permitted to be dropped off at either car loop location prior to these times. Staff are unavailable to supervise students left unattended. No students/families will be allowed to enter the buildings 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.

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 PreK-5 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. 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 who do NOT have younger siblings in Elementary School will be picked up in front of the Beach House.

Parents with students in **Elementary and Middle** school will pick up ALL of your children at the overhang on the SOUTH side of the Boardwalk building. Please drive all the way behind the Beach House to access this area. **Please do not arrive at the carloop any sooner than 3:10 pm.**

Tuesday/Wednesday/Thursday:

- PreK dismissal at 1:30 pm (Later Gators 3:00 pm)
- K-5 dismissal at 3:00 pm
- Middle School (6-8) at 3:15 pm

    - 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 multiple cars loading at once. Please pull up to the next available spot marked by an orange cone.
    - 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. The Front Desk Administrator 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.

Late/Early Check Out Procedures

If you have to enter the building during school instructional hours (including late students), PLEASE enter at the Welcome Center (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 am (middle). **Students arriving after 8:30 am (elementary) / 8:15 am (middle) are considered tardy** and will receive a tardy pass to class once the parent has signed them in on the Late Check In list. If the child needs an escort to class, the Front Desk Administrator will assist with this. If the Front Desk Administrator has been temporarily called away from the desk, please call the Front Desk at 321.720.4342. If students have to leave early, they will be signed out by a parent/guardian 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 the only approved beverage in classrooms.** Refrigerators or microwaves are NOT available for students, so please pack lunches accordingly. Please inform your child that the sharing of any lunch items is prohibited.

- 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. Indoor spaces will be in classrooms.

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 need to bring a water bottle labeled with their names to school each day. Water bottles must be closed top (i.e. non-drip, no-spill). Snack time will be provided in the classroom each day. Please make healthy snack choices and avoid messy snacks and those containing a high sugar content. Send dry snacks only in order to help teachers keep the classroom clean. **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.

Responsible Electronic Device Use

All persons using Coastal Community School computer systems, or personal computers on school property or over the School's systems are required to abide by the following rules. All School rules—including rules regarding academic honesty, school and individual property, and harassment—apply equally to the use of computer systems, the Internet, email, and related resources. Conduct that would be prohibited if it occurred in person is equally prohibited when it occurs online or using technological means. Failure to comply with this Policy may result in the revocation of access privileges and disciplinary action. All computers should be used in a responsible, ethical and legal manner. The school reserves the right, with probable cause, to search the Internet history and a student's social media history and contacts (i.e. SnapChat, Instagram, TikTok). ALL students and families are required to read and sign the Coastal Community School Responsible Use of Technology Agreement located at the end of this handbook.

Student Responsible Electronic Device Use

We understand the value of tablet, cell phone and smart watch 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, cell phones and smart watches. No gaming devices are allowed. Please adhere to the following guidelines:

1. The student takes full responsibility for his or her device. 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.

Student Use of Third-Party Programs, Apps, and Online Services

Coastal Community School contracts with a variety of third-party software programs, apps, and online services that may collect personal information from students in order to provide services used by the school and our students. These services are governed by their own privacy policies. These services are available on devices to support effective communication, collaboration, and creativity while strengthening technology skills. Often, students are required to register by providing personal information such as a name, email address, and sometimes a student ID. Coastal Community School has consented to such collection of personal information on behalf of parents and guardians of Coastal Community School students. In addition, as a parent or guardian of a Coastal Community School student, Parents consent to these services collecting personal information from your student(s) by agreeing to the Community Handbook.

Inappropriate Content and Language

The School has the right to place reasonable restrictions on the material accessed or posted through the network using school-provided devices or personal devices. Students may not seek to bypass network restrictions by using a proxy site or some other technology, such as USB flash drives or file-sharing sites.

In addition, students may not use the school’s network to access, transmit, download, post or communicate the following: material that is obscene or includes vulgar or inappropriate language; pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death or bodily functions; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating or weapons; materials that is false or defamatory; or material that advocates participation in hate

groups or other potentially dangerous groups.

Students must promptly disclose to the Principal or any other employee with whom the student feels comfortable any message received that is in violation of the restrictions on inappropriate language and unauthorized activities.

If students mistakenly access inappropriate information, they should immediately report this access to the Principal or any other employee with whom the student feels comfortable. This will protect them against a claim that they have intentionally violated this policy. If they feel that the filtering software is blocking their access to an appropriate site, they should report this to the Principal or any other employee with whom the student feels comfortable.

Email Usage
All use of email must be consistent with the School's policies and procedures of ethical and legal conduct.

Students should refrain from using their School account for non-school related communications. All email accounts are owned by the school and access can be revoked at any time. Students should have no expectation of privacy when using a School email account or any IT resources. Students are responsible for securing access to their email accounts.

School's Right to Inspect
The School does not, and cannot, guarantee students that they will have privacy in their use of the School's computers, electronic mail systems, and related resources. The School may choose to review, disclose, modify, or delete information contained on any of its computers and related systems for a variety of reasons such as to conduct maintenance, upgrade systems, maintain system integrity, remove improper material, or investigate wrongdoing. Further, if the School is concerned that a student has violated school rules when using non-School computer resources or electronic mail accounts, particularly when such conduct relates to improper use of the internet to disseminate harassing or offensive materials, the School may request that the student and family permit access to their personal computer resources to investigate the matter.

Social Media
In accordance with federal law and developmental guidelines, we do not recommend permitting students under the age of 13 to use social media accounts. We expect that parents will work with their children to meet the established guidelines.

At the School, we teach students to:

- protect their identities online.
- respect themselves and others.
- most importantly, remember that the standards for ethical behavior online are no different from those offline.

Our students need help establishing boundaries and making good decisions when using social media. Parents can best help by setting clear rules about technology use and by maintaining regular oversight of their child's online activities. While we know children will make mistakes that they can learn from, the amplification of the Internet can make these mistakes more costly, especially for our students under 13.

Student Data and Privacy

Since more and more of our students' school work is saved on the Internet, making sure that their personal data and educational records are secure and protected is a task we take very seriously. It's important to note that any information shared on the Internet is at some risk of compromise, but we will do our best to protect privacy, while also teaching our students best practices in creating usernames/passwords and deciding what to share online and whom to share it with. We will work with families to make sure they are aware of the services our students are using, and the ways in which their data is being used. We will obtain parental permission before signing our students up for sites or services that require more than a name and email address, and we will make sure we do not engage with companies that sell our students' personal data to third parties, or use it for marketing purposes. By working to model positive attitudes about data and privacy for our students, we can teach them to be engaged, informed digital citizens.

CCS Board Resolution to Adopt AI

The CCS Board of Directors officially signed a resolution to responsibly adopt the use of AI for limited purposes at CCS. This decision was carefully and prayerfully considered, and a three-year implementation plan was approved. As a Christian community, Coastal will adopt limited use of AI with upper grade level students while operating with the following priorities in place:

- Christ-centered discernment
- Human-centered learning
- Academic integrity
- Student safety & privacy
- Partnership with families
- Guardrails for the community

During the 2026-2027 school year, AI use will include:

- Teachers and staff are permitted to use AI resources such as ChatGPT, Claude, and Magic School for streamlining work tasks.
- Students in grades PreK - 4 will have *no direct access to AI products at any time throughout their school day*.
- Students in grades 5 - 8 will have *limited, teacher directed access* at times, beginning with the completion of an AI Literacy course offered *Spring 2027*. Teachers choosing to incorporate AI in lessons will be limited to the school-selected and vetted educational product, Magic School. Lessons incorporating student use of AI will be submitted in advance to administration for approval, and teachers will follow these lessons with the submission of a review of the experience, including reflection and possible recommendations for future use.
- Students in grades 9 - 12 will have limited, teacher directed access at times. An AI Literacy course is not required, but teachers will make opportunities to instruct students in AI Literacy-related topics as relevant to their classroom use.
- Parents will be invited to several AI information sessions throughout the school year to maximize our partnership in education, share examples of possible AI uses in upper level student lessons, discuss adoption of AI as Christian stewardship and an expression of the cultural mandate given in Genesis, and to create awareness of student safety protocols.

As a Christian community, Coastal's approach to AI may be summarized by noting that at no time will AI replace the inherent value of human-led instruction and loving, supportive relationships developed between

teachers and students. In our efforts to educate and prepare students for life that includes AI for this generation, we believe it is critical that we equip students with an ability to understand and evaluate tools such as AI in light of a biblical worldview, teaching them to interact with them responsibly, ethically, safely, and in accordance with their Christian faith.

AI and Academic Honesty

Academic honesty, in the context of the use of CCS's approved product, Magic School, and other artificial intelligence tools ("AI Tools") means using AI Tools ethically, responsibly, and as intended to support the student's academic development. Accordingly, any AI Tool should only be used for assigned academic work with explicit permission and under the teacher's supervision and guidance. If permission to use AI Tools is granted, student work must include proper citations, as required by their teacher and in the same manner as any other source. **Use of AI Tools to submit assigned academic work generated by an AI Tool as one's own work violates this Policy and will be subject to academic and disciplinary consequences.**

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent ban on computer or Internet use, suspension or dismissal from school and/or legal action.

Liability

The School makes no guarantees for the service it is providing. The school will not be responsible for any damages a user may suffer. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for any financial obligations arising through unauthorized use of the system.

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.

Lost/Stolen Items

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.*

Shared Space Considerations

Due to our collective good stewardship and care of the Trinity Wellsprings Church facility, our lease has been renewed for the 2026 - 2027 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.

School Database

The School's database of personal, private, and/or non-public information about students and their families is confidential and use is restricted for School purposes only. Any use of such information by staff or students for reasons not related to School purposes may result in immediate dismissal from the School. This includes but is not limited to use of such information about students for the purpose of financial gain.

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.

SECTION 8: FINANCIAL AFFAIRS

State Scholarships

Scholarship Policies Compliance

Coastal Community School does not manage transfers of funds from individual scholarship accounts to the school's financial account. Were that ever to change, we would give parents at least 30 days prior notice of transfer of ownership of funds via FACTS communications. This is in accordance with section 1002.421(1)(p) Florida Statute.

As an approved Hybrid PEP School, Coastal Community School's tuition and fees are reimbursable through FTCPEP. The school does not receive endorsed scholarship funds from families. Were that ever to change, parents would be restrictively required to endorse the scholarship warrant or approve a funds transfer before any funds are deposited for a student, whichever may apply. This is in accordance with 1002.421(1)(f) Florida Statute.

It is the sole responsibility of families to stay up-to-date on scholarship compliance requirements, keeping family accounts current. Reading scholarship agency communications, reviewing parent handbooks and purchasing guidelines, and accessing help center tutorials will aid parents in this process. As needed, parents may contact the scholarship agency directly with personal questions. Coastal Community School is not responsible for these important parental tasks.

Enrollment Agreements

Enrollment is contracted annually. The school reserves the right to place each student in the grade level and courses it deems most appropriate for the student's school experience.

Enrollment implies specific behavioral and attitudinal responsibilities. The school reserves the right to suspend or dismiss a student at any time during the school year. Any student may be asked to withdraw from the school, or may be denied attendance in classes or other activities, if they:

- Neglect work;
- Fail to meet academic standards;
- Exercise poor citizenship on or off campus;
- Fail to cooperate, or whose parents fail to support the school, or whose actions contradict the Mission of the school; or

- Otherwise breach the enrollment contract.

In such an event, the parent or guardian will continue to be financially responsible for tuition for the year.

The School reserves the right to deny attendance in classes, participation in graduation activities, and release of transcripts and grades for students who have outstanding balances.

Withdrawal of Student

The operating cost of the school depends on the commitment each family makes to attend Coastal Community School. Execution of an enrollment contract constitutes a binding obligation for payment of fees in full. If an enrollment contract is completed and the student is withdrawn from the school for any reason after July 1, full tuition is still due, and any cancellation of further obligation or refund of paid fees is at the sole discretion of the School. Before any student withdraws, parents must complete a withdrawal form as well as attend a pre-withdrawal meeting with administration *(per financial agreement). *Brand new families at Coastal are given an opportunity to withdraw without financial penalty if withdrawal is completed by the date stated in the enrollment agreement and the school/family contract for each school year.*

Admissions/Re-Enrollment

The admissions/re-enrollment season at Coastal begins in January each year. Detailed information will be disseminated to all current families at that time. Re-enrollment for current students to move forward into the next school year begins in January. Readmission is on a first come, first served basis. Therefore, it is important that returning students apply for re-enrollment by the deadline stated in the enrollment documents if they want to be assured of early consideration and reduced registration fees. Re-enrolling students who have not completed the necessary forms by the specified date will be included in the regular enrollment process, including regular enrollment/registration fees. By January, an entire Admissions/Re-Enrollment Timeline will be distributed to returning families including all dates/timelines/fee breakdowns.

The enrollment process for new students extends from January through the end of Semester 1 of any given year, space provided. New student enrollment after the school year has begun can continue only until the beginning of Semester 2. At that time, new students seeking enrollment will be considered for the following fall semester. Prospective families will be given information on the admissions process and timeline. Any fees collected during the admissions process are not refundable. An application is a part of the admissions process but is not a guarantee of acceptance.

Admission and/or re-enrollment for each academic year is conditioned upon the student's satisfactory completion of the previous academic year, the School's receipt of any legally required and/or school-mandated immunization documentation, and Parents' payment of any outstanding balances due to the School for the Student and/or any other students for which either or both Parents have financial responsibility. Successful completion of the academic year shall be determined at the sole discretion of the School, assessing the student's progress in meeting academic requirements, with or without accommodations, general citizenship and any other factors that may affect the School and/or the Student. Current and/or past enrollment in the School does not ensure future enrollment. The School reserves the right to hold or revoke an enrollment contract for the next academic year if, in the School's determination, the student is consistently failing to meet the School's academic requirements.

Conditional Enrollment

From time to time, a student will be granted enrollment conditionally. For any number of reasons, academic, social, behavioral, etc., it may be determined that enrollment will be offered and continued based on certain criteria. Each Conditional Enrollment Agreement is drafted with the individual needs of the student in mind along

with a clear outline of expectations for the student, parents, and school. This is for the purpose of good communication, mutual understanding of expectations, and to foster a strong partnering relationship between parents and the school. In order to fully execute a Conditional Enrollment Agreement, a meeting is required between administration and the parents. In some cases, as is appropriate based on age, the student may be included in this meeting.

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.

Section 9: Agreements and Student/Parent Signature Page

Coastal Community School Responsible Use of Technology Agreement

Coastal Community School recognizes that access to technology in school gives students greater opportunities to learn, collaborate, communicate, and develop skills that will prepare them for work, life, and citizenship.

At Coastal Community School, we believe that personal integrity is vital to the success of our students in their spiritual, emotional, and intellectual growth. As a means to encourage our students to strive for God's best in their lives and in their daily experiences with technology, we ask our students to sign the *Responsible Use of Technology Agreement*.

In signing this document, you are committing yourself to intentionally living out your faith in genuine pursuit of God and the things of God, within the privilege of responsible technology use.

As a student at Coastal Community School, I agree with the following:

I recognize my obligation to use all networks and technology consistent with the policies and goals of this school and in accordance with federal and state laws. If I violate the *Responsible Use of Technology Agreement*, I am prepared to be held accountable for my actions. I understand misuse may result in loss of privileges, monetary obligations (replacement value of a Chromebook is assessed at $300 for the 2026-2027 school year), disciplinary action, and/or referral to legal authorities. *I understand that my use of the school system's technology and network is not private and that the school reserves the right to monitor my use to ensure compliance with this agreement*. I understand that the prohibited conduct described in this agreement is also prohibited off campus and that such off-campus violations may lead to disciplinary measures.

Responsible Use

- I will use the device for educational purposes only.
- I will care for the device by keeping it clean and by handling it carefully, so it does not get damaged. I will not vandalize or intentionally damage the Chromebook or any other technology available for my use. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any other agencies or networks that may be accessed.
- I will not download anything to make changes to the computer or interfere with the functioning of the network. This includes, but is not limited to, the uploading or creation of computer viruses.
- I will return the computer to charge at the end of the day in the same condition it was received.

Web Access

- I understand my access to the Internet will be restricted. *I will only access what my teacher has assigned. I realize my web browsing may be monitored and web activity records may be retained indefinitely*.

Communication

- I understand that if I am a student in grades 6-8, I will be provided a CCS email account in order to facilitate communication with my teachers and collaboration with other students. That email is part of the public record and may be monitored.
- I will be polite in my communications, and not use rude or offensive words or images.

Personal Safety

- I will never share personal information, including passwords, phone numbers, addresses, social security numbers, birthdays, or financial information without permission.
- I will not ask peers for their passwords or try to access their work to remove or change it. If I access it by accident, I will inform an adult.
- *If I encounter content online that makes me feel unsafe, or concerned for someone else's safety, I will bring it to the attention of an adult immediately*.

Cyberbullying

- I will not engage in online bullying of any kind. Bullying is an "act that is direct or indirect and severe, persistent or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) infringes on the rights or opportunities of an individual at school." Cyberbullying means any "act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications." Engaging in these behaviors or any online activities intended to physically or emotionally harm another person will result in severe disciplinary action and loss of privileges.

Plagiarism

- I understand that I may not take credit for any work I did not create myself, or misrepresent myself as an author or creator of something found online. I will cite the original creator for all ideas, words, images, audio, or video that I want to include as part of my work.

Resources:
Children's Internet Protection Act
https://www.fcc.gov/consumers/guides/childrens-internet-protection-act
Florida Department of Education Internet Safety
https://www.fldoe.org/safe-schools/related-topics/internet-safety.stml
Florida State Standards of Computer Science
https://www.cpalms.org/Standards/Computer_Science_Standards.aspx

Coastal Community School Athletic and Fine Arts Club Code of Conduct Agreement for Student Athletes, Musicians, Coaches, Parents, and Spectators

Coastal Community School recognizes the deep value of athletics and fine arts on student growth and development in all areas of life. Thus, we are proud to offer a robust athletic program including basketball, swimming, tennis, track, and cheerleading along with a brand new music/worship leadership club. We hope all community members will support our athletics and fine arts programs through participation as a musician, athlete, coach,director, or spectator. Therefore, we ask all members of the community to agree to our *Athletic and Fine Arts Code of Conduct Agreement*.

In signing this document, you are committing yourself to intentionally living out your faith in genuine pursuit of God and the things of God, within the privilege of participating in our athletics and fine arts programs.

As a student, parent, coach, director, and/or spectator in the Coastal Community School Athletic and Fine Arts Program, I agree with the following:

CCS Athletes and Fine Arts participants commit to honoring God through participation on a team or in a fine arts club. Conduct is expected to demonstrate spiritual growth (2 Tim 3:16-17), respect and encouragement (Phil 2:3-4), obedience and humility (1 Pet 2:17), sportsmanship and accountability (Gal 5:22-23), and living with integrity (1 Cor 6:19). Violations of these standards include behaviors such as substance abuse, academic dishonesty, and inappropriate conduct, including foul language and fighting. Violations of these standards will not be tolerated and may result in suspension or removal from the team or club. Students maintaining an average grade lower than a C will be on academic probation and prohibited from participation in sports events.

CCS Parents must agree to being supportive of all in attendance at practices, games, and performances. They will respect officials, coaches, directors, musicians, and all participants in attendance at games and performances. Shouting at coaches, players, performers and/or other parents will not be tolerated and may result in removal from the event. Instead, we are counting on parents to model good sportsmanship, audience membership, and God-honoring behavior and speech at all times.

CCS Coaches and Directors will prioritize student safety and character development. They will serve as positive influencers, fostering team unity and personal growth. Coaches and Directors will collaborate with parents and administrators, communicating openly and clearly in an organized and encouraging manner.

ACKNOWLEDGEMENT OF AGREEMENT with Community Handbook

I acknowledge that I have received a copy of the Community 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.

ACKNOWLEDGEMENT OF AGREEMENT with Student/Parent Responsible Use of Technology

Student

I agree to abide by the *Responsible Use of Technology Agreement*, striving to live by Godly standards with honor and responsibility when using technology.

Parent

I understand that my student will use technology as outlined in the *Responsibility Use of Technology Agreement*, and interact with technology as guided by teachers and staff for instructional content delivery, practice, and learning assessment. I understand I am financially responsible for any damages incurred to my student's loaned device.

ACKNOWLEDGEMENT OF AGREEMENT with Student/Parent Athletic and Fine Arts Code of Conduct

I understand the guidelines and policies stated in the Student and Parent Athletic and Fine Arts Code of Conduct for Coastal Community School. I agree to abide by the standards set forth in a manner that honors the Lord, my school, my teammates, other musicians, players, parents, and myself.

Please sign and return this page to your student's classroom teacher, acknowledging you have read, understand, and agree to the policies and procedures stated in the Coastal Community School 2026-2027 **Community Handbook**, the **Student/Parent/Coach/Director/Spectator Athletic and Fine Arts Code of Conduct,** and the **Student/Parent Acceptable Use of Technology Agreement.**

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, Tuesday, August 11, 2026. A separate signature page must be completed for each student.