Coastal Montessori Charter School

Board of Directors Meeting

Published on June 11, 2026 at 8:51 AM EDT
Amended on June 11, 2026 at 8:52 AM EDT

Date and Time

Monday June 15, 2026 at 6:00 PM EDT

Location

Coastal Montessori Charter School

This is the monthly CMCS Board of Directors meeting.

Agenda

		Purpose	Presenter	Time
I.	**Pledge of Allegiance**			
II.	**CMCS Mission Statement** **CMCS's Mission is to produce highly-educated, self-directed, socially-responsible citizens who work collaboratively, respectfully, and peacefully as individuals yet interdependent learners in a diverse and nurturing community.**			
III.	**Opening Items**			**6:00 PM**
	A. Record Attendance			1 m

		Purpose	Presenter	Time
B.	Call the Meeting to Order		Jessica Dent	
C.	Approval of Agenda	Vote	Jessica Dent	3 m
D.	Approval of Minutes	Approve Minutes	Jessica Dent	5 m

Approve minutes for Board of Directors Meeting on May 18, 2026

IV. CMCS FY26 Budget Update — 6:09 PM

A.	May Financial Reports	FYI	Trisha Gaskill	10 m

V. Finance Committee — 6:19 PM

A.	Update of Committee Members	FYI	Julie Dew	5 m

VI. Facilities Committee — 6:24 PM

A.	Update of Committee Members	FYI	Marshall Easterling	5 m
B.	Update on USDA Loan Process	FYI	Trisha Gaskill	5 m

VII. Governance Committee — 6:34 PM

A.	Update of Committee Members	FYI	Amanda Bailey	5 m
B.	Approval of FY27 CMCS Handbooks	Vote	Trisha Gaskill	15 m

1. CMCS Safety Procedures Handbook
2. CMCS Procedural Handbook
3. CMCS Employee Handbook
4. CMCS Parent Handbook
5. CMCS Student Code of Conduct

C.	Approve FY27 Meeting Schedule	Vote	Jessica Dent	5 m

VIII. Closing Items — 6:59 PM

A.	Next Meeting	FYI	Jessica Dent	5 m

July 20, 2026 at 6 PM at CMCS

B.	Adjourn Meeting	Vote	Jessica Dent

Please note that the Board may elect to take action on issues discussed during Executive Session prior to adjournment.

Coversheet

Approval of Minutes

Section: III. Opening Items
Item: D. Approval of Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on May 18, 2026

APPROVED

Coastal Montessori Charter School

Minutes

Board of Directors Meeting

Date and Time
星期一 五月 18, 2026 at 6:00 下午

Location
Coastal Montessori Charter School

This is the monthly CMCS Board of Directors meeting.

Directors Present
A. Bailey, J. Dent, J. Dew, J. Teachey, R. Dawson

Directors Absent
M. Easterling, R. Ferdon, R. Richardson

Guests Present
Andrea Zamorski, C. Bergeron, Jeremy Zamorski, Seth Strickland, Shaye Heiskell, Taryne Bruinooge, Tom Winslow

I. Election Results

A. Swearing in of New Board Members from April 2026 Election

John Teachey, Jeremy Zamorski, and Tom Winslow were sworn in by Rick Richardson.

II. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

J. Teachey called a meeting of the board of directors of Coastal Montessori Charter School to order on Monday May 18, 2026 at 6:00 PM.

C. Approval of Agenda

R. Dawson made a motion to approve the agenda.
J. Teachey seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Governance

A. Appointment of New Board Members

J. Dew made a motion to Appoint Seth Strickland and Jessica Dent to the board.
A. Bailey seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jessica Dent and Seth Strickland were sworn in my Rick Richardson.

B. Election of Officers

Motion to accept the slate into office for the 2026-27 school year by Tom Winslow.
J. Teachey seconded the motion.
Everyone was in agreement to keep the slate as presented. Jessica Dent, Chairman, Amanda Bailey, Co-Chairman, Julie Dew, Treasurer, Robin Dawson, Secretary.
The board **VOTED** unanimously to approve the motion.

IV. Finance

A. April Financial Report

Melissa shared the finance report comparing 2025-26 year to the 2024-25 year. CMCS is in good financial standing with a surplus of funds.

V. Housekeeping Items

A. PTO Report

Amanda Zamorski reported on several successful PTO initiatives during Teacher Appreciation Week, including providing treats for teachers. She also shared that Palmetto Giving Day was a success and expressed appreciation to the Candy Cottage and Calloway Estates for providing the seed funding that allowed CMCS to participate in the event.

Additionally, the grounds clean-up in partnership with Pawleys Island Community Church was highly successful, with 20 volunteers assisting in removing trash and old furniture from the campus.
Reminders were shared that End-of-Year Gift Club contributions are due by May 22, and the PTO will provide jump castles for Field Day on May 22.

B. Director's Report

Chris Bergeron reported that SCReady testing is concluding this week. He also shared that the CMCS Handbooks for the 2026–27 school year will be presented to the board for approval at the June meeting. Employee contracts have been distributed to staff.
In addition, Mr. Bergeron presented proposed meeting dates for the Board of Directors for the 2026–27 school year. The board will vote to approve the meeting schedule at the June meeting.

C. Board Committee Updates

Jessica Dent reviewed the roles and responsibilities of the Governance, Finance, and Facilities Committees and explained that board members will have the opportunity to select committees based on their interests and talents.
For FY27, Amanda Bailey will serve as Chair of the Governance Committee, and Julie Dew will serve as Chair of the Finance Committee. A chair for the Facilities Committee has not yet been selected.

D. Meeting Schedule for FY27

We reviewed the schedule and will vote on the proposed dates at the June meeting.

VI. Closing Items

A. Next Meeting

Next meeting is June 15, 2026.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 下午.

Respectfully Submitted,
J. Teachey

Please note that the Board may elect to take action on issues discussed during Executive Session prior to adjournment.

Coversheet

May Financial Reports

Section: IV. CMCS FY26 Budget Update
Item: A. May Financial Reports
Purpose: FYI
Submitted by:
Related Material: 2026.05 Financial Reports_CMCS.pdf

Coastal Montessori Charter School

Financial Report

May 2026

Prepared by Veris on June 11, 2026.

No CPA provides any assurance on these financial statements.

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Executive Summary

Revenue

May
$320,265
↘ Down 14% vs. Apr 2026

Fiscal YTD
$3,435,339
↗ Up 2% vs. Prior Year

Operating Expenses

May
$271,145
↗ Up 9% vs. Apr 2026

Fiscal YTD
$2,774,776
↗ Up 7% vs. Prior Year

Net Income

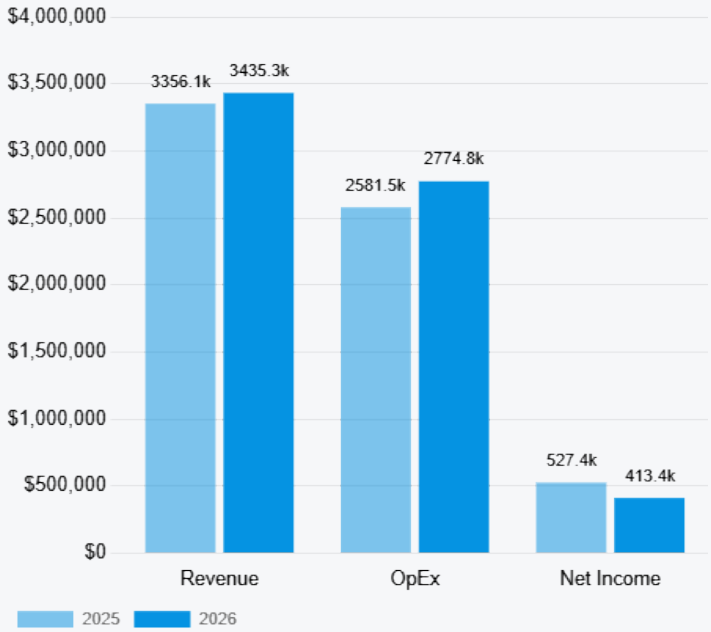
May
$26,652
↘ Down 74% vs. Apr 2026

Fiscal YTD
$413,425
↘ Down 22% vs. Prior Year

Key metrics

Bank Accounts	$3.4M
1000 Local Funding	$2,269
3000 Base Funding	$283,933
3001 State Funding	$15,477
4000 Federal Funding	$18,586

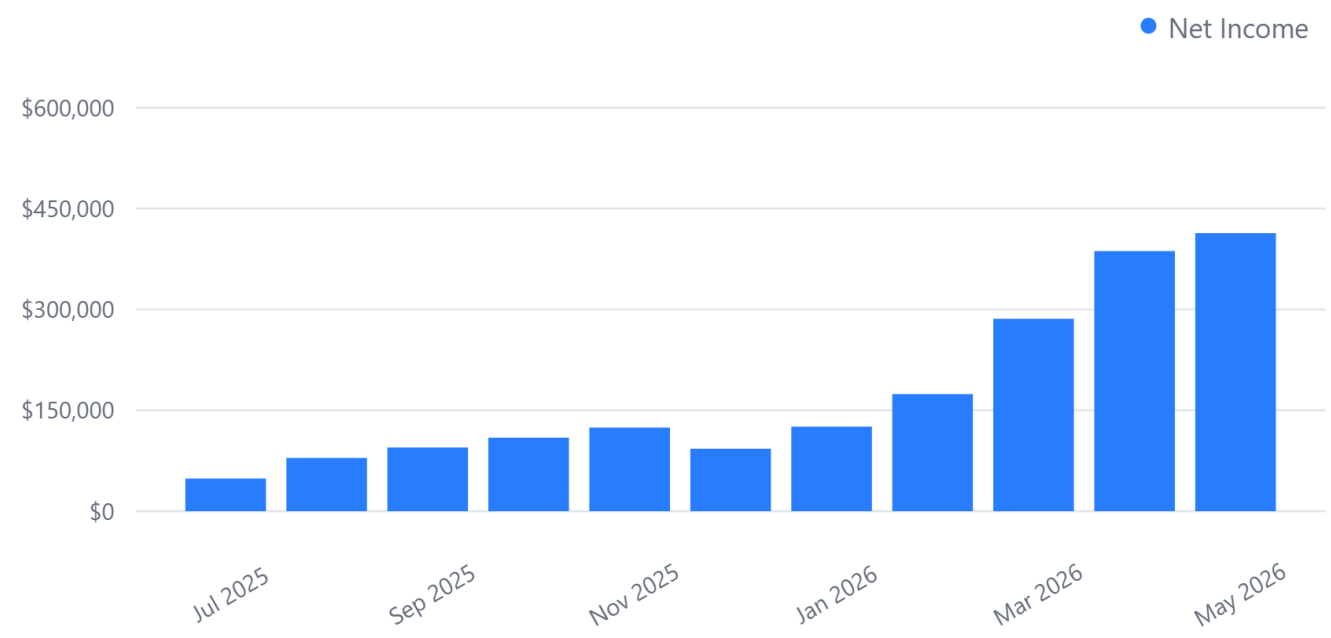
Statement of Revenue and Expenditures: Fiscal YTD 2026 vs. 2025



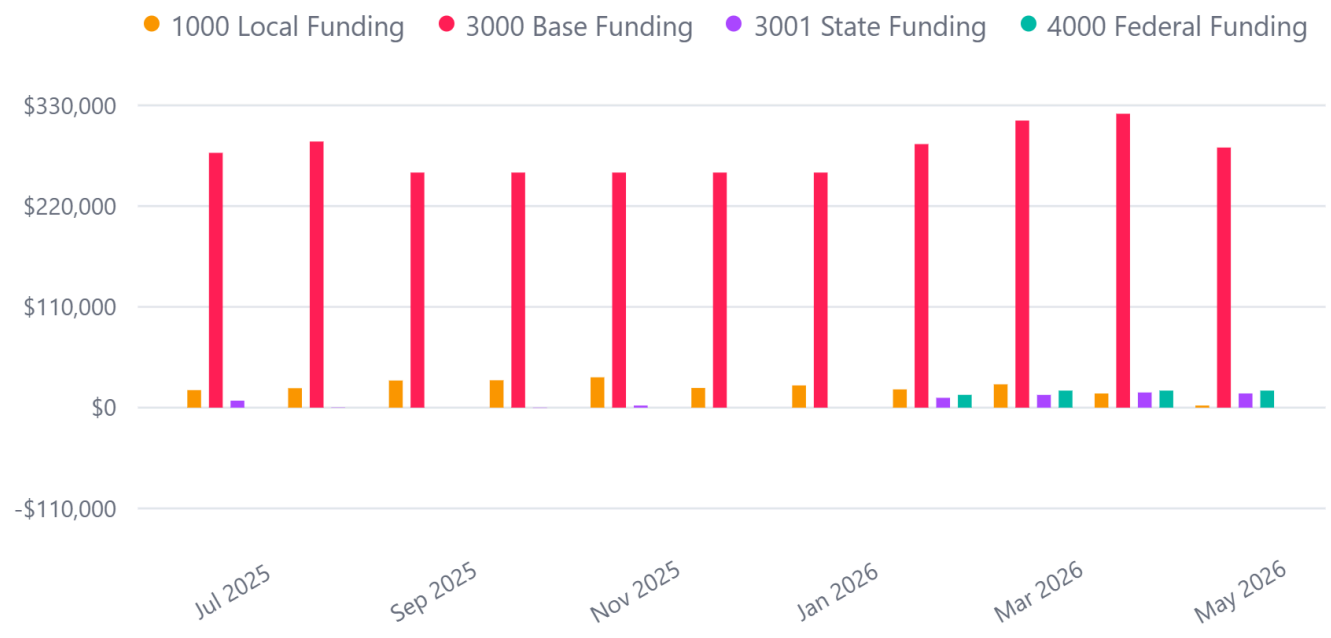
Accrual Basis | These financial statements have not been subjected to an audit or a review or compilation engagement, and no assurance is provided on them.

Metrics

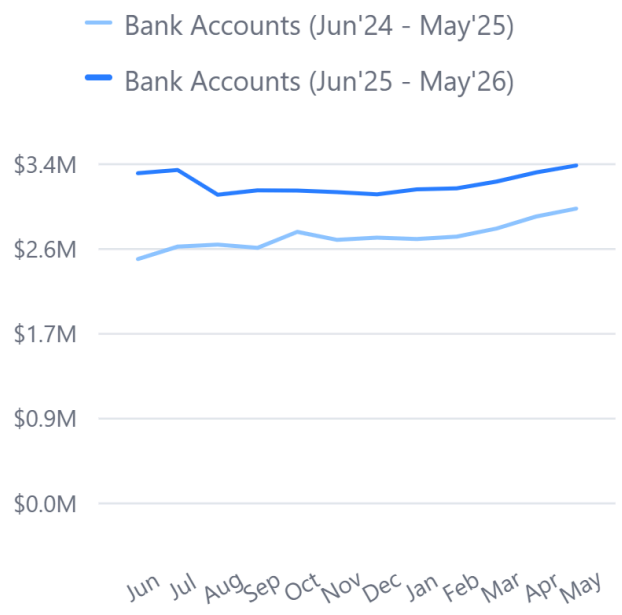
Surplus (Deficit)



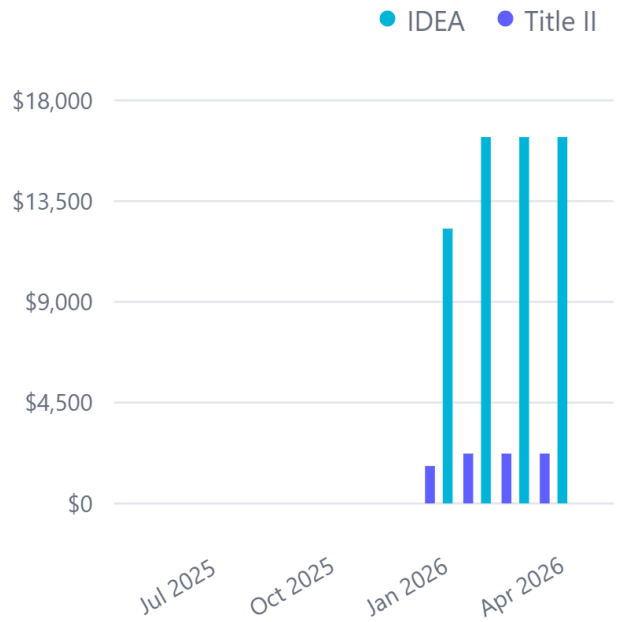
Income Summary by Month



Cash



Federal Grants



Statement of Financial Position (last 2 months)

April 2026 - May 2026

Name	Apr '26	May '26
ASSETS	**-**	**-**
Current Assets	-	-
Bank Accounts	-	-
101 Operating *2706	$531,187	$607,585
105 LGIP Savings *2618	$2,456,405	$2,449,046
106 LGIP USDA * 2619	$330,509	$330,509
Total Bank Accounts	**$3,318,103**	**$3,387,141**
Other Current Assets	-	-
137 Due from District/ Institute	$346,427	$303,137
140 Prepaids	$37,081	$40,896
Total Other Current Assets	**$383,509**	**$344,034**
Total Current Assets	**$3,701,612**	**$3,731,175**
Fixed Assets	-	-
210 Construction & Progress	$155,722	$155,722
220 Building	$5,419,767	$5,419,767
230 Furniture and Equipment	$363,800	$363,800
240 Land	$705,094	$705,094
245 Land Improvements	$127,390	$127,390
250 Accumulated Depreciation	-$1,480,824	-$1,480,824
Total Fixed Assets	**$5,290,949**	**$5,290,949**
Other Assets	$25,101	$25,101
TOTAL ASSETS	**$9,017,663**	**$9,047,226**
LIABILITIES AND EQUITY	**-**	**-**
Liabilities	-	-
Current Liabilities	-	-
Accounts Payable	$1,610	$4,521
Other Current Liabilities	-	-
450 Accrued Payroll & Payroll Taxes	$146,768	$146,768
Total Other Current Liabilities	**$146,768**	**$146,768**

Name	Apr '26	May '26
Total Current Liabilities	**$148,378**	**$151,289**
Long-Term Liabilities	-	-
621 USDA Loan 01	$529,072	$529,072
622 USDA Loan 02	$5,152,304	$5,152,304
630 Other Long-Term Liabilities	$93,506	$93,506
Total Long-Term Liabilities	**$5,774,882**	**$5,774,882**
Total Liabilities	**$5,923,260**	**$5,926,171**
Equity	-	-
706 Unrestricted Net Assets	$2,707,629	$2,707,629
Net Income	$386,773	$413,425
Total Equity	**$3,094,402**	**$3,121,054**
TOTAL LIABILITIES AND EQUITY	**$9,017,663**	**$9,047,226**

Statement of Revenue and Expenditures (last month)

May 2026

Name	May '26	Jul '25 - May '26
Income	**-**	**-**
1000 Local Funding	-	-
1790 Other Pupil Activities	$109	$80,886
1795 Uniforms	$130	$5,801
1920 Contributions and Donations	$2,030	$53,397
1510 Interest Income	-	$92,809
1797 Middle School Business Activ	-	$7,375
1999 Other Income	-	$1,370
Total 1000 Local Funding	**$2,269**	**$241,640**
3000 Base Funding	-	-
3103 State Aid to Classrooms	$255,326	$2,894,671
3503 State Aid to Classroom	$28,606	$162,889
Total 3000 Base Funding	**$283,932**	**$3,057,561**
3001 State Funding	-	-
3135 Reading Coaches	$14,277	$53,540
3502 ADEPT	$1,200	$5,700
3577 Teacher Supply Funds	-	$7,200
Total 3001 State Funding	**$15,477**	**$66,440**
4000 Federal Funding	-	-
4351 Title II	$2,224	$8,341
4510 IDEA	$16,361	$61,354
Total 4000 Federal Funding	**$18,585**	**$69,696**
Total Income	**$320,265**	**$3,435,339**
Gross Profit	**$320,265**	**$3,435,339**
Expenses	**-**	**-**
100-000 Personnel	-	-
100-100 Personnel-Instructional	-	-
100-001 Salary	$116,413	$1,261,812
100-002 Health Benefits	$23,586	$248,748

Name	May '26	Jul '25 - May '26
100-003 Taxes	$8,765	$95,311
100-004 Retirement	$2,777	$29,484
Total 100-100 Personnel-Instructional	**$151,542**	**$1,635,357**
200-100 Personnel-Support	-	-
200-001 Salary	$28,340	$313,021
200-002 Health Benefits	$6,310	$57,039
200-003 Taxes	$2,152	$23,894
200-004 Retirement	$396	$4,352
Total 200-100 Personnel-Support	**$37,199**	**$398,308**
Total 100-000 Personnel	**$188,742**	**$2,033,665**
300-000 Contracted Services	-	-
300-002 Special Needs Services	$6,890	$83,285
300-003 Support Services	$9,128	$118,364
300-004 Prof Development & Travel	$5,405	$29,799
300-001 Instructional Services	-	$17,411
Total 300-000 Contracted Services	**$21,424**	**$248,860**
400-000 Supplies	-	-
400-001 Instructional Supplies	$9,257	$48,098
400-003 Support Supplies	$4,498	$33,040
400-004 Professional Dev Supplies	-	$90
Total 400-000 Supplies	**$13,755**	**$81,229**
500-000 Facilities	-	-
254-300 Utilities (elec, water, tele)	$5,017	$58,462
254-335 Facility Capital Assets	$7,189	$50,453
254-336 Facility Repairs & Maint	$17,445	$98,392
254-338 Operations (sup, security, ins)	$4,077	$40,817
Total 500-000 Facilities	**$33,729**	**$248,126**
600-000 Other Expenses	$3,234	$44,564
700-100 Pupil Act	-	-
700-001 Pupil Act Salary & Fringe	$1,837	$15,382
700-002 Pupil Act Other Expenses	$8,422	$102,947
Total 700-100 Pupil Act	**$10,259**	**$118,329**
Total Expenses	**$271,145**	**$2,774,776**
Net Operating Income	**$49,119**	**$660,562**
Other Expenses	**-**	**-**

Name	May '26	Jul '25 - May '26
500-100 Debt Services	$22,467	$247,137
Total Other Expenses	**$22,467**	**$247,137**
Net Other Income	**-$22,467**	**-$247,137**
Net Income	**$26,652**	**$413,425**

Statement of Revenue and Expenditures (Fiscal Year-to-date)

July 2025 - May 2026

Name	Jul '25 - May '26	Jul '24 - May '25	$ change	% change
Income	**-**	**-**	**-**	**-**
1000 Local Funding	-	-	-	-
1510 Interest Income	$92,809	$137,569	- $44,759	- 33%
1790 Other Pupil Activities	$80,886	$80,296	+ $589	+ 1%
1795 Uniforms	$5,801	$6,815	- $1,013	- 15%
1797 Middle School Business Activ	$7,375	$6,950	+ $425	+ 6%
1920 Contributions and Donations	$53,397	$44,104	+ $9,292	+ 21%
1999 Other Income	$1,370	$169,491	- $168,121	- 99%
Total 1000 Local Funding	**$241,640**	**$445,227**	**- $203,586**	**- 46%**
3000 Base Funding	-	-	-	-
3103 State Aid to Classrooms	$2,894,671	$2,652,967	+ $241,704	+ 9%
3503 State Aid to Classroom	$162,889	$154,489	+ $8,400	+ 5%
Total 3000 Base Funding	**$3,057,561**	**$2,807,456**	**+ $250,105**	**+ 9%**
3001 State Funding	-	-	-	-
3135 Reading Coaches	$53,540	$26,000	+ $27,540	+ 106%
3502 ADEPT	$5,700	$2,250	+ $3,450	+ 153%
3577 Teacher Supply Funds	$7,200	$8,000	- $800	- 10%
3533 Teacher of the Year	-	$350	- $350	- 100%
Total 3001 State Funding	**$66,440**	**$36,600**	**+ $29,840**	**+ 82%**
4000 Federal Funding	-	-	-	-
4351 Title II	$8,341	$9,311	- $969	- 10%
4510 IDEA	$61,354	$57,482	+ $3,872	+ 7%
Total 4000 Federal Funding	**$69,696**	**$66,793**	**+ $2,902**	**+ 4%**
Total Income	**$3,435,339**	**$3,356,078**	**+ $79,261**	**+ 2%**
Gross Profit	**$3,435,339**	**$3,356,078**	**+ $79,261**	**+ 2%**
Expenses	**-**	**-**	**-**	**-**
100-000 Personnel	-	-	-	-
100-100 Personnel-Instructional	-	-	-	-
100-001 Salary	$1,261,812	$1,229,562	+ $32,249	+ 3%

Name	Jul '25 - May '26	Jul '24 - May '25	$ change	% change
100-002 Health Benefits	$248,748	$233,053	+ $15,695	+ 7%
100-003 Taxes	$95,311	$92,496	+ $2,815	+ 3%
100-004 Retirement	$29,484	$30,846	- $1,361	- 4%
Total 100-100 Personnel-Instructional	**$1,635,357**	**$1,585,959**	**+ $49,398**	**+ 3%**
200-100 Personnel-Support	-	-	-	-
200-001 Salary	$313,021	$335,362	- $22,340	- 7%
200-002 Health Benefits	$57,039	$56,102	+ $937	+ 2%
200-003 Taxes	$23,894	$25,757	- $1,862	- 7%
200-004 Retirement	$4,352	$4,318	+ $33	+ 1%
Total 200-100 Personnel-Support	**$398,308**	**$421,540**	**- $23,232**	**- 6%**
Total 100-000 Personnel	**$2,033,665**	**$2,007,499**	**+ $26,166**	**+ 1%**
300-000 Contracted Services	-	-	-	-
300-001 Instructional Services	$17,411	-	+ $17,411	-
300-002 Special Needs Services	$83,285	$38,957	+ $44,328	+ 114%
300-003 Support Services	$118,364	$136,890	- $18,525	- 14%
300-004 Prof Development & Travel	$29,799	$18,959	+ $10,839	+ 57%
Total 300-000 Contracted Services	**$248,860**	**$194,807**	**+ $54,053**	**+ 28%**
400-000 Supplies	-	-	-	-
400-001 Instructional Supplies	$48,098	$29,364	+ $18,733	+ 64%
400-003 Support Supplies	$33,040	$51,923	- $18,883	- 36%
400-004 Professional Dev Supplies	$90	-	+ $90	-
Total 400-000 Supplies	**$81,229**	**$81,288**	**- $59**	**- 0%**
500-000 Facilities	-	-	-	-
254-300 Utilities (elec, water, tele)	$58,462	$60,387	- $1,925	- 3%
254-335 Facility Capital Assets	$50,453	$4,708	+ $45,745	+ 972%
254-336 Facility Repairs & Maint	$98,392	$62,602	+ $35,789	+ 57%
254-338 Operations (sup, security, ins)	$40,817	$36,463	+ $4,354	+ 12%
Total 500-000 Facilities	**$248,126**	**$164,162**	**+ $83,964**	**+ 51%**
600-000 Other Expenses	$44,564	$28,774	+ $15,790	+ 55%
700-100 Pupil Act	$118,329	$104,977	+ $13,352	+ 13%
Total Expenses	**$2,774,776**	**$2,581,508**	**+ $193,268**	**+ 7%**
Net Operating Income	**$660,562**	**$774,569**	**- $114,007**	**- 15%**
Other Expenses	**-**	**-**	**-**	**-**
500-100 Debt Services	$247,137	$247,137	-	-
Total Other Expenses	**$247,137**	**$247,137**	**-**	**-**

Name	Jul '25 - May '26	Jul '24 - May '25	$ change	% change
Net Other Income	**-$247,137**	**-$247,137**	**-**	**-**
Net Income	**$413,425**	**$527,432**	**- $114,007**	**- 22%**

Statement of Revenue and Expenditures (Fiscal Year-to-date by month)

July 2025 - May 2026

Name	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Total
Income	-	-	-	-	-	-	-	-	-	-	-	-
1000 Local Funding	-	-	-	-	-	-	-	-	-	-	-	-
1510 Interest Income	$8,424	$10,230	$9,801	$9,988	$9,409	$9,511	$9,254	$8,236	$9,078	$8,874	-	$92,809
1790 Other Pupil Activities	$6,327	$8,180	$11,676	$8,237	$10,395	$6,311	$11,380	$8,057	$8,474	$1,736	$109	$80,886
1795 Uniforms	$2,895	$1,160	$771	$285	$110	$55	$130	$45	$95	$125	$130	$5,801
1797 Middle School Business Activ	-	-	$279	$286	$1,643	$957	$358	$714	$2,692	$445	-	$7,375
1920 Contributions and Donations	$1,455	$1,600	$6,768	$11,084	$11,387	$4,635	$3,100	$2,745	$4,332	$4,260	$2,030	$53,397
1999 Other Income	-	$71	$300	-	$144	-	-	$100	$755	-	-	$1,370
Total 1000 Local Funding	**$19,101**	**$21,242**	**$29,597**	**$29,881**	**$33,089**	**$21,469**	**$24,223**	**$19,898**	**$25,427**	**$15,440**	**$2,269**	**$241,640**
3000 Base Funding	$278,141	$290,501	$256,618	$256,618	$256,618	$256,618	$256,618	$287,692	$313,383	$320,819	$283,932	$3,057,561
3001 State Funding	$7,600	$300	-	-$300	$2,250	-	-	$10,708	$13,877	$16,527	$15,477	$66,440
4000 Federal Funding	-	-	-	-	-	-	-	$13,939	$18,585	$18,585	$18,585	$69,696
Total Income	**$304,843**	**$312,043**	**$286,215**	**$286,199**	**$291,957**	**$278,088**	**$280,841**	**$332,238**	**$371,273**	**$371,373**	**$320,265**	**$3,435,339**
Gross Profit	**$304,843**	**$312,043**	**$286,215**	**$286,199**	**$291,957**	**$278,088**	**$280,841**	**$332,238**	**$371,273**	**$371,373**	**$320,265**	**$3,435,339**
Expenses	-	-	-	-	-	-	-	-	-	-	-	-
100-000 Personnel	-	-	-	-	-	-	-	-	-	-	-	-
100-100 Personnel-Instructional	-	-	-	-	-	-	-	-	-	-	-	-

Name	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Total
100-001 Salary	$104,460	$112,136	$113,270	$110,850	$122,858	$130,404	$113,561	$110,648	$113,576	$113,630	$116,413	$1,261,812
100-002 Health Benefits	$20,536	$23,763	$22,713	$21,624	$21,624	$29,212	$15,500	$24,233	$22,496	$23,457	$23,586	$248,748
100-003 Taxes	$7,763	$8,423	$8,748	$8,371	$9,273	$9,913	$8,548	$8,373	$8,553	$8,577	$8,765	$95,311
100-004 Retirement	$2,882	$2,654	$2,663	$2,630	$2,448	$2,754	$2,657	$2,675	$2,673	$2,667	$2,777	$29,484
Total 100-100 Personnel-Instructional	**$135,642**	**$146,978**	**$147,395**	**$143,477**	**$156,205**	**$172,285**	**$140,266**	**$145,930**	**$147,299**	**$148,332**	**$151,542**	**$1,635,357**
200-100 Personnel-Support	-	-	-	-	-	-	-	-	-	-	-	-
200-001 Salary	$25,165	$27,629	$28,342	$28,144	$32,717	$35,203	$26,625	$27,128	$26,760	$26,963	$28,340	$313,021
200-002 Health Benefits	$4,565	$5,015	$4,565	$4,565	$4,565	$4,693	$4,114	$4,814	$4,514	$9,315	$6,310	$57,039
200-003 Taxes	$1,897	$2,100	$2,217	$2,153	$2,446	$2,703	$2,034	$2,072	$2,051	$2,063	$2,152	$23,894
200-004 Retirement	$385	$396	$396	$396	$396	$396	$396	$396	$396	$396	$396	$4,352
Total 200-100 Personnel-Support	**$32,014**	**$35,142**	**$35,521**	**$35,259**	**$40,125**	**$42,997**	**$33,171**	**$34,412**	**$33,723**	**$38,739**	**$37,199**	**$398,308**
Total 100-000 Personnel	**$167,657**	**$182,120**	**$182,917**	**$178,736**	**$196,331**	**$215,283**	**$173,438**	**$180,342**	**$181,022**	**$187,072**	**$188,742**	**$2,033,665**
300-000 Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-
300-001 Instructional Services	-	-	$14,773	$12	$36	-	$2,590	-	-	-	-	$17,411
300-002 Special Needs Services	-	$7,871	$6,727	$8,214	$11,517	$6,177	-	$17,203	$11,037	$7,644	$6,890	$83,285
300-003 Support Services	$14,686	$16,860	$7,420	$22,236	$9,643	$5,455	$5,610	$8,954	$10,191	$8,177	$9,128	$118,364
300-004 Prof Development & Travel	$5,667	$772	$4,995	$623	$1,161	$3,272	$856	$2,571	$3,393	$1,079	$5,405	$29,799
Total 300-000 Contracted Services	**$20,354**	**$25,504**	**$33,916**	**$31,087**	**$22,358**	**$14,905**	**$9,057**	**$28,728**	**$24,622**	**$16,900**	**$21,424**	**$248,860**
400-000 Supplies	-	-	-	-	-	-	-	-	-	-	-	-
400-001 Instructional Supplies	$9,752	$10,957	$1,665	$858	$2,451	$3,511	$7,438	$1,114	$748	$341	$9,257	$48,098
400-003 Support Supplies	$3,681	$2,531	$2,103	$2,971	$1,930	$4,824	$1,530	$5,375	$1,935	$1,657	$4,498	$33,040
400-004 Professional Dev Supplies	-	$90	-	-	-	-	-	-	-	-	-	$90
Total 400-000 Supplies	**$13,434**	**$13,580**	**$3,769**	**$3,829**	**$4,382**	**$8,335**	**$8,968**	**$6,490**	**$2,683**	**$1,998**	**$13,755**	**$81,229**

Name	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Total
500-000 Facilities	-	-	-	-	-	-	-	-	-	-	-	-
254-300 Utilities (elec, water, tele)	$3,154	$6,391	$5,926	$5,910	$2,113	$8,178	$6,155	$4,619	$5,966	$5,028	$5,017	$58,462
254-335 Facility Capital Assets	$12,300	$17,330	-	$525	$6,105	$6,105	-	-	$898	-	$7,189	$50,453
254-336 Facility Repairs & Maint	$2,694	$4,711	$5,697	$7,981	$9,638	$6,663	$13,290	$16,533	$6,428	$7,308	$17,445	$98,392
254-338 Operations (sup, security, ins)	$3,378	$3,257	$5,060	$3,252	$5,159	$3,592	$3,717	$3,239	$3,111	$2,972	$4,077	$40,817
Total 500-000 Facilities	**$21,526**	**$31,691**	**$16,683**	**$17,670**	**$23,016**	**$24,540**	**$23,163**	**$24,392**	**$16,404**	**$15,308**	**$33,729**	**$248,126**
600-000 Other Expenses	$3,810	$1,581	$3,279	$8,268	$3,442	$3,290	$4,139	$3,948	$3,377	$6,192	$3,234	$44,564
700-100 Pupil Act	-	-	-	-	-	-	-	-	-	-	-	-
700-001 Pupil Act Salary & Fringe	-	$1,020	$1,980	$1,500	$1,905	$1,350	$997	$1,650	$1,282	$1,860	$1,837	$15,382
700-002 Pupil Act Other Expenses	$7,020	$3,475	$5,655	$8,054	$3,001	$19,401	$5,786	$15,770	$7,445	$18,914	$8,422	$102,947
Total 700-100 Pupil Act	**$7,020**	**$4,495**	**$7,635**	**$9,554**	**$4,906**	**$20,751**	**$6,783**	**$17,420**	**$8,727**	**$20,774**	**$10,259**	**$118,329**
Total Expenses	**$233,803**	**$258,973**	**$248,201**	**$249,146**	**$254,437**	**$287,106**	**$225,550**	**$261,323**	**$236,838**	**$248,247**	**$271,145**	**$2,774,776**
Net Operating Income	**$71,039**	**$53,070**	**$38,013**	**$37,052**	**$37,519**	**-$9,018**	**$55,290**	**$70,914**	**$134,434**	**$123,125**	**$49,119**	**$660,562**
Other Expenses	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
500-100 Debt Services	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$22,467	$247,137
Total Other Expenses	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$22,467**	**$247,137**
Net Other Income	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$22,467**	**-$247,137**
Net Income	**$48,572**	**$30,603**	**$15,546**	**$14,585**	**$15,052**	**-$31,485**	**$32,823**	**$48,447**	**$111,967**	**$100,658**	**$26,652**	**$413,425**

Annual Budget vs YTD Actual

July 2025 - May 2026

Name	YTD Actuals	YTD Budget	Act vs Budget	Full year budget	YTD act vs Full year	YTD % to budget
Income	-	-	-	-	-	0%
1000 Local Funding	-	-	-	-	-	0%
1510 Interest Income	$92,809	$102,666	-$9,856	$112,000	-$19,190	83%
1790 Other Pupil Activities	$80,886	$77,916	$2,969	$85,000	-$4,113	95%
1795 Uniforms	$5,801	$8,250	-$2,448	$9,000	-$3,198	64%
1797 Middle School Business Activ	$7,375	-	$7,375	-	$7,375	0%
1920 Contributions and Donations	$53,397	$45,833	$7,564	$50,000	$3,397	107%
1999 Other Income	$1,370	-	$1,370	-	$1,370	0%
Total 1000 Local Funding	**$241,640**	**$234,666**	**$6,974**	**$256,000**	**-$14,359**	**94%**
3000 Base Funding	-	-	-	-	-	0%
3103 State Aid to Classrooms	$2,894,671	$2,598,695	$295,976	$2,834,940	$59,731	102%
3503 State Aid to Classroom	$162,889	-	$162,889	-	$162,889	0%
Total 3000 Base Funding	**$3,057,561**	**$2,598,695**	**$458,866**	**$2,834,940**	**$222,621**	**108%**
3001 State Funding	-	-	-	-	-	0%
3135 Reading Coaches	$53,540	$23,833	$29,706	$26,000	$27,540	206%
3502 ADEPT	$5,700	-	$5,700	-	$5,700	0%
3577 Teacher Supply Funds	$7,200	$6,300	$900	$6,300	$900	114%
Total 3001 State Funding	**$66,440**	**$30,133**	**$36,306**	**$32,300**	**$34,140**	**206%**
4000 Federal Funding	-	-	-	-	-	0%

Name	YTD Actuals	YTD Budget	Act vs Budget	Full year budget	YTD act vs Full year	YTD % to budget
4351 Title II	$8,341	$6,416	$1,924	$7,000	$1,341	119%
4510 IDEA	$61,354	$41,250	$20,104	$45,000	$16,354	136%
Total 4000 Federal Funding	**$69,696**	**$47,666**	**$22,029**	**$52,000**	**$17,696**	**134%**
Total Income	**$3,435,339**	**$2,911,161**	**$524,177**	**$3,175,240**	**$260,099**	**108%**
Gross Profit	$3,435,339	$2,911,161	$524,177	$3,175,240	$260,099	108%
Expenses	-	-	-	-	-	0%
100-000 Personnel	-	-	-	-	-	0%
100-100 Personnel-Instructional	-	-	-	-	-	0%
100-001 Salary	$1,261,812	$1,246,073	$15,738	$1,359,352	-$97,540	93%
100-002 Health Benefits	$248,748	$249,868	-$1,119	$272,584	-$23,835	91%
100-003 Taxes	$95,311	$98,794	-$3,482	$107,776	-$12,464	88%
100-004 Retirement	$29,484	$19,027	$10,457	$20,757	$8,727	142%
Total 100-100 Personnel-Instructional	**$1,635,357**	**$1,613,763**	**$21,593**	**$1,760,469**	**-$125,111**	**93%**
200-100 Personnel-Support	-	-	-	-	-	0%
200-001 Salary	$313,021	$327,197	-$14,176	$356,943	-$43,921	88%
200-002 Health Benefits	$57,039	$59,522	-$2,483	$64,934	-$7,894	88%
200-003 Taxes	$23,894	$24,875	-$980	$27,137	-$3,242	88%
200-004 Retirement	$4,352	$7,592	-$3,240	$8,283	-$3,930	53%
Total 200-100 Personnel-Support	**$398,308**	**$419,189**	**-$20,881**	**$457,297**	**-$58,989**	**87%**
Total 100-000 Personnel	**$2,033,665**	**$2,032,952**	**$712**	**$2,217,766**	**-$184,101**	**92%**
300-000 Contracted Services	-	-	-	-	-	0%
300-001 Instructional Services	$17,411	-	$17,411	-	$17,411	0%
300-002 Special Needs Services	$83,285	$22,916	$60,368	$25,000	$58,285	333%

Name	YTD Actuals	YTD Budget	Act vs Budget	Full year budget	YTD act vs Full year	YTD % to budget
300-003 Support Services	$118,364	$96,708	$21,656	$105,500	$12,864	112%
300-004 Prof Development & Travel	$29,799	$13,750	$16,049	$15,000	$14,799	199%
Total 300-000 Contracted Services	**$248,860**	**$133,375**	**$115,485**	**$145,500**	**$103,360**	**171%**
400-000 Supplies	-	-	-	-	-	0%
400-001 Instructional Supplies	$48,098	$19,525	$28,573	$21,300	$26,798	226%
400-003 Support Supplies	$33,040	$36,666	-$3,626	$40,000	-$6,959	83%
400-004 Professional Dev Supplies	$90	$458	-$367	$500	-$409	18%
Total 400-000 Supplies	**$81,229**	**$56,650**	**$24,578**	**$61,800**	**$19,429**	**131%**
500-000 Facilities	-	-	-	-	-	0%
254-300 Utilities (elec, water, tele)	$58,462	$55,000	$3,462	$60,000	-$1,537	97%
254-335 Facility Capital Assets	$50,453	$92,583	-$42,129	$101,000	-$50,546	50%
254-336 Facility Repairs & Maint	$98,392	$59,125	$39,267	$64,500	$33,892	153%
254-338 Operations (sup, security, ins)	$40,817	$36,208	$4,609	$39,500	$1,317	103%
Total 500-000 Facilities	**$248,126**	**$242,916**	**$5,210**	**$265,000**	**-$16,873**	**94%**
600-000 Other Expenses	$44,564	$27,041	$17,523	$29,500	$15,064	151%
700-100 Pupil Act	-	-	-	-	-	0%
700-001 Pupil Act Salary & Fringe	$15,382	$11,458	$3,924	$12,500	$2,882	123%
700-002 Pupil Act Other Expenses	$102,947	$59,583	$43,363	$65,000	$37,947	158%
Total 700-100 Pupil Act	**$118,329**	**$71,041**	**$47,287**	**$77,500**	**$40,829**	**153%**
Total Expenses	**$2,774,776**	**$2,563,978**	**$210,798**	**$2,797,066**	**-$22,289**	**99%**
Net Operating Income	$660,562	$347,183	$313,378	$378,173	$282,389	175%
Other Expenses	-	-	-	-	-	0%
500-100 Debt Services	$247,137	$247,137	-	$269,604	-$22,467	92%

Name	YTD Actuals	YTD Budget	Act vs Budget	Full year budget	YTD act vs Full year	YTD % to budget
Total Other Expenses	**$247,137**	**$247,137**	**-**	**$269,604**	**-$22,467**	**92%**
Net Other Income	-$247,137	-$247,137	-	-$269,604	$22,467	92%
Net Income	$413,425	$100,046	$313,378	$108,569	$304,856	381%

Coversheet

Approval of FY27 CMCS Handbooks

Section: VII. Governance Committee
Item: B. Approval of FY27 CMCS Handbooks
Purpose: Vote
Submitted by:
Related Material: CMCS Safety Procedures Handbook 2026-2027.docx
CMCS Procedural Handbook 2026-2027.docx
Employee Handbook 2026-2027.docx
Parent Handbook 2026-2027.docx
CMCS Student Code of Conduct 2026-2027.docx

Safety Procedures Handbook 2026-2027

The information contained in this handbook/manual is provided for informational purposes, and is not intended to replace or deviate from any current Board policy or the Coastal Montessori Charter School – Student Code of Conduct. In the event of any conflict between any provision in this handbook/manual and the terms of the Student Code of Conduct or any Board policy, the terms in the Student Code of Conduct and/or Board policy will control and take precedence. All students and parents are strongly encouraged to review the Code of Conduct, which is available for viewing on the school's website at

www.coastalmontessoricharter.org.

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ACCIDENT/SERIOUS INJURY/ILLNESS PROCEDURES ADDENDUM

Definition:
Emergency where one or many are sick or injured. Immediate concern is to aid the injured or sick student.

Steps of Action for Serious Injury/Illness:

1. **Special Note: Do Not move any person suspected of having a spinal injury.**
2. **Contact building principal and stay with injured/sick person.**
3. **Office to contact parent(s) or guardian(s) and/or emergency services.**
4. **If a person is trained in first aid, use him/her as appropriate.**
5. **Notify school nurse.**
6. **Notify EMS, if appropriate.**
7. **Notify School District Office.**
8. **If blood or other body fluids are present, follow procedures under "Communicable Disease."**

Staff members in this school who are trained in handling blood borne pathogens, CPR, and/or First Aid are:

Kristy Harbaugh Jamie Williamson
Natalie Boggs Katie Wilson

Steps of Action for Serious Injury/Illness:
Principal: Supervise care of injured or sick person(s).
Secretary: Contact emergency services and parents.
Custodian: Assist faculty administering first aid, unless there is a building mechanical problem requiring attention.
Teacher: Stay with students, assess first aid needs, take roll; contact office if appropriate.
Staff: Help with communication to parents and first aid.
The School Crisis Response Team will assume pre-assigned duties.

ACTIVE SHOOTER

Definition: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Whenever a person is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administrators and/or staff:

1. Announce over P.A. system or bullhorn that school is in "Lockdown."
2. Notify School Resource Officer (SRO) or school law enforcement if onsite.
3. CALL 911 and identify the person and his/her location in the building if possible.
4. Notify School District Office.

The first officers on the scene will not stop to help the injured; rescue teams will follow the initial officers.

Information to provide to 911 operators:

- **Location of the active shooter**
- **Number of shooters**
- **Physical description of shooters**
- **Number and type of weapons shooter has**
- **Number of potential victims at the location**

When law enforcement arrives:

- **Remain calm and follow instructions**
- **Drop items in your hands (i.e. bags, jackets)**
- **Raise hands and spread fingers**
- **Keep hands visible at all times**
- **Avoid quick movements toward officers, such as holding on to them for safety**
- **Avoid pointing, screaming or yelling**
- **Do not ask questions when evacuating**

BOMB THREAT PROCEDURES

PORTABLE RADIOS and CELLULAR TELEPHONES MUST NOT be used during a bomb threat incident (due to possible detonation by radio signal).

1. If phone threat is made, obtain as many details as possible. Use check list that follows.
2. Notify police, fire and emergency responders - 911.
3. If the principal decides to evacuate the building, activate the fire alarm and follow fire alarm procedures.
4. Notify Superintendent and Director of Safety.
5. Evacuate the building and move to assigned evacuation area or alternate safe area for this school:

All students and staff are to evacuate to the rear & furthest point of the staff parking lot; or if directed, to the Arbor Landing residential facility south of CMCS.

6. Staff should be on alert for unusual or suspicious packages, devices, noises or disturbances during evacuation. Do not touch anything that looks suspicious.
7. Staff should leave door open to classroom(s) or area with suspicious devices or noises.
8. Staff should not search the building: police or fire personnel will.
9. Stay in this position until "all clear" notification is given.

Steps of Action for Bomb Threats:
Principal:
1. **Determine need for evacuation and notify staff accordingly.**
2. **Gather information from staff on anything suspicious.**
3. **Assess injuries.**
4. **Assign auxiliary persons to first aid assistance at evacuation site.**

Secretary:
1. **Call 911 and report incident.**
2. **Take emergency card file to evacuation site.**
3. **Take current attendance list to evacuation site.**
4. **Contact any staff located on field trips and give instructions.**

Nurse:

1. **Take necessary child medication to evacuation site.**
2. **Take Automated External Defibrillator (AED) to evacuation site.**
3. **Take first aid kit to evacuation site.**

Teacher:

1. **Evacuate students, take roll, and report any suspicious devices, etc.**
2. **Supervise students**
3. **Notify principal/asst. principal of any missing students using Red Card**

Custodian:

1. **Report to principal.**
2. **Secure building by shutting off gas and electricity.**

Staff:

1. **Assist with evacuation.**
2. **Report to supervisor for further directions.**

School Emergency Response Team will assume pre-assigned duties.

Explosion Procedures:

1. **Determine location and extent of explosion.**
2. **Call Emergency Responders - 911.**
3. **Evacuate building using fire evacuation procedures unless special conditions warrant special instructions. Example: Move to alternate safe area. Do not re-enter building until authorized.**
4. **Assist with injured or wounded.**
5. **Notify School District Office.**
6. **Secure area until authorities arrive.**
7. **Send one person to meet emergency first responders to explain the situation.**

BUS ACCIDENT/INCIDENT

FIRST RESPONSE PROCEDURES:

- **Bus driver must notify the County Bus Shop and/or Transportation Office immediately.**
- **In the event of a breakdown remain with the bus. Give the location, brief description of the problem and any other relevant information. If possible, park the vehicle in a safe location away from the road surface until recovery personnel arrive.**
- **County Bus Shop will notify Police, Highway Patrol and EMS if needed.**
- **Transportation Office will notify the Superintendent's Office.**
- **If an activity bus is involved in an accident notify Tyronne Davis, Asst. Superintendent of Transportation, at 843-458-8233 and Alan Walters, Exec. Director of Safety, at 843-458-8366.**

RESPONSIBILITIES OF THE BUS DRIVER:

1. **If there are students on board the bus, check for injuries. Students should remain on the bus unless safety hazards (smoke, fire, etc.) dictate otherwise.**
2. **Secure the scene; place reflectors out if the bus is in an unsafe area, blind curves, hills, etc.**
3. **Contact the County Bus Shop and/or District Transportation Office (numbers listed below) immediately, even if it is an accident in which no other vehicle is involved.**
4. **Driver will check off the students on board the bus from the student list kept on the bus showing names, addresses and phone numbers. Have this list ready for school personnel/emergency responders.**
5. **Give the investigating officer your name, address and driver's license; cooperate fully.**
6. **Do not leave the scene of an accident or release any passengers unless approved by the Highway Patrol, Transportation Department representative or school official.**
7. **Complete an S-1 Form (incident/accident) report as soon as possible and submit to the Transportation Department.**

TRANSPORTATION DEPARTMENT:

- **Will notify emergency services required (law enforcement, fire, EMS).**
- **Will notify the Superintendent's Office and Safety and Risk Management Office.**
- **Will send another bus immediately if needed.**
- **Will notify the school to prepare for the return of students for family reunification.**

SCHOOL:

- **Will prepare to receive students and assist in family reunification.**
- **Will prepare letters to be sent home with students advising of the accident/incident.**

Emergency Numbers:		
Superintendent's Office	**436-7175**	**436-7178**
Asst. Superintendent	**436-7054**	**458-8233**
County Bus Shop	**546-4752**	**359-0431 (after hours)**
Transportation Office	**436-7182**	
Safety & Risk Management	**436-7207**	**A. Walters: 458-8366**

COMMUNICABLE DISEASE PROCEDURES

DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. However; in general, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

WHAT SHOULD BE DONE TO AVOID CONTACT WITH BODY FLUIDS?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available for custodians, nurses, teachers and others who come in contact with body fluids. Gloves are recommended when direct hand contact with body fluids is anticipated. Hands should be washed after gloves are removed and gloves discarded in a plastic bag.

WHAT SHOULD BE DONE IF DIRECT SKIN CONTACT OCCURS?

Hands and other affected skin areas should be washed with soap and water. Clothing and other non-disposable items that are soaked with body fluids should be rinsed and placed in plastic bags. Disposable items should be handled, as with disposable gloves.

HOW SHOULD SPILLED BODY FLUIDS BE REMOVED FROM THE ENVIRONMENT?

School should stock absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweeping should be disposed of in a plastic bag. Broom and dust pan should be rinsed in a disinfectant.

HAND WASHING PROCEDURES

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water from ten seconds to a full minute. Use paper towels to thoroughly dry hands. An intermediate level detergent, disinfectant of Clorox 1:10 solution, should be used to clean surfaces contaminated with body fluids.

DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Non-disposable cleaning

equipment should be thoroughly rinsed in the disinfectant. The disinfectant solution should be disposed down a drain pipe.

DISINFECTION OF RUGS

Apply sanitary agent, let dry, and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant.

CRIME REPORTING PROCEDURES

Definitions:

Crimes against persons or property as defined by the State Department of Education Regulations:

- **a. assault and battery**
- **b. extortion**
- **c. bomb threat**
- **d. possession, use, or transfer of dangerous weapons**
- **e. sexual offenses**
- **f. vandalism (major)**
- **g. theft, possession, or sale of stolen property**
- **h. arson**
- **i. furnishing or selling unauthorized substances, as defined by board policy**
- **j. furnishing or selling, or possession of controlled substances (drugs, narcotics, or poisons)**
- **k. distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds**
- **l. threatening to take the life of or inflict bodily harm upon a principal, teacher or staff, or member of their immediate family.**

Crime Reporting Procedures:

I. The basic enforcement procedures to be followed in instances of criminal conduct are:

1. **School official contacts the school resource officer or law enforcement immediately.**
2. **The administrator will confer with the staff involved, determine the appropriate disciplinary action, and, if appropriate, meet with the student.**
3. **The student should be removed from school environment. The administrator will notify a parent/guardian as soon as possible.**
4. **Staff will follow established due process procedures when applicable.**
5. **The administrator will keep a complete record of the procedures.**

II. Notwithstanding the duties imposed on school staff members to report the crimes listed above, South Carolina State Law (Sec. 59-24-60, as amended March, 1994) requires as follows: "In addition to other provisions required by law or by regulation of the State board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or

sponsored activity which may result or results in injury or serious threat of injury to a person or to the person's property as defined in local board policy."

Policy JG mandates that all employees of the school district have responsibility in reporting any suspected child abuse or neglect and any suspected criminal incidents at school sponsored activities involving personal injury or serious threat of injury to a person or property.

When it is determined that there is reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, teachers, guidance counselors, administrators, nurses, and other certified employees will report their beliefs directly to the building administrator who will report or cause a report to be made to the Department of Social Services.

In absence of the administrator, the certified employee or nurse will make the report and notify the building administrator as soon as possible. All other employees (non-certified/classified) will report their suspicions of child abuse or neglect to the school administrator(s), or, in his or her absence, the nurse or guidance counselor who will report or cause a report to be made to the Department of Social Services.

School district employees who learn of suspected criminal incidents on school property, or at school-sponsored or school-sanctioned events involving personal injury or serious threat of injury to a person or property, will notify the school administrator immediately. Criminal activities have been defined as larcenies, serious assaults, and drug and weapon violations. The school administrator will then notify the appropriate law enforcement agency immediately.

"Immediately" is defined as within two hours, depending on the specific incident; drug and weapon violations should be reported within minutes of the administrator's learning of the information. Other alleged incidents, however, may take an hour or two to investigate prior to reporting. If a situation is unclear whether or not to report, the administrator should contact law enforcement, discuss it and reach an agreement over the decision to report or not to report.

This time frame must be followed regardless of the hour or the day. If a teacher or administrator is made aware of a criminal act which occurs on a Friday night, the incident must be reported Friday night; reporting cannot be delayed until Monday morning.

Employees shall refrain from disclosing to the media any information about reported incidents that conceivably could be used to identify or compromise the identity of the alleged victims.

Staff development and awareness training of Policy JG and its administrative rule will be scheduled periodically with all employees. In addition, notices of the intent of policy JG will be distributed throughout the schools and the school district. The notice will be reprinted annually in teacher, parent, and district handbooks.

There are no exceptions to these legal requirements.

CRISIS RESPONSE AND FOLLOW UP

Each public school in Georgetown County School District has trained crisis response teams made up of individuals who will take prompt action whenever unexpected events disrupt the normal educational process. Crisis response teams are aware of the serious effect that traumatic events can have on students, faculty, staff and parents. They know that any crisis may have negative consequences on individuals.

In order to offset potential negative consequences that may arise from a crisis, the crisis response team is prepared to take the following steps to assist individuals to get back to normal after a traumatic event. The school counselors and principals will want to begin actions during the first stages of a crisis and throughout the days and weeks that follow to insure that the needs of those affected by a school crisis are attended to.

CRISIS RESPONSE:
STEPS FOR CRISIS RECOVERY

1. **Investigate the crisis fully.**
2. **Determine who is affected physically and psychologically.**
3. **Determine the type and level of the response needed.**
4. **Activate resources and make a schedule to use resources to meet the identified need.**
5. **Maintain liaison with district office supervisors and help keep the faculty informed of actions taken.**
6. **Evaluate the response to determine if the identified needs were met by the counseling, debriefing, or activities that were used.**

FOLLOW UP STEPS FOR ALL CRISIS LEVELS
For preparation to meet a crisis at any level, the following items should be assembled and be available prior to the onset of any disrupting event:

1. **List of approved counselors or aftercare providers who can be called on for assistance.**
2. **Communication plan for faculty, students, and parents. Death notification procedures, etc., and the means to be used for communication.** *(For example, public address system, letters, telephones, media, etc.)*
3. **This emergency document with emergency procedures and phone numbers.**
4. **An assessment process.** *(Who is going to investigate the incident and a means to assess who may need help.)*
5. **The name and number of the district official who will assist the school in a coordinated response.**

DEATH OR SERIOUS INJURY ON CAMPUS BY VIOLENCE

Whenever a student, staff member, or visitor on campus is injured by violent action, the following procedures should be followed:

1. **Call for School Nurse and Administrator.**
2. **Determine injuries and provide first aid, as necessary.**
3. **Notify School Resource Office (SRO) and/or Emergency Responders – 911.**
4. **Administrator will determine if school should be placed on "Lockdown." Maintain control by having students either stay in class or return to class.**
5. **Notify School District Office.**
6. **Assess extent of situation by determining who was involved or who committed the act. Identify witnesses and secure area.**
7. **Follow crisis response follow-up plan for necessary counseling or other trauma education activities.**

DISMISSALS; DELAYED OPENINGS; EARLY CLOSING

Dismissals, Delayed Openings, Early Closings
During any type of emergency situation, continuity of administration (chain of command) procedures should be established and kept up-to-date on a regular basis.

1. **Administrative decisions will be made at the district level by the superintendent (or his/her designee) regarding school closings and/or delayed openings by 6:00 a.m.**
2. **The media will be contacted and an announcement made to the public.**
3. **If no announcement is made, schools and buses operate as usual. Radio and TV stations announce ONLY delays and closings.**

Delayed Opening/School Closing Announcement
Employees follow one of the schedules below as announced.

Schedule A **-- Schools open 1 to 2 hours late, as announced. All personnel report accordingly.**

Schedule B **-- Schools closed for students --- Teacher workday. All school based and district office personnel report to work as conditions permit.**

Schedule C **-- Schools closed for students and staff. District office personnel report as conditions permit.**

Principals check on schools if possible; report problems to maintenance department; call in necessary personnel. If you are unable to report, notify your immediate supervisor as early as possible.

EARTHQUAKE PROCEDURES

Earthquake Procedures:

1. **Drop down on the floor. Do not try to exit building during earthquake.**
2. **Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect head and neck with arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.**
3. **If cover is taken under a piece of sturdy furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.**
4. **When in a multiple-story building, move against an interior wall if you are not near a desk or table. Protect your head and neck with your arms. Do not use elevators.**
5. **When outdoors, move to a clear area away from trees, signs, buildings or downed electrical wires or poles. Do not try to enter building during earthquake.**
6. **When on a sidewalk near building, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.**
7. **Evacuate the building according to the following procedures:**
   - **A. Students will walk out of the designated exit in a quiet and orderly manner.**
   - **B. Teachers will take class lists of students.**
   - **C. Students must go a safe distance (at least 300 feet) from the building and should not block access to school by Emergency Responders.**
   - **D. Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Notify principal/asst. principal of any missing students using Red Card.**
8. **Do not re-enter building until authorized.**
9. **The all-clear signal will be verbal or P.A. announcement by the principal or designee.**

Steps of Action if Earthquake Occurs:

1. The principal will determine when and if the building should be evacuated and to the extent it should be evacuated.

2. Notify Emergency Responders – 911, as needed.

3. Notify School District Office.

4. The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take other appropriate action.

FIRE PROCEDURES

Signal for Fire:

Fire alarm will sound. Normal fire alarm procedures will be used unless special instructions regarding a change of fire procedures are announced. Fire exit routes are posted by each classroom door.

Fire Procedures:

In the event of a fire within the school building:

1. **Sound the fire alarm immediately.**
2. **Fight or contain fire, as appropriate.**
3. **Notify the fire department by calling 911.**
4. **Evacuate the building according to the following procedures:**
   - **A. Students will walk out of the designated exit in a quiet and orderly manner.**
   - **B. The classroom windows should be closed. The classroom doors should be closed by the last person to leave the room.**
   - **C. Teachers will take class lists of students and Red Card.**
   - **D. Students must go a safe distance (at least 300 feet) from the building and should not block access to school by Emergency Responders. Teachers have been assigned locations to report to depending on their class location near the front of the building or the rear of the building.**
   - **E. Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Children who are unaccounted for are to be reported to the principal or assistant principal immediately. To notify administration that a child is unaccounted for the red card will be held up by teacher.**
   - **F. The fire drill plan for evacuating the building is posted by the door in each classroom.**
5. **Notify the District Office.**

6. **Notify the Utility Company of a break or suspected break in gas or electrical lines which would present an additional hazard. Custodian will cut off propane or gas, if previously trained to do so.**
7. **Access roads will be kept open for emergency vehicles by the crisis response team, under the direction of the principal or assistant principal.**
8. **If a fire occurs near the school, the School crisis response team will determine the course of action.**
9. **Students and staff members will be allowed to return to the building at the direction of the principal, only upon the recommendation of the fire department.**
10. **Decisions regarding school dismissal or other further actions are the prerogative of the Superintendent.**
11. **Students not assigned to a teacher when the fire alarm sounds should report to: <u>the teacher/classroom closest to them.</u>**

Steps of Action for Fire:

Principal:

1. **Supervise evacuation and check for injuries.**
2. **Assign roles to auxiliary persons as needed.**
3. **Keep access roads open.**

Secretary:

1. **Phone for emergency assistance.**
2. **Phone Superintendent.**
3. **Take attendance records and visitor records to evacuation site.**
3. **Take emergency card file to evacuate site.**

Nurse:

1. **Take necessary child medication to evacuation site.**
2. **Take Automated External Defibrillator (AED) to evacuation site.**
3. **Take first aid kit to evacuation site.**

Custodian:

1. **Locate fire and report to principal.**
2. **Shut off natural gas and electrical circuits in affected area, if previously trained to do so.**
3. **Keep access roads open.**

Teacher:

1. **Evacuate all students, when so instructed.**
2. **Close classroom door.**
2. **Once evacuated, take roll.**
3. **Notify principal/asst. principal of any missing students using Red Card.**

Other Staff:

1. **Assist with evacuation.**

2. **Report to principal for assignments.**
3. **Check bathrooms and other spaces for students and other people.**
4. **Take supplies needed to deal with emergency.**

School Emergency Response Team will assume pre-assigned duties.

HAZARDOUS MATERIALS INCIDENT PROCEDURES

Definition:
The spilling of hazardous materials in or near the school could pose a serious threat to the safety of students and staff. Immediate communication with local Emergency Responders is necessary.

Signals for Hazardous Material Incident:

1. **Tell students/staff what is occurring and why; OR**
2. **Send a message to all staff outlining and explaining the emergency and whether school is to continue as usual or people are to evacuate to another location if necessary.**

Hazardous Material Incident Procedures:

1. **Contact Emergency Responders – 911 and identify threat to school.**
2. **Contact School District Office.**
3. **Determine whether to maintain school or evacuate building; including the possibility of relocating to another site.**
4. **If decision is made to shelter in place, set ventilation system to 100% recirculation so no outside air is drawn into the building; if this is not possible turn the system off.**
5. **Close all doors and windows and seal gaps with wet towels, plastic sheeting or duct tape.**

Steps of Action for a Hazardous Materials Incident:

Principal: Liaison with authorities, school district office, emergency officials, and law enforcement.
Secretary: Coordinate communication.
Custodian: Check doors and windows, seal gaps if possible.

Teachers: Follow directions for continuing school or evacuation of building depending on the threat to school safety.

School Emergency Response Team will assume pre-assigned duties.

HOSTAGE SITUATION PROCEDURES

If a situation should arise where one or more persons hold students or staff hostage on the campus or in the school, the following precautions and procedures should be considered:

1. **Notify law enforcement – 911**
2. **Notify School District Office.**
3. **Notify staff and students by using the P.A. system stating that the school is in "Lockdown."**
4. **Gather all facts regarding the situation for the police. Keep notes on times, any communication from the person holding the hostage, and other witness information.**
5. **Provide law enforcement with floor plan of school and with any assistance necessary by the school's custodian.**
6. **Work with district staff and law enforcement officers to determine the next steps.**
7. **Work with the district's Public Information Officer to prepare statements for the media.**

INTRUDERS/SUSPICIOUS PERSON PROCEDURES

Definition:
Person who has no business on school premises and whose presence is a potential disruption or danger. All visitors should sign in at the school office and receive a visitor identification badge before proceeding to any area in the school building. On leaving the building, visitors should sign out.

Signal:
A notification will be made over the P.A. system stating that the school is in "Lockdown – Intruder on Campus."

Intruders/Suspicious Person Procedures:

1. **Any staff member who notices a suspicious person on school grounds should ask if they can be of assistance. Staff members should be cautious and nonthreatening.**
2. **Staff members should report all unauthorized persons to the office immediately.**
3. **Administration should ask the unwanted intruder to leave the campus.**
4. **If the intruder is hostile or threatening, call for law enforcement – 911.**
5. **If the intruder becomes violent, an announcement will be made that the school is in "Lockdown – Intruder on Campus."**
6. **If shots are fired, an announcement will be made that the school is in "Lockdown – Intruder on Campus."**

Steps of Action for Unwanted Intruder Incident:

Principal: **Take charge of the situation. Announce over P.A. system or bullhorn that school is in "Lockdown – Intruder on Campus."**

Secretary: **Aid in communication with police and superintendent.**

Custodians: **Aid in evacuation and other activities as principal directs.**

Teachers: **Stay with and protect and supervise students, provide first aid, and take roll.**

Staff: **Provide first aid, and assist during evacuation if necessary.**

School Crisis Response Team will assume pre-assigned duties.

OFF CAMPUS EMERGENCY

Definition:

Emergencies that take place off school grounds, while students are on a school-sponsored activity. Includes personal injury or illness, automobile or bus accident.

Pre-Trip Planning:

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to the off campus trip:

1. **A Field Trip Request Form must be completed and approved by the principal and Superintendent or designee.**
2. **Each participating student must present a signed parent permission form.**

3. A participant roster of students and staff with bus assignment must be submitted to the principal along with address, phone number, and other emergency information, including medical alert information and consent to treat form, for each student. The roster should be accurately updated when the bus is loaded.

4. Name tags should be prepared for each participant going on the field trip.

5. Itineraries, routes, and schedules that the bus will use in traveling to and from the destination should be filed in the school's office.

6. A list of emergency contacts with telephone numbers shall be prepared, including principal (home and work), assistant principal (home and work), secretary (home and work), and the bus supervisor (home and work). A complete packet of this information will be complied for the principal, each teacher going on the trip, and each bus driver.

7. Bus drivers will be trained in first aid procedures.

Off Campus Emergency Procedures:

Upon the occurrence of an off-campus emergency, the school personnel will take the following steps:

1. Assist in identifying students who require first aid.

2. Contact principal or bus supervisor who will notify school district office.

3. If it is necessary to stay with injured individual, assign supervisory responsibilities to alternate personnel.

Steps of Action for Off-campus Emergency:

Teacher: 1) Contact school administration.

2) Assist in identifying injured individuals.

3) Use radios, or portable phone if available, to contact principal and keep lines of communication open with frequent updates.

4) Stay with injured individual and assign supervisory responsibilities to an accompanying chaperone.

Principal: 1) Contact superintendent and/or bus garage, communication services, and parents with emergency notification.

2) Receive and disseminate frequent emergency updates to individuals involved in incident.

Assistant: 1) Go to site of accident if feasible to assist teacher with supervisory and communication

Principal: responsibilities.

Off Campus Emergency (Level III):

Essentially a full-blown crisis which will require the assistance of the District Office Crisis Response Team and the involvement of law enforcement, emergency preparedness, and other appropriate government and community agencies.

IMMEDIATE NOTIFICATION TO THE DISTRICT OFFICE IS IMPERATIVE!

Level III: Examples

- **School fires**
- **Extended utilities cutoff**
- **Natural disaster (tornadoes, etc.)**
- **Serious accident (multiple or serious injury)**
- **Suicide or homicide of student or staff during school day or on school property**
- **Poisoning or chemical spills**
- **Bombs or explosions**
- **Hostage situations**
- **Death of student, faculty or staff member**
- **Kidnapping by stranger or unauthorized parent**
- **Sexual assault**
- **Catastrophic illness**
- **Violence with weapons on campus where crime or personal injury results**
- **Assault of faculty or staff member**

STUDENT DISTURBANCE PROCEDURES

Unruly or disruptive behavior on the part of several students should be handled as follows:

Student Disturbance Procedures:

1. **If the misbehavior is not serious, attempt to have students return to their normal school routine.**
2. **Call for law enforcement assistance if the disruption continues or if injury occurs.**
3. **If the behavior could result in injury or further disruption, try to get disruptive students or their leaders isolated from the general student body.**
4. **Notify School District Office.**
5. **School Crisis Response Team members discern the basis for the problem and take action to address those concerns.**
6. **Notify parents.**
7. **Determine what disciplinary action to take, if any.**
8. **If the media gets involved, assist the Public Information Officer in preparing a news release stating the facts.**

Student Walkout Procedures:

1. **Assign administrative security.**
2. **Notify School District Office.**
3. **Notify School Resource Officer or law enforcement.**

STUDENT RUNAWAY OR ABDUCTION

Definition:
Student leaves school building during school hours without permission. Student is abducted by a stranger or family member.

Student Runaway or Abduction Procedures:

1. **Notify law enforcement.**
2. **Notify school office and School District Office.**
3. **Contact parents.**
4. **Search for student, if appropriate (student runaway).**
5. **Notify classroom teacher. (Get description of student's clothing for the day from teachers.)**
6. **Have picture of student in office with description of clothing worn.**

Steps of Action for Student Runaway or Abduction:

Principal : 1) Search for student, if appropriate (student runaway).
2) Insure that all necessary persons are contacted.
Secretary: Notify law enforcement, parents, and school district office - give information about emergency.
Custodian: Search for student with principal, if appropriate.
Teachers: Remain in classroom, if appropriate.

School Crisis Response Team will assume pre-assigned duties

TORNADO & SEVERE THUNDERSTORM PROCEDURES

Hurricanes are not likely to catch a school unaware since the Weather Service provides advance notice. Tornadoes, severe thunderstorms and earthquakes can occur rather suddenly, therefore the following precautions and procedures should be used.

Definitions:

Tornado Watch: Conditions are favorable for tornado or severe weather. Make staff aware, but take no action.

Tornado Warning: Tornado has been sighted. Take shelter immediately.

Signals for Tornado Watch or Warning:

1. Tornado watch and warnings will be indicated to school buildings over weather radios in school offices. Radio must be left on at all times.

2. Tornado warning or drill will be announced using:

a. The public address system, OR

b. If the electricity should be off, teachers will be notified by a runner or by a portable bullhorn announcement in the hallways.

Tornado Warning Procedures:

1. Signal that tornado warning has been issued.

2. Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.

3. Students in unsafe locations at the time of the drill will go to assigned locations at the direction of teachers or school staff. Teachers will know where to take students from their classrooms.

4. Teachers are to close classroom doors after students exit into hallways.

5. Silence is extremely important so that any necessary directions may be called down the hallway.

6. Teachers should keep their class rosters with them during the drill. The teacher should kneel behind their classes to be sure students are following the drill or emergency procedure and to verify student classroom count. Notify principal/asst. principal of any missing students using Red Card.

7. The all-clear signal will be verbal or P.A. announcement by the principal or designee.

Other Procedures

1. Under no circumstances are students to be in rooms on the west side of the building, in the gym, cafeteria, multipurpose room, media center, auditorium or other rooms with large roof span during a tornado warning. Also, students must not be in portable classrooms or near a wall with an exterior window during a tornado warning.

2. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from windows.

3. During a tornado watch, a weather spotter (custodian) is to be posted in a southwest area and should notify the office if a tornado is sighted.

4. The weather radio should be located within hearing distance of office personnel.

Steps of Action if Tornado Strikes School:

1. The principal will determine when and if the building should be evacuated and to the extent it should be evacuated.

2. Notify Emergency Responders – 911, as needed.

3. Notify School District Office.

4. The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take other appropriate action.

Signals for Severe Weather:

1. Public warning signal is received over weather radio or TV.

2. If a storm occurs at dismissal time, it may be advisable to hold students until danger has passed.

Steps of Action for Severe Weather:

Principal: Supervise the student body and maintain contact with all staff.

Secretary: Remain near the phone in the office. Monitor weather radio.

Custodian: Act as a weather spotter looking southwest from a window or doorway.

Teacher: Supervise his/her own classes; follow emergency procedures to get students to shelter area.

School Emergency Response Team will assume pre-assigned duties.

Snow Storms/Icy Conditions:

1. Public warning signal is received over weather radio or TV.

2. Warn students to go directly home after school day.

3. Students should be advised of low visibility when crossing streets, etc.

4. Closing of schools will be determined by the Superintendent.

WEAPON POSSESSION ON CAMPUS PROCEDURES

Whenever a person is observed or reported to have a weapon on campus, the following precautions and procedures should be followed by the school administrators and/or staff:

1. **Announce over P.A. system or bullhorn that school is in "Lockdown."**
2. **Notify School Resource Officer (SRO) or law enforcement if onsite; if not, CALL 911 and identify the person and his/her location in the building if possible.**
3. **Notify School District Office.**
4. **Depending on the situation, the student should be asked to surrender the weapon or declare its location.**
5. **If a student, call student's parent and take steps for appropriate disciplinary action.**
6. **Assess the situation to determine follow-up steps.**

CMCS Procedural Handbook 2026-2027

The information contained in this handbook/manual is provided for informational purposes, and is not intended to replace or deviate from any current Board policy or the Coastal Montessori Charter School – Student Code of Conduct. In the event of any conflict between any provision in this handbook/manual and the terms of the Student Code of Conduct or any Board policy, the terms in the Student Code of Conduct and/or Board policy will control and take precedence. All students and parents are strongly encouraged to review the Code of Conduct, which is available for viewing on the school's website at www.coastalmontessoricharter.org.

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COASTAL MONTESSORI CHARTER SCHOOL MISSION

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

POINTS OF CONTACT

For Questions About...	Contact
Academic Intervention	Interventionist - Nikki Graziano
Accounts Payable	Operations Manager - Kristy Harbaugh
ADEPT	Director - Chris Bergeron or Assistant Director for Curriculum and Instruction - Dr. Trisha Gaskill
Assessments	Testing Coordinator - Teresa Carrasquillo
Benefits / HR	Kristy Harbaugh
Buildings and Grounds	Chris Bergeron or Kristy Harbaugh
Certificate Renewal Plan	District Office Human Resources and Dr. Trisha Gaskill - Teacher Certification
Computers / Technology / Website / Newsletter / Social Media	Kristy Harbaugh
Community Engagement	Kristy Harbaugh
Custodial/Maintenance Issues	George Miller
Direct Deposit	Self Service through iSolved
Emergency Drills	Kristy Harbaugh
Employment Process	Chris Bergeron or Kristy Harbaugh
Enrollment	Kristy Harbaugh
Field Trip Approval	Kristy Harbaugh - Field Trip Form
Finance and Budget	Chris Bergeron and Kristy Harbaugh
FMLA	Kristy Harbaugh
Homebound Instruction	Chris Bergeron
Human Resources	Chris Bergeron and Kristy Harbaugh
Instructional Coach (Lower Elementary)	Shaye Heiskill
Instructional Coach- Elementary (Upper and Lower) Department - Chairperson	Hillary Usher, Shaye Heiskell
Instructional- Middle School Department Chair	Morgan Ganley

Instructional Assistant Support	**Danielle Tempalsky**
Inventory Management	**Kristy Harbaugh and Dr. Trisha Gaskill**
Maintenance and Operations	**Kristy Harbaugh**
Media Services	**Natalie Doudican**
Outdoor Classroom	**CMCS PTO**
Professional Development	**CMCS Administration**
Progress Reports / Report Cards	**Dr. Trisha Gaskill and Kristy Harbaugh**
PowerSchool	**Kristy Harbaugh**
Purchase Requests	**Front Office and Kristy Harbaugh**
Parent Teacher Organization	**Lauren Seaton**
Reading Coach	**Teresa Carrasquillo**
Reporting Child Abuse	**Kristy Harbaugh and Shawn Cantrell**
Resource-Individual Educational Programs (IEPs)	**Chris Bergeron, Dr. Trisha Gaskill, Special Ed. Coordinator Nikki Graziano, and Special Ed. Teachers - Alison Mealing and Shelley West**
Resource-Student Intervention Team (SIT)	**Dr. Trisha Gaskill**
Resource-Special Services (IDEA) and 504 Plans	**Chris Bergeron or Dr. Trisha Gaskill**
Resource- Gifted and Talented Programs - Tech Fair and Academic Fair	**Dr. Trisha Gaskill**
Safety/Risk Management	**Chris Bergeron, SRO or Kristy Harbaugh**
School Nurse/Health Program/Health Screenings	**Tori Williams**
School Climate and Culture	**CMCS Administration**
Staff Conduct	**CMCS Administration**
Staff / Personnel	**CMCS Administration**
Student Conduct	**CMCS Administration**
Student Records / Truancy	**Kristy Harbaugh**
Teacher and TA Duties	**Chris Bergeron and Kristy Harbaugh**
Teacher Recruitment	**Chris Bergeron and Kristy Harbaugh**

Textbooks	**Kristy Harbaugh**
Transportation	**Front Office Stephanie Brady or Kristy Harbaugh**
Volunteer Approval	**Dr. Trisha Gaskill- Stingray Support Form**
All Other Questions	**Kristy Harbaugh**

PURPOSE OF THIS HANDBOOK

This handbook is designed to provide you with important information about the CMCS policies and procedures.

SUSPICION OF CHILD ABUSE

South Carolina Code § 63-7-310 provides that when, in their professional capacity, teachers or others have received information which gives them reason to believe that a child has been or may be abused or neglected, they are required to report it immediately.. Failure to make such a report within the prescribed time limit may result in penalties. Therefore, any employee who suspects a child has been or may be abused or neglected must report it immediately to the Director.

Student Safety Policy: Erin's Law and Gavin's Law

At Coastal Montessori Charter School, we prioritize the safety and well-being of our students in accordance with the laws of South Carolina.

Erin's Law:

In the year of 2014, the State of South Carolina passed Act 293 known as "Erin's Law," as part of health and safety education for its public schools. The purpose of the law is to ensure all students, pre-kindergarten through high school, receive this prevention instruction during the academic school year. The intent of Erin's Law is to give students skills in knowing how to stay safe from sexual assault and how to report any incidents of sexual assault.

The South Carolina Department of Education created Erin's Law instructional units in support of the new legislation that amended the Comprehensive Health Education Act. South Carolina Code of Laws Section 59-32-20 (B) was amended to read that the State Board of Education through the South Carolina Department of Education "shall select or develop instructional units in sexual abuse and assault awareness and prevention, with separate units appropriate for each age level from four-year-old kindergarten through twelfth grade."

Gavin's Law:

In the year of 2023, the State of South Carolina passed Act 54 of 2023 known as "Gavin's Law." The legislation states the crimes are for "threaten(ing) to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against" that person's will. Convictions can be punished by up to 20 years in prison if the victim was a child or a vulnerable adult, and up to five years for the first conviction if the victim is an adult.

Gavin's Law also requires that schools collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office to implement a policy to educate and notify students of the law, which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law and the dangers of sexual extortion. The Department of Education recommends Gavin's Law be taught as part of the Erin's Law curriculum with age-appropriate instruction on the dangers and consequences of sexual extortion.

Our Commitment:

In line with our commitment to the safety and well-being of our students, we have implemented the following policies, as required by Erin's Law, S.C. Code Section 59-32-20 and 59-32-30(G) and Gavin's Law, S.C. Code Section 16-15-430, to create a safe and supportive learning environment for all students:

1. Prevention Education:

Age-appropriate curricula: We will incorporate age-appropriate prevention education programs into our curriculum that address child sexual abuse, assault, exploitation, and extortion. These programs will be tailored to different grade levels to ensure students receive the information in an age-sensitive manner.

Awareness campaigns: We will regularly conduct awareness campaigns to educate students, parents, and staff about the signs, risks, and prevention of child sexual abuse, bullying, and extortion. These campaigns will aim to foster a culture of openness, trust, and mutual support within our school community.

2. Reporting Mechanisms:

Safe reporting channels: We will establish multiple safe and confidential reporting channels, such as trusted staff members, anonymous hotlines, or online platforms, to encourage students to report any incidents of abuse, bullying, harassment, or extortion without fear of reprisal.

Prompt response: Upon receiving any reports, we will ensure a prompt and thorough investigation, adhering to all legal requirements and protecting the privacy of all parties involved to the extent legally possible.

3. Staff Training and Support:

Professional development: All school staff, including teachers, administrators, and support personnel, will receive regular training on recognizing and responding to signs of child sexual abuse, bullying, harassment, and extortion. This training will equip them with the necessary skills and knowledge to support students effectively.

Supportive environment: We will foster a supportive environment where students feel comfortable reaching out to trusted adults. Staff members will be trained to listen, believe, and respond empathetically to students who disclose abuse, bullying, harassment, and/or extortion.

4. Community Collaboration:

Partnerships: We will collaborate with local law enforcement agencies, community organizations, and mental health professionals to ensure a coordinated response to incidents of child abuse, bullying, harassment, and extortion. Together, we will work towards preventing such incidents and supporting affected students.

Parental involvement: We will actively engage parents and guardians through regular communication, workshops, and resources, to create a united effort in promoting student safety and well-being.

By implementing this policy, we aim to ensure the safety, well-being, and success of all our students. Together, we can create a nurturing environment where every student feels protected, valued, and empowered to thrive.

FINANCIAL PROCEDURES

Responsibility of the Finance Manager and CMCS's Financial Services Provider

The Finance Manager, along with CMCS's financial services provider, are responsible for the following to ensure that best practices and procedures are met:

- **Maintaining files on all purchase orders for CMCS**
- **Entering all accounts payable information in the CMCS accounting software**
- **Writing all checks for CMCS, including special services, and maintaining all information in the CMCS accounting software**
- **Providing expenditure records monthly**
- **Maintaining accurate account ledgers**
- **Preparing monthly financial statements**
- **Maintaining files on accounting data**

Reconciling accounts payable bank statements monthly

Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable. Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

Audit Trail

To create an adequate audit trail, approvals shall be memorialized in a memorandum, e- mail, or other document that is maintained with the file concerning the transaction. Such documents should be stored and retained whether in paper or electronic form by the School Director and/or the Finance Manager.

Cash Handling

The purpose is to ensure that the School utilizes sound internal controls and properly handles cash received by School personnel. The director will designate at least two (2) school employees who are authorized to handle cash paid to the School, and only those employees may handle cash for the school. The director will ensure that all employees who are authorized to handle cash receive appropriate annual training. Students handling cash must be supervised by director designated employees. All cash received by the school must be properly documented. All cash received must be deposited no later than once every three (3) banking days. The Finance Manager shall prepare deposits and the slip will be signed by the director or assistant director prior to deposit. The director may establish additional procedures associated with the handling of cash that are not inconsistent with this language or applicable laws and regulations. No School employee should handle cash associated with a non-school-sponsored activity in his or her capacity as a school employee. In the event such an individual does handle such cash, they must make it clear to the organization sponsoring the activity that they are not acting as a school employee.

Contracted Services

IRS Form W-9 should be completed by individuals or organizations performing contracted services. Transactions for these services must be flagged in the accounting system as a 1099 invoice. This process will ensure that a 1099 is produced for these vendors.

Credit/Debit Card Usage

CMCS credit/debit cards shall only be used in connection with Board-approved or school related activities. Any use of CMCS credit/debit cards that violate South Carolina law or Board policy and procedures may result in disciplinary action, up to and including termination of employment, personal responsibility for any and all charges, including finance charges and fees assessed in connection with late payment resulting from such use, and/or possible referral to law enforcement authorities. The Board directs the director to determine and specify those employees authorized to use credit/debit cards. The Director shall be responsible for giving direction to and supervising such employees' use of credit/debit cards. Employees who are authorized to use credit/debit cards

must sign-in and sign-out the credit/debit card from the Finance Office. When returning a CMCS credit/debit card, all receipts for related purchases must be submitted. If credit/debit cards are issued they should be assigned to certain employees and should be used only for school related expenditures. All charges must be supported by receipts or invoices to be eligible for payment by CMCS. Monthly credit/debit card statements must be reconciled by the Finance Office and approved by the director.

Prohibited Purchases:

• Under no circumstances shall credit/debit cards be used for the purchase of alcoholic beverages, regardless of whether the purchase of such beverages is made in connection with a meal.
• No personal purchases of any kind (personal purchases are defined as purchases of goods intended for non-work-related use or use other than official CMCS business).
• Cash advances, including the use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
• Tobacco products.
• Consultant and Contractor services

• The Director and the Finance Manager shall not use a CMCS credit/debit card for any single transaction that exceeds $5,000.00 unless the Board has previously approved the expenditure. The monthly limit per card will be determined by the Director and may be adjusted as determined by demonstrated need.
• Splitting a single transaction into several transactions to avoid the prescribed spending limits is specifically forbidden.

• When returning or exchanging items purchased with CMCS credit/debit cards, the cardholder may not receive cash back. Any credit/debit balance after a return or exchange must be applied to the CMCS credit/debit card account.

Security
The CMCS credit/debit card should be maintained in a secure location and the card account number should be carefully guarded. The assigned Cardholder should assure that all credit/debit card purchases are made in accordance with the CMCS credit/debit card procedure and credit/debit cards are properly issued and secured. Cardholders must report a lost/stolen card to the credit company within 24 hours. Cardholders must also notify the Director who will follow up with the credit card company to ensure that the account has been closed

Expense Reimbursements

The majority of expenditures should be handled with a purchase order through the Finance Manager, approved by the Director. In the event the normal process of obtaining goods or services is not feasible, CMCS staff can seek reimbursement for the goods or services they purchased with a personal payment method. All purchases must be approved in writing by the

director, or his or her designee, prior to the purchase and cannot exceed $1,000.00 in cost. When goods or services are being purchased by an individual, an Expense Reimbursement Form is required to seek reimbursement. A proof of purchase must be attached with the Expense Reimbursement Form. Employees are asked to submit expenses as soon as they occur or within twenty (20) business days from the day of purchase. The processing time for a reimbursement is twenty (20) business days.

Invoices

All invoices must be submitted to the finance manager for processing. Invoices must contain the date of purchase, name and address of vendor, quantity and description of goods or services rendered, and the amount. Invoices must be reviewed and signed by the Director and the Finance Manager. The director and the Finance Manager must review the invoice to confirm that the goods or services outlined on the invoice have been received by CMCS. The Finance Manager will process the invoice once confirmation is received.

Bill.com

CMCS will process all invoices in Bill.com. All invoices must be approved in Bill.Com by the director and the finance manager prior to payment. Once the invoice is approved in Bill.com, CMCS's financial services provider can proceed with the payment.

Credit Card

Credit card statements will be processed monthly. All CMCS staff must follow the guidelines. Each cardholder is responsible for submitting all receipts associated with the charges on the credit card. The finance manager will review all credit card statements to ensure that all receipts associated with the statement are on file. A Missing Receipt Affidavit is required for any lost or missing receipts.

Manual Checks

Payments can be made to individuals or organizations via a manual check. This method is used when the due date on the invoice cannot be met using the normal process. The invoice requiring a manual check MUST be signed by the director and the finance manager. After the payment, a copy of the invoice and manual check must be submitted to Bill.Com for storage and audit trail.

Recurring Monthly Invoices

Any recurring monthly invoices can be processed without signatures. Only the vendors that have active contracts or agreements on file with the finance manager can be considered recurring. The Finance Manager must review all recurring monthly invoices to ensure that the invoice matches the cost outlined in the contract.

Signature and Requisition Authority

This is intended to ensure that commitments of CMCS resources are properly reviewed and approved by authorized personnel.
Authorized signers are responsible for ensuring that:

- **Where required, review and approval has been obtained;**
- **The transaction and its terms are consistent with CMCS's program objectives and budgetary authorizations, legal requirements, procurement policies, and the terms of restricted funds (if applicable); and**
- **There is no real or perceived conflict of interest on the part of any individual or organization involved in the transaction or, where a real or perceived conflict of interest does exist, the issue has been resolved prior to entering into the transaction, as required by Conflict of Interest language. Resolution of any real or perceived conflict should be documented in writing and kept on file by the responsible department. Signature and Requisition Authority. The Director, Board Chair and Board Treasurer hold signature and requisition authority with respect to all educational, financial, and administrative matters pertaining to CMCS. These persons may not delegate such authority to other employees for specified transactions. Only the board shall approve the signature authority, and any delegations through revision of this language.**

Travel Reimbursement

All CMCS staff must follow the guidelines when conducting travel related expenses. To be eligible for reimbursement, all travel for CMCS staff must be properly authorized. To claim expenditures, CMCS staff must submit an Expense Reimbursement Form within ten (10) business days after returning from travel. The Expense Reimbursement Form must contain expenses that actually occurred.

Reimbursement for Expenses

Employees may request reimbursement for authorized (approved) business travel and purchases. Employees must complete an expense voucher (reimbursement form) and attach receipts. A failure to complete a signed expense voucher or to provide receipts within 30 days of an employee's incurring such expense will be deemed a waiver of any right to reimbursement. A request for advanced travel funds must be approved by the director and must be accounted for within 10 working days after return from a trip.

Travel Credit/Debit Card Usage

When travel has been approved in compliance with procedure, an employee may charge travel related transactions on CMCS credit/debit cards. Mileage shall be claimed as per diem expenses and filed on a Travel Expense form.

Unauthorized Signers

Individuals who purport to enter into contracts or financial commitments on behalf of CMCS without authority may be personally liable for such contracts or commitments, whether oral or written. Individuals who enter into unauthorized contracts or commitments may also be subject to disciplinary action, up to and including termination of employment or removal from the Board.

CURRICULUM, REPORTING, COMMUNICATION, AND SCHEDULING

Crisis/Critical Incident Plans

See the CMCS Safety Procedures Handbook.

Curriculum Expectations/Procedures

Elementary lead teachers will turn in 3-month plans electronically three times a year to administration (Director or designee). Administration will review and provide feedback within one-week (5 days). The dates for submission will be on the CMCS Staff Calendar.

Middle school lead teachers will turn in 9-week plans at the start of each 9-weeks electronically to administration (Director or designee). Administration will review and provide feedback within one-week (5 days). The dates for submission are on the CMCS Staff Calendar.

Specialty teachers will be responsible for 3-month plans three times a year. Administration will review and provide feedback within one-week (5 days). The dates for submission will be on the CMCS Staff Calendar.

Special education teachers will be responsible for communicating every 9-weeks with administration regarding curriculum plans that meet each student's Individual Education Plan (IEP). Administration will review and provide feedback within one-week (5 days). Special education plans must address the individual goals written in each student's IEP. These curriculum plans are confidential, and thus, will not be shared on the CMCS website.

Field Experience Expectations and Procedures

Staff members interested in taking students outside of the school building for a field experience will follow the below steps.

<u>PRIOR TO DISCUSSING WITH PARENTS AND STUDENTS, TEACHERS MUST DISCUSS THE FIELD TRIP IDEA WITH THE DIRECTOR (ONLY).</u>

1. **Use the paper form within the workroom entitled Field Trip Request. Do not take the last**

copy. Make more copies before taking the last copy. Fill out each section of the form and provide sufficient details. There is a notes section.
2. Place completed Field Trip Request Form within the Director's mailbox. You must give a minimum of three-week's notice when requesting a field experience.
3. The field experience will either be approved/approved with conditions/or denied and given to the Office Manager only if it is approved or approved with conditions. If it is denied, it will be placed in the mailbox of the staff member who filled out the form.
4. Once approved the field experience will be placed on the CMCS staff calendar. If approved with conditions the conditions of the approval must be satisfied in order for the field experience to be approved.
5. The following conditions must be met for each field experience in order for it to be approved:

- **Communication with the school nurse at least 5 business days before the field experience in order to obtain medical needs/information.**
- **All parent drivers/chaperones must be background checked and have completed CMCS volunteer paperwork on file. Those driving must also provide the school with proof of a current license and active insurance for the vehicle that will be driving students.**
- **An agenda must be given to administration at least 4 business days prior to the event.**
- **Administration must have all staff/parent driver cellular numbers and all staff/parent drivers must have the school's phone number.**
- **The staff attending the field experience will be responsible for creating his/her own field experience electronic permission slips, which must be shared at least 5 business days prior to the event with parents/guardians. If a student does not turn in his/her permission slip by the morning of the field experience they will not be able to attend the field experience. Staff members attending the field experience will have to arrange for any students not attending the field experience to work within other classrooms during the field experience.**
- **If field experiences take place during lunch times students must pack a bagged lunch from home.**
- **If field experiences are outside, staff must communicate the need for items including but not limited to a water bottle, bagged lunch, hat, sunscreen, etc. Staff members may choose to ask CMCS students to wear their tie-dye shirts for a field experience.**

Staff, students, and/or parent drivers must return to CMCS by 1:50 P.M. If you are stuck in traffic please call the school phone number and communicate this with the administration.

Google Calendar

The Google Calendar includes information related to the duty schedule, field experiences, guest speakers, PTO events, testing, safety drills and information, etc. All CMCS staff are expected to review the calendar daily.

Lesson Expectations/Procedures

Lead teaching staff, specialty staff, and special education staff are hired to address our charter goals: 1) to close the achievement gap, 2) to read on grade level by third grade, 3) to cultivate real

life skills in children, 4) preparation for high school and life. In order to meet these goals you are expected to be giving lessons weekly during scheduled times as indicated in the master schedule. Teachers will document lessons given weekly using a uniform recording system that is student focused and utilized by teachers in the same manner. This weekly documentation of lessons given will be made available each Monday morning to the administration (Director and Assistant Director). While there is no minimum or maximum number of lessons to be given on a weekly basis, it is expected that each lead teaching staff member reaches an adequate rate of lesson presentations. Those staff members not reaching an adequate rate of lesson presentations each week will meet with the administration to develop an improvement plan. If an improvement plan is enacted, the administration will progress monitor the plan and meet back with the staff member both 4-weeks after the improvement plan is enacted and again at 8-weeks. Administration may make changes to the improvement plan with the staff member if the improvement plan is not meeting the needs of the staff member. The improvement plan is a collaborative effort between administration and the lead teaching staff member.

Progress Report Expectations/Procedures

Elementary lead teachers will report progress to families once in the fall and once in the spring, with an optional reporting time in the winter. Specific progress reporting dates are on the CMCS staff calendar. Elementary teachers report progress using a brochure that uses a letter scale to show progress in relation to grade level standards in addition to a letter system for emotional/behavioral progress. Standardized test scores and running record scores are also reported and there is a section for lead teacher comments. Progress reports regarding lesson progression will be shared with families, if families choose not to meet for a conference in person. Elementary lead teachers will use Sign-Up Genius or a similar platform to schedule conferences with families in the fall and in the spring. Your sign-up form will go to families on the same date as indicated on the CMCS staff calendar. You are expected to print a copy of your conference list with parent signatures for the Director. This conference list with signatures will be turned in to the Director as indicated on the CMCS staff calendar.

Middle school lead teachers will report progress to families each 9-weeks using Powerteacher Pro through the Powerschool platform. Nine-week progress reporting dates are on the CMCS staff calendar. Middle school lead teachers will offer a conference to families each 9-weeks by appointment. Middle school lead teachers will use Sign-Up Genius or a similar platform to schedule conferences with families. Your sign-up form will go to families on the same date as indicated on the CMCS staff calendar. You are expected to print a copy of your conference list with parent signatures for the Director. This conference list with signatures will be turned in to the Director as indicated on the CMCS staff calendar.

Middle school teachers are to contact parents on a regular basis, and/or immediately once a student is not performing as required (i.e. failing to complete and submit required assignments, failing tests and the class, struggling to handle the academic requirements of the class, etc). Documentation of such contact is required to be kept by each teacher. This conference list with signatures will be turned in to the Director as indicated on the CMCS staff calendar.

Specialty teachers will report progress for each student enrolled in their programs to elementary lead teachers and middle school lead teachers before elementary and middle school teachers

begin conferences as indicated by the CMCS staff calendar. Specialty teachers are to report progress on a separate document or they may meet individually with elementary and middle school teachers to share student progress. Specialty teachers will communicate student progress with the director utilizing the same method as lead teachers, and report as indicated on the CMCS staff calendar.

Special Education teachers will report progress to lead teachers (elementary and middle school) as indicated on the CMCS staff calendar. Special Education teachers will report progress to families following each student's unique IEP plan. Special education teachers will report progress to administration (Director) each 9-weeks, confidentially in writing, as indicated on the CMCS staff calendar.

Parent Communication Expectations/Procedures

Elementary and middle school lead teachers will communicate weekly with their families using email and/or Bloomz and will copy the Director and Assistant Director. Information may include lessons given, pictures of student work/projects, homework, etc. Specialty teachers will provide to lead teachers student updates by Thursday of each week. The lead teachers will include the information from Specialty Teachers in their weekly update to parents.

Lead teaching staff may choose to use Apps, such as the Remind App, with families. Lead teaching staff and specialty teachers may choose to create a private Facebook page for his or her classroom. Lead teaching staff and specialty teaching staff must report which platforms he/she is using with families to the administration before using the aps and social media platforms. Administration reserves the right to restrict the Apps and platforms being used, should issues arise.

SIT Process

Before suggesting an evaluation by the school psychologist, CMCS recommends the SIT process. Step one is to notify the SIT Chairperson of observations/concerns regarding a student's behavior/academics. The SIT Chairperson will then schedule a classroom observation. After the classroom observation, the SIT Chairperson will debrief. The SIT process may be initiated by either a teacher or a parent. After the SIT Chairperson observes, arrangements will be made for a SIT meeting with the entire team, including parents/guardians, general education teacher, and if pertinent Teaching Assistant/Nurse/Director.

If the SIT team agrees that there is a need, an intervention plan will be developed together. The intervention typically lasts 8-weeks. An intervention should be a different approach from what was already being done (think different process or product). The goal is to focus on specific strategies to address the perceived need (using observational and quantitative data). With support from the SIT chairperson, the intervention dates/times can be documented.

After 8-weeks of the intervention, the SIT team will reconvene to assess growth. If data reflects that the intervention did not result in student growth, then a special education teacher can join the team and share what other resources are available to the child, including a special education screening.

PowerSchool Expectations/Procedures

Each lead teacher, specialty teacher, and special education teacher will be given access to PowerSchool. With this access you will be able to access demographic data including the parent/guardian email and phone numbers. Each lead teacher will be required to take attendance in PowerSchool by 9:00 AM each day.

Raising the Flag Expectations/Procedures

Lead teaching staff will oversee the raising and lowering of the flag by students from their communities on a rotating basis. The Assistant Director will develop the schedule. Lead teachers will model for students how to raise and lower the flag before students are permitted to raise and lower it. Lead teachers are required to supervise students raising and lowering the flag. They may delegate this supervision to their Teaching Assistant partner.

Staff Requests for Children to be on Campus

Our charter gives preference to children of CMCS staff. With that said, in order to maintain order all CMCS staff must request in writing to the Director to have a child or children not enrolled, on campus at CMCS during regular work hours for staff – 7:15 am to 3:00 pm. The Director will review these requests on a case-by-case basis and respond in writing with either an approval or declination. All children of staff members are welcome to attend after hours events and PTO events, including but not limited to Back-to-School Night, the Academic Fair, Literacy Nights, CB Dodson Awards, Art Awards, Field Day, etc.

When a child or children of a staff member are approved to be on campus s/he/they must be with the staff member at all times. For example, if the staff member is working in his or her classroom, then the children of the staff member will be in the classroom. If the staff member is working in his or her outdoor garden beds, then the children of the staff member will be outside. If the staff member is working in the Media Center, then the children are in the Media Center.

Staff Expectations/Procedures for Student Conduct

All CMCS employees are responsible for reviewing and implementing the Student Code of Conduct and Board Policy.

Bullying

The mistreatment or abuse of one person by another will not be tolerated at CMCS. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including the following:

- **Physical Bullying - When one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.**
- **Verbal Bullying - When someone uses his or her words to hurt another, such as by**

belittling or calling another a hurtful name.

- **Nonverbal or relational bullying - When one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.**
- **Cyberbullying - The intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve the following:**
  - **Sending mean, vulgar, or threatening messages or images**
  - **Posting sensitive, private information about another person**
  - **Pretending to be someone else in order to make that person look bad**
  - **Intentionally excluding someone from an online group**
  - **Hazing - an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate**

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all employees and students.

Volunteers

Prior to bringing any person into CMCS or allowing him or her to chaperone on field trips, the Director - and only the Director - must approve that person as a volunteer, inside the school or on a field trip. Only then will a background check be done. This includes parents, former employees, former volunteers, and any other person.

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Employee Handbook
2026-2027

The information contained in this handbook/manual is provided for informational purposes, and is not intended to replace or deviate from any current Board policy or the Coastal Montessori Charter School – Student Code of Conduct. In the event of any conflict between any provision in this handbook/manual and the terms of the Student Code of Conduct or any Board policy, the terms in the Student Code of Conduct and/or Board policy will control and take precedence. All students and parents are strongly encouraged to review the Code of Conduct, which is available for viewing on the school's website at www.coastalmontessoricharter.org.

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COASTAL MONTESSORI CHARTER SCHOOL MISSION

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

GOALS

In order to achieve this mission, we strive to:

Treat you and all Team Members as individuals with full respect for your dignity and rights in everyday work situations;

Maintain fair and competitive wages and benefits;

Hire, promote and compensate solely on the basis of merit without regard to race, creed, color, religion, gender, or national origin;

Provide a pleasant place to work;

Provide a level of mutual respect and loyalty;

Value an open door approach and encourage all Team Members to feel free to discuss work related or personal issues with administration..

In return, CMCS expects the following from its staff:

A sense of personal responsibility for the quality and quantity of work produced;

A constant effort to maximize productive time and avoid any action likely to impede the CMCS mission;

Personal care for all equipment and materials provided;

Commitment to cooperate and establish good working relationships with fellow team members and management, and to carry out instructions faithfully;

Professional behavior at all times.

Because we are committed to the principles of fairness and equity, and because we are partners in the future, we believe that team members' concerns and problems can be resolved through discussion. You are always encouraged to share your concerns with the

School Director.

POINTS OF CONTACT

For Questions About...	Contact
Academic Intervention	**Interventionist - Nikki Graziano**
Accounts Payable	**Operations Manager - Kristy Harbaugh**
ADEPT	**Director - Chris Bergeron or Assistant Director for Curriculum and Instruction - Dr. Trisha Gaskill**
Assessments	**Testing Coordinator - Teresa Carrasquillo**
Benefits / HR	**Kristy Harbaugh**
Buildings and Grounds	**Chris Bergeron or Kristy Harbaugh**
Certificate Renewal Plan	**District Office Human Resources and Dr. Trisha Gaskill - Teacher Certification**
Computers / Technology / Website / Newsletter / Social Media	**Kristy Harbaugh**
Community Engagement	**Kristy Harbaugh**
Custodial/Maintenance Issues	**George Miller**
Direct Deposit	**Self Service through iSolved**
Emergency Drills	**Kristy Harbaugh**
Employment Process	**Chris Bergeron or Kristy Harbaugh**
Enrollment	**Kristy Harbaugh**
Field Trip Approval	**Kristy Harbaugh - Field Trip Form**
Finance and Budget	**Chris Bergeron and Kristy Harbaugh**
FMLA	**Kristy Harbaugh**
Homebound Instruction	**Chris Bergeron**
Human Resources	**Chris Bergeron and Kristy Harbaugh**
Instructional Coach (Lower Elementary)	**Shaye Heiskill**
Instructional Coach- Elementary (Upper and Lower) Department - Chairperson	**Hillary Usher, Shaye Heiskell**

Instructional- Middle School Department Chair	**Morgan Ganley**
Instructional Assistant Support	**Danielle Tempalsky**
Inventory Management	**Kristy Harbaugh and Dr. Trisha Gaskill**
Maintenance and Operations	**Kristy Harbaugh**
Media Services	**Natalie Doudican**
Outdoor Classroom	**CMCS PTO**
Professional Development	**CMCS Administration**
Progress Reports / Report Cards	**Dr. Trisha Gaskill and Kristy Harbaugh**
PowerSchool	**Kristy Harbaugh**
Purchase Requests	**Front Office and Kristy Harbaugh**
Parent Teacher Organization	**Lauren Seaton**
Reading Coach	**Teresa Carrasquillo**
Reporting Child Abuse	**Kristy Harbaugh and Shawn Cantrell**
Resource-Individual Educational Programs (IEPs)	**Chris Bergeron, Dr. Trisha Gaskill, Special Ed. Coordinator Nikki Graziano, and Special Ed. Teachers - Alison Mealing and Shelley West**
Resource-Student Intervention Team (SIT)	**Dr. Trisha Gaskill**
Resource-Special Services (IDEA) and 504 Plans	**Chris Bergeron or Dr. Trisha Gaskill**
Resource- Gifted and Talented Programs - Tech Fair and Academic Fair	**Dr. Trisha Gaskill**
Safety/Risk Management	**Chris Bergeron, SRO or Kristy Harbaugh**
School Nurse/Health Program/Health Screenings	**Tori Williams**
School Climate and Culture	**CMCS Administration**
Staff Conduct	**CMCS Administration**
Staff / Personnel	**CMCS Administration**
Student Conduct	**CMCS Administration**
Student Records / Truancy	**Kristy Harbaugh**
Teacher and TA Duties	**Chris Bergeron and Kristy Harbaugh**

Teacher Recruitment	**Chris Bergeron and Kristy Harbaugh**
Textbooks	**Kristy Harbaugh**
Transportation	**Front Office Stephanie Brady or Kristy Harbaugh**
Volunteer Approval	**Dr. Trisha Gaskill- Stingray Support Form**
All Other Questions	**Kristy Harbaugh**

PURPOSE OF THIS HANDBOOK

This handbook is designed to provide you with important information about the CMCS policies, benefits and rules. Failure to follow the CMCS policies, procedures and rules can result in discipline, up to and including discharge. Please read this handbook thoroughly and save it for future reference. If you have any questions, please do not hesitate to contact the School Director.

Any and all benefits, policies and procedures set forth herein are general statements and shall in no manner be construed to imply a contract or a guarantee of continuing employment with CMCS or employment for any specific length of time.

No employee handbook can anticipate every circumstance or answer every question. From time to time, we may need to alter or amend some of these policies. CMCS reserves the right to revise, supplement, or rescind any policies or any portion of the Handbook from time to time, with or without prior notice, as it deems appropriate. All representations by any manager or team members of CMCS that conflict in any respect with any matter set forth in this handbook are invalid unless specifically acknowledged in writing by the Director.

The provisions in this Handbook supersede all previous versions, practices, and procedures, and may not be amended or altered without the express written approval of the CMCS Board of Directors.

The general statements apply to all team members of CMCS. If any conflict should exist between the Employment Handbook and a written Employment Agreement between CMCS and team members, the Employment Agreement will prevail.

STANDARDS OF PERFORMANCE AND CONDUCT

Standards of Business Conduct

Like all other organizations, CMCS requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among team members. For this reason, it may be helpful to identify some examples of the types of conduct that are impermissible and that may lead to disciplinary action, possibly including immediate discharge. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some

examples.

Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.

Possession, distribution, sale, use, possession of illegal drug paraphernalia, or being under the influence of alcoholic beverages and illegal drugs while on School property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the School.

Sexual harassment or other unlawful harassment, whether verbal or physical. Actual or

threatened violence.

Release of confidential information about the school or its students.

Theft or unauthorized removal or possession of property from the School, fellow team members, students or anyone on school property.

Altering or falsifying any time-keeping record, removing any time-keeping record from the designated area without proper authorization or destroying such a record; or, allowing another employee to sign in or out for you or for altering any time-keeping record.

Teaching or discussing controversial topics with students (personal political or religious views).

Absence for one or more consecutive work days without notice to supervisor or department head, unless a reasonable excuse is offered and accepted by the administration.

Falsifying or making a material omission on an employment application or any other School record.

Misusing, destroying or damaging property of the School, a fellow team member, a student or a visitor.

Fighting on School property.

Use of profanity.

Not following the chain of command.

Bringing onto school property dangerous or unauthorized materials, such as explosives, firearms or other similar items.

Unsatisfactory performance.

It must be remembered that employment is at the mutual consent of the team member and the school. Accordingly, either the team member or the school's director can terminate the employment relationship at will, at any time, either with or without cause or advanced notice.

EMPLOYMENT PRACTICES

Equal Employment Opportunity/Anti-Harassment as outlined in Title IX of the Education amendments of 1972.

CMCS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

All CMCS employees are expected to accomplish their work in a business-like manner, with concern and respect for the well-being of their co-workers. Sexual, racial, ethnic, religious, or disability discrimination or harassment of an employee by a fellow employee or outside party is forbidden and will not be tolerated. If you experience or witness discrimination or harassment in the workplace, report it immediately to the director. All allegations of harassment will be promptly investigated.

Anyone engaging in discrimination or harassment will be subject to disciplinary action, up to and including termination of employment. Similarly, anyone knowingly or intentionally making a false report of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

All Title IX complaints will be resolved consistent with the Board approved Title IX policy.

Chain of Command

The Board of Directors of CMCS is responsible for setting policies for CMCS staff. The Board employs the director to whom it delegates responsibility for the day-to-day administration of the organization. The staff of CMCS is accountable to the Director who in turn is accountable to the Board of Directors. Employees may not initiate contact with Board Members or GCSD District Office Employees without approval from the director.

Conduct

Orderly and efficient operations of CMCS require that employees maintain proper standards of conduct at all times. Employees who fail to maintain proper and professional standards of conduct toward their work, their co-workers, the administration, or CMCS students are subject to appropriate disciplinary action, up to and including termination. All instances of misconduct must be referred to the director immediately. CMCS requires order and discipline to succeed, to promote productivity and cooperation among its employees, and to create an appropriate learning environment for its students.

Conflict of Interest/Confidentiality

CMCS expects the primary interest of staff members to be the school and its students. A conflict of interest occurs when the interest of a staff member or another outside party actually or potentially affects the school in a negative way.

Outside Business Interests---Staff may have outside business interests and outside employment so long as these are disclosed and do not interfere with job performance. Staff and their family members may not earn profit from outside employment or business interests, which directly result from affiliation with CMCS.

Gifts, Gratuities---Staff may not accept gifts, gratuities, free trips, personal property or other items of more than nominal value (i.e., more than $20 value) from an outside person or organization affiliated in any way with CMCS. If an employee is offered a gift or gratuity of more than $20, the employee should report this to the director. If the director is offered a gift or gratuity, s/he should report this to the Chairman of the Board of Directors.

Confidentiality---All information concerning CMCS and its students is confidential and is not to be disclosed to anyone without the written approval of the Director.

Contact With Students On and Off School Grounds

Staff members are prohibited from engaging in any of the following conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to constitute the entire list of conduct for which disciplinary action may be taken:

- **Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection or sexually suggestive comments between staff and students**
- **Fostering, encouraging, or participating in emotionally or socially intimate relationships with students through communication or gift-giving.**
- **Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communication, telephone calls, electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites, webcams, or photographs**
- **Socializing with students outside of instructional time**
- **Providing alcohol or drugs (regardless of age) to students - either prescription or illegal (except for those provided in accordance with district policy on medication administration)**
- **Transporting students unless part of the staff member's job description**

One-On One Interactions

ALL one-on-one interactions between an employee and a student must be:

- **Observable**
- **Interruptible**

One-on-One interactions may occur as part of this school's programming under authorized circumstances. The purpose of this policy is to ensure the organization clearly communicates expectations for employees and gives examples of appropriate behavior when one-on-one interactions are authorized, employees must observe the following guidelines to limit the risk of abuse or false allegations of abuse by students or by other employees:

- **Meet in a public place where you are in full view of others.**
- **Avoid physical affection and/or contact during one-on-one interactions.**
- **If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.**
- **Ensure one-on-one interactions are documented, especially if behind closed doors.**
- **Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.**

Mandatory Arbitration

Any claim, dispute or controversy between an Employee and CMCS shall be fully and finally resolved by final and binding arbitration. This clause is to be interpreted as broadly as possible. This is a knowing waiver of Employee's and CMCS 's rights to a jury trial. Nothing in this Handbook shall be construed to be inconsistent with this clause, or to allow either party to litigate a dispute. The arbitration result shall be final and binding, and for purposes of enforcement may be entered as a judgment in any court which has jurisdiction over the parties. The arbitration shall take place in Georgetown County, South Carolina, before a single arbitrator, pursuant to the Federal Arbitration Act, under the procedure then established by the American Arbitration Association for arbitration of employment disputes. Each party shall equally bear the costs of all arbitration proceedings. Any dispute regarding the scope of this arbitration agreement shall be determined by the arbitrator.

Termination of Employment

Employees are employed on an at-will basis, which means either the employee or CMCS may terminate the employment relationship at any time, without notice, for any reason or for no reason. In the event of retirement, the employee will not be compensated for unused sick days. Employees will not be paid for holidays, which fall within the two-week notice period. No employee will be reimbursed for accrued leave days upon termination of employment. Terminating employees must return all CMCS property, including all door keys and any equipment belonging to CMCS, as well as Montessori materials created on campus using CMCS office supplies, before leaving on the last day of employment. Employees must not damage, clear software from, or make any alterations to

school laptops; if this does occur, the employee will be responsible for costs, and CMCS may withhold the employee's final paycheck until the employee is cleared by administration for any items mentioned above.

ATTENDANCE, HOURS, PAYROLL, AND OTHER EMPLOYEE RESPONSIBILITIES

Appearance and Dress

CMCS expects all employees to maintain a neat, well-groomed appearance at all times. As an employee you represent CMCS Schools; therefore, it is very important that employees portray a favorable image. Employees are expected to dress professionally and observe good grooming and personal hygiene habits. Pants - loose fitting, no holes, no tears.

Examples of acceptable dress:

Men: Polo shirts or similar, dress shirts (short or long sleeves), slacks, nice jeans or khakis.

Women: dresses, skirts, dress shorts (not shorter than 3" above the knee), shirts (short or long sleeves), slacks, nice jeans, or khakis.

Tennis shoes are acceptable if they are clean and look professional.

Unacceptable: torn or tattered jeans, tank tops, revealing or see-through clothing, torn or dirty tennis shoes, tattered or un-pressed clothing, tight fitting clothing.

If you have questions regarding appropriate dress and attire please direct them to the Director in advance in order to avoid conflicts. Any employee who is inappropriately dressed when he/she arrives for work will be considered unsuitable to commence work and will be sent home to change into appropriate dress. The employee may also be subject to disciplinary action.

Attendance

All employees must use the Complete Campus Security System (CCSS) computer in the front office to scan their identification cards upon arrival and upon leaving campus. Employees who will be absent or late for work for any reason are required to notify the assistant director as soon as possible before his/her scheduled starting time.

Consistent or excessive absences or tardiness from work is unacceptable and is grounds for disciplinary action, up to and including termination of employment.

Failure to report to work without notice may be considered a voluntary resignation.

Attendance at Meetings and School Functions

All staff members are required to attend all staff meetings and school function events (Examples: Open House, Orientations, Parent Nights, etc.), unless prior notice of non-attendance has been provided to the director in writing and has been approved by the director.

Formal Meetings

Tuesdays will be set aside for formal meetings:

- **General faculty meetings (first Tuesday of each month)**
- **Elementary meetings (second and/or fourth Tuesdays of each month)**
- **Middle School meetings (third Tuesday of each month)**
- **Mondays will be set aside for AMS certification training.**

IMPORTANT……

- **All meetings, with the exception of AMS meetings, will begin by 2:40 and may last until 3:15.**
- **Occasionally, they may run until 3:45, so plan accordingly.**
- **All employees are expected to attend all faculty meetings - FULL DURATION.**
- **Please do not schedule parent meetings, IEP meetings, or other meetings on Tuesdays during meeting times.**
- **Please do not schedule any outside appointments on Tuesday during meeting times.**
- **Employees who cannot attend a particular meeting must speak in person with the Director (only) prior to the day of the meeting.**

Comp Time

Comp time can be earned by employees when they volunteer to help out at school events outside of the scope of their contract. Examples of such events are Stingray Prep Day and Movie Nights. All comp time must be approved by the Director in advance of an event. Comp time cannot be earned for traditionally scheduled open houses and family nights. Comp time does not roll over and accrue year to year. Comp time must be used by April 30 of each year. Comp time may also be used on any professional days the follow the final day of the school year that students are required to attend school.

Deductions from Paychecks

The usual deductions that will be made from an employee's paycheck are: federal withholding of taxes; state withholding of taxes; FICA and Medicare withholding. Additional payroll deductions may be taken, when appropriate, for insurance premiums

and retirement plan contributions.

Drug Testing

The use of illegal drugs, alcohol, controlled substances, or illegal drug paraphernalia on our property is prohibited. CMCS may conduct drug and/or alcohol testing under the following circumstances:

- **When an employee shows signs of impairment on the job**
- **After any accident or occurrence that results in an injury**
- **pre-employment**

Applicants or employees who refuse to submit to drug or alcohol testing will be considered positive, and their employment will be denied or terminated.

E-Mail

Every CMCS employee is responsible for using the electronic mail (email) system properly. The E-mail system is the property of CMCS. It has been provided by CMCS for use in conducting school business. All communications and information transmitted by, received from, or stored in this system are considered to be the property of CMCS. The email system is to be used for school purposes only. Use of the email system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the CMCS mail system. CMCS, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee. Use of passwords or other security measures does not in any way diminish CMCS's rights to access materials on its system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to CMCS as E-mail files may need to be accessed by the school in an employee's absence.

CMCS's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations. The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from CMCS. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the School Director. Employees must not make statements in E-mail or computer files that would not reflect favorably on the employee or CMCS if disclosed in a public setting or otherwise. Violations may result in disciplinary action up to and including termination

of employment.

Employee and Volunteer Background Checks

> **In the interests of preserving the safety and security of employees, students, and members of the public, CMCS operates a background screening program. Each employee and volunteer must have a background check every three years. Once the screening report has been returned to CMCS, the director will assess whether the report reflects any criminal convictions that would automatically disqualify a person from being hired or that would warrant the termination of employment.**

Extensions of Vacations/Long Weekends

Comp time, flex time, PTO time, or sick leave cannot be used to extend school vacations, long weekends, and holidays. If a day(s) off are approved surrounding a school vacation, long weekend, or a holiday, this leave time will be unpaid.

Flex Time

Employees will have access to 8 hours of flex time. Flex time is used in 1 hour increments when an employee has to leave school for a short period of time. If more than 1 hour is needed in a day, then the employee needs to use PTO, Comp Time, or Unpaid Leave.

Internet Use

Some CMCS employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. If an employee abuses the privilege of using the Internet, it will be taken away. In addition, an employee may be subject to disciplinary action, including possible termination of employment, and civil and criminal liability.

The computers and computer accounts given to employees are to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to CMCS and may only be used for business purposes. CMCS has the right to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or is in violation of equal employment opportunity or regulations regarding sexual or other harassment, may not be viewed or downloaded from the Internet or displayed or stored in CMCS's computers. Employees encountering or receiving this kind of material should immediately report the incident to the School Director. Information regarding equal opportunity or other harassment apply fully to the use of the Internet and any violation is

grounds for discipline up to and including discharge.

Employees may not use the School's Internet connection to download games or other entertainment software, including wallpaper and screensavers, or to play games over the Internet.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material downloaded or copied. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Director.

Outside Employment

Employees are required to obtain written approval from the director before participating in outside work activities. Approval will be granted unless the activity conflicts with the school's interests. In general, outside work activities are not allowed when they:

- **prevent the employee from fully performing work for which he or she is employed at the school, including overtime assignments**
- **involve organizations that are doing or seek to do business with the school, including actual or potential vendors or customers; or violate provisions of law or the school's policies or rules.**

Pay Periods

Employees are paid in bi-monthly installments on the 12th and the 28th of each month, or the day(s) preceding these dates if the pay date falls on a weekend or holiday. CMCS requires employees to utilize direct deposit.

Performance Review

The director will conduct annual performance reviews for employees following the 90-day introductory period and thereafter annually. The performance appraisal will be put in writing and become a part of the employee's personnel file.

The Chairman of CMCS Board of Directors, with input as appropriate from his or her designees, will conduct an annual performance review of the Director.

Punctuality

Being on time to work each day is an essential component of solid Team Member performance. All employees are expected to be at work on time every day. A verbal warning or informal email

message will be given by an administrator to an employee who is late to work. If the tardiness occurs again, a conference will be held between the employee and administrator. Any recurrence of tardiness will result in a formal letter being written by the administrator to the employee. In the event the tardiness continues, the employee may be terminated.

Social Media

Staff who have personal Facebook or any other social media accounts may not post pictures of themselves consuming alcohol or using profanity. Any employee who posts pictures or messages that in any way negatively impact the image of CMCS or any employee, student, or parent connected with CMCS will be subject to disciplinary action up to and including dismissal.

Speaking to the Media

All inquiries from the media must be referred to the Director. No employee may speak with the media without the director's permission. The Director is authorized to speak to the media and is authorized to approve other staff members to speak to the media. If a School Reunification situation arises, the Director will speak with the county Public Information Officer and Board before releasing a statement.

Telephone Calls

Staff members must not engage in personal telephone calls, whether by landline or cell phone, while working. Staff members are expected to keep cell phones out of sight, i.e. within a drawer or closed bag during work hours unless the staff member is using her/his phone to document lessons or student work. Staff members are free to use their phones in common areas, i.e., the workroom, or during lunch time, which is the staff's time to attend to personal business during the workday. Watches or cell phones may be used by staff as only time keeping devices during lunch and recess duty, as lunch and/or recess duty requires staff to be actively circulating and observing student interactions and conversations at all times.

Tobacco Use

CMCS offers a tobacco-free environment to all staff and visitors. Use of tobacco products and/or electronic cigarettes are not allowed on school property. Violation will result in disciplinary procedures up to and including termination.

Work Schedules

Normal hours for full-time employees are 7:00 AM – 3:00 PM, Monday through Friday. Work outside these hours may be required at various times, depending upon the circumstances. Employees may not leave campus without approval from either the director or the assistant director during school hours.

Work Outside Scheduled Hours

From time to time, CMCS employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the school must be given priority. Employees are hired and continue to be CMCS employees with the understanding that CMCS is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of CMCS is strictly prohibited.

SUSPICION OF CHILD ABUSE

South Carolina Code § 63-7-310 provides that when, in their professional capacity, teachers or others have received information which gives them reason to believe that a child has been or may be abused or neglected, they are required to report it immediately.. Failure to make such a report within the prescribed time limit may result in penalties. Therefore, any employee who suspects a child has been or may be abused or neglected must report it immediately to the Director.

Student Safety Policy: Erin's Law and Gavin's Law

At Coastal Montessori Charter School, we prioritize the safety and well-being of our students in accordance with the laws of South Carolina.

Erin's Law:

In the year of 2014, the State of South Carolina passed Act 293 known as "Erin's Law," as part of health and safety education for its public schools. The purpose of the law is to ensure all students, pre-kindergarten through high school, receive this prevention instruction during the academic school year. The intent of Erin's Law is to give students skills in knowing how to stay safe from sexual assault and how to report any incidents of sexual assault.

The South Carolina Department of Education created Erin's Law instructional units in support of the new legislation that amended the Comprehensive Health Education Act. South Carolina Code of Laws Section 59-32-20 (B) was amended to read that the State Board of Education through the South Carolina Department of Education "shall select or develop instructional units in sexual abuse and assault awareness and prevention, with separate units appropriate for each age level from four-year-old kindergarten through twelfth grade."

Gavin's Law:

In the year of 2023, the State of South Carolina passed Act 54 of 2023 known as "Gavin's Law." The legislation states the crimes are for "threaten(ing) to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against" that person's will. Convictions can be punished by up to 20 years in prison if the victim was a child or a vulnerable adult, and up to five years for the first conviction if the victim is an adult.

Gavin's Law also requires that schools collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office to implement a policy to educate and notify students of the law, which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law and the dangers of sexual extortion. The Department of Education recommends Gavin's Law be taught as part of the Erin's Law curriculum with age-appropriate instruction on the dangers and consequences of sexual extortion.

Our Commitment:

In line with our commitment to the safety and well-being of our students, we have implemented the following policies, as required by Erin's Law, S.C. Code Section 59-32-20 and 59-32-30(G) and Gavin's Law, S.C. Code Section 16-15-430, to create a safe and supportive learning environment for all students:

1. Prevention Education:

Age-appropriate curricula: We will incorporate age-appropriate prevention education programs into our curriculum that address child sexual abuse, assault, exploitation, and extortion. These programs will be tailored to different grade levels to ensure students receive the information in an age-sensitive manner.

Awareness campaigns: We will regularly conduct awareness campaigns to educate students, parents, and staff about the signs, risks, and prevention of child sexual abuse, bullying, and extortion. These campaigns will aim to foster a culture of openness, trust, and mutual support within our school community.

2. Reporting Mechanisms:

Safe reporting channels: We will establish multiple safe and confidential reporting channels, such as trusted staff members, anonymous hotlines, or online platforms, to encourage students to report any incidents of abuse, bullying, harassment, or extortion without fear of reprisal.

Prompt response: Upon receiving any reports, we will ensure a prompt and thorough investigation, adhering to all legal requirements and protecting the privacy of all parties involved to the extent legally possible.

3. Staff Training and Support:

Professional development: All school staff, including teachers, administrators, and support personnel, will receive regular training on recognizing and responding to signs of child sexual abuse, bullying, harassment, and extortion. This training will equip them with the necessary skills and knowledge to support students effectively.

Supportive environment: We will foster a supportive environment where students feel

comfortable reaching out to trusted adults. Staff members will be trained to listen, believe, and respond empathetically to students who disclose abuse, bullying, harassment, and/or extortion.

4. Community Collaboration:

Partnerships: We will collaborate with local law enforcement agencies, community organizations, and mental health professionals to ensure a coordinated response to incidents of child abuse, bullying, harassment, and extortion. Together, we will work towards preventing such incidents and supporting affected students.

Parental involvement: We will actively engage parents and guardians through regular communication, workshops, and resources, to create a united effort in promoting student safety and well-being.

By implementing this policy, we aim to ensure the safety, well-being, and success of all our students. Together, we can create a nurturing environment where every student feels protected, valued, and empowered to thrive.

EMPLOYEE BENEFIT PLANS AND LEAVE PROGRAMS

Employee Leaves and Absences

All full-time employees are granted sick leave. A CMCS employee may accrue twelve sick days per calendar year, one day per month. Three of the twelve days will be allotted to the employee on the first day of work for the school year. From that point on, the employee will receive one day of sick leave per month beginning in September, up to twelve days for the school year. Sick leave which is accrued but not used may be accumulated up to one hundred twenty (120) days. Upon separation between the employee and CMCS, accrued sick leave will not transfer to any other school, nor will CMCS pay the employee for the accrued days.

Bereavement Leave

Paid bereavement leave is available to all full-time employees who wish to take time off due to the death of an immediate family member. The Director should be notified immediately, or as soon as possible. "Immediate family" includes spouse, child, father, mother, brother, sister, father in-law, mother-in-law, grandparents, grandchildren, step-mother, step-father, and step-children, brother in-law, and sister in-law.

Bereavement leave consists of up to three (3) consecutive days. Employees may request from the Director longer periods of time or leave for any other than the above-mentioned immediate family members. Such requests will be considered on an individual basis.

Family and Medical Leave Act (FMLA)

Any associate with twelve (12) months or more of service and at least 1,250 hours of service during the past twelve (12) months with SEE is eligible to receive up to a total of twelve (12) weeks of unpaid leave during a rolling twelve (12) month period for certain family and medical reasons. All leaves must be approved, where possible, in advance by the Director. Medical certification forms must be returned within 15 calendar days. Staff members may apply unused sick leave time to a FMLA need.

An employee may be granted unpaid leave for any of the following family or medical reasons:

- **The birth of a son or daughter and to care for the newborn child;**
- **The placement with you of a son or daughter for adoption or foster care;**
- **To care for a spouse, son, daughter, or parent with a serious health condition;**
- **Due to a serious health condition that makes the employee unable to perform his or her normal job;**
- **For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.**

Reduced Leave or Intermittent Leave:

In the case of a serious health condition of an employee, his or her spouse, son / daughter, or parent, this twelve-week unpaid leave may be taken all at once, or, in some cases, it may be taken on a reduced leave or intermittent basis. An exception to the rule is that the twelve-week unpaid leave or the employee's remaining balance of the twelve-week unpaid leave must be used all at once following birth or placement of a child for adoption or foster care.

Number of Leave Weeks:

Employees are entitled to a total of twelve (12) weeks of unpaid FMLA leave during a rolling twelve (12) month period. If available, up to (5) sick days will be applied to each medical leave. An exception to using sick leave days will be made if an associate is eligible for short-term disability and this is the first STD claim for the rolling twelve-month period. When short-term disability applies to cover any portion of the medical leave, the employee will have the option of using sick leave days to cover any unpaid days. When sick leave days are not used, these days will be unpaid and will not count against the employee's attendance as long as FMLA is covering the time.

Advance Notice and Medical Certification:

Thirty (30) days advance notice of unpaid leave is required when the leave is "foreseeable" by the employee. If circumstances do not permit thirty (30) days advance notice, the employee must provide as much notice as is possible under the circumstances. Additionally, if the employee is requesting unpaid leave due to his / her or a family member's serious

health condition, the employee must submit a written certification from the health care provider justifying the leave. If this requires a second or third opinion, it will be at the employee's expense. Additionally, to take this leave on a reduced leave schedule or on an intermittent basis, the employee must submit a certification concerning the medical necessity of such a request.

Benefits During Leave :
If an employee is enrolled in group health insurance, he or she may continue with coverage for the duration of the leave.

Return to Work :
Prior to returning to the work area, the employee returning from leave must report to the director. Ordinarily, on return from Family and Medical Leave, the employee will be placed in his / her previous position or equivalent position with equivalent pay and benefits. If, however, the employee fails to return to work within three (3) days of the expiration of the leave, employment will be terminated, and the termination will be recorded as voluntary. The employee must contact the Director to confirm his / her intention to return to work at least two (2) weeks prior to the date the leave expires.

Military Leave:
An eligible employee may also take up to 26 workweeks of leave during a "single twelve month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The "single twelve-month period" for military caregiver leave is different from the twelve month period used for other FMLA leave reasons.

Military Leave:

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law (The Uniformed Services Employment and Reemployment Rights Act of 1994 [USERRA]). Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with seniority status and pay that the employee is qualified to perform.

Professional Development Time Off :

If a CMCS Team Member will be off to attend a professional development course, he or she must complete a Leave Request Form (marking Professional Development) and submit it to the Director. The course must be approved by the director in order for it not to be deducted from the employee's leave days.

Jury Duty:

CMCS enables its team members to fulfill their civic obligation. Leave without loss of pay shall

be granted to employees when summoned for jury duty or subpoenaed in the line of duty to represent the school as a witness or defendant. If an employee must appear in court for any reason other than the above, a personal day must be used. According to S.C. Code Section 14-7-845, a postponement of jury service can be requested by all full-time school employees; i.e. postponing jury duty to winter break, spring break, or summer break. Within three (3) working days of returning to work, the employee must present the Director with a certificate of attendance. In the event the employee is excused from jury duty, the employee is expected to return to work immediately after the employee's release from service.

Paid Parental Leave:

CMCS employees will have access to paid parental leave. CMCS will utilize GCSD policy AR-GCC-R(2) for paid parental leave. AR GCC-R(2) Paid Parental Leave

Unpaid Leave:

Requests for leaves of absence without pay will be handled on a case-by-case basis. Any requests for unpaid leave of absence must be made to and approved by the Director.

Insurance

All full-time employees are eligible to participate in the CMCS Medical, Dental, Vision, and Life Insurance Plans. Employees may access information about their benefits online through the Public Employee Benefits Authority (PEBA) at www.peba.sc.gov. Unless notified otherwise, employees pay the full cost of this insurance. The Board of Directors of CMCS will decide annually, based upon budgetary constraints, if CMCS will contribute, and how much it will contribute to the premium amount paid by each employee. CMCS reserves the right to cancel or amend its medical and dental plans at any time.

Retirement Plan

All full-time employees are eligible to participate in the CMCS Retirement Plan. For an explanation of current benefits, please review the Summary Plan Descriptions provided to employees.. Staff members who elect to participate in the CMCS 403b Retirement Plan may contribute to their retirement immediately (not to exceed $500 a month). Staff members will begin receiving the 5% match after a 6-month grace period.

Sick-Leave-Days Donations

The Board of Directors of Coastal Montessori recognizes that extraordinary events in employees' lives may require them to be away from work in excess of their allotted leave days. The Board also recognizes that in certain situations fellow employees may wish to donate leave days to such employees in order to reduce the burden from such circumstances. The Board therefore authorizes the voluntary donation of leave days from one employee to another under extraordinary circumstances. The Director will be responsible for determining when such donations will be allowed and shall establish procedures for how donations will take place.

Workers Compensation

All injuries received while on duty must be reported to the Director and the school nurse within 24- hours of the accident. The employee must fill out an incident report.

An employee who must be absent from work because of illness must notify an administrator no later than 6:30 A.M. on the day of the absence (prior to the day of absence, if possible). The employee must enter the absence in the CMCS absentee computer system. The supervisor may require that an employee taking sick leave for illness (of any type) or doctor appointments submit a doctor's statement upon his or her return to work. Any employee using sick leave and who knows that he or she must use five or more consecutive days is required to apply for FMLA leave.

An employee may use up to three sick leave days as personal leave each school year. An employee may not take personal leave during the first and last week of the student school year, during the administration days of state and local testing programs, or on the day preceding / following a school-closure holiday, unless pre-approved in writing by the director of CMCS. Employees must notify their supervisor at least twenty-four hours in advance before absences may be taken for personal leave. A full day's salary will be deducted for each absence in excess of the three allowable personal leave days per fiscal year. Supervisors may deny personal leave.

TEACHER CERTIFICATION

Teacher Credentials

PURPOSE: Coastal Montessori Charter School (CMCS) is committed to delivering a tuition free, authentic Montessori education to each enrolled student. The board firmly believes the principles of Maria Montessori's method aligned to South Carolina standards are key to ensuring a successful curriculum at CMCS.

The Montessori educational approach has several key concepts:

- **The goal of a Montessori classroom is to produce competent, responsible, adaptive citizens who are lifelong learners and problem-solvers.**
- **Children learn by manipulating materials and interacting with others through experiences that are self- initiated under a responsive teacher's guidance.**
- **Learning takes place through the senses and occurs most readily in an atmosphere that is inquisitive, cooperative and nurturing.**
- **Respect for oneself, others, the environment and life are essential for learning.**

The Montessori teacher is one who …

- **Demonstrates knowledge and internalization of the core beliefs of Montessori philosophy, such as respect for the individual learner; preparation of self and the environment; fostering independence, order and concentration in the student; respect for and recognition of sensitive periods, planes of development, intrinsic motivation of the student and the absorbent mind.**
- **Demonstrates fundamental communication skills to support the social and emotional development of students and to communicate with parents about student's**

social/emotional and academic progress.

- **Designs and uses instructional strategies, innovations, and activities that are observation and research- based, meet student needs and reflect Montessori best practice.**
- **Promotes active involvement of students in the learning process.**
- **Provides for a balance of uninterrupted, self-directed, self-teaching, and collaborative activities with the presentation of individual, small- and large-group lessons.**
- **Implements and keeps clear, written records of individual, small- and large-group lessons and activities and uses a comprehensive student focused record keeping system that accurately reflects each student's development.**
- **Observes the overall classroom environment during individual lessons and records observations.**
- **Supports students in assessing their work as developmentally appropriate.**
- **Uses various methods of communication to discuss student development with parents.**
- **Implements accommodations and interventions to help students meet expectations for student learning, in consultation with school administrators and parents. School administrators and educators shall ensure that students with disabilities are educated with their non-disabled peers to the greatest extent appropriate, utilizing push-in supports and programs wherever appropriate. Students with disabilities shall be removed from the regular classroom setting for the provision of instruction and/or services only when necessary and individually appropriate.**
- **Recognizes and provides opportunities for students to participate in meaningful, age appropriate leadership activities.**

Certification Status

Educators can access the status of their teaching certificates online by following the steps listed below:

Go to the website http://www.ed.sc.gov/agency/se/educator-certification/ Click on the "Certification Status."

Enter the teacher certification number and last name, or teacher's last name, first name, and the last five digits of the social security number without any spaces or dashes. If the number is entered incorrectly or a social security number is not found, a message is displayed.

Once the valid information is entered correctly, the certification channel page displays information on file in the SDE office.

You may call (803) 896-0325 at any time to access general information or to check on the status of your teacher certification.

For specific requirements related to certification and credentials, please refer to School Board Policy.

Initial Teacher Certification

The State website allows South Carolina educators and persons applying for initial teacher certification from the State Department of Education to check their status and to access necessary forms twenty-four (24) hours a day. For more information go to: http://www.ed.sc.gov.

Recertification

The Renewal Credit Plan guidelines apply to any person who holds a South Carolina teacher's certificate. The current employment status of the educator determines the specific steps the educator must complete to renew his/her professional educator's certification. The renewal process for each category of South Carolina educators is outlined in the South Carolina Certification Manual.

A South Carolina educator's professional certificate is valid for five (5) years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, the educator must earn a minimum of one hundred twenty (120) renewal credits, as described in the renewal credit matrix during the five (5) year validity period of the certificate.

The recertification requirements can be processed through the Georgetown County School District's Office of Student Performance and Federal Programs.

The Renewal Credit Plan provides a mechanism that enables educators employed in a South Carolina public school district and educators employed by participating education entities to apply a broad range of relevant professional development activities toward certificate renewal. All of the credited work must support the educator's current professional growth and development plan. The certificate renewal plan:

Encourages educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;

Ensures that educators are accountable for their continuous professional development; Is operationally efficient.

For specific requirements related to credentials, please refer to School Board Policy.

ACKNOWLEDGEMENT AND CONTRACT DISCLAIMER

The undersigned employee understands and acknowledges:

I have read and fully understand the terms and conditions included in the CMCS Employee Handbook. I also understand that this Handbook is not totally inclusive, and I am also held accountable to CMCS Board Policies.

I understand I am employed by CMCS on an at-will basis. This means that, at the option of either CMCS or me, employment and compensation with CMCS can be terminated with or without cause, with or without notice, at any time.

Neither the information written in this Handbook nor the comments or statements of CMCS employees are intended to constitute employment contracts, either expressed or implied, nor shall they serve as an independent basis for a contract of employment. Furthermore, none of the statements contained herein are intended to confer any rights or privileges upon employees or to entitle employees to remain employed by the School.

I agree that any claim, dispute or controversy between CMCS and me shall be fully and finally resolved by final and binding arbitration.

I acknowledge I am an at-will employee, and that CMCS may terminate my employment at any time without notice, for any reason, or for no reason.

(Employee's initials) _____

_____
Employee Signature

_____
Print Name

_____
Date

PLEASE SIGN AND DATE THIS PAGE, AND RETURN IT TO THE DIRECTOR.

CMCS Parent Handbook

2026-2027

The information contained in this handbook/manual is provided for informational purposes, and is not intended to replace or deviate from any current Board policy or the Coastal Montessori Charter School – Student Code of Conduct. In the event of any conflict between any provision in this handbook/manual and the terms of the Student Code of Conduct or any Board policy, the terms in the Student Code of Conduct and/or Board policy will control and take precedence. All students and parents are strongly encouraged to review the Code of Conduct, which is available for viewing on the school's website at www.coastalmontessoricharter.org.

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Mission Statement

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

Why We Exist

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

To Read on Grade Level by 3rd Grade
Because the first few years of school, children are learning to read; for the rest of their lives they are reading to learn.

To Cultivate Real Life Skills in Children
Because our children will compete globally and must be equipped with what education experts call the Seven Survival Skills.

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

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

Notice to the Public

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies Coastal Montessori Charter School (herein after CMCS) shall not discriminate on the basis of sex, race, color, national origin, religion or handicap in the educational programs or activities which it operates.
It is the intent of Coastal Montessori Charter School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the school.
Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the CMCS Director or CMCS Board Chair. Complaints may also be directed to the GCSD Title IX Coordinator or the GCSD Section 504 Coordinator.
Complaints of discrimination can also be filed with the Office for Civil Rights; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-1475. Email: OCR.DC@ed.gov. Telephone: 202 – 453 – 6020. Fax: 202 – 453 – 6021. All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking, and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex.
All students attending CMCS may participate in educational programs and activities regardless of race, color, national origin, religion, age, handicap or sex.

The Family Educational Rights and Privacy Act (FERPA):

Notice to Parents/Guardians/Eligible Students

The revised Family Rights and Privacy Act became a Federal Law in December, l974. The law intends to protect the accuracy and privacy of students' educational records. In that regard, please note the following:

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

- You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
- The Director has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information

From the Office of Special Services

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

Nondiscrimination

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

The CMCS Story

Having witnessed the powerful impact Montessori had on their own children, a group of ordinary parents began to dream of something extraordinary: a Montessori education available to every child. They began sharing their ideas, and soon other parents of children in public and private schools, community leaders, teachers, administrators, and public Montessori and SC charter school experts joined in this grassroots effort. After nearly two years of planning and collaboration, a clear vision of an authentic Montessori education delivered by a public charter school took shape.

The CMCS charter application was certified by the SC Department of Education in June of 2011. The Georgetown County School Board voted unanimously to authorize CMCS less than a month later. CMCS opened its doors in August of 2012 offering grades 1-6. Starting in August of 2016, CMCS began offering middle school starting with the seventh grade and following with the eighth grade in the 2017-2018 school year.

CMCS is proud to be a part of the Georgetown County School District and is working hand-in-hand with all of its educators in the service of our children.

Expectations

Parent or Guardian

The Parent/Guardian Shall:

- Adhere to existing policies governing the conduct and education of their children.
- Comply with Compulsory Education Laws which state that a person between the ages of 5 and 17 years is subject to compulsory full- time education.
- Be liable for any misconduct resulting in injury or death to any student, or to any persons employed by or volunteering for the school.
- Be liable for any defacement or injury to any real or personal property belonging to the school.
- Be liable for all property belonging to the school, which is loaned to the student and not returned upon demand of an employee of the school.
- Ensure compliance with policies regarding bicycle and automobile and pedestrian regulations in the vicinity of and on school property.
- Encourage their children to adhere to CMCS policies regarding conduct and education.

Students

The student shall:

- Attend school punctually and regularly.
- Conform to the regulations of the school.
- Obey promptly all the directions of his/her teacher and others in authority.
- Observe good order and propriety of deportment.
- Be diligent in your studies.
- Be respectful to his/her teacher and others in authority.
- Be kind and courteous to schoolmates.
- Refrain entirely from the use of profane and vulgar language.
- Comply with all safety rules and regulations (e.g. use of bicycle helmets).
- Show by their conduct consideration for the rights and privileges of others and will demonstrate cooperation with all members of the school community.
- Evidence of respect for constituted authority by following rules and regulations of the school, by attending regularly, by following the instructions of their teachers, and by complying with those provisions of civil and criminal law that apply to the conduct of juveniles or minors.
- Assume the responsibility for diligent work in order to profit from the educational experiences provided.

School Administrators

The School Administrator shall:

- Initiate and enforce a set of school rules to facilitate and promote positive attitudes and habits of good citizenship.
- Support the classroom teacher in his/her efforts to promote improved and acceptable behavior of students.
- Notify parents/guardians of students, by telephone, letter or in person, of offenses as needed.
- Maintain documented records of student behavior as a means of helping in the guidance of the students, as a record for parental conferences, as reference for authorized agencies and for supporting evidence where suspension or expulsion may become necessary.
- Cooperate with law enforcement personnel.
- Always remain cognizant of legal and professional responsibilities to the school and to the

students.
- Be responsible for the administration, management, instructional program, and operation of the school.
- Report violations of the law by students, faculty or staff to the appropriate law-enforcement agency as required by law.

Teachers
The Teacher shall:
- Conduct a well-planned and effective classroom program.
- Initiate and enforce a set of classroom regulations that facilitate effective learning.
- Cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.
- Follow the procedures outlined in this handbook and the Code of Conduct in handling discipline problems for which he/she is directly responsible.
- Make prompt referrals when a student's conduct and record indicate that additional support is needed.
- Remove any student whose behavior seriously disrupts the learning atmosphere of the class, and cooperate with the administrator in his/her effort to promote improved and acceptable behavior of students.
- Report violations of the law by students, faculty or staff to the appropriate law-enforcement agency as required by law.

Admissions

Coastal Montessori Charter School is a free, public choice school in Georgetown County for children in grades 1-8. The open enrollment period for rising 1st year students is between October 1 and December 15 of their kindergarten year. Thirty-two 1st years are accepted each year. If there are more than 32 applications for enrollment, then a blind draw is conducted at a January lottery open to the public and a waiting list is created. Siblings of currently enrolled students and students of staff members are given preference in their enrollment. All students applying for grades 2nd - 8th will be included in the lottery for the purposes of establishing a wait list only.

After-School Enrichment

Coastal Montessori Charter School offers on-site activities sponsored by external vendors or teachers. Activities that have been sponsored in the past are Art Studio, Stingray Care, Literacy Club, Drama Club, and Sewing. There is an individual fee for these activities.

All CMCS students may, by law, join any extracurricular activity at any other public school in the county. All try-out rules and regulations apply. For example, CMCS seventh and eighth years are eligible to participate in the high school athletic program at the public school in the attendance zone of their residence. Middle school students are eligible to participate on Junior Varsity and B teams, as well as some Varsity teams according to the rules of the SCHSL. CMCS does not provide transportation to these activities. It is the responsibility of the parent/guardian to get their student(s) to an offsite activity.

Arrival / Dismissal

ARRIVAL: School begins at 7:30 A.M. Students may begin arriving at 7:10 A.M. and must be inside the building by 7:29 A.M.. Students arriving through the door at 7:30 A.M. or later will be considered tardy. Please see the Student Code of Conduct for the full tardy policy.

During morning arrival, parents may drop off in the front loop in front of CMCS. A staff member will be in the carpool line from 7:10 until 7:29 to greet students.

DISMISSAL: School ends at 2:10 P.M. We use a silent dismissal method at the end of each day to get our students to the appropriate means of transportation to depart school. Each family must have a placard that hangs from the rear view mirror, which displays the number that is linked to their student(s). No student will be released from school to an unauthorized person. If someone different is going to pick up your student(s), they must either have your placard (extra placards can be purchased in the CMCS office by the parent or legal guardian), or they must be on your Pick-Up Permission Slip in order to sign them out of school at the end of the day. Please do not use your student to pass off placards. An individual without a placard will be requested to go into the school in order to sign out a student. Be sure they have their driver's license available.

ALL VEHICLES must enter through the Allston Plantation entrance to CMCS at dismissal to pick up student(s) outside the front of the building using the traffic loop. The gate opens at 1:30 P.M. Proceed from the Allston Plantation entrance AS DIRECTED BY A STAFF MEMBER through the parking lot before pulling your vehicle in front of the building. As you enter into the traffic pattern, your child is being called from the classroom to enter the atrium in front of our school for pick up. The key to an efficient dismissal for all is that parents stay in an orderly pattern in line so that the children will be ready to meet the proper vehicle in the proper sequence of release from the classroom.

Attendance / Tardiness

Please see the CMCS Student Code of Conduct regarding attendance and tardiness.

Coastal Montessori Charter School Board of Directors

Coastal Montessori Charter School maintains its success by the strong leadership of its Board of Directors. The Board of Directors has defined the mission and vision of the school. Board members consist of parents and community leaders whose responsibilities include, but are not limited to, promoting the mission of the school, hiring and evaluating the Director, fundraising, and fiscal management.

The Board of Directors meets on the third Monday of each month at 6:00 P.M. Board meetings are public and attendance is encouraged. For the current list of board members, please see our website.

Parental Responsibilities

The Coastal Montessori Charter School Code of Conduct was developed to promote a peaceful learning environment based on respect for the rights of students, teachers, and parents. Students

learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support the handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

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

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

Communication

Coastal Montessori Charter School strives to foster clear communication between the school and home. Below are several of the methods that can be used to contact people and to provide information.

- Email: All teachers and staff have a CMCS email address found on the CMCS website. firstinitiallastname@coastalmontessoricharterschool.org. Parent information is distributed in mass emails from the school. Classroom teachers use a communication platform to keep parents updated on community events, sign up for conferences, and other volunteer opportunities.
- Telephone: The school telephone number is 843-235-0413. Teachers, staff members, and students will not be called out of class to answer the phone but messages can be taken and will be delivered at an appropriate time that does not interfere with the educational day.
- Website: www.coastalmontessoricharter.org. The school's website offers up-to-date information about the school and upcoming events.
- Parent Conferences: There is one mandatory parent conference in the fall (October) and by appointment parent conference in the winter (January). Additionally the third and sixth grade parents are invited to meet at the end of the school year to discuss transition to Upper Elementary and Middle School.
- Parent Education Night: Every fall and winter we hold a parent education night. This time may not be the best to get personal information, but it does provide an opportunity to learn more

about the method of instruction and the expectations of independence.

The chart below offers guidelines regarding the proper channels to use for gaining information and solving problems.

Subject	First Contact
Admissions/Annual Lottery	Operations Manager
Attendance	Operations Manager / Front Office
Behavior and Discipline	Classroom Teacher / Director
Billing/Accounts	Operations Manager
Bus Transportation	Front Office / Operations Manager / Director / District Office
Carpool/Dismissal	Front Office/ Director
Child’s Progress	Classroom Teacher
Classroom Procedures	Classroom Teacher
Curriculum	Classroom Teacher
Dress Code	Classroom Teacher / Director/ Assistant Director
Health Concerns	School Nurse
Parent Education	Director/ Assistant Director
Parent Powerschool Portal	Operations Manager
PTO	PTO President
Parent Volunteering	Director / Operations Manager/Assistant Director

Curriculum and Support

DR. MARIA MONTESSORI



Maria Montessori, a noted Italian educator and physician (1870 – 1952), was the first woman in Italy to receive a medical degree. She worked in the fields of psychiatry, education and anthropology. She believed that each child is born with a unique potential to be revealed, rather than as a "blank slate" waiting to be written upon. Dr. Montessori revolutionized education by advocating that children be allowed the freedom to explore and develop their own creative potential through a wealth of self-teaching educational materials. The Montessori practice is always up-to-date and dynamic because observation and the meeting of needs are continual and specific for each child. When physical, mental, spiritual, and emotional needs are met, children glow with excitement with a drive to play and work with enthusiasm to learn, and to create.

The Montessori Method

The Montessori method offers an enriched curriculum, which incorporates and extends district, state, and national standards. Scientific and mathematical aptitudes, appreciation for history and timelines, literacy across disciplines, and research and development of community help students flourish in the Montessori classroom. Students are actively involved in their education, learning the habits and skills necessary for self-directed, independent, life-long learning.

The Individual Learner

The individual learner is at the heart of the Montessori approach. Rather than simply individualizing instruction to match ability, Montessori teachers thoughtfully design lessons by considering each child's interests, personality, and developmental needs. Instruction is delivered in a variety of formats—large group, small group, individual, and peer-to-peer—creating a dynamic learning environment that supports both personal growth and academic progress.

Cosmic Education

Montessori considered two things to be necessary for the creation of a peaceful human being: an awareness of interdependence and a sense of gratitude that comes from it. At CMCS students are taught grace and courtesy as well as practical life skills. We desire for each student to leave us able to navigate the world with confidence and humility. Students practice interdependence through service learning experiences both in and outside of the school. We want each student in our care to understand what it is like to be a productive and helpful member of a community. Students at CMCS also experience "going outs" or learning experiences that take them into the community to learn directly from an expert in a meaningful field of study. Ultimately, Montessori felt it was the role of the school to create opportunities for the child to understand themselves and each other, including a reverence for nature and all living things. When an individual has a sense of importance and purpose they will be better apt to pursue a career or vocation that brings them joy, fulfillment and financial independence.

Multi-Grade Classrooms
Multi-grade classrooms provide wide ranging academic and social growth. Younger children benefit from positive learning and behavior models provided by the older children. Leadership and social responsibility are developed by the older students. Staying with the same teacher for three years has a positive effect on students' attitudes and performance.

Long Uninterrupted Work Periods
Long uninterrupted work periods enable students to explore a topic or material thoroughly and to carry it through to completion. Whole class instruction time is minimal. While the teacher provides structure and guidance, students have some choice in the order, duration, and completion of their work—encouraging independence, responsibility, and deep engagement with the material. At CMCS, we thoughtfully assign follow-up work from instructional lessons and targeted academic activities—even when they are not a student's personal choice—to ensure each child develops a well-rounded foundation and is prepared for the academic expectations of higher grade levels. While our Montessori approach emphasizes freedom of choice and interest-led learning, we also recognize the importance of guiding students toward essential skills and content areas.

Hands-on Materials
Hands-on materials encourage active learning in all subject areas. Montessori said, "The hands are the instruments of man's intelligence." The materials are designed to teach, to test understanding, to correct errors, and to lead to the understanding of abstract concepts. Students have ready access to the materials, which are arranged on shelves according to subject areas.
In the upper elementary and middle school years, "hands-on" learning evolves to include real-world, project-based experiences that connect academic concepts to meaningful applications. This might look like students designing experiments, conducting independent research, building models, planning community service projects, managing classroom businesses, or creating multimedia presentations. These activities allow students to apply skills in authentic contexts, fostering deeper understanding, responsibility, and a sense of purpose in their learning.

Technology Resources
Montessori education is rooted in the natural curiosity of children about life and the world around them. Students learn how to learn: how to pose questions, design investigations, interact responsibly online, and gain the skills necessary to express and pursue their own research interests. Information Literacy (the set of skills needed to find, retrieve, analyze, and use information) is embedded throughout the curriculum to give students the critical skills necessary to become self-reliant lifelong learners. These skills help children know when we need information and where to locate it effectively and efficiently while also analyzing and evaluating the validity of resources.Technology resources include laptops, tablets, and Chromebooks for research, keyboarding, and learning programs. Students, visitors, and staff have access to a secure Wifi network at all times.

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Textbooks
Textbooks are owned by the State of South Carolina and assigned to middle school students. If not returned or damaged, parents are invoiced for the cost.

Elementary Program Homework

Both over a century of Montessori experience and the last thirty years of educational research agree (1) that people learn best when they are learning something that personally interests them and (2) that having some sense of control over one's learning is a prerequisite of personal interest. Therefore, Montessori philosophy does not rely on traditional, daily homework assignments. Because the school day is finite, parents play a crucial role in creating a rich home environment where learning continues naturally. Most follow-up work is expected to be completed during the school day. However, if a child chooses to dedicate significant class time to a personal interest project, they may be asked to complete required follow-up work at home.

We encourage families to view learning as a way of life—engaging in meaningful discussions, exploring the natural world, participating in practical life activities, and nurturing curiosity in everyday moments. Homework should include; math facts, reading thirty minutes each day, and journaling to improve writing skills. This home-school partnership ensures students grow not only academically, but also in self-awareness and independence.

Homework Guidelines

In order to better support learning as a way of life, we are providing the following guidelines for the child's work at home.

1. The child should spend time each day on Montessori homework on a wide variety of activities: physical exercise, service, intellectual activity, household responsibilities, the arts, etc.

2. Spend time each day reading from books on the CMCS suggested reading list, which will be on the CMCS website. Students should build up to reading 30 minutes a day. The suggested reading list will share high-quality book options for your student and it will address how to choose the right book for your child.

3. CMCS teachers always reserve the right to assign homework as needed to facilitate student growth and work completion. This work could include work on math facts, reading comprehension, reading fluency, projects, etc.

Middle School Program Homework

Homework is a practical life experience that helps to prepare the students for the expectations in high school, college, and eventually the workplace. It is a necessary component of Middle School, yet should not be assigned in such abundance that it interferes with extra curricular activities, including spending time with family. Your adolescent can expect to spend 1–1.5 hours per night on homework. Of course this depends on their efficiency and time management, thus students may end up spending less time out of the classroom on homework.

If a student is struggling with homework, the content or amount, please have the student let his or her teacher know immediately. We want to help him or her be successful. Also, having a student ask for help directly is part of the maturation process. We want to keep communication lines open with parents, but we want to give the students a chance to develop the needed communication skills to be successful in high school and college.

Academic Assessment

While CMCS is deeply rooted in the Montessori philosophy—which emphasizes developmental growth and alternative approaches to measuring progress—we are also a public charter school and therefore follow the academic standards and testing requirements set forth by South Carolina law. To honor both our Montessori principles and our public school obligations, our administrative and teaching teams have thoughtfully developed a variety of assessment methods that align with state expectations while respecting the individuality of each learner. These assessments provide meaningful insight into student growth without relying solely on traditional grading systems.

Progress reports are disseminated two times a year to reflect progress. Lower and Upper Elementary classes use a developmental approach that uses the terms; Exceeds, Meets, Approaches, or Below expectations. . Middle school classes use a percentage system for each of the subject areas that fall into the A-B-C-D-F format.

Assessment Types

- Quantitative Assessment: National standardized testing. IReady, CogAT and STAR (Gifted and Talented), PASS (Palmetto Assessment of State Standards), SC Ready (SCDE Assessment in Reading, Math, and Writing), End of Course Exams (Middle school), NAEP (National Assessment of Educational Progress), Advanced Placement Exams (If Applicable), ACT (If Applicable), etc.
- Qualitative Assessment: Observation of work habits and work completion, Portfolios of students' work over time, Observation of social and emotional progress based on students' behaviors and interactions with their peers, teacher-student conferring, etc.

Promotion and Retention

Student promotion is based upon an evaluation of each student's achievement. The basis for making the determination of retention, also known as the gift of the fourth year, reflects the teacher's judgment of a student's achievement based on the following: progress reports, classroom assignments, daily observations, standardized tests, IEP plans (where appropriate) and other data as appropriate. The primary responsibility for determining each student's level of performance and ability to function academically, socially, and emotionally at the next grade level is that of the classroom teacher. If a student is showing a need for retention, this will be communicated well in advance to the parents/guardians, ensuring that all parties are informed of the potential for retention. If a student is retained the parents/guardians will be asked to sign a retention document, which will be kept in the student's file here on campus. Students with more than 10 unexcused absences during the school year may be retained.

Nutrition and Lunches

Nutritious food is essential for young, growing bodies. We encourage parents to establish sound eating habits at an early age. Coastal Montessori Charter School asks all parents/guardians to refrain from packing and sending items containing nuts. We have children in our school community that suffer allergic reactions to nuts and nut products. Due to the size of our school community we request your cooperation in keeping all of our students safe. The goal is to provide each student with good calories from foods rich in protein and whole grains, as opposed to foods high in saturated fats and sugars.

Breakfast
Breakfast is served at CMCS. Students who wish to receive breakfast need to be at school prior to 7:30 A.M. Please do not send your student with breakfast to finish at school.

Snack
There is an opportunity for your student to have a snack during the school day. When sending in snacks for the class, we encourage parents to choose healthy, easy-to-serve options that support students' focus and well-being throughout the day. Ideal choices include fresh fruits and vegetables (washed and pre-cut), whole-grain crackers, cheese sticks, yogurt cups or tubes, applesauce pouches, and granola bars. Please avoid items high in sugar. Thank you for helping us promote a healthy classroom environment.
At least once a month each classroom will be responsible for making a community snack. Teachers may seek donations for community snacks throughout the year. Some teachers even take students to the grocery store to shop for the items for community snack (with your approval via a permission slip). As a Montessori school we take pride in preparing your students for life, which includes opportunities to practice making good food decisions and then preparing these foods.

Lunch
Hot lunch is served at CMCS through the District on a pre-order basis only. The meal order link will be published in each weekly newsletter for the following week. This form needs to be submitted prior to 10:00 AM each Friday to ensure we have received your child's meal order for the following week. Students may bring lunch from home. There should be at least one component of protein and two components of fruit and vegetables along with 100% juice, milk, or water (never soda). We discourage the use of prepackaged foods due to their nutritional content. Please consider sending the packed lunch from home in a reusable container as opposed to a throw away container. We are dedicated to creating conscious consumers who think deeply about their carbon footprint. This means any opportunity we have to reuse, reduce, or recycle, we will.

Parent Conflict Resolution Procedures

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

1. The parent should arrange and attend a meeting with the faculty member to discuss concerns and attempt to come to a mutually agreed upon solution.

2. If mutual agreed closure is not reached, the parent may arrange a meeting with the Assistant Director or Director of CMCS. In this meeting, the parent should discuss and document the attempts that have been made to settle the problem with the faculty member. The Assistant Director or Director may invite the faculty member to be present.

3. If there is still no closure, the parent may use the Parent Conflict Resolution Procedure, to

request action by the Board of Directors. The parent may write a letter to the Board or attend a CMCS Board Meeting to share their grievance. The Board will determine if the conflict falls under Board directive and if so, a meeting will be scheduled. The Assistant Director or Director, faculty member, and parent may be present at this meeting. The majority decision of the Board of Directors is final, and the conflict will be considered resolved.

Parent Grievance

The purpose of this information is to clarify for parents a process by which concerns can be addressed. The Board of Directors of CMCS values open communication between parents/guardians, faculty, staff, administration and the Board. The Board encourages active parent participation in their children's education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for the School, and work as a team to provide the best education for their children. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then the Parent Grievance Policy will be used (refer to Board policy).

Parent Teacher Organization

The objective of the Parent Teacher Organization (PTO) is to support the mission of the school and enhance the school's sense of community or culture. The PTO annually supports fundraisers, volunteerism in the school, and community bonding events. For more information on becoming involved, contact the PTO president at PTO@coastalmontessoricharter.org.

Registration

All CMCS families must register their students online every year, through their Parent Portal account, in order to continue their enrollment at CMCS. Georgetown County School District generally opens the online registration system in April of each year. Specific dates are published in the weekly newsletter when it is available. Families must provide current documents that show proof of residency. The proof of residency must be a document, other than a driver's license, such as a utility bill, pay stub, car registration, etc.

Stingray Prep Day

Stingray Prep Day is held in the summer, usually a couple of weeks before the start of school. The specific date and time will be announced on our social media pages as well as in a mid-summer newsletter. At this time, all past due accounts must be paid in full in order to complete the registration process. Placard issuance and uniform purchases also occur at Stingray Prep Day.

Safety

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

aggressive in nature.

Child Abuse
All CMCS employees and volunteers are required by law to report suspected child abuse by any person, even if that person is not the student's parent or otherwise responsible for his/her care. Any person that reports suspected child abuse should have no fear of reprisal.

Criminal History/Background Checks
All individuals employed by, volunteering, or working in a consulting relationship with CMCS, who have unsupervised direct contact with CMCS students are subject to criminal history review.

Fire Drills
Fire drills are conducted on a monthly basis in accordance with DHEC. Drills are usually unannounced. Fire drill routes are posted in each classroom. All fire equipment including extinguishers and alarm systems are checked annually.

Lockdown/Weather Drills
Intruder drills are held three times per year. Once within the first ten days of school and then once more each semester according to the GCSD guidelines. Information will be sent home prior to the drills occurring as well as preparation and instructions provided to staff and students before-hand. Severe weather drills occur twice each year. A tornado drill is conducted in the Fall and an earthquake drill in the Spring.

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

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

Examples of activities, which could constitute sexual harassment, include, but are not limited to:
- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual's body or overly personal conversation

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

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

School Closings

CMCS will follow GCSD's inclement weather / school closings guidelines. Severe weather or other hazardous conditions may require schools to close or delay opening for the safety of students. Announcements concerning closings or delayed openings will be made at the earliest possible time. If closings occur during the middle of the school day, parents will be notified via social media, radio and television and telephone calls. Parents are asked to tune to local radio and television stations when they are aware of possible hazardous conditions and to call the District's 24-Hour Communications Line at 843-436-7043. Individuals calling the schools may tie up phone lines needed for school communications. Information will also be posted at www.gcsd.k12.sc.us and the Coastal Montessori Charter School and the Georgetown County School District's Facebook pages.

Parents are reminded that severe weather is fairly common and should make arrangements ahead of time for their children's care in the event of such emergencies.

In the event of a crisis or emergency (i.e. State of Emergency, disaster, severe weather, pandemic, and the like) the Director or other authorized school leader has the ability to make decisions for the health, safety, and welfare of students and staff, including but not limited to adjusting the school calendar, school times, and instructional model, and implement/revise procedures and guidelines for the school.

Visitors

Parents and visitors are cordially invited. We require that upon entering the property, all visitors go directly to the office for proper direction and to obtain a visitors pass. CMCS reserves the right to deny visitors access to the school building.

Parents are welcome to dine with their child at school on occasion. To help maintain a safe and orderly environment, we ask that parents provide at least 24 hours' notice to the front office or classroom teacher. All visitors must check in at the front desk and wear a visitor badge while on campus. You are asked to follow the school's food guidelines while on campus. Lunch visits should be limited to the cafeteria area and occur during the student's scheduled lunch period. We appreciate your cooperation in supporting a positive and respectful lunch environment for all students.

Student Wellness

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

During the Day

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

Illnesses

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

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

Guidelines regarding readmission after common childhood illnesses

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

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

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

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

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

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

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

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

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

Medication

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

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

Special Events

Back to School Night

Each year, in conjunction as school commences, Coastal Montessori Charter School hosts a Back to School Night. This evening is filled with pertinent information you and your student do not want to miss, including classroom expectations for behavior and work. The goal of our Back to School Night is to set each family up for success as a member of the Coastal Montessori Charter School community. In addition, this evening is filled with opportunities to learn more about our staff as well as the culture of our school. We see your student's educational progress as a partnership between the school and family. Since we share this responsibility we believe in transparent communication and we encourage families to come with their questions.

Food Brought By Students for Class

In the event a parent wishes to send food in for the entire class, please check with the teacher at least one week in advance.

Birthdays

In Lower (and by request in the Upper Elementary and middle school), students are honored with the Birthday Walk Around the Sun. Students walk around the sun once every year and special milestones are shared for each year. Parents are welcome to share in this tradition. Please contact your classroom teacher to plan a walk around the sun for your student. If you would like to send a snack for your child's birthday, please provide at least five days' notice so we may plan accordingly.

We encourage healthy options such as fresh fruit (cut and ready to serve), whole-grain muffins, ice pops or yogurt tubes. Due to student allergies, all snacks must be nut-free and clearly labeled with ingredients. Please check with the teacher beforehand to ensure the selected snack is safe for all students. Thank you for helping us celebrate in a thoughtful and inclusive manner.

If you are planning a birthday party for your student, we ask that you do not send invitations to the school unless all children in the class are invited.

Field Trips

In order that students may benefit from experiences that make learning more relevant, memorable, and meaningful, CMCS supports and encourages the extension of learning through instructional field trips. An activity fee of $75 for the first child and $40 for each additional child will be assessed at the beginning of the school year. This fee helps cover the cost of all field trips throughout the year.All field trips have prior approval by administration and all students participating in the field trip need to have a signed field trip permission form on file with the organizing teacher of the field trip in order to attend the event. Digital signoff on the Parent Handbook and the Student Code of Conduct are required for all field trips. Digital field trip permission forms are sent to parents with an electronic signature and need to be signed 24 hours prior to each field trip. CMCS reserves the right to restrict student access to field trips based on individual student academic and/or behavioral issues.

The Great Outdoors

Dr. Montessori believed that land-based experience is essential, especially for the adolescent. This includes opportunities for land and water-based encounters. Throughout the year, students may experience expeditions to the marsh, ocean, beaches, and rivers surrounding our community. Adolescent students also experience overnight stays throughout the year. All expeditions and outdoor work are based on Dr. Montessori's vision for the extended classroom and the respect and responsibility inherent in meaningful encounters with the land and sea. Students are challenged both physically and mentally within the outdoors in their quest to push limits and learn more about themselves. Among many other activities-based skills and objectives, students learn how to cook in the outdoors and contribute to their community.

Internship Week

Middle School students will go out to a place of work in the spring for one week both their 7th grade and 8th grade years. Students will work closely with their middle school teachers and the director to arrange their partnerships with local businesses able to accept young adolescents. The goal of the internship week is to move career development beyond a career day shadowing an expert for an entire week. Students will arrive at their place of work as if they were employed by that organization. This will give students direct experience with being punctual and prepared for adult work life. It will also allow students to explore potential career interests well before deciding on a major in college. The role of the guardian is to assist and support the learner in arranging and attending to their chosen workplace.

Financial Responsibility

Middle School students will run and manage a business alongside their middle school teachers and

the director. Dr. Montessori believed money is currency and represents life, thus students should have experience with and knowledge of the free market economy and the USA's contribution to the greater market economy around the world (exports/imports/supply/demand/economics/etc.)

Service Learning
All students will experience service learning throughout the academic year. Service toward human communities and the environment helps shape the developing child. Our relationship with several local organizations allows our students to practice building self-esteem, character, teamwork, respect, compassion, and kindness. Middle school students will also examine how socioeconomic status, race, age, and circumstance might affect specific communities and their opportunities. All students are encouraged to introduce new service learning projects and endeavors to our school community and are supported through the process of translating an idea into a reality.

Montessori Model United Nations
Montessori Model United Nations (MMUN) is a yearlong Upper Elementary project that culminates in a school-wide United Nations conference and an optional 6th year trip to New York City for the international MMUN Conference. This trip is not mandatory because there is a mandatory fundraising element and a family cost involved, but it is open to all 6th years who have met the criteria established by their classroom teachers to attend. The MMUN curriculum is designed to create opportunities for each student to learn about the United Nations as an organization as well as the real issues that ail underdeveloped countries in our world. Ultimately, the MMUN curriculum is designed to incite productive research and conversations about how to mitigate real issues facing our world. For more information on the MMUN Conference please visit http://montessori-mun.org.

Open Houses
Each year we open our doors to families for school-wide events where your student will present his or her research, poetry, science projects, etc. These open house experiences are designed to showcase your student's work. As a Montessori school the materials of the classroom do not travel well, so we choose to invite families into the school to see and experience your student's learning accomplishments through presentations. All open house events will be announced at least a week in advance, so you can reserve the date. Oftentimes we incorporate a parent education component into our open house experiences. This way we can share with you the latest research in supporting literacy at home or building automaticity for math facts, the same evening you are on campus to support your student. All open house events will be posted in our weekly community newsletter, on our Facebook page, as well as sent home via email through your classroom teacher.

Volunteers

Coastal Montessori Charter School encourages the use of volunteers. Any individual who wishes to volunteer will have a background check completed through Georgetown County School District. Please contact our Operations Manager Kristy Harbaugh at kharbaugh@coastalmontessoricharter.org to receive a volunteer application. The Director will approve or deny volunteer applications.

Signature Page

I/We, the parents/ guardians of _____, have read and understood the 2026-2027 Coastal Montessori Charter School Parent Handbook. We agree to abide by the rules and regulations in all of our interactions with Coastal Montessori Charter School in order to support the educational experience of the entire community.

Parents at Coastal Montessori will…

- Understand and embrace the mission of CMCS.
- Strive to understand what it means to be a Montessori school.
- Maintain active, direct, respectful two-way communication with CMCS.
- Model respect for your children, for their classmates, for adults and for CMCS.
- Volunteer their time to support the academic and financial success of CMCS.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

CMCS Student Code of Conduct 2026-2027

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MISSION STATEMENT

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

WHY WE EXIST

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

To Read on Grade Level by 3rd Grade: Because the first few years of school, children are learning to read; for the rest of their lives they are reading to learn.

To Cultivate Real Life Skills in Children: Because our children will compete globally and must be equipped with what education experts call the Seven Survival Skills.

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

Preparation for High School and Life: Because a diverse, complex world requires a student with a myriad of skills and talents to achieve optimum success in high school and life.

NOTICE TO THE PUBLIC

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

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

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the CMCS Director or CMCS Board Chair. Complaints may also be directed to the GCSD Title IX Coordinator or the GCSD Section 504 Coordinator.

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

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

<u>Notice to Parents/Guardians/Eligible Students</u>
The revised Family Rights and Privacy Act became a Federal Law in December, 1974. The law intends to protect the accuracy and privacy of students' educational records. In that regard, please note the following:

- The definition of "educational records" includes all records, files, documents, and other materials containing information directly related to your child.

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

NONDISCRIMINATION POLICY

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

CODE OF CONDUCT

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

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

Subject First Contact:

- Classroom Procedures - Classroom Teacher
- Behavior and Discipline - Classroom Teacher, Assistant Director, Director
- Health Concerns - Nurse Tori Williams
- Dress Code - Classroom Teacher, Director

<u>Dress Code:</u>

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

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

The CMCS dress code was established for the following purposes:

- To promote a more effective climate for learning
- To promote a sense of school unity and pride while creating a sense of belonging and community

<u>Overall Appearance</u>

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

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

Middle School:

Bottoms

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

Tops

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

Shoes

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

Hats, Headgear, and Accessories

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

Consequences for Dress Code Violations:

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

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

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

Upper and Lower Elementary:

Bottoms

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

Tops

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

Dresses

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

Shoes and Socks

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

students run around a lot during the day, so tennis shoes are the best option.
- Solid, closed-toed, and preferably rubber-soled shoes, which are properly fitted and secure on the foot, must be worn when playing on the playground.
- Tennis shoes must be worn for PE days.

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

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

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

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

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

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

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

down at the sides.

Consequences for Dress Code Violations:

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

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

Personal Items:

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

Attendance:

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

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

Excused Absences:

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

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

Students are not considered absent in the following cases:

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

If a student has unexcused absences:

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

If a student continues to accumulate unexcused absences, additional consequences may be imposed such as withdrawal from CMCS or school district notification.

All absences are either excused or unexcused. Students with absences are permitted to make up work missed during the absence. Students who have more than ten (10) unexcused absences in one school year may be considered for retention at their grade level.

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

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

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

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

Bullying, Harassment, Threats, Intimidation:

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

What is bullying?

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

Bullying may include:

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

What is Cyber Bullying?

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

Six Most Common Forms of Cyberbullying:

- Harassment: Repeatedly sending offensive, rude, and insulting messages
- Denigration: Distributing information about another that is derogatory and untrue through

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

<u>If you are being bullied:</u>

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

<u>If you know someone who is being bullied:</u>

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

<u>Sexual Harassment:</u>

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

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

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Unwelcome discussion of sexual orientation
- Graphic comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent
- Displaying sexual suggestive objects

Any individual who believes that he/she has been subjected to sexual harassment by another

student, teacher, administrator, adult, or agent of CMCS should file a complaint of the alleged act immediately with the school's Director.

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

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

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

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

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

Students may not carry medication into school. Any medication found in a student's possession will be confiscated by school officials. The one exception is for students with life-threatening conditions. They may keep medication in their possession and self-administer, as long as permission has been granted and the proper procedures have been followed. Please see the school nurse for additional information.

Student Rights and Responsibilities:

At Coastal Montessori Charter School, peace education is not taught as a separate curriculum, but is the unifying thread throughout the child's academic, social, and emotional experience in the classroom. It is taught through the interactions between teacher and student, student and other students, and students and their use of the materials in the environment. Children are continually encouraged to respect everyone and everything in the environment and to solve problems through peaceful means. The CMCS code of conduct specifies acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school- provided transportation. This portion of the policy outlines consequences for student violations. Offenses and consequences listed are not comprehensive and are not limited to the items listed. The Director has the discretion to restrict participation in field experiences due to repeated, poor behavior choices and poor grades.

Level I: Disorderly Conduct (Minor Misbehavior)

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

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

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

- Violating the dress code

Suggested Consequences

Category A Student

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

Category B Student

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

Category C Student - Out of school suspension, 3-5 days

Level II: Disruptive Conduct

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

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

- Accessing/modifying computer data or settings without permission
- Destroying property
- Disrupting a lawful assembly
- Fighting or inciting a fight
- Harassing others
- Inappropriate conduct with another student
- Improper sexual conduct

- Leaving school without authorization
- Obscene language or gesture
- Possession of obscene materials
- Possession/use of tobacco products while under school jurisdiction, whether on-campus or at school-sponsored activities
- Possession/use of unauthorized substances
- Refusing to obey school personnel (defiance)
- Theft
- Unauthorized assembly
- Unauthorized presence on school property
- Violation of Technology Acceptable Use Policy

Suggested Consequences
Category A Student (1 Incident Report)

- Behavior modification plan
- Confiscation of electronic device – returned to Parent/Guardian
- Out of school suspension (1-3 days; 3-5 days)
- Parent/Guardian/Teacher/Director conference
- Parental notification
- Referral to appropriate rehabilitation program

Category B Student (2 Incident Reports)

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

Category C Student (3 or more Incident Reports)

- Out of school suspension (5 plus days)
- The Director reserves the right to expel

<u>Level III: Criminal Conduct</u>

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

Level III Criminal Conduct:

- Accessing/modifying computer data or settings without permission
- Bomb threats

- Bullying, threatening or intimidating school staff or students
- Disrupting a lawful assembly
- Gambling
- Igniting fires or fireworks
- Indecent exposure
- Physically abusing a member of the school staff
- Possession of pornographic materials
- Possession/transfer of a weapon
- Refusing to obey school personnel (defiance)
- Sale/possession/use of illegal drugs or alcohol
- Setting off fire alarms or discharging a fire extinguisher
- Sexual offenses
- Threatening another person with a weapon
- Vandalism
- Violation of Technology
- Acceptable Use Policy

Suggested Consequences All Students

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

Electronic Devices:

No student may use a personal electronic device, cell phone, Apple watch, or communication device on school property during the school day, unless given explicit approval by a classroom teacher. (If your Apple watch is not connected to a phone plan you may present a written note to the administration stating your Apple watch serves as solely a watch. The administration will then approve the use of this Apple watch to be used solely as a watch.) During school hours, all electronic devices, cell phones, Apple watches, and communication devices must be turned off (not on vibrate mode) and stored in the student's personal cubby space within a backpack. Using an electronic device, cell phone, Apple watch, or communication device may include but are not limited to text messaging, taking pictures or videos, playing games, and receiving or sending calls. Students using an electronic device, cell phone, or other communication device to illegally enhance their own or another student's academic performance or to engage in any other illegal or unethical manner, including bullying, harassing, threatening, or intimidating shall be banned from having such a device for the remainder of their attendance at CMCS. Additional disciplinary actions may be imposed as

well.

Purpose

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

Policy

1. **Prohibition During School Hours**
    - Students are not allowed to use cell phones or smartwatches during instructional time, including classroom lessons, assemblies, and other school activities.
    - Devices must be turned off and stored in lockers, backpacks, or another designated area during school hours.
2. **Exceptions**
    - Students with medical conditions requiring the use of a device must have a written authorization from a healthcare provider and prior approval from the school administration.
3. **Consequences for Violations**
    - **First Offense:** The device will be confiscated and returned to the student at the end of the school day. A warning will be issued.
    - **Second Offense:** The device will be confiscated, and a parent or guardian must retrieve it from the school office.
    - **Third Offense:** The device will be confiscated, and a parent or guardian must retrieve it. The student will receive detention.
    - **Subsequent Offenses:** Further violations will result in a ban on bringing the device to school.
4. **Responsibility**
    - The school is not responsible for lost, stolen, or damaged devices.
    - Students bring electronic devices to school at their own risk.
5. **Parental Support**
    - Parents are encouraged to discuss this policy with their children and ensure they understand the importance of minimizing distractions in the educational environment.

School Bus Code:
Coastal Montessori Charter School students, given the privilege of transportation by the school

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

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

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

School Bus Rider Discipline Code Guideline

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

The riding of a school bus by students is a privilege. Eligible students are initially granted the privilege of school transportation service; however, after the initial service all eligible students must earn the privilege by following this Discipline Code and Code of Conduct. The School Board expects that while students are utilizing the student transportation services, they will conduct themselves in a manner consistent with the CMCS Code of Conduct. All school bus riders must cooperate fully with their school bus drivers and aides/monitors and must conduct themselves properly at all times.

- Misconduct includes disorderly, disruptive, and criminal conduct and includes, but is not limited to, the following behavior on or around a bus or at a bus stop while the bus is present:
- Continually making loud noises, yelling, and the like
- Damaging or defacing property (writing or marking on the bus)
- Disobeying the bus driver or the aide/monitor Eating and/or drinking on the bus Encouraging others to misbehave
- Fighting, physically abusing, or hitting another student or the driver or aide
- Getting on or off the bus at an unauthorized stop without permission
- Harassing, threatening, intimidating, or taunting another student, the driver or aide

- Having hands, arms, head, and so forth out of the bus windows and/or doors
- Intentionally riding a bus other than the assigned one without permission from the director or the district's designee
- Littering inside the bus
- Possessing and/or using any tobacco product or other illegal substances on the bus
- Pushing, tripping, engaging in general horseplay
- Refusing to sit in an assigned seat
- Standing or sitting improperly while the bus is moving
- Throwing objects out of, inside of, and/or at the bus
- Using profanity, abusive language, and/or obscene gestures
- Using rude, discourteous behavior toward the driver or other passengers
- Violating any safety procedures
- Serious misconduct may result in disciplinary action without regard to the number of offenses, up to and including suspension or expulsion from school, in accordance with Board policy.

Suggested Consequences All Students

- In school/out of school suspension
- Lunch Detention/Recess Detention
- Parent/Guardian/Teacher/Director conference
- Parental notification
- Removal of bus privileges for a time period
- Removal from bus

Suspension:

Suspension is to be defined as an administratively enforced absence from educational activities for a specific number of days. Suspension prohibits a student from attending any day or night school functions (whether held on or off school grounds), from riding a school bus, or from entering the school or school grounds, except for a prearranged conference with an administrator. Days suspended are excluded from the definition of unexcused absences. Make-up work missed during any period of suspension is the responsibility of the student. Work must be made up within five (5) days of the return to school. Normally, suspension will be from one (1) to five (5) school days in duration, and in no event longer than ten (10) days unless an expulsion recommendation is made. For students on an Individualized Education Plan (IEP), the IEP team or 504 team must hold a manifestation review meeting when a student is recommended for expulsion or has been suspended for more than ten (10) cumulative days in a school year.

A student suspended for more than fifteen (15) cumulative days in any one school year may be recommended for an alternative program and/or expulsion at the discretion of the Director. When a student is to be formally suspended, whether in-school or
out-of-school, the Director shall:

- Attempt to notify the parent/guardian by phone before the student is removed from the

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

Grounds for Suspension:

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

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus
- During, or while going to or coming from, a school-sponsored activity
- Any time the students conduct substantially disrupts the educational environment, including online cyber bullying
    - A student who aids or abets, as defined in the infliction or attempted infliction of physical injury to another person
    - A student who presents an immediate threat to the health and safety of others may also be suspended or expelled
    - Attempted to steal on school property or private property. As used in this section, school property includes, but is not limited to electronic files and databases
    - Bullying, harassing, threatening or intimidating a student who is a complaining witness or eyewitness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both
    - Caused or attempted to cause damage, including tagging and graffiti, to school property or private property
    - Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence against another person, except in self-defense
    - Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
    - Intentionally engaged in bullying, harassment, threats, or intimidation, directed against school personnel or students
    - Committed any criminal act under Federal Law or the Statutes or Common Law of the State of South Carolina punishable by more than 30 days confinement.
    - Committed an obscene act or engaged in habitual profanity or vulgarity
    - Committed or attempted to commit robbery or extortion
    - Committed or attempted to commit a sexual assault, or committed a sexual battery

- Committed sexual harassment sufficiently severe or pervasive to have negative impact on the student's academic performance, or to create an intimidating, hostile, or offensive educational environment. (This section does not apply to students in kindergarten through third grade)
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
- Engaged in, or attempted to engage in, hazing
- Is under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind
- Knowingly received stolen school property or private property Made terrorist threats against school officials or school property, or both
- Possessed an imitation firearm, which is defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Possessed or used tobacco, or any products containing tobacco
- Unlawfully offered, arranged, or negotiated to sell an alcoholic beverage, narcotic, controlled substance or intoxicant of any kind, or distributed, delivered, dispensed or conspired to distribute, deliver, or dispense an alcoholic beverage, controlled substance, narcotic, or intoxicant of any kind
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia

Appeal Process:

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

Expulsion:

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

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

- Bullying, harassment, threatening, intimidation, assault or battery upon any student or school employee

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

Expulsion Procedures:

- Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within 15 school days after the Director determines that the student has committed an expellable offense. The school will be responsible for providing the student with appropriate educational opportunities, while the student is on suspension and awaiting an expulsion hearing.
- The expulsion hearing will be presided over by an expulsion board or designees. The hearing shall be held in closed session unless the student or parent/guardian makes a written request for a public hearing three (3) days prior to the hearing.
- Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include the following:
- The date and place of the expulsion hearing
- A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based
- A copy of disciplinary rules which relate to the alleged violation
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or an advocate
- The right to inspect and obtain copies of all documents to be used at the hearing
- The opportunity to confront and question all witnesses who testify at the hearing
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses

Record of Hearing:

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

Presentation of Evidence:

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

Findings of fact shall be based solely on the evidence at the hearing. The final decision shall be made within ten (10) school days following the conclusion of the hearing. That decision may be appealed to the proper court.

Written Notice Of Expulsion:

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

- Notice of the specific offense committed by the student;
- Notice that the student may have a right to appeal the expulsion to the Coastal Montessori Charter School Board and the date and process by which an appeal may be filed;
- Notice of the student's and parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the school;
- Effective date of expulsion;
- Date that the student may be reviewed for readmission. The Director shall send written notice of the decision to the Chartering District (GCSD). This notice shall include the following:
- The student's name;
- The specific expellable offense committed by the student;
- Disciplinary Records.

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

Technology Acceptable Use Policy:

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

Scope:

This administrative rule applies to the following persons/entities:

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

General Computer Usage:

The following actions are prohibited:

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

Internet Usage:

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

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

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

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

Rules Governing Use:

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

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

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

Accessing Inappropriate Sites:

Student Internet activities will be monitored by the Charter/District to prevent students from accessing inappropriate sites. The Charter/District will use technology protection measures to protect students from inappropriate access.

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

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

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

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, sexual, racial, violent, or any other inappropriate language in public messages, private messages, and any material posted on digital and online content. All communications via Charter/District digital and online content will comply with the Charter's/District's technology policy and Charter's/District's student Code of Conduct policy and administrative rule.

Plagiarism and Copyright :

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

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

Electronic Mail (Email) Usage:

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

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

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as being offensive, threatening, obscene, sexual

or racist
- Any use that violates local, state and/or federal laws or regulations
- Setting up or operating a commercial business
- Parents have the right to monitor all email correspondence of their child with username and password.
- The only person who should use an account is the person to whom it is assigned (unless otherwise specified in an IEP or 504 Plan). Family members should not use the account.
- All electronic messages created, transmitted or received via the Charter's/District's email system, including those created, transmitted or received for personal use, are the property of the Charter/District. The Charter/District reserves the right to monitor and/or review all use of its email system and users should not have any expectation of privacy in any electronic message created, transmitted or received on the Charter's/District's email system.

Violations:

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

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

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

Off-Campus Conduct:

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

SIGNATURE PAGE

I/We, the parents/ guardians of_____, have received the 2026-2027 Coastal Montessori Charter School Code of Conduct and I/We will share this information with our scholar.

Parent/GuardianName:

_____

Parent/GuardianSignature:

_____

Date: _____

Coversheet

Approve FY27 Meeting Schedule

Section: VII. Governance Committee
Item: C. Approve FY27 Meeting Schedule
Purpose: Vote
Submitted by:
Related Material: 2026-2027 Meeting Schedule.docx

BOARD OF DIRECTORS
Coastal Montessori Charter School
111 Old Plantation Drive, Pawleys Island, SC
2025-2026 Meeting Schedule

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

Meetings are held on the third Monday of each month unless otherwise noted.

June 15, 2026
July 20, 2026
August 17, 2026
September 21, 2026
October 19, 2026
November 16, 2026
December 21, 2026 - Dec 14?
January 25, 2027 - 4th Monday
February 22, 2027 - 4th Monday
March 15, 2027
April 19, 2027
May 17, 2027

Board Retreat - TBA, 2026

June 21, 2027