



## **Parent-Student Handbook**

**Wakulla's C.O.A.S.T. Charter School  
48 Shell Island Rd.  
P.O. Box 338  
St. Marks, Florida 32355  
(850) 925-6344 Fax (850) 925-6396**

**School Year 2016-2017**

**Alyssa Higgins, Principal**

[alyssa.higgins@coastcharter.us](mailto:alyssa.higgins@coastcharter.us)

[www.coastcharter.us](http://www.coastcharter.us)

# Introduction

Wakulla's Charter School for the Arts, Sciences and Technology (C.O.A.S.T.) is a Florida non-profit corporation established for the purpose of providing Wakulla County residents with a free public parent-choice school.

Charter schools were first authorized in Florida by the 1996 legislature. Sometimes called an independent public school, a charter school operates under contract with and under the supervision of the local school board. The Wakulla County School Board approved C.O.A.S.T.'s application for a charter school in February of 1999. Charter schools receive state funding for each child enrolled and are governed by an independent Board of Directors. Like all charter schools, C.O.A.S.T. is a parent-choice school. If any time during the year C.O.A.S.T. should fail to attract a sufficient number of students, it may become necessary to close the school. This would not occur without advance notice.

The founding Board of Directors included Judy Brown, Vann Haddock, Winky Jenkins-Rice, Debbie Reich, and Anne Thurmond. We are grateful for their vision and commitment to our school. Their dedication and hard work made the school a reality. C.O.A.S.T. is also grateful to the City and the people of St. Marks, who permit us to use the St. Marks Community Center. Built in 1938, the Center originally served as the St. Marks School for grades 1-8 until 1968. It served again as a preschool and adult education center from 1975-1989.

The Board of Directors of C.O.A.S.T. welcomes your family to our school and looks forward to working with you to provide an educational program that nurtures and inspires every child toward the highest achievement possible.

## C.O.A.S.T. Board Members

John Nichols, Board Chair

Mickey Cantner, Vice Chair and Parent Liaison

Jean Brooks, Member

Susan Flournoy, Member

Alan Wittmier, Member

## Principal

Alyssa Higgins

## C.O.A.S.T. Board Members

The Board of Directors includes organizers and planners of the school who have volunteered or who have been recommended to the Director of C.O.A.S.T. All Board members will possess special skills, talents and expertise that will support the educational and moral development of the C.O.A.S.T. students. At the present time, five Board members will be appointed. The Board serves staggered terms of either one or two years.

Newly created directorships resulting from an increase in the numbers of directors comprising the board and all vacancies occurring in the board for any reason shall be filled by the affirmative vote of the majority of the directors in office at any meeting of the board. Candidates for the Board of Directors shall be selected based on the candidate's:

- Shared vision and commitment to COAST's mission
- Credibility and integrity in the community, and
- Educational, professional and practical qualifications

All elected directors will agree to support the founding organizers' vision in order to maintain continuity between the founders and subsequent board members. Any director may be removed with or without cause by the affirmative vote of the majority of the board.

The C.O.A.S.T. Board meets four times a year or more at the school and meeting dates are posted on the parent information board in the school office.

# C.O.A.S.T. Philosophy

## **Commitment to small schools:**

We believe that children thrive in small, personal settings where all staff knows each child and family. We believe that the child's interest is best served when parents and school staff cooperate and support each other's efforts. Small classes afford both the teacher and student the most flexibility to accommodate learning needs.

## **Commitment to character development:**

We also believe character development should be a primary role of education and the school will regularly and deliberately teach and reinforce through all its activities, the character traits of honesty, industry, kindness, generosity, courage, perseverance, loyalty, independence of thought, self-discipline and responsibility.

## **Commitment to creating informed citizens:**

We believe children should be educated to become world citizens, exposed to and informed about the geography and peoples of our globe. We want them to know that all human beings have value and are to be treated with respect. The school itself, then, must be a place where everyone is respectful and models courteous human relationships at all times.

## **Commitment to a strong foundation in the core subjects:**

A good education must provide a solid grounding in the subjects of reading, writing, mathematics, science, social studies, and the arts, best achieved by a clearly articulated and sequential curriculum in each subject. In addition to learning facts and concepts, we believe it is important for children to develop higher order thinking skills to solve problems independently. Student performance will be assessed by a combination of criterion-referenced and norm-referenced measures, as well as oral and written work products.

## **Commitment to the Arts:**

We believe students will learn self-expression through the Arts. Artists and performers will work with the faculty to develop programs in dance, music, drawing, painting, sculpting, pottery, drama, and architecture. Students will have opportunities to more deeply explore the various art mediums with real-life mentors and teachers.

## **Commitment to real life learning:**

We believe students learn best when they are actively involved in learning experiences that apply to skills and knowledge of real life. These kinds of experiences will be prevalent in our school. Technological proficiency is critical to future life success, therefore technology tools will be used daily by both students and staff to make education more relevant, efficient and effective.

## **Commitment to supporting educators:**

We are convinced competent, creative and dedicated teachers are the most important component of a good school. This commitment to teaching staff will be evident in all the school's activities. Everything will serve to support the teacher's ability to do his/her best.

## **Commitment to Wakulla's unique environment:**

We believe Wakulla County's environment provides a unique opportunity to foster appreciation for nature and to teach children about the interdependence of all living things and the importance of caring for our natural resources. We would expect environmental awareness would permeate all areas of curriculum and serve as a central focus for science instruction.

## **Mission Statement**

C.O.A.S.T. will provide an educational choice to students and their parents that is characterized by:

1. The intensive study of the Arts and Sciences, in continuous progression and at the highest standards of achievement.
2. A structured environment resulting from a specific code of conduct with diligent attention to character development.
3. The infusion of technology into all subject areas, expanding the student's world beyond classroom boundaries.
4. Dynamic, integrated core curriculum designed to include the study and appreciation of Wakulla County's unique ecosystem.
5. Shared responsibility among students, parents and teachers in the operation of the school.

# Academic Focus

Educational outcomes for the 21<sup>st</sup> Century call for informed citizens who can communicate effectively in a variety of modes. They use creative thinking skills, work as members of a cooperative team, manage and organize abundant stores of information, problem solve using the latest technologies, understand and appreciate both historical and current events that shape their future. With a focus on these outcomes, C.O.A.S.T. will prepare our children for the 21<sup>st</sup> Century.

**Classroom Labs:** Classrooms will look more like mini-labs with activity-based learning stations set up for inquiry learning. Station activities will reflect the latest research integrating the multiple intelligences, thinking skills and learning styles models. Text-based materials will not be the only way for children to learn. In addition to using more traditional text, literature and reference books, children will have exploratory opportunities, state of the art technologies as tools for learning, hands-on manipulative art materials and listening and viewing media. Children will work at their academic level, continuously progressing through the curriculum as they master skills and standards. All students, not just those deemed “talented”, will flourish in an enriching learning environment.

**The World as a Classroom:** Learning happens in a myriad of places and is not confined to the four walls of a classroom. Many types of partnerships will make it possible to tap into the rich resources of our community. Field trips, service projects and community-based projects will be an integral part of a child’s learning experiences. Real life lessons with Community and Parent Volunteer Educators make learning meaningful and relevant. Infusing technology as a tool in the classroom will expand the child’s horizons to the international community.

**Teacher Roles:** Teachers will direct the educational process, as facilitators, team members, mentors, and scholars. Teachers will have expanded planning times to plan individually and as teams to ensure crucial connections across grade levels and between subjects. Teachers will model lifelong learning by being well informed and professionally renewed. On-going and in-service training will be an integral part of a teacher’s role. Teachers will be certified to teach in the State of Florida and hold a valid teaching certificate. Instruction will be balanced between teacher directed large group instruction, individual student practice and small group collaborations.

# Code of Ethics

## Code of Ethics of C.O.A.S.T.:

1. C.O.A.S.T. values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn, to teach and the guarantee of equal opportunity for all.
2. Our primary professional concern will always be for the student and for the development of the student’s potential. We will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one’s colleagues, students, parents and other members of the community, we strive to achieve and sustain the highest degree of ethical conduct.

# Title I

C.O.A.S.T. is a federally designated Title I School. Parents may access the Title I “Parent’s Right to Know Letter” or our “Parent Involvement Plan” by contacting the front office or on our school’s web site.

# Admissions

Applications shall be accepted continuously. The Board may also establish specific enrollment periods annually. No student who is suspended, under order of expulsion or has been placed in a disciplinary or alternative program by any other school or district will qualify to apply for admission.

Parents of applicants are required to attend an informational meeting as part of the application process. An additional requirement is for the parents to sign a contract indicating acceptance of the rules of conduct and the required volunteer hours from the family. Applications will not be accepted until both conditions are met.

It is understood that students enrolled in C.O.A.S.T. will be able to re-enroll for the following school year as long as they are in good standing with the school. The re-enrollment forms are sent to existing students toward the end of the school year with specific instructions for their timely return to the C.O.A.S.T. office for registration.

The charter school enrollment policy prohibits discriminations on the basis of disability, race, creed, color, gender, national origin, religion or ancestry.

Classes will be filled on a first come, first served basis. Applications submitted after a class is filled will be placed on a waiting list. Preference may be given to siblings of students who are already enrolled at C.O.A.S.T.

## Grievance Procedures

Per COAST School Board Policy, parents, students, staff members or other individuals who have a complaint must take the following steps:

1. Discuss the complaint with the staff member most directly involved in an effort to resolve the dispute.
2. Meet with the principal to discuss any unresolved issues. The principal's decision is final, unless violation of law, the school's charter or policies are alleged.
3. If the complaint alleges violation of law, the school's charter or policies, the grievant may appeal the principal's decision to the Board in writing.
4. After receiving the written complaint, the Board chairman may appoint a committee to investigate the complaint and make a recommendation for action to the full Board.

## School Calendar

The school year will be 180 days in length and will coincide with the Wakulla County School District calendar. As much as possible, the core subject areas of Reading, Language Arts and Mathematics will be the main focus in the mornings. The afternoon curriculum will emphasize Science and Social Studies, interdisciplinary connections through short and long term projects integrating history, cultural studies, music, the arts, drama, dance, environmental studies, health, physical education and foreign languages. Integrating subjects will facilitate more profound learning, greater mastery and the forging of meaningful connections between subjects and ideas.

## Attendance & Punctuality

Attendance and punctuality are expected daily. Academic achievement and good attendance go hand in hand. **Students are expected to arrive in their classrooms by 8:00 AM to begin the school day. Breakfast will be served from 7:40 until 7:55 AM. No students are to arrive and enter the building until 7:30 AM;** no teachers are here to supervise students arriving before 7:30 AM. Any child arriving after 8:00 AM will be considered tardy. **Students arriving after 7:55 will not be served breakfast. If your child is going to be tardy, please make sure they have breakfast before arriving at school.**

**Parents must come inside to the office to sign their children in as tardy.**

Lunch counts will be turned in by 8:30 AM. If your child will be arriving late for school please call in by 8:30 AM to order a hot lunch for your child. Students who are late or absent due to illness and/or emergencies must bring a note written by a parent/guardian explaining the absence and the parent/guardian must sign the student in for the day. The note should be brought to the office before returning to the classroom. In the case of planned absences and/or tardiness (ex: doctor's appointments, family vacation, etc), the parent/guardian should notify the school in writing prior to the date(s). In all cases of excused absences, every effort will be made to

accommodate students in making up missed assignments. If at all possible, medical and dental appointments should be made after lunch so that students do not miss academic instruction for the day. **The school day ends at 2:45 PM. Parents picking up students should arrive no later than 3:00 PM.**

**C.O.A.S.T. considers more than 10 days missed in a school year as excessive absences.** Students who accrue 5 or more absences or tardies are considered to have an attendance problem. Parents can expect to be contacted by school staff to resolve problems with attendance.

C.O.A.S.T. has an Attendance Review Team consisting of a Board member, the Principal, and a Teacher. The Attendance Review Team may send a warning letter to the parent/guardian if 5 absences and/or tardies have been accrued. If an attendance problem continues, parents will be asked to attend a meeting with the Attendance Review Team. Continued absences may result in a referral to the Wakulla County Truancy Court.

## Schedule

### Regular School Day

TIME	PLACE
8:00 AM	Homeroom/School begins
10:30-11:00 AM	VPK, Kindergarten, and 1 <sup>st</sup> Grade Lunch
11:30-12:00 PM	Lunch Grades 6-8 <sup>th</sup>
12:00 PM- 12:30 PM	Lunch Grades 2-5 <sup>th</sup>
2:45 PM	Dismissal

### Early Release Day

TIME	PLACE
8:00 AM	Homeroom/School begins
10:30 AM- 11:00AM	Lunch Grades VPK, Kindergarten and 2 <sup>nd</sup>
11:10 AM- 11:40 AM	Lunch Grades 3 <sup>rd</sup> -8 <sup>th</sup>
11:45 PM	Dismissal

## C.O.A.S.T. Student Dress Code

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress, hair style, or ornamentation that promotes drugs, alcohol, tobacco, sexual behavior, is offensive to others, distracts or interferes with another student's opportunity to learn, will not be permitted.

Additionally, the following specific rules are observed:

1. Halter tops, tube tops, spaghetti straps, low cut shirts, tank tops with shoulder straps less than 2" wide and any garments which leave the middle portion of the body bare are prohibited.
2. Pants that fall beneath the waist line or leave the middle portion of the body bare or expose underwear are prohibited. Pants that have holes above the knee that expose skin or undergarments, pajamas, nightshirts and bedroom slippers are prohibited.
3. All shorts, pants, skorts, dresses, or skirts must be **approximately knee length or longer**. Wearing garments such as leotards or leggings underneath inappropriate skirts/skorts does not make them acceptable.
4. Baseball caps are not permitted. Sunglasses and scarves shall not be worn inside.
5. Clothing or other accessories that have sexual connotation or are provocative or advocate or advertise the use of tobacco, alcohol, drugs or display profanity is prohibited. Shirts that advocate death or bodily harm or slogans which are meant to be offensive or degrading are prohibited.
6. Clothing or accessories that display weapons or violence of any type are prohibited.
7. **Tennis shoes must be worn at all times.** No flip-flops, beach sandals, deck or boat shoes, boots or shoes that are backless or only have a strap around the heel. Roller shoes or shoes that have wheels attached are prohibited.
8. Chains used for belts, wallets, or displayed in any manner are prohibited.
9. All facial piercing including tongue rings are prohibited.

10. Clothing, jewelry or accessories with pointed, spiked or dangerous objects are prohibited.

11. Bandannas or gang-related items/styles of dress are prohibited.

Violations to dress code policies may include parent phone call, silent lunch, after school detention and/or out of school suspension according to the frequency and severity of the offense. The school administration reserves the right to adjust or change any policy if an item is deemed inappropriate for the school environment.

ELECTRONIC GAMES, DOLLS, TOYS, BEEPERS, TRADING CARDS, CAMERAS, RADIOS, TAPE/CD PLAYERS, RECORDED MUSIC, MP3 PLAYERS, IPODS, VIDEO CAMERAS: These or similar items are not to be brought to school unless specifically approved by the principal or designee for educational purposes.

**Cell phones must be turned off and stored in backpacks or lockers while at school and on the bus. C.O.A.S.T. is not responsible for lost or stolen cell phones.**

## **C.O.A.S.T. Parent Contract**

1. I will support Wakulla's C.O.A.S.T. program, philosophy, staff, administration and Parent Support Team.
2. I will participate in the operation and/or maintenance of the school by completing 30 volunteer hours for one child or 50 hours for a family per year. I will complete half of these hours by December 31 of each school year.
3. I will ensure that my child maintains good attendance by missing no more than 10 days of the school year. When it is necessary that my child be absent from school, I will provide a written explanation or doctor's note.
4. I will notify the school office immediately of any change of address and/or phone number where I can be reached during the school day.
5. I will make arrangements to have my child taken home from school during the school day if I am notified of illness or disciplinary problems.
6. I will ensure that my child arrives at school on time, ready to learn, appropriately dressed (see Dress Code), with completed homework assignments, and necessary school supplies.
7. I will support the school's rules and require that my child fulfill the student contract.
8. I will support, to the best of my ability, the school's fundraising programs annually and encourage my student(s) to do so.
9. I will communicate with the school's administrators, faculty and staff in a civil and courteous fashion.
10. I understand my child may be returned to his/her district school should this contract not be fulfilled.

## **C.O.A.S.T. Student Contract**

1. I will remain quiet, orderly and task-oriented in the classroom.
2. I will agreeably follow instructions given by my teachers or other school officials, the first time given with a respectful attitude.
3. I will be responsible for completing and turning in class assignments and homework.

4. I will care for textbooks, furniture, equipment and rooms, leaving them unmarked and in the same condition as when received.
5. I will be respectful of others' rights and property.
6. I will speak courteously to any adult or child and will display good manners at all times.
7. I will refrain from fighting and using profane language and gestures.
8. I will refrain from name calling, harassing or threatening others.
9. I will exhibit the principles of good sportsmanship.
10. I will not bring to school, carry or conceal any cigarettes, alcohol or any illegal drug, knife, firearm or any other object that may be used as a weapon or be disruptive to the educational process. This includes all toys, electronic games, CD players, radios or any electronically musical device. My cell phone must be turned off during school hours; this includes time on the bus and class time, and stored in my back pack or locker.
11. I will attend school regularly, missing no more than 10 days this school year. I will arrive at school on time and ready to learn, with completed homework assignments and necessary school supplies.
12. I agree to dress appropriately as instructed by the schools' Dress Code.
13. I understand that C.O.A.S.T. is a violence-free zone. If I should hit, kick or abuse other students physically, I will be suspended two days for a first offense, three days for a second offense, and will be returned to my district school after a third offense.
14. As a student of Wakulla's C.O.A.S.T., my behavior will reflect my commitment in all locations (bus stop, buses, bathrooms, cafeteria, recess, field trips and school activities on and off school premises).
15. I understand that I may be returned to my district school if this contract is not fulfilled.

## Discipline Procedures

The following rules of conduct will set forth the expectations for student behavior and the consequences for infractions of the rules. Our philosophy is all students, parents and teachers deserve a safe, orderly and disciplined environment in which to teach and learn. Additionally, C.O.A.S.T. adheres to the WCSB Bullying policy, which can be found on our website or in the front office.

Therefore:

1. C.O.A.S.T. Charter School will provide a disciplined and safe learning environment.
2. Parents and students will sign a contract promising to honor the Code of Conduct drawn up by the school.
3. Students will be expected to follow Wakulla County School's Code of Student Conduct.
4. Parents and Staff will be subject to, and expected to follow, the school's Code of Ethics.

Student infractions will be handled according to the severity of the behavior.

- **Minor Infractions** include: horseplay, tardiness, failure to do homework and/or assignments, dress code violations. Minor infractions will be handled primarily in the classroom with the following consequences: logical consequences, verbal reprimand, written assignments, community service, academic probation, phone call/conference with parent.
- **Major Infractions** include: disrespectful behavior, cheating, fighting, bullying and/or violence toward another student, vandalism, insubordination, serious or consistently disruptive behavior, sexual harassment, possession of a firearm, knife, weapon or any item which may be used as a weapon, or the illegal use, possession or sale of controlled substances. C.O.A.S.T. has a Zero Tolerance policy for crime and ALL substance abuse. Major infractions will be grounds for immediate dismissal, as deemed necessary by the Principal. Consequences for major infractions may include: after school detention requiring parents to transport, in-school or out-of-school suspension, work detail, community service, restitution, expulsion and such action as deemed suitable by the Principal, and/or a majority of the Board of Directors.
- **Dismissal** Failure by the student and/or parent or guardian to perform according to contract requirements will result in the following procedures:



1. A parent conference with school staff may be called.
2. If not resolved, the Board of Directors will send a letter to the parent, outlining the requirements and requesting compliance.
3. The Principal and the Board of Directors will request a meeting with the parent.
4. Continued failure to abide by the contract on the part of the parent or fraud in application procedures on the part of the parent may result in dismissal of the parent's children from C.O.A.S.T. Any student that is dismissed or expelled may not reapply for admission.

## Visitors on Campus

**All visitors on the campus MUST use the main entrance and check in at the front desk upon arrival.** You will receive a Visitor's Pass to wear while on campus. Be sure to also check out when your visit is complete. Student safety is our top priority!

## Textbooks/Tablets

Students will be issued textbooks and/or tablets on loan. Textbooks are an expensive resource as most cost well over \$30.00! The tablets cost almost \$500 if they are lost and have to be replaced! These resources have been purchased with tax dollars and are the property of the school. Students and their families are responsible to care properly for textbooks and/or tablets and to return them at the end of the year, or upon withdrawal from the school, in good condition. Students who lose or damage textbooks or tablets will be required to pay for their replacement.

## Health Policies

C.O.A.S.T. encourages all children to attend school each day with a healthy mind and body to be prepared and able to participate in their academic endeavors. Children who are ill should not attend school. Parents or guardians will be called to pick up their children who become ill or have a fever over 100 degrees to take them home. The student will wait in the office until their parent or guardian arrives.

**Children should be fever free without medication for at least 24 hours before returning to school.**

Upon returning to school, children must have a note signed by their parent or guardian excusing their previous day(s) absence from school. Any absence of more than 3 days will require a doctor's note. C.O.A.S.T. also adheres to all Wakulla County School Board Health Policies. If your child has been sent home with head lice, they will not be allowed back on the bus or into the school until they have been cleared by a member of the C.O.A.S.T. Staff.

Prescription and non-prescription medication shall come in the original sealed container and shall be labeled. **Only parents and guardians can transport medications to and from school. Medications that can be administered at home before school arrival should not be brought to school. Generally, medications will not be administered until a student's lunch session.** Changes in the prescription medication times or dosage can only be made by written prescription from the physician, which may be faxed to the school office. Any prescription or over the counter medications to be administered **MUST** have a parent or guardian signed Medication Permission Form. These forms are available in the office and are only valid for the current school year. The school nurse or trained designee will administer the medications as instructed by the prescription or parent for over the counter medications. Parents are requested to pick up any leftover medication within ONE WEEK after the ending date on the permission form. Medication left after this time will be discarded.

# Student Progress

Students at C.O.A.S.T. will participate in State standardized testing, which measures individual and school achievement toward mastery of the Florida Standards. Diagnostic tests will be administered by teachers to assist in placing students at the appropriate levels for instruction. Reports on student progress will be issued at the end of every nine weeks and at the midterm on students with a grade of C or below, C.O.A.S.T. follows the promotion and retention policy of Wakulla County Schools. A copy of this policy is available in the front office.

## Television & Mass Media

Our policy at C.O.A.S.T. supports an active, stimulating learning environment, and audio-visual materials will be incorporated into the curriculum. TV shows, movies, and videos shown in academic classes will be instructionally appropriate. Their place in C.O.A.S.T. will be primarily for educational purposes.

## Nutrition

### Breakfast, Lunch & Snacks

A nutritious breakfast and lunch are important to academic success. Here at C.O.A.S.T., we participate in the National School Lunch Program which assures that all meals served at C.O.A.S.T. will meet or exceed the Department of Education Food and Nutrition Guidelines. C.O.A.S.T. starts the school day offering a nutritious breakfast and Silent Reading Time. We encourage our students to eat breakfast at school during the short time upon arrival before dismissal to home rooms. Sustained Silent Reading allows other students to be engaged and not be a distraction to those trying to eat breakfast before classes start for the day. **ALL students are eligible for FREE breakfast and lunch, regardless of income.**

If your child will be arriving late to school, please call the school office by 8:30 AM to order lunch for that day. Otherwise, he/she may not be counted for a lunch serving.

#### **Birthdays/Holidays---Special Snacks and Activities**

Snacks to be shared with classmates in celebration of birthdays or holidays must be coordinated with your child's teacher prior to the planned day.

Special Note: Party invitations for any occasion may not be distributed by anyone at school unless an entire class is being provided an invitation to attend. This also must be coordinated with your child's teacher. **OUR SCHOOL WELLNESS POLICY IS AVAILABLE ON THE SCHOOL WEBSITE AND IN THE OFFICE.**

## Special Needs Students

**Special Needs Students:** By law, exceptional students must be provided with programs implemented in accordance with federal, state and local policies and procedures; specifically, The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Sections 228.2001 and 230.023 (4)(m) of the Florida Statutes, HB 403, and Chapter 6A-6 of the Florida Administrative Code. This includes, but is not limited to:

- A non-discriminatory policy regarding identification, location, evaluation and selection
- Free appropriate public education
- Individual education plans (IEP's), to include an IEP meeting with the student's family

At C.O.A.S.T. students with disabilities will be educated in an inclusive environment. There will be no resource room, or full time ESE classes. ESE students will be served in an inclusive classroom with consultative services from ESE certified teachers. ESE students with current IEP's applying for admission will be accepted pending a review of the IEP to determine appropriateness of placement at C.O.A.S.T.

Generally, students who are emotionally handicapped or otherwise placed in a fulltime program for exceptional students would not be adequately served at C.O.A.S.T. It is our professional responsibility as educators to place students in an environment where they can best flourish. Those students whose needs cannot be adequately addressed at C.O.A.S.T. will be appropriately referred, and our staff will work together with Wakulla County School Board personnel to ensure appropriate placement for that child.

## Other Student Services & Information

**Supplemental Education Services** are available without charge to eligible students for a limited time during the school year. A vendor list or tutoring information is available for you to choose from. You may contact Mrs. Sue Anderson, Title I Coordinator, Wakulla County School District, 926-0065 or the school office at C.O.A.S.T., 925-6344.

**Bullying Policy**—C.O.A.S.T. has adopted Wakulla County School District’s Bullying Policy. A copy of the bullying policy is available in the Parent Resource Center at the school office. Any questions or concerns should be directed to your child’s teacher, bus driver, or to the principal.

**PBS Positive Behavior Support**—C.O.A.S.T. has implemented a positive behavior plan. This plan begins with the simple steps of:

1. Be Respectful
2. Be Responsible
3. Be Ready to Learn

Students caught being good as referenced by the three main expectations will be rewarded with Sting Ray Dollars. These may be redeemed for special rewards and privileges based on the grade level and teacher.

## Transportation

C.O.A.S.T. will provide free transportation by school bus for students who live more than two miles from the school. C.O.A.S.T. provides bus transportation as a service. Please have a backup plan for transportation to and from school on any given day when we are unable to provide bus service. Per Florida Statutes, parents are prohibited from opening bus doors or boarding buses. If an issue arises, parents should contact the transportation coordinator in the front office for assistance. Additionally, all of our buses are monitored with video cameras.

### BUS RULES

1. Be at your bus stop 10 minutes early.
2. Use extreme caution when loading the bus. The stop arm does not guarantee that traffic will stop and will not protect you from oncoming traffic.
3. Please be aware of the “DANGER ZONE” which is a 10 foot area around all four sides of the bus. These are blind spots for the driver and this is where most accidents occur. Be sure that the driver is aware of your approach to the bus.
4. Students must sit in their assigned seats. They must remain seated and facing forward at all times.
5. There must be no physical contact among students at any time.
6. No loud voices or noises. The bus driver must be allowed to concentrate on safe driving.
7. Students will NOT be allowed to leave the bus other than at their designated stop unless a note from that student’s parent has been signed by the principal.
8. For safety as well as bus cleanliness, no food or drinks are allowed on the bus.
9. Students must exhibit respect for the driver and fellow students 100% of the time!
10. Changes in afternoon transportation must be made in writing before 2:30 PM and only in case of emergencies!

## **BUS DISCIPLINE PROCEDURES**

### Minor Bus Incidents

- 1<sup>st</sup> Offense - Warning, essay, work detail, or parent contact depending on severity of offense.
- 2<sup>nd</sup> Offense - One day After School Detention and parent contact.
- 3<sup>rd</sup> Offense - One or more days bus suspension and/or After School Detention.
- 4<sup>th</sup> Offense - Two or more days bus suspension.
- 5<sup>th</sup> Offense - Extended bus suspension ranging from one to six weeks.
- Warning- Subsequent bus incidents will result in extended bus suspension and may result in the loss of bus privileges, requiring the student to have a ride to and from school for the remainder of the school year. Parents of a student who is responsible for damaging the bus in any way will be assessed the full cost of repairs.

### Major Bus Incidents

- Fighting - 3-10 day bus or school suspension depending on nature and severity of incident.
- Gross Insubordination - 3-10 day bus or school suspension depending on the nature and severity of the incident.
- Throwing objects in the bus or off the bus - 3-10 day bus or school suspension depending on the nature and severity of the incident.
- Drugs, Alcohol, Weapons or Hazardous Objects - Minimum of 10 days school suspension and requirement for student to return to their zoned school or expulsion.

## **Tobacco Free Campus**

C.O.A.S.T. is a Tobacco Free Campus. No tobacco is permitted on campus at any time, by any person. This policy extends to all field trip locations if participating in a field trip as a student, faculty member, or chaperone. THE WCSB TOBACCO FREE POLICY, WHICH C.O.A.S.T. ADHERES TO, CAN BE FOUND ON THE SCHOOL WEBSITE AND IN THE FRONT OFFICE.

## **Patriotic Programs**

1003.44 Patriotic programs; rules (1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942

# **Notice of Nondiscrimination**

The following policy applies to students, applicants for admission, employees, and applicants for employment:

COAST Charter School does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, COAST provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of COAST are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Alyssa Higgins, Principal**, 48 Shell Island Road, St. Marks, Florida 32355; 850.925.6344; [alyssa.higgins@coastcharter.us](mailto:alyssa.higgins@coastcharter.us).

## **Faculty & Staff**

C.O.A.S.T. is proud of our exceptional faculty and staff. All are committed to the highest standards of public service and to the welfare of each and every student. Teachers are fully certified by the State of Florida.

### **Administrative**

**Principal, Alyssa Higgins**

**Office Manager/Data Entry Specialist, Shelli Payne**

**Office Assistant/School Nurse, Jessica Frost**

### **Instructional**

**Speech Pathologist, Marc Richter**

**ESE and MTSS Coordinator, Mary Taylor**

**Kindergarten, Phyllis "PJ" Paul**

**First Grade, Christine Dichio**

**Second Grade: Maribel Rivera**

**Third Grade: Amanda Brown and Arianne Morgan**

**Fourth Grade: Laura "Addie" Allen**

**Middle School Team: Lesley Gerrell, Jeff LaChapelle, Nick Hughes**

**Performing Arts/Music: Nick Hughes**

**Visual Arts: Arianne Morgan**

**ESE Teachers: Jeff LaChapelle and Mary Taylor**

### **Classified**

**VPK: Shawana Timmons and Mary Wagoner**

**Teacher Aide: Savannah Fringer**

**Kitchen Staff: Makayla Payne and Tina Barnes**

**Custodian: Jennifer Allen**

### **Bus Drivers**

**Martha Arrington**

**April Ash**

**Malda Timmons**

**Nick Hughes (substitute)**

**Volunteer Master Gardner and Librarian: Jeannie Broadhead**