Ocean Learning Center, LLC.

2026-2027

Parent and Student Handbook

160 Cypress Point Pkwy, #B107
Palm Coast, Florida 32164
www.oceanlearningcenter.info

Step Up Scholarships Available!

Update: 11/10/26



Dear Parents and Students-

Welcome! My name is Heidi Jennison. I am an educator. I have my Master's Degree in Administration and Supervision of Education. I have worked as an administrator for over six years. During which time I have had the pleasure of working with and ensuring the academic success of a wide spectrum of students. My husband

Jason is retired after 20 years from the US Coast Guard as a helicopter Rescue Swimmer and Technical Instructor. Jason continues to instruct in helicopter and water rescue skills world wide. We have two daughters. Maria is our oldest. She's a jokester and absolutely loves music! Maria is challenged with autism. Her strength and perseverance inspires us everyday! Our other daughter, Natalie, is working full-time in the National Guard. We are so proud and thankful for her service.

Ocean Learning Center, LLC has been a mission of ours since its conception in 2010. We understood that not all students learn the same way and that not all students respond to the traditional classroom approach. We also noticed that students were not receiving growth opportunities in the fields of life skills, career, and vocation.

We are pleased to offer our community the next generation of education-

Ocean Learning Center, LLC,

Sincerely,
Jason and Heidi Jennison
Administrators



Ocean Learning Center, LLC.

Vision Statement:

Ocean Learning Center, LLC. provides a safe learning environment where individuals are empowered to explore, engage, define, and navigate their future path. It is our goal that Ocean Learning Center, LLC students will develop a persevering growth mindset that will lead to a life forever engaging and productive for themselves and for others.

Mission Statement:

Ocean Learning Center, LLC. shifts traditional learning approaches and environments to a safe student personalized learning experience. Students in need of a learning environment that provides smaller settings, positive mentorship, and self-pacing opportunities will thrive with us! Trained and dedicated program facilitators provide students with the opportunity to develop the skills needed to succeed in a personalized educational program that will lead to a diploma and other future endeavors. Ocean Learning Center, LLC provides a safe learning environment, a Blended Learning and Student-Centered Curriculum, Life Skills, Health, Career and Vocational Trainings, Student Driven Extracurricular Activities, and Community-Based Outings.

Ocean Learning Center, LLC.

#9370 Fee Schedule
Grades 6-12 Academic Program

10 Month Tuition Fee	$10,000.00
(Step Up For Students UA, EO, FTC & PEP Hybrid Scholarships)	
Registration Fee	$ 50.00
Summer Enrichment Program (ages 9-11)	
June	$ 760.00
July	$ 760.00

- Fees do not include vocational certifications and field trip fees

Financial Obligation

Parents/Guardians must meet scholarship deadline approval requirements established by the Step Up For Students scholarship program. If a Parent/Guardian withdraws their child, or if the student is expelled from the school due to misconduct, or any other reason expressed by Ocean Learning Center LLC, and if the tuition fee is paid via Step Up For Students scholarships, then Ocean Learning Center LLC reserves the right to invoice quarter payment if the student attended 10 or more school days in the quarter as specified by Step Up For Students. If a Parent/Guardian withdraws their child, or if the student is expelled from the school due to student conduct, or any other reason expressed by Ocean Learning Center LLC, then the parent is obligated to pay contracted tuition for the semester(s) the student was enrolled at Ocean Learning Center LLC.

Note: If tuition is greater than the amount awarded by your student's scholarship, then the parent/guardian is obligated to participate in a monthly payment plan for the difference- to be paid in full by July 30, 2027. If your student does not receive a scholarship, then the parent/guardian may also participate in a monthly payment plan that will cover full tuition fee and additional costs from beginning date of registration to the end of the 2026-20267 school year calendar- to be paid in full by July 30, 2027. Those that meet financial need may be provided with some tuition assistance.

I have thoroughly read the Financial Obligation.

_____

Parent/Guardian Signature and Date

Ocean Learning Center, LLC.

2026-2027 School Calendar
OLC#9370

August	
3-7	Pre-planning/Professional Learning Day, No School
10	First day of school
18	OLC in Session/Flagler County Schools are Not
September	_____
7	Labor Day, No School
October	_____
9	End of first quarter
12	Teacher Work Day, No School
November	_____
3	Election Day, No School
11	Veterans Day, No School
23-27	Thanksgiving Break
December	_____
18	End of second quarter
21-Jan.1	Holiday Break
January	_____
4	Teacher work day, No School
5	Professional Learning Day, No School
6	School resumes
18	Martin Luther King, Jr. Day, No School
February	_____
15	President's Day, No School
March	_____
11	End of third quarter
12	Teacher work day, No School
15-19	Spring Break
May	_____
27	End of Second semester, Last day for students
28	Teacher work day, No School

School Hours: 9:00am - 4:00pm
Early Release Every Wednesday: 9:00am - 12:30pm
Hurricane Make-Up days: 10/12, 11/23, 11/24, 12/21, 1/4, & 3/12
1st quarter: 43 student days
2nd quarter: 42 student days
3rd quarter: 45 student days
4th quarter: 49 student days

Registration and Enrollment Requirements

OLC requires the following documents:

- 2026-2027 Registration Form
- Records Release Form
    - Transcript
    - Health Certificate & Birth Certificate
    - Immunization Records
    - Other records such as:
        - 504 Plan
        - Individualized Education Program
        - Behavior Intervention Plan
- Scholarship Award Letter with Student Number
- Completed OLC and Parent Contract Form
- Signed OLC 2026-2027 Parent and Student Handbook Form

Ocean Learning Center, LLC Communication

Organization Communication

Website: www.OceanLearningCenter.info

Heidi A Jennison/Administrative Owner/Principal

hajennison@OceanLearningCenter.info

(386) 222-1418

Jason A Jennison/Administrative Owner/Mentor

jajennison@OceanLearningCenter.info

(386) 361-3941

Organization Communication regarding emergencies, events, and updates is shared via the OLC Website, Facebook, and Instagram.

Administration and staff hold the right to privacy. Sharing of private numbers and personal social media is prohibited. However, Administration and staff will be available via school's main number (386) 225-4386, and teacher email. Please, allow facilitators 24 hours to return your call or email. If an emergency, please call the school's main number.

Social media will be utilized regularly to promote student success. Please, be aware that media may have access to school activities, events, and functions. Notify the school principal and sign the Media Release form if you have any objections.

Curriculum

High School Grades 9-12

Edmentum Courseware

Essentials in Writing
https://www.essentialsinwriting.com

Florida Virtual School: FLEX program

Middle School Grades 6-8

Edmentum Courseware

Essentials In Writing
https://www.essentialsinwriting.com

American History:
The Story of America by Bill Bennett and Richard H. Collins. *TheStoryofAmerica.us*
Land of Hope by Wilfred M. McClay Volumes 1 & 2
McClay, W.M. (2019). *Land of hope: an invitation to the great American story*. First American edition. New York, Encounter.
Civics & Economics (Personal Finance): Civics: Economics & Geography
Remy, R.C., Patrick, J.J, Saffell, D.C., & Clayton, G.E. (2013). Civics: economics & geography. McGrawHill, Ohio.

Testing

Edmentum Exact Path (Learning Path Tutor)
Renaissance
https://www.renaissance.com/
STAR Math/Reading
Entrance Testing
Winter (December)
Spring (April)
As Needed

The Florida Tax Credit Scholarship (FTC) and the Family Empowerment Scholarship for Educational Options (FES-EO) give your child access to the education that best meets their needs. These scholarships provide on average $8,000 in financial assistance for private school tuition and related costs.

Unique Abilities
Customize the education of your child with unique abilities with a scholarship worth an average of $10,000. This scholarship gives families access to an education savings account (ESA) that acts like a bank account in which you can direct funds toward a combination of programs and approved providers. This includes schools, therapists, specialists, curriculum, technology, a college savings account and more.

Supporting Florida's Students Through Personalized Education
Florida students who are not full-time private or public school students can access the **Personalized Education Program (PEP)** through the Florida Tax Credit Scholarship Program. This scholarship provides an education savings account (ESA) to fund the educational needs of eligible students. The program can serve up to 140,000 students in the 2026-27 school year.

Step Up For Students

2026 - 2027 Full-Time Schedule
(FESUA, FESEO, FTC)

9:00 - 10:00
10:05 - 11:00
11:05 - 12:00
12:00 - 12:45 Lunch
12:50 - 01:45
01:50 - 02:45
02:50 - 03:45
Early Release at 12pm every Wednesday

2026 - 2027 HS/MS PEP Hybrid Program Schedule

Schedule	HOME Monday	SCHOOL Tuesday	HOME Wednesday	SCHOOL Thursday	HOME Friday
09:00-10:00	Math	Math	Math	Math	Math
10:05-11:00	English	English	English	English	English
11:05-12:00	Science	Science	Science	Science	Science
12:00-12:45	Lunch	Lunch	Eearly Release	Lunch	Lunch
12:50-01:45	History	History		History	History
01:50-02:45	Power Hour	Power Hour		Power Hour	Power Hour
02:50-03:45	Power Hour	Power Hour		Power Hour	Power Hour

OLC Field Trips : Dertermined by Event Specifications

Aug. 28
Sept. 25
Oct. 30
Dec. 18
Jan. 29
Feb. 26
May 27

*All OLC students are subject to the OLC full-time calendar, policies, and procedures as defined by the OLC Handbook 2026-2027

Ocean Learning Center, LLC.

Middle School Courses

Language Arts
LA-1
LA-2
LA-3

Mathematics
Intensive Math
Math 1
Math 2
Math 3

Social Science
US History
Civics
World History

Science
Earth Space
Life
Physical

Electives
Personal Finance
Essentials in Writing
American Sign Language

Physical Education
Health

High School Courses

English/4 Credits
English 1
English 2
English 3
English 4

Mathematics/4 Credits
Pre-Algebra
Algebra 1
Algebra 2
LA Math 1
MC Readiness

Science/3 Credits
Earth Space
Biology 1
Physical Science
Chemistry

Physical/1 Credit
Health
Physical Education

Dependent on Platform

8 Credits
Languages
Electives
CTE

Social Science/3 Credits
World History
US History
Economics
US Government

Hybrid Learning Program Policies & Procedures

Ocean Learning Center, LLC (OLC)

The Ocean Learning Center Hybrid Learning Program combines the flexibility of home-based learning with the accountability, teacher support, and personalized instruction of a private school environment. Our goal is to provide students with a structured educational experience while fostering independence, responsibility, and academic growth.

Participation in the Hybrid Program is a partnership between students, parents/guardians, and OLC educators. The following policies and procedures are designed to ensure student success.

Hybrid Program Attendance

Students enrolled in the Hybrid Program are required to attend **a minimum of two (2) on-campus instructional days each week.**

The specific attendance days will be determined collaboratively between OLC and the student's parent/guardian prior to the beginning of the school year or upon enrollment.

Students are expected to:

- Attend school on their assigned campus days.
- Arrive on time and prepared for learning.
- Participate in all scheduled classroom activities.
- Notify the school as early as possible if they will be absent.

Any changes to the student's approved attendance schedule must be coordinated with school administration.

Remote Learning Expectations

On remote learning days, students remain enrolled in a full instructional school day and are expected to actively participate in learning.

Students are expected to work from:

9:00 a.m. – 3:45 p.m. (or as determined by the team)

During this time, students should:

- Follow their individualized daily schedule provided by OLC.
- Complete assigned coursework.
- Participate in teacher-directed learning activities when applicable.
- Communicate professionally with teachers when assistance is needed.
- Minimize distractions and remain engaged in learning.

Students should not treat remote learning days as "free days" or complete assignments only during the evening unless approved by an administrator.

Student Learning Schedule

Each student will receive an individualized learning schedule outlining:

- Daily instructional expectations
- Subject sequence
- Independent work periods
- Teacher availability
- Assignment deadlines
- Progress monitoring expectations

Students are expected to follow this schedule as closely as possible to maintain academic progress.

Teacher Communication

Every Hybrid student will receive a **Microsoft 365 Education account**, which includes access to:

- Microsoft Teams
- Outlook Email
- OneDrive
- Word
- Excel
- PowerPoint
- Other Microsoft educational resources provided by OLC

Microsoft Teams serves as the primary communication platform between students and teachers.

Students are encouraged to ask questions whenever they need academic assistance.

During Scheduled Subject Times

Teachers are available during designated instructional periods for academic assistance as availability permits.

Outside Scheduled Subject Times

Students may still contact teachers outside of scheduled subject blocks.

Teachers will make every reasonable effort to respond; however, students and parents should allow **up to one (1) school business day** for a response.

Students are encouraged to plan ahead and avoid waiting until assignments are due before requesting assistance.

Communication Hours

To promote a healthy work-life balance for both staff and families, OLC teachers maintain established communication hours.

- Teachers are available for communication during the regular school day.
- Teachers are **not expected to respond to emails, Microsoft Teams messages, phone calls, or other communications after school hours, on weekends, or during school holidays.**
- Messages received after school hours will be addressed during the next scheduled school business day.
- If a message is sent on a Friday evening, weekend, or holiday, families should expect a response on the next school day.

We appreciate your understanding and partnership in respecting our teachers' personal and family time. Maintaining clear communication boundaries allows our educators to remain refreshed, focused, and fully available to support students during instructional hours.

Communication Between Home and School

Open communication between OLC and families is essential to student success. Parents and students are encouraged to communicate with teachers regarding:

- Academic concerns
- Scheduling conflicts
- Technology issues
- Extended absences
- Questions regarding coursework

Teachers will respond as promptly as possible during **regular school business hours**, generally within **one (1) school business day**.

Please note that teachers **do not monitor or respond to communications after school hours, on weekends, or during school holidays**. Families are encouraged to plan accordingly and communicate questions or concerns as early as possible during the school week.

Microsoft Teams Expectations

Microsoft Teams is an extension of the OLC classroom.

Students are expected to demonstrate the same level of professionalism and respect online as they would while attending school in person.

Students shall:

- Use only their assigned OLC Microsoft account.
- Communicate respectfully with teachers and classmates.
- Use appropriate language at all times.
- Stay on topic during chats and discussions.
- Participate in meetings when requested.
- Check Teams daily for announcements and assignments.
- Respond to teacher requests in a timely manner.
- Protect their username and password.
- Report inappropriate messages or technical concerns immediately.

Students shall not:

- Share passwords or account information.
- Use another person's account.
- Send inappropriate messages, images, videos, or files.
- Record meetings without teacher permission.
- Disrupt online instruction.
- Use Teams for personal or non-school-related purposes.
- Share classroom materials or teacher resources outside of OLC without permission.

Failure to follow these expectations may result in disciplinary action and/or temporary suspension of technology privileges.

Full-Time & Hybrid Academic Integrity

Students are expected to complete all coursework honestly and independently.

Assignments, reviews, and exams should reflect the student's own understanding and mastery of the material.

Academic dishonesty includes, but is not limited to:

- Copying another student's work
- Receiving unauthorized assistance
- Sharing assessment answers
- Using outside resources when prohibited
- Plagiarism
- Artificial intelligence (AI) use without teacher permission

Violations may result in disciplinary consequences and reassessment opportunities at the discretion of school administration.

Edmentum Expectations

OLC utilizes Edmentum Courseware curriculum to personalize instruction.

It is essential that student performance accurately reflects each student's independent level of mastery.

Students are expected to complete:

- Study Guides
- Practices
- Discussions
- Lesson Activities
- Readings

before moving on to Mastery tests.

Parent/Guardian Role

Parents play a vital role in the success of students enrolled in the Hybrid Program.

OLC encourages parents to support learning while allowing students to develop independence, responsibility, and academic confidence.

Parents are encouraged to:

- Provide a quiet, structured learning environment.
- Ensure students are working during scheduled instructional hours.
- Monitor attendance and daily progress.
- Encourage organization and time management.
- Assist with note-taking strategies.
- Help students study using their own notes.
- Encourage perseverance when learning becomes challenging.
- Communicate concerns with teachers promptly.
- Encourage students to advocate respectfully for themselves by contacting their teachers when assistance is needed.
- Reinforce academic honesty and integrity.

Parents should NOT:

While using Edmentum, parents should **not**:

- Provide answers during quizzes, reviews, or exams.
- Direct students toward the correct answer.
- Complete assignments for the student.
- Reword assessment questions to reveal answers.
- Coach students through graded assessments.

Accurate performance data enables OLC teachers to identify growth and learning gaps, so that appropriate interventions, and personalize instruction are provided.

Parents are encouraged to allow students to make mistakes during assessments, as these mistakes provide valuable information that helps teachers support future learning.

Technology Expectations

Students are responsible for:

- Keeping school-issued login credentials secure.
- Charging devices before each school day.
- Maintaining reliable internet access whenever possible.
- Reporting technical issues promptly.
- Using school technology primarily for educational purposes.

Students should not download unauthorized software or attempt to bypass school security settings.

Student Responsibility

Hybrid students are expected to demonstrate increasing independence by:

- Following their daily schedule.
- Logging in each school day.
- Completing assignments on time.
- Communicating respectfully with teachers.
- Asking for assistance when needed.
- Monitoring assignment completion.
- Maintaining academic integrity.
- Taking responsibility for their own learning.

Communication Between Home and School

Open communication between OLC and families is essential to student success.

Parents and students are encouraged to communicate with teachers regarding:

- Academic concerns
- Scheduling conflicts
- Technology issues
- Extended absences
- Questions regarding coursework

Teachers will respond as promptly as possible, generally within one school business day.

OLC Commitment

Ocean Learning Center is committed to providing Hybrid students with:

- Personalized teacher support
- Consistent academic accountability
- Individualized learning plans
- Progress monitoring
- Timely communication
- A safe, respectful, and engaging learning environment
- Flexible pathways that prepare students for college, careers, and lifelong success

The Hybrid Program is built upon a partnership among students, families, and educators. When each member of that partnership fulfills their role, students are best positioned to develop the knowledge, skills, and confidence necessary to achieve their academic and personal goals.

I have thoroughly read the Hybrid Program and Acellus Expectations policies and procedures.

_____

Parent/Guardian Signature and Date

Four-Year Graduation Planning Guide (Grades 9–12)

Planning for Success at Ocean Learning Center

Ocean Learning Center believes that successful graduation begins with thoughtful academic planning. Upon enrollment in high school, each student will meet with the school administrator to develop an individualized Four-Year Graduation Plan. This plan serves as a roadmap toward graduation while considering each student's academic strengths, interests, career aspirations, postsecondary goals, and any applicable accommodations.

The following course sequence is recommended for students pursuing an Ocean Learning Center High School Diploma aligned with the Florida Standard Diploma requirements. Individual student schedules may vary based upon transfer credits, Dual Enrollment participation, Career and Technical Education (CTE) coursework, acceleration opportunities, and other approved educational pathways.

Recommended Four-Year Course Sequence

Grade Level	Recommended Courses	Credits
Grade 9	English I, Algebra I (or higher), Biology I, World History, Physical Education, Elective	6
Grade 10	English II, Geometry (or higher), Science, Elective, Fine Arts/Practical Arts, Elective, (Dual Enrollment Students: U.S. History)	6
Grade 11	English III, Mathematics, U.S. History, Science, Elective, Elective, Dual Enrollment Students: United States Government, Economics with Financial Literacy)	6
Grade 12	English IV, United States Government (0.5), Economics with Financial Literacy (0.5), Mathematics or Electives, Postsecondary Electives or Dual Enrollment	6

Recommended Total Credits: 24

Dual Enrollment Opportunities

Qualified juniors and seniors may participate in Dual Enrollment through Daytona State College. Dual Enrollment allows both high school and college college credit simultaneously while exploring future career and educational pathway

Participation is subject to College admission requirements.

- Be enrolled in 6th-12th grade and taken at least one high school level course
- College credit programs: 3.0 cumulative, unweighted high school GPA
- Vocational programs: 2.0 cumulative, unweighted high school GPA

All students are required to have college-ready test scores on file at Daytona State College for reading, writing, and math. Any combination of eligible scores will be accepted. For example, PERT Math Score with SAT Reading/Writing.

PERT

Reading: 106
Writing: 103
Math: 114 (MAT1033) or 123 (MAC1105)

SAT

Reading/Writing: 490
Math: 480 (MAT1033) or 530 (MAC1105)

ACT

Reading: 19
English: 17
Math: 19 (MAT1033) or (MAC1105)

Career & Technical Education (CTE)

Ocean Learning Center encourages students to explore career interests through Career and Technical Education coursework whenever available. CTE opportunities provide students with practical skills, career exploration experiences, industry awareness, and preparation for workforce or postsecondary education.

CTE coursework may also satisfy the Fine Arts, Practical Arts, or approved elective graduation requirements when applicable.

Personalized Graduation Planning

Because every student's educational journey is unique, Ocean Learning Center utilizes a personalized graduation planning process.

Each student's graduation plan is reviewed annually and may include:

- Transcript review
- Credit audit
- Academic goal setting
- Postsecondary planning
- Career exploration
- College admissions preparation
- Scholarship planning
- Workforce readiness planning
- Military pathway planning, when applicable

Students and parents are encouraged to actively participate in annual planning meetings to ensure the student remains on track for graduation.

Annual Graduation Audit

Beginning in Grade 9, Ocean Learning Center conducts an annual Graduation Audit for every high school student. This review assists students and families in monitoring graduation progress and identifying any needed adjustments.

Each annual audit includes:

- Credits earned
- Required courses completed

- Grade Point Average (GPA)
- State assessment status, when applicable
- Dual Enrollment credits
- Transfer credits
- Graduation pathway review
- Postsecondary readiness planning

Students and parents will receive updated graduation planning information during annual conferences or as requested throughout the school year.

Postsecondary Readiness

Ocean Learning Center encourages every graduate to leave high school with a clearly defined postsecondary plan. Students are provided opportunities to prepare for:

- Four-year colleges and universities
- State colleges
- Technical colleges
- Career certification programs
- Military service
- Apprenticeships
- Direct workforce entry

The Ocean Learning Center educational team works collaboratively with students and families to develop individualized plans that support each student's goals and future success.

High School Graduation Requirements

Ocean Learning Center, LLC (Grades 9–12)

Ocean Learning Center, LLC is committed to preparing students for success in college, career, military service, and life beyond high school. To promote academic rigor and provide graduates with a transcript that reflects Florida's expectations, Ocean Learning Center has adopted graduation requirements that align with the Florida 24-Credit Standard Diploma model utilized by Flagler County Schools.

As a registered Florida private school, Ocean Learning Center awards its own high school diploma upon successful completion of the school's graduation requirements.

Graduation Requirements

To be eligible for graduation, students must successfully complete the following requirements:

Subject Area	Credits Required
English Language Arts (English I-IV)	4.0
Mathematics (including Algebra I and Geometry)	4.0
Science (including Biology)	3.0
Social Studies (World History, U.S. History, United States Government – 0.5 credit, Economics with Financial Literacy – 0.5 credit)*	3.0
Physical Education (Personal Fitness requirement may be satisfied through approved coursework or allowable substitutions)	1.0
Fine Arts, Practical Arts, or Career and Technical Education	1.0
Electives	8.0
Total Credits Required	**24.0**

*Course requirements will be adjusted as required by future changes in Florida law or State Board of Education rules.

Grade Point Average

Students must earn a minimum cumulative **2.0 unweighted Grade Point Average (GPA)** to graduate.

Statewide Assessments

Ocean Learning Center follows Florida's graduation expectations regarding statewide assessments. Students pursuing a diploma aligned with Florida's Standard Diploma pathway are expected to participate in required state assessments or approved alternatives, including:

Grade 10 FAST English Language Arts Assessment (or approved concordant score, when applicable)
Algebra 1 End-of-Coarse (EOC) Assessment (or approved comparative score, when applicable)
Biology 1
Geometry
U.S. History

Students with disabilities may qualify for assessment accommodations, concordant scores, comparative scores, or approved assessment waivers when determined appropriate under applicable Florida law and documented through the student's Individualized Education Program (IEP).

Transfer Students

Students transferring to Ocean Learning Center from another public, private, charter, virtual, or home education program will have previous coursework evaluated by the administration.

- Official transcripts are required before transfer credits are awarded.
- Credit acceptance is determined by Ocean Learning Center.
- Graduation requirements may be individualized based upon an official transcript evaluation and the student's anticipated graduation date.

Students with Disabilities (IEP or Section 504)

Ocean Learning Center welcomes students with disabilities and will review each student's Individualized Education Program (IEP) or Section 504 Plan as part of the admissions and educational planning process. As an independent Florida private school, Ocean Learning Center is not governed by the federal Individuals with Disabilities Education Act (IDEA) in the same manner as public school districts and is not required to implement or adopt a public school IEP. Nevertheless, the school considers each student's documented educational needs and, at its discretion, develops an individualized educational plan and reasonable accommodations that are consistent with the school's educational program, available resources, and the student's ability to successfully participate in the curriculum.

An Individualized Education Program (IEP) or Section 504 Plan does not automatically reduce graduation requirements. Students pursuing a standard diploma are expected to complete the required coursework while receiving approved accommodations. Graduation decisions will be made collaboratively with the parent/guardian and the Ocean Learning Center educational team in accordance with the school's policies and applicable Florida law.Graduation Audit

Prior to graduation, each senior's academic record will undergo a comprehensive graduation audit. The audit includes verification of:

- Required course completion
- Credits earned
- Grade Point Average

- Transcript accuracy
- State assessment requirements, when applicable
- Financial obligations to the school
- Return of school property

Students who have successfully met all graduation requirements will be recommended by the administration for graduation and awarded an Ocean Learning Center, LLC High School Diploma.

Participation in Graduation Ceremony

Participation in commencement exercises is considered a privilege. Students must satisfy all graduation requirements and remain in good academic, financial, and behavioral standing to participate in the graduation ceremony. The administration reserves the right to establish reasonable expectations regarding student conduct and dress for commencement.

Honors Recognition (Optional)

Ocean Learning Center recognizes students who demonstrate outstanding academic achievement.

- **Cum Laude:** 3.50–3.74 cumulative GPA
- **Magna Cum Laude:** 3.75–3.89 cumulative GPA
- **Summa Cum Laude:** 3.90–4.00 cumulative GPA

Academic honors are based upon the student's cumulative GPA calculated at the completion of all graduation requirements.

Ocean Learning Center, LLC
#9370
160 Cypress Point Pkwy, B107
Palm Coast, Florida 32164

Policies and Procedures
Standards of Ethics and Code of Conduct

Nondiscriminatory Policy:

Ocean Learning Center, LLC will admit students of any race, national and ethnic origin, religion, or sexual orientation and every student will have the same rights, privileges, and programs made available or generally accorded to students at the center. Ocean Learning Center, LLC does not discriminate based on race, national or ethnic origins, religion, or sexual orientation in administration of its education policies, admissions policies, financial programs, and athletic or other center administered programs.

All agents of Ocean Learning Center, LLC. (Administrators, Educational Staff, and Education Service Partners) will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

All Administrators, Educational Staff, and Education Service Partners:

a. Shall make reasonable effort to protect students/members from conditions harmful to learning and/or to the student's/members mental and/or physical health and/or safety.
b. Shall not unreasonably restrain a student/member from independent action in pursuit of learning and participating.
c. Shall not unreasonably deny a student/member access to diverse points of view.
d. Shall not intentionally suppress or distort subject matter relevant to a student's/member's academic program.
e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
f. Shall not intentionally violate or deny a student's/member's legal rights.
g. Shall not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
h. Shall not exploit a relationship with a student for personal gain or advantage.
i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

It is important that the respect and confidence of colleagues, of students, members, of parents, and of the community is maintained by displaying the highest degree of ethical conduct. All Administrators, Education Staff, and Education Service Partners:

a. Shall maintain honesty in all professional dealings.
b. Shall not discriminate based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family

background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly process of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment: and, further, shall make reasonable effort to assure that every individual is protected from such harassment or discrimination.
e. Shall not make malicious or intentionally false statements about a colleague.

Ocean Learning Center, LLC. Has instituted these policies to ensure that all Administrators, Education Staff, and Education Service Partners can work in an environment free from unlawful harassment, discrimination and retaliation. These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Ocean Learning Center, LLC. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during trips, meetings and business-related social events.

Training Requirement:

All Administrators, Education Staff, and Education Service Partners are required as a condition of employment and/or contract to complete training on these standards of ethical conduct.

Reporting Misconduct by Education Staff, and Education Service Partners:

All members stated above have the obligation to report misconduct by which affects the health, safety, or welfare of a student/member. Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator's certificate. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to the immediate supervisor or Administrators. Reports of misconduct of employees should be made to Heidi A. Jennison (Email: hajennison@OceanLearningCenter.info) or Jason A. Jennison (Email: jajennison@OceanLearningCenter.info). Reporting legally sufficient allegations of misconduct by Administrators and/or by Florida certified educators will be reported to the Office of Professional Practices Service (850-245-0438).

Policies and procedures for reporting misconduct by Administrators, Facilitating Staff, and Respected Contracted Partners which affects the health, safety, or welfare of a student are posted in the Microsoft 365 Ocean Learning Center Teams files and on our website at www.OceanLearningCenter.com

Reporting Abuse, Neglect, and Exploitation:

All agents (Administrators, Education Staff, Education Service Partners) have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. **Call 1-800-96-ABUSE** or report on-line at http://www.dcf.state.fl.us/abuse/report/.

Ocean Learning Center, LLC Rights, Responsibilities, and Expectations

Ocean Learning Center, LLC mission is to provide a safe and positive learning environment where students and staff treat each other with mutual respect. **OLC Administrators and staff will follow the OLC Standards of Ethics and Code of Conduct.** ***OLC students have the right to learn, and all facilitators have the right to facilitate student learning.*** We believe that all students have the potential for making good choices and behaving in a positive manner.

Ocean Learning Center, LLC follows the Marvin Marshall positive behavior method. For a society, community, and/or family to function successfully- there must be a high degree of social behavior development.

Levels of Development

D- Democracy (Highest Level)
- Develops self-discipline
- Demonstrates initiative
- Displays responsibility
- Democracy and responsibility are inseparable
- INTERNAL MOTIVATION

C- Cooperation/Conformity
- Considerate
- Complies
- Conforms to peer pressure
- EXTERNAL MOTIVATION

B- Bossing/Bullying
- Bothers others
- Bully others
- Break laws and standards
- Must be bossed to behave

A- Anarchy (Lowest Level)
- Absence of order
- Aimless and chaotic

OLC provides students with the opportunity to receive and express the highest level of social behavior. Without a doubt- students, parents, and staff will know when they are succeeding in demonstrating high levels of Democracy and Cooperation.

Parent/Guardian Responsibilities

- Maintain a positive attitude toward education
- Showing an interest in their children's progress through regular communication with their children and the school.
- Assuring that their children are neat, clean and appropriately dressed
- Ensuring their children's timely daily attendance

- Reporting and explaining promptly to the school officials any absences
- Teaching their children respect for community, school, and individuals
- Informing the school immediately of any condition or circumstance, which may affect their children's ability to learn, to attend school regularly, or to participate in school activities
- Cooperating with school personnel in solving disciplinary problems
- Not allowing their children to disrupt the education of others

Student Rights and Responsibilities

- Students are expected to maintain levels of Democracy and/or Cooperation with administration, facilitators, peers, and contracted individuals such as tutors, volunteers, and vocation instructors.
- Students have the right to a prescribed number of days of meaningful learning experience. Students enrolled with OLC have the responsibility to physically attend the school regularly.
- Students have the right to the following in a manner approved by OLC:
    - To use school property
    - To use their personal property
    - To privacy consistent with applicable laws
- Students have the right to be respected and accepted as individuals
- Students have the responsibility to follow the rules and regulations of OLC.
- Students have the responsibility to follow the rules and regulations of the school center so as not to jeopardize the safety, health, and welfare of others.
- Students have the responsibility to learn and pursue an education.
- Students have the responsibility to be on time, present, and prepared to participate in their learning experience.
- Students have the right to be appropriately involved in their education on equal basis with their peers.
- Students are entitled to freedom of expression of their views unless there ar legal reasons to regulate their speech or publications.
- Students have the responsibility to contribute to a positive atmosphere.
- Students have the responsibility to refrain from speech and/or the distribution or display of material, which could cause conduct that would interfere with discipline or cause disorder.
- Students have a right to assemble peacefully without disrupting regular activities and according to the prescribed rules and regulations of OLC.
- Students have the right to participate in school programs and activities in accordance with eligibility requirements.
- Students have the responsibility to contribute to these activities in a beneficial manner.
- **Student Dress Code:**
    - When attending OLC Learning Facility
        - Shirts/Tops – Halter tops, tank tops, backless tops, low cut tops, tops with thin or no straps, or tops that show the midriff or expose the body are prohibited. No see-through clothing (exception: may layer if undershirt is allowable).

- Shorts/Jeans/Dresses- shorts/dresses must be no shorter than 3" above back of the knee. Overly tight clothing is not permitted. Spandex may be worn if shirt or blouse reaches mid-thigh. All bottoms must be worn at the waist. No sweat pants.
- Inappropriate slogans, Etc. – Clothing/Accessories shall not be worn if they display profanity, violence, lewd/obscene messages, or images.
- Head Coverings, Etc. – No head coverings are to be worn in the building unless required by a physician or documented religion purposes.
- Footwear: shoes must be worn; closed toed shoes (no slippers, slides, strapless crocks)
- Students are expected to practice appropriate personal hygiene: bathed/showered; use of deoderant, properly groomed, and properly maintained apparel (clean, well kept, and no holes)

Classification of Violations of the Social Contract
Levels B (Bossing/Bullying) and A (Anarchy)

Disciplinary Offenses and Responses

Definitions

- Alcohol – all beverages and/or edible items or substances containing alcohol in any percent by volume, including distilled spirits.
- Drugs and Alcohol: Possession, Distribution, Sale, and/or use
- Arson – willful and malicious damage to any structure by fire or explosion.
- Assault – intentionally threatening by word or at to do violence to another person, combined with an apparent ability to commit violence, which creates a well-founded fear in the person that violence is imminent.
- Battery – physically striking another person against that person's will causing bodily harm to another person.
- Bullying – systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. The term shall include "cyber-bullying". It is defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
    - Teasing
    - Social Exclusion
    - Threat
    - Intimidation
    - Stalking
    - Physical violence
    - Theft
    - Sexual, religious, or racial harassment
    - Public Humiliation
    - Destruction of property

- Cheating/Academic dishonesty – to influence by deceit, trick or fraud, to violate rules for personal gain or the gain of others. To obtain by deceit a grade or reward to which one is not entitled. To plagiarize.
- Cyberstalk – to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person(s), causing substantial emotional distress to the person(s) and serving no legitimate purpose.
- Disorderly Conduct – any act which substantially disrupts the orderly conduct of a school function, or substantially disrupts the learning environment or poses a threat to the health, safety, and/or welfare of others.
- Disruption – behavior which is willful and overt initiated on the part of the student, and which requires the attention of school personnel to deal with the incident.
- Drug paraphernalia – all equipment, products, and materials of any kind which are used…The term includes but is not limited to items listed in Section 893.145 of Florida Statutes, and items which may be determined to be drug paraphernalia under the criteria set out in Sectio9n 893.146 of Florida Statues.
- Fighting – mutual participation in a fight involving physical violence where there is any degree of injury or where physical restrain is necessary. Does not include verbal confrontations, tussles or other minor confrontations.
- Harassment – any threatening, insulting, or de-humanizing gesture, use of data, or electronic communication, or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in a reasonable fear of harm to his or her person or damage to his or her property.
- Hitting/Striking – purposely making forceful contact with another against his/her will which does not constitute battery; biting, spitting or throwing bodily fluids (not covered under battery)
- Hitting/Striking with injury – purposely making forceful contact with another against his/her will resulting in an injury and which would constitute battery, but where the injured party elects not to pursue criminal charges.
- Horseplay – rowdy, rough play that interferes with proper order.
- Indecent exposure – exposing or exhibiting sexual organs in any public setting
- Insubordination – behavior, acts, or words which are disobedient. Failure to respect the authority of the school or its staff.
- Look alike weapons – any replica of a firearm, knife, etc.
- Profane, obscene or vulgar language – any expression in any language, either verbal, written, or by gesture which is disruptive and/or offends individuals or groups and violates the norms of OLC and the community.
- Scuffling – wrestling, grappling, hitting, or tussling on the part of two or more students in which there is no degree of injury.
- Weapons – possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person.

Classification of Violations Social Contract Levels B (Bossing/Bullying) and A (Anarchy)

Minor

- Minor disturbance or disruption on school sponsored transportation
- Violation of OLC Expectations/Rules
- Minor disturbance or disruption of a school activity, or in area of facility
- False document
- Horseplay
- Tardiness
- Dress Code
- Any other violation which the principal may reasonably believe falls within this category.

Level 1 Response:

- Conference with student
- Loss of privileges including extracurricular events/activities
- Parent/Guardian conference
- Suspension
- Time Out from activity or event for a short period of time
- Warning
- Work Detail

Intermediate

- Considerable Disturbance and disruption on school sponsored transportation
- Cheating/Academic Dishonesty
- Disturbance or disruption of a school activity, or in area of facility
- Profane, obscene, or vulgar language or expression (in any language): either verbal, written, or by gesture directed at others
- Inappropriate use of Telecommunications devices
- Any other violation which the principal may reasonably believe falls within this category.

Level II Response:

- Behavioral Contract
- Detention
- Extended Detention
- Suspension
- Loss of privileges: extracurricular events/activities
- Mediation
- Parent/guardian conference
- Suspension from privileges
- Time out
- Warning
- Work detail

Major I and II

- Drug and Alcohol
- Assault on a student
- Battery on a student
- Bullying (including cyber-bullying)
- Burglary
- Major Disturbance and disruption on school sponsored event
- Cyberstalk
- Electronic tampering/Electronic device misuse
- Fighting
- Harassment
- Scuffling
- Hitting/striking an employee
- Hitting/Striking with injury
- Inappropriate touching
- Indecent exposure
- Insubordination or defiance of authority
- Look alike weapons – use or possession
- Malicious threats of violence
- Pornographic materials
- Sexual harassment
- Any other violation which the principal may reasonably believe falls within this category.

Major I and II Response:

- Expulsion from OLC
- Behavior Team Meeting
- Civil Citation
- Community service in lieu of suspension
- Concern of harm referral
- Suspension
- Social Worker

I have thoroughly read the **Classification of Violations of the Social Contract.**

_____ _____

Signed by student Signed by parent or guardian

_____

Date

Blended Learning: Online and Face-to-Face Roles and Responsibilities Contract

For more information on Personalized and Blended Learning visit:
https://tech.ed.gov/netp/learning/

Roles and Responsibilities of the Student:

- Maintain acceptable attendance according to state compliance
- Meet with administrating counselor regarding academic, vocational, and extracurricular needs
- Collaborate with assigned OLC Facilitator regarding
    - Time, place, path, and pace of learning
- Collaborate with OLC Tutor regarding
    - Setting appointments
    - Respect Tutor and Student time of instruction
    - If provided: complete assignments/homework according to directions

Roles and Responsibilities of the OLC Facilitator:

- Maintain acceptable attendance according to the OLC and OLC Facilitator Contract
- Meet with the administrating counselor regarding student's academic, vocational, and extracurricular needs
- Collaborate with student and parent regarding
    - Time, place, path, and pace of learning
    - Assist student with Progress Monitoring; Calendar Management; Note Taking; Resources Required
    - OLC Facilitators must meet the following criteria: Facilitators must hold "baccalaureate or higher degrees, have at least 3 years of teaching experience in public or private schools, or have special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught." From Florida Department of Education

Roles and Responsibilities of the OLC Tutor

- Maintain acceptable attendance according to the OLC and Tutor Contract
- Communicate with Student and Facilitator to establish date and times of sessions
- Respect Tutor and Student time of instruction
- Review and Sign the OLC Standards of Ethics and Code of Conduct
- OLC Tutors are contracted individuals who have special skills, knowledge, or expertise that qualifies them to provide instruction in subjects tutoring

Use of Electronic Devices Contract
As a student and digital citizen, I agree to:

Be responsible.

If provided a cellphone device by parent/guardian- I will not use it during school hours and it will remain in the school safe until I'm ready to leave the building. If I or my parent/guardian is in need of communicating- I will use the parent/teacher number (386-627-8059). Ocean Learning Center, LLC reserves the right to ask my parents to keep my phone at home.

I will...

Take care of my device by:

Not dropping or tossing it
Putting it down on a clean, flat surface
Not eating or drinking when I use it
Tell my parent, guardian, or facilitator if my device is broken, stolen, or lost.

Stay safe. I will…

Not share my school account passwords with anyone other than my facilitator, parent, or guardian.
Not create accounts or share private information without my family's permission (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
Tell my facilitator or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.

Think first. I will…

Remember that OLC facilitators and administrators have the right to see whatever I say and do on my device when at OLC. OLC facilitators may also appropriate device to search current history.
Remember that my online program of choice can see whatever I say in discussion boards, internal communication emails, videos, and chats.
Not post anything online that I wouldn't want my family, teachers, facilitators, college admissions officers, or future employers to see because posts and comments can be saved and shared without knowledge.
Investigate whether a source is credible because not all information online is true.
Give proper credit whenever I use, reference, or share someone else's creative work online.

In exchange, my parent or guardian will…

Ask me how I'm using my technology responsibly to learn, create, and participate as a digital citizen. My parents will oversee the content on my laptop weekly.

I have thoroughly read the **Blended Learning: Online and Face-to-Face Roles and Responsibilities Contract** and **Use of Electronic Devices Contract.**

_____ _____

Signed by student Signed by parent or guardian

_____

Date

Ocean Learning Center, LLC Guidelines for Academic Integrity Contract.

- Assessments, such as quizzes, tests and assignments, are a critical part of your academic program. They offer important information about your progress and mastery. This information is helpful only when it is accurate. It helps you and your teacher gauge your academic progress and success. Thus, it can be accurate only if the assessment represents your effort and *only* your effort.
- You are expected to honor the following principles as an OLC student:
- You and you alone will complete all course submissions.
  You will not copy or redistribute any part of the coursework in any way—electronically, verbally, or on paper.
  Your answers will represent your work and *only* your work. You will not plagiarize in any way. All sourced information will be cited appropriately.
  Your course offers instruction and detailed rubrics for optimal performance. All requirements will be addressed for the highest possible score.
  Any exceptions will be explicitly detailed in the assignment instruction and rubric.
- You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Put simply, always give credit where it is due according to the formatting required by your course. Be sure to ask your teacher if you have questions regarding citing sources. Schools have Web tools available to check all submissions for plagiarism.
- You may be asked to submit oral assignments for teachers to grade. Your oral work must also be completely free of plagiarism and of your own voice and creation. Be sure to ask your teacher if you have questions regarding citing or using other sources.
  Honoring these principles and submitting your original effort will assure your personal academic integrity.
- In order to take an Acellus Academy exam, you are required to ask for permission via provided permission slip (at school) or through text/teams chat (remote). Permission to take an exam is based on teacher discretion.
- If an exam is taken without permission on Acellus Academy, including retakes, then your first grade on that exam is what will be added into your Thinkwave (SIS Gradebook). Permission to take a retake is based on teacher discretion.

I have thoroughly read the **Ocean Learning Center, LLC and The Keystone School Guidelines for Academic Integrity Contract.**

_____ _____

Signed by student Signed by parent or guardian

_____

Date

Assignment Due Dates and Extended Time Policy

Students are expected to complete and submit all assignments by the established due dates. Timely completion of assignments is an important part of developing responsibility, organization, and academic readiness.

Assignments submitted after the due date may receive grade reductions or other academic penalties in accordance with the subject teacher's grading policy. Students who anticipate difficulty meeting a deadline may request an extension; however, approval of any extension is at the discretion of the subject teacher.

Students with an active Section 504 Plan or Individualized Education Program (IEP) that includes extended time accommodations will be provided additional time as specified in their educational plan. Extended time shall generally mean up to double the regular amount of time permitted to complete an assignment, assessment, or project unless otherwise stated in the student's plan.

Students who are provided extended time accommodations are expected to utilize the allotted time responsibly. Additional extensions beyond the approved accommodation will not ordinarily be granted when a student fails to make appropriate use of the originally provided extended time.

Parents and students are regularly informed regarding academic progress through progress reports, grade reporting systems, teacher communication, and counseling concerning assignments and due dates. Because reasonable notice, support, and allotted time are provided throughout the grading period, semester grades are considered final and will not be changed due to assignments that were not completed within the provided time frame.

I have thoroughly read the Ocean Learning Center, LLC and The Keystone School Guidelines for Academic Integrity Contract.

_____ _____

Signed by student Signed by parent or guardian

_____

Date

Academic Program Grades and Progress Reports Contract

Student progress and grades will be found within Edmentum or FLVS Online programs. Students, facilitators, and parents will have real-time access to progress, grades, attendance, and activity. OLC will provide official Semesters with 2 reports documenting student grades, course completion percentages, and attendance. Accommodations/modification assignments will be reflected in OLC Gradebook.

OLC Grading System:

Pretest 0/100 Module 20/100 Discussion 20/100 Lesson Activity 20/100
Post Test 25/100 End-of-Semester Test 15/100

Academic Attendance

Ocean Learning Center, LLC calendar provides 180 school days with 900 net hours.

Consistent attendance to academic responsibilities is vital to a student's academic success. At OLC- we value our student's presence, and we are dedicated to providing our students the most that OLC has to offer. For this reason- OLC requires the following attention to student attendance:

- Students are required to be present and on time at the center to receive full credit of attendance
- Students more than 15 minutes late to the facility will be marked tardy.
- Students marked Tardy more than 10 times will receive a letter of concern from the administrative team whereby a request to create a behavioral plan will be required.
- Students present must show participation and completed assignments to the approval of assigned facilitator in order to receive full credit of attendance
- Excused Absence requires an email with a doctor's note to the OLC Attendance Officer.
- Parents of students with more than 10 Unexcused Absences within a semester period will receive a letter of concern from the administrative team whereby a request to create a behavioral plan will be required. If the plan is in place; yet, the parent/student continues to accrue additional Unexcused Absences- then OLC will hold the right to withdraw the student from OLC.

Identity/Gender Policy

Purpose:

The purpose of this policy is to ensure that all students are addressed and identified in a manner consistent with the gender stated on their birth certificate/gender at birth.

Policy Statement:

1. Gender Identification: All students will be addressed and identified according to the gender stated on their birth certificate/gender at birth. This designation is to be used in all official records, documentation, and communications within the educational institution.
2. Pronoun Usage: Appropriate pronouns, consistent with the gender stated on the student's birth certificate, will be used in all interactions, including written, verbal, formal, and informal communications.
3. Respect for Identity: While the institution will adhere to the birth certificate/gender at birth designation for formal records, all students are treated with respect and dignity. Preferred names will be respected and used.

I have thoroughly read the **Academic Program Grades and Progress Reports Contract**.

_____ _____

Signed by student Signed by parent or guardian

_____

Date

Health Policies and Procedures

Flu Like Symptoms procedure
Students are prohibited to attend school if they are showing one or more flu like symptoms such as high fever, body aches, vomiting, and diarrhea. Students may return to school after 24 hours after no longer experiencing the above symptoms. If a student arrives at school with any of the above symptoms, OLC will send him/her home.

COVID Policy:

Vigilance is vital to maintaining a healthy working environment for all. Please, report any positive COVID results to the school. The following policy will be administered if a timely report has been provided by a parent or by the Health Department:

- If a staff/student with symptoms was present at OLC- those individuals who were within 6 feet of contact for more than 15 minutes with the staff/student will be notified.
- Those in contact with the staff/student will be advised to monitor their symptoms.
- Those with symptoms will be advised to follow the Flu Symptoms procedures as documented above.

Facility Care Responsibility Contract

Administrative Responsibility:
- Contract with cleaning company to provide weekly deep cleaning services of the facility. All surface areas will be disinfected

All Staff Responsibility:
- Staff will take on shift days to monitor and clean the following areas: Kitchen, refrigerator, bathrooms, dining area, and snack bar.
- Monitor student areas and work with the student to establish a daily student cleaning schedule.

Student Responsibility:
- Maintain an organized and clean work area.
- Work with facilitator to establish a daily student cleaning schedule.
- Clean after accessing the kitchen, snack bar, dining, and snack area.
- Wash your hands after using the restroom.
- Cleaning supplies will be offered to all students.
- Wash your hands after using cleaning products.

I have thoroughly read the **Health Policies and Procedures.**

_____ _____

Signed by student Date Signed by Parent or Guardian. Date

Facility Safety Policies and Procedures

For the safety of all individuals- Ocean Learning Center, LLC will always maintain its front exit doors and back exit doors locked from the inside. For the safety of all individuals- the outside front and rear area of OLC will be monitored. Administrators and staff will monitor that all exit pathways from front exit doors to back exit doors are clear of obstruction.

Only authorized individuals should enter the building. Administrators and Facilitators will have keys to enter the building. **No student should ever open the door- unless authorized to do so by facilitator or administrator.**

All other individuals must contact administrator or Facilitator to set up an appointment time. If for any reason, a parent or guardian must speak to an administrator or facilitator, please wait to be provided permission to enter the facility.

Students leaving during school hours with parent, guardian, or other authorized individual must have authorization by administrator. It is recommended to call the OLC Direct number line (386-627-8059) to schedule a pickup time. Students with scheduled pickup times will have their names listed on the board.

Emergency Procedures

- Fire- OLC building is equipped with fire alarm and fire sprinklers. The building has two front door exits and two back door exits. Depending on the safest exit- facilitators will direct their students to exit the nearest exit. OLC is required to meet all Fire Inspections and Emergency Drills. Student cellphones will remain in firesafe in the administrative office.
- Tornado- Administrators, Facilitators, and Students will vigilantly monitor the weather radar and reports when dangerous storms are expected.
    - Watch: severe weather is possible, but not yet happening
    - Warning: severe weather is happening in your area. Seek shelter and get to a safe place.
- If a warning is advised: all individuals will seek shelter inside the conference room in the tucked position.
- Hurricane- The Administrators and Facilitators will vigilantly monitor the path of the hurricane. OLC will follow the Flager County Schools closing. However, if OLC disagrees with Flagler County Schools decision to remain open- then OLC will reserve the right to close. All communication will be provided to parents/guardians and students within the OLC website & Facebook.
- Environmental Hazard- OLC will follow the directions of the Emergency personnel and Health Department.

Transportation Safety Policies and Procedures

General Transportation Safety Rules

1. Obey the instructions of the driver
2. Follow Levels D (Democracy) and C (Cooperation) of the Marvin Marshall's Social Contract.
3. Vehicle ratio 1 staff to no less than 2 students
4. Disciplinary Offenses and Responses Apply

I have thoroughly read the **Facility Safety Policies and Procedures.**

_____ _____

Signed by student Date Signed by Parent or Guardian Date

Ocean Learning Center, LLC.

School Supply Checklist

Standard

- Ticonderoga Pencils
- *Executive Functional Calendar*
- College Rule Paper X4
- 6 Five Star 2 Pocket Plastic Folder
- 6 Five Star Plastic Cover College Rule 1 Subject
- 3 (1") Round Three Ring Binder

Essentials

- Bento/Lunch Box
- Water Bottle
- Hand Sanitizer
- Tissue Box X2
- Clorox wipes container x4
- Clorox All Purpose Disinfect Spray

Electronics

- USB
- Mouse
- Mouse Pad
- Noise Reducing Earbuds
- Laptop 15" or larger with 16 RAM
- Google Chrome Installed

Projects

- Clear Tape
- Copy Paper X2
- White Board Cleaner
- Expo Dry Erase Markers Multi-Color Standard Size
- Expo Dry Erase Markers Multi-Color, Ultra Fine Tip

Ocean Learning Center, LLC.

OLC Hybrid Program Options

Option 1
$10,000.00 Tuition Fee

Online Learning Platform
Acellus Academy or
Florida Virtual School

OLC Microsoft Teams License

OLC Teacher access Monday – Friday via Microsoft Teams

Four days of school attendance (face-to-face with teachers)

One day of remote learning

Access to participation in STEAM and Supplementation

Access to participation in field trips

Access to participation in vocational discovery field trips

Access to Dual Enrollment

Access to student-led clubs and events

Option 2
$8,000.00 Tuition Fee

Online Learning Platform
Acellus Academy or
Florida Virtual School

OLC Microsoft Teams License

OLC Teacher access Monday – Friday via Microsoft Teams

Three days of school attendance (face-to-face with teachers)

Two days of remote learning

Access to participation in STEAM and Supplementation

Access to participation in field trips

Access to participation in vocational discovery field trips

Access to Dual Enrollment

Access to student-led clubs and events

20% Off

Option 3
$6,500.00

35% Off

Online Learning Platform
Acellus Academy or
Florida Virtual School

OLC Microsoft Teams License

OLC Teacher access Monday – Friday via Microsoft Teams

Two days of school attendance (face-to-face with teachers)

Three days of remote learning

Access to participation in STEAM and Supplementation

Access to participation in field trips

Access to participation in vocational discovery field trips

Access to Dual Enrollment

Access to student-led clubs and events