



Ocean Learning Center, LLC.

2024-2025

Parent and Student Handbook

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



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.

Table of Contents

Curriculum	3
Ocean Learning Center, LLC 2024-2025 Fee Schedule	4
Ocean Learning Center, LLC 2024-2025 Calendar	5
Registration and Enrollment Requirements	6
OLC Communication (contacts, policies, and procedures)	6
Social Media	6
Standard Ethics and Code of Conduct	7
Reporting Abuse, Neglect, and Exploitation	8
OLC Rights, Responsibility, and Expectations	9
Marvin Marshall’s Social Contract	9
Student Dress Code	10
Classification of Violations of the Social Contract	11
Blended Learning: Online and Face-to-Face Learning Support	15
Use of Electronic Devices Contract	16
Ocean Learning Center, LLC and The Keystone School Guidelines for Academic Integrity	17
Academic Grades and Progress Reports	18
Academic Attendance	18
Health Policies and Procedures	19
Covid Policy	19
Facility Care Responsibility Contract Facility	19
Safety Policies and Procedures Emergency Procedures	20
Transportation Safety Policies and Procedures	21
Step Up for Students	Appendix A
The Keystone School	Appendix B
FLVS: Flex Program	Appendix C
OLC Student Supply List	Appendix D

Curriculum

High School Grades 9-12

Florida Virtual School: FLEX program (See Appendix A)

The Keystone School: Powered by Stride K12! (See Appendix B)

www.keystoneschoolonline.com

Middle School Grades 6-8

The Keystone School: Powered by Stride K12! (See Appendix B)

The Keystone School Mission Statement

The Keystone School provides high quality individualized education experiences in a safe, technology enabled learning Environment to empower students to achieve their academic and personal goals

Testing

Renaissance

<https://www.renaissance.com/>

STAR Math/Reading

Entrance Testing

Winter (December)

Spring (April)

As Needed



Ocean Learning Center, LLC.

#9370 Fee Schedule Grades 6-12 Academic Program

10 Month Enrichment Program Fee	\$ 750.00
1 student (\$75/month)	
Additional siblings (\$50/sibling/month)	
10 Month Tuition Fee	\$9,000.00
June (Summer School) Program Fee	\$ 450.00
July (Summer School Tuition) Program Fee	\$ 450.00

Additional Costs:

Individualized Subject Tutors	\$ 25.00/hour
Laptop	\$300.00

- Fees do not include vocational certifications and field trip fees

Financial Obligation

Parents/Guardians must meet scholarship deadline approval requirement by in scholarship student information system. If a Parent/Guardian withdraws their student, the parent is obligated to pay tuition for the semester(s) the student was enrolled at Ocean Learning Center, LLC. 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 25, 2025. 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 2024-2025 school year calendar- to be paid in full by July 25, 2025. 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.

2024-2025 School Calendar OLC#9370

August -----	
5-9	Teacher Planning, Professional Learning Days
12	First Day of School
September -----	
2	Labor Day, No School
October -----	
11	End of First Quarter
14	Teacher Work Day
November -----	
11	Veterans Day, No School
25-30	Thanksgiving Break
December -----	
20	End of Second Quarter
23-Jan. 3	Holiday Break
January -----	
6	Teacher Work Day
7	School Resumes
20	Martin Luther King, Jr. Day
February -----	
17	Presidents' Day, Not School
March -----	
13	End of Third Quarter
14	Teacher Work Day
17-21	Spring Break
May -----	
26	Memorial Day
30	End of Second Semester, Last Day for Students

School Hours: 9:00am – 4:00pm

Early Release Every Wednesday

Student ER Hours: 9:00am – 12:30pm

OLC Professional Planning and Development ER Hours: 2:00pm – 4:00pm

Hurricane Make-Up days:

October 14, November 25, November 26, December 23, January 6, March 14

1st Quarter: 43 Student Days

2nd Quarter: 42 Student Days

3rd Quarter: 46 Student Days

4th Quarter: 49 Student Days

Registration and Enrollment Requirements

OLC requires the following documents:

- 2024-2025 Registration Form
- Records Release Form
 - Transcript
 - Health 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 2024-2025 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 and 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.

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. 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. Reporting legally sufficient allegations of misconduct by Administrators and/or by Florida certified educators will be reported to the Office of Professional Practices Services.

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 present on time, 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 are 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/Jean/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.
- 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; no bedroom shoes (slippers, no slides)
- Students are expected to practice appropriate personal hygiene.

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 Section 893.146 of Florida Statutes.
- Fighting – mutual participation in a fight involving physical violence where there is any degree of injury or where physical restraint 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. 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.

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.

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 and The Keystone School 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 a Keystone 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.

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 The Keystone School 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:

- 60 Summative: Final Assessment of Learning
- 40 Formative: Consecutive Assessment checking for teaching and learning
- 0 Diagnostic: Checking for knowledge for teaching (No Grade)

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 ½ hour 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.

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 approval from the principal and sign out.

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.
- 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 Flagler 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/Instagram.
- 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 _____

Scholarships for Florida Schoolchildren



Did you know with the help of a Step Up For Students Scholarship, you could send your child to a private school near you?

Scholarships for K-12 Students to Attend Private School

The Family Empowerment Scholarship for Educational Options (FES-EO) and the Florida Tax Credit (FTC) Scholarship Program offer scholarships worth on average \$7,800 and cover the cost of private school tuition and fees, tutoring, books and more.

Who is eligible?

- All K-12* students, regardless of household income, who are residents of Florida are eligible

Who has priority?

Priority will be given to families who meet the following criteria:

- Students whose household income is at or below 400% of the federal poverty level. For example, a family of four could have an income of up to \$120,000 annually and receive priority.
- Students currently in foster or out-of-home care
- Homeless children

* Students entering kindergarten must be 5 on or before September 1

Scholarships for Students with Unique Abilities

The Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) is worth an average of \$10,400 and covers the cost of private school tuition, instructional materials, home education, tutoring and more.

Who is eligible?

- Students 3 years old to high school graduation or age 22, whichever comes first
- Children with one of 23 diagnoses including, but not limited to: autism spectrum disorder, Down syndrome, spina bifida and emotional, behavioral or intellectual disabilities



Program funds for each scholarship are limited and are available on a first-come, first-served basis.

How to Apply?

To apply online, or for more information, visit StepUpForStudents.org

(877) 735-7837

@StepUp4Students

Becas para Niños Escolares de la Florida



¿Sabía usted que con la ayuda de una beca de Step Up For Students, podría enviar a su hijo a una escuela privada cerca de usted?

Becas para Estudiantes de K-12 para Asistir a Escuelas Privadas

La Beca de Family Empowerment para Opciones Educativas (FES-EO) y el Programa de Becas Florida Tax Credit (FTC) ofrecen becas con un valor promedio de \$7,800 y cubren el costo de matrícula y cuotas de escuelas privadas, tutoría, libros y más.

¿Quién es elegible?

- Todos los estudiantes de K-12*, independientemente del ingreso familiar, que sean residentes de Florida son elegibles.

¿Quién tiene prioridad?

Se dará prioridad a las familias que cumplan con los siguientes criterios:

- Estudiantes con un ingreso familiar que sea igual o inferior al 400% del nivel federal de pobreza. Por ejemplo, una familia de cuatro podría tener un ingreso de hasta \$120,000 al año y recibir estado de prioridad.
- Estudiantes actualmente en cuidado de crianza o fuera del hogar
- Niños sin hogar

*Los estudiantes que ingresan a Kindergarten deben tener 5 años el 1 de septiembre o antes.

Becas para Estudiantes con Necesidades Especiales

La Beca Family Empowerment para Estudiantes con Necesidades Especiales (FES-UA) tiene un valor promedio de \$10,400 y cubre el costo de la matrícula de una escuela privada, materiales instructivos, educación en el hogar, tutoría y más.

¿Quién es elegible?


- Estudiantes de 3 años a graduación de la escuela secundaria o 22 años, lo que ocurra primero
- Niños con uno de los 23 diagnósticos que incluyen, entre otros: trastorno del espectro autista, síndrome de Down, espina bífida y discapacidades emocionales, conductuales o intelectuales



Los fondos del programa para cada beca son limitados y están disponibles por orden de llegada.

¿Cómo Solicitar?

Para solicitar en línea, o para obtener más información, visite StepUpForStudents.org/es

 (877) 735-7837

 @StepUp4Students



11720 Plaza America Drive 9th floor Reston, VA 20190 | P: 800-255-4937 | F: 570-300-2346 | www.keystoneschoolonline.com

Erica Rhone, Head of School
erhone@keystonehighschool.com

Angela Stuart, Deputy Head of School
astuart@keystonehighschool.com

Morgan Decoteau, School Counselor
Amy Holmes, School Counselor
Christa Hoovler, School Counselor
guidance@keystonehighschool.com

School and Mission

Keystone National High School (The Keystone School) provides high quality individualized educational experiences in a safe, technology enabled learning environment to empower students to achieve their academic and personal goals. We are an inclusive high school, enrolling a diverse student body on a rolling basis and accommodating a wide variety of educational backgrounds and needs. Keystone National High School maintains high academic expectations and accountability and prepares students to be productive citizens in the world.

In the 2022-2023 school year, Keystone awarded 833 diplomas. Since 1974, we have enriched the lives of more than 250,000 students and families, from all 50 states and more than 33 countries. Keystone National High School is accredited by Cognia, the Western Association of Schools and Colleges, and the Middle States Association of Colleges and Schools.

Faculty

In the 2022-2023 school year, The Keystone School employed over 106 state certified teachers. The Keystone School teachers have an average of 11 years of instructional experience, and over 60% have earned masters or doctoral degrees in education or their area of instructional specialty.

Academic Program

Our high school curriculum offers more than 100 rigorous courses, including core subjects, honors courses, Advanced Placement® (AP®) courses, dozens of engaging electives, dual enrollment college courses, and four world languages. Keystone students learn through interactive, multimedia-rich curriculum, at their own pace, with access to teacher support to ensure a rewarding individualized high school experience. Students have one year to complete their courses, giving students maximum flexibility and support to achieve their learning goals.

Grading, Grade Point Average (GPA) and Class Rank

A cumulative unweighted GPA* is maintained for grades 9-12 based on course completion. Only grades earned at Keystone are used to determine the cumulative GPA. Keystone does not rank its students because students enroll and graduate on a rolling basis. Therefore, we do not have cohorts of students who can be considered in a common grade.

90-100	A (4 GPA Points)	70-79	C (2 GPA Points)	Below 60	F (0 GPA Points)
80-89	B (3 GPA Points)	60-69	D (1 GPA Point)		

Graduation Requirements

To receive a Keystone National High School diploma, students need to earn a minimum of 21 units of credit in grades 9-12. Credits can be transferred into Keystone as outlined in the *Transfer Credit Policy*, but students must take at least five credits with Keystone: one credit each in the areas of English, Mathematics, Science, Social Studies, and another credit in an area of choice. College-bound students are encouraged to develop a rigorous four-year learning plan, including at least two credits of the same world language as part of their electives, and complete higher-level mathematics and science courses.

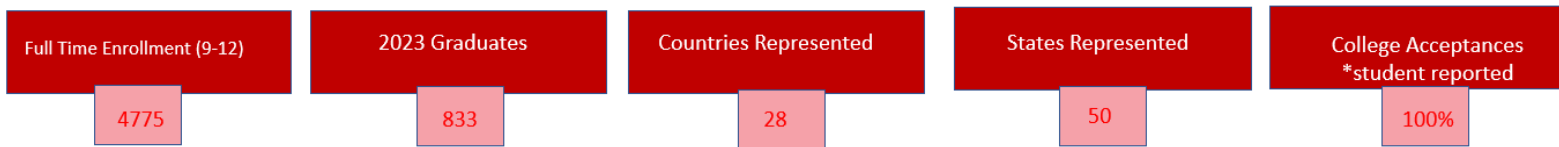
Subject	Credits Required for Graduation	Recommended Credits for College Bound Students
English Language Arts	4	4
Mathematics <i>(Algebra I or higher)</i>	3	4
Social Studies	4	4
Science	3	3-4
Health / P.E.	1	1
Fine Arts	1	1
Electives	5	4-5
TOTAL	21	21-23

Standardized Testing – Keystone’s 2022-2023 standardized testing averages are based on tests taken August 2022 through July 2023 and were officially reported by the College Board and ACT.

SAT composite score	1366
ACT composite score	23.14

Advanced Placement – Keystone National High School offers sixteen AP courses. 66% of students taking AP exams in 2023 scored 3 or higher.

2022-2023 Student Demographics



2022-2023 Course Offerings

Language Arts

English 9
English 9 Honors
English 10
English 10 Honors
American Literature
American Literature Hon.
British and World Lit
British and World Lit Hon.
Grammar and Composition
World Literature
Journalism
Creative Writing
Public Speaking
AP English Language
AP English Literature

Mathematics

Refresher Math
Practical Math
Int Math I, II, III
Algebra 1
Algebra 1 Hon.
Algebra 2
Algebra 2 Hon.
Geometry
Geometry Honors
Probability and Statistics
Trigonometry/Pre-Calculus
Calculus
AP Statistics
AP Calculus AB

Science

Anatomy and Physiology
Astronomy 1, 2
Biology with Lab
Biology with Lab Honors
Chemistry with Lab
Chemistry with Lab Hon.
Earth Science with Lab
Earth Sci with Lab Hon.
Environmental Science
Physical Science
Physics
Physics Honors
Veterinary Science
AP Chemistry
AP Environmental Science
AP Biology

PE / Health

Health
Lifetime Fitness and
Nutrition
Skills for Health
Nutrition and Wellness
Physical Education
Skills for Health

Fine Arts

3D Modeling 1
Art & Music Appreciation
Art Appreciation
Art in World Cultures
Music Appreciation
Fine Art
AP Art History

Social Science

American Government
Anthropology
Civics
Contemporary World Issues
Economics
Modern US History
Geography
Psychology
Sociology
US and Global Economics
US Government and Politics
US History
World History
World History Honors
AP Macroeconomics
AP Microeconomics
AP Psychology
AP US Government
AP World History

World Language

Chinese 1, 2
French 1, 2,
Sign Language 1, 2
Spanish 1, 2, 3

Electives

Agriscience
Archeology
Biotechnology
Career Planning
Careers in Criminal Justice
Coding Fundamentals
Culinary Arts
Digital Media
Digital Photography
Early Childhood Education
Entrepreneurship 1
Fashion Design
Found of Game Design 1, 2
Gothic Literature
Health Sci I, II
Hospitality and Tourism
Interior Design
International Business
Intro to Digital Media
Intro to Java Programming
Intro to the Internet
Law and Order
Mythology and Folklore
Personal Finance
Personal Health
Restaurant Management
Service Learning I,II
Skills for Success
Web Design
World of Computing
AP Computer Sci Cybersecurity
AP Computer Science Prin.
AP Computer Science A

Class of 2022-2023 College Acceptances – student self-reported

Acadiana Area Career College	Dallas College- Richland College	Lipscomb University	Syracuse University
Arizona State University	Drew University	Lynn University	Tennessee Tech University
Asnuntuck Community College	Dublin City University	Metropolitan State University	Tulane University
Auburn University	East Carolina University	Middle Tennessee State University	Tunxis Community College
Austin Community College	Embry-Riddle Aeronautical University	Naugatuck Valley Community College	UNC Charlotte
Aveda Institute of Arts	Franciscan Missionaries University	North Carolina State University	UNC Greensboro
Berklee College of Music	George Mason University	North Hennepin Community College	UNC Pembroke
Black Hawk College	Georgia State University	Northern Virginia Community College	Universidad de Monterrey
Bridgewater State University	George Washington University	Penn State University	Universidad Tecnologica de Honduras
Brightpoint Community College	Howard University	Royal University of Law and Economics	University at Buffalo
Broward College	Instituto Tecnológico de Estudios Superiores de Monterrey	Savannah College of Art and Design	University of Chattanooga
Capital Community College	Itawamba Community College	South College	University of Essex
Central Michigan University	James Madison University	Spelman University	University of London
Chaminade University	Joffrey Ballet School	St. Peter's University	University of Massachusetts- Amherst
Clark Atlanta University	Kingston University	Stevens Institute of Technology	University of North Dakota
Collin College	Lake County Community College	Sussex County Community College	University of Utah



Ocean Learning Center, LLC.

STUDENT SUPPLY LIST

- Laptop with min. of 256 MB or 512 MB or higher
- Pencils
- College or Wide Rule Paper
- Coloring Pencils
- Markers
- Poster Boards 10-Pack, White, 22"X28"
- Copy Paper
- Bento/Lunch Box
- Water Bottle