



**Ocean Learning Center, LLC.**

**2026-2027**

# **Parent and Student Handbook**

160 Cypress Point Pkwy, #B107

Palm Coast, Florida 32164

[www.oceanlearningcenter.info](http://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.



# Ocean Learning Center, LLC.

## #9370 Fee Schedule Grades 6-12 Academic Program

10 Month Tuition Fee (Step Up For Students Scholarships Compliance)	\$10,000.00
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.**

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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	Professional Learning Day, No School
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



**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

**Social Science/3 Credits**

World History  
US History  
Economics  
US Government  
Contemporary History

**Dependent on Platform**

**8 Credits**

Languages  
Electives  
CTE

## Curriculum

### High School Grades 9-12

Acellus Academy

AcellusAcademy.com

Florida Virtual School: FLEX program

### Middle School Grades 6-8

Acellus Academy

AcellusAcademy.com

**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**

**Renaissance**

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

**STAR Math/Reading**

Entrance Testing

Winter (December)

Spring (April)

As Needed

## Registration and Enrollment Requirements

OLC requires the following documents:

- 2025-2026 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 2025-2026 Parent and Student Handbook Form

## Ocean Learning Center, LLC Communication

Organization Communication

Website: [www.OceanLearningCenter.info](http://www.OceanLearningCenter.info)

Heidi A Jennison/Administrative Owner/Principal

[hajennison@OceanLearningCenter.info](mailto:hajennison@OceanLearningCenter.info)

(386) 222-1418

Jason A Jennison/Administrative Owner/Mentor

[jajennison@OceanLearningCenter.info](mailto: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.

## 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](mailto:hajennison@OceanLearningCenter.info)) or Jason A. Jennison

(Email: [jajennison@OceanLearningCenter.info](mailto: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](http://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 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; 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 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.**

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Signed by student

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Signed by parent or guardian

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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. If I or my parent/guardian is in need of communicating- I will use the parent/teacher number (386-225-4386). Ocean Learning Center, LLC reserves the right to ask me to keep my phone in my locker or 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.

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**.

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Signed by student

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Signed by parent or guardian

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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.

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

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Signed by student

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Signed by parent or guardian

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Date

## Academic Program Grades and Progress Reports Contract

Student progress and grades will be found within student Acellus Academy 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 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**.

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Signed by student

Date

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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.
- Environmental Hazard- OLC will follow the directions of the Emergency personnel and Health Department.





## School Supply Checklist

### Standard

- Post It Notes
- Ticonderoga Pencils
- College Rule Paper X4
- 6 Five Star 2 Pocket Plastic Folder
- Five Star Plastic Cover College Rule 1 Subject X4
- 2/1" Round Three Ring Binder

### Essentials

- Bento/Lunch Box
- Water Bottle
- Hand Sanitizer
- Tissue Box X2
- Clorox wipes container x2
- Clorox All Purpose Disinfect Spray

### Electronics

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

### Projects

- Clear Tape
- Copy Paper X2
- Color Copy Paper X1
- White Board Cleaner
- Expo Dry Erase Markers Multi-Color Standard Size
- Dry Eraser