



STUDENT PARENT HANDBOOK

2018-2019

OCEANSIDE COLLEGIATE ACADEMY

Student Parent Handbook

2018-2019

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POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal provides access to student grades and attendance through the Internet. A password is needed to access this site. Returning OCA students have access to their existing PowerSchool portal usernames/passwords.

New OCA students will receive their PowerSchool usernames and passwords the first week of school. In addition, their parents will receive the unique access ID codes required to create their own parent portal accounts.

You may access this website by visiting www.oceansidecollegiateacademy.org and selecting the PowerSchool Parent Portal link under the "Parent Information" section.



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Message from Principal Corley:

Welcome Landsharks!

We are all thrilled to begin our third year as Landsharks as we welcome over 200 new students and their families to our school community. This is going to be an epic and unforgettable school year, as we begin the year at capacity and are finally eligible to compete for state championship for all sports in athletics!

Faculty, coaches and staff at Oceanside Collegiate Academy will provide a myriad of teaching strategies and will work to maintain and promote a school culture based on positivity and respect. Our goal at Oceanside is to guide and assist students to “The Next Level” both academically and athletically. OCA will provide you the opportunity to earn four (4) years of a solid honors/college core curriculum, a high school diploma, up to 60 credits of college coursework, and the life skills needed to achieve continued success.

Oceanside Collegiate Academy appreciates your confidence in us as your school of choice and we are committed to providing you with a quality education and high caliber athletics. We will work with you and your family as partners in your education. Your successes will be your personal accomplishment, but we all will rejoice in your achievements.

Every student that walks through our halls will be treated like a young adult and given the same freedoms and responsibilities. I view this space as “Our” school, and at our school, you have accepted and have been given a grand opportunity that will shape your future forever. Oceanside Collegiate Academy is a school of choice; consider it an honor and a gift to become a “member” of this school.

It is my pleasure to welcome and congratulate you on joining our Landshark family and I look forward to working with you on your education journey. Rest assured, the staff and I will provide you with many significant learning opportunities in hopes of enriching your learning experiences while attending Oceanside Collegiate Academy.

Never forget you are a Landshark...and remember - there are plenty of fish in the sea, but you chose to be a Shark!

Respectfully,

Brenda L. Corley

MISSION STATEMENT

Oceanside Collegiate Academy (OCA) will serve high school students in a safe, small, family-centered environment who seek the opportunity and challenge of a rigorous curriculum, high academic standards, and outstanding athletics while earning up to two years of college credit while in high school.



INTRODUCTION

The policies contained in this handbook are not exhaustive. OCA has the discretion to supplement and modify policies noted here. For updates, please see the latest edition of the handbook posted on the OCA website at:

www.oceansidecollegiateacademy.org
843-936-7128

OCA'S ADMINISTRATIVE TEAM CONTACT INFORMATION

Brenda Corley - *Principal*
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ALMA MATER

*As we propel to our future learning striving to succeed
We hail our Alma Mater Oceanside Collegiate Academy
For the blue and the silver as Landsharks we honor thee
On the field and in the classroom we battle to victory
With our student body we do thrive on true respectfully
All hail our Alma Mater OCA on the coast by the sea*

SCHOOL MASCOT

Landshark

SCHOOL COLORS

Aqua Blue, Black and Silver

SCHOOL YEARBOOK

Oceanside Tide

ATHLETICS

Please refer to the Athletic website or contact the Athletic Director's office for information.

ANNOUNCEMENTS

Announcements are presented via SwiftK12, intercom, and social media: Facebook, Twitter and Instagram.



ATTENDANCE POLICIES AND PROCEDURES

The following are the school hours for OCA. **Students must be on time and present for all of their classes.** High school students must remain on campus during these hours unless on an approved field trip. College students are allowed to leave campus during times they do not have a college course scheduled.

A.M. Session: 7:30 a.m. - 11:20 p.m.

P.M. Session: 11:45 a.m. - 3:35 p.m.

The high academic standards of the high school program and the rigor of the college program makes daily attendance extremely important. Significant absences, repeated unexcused absences or tardiness will lead to academic and disciplinary consequences. Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, OCA requests that families schedule vacations or special programs so as not to conflict with school. In particular, the final two (2) weeks of any semester are critical, as they culminate in student assessments, exhibitions and/or presentations upon which faculty base their grades.

Student absences will be verified. The parent/guardian must notify the front office by email at attendance@landsharks.org to excuse an absence within 48 hours of the absence. Absences may be considered excused for the following reasons: illness, family emergency, funeral, legal matter, and religious holiday. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused. If a student is absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or otherwise expressing their intent to have their student attend the school, the student will be deemed to have voluntarily dropped from OCA's enrollment. Students will have three (3) school days to complete work missed on the day of their excused absence.

TARDIES

Students who arrive late to school or who are returning from a mid-day appointment must check in with the school's front desk and provide a note from the parent/guardian regarding the tardy. Excessive tardies (5 total a semester) will have disciplinary actions to include suspension.

LAWFUL AND UNLAWFUL ABSENCES

Parents/legal guardians are primarily responsible for ensuring that their children attend school regularly. The law provides statutory penalties for parents(s)/legal guardians(s) who neglect this responsibility.

Lawful absences include but are not limited to absences due to: (1) a student's own illness and whose attendance in school would endanger his or her health or the health of others; (2) an illness or death in the student's immediate family; (3) recognized religious holiday of the student's faith; and (4) activities that are approved in advance by the principal.

Unlawful absences include but are not limited to absences of a student: (1) without the knowledge of his or her parent(s)/guardian(s), or (2) without acceptable cause with the knowledge of his or her parent(s)/guardian(s).

Note: Absences due to suspension are not counted as unlawful absence for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.



ATTENDANCE REQUIREMENT FOR PROMOTION AND/OR CREDIT

All absences are defined as lawful or unlawful. Students having lawful absence shall be permitted to make-up work missed during the absence. Absences determined unlawful will not entitle a student to make up work missed during the time of the absence. Principals may use discretion in permitting students to make up work.

APPEAL PROCESS FOR DENIAL OF CREDIT

Consistent with state regulations, parents/guardians have the right to appeal attendance violation decisions and/or question the school records regarding attendance. The appeal should be made in writing to the school principal. The decision of the principal or designee is final.

TRUANCY: THREE LEVELS

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parent or guardians, and (2) accumulates two (2) or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

TRUANCY INTERVENTION PROCEDURES

1. The school will communicate positive attendance challenges to the parent/guardian beginning with the first unlawful absence and will notify the parent/guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the school designee will complete a truancy investigation.
 - A. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
 - B. A written truancy intervention and attendance plan and contract should be signed by all participants and a copy provided to the parent/guardian and student.
3. When a student accumulates two (2) or more unlawful absences, or a total of seven (7) unlawful absences, the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments.
4. The student's absences will continue to be monitored and consequences given for truancy.
5. If the student continues to accumulate unlawful absences, and after exhaustive interventions, a referral will be made to either (1) Department of Social Services for Educational Neglect; (2) Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

For the purposes of the above "Educational Neglect" occurs when a parent, guardian, or other person responsible for the child's welfare fails to cooperate with the school's efforts to bring about the child's attendance.



IT'S NOT COLLEGE PREP...IT'S COLLEGE!

Oceanside Collegiate Academy is a public charter high school based on a **collegiate dual enrollment model with a modified day**, which gives students the time to work on activities during the school day such as practicing a sport or hobby they are passionate about, working on one or more internships, holding down a job, or taking care of other family responsibilities.

Landshark families are **responsible for getting their students to and from school**, and because students are not on campus a full day, we will **not have a lunch period scheduled during the day**.

Students are scheduled into either morning or afternoon sessions based on OCA Athletics practice schedule. Please keep in mind that in order for the school to function at it's full effectiveness, we have to have students in both a.m. and p.m. sessions.

Our students enter ninth grade and are immediately placed in the necessary coursework to get them working on their high school diploma and prepare them to take up to two dual enrollment courses in tenth grade. When a student enters their third year of high school, **they will become full time college students if they meet qualifiers.** Our college students are taking classes on campus taught by Trident Technical College vetted adjunct professors during the school day. Juniors and Seniors who do not meet qualifiers for college course work are taking their high school curriculum online but on campus under the supervision of content teachers for each area/course the student is taking. OCA faculty will evaluate student progress at the end of every semester and make the decision based on data as to whether said student is ready to become a college student at the end of each semester. After their second year in high school if they did not qualify to take college level classes through the NextGen Accuplacer Placement test, students continue to take high school curriculum online on campus until they meet entrance requirements for TTC and become full time college students (12 hours of college coursework + two high school Carnegie units online).

All students enrolled at OCA are mandated to take one Career and Technology credit online each year they are enrolled at OCA.



CAMPUS POLICIES

STUDENT DRIVERS AND PARKING

Driving to school is considered a privilege. Students who drive their own vehicles to and from school must comply with the following rules. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

STUDENT DRIVER INFORMATION

Students who drive to and from school will be asked to provide the following information to the front desk:

- Student's Driver's License number
- Parent and/or Guardian name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

The interiors of student vehicles, including such things as trunks, glove compartments, and personal belongings within a vehicle, may be searched whenever a school official has reason to believe a student is violating school policies, school rules or federal or state law. When a school official needs to gain access to the interior of a vehicle parked on school premises, for purposes of conducting a search, she/he shall first ask the student to provide access. If a student refuses to provide the school official with access to the interior of his/her vehicle, he/she will be subject to disciplinary action, to include suspension and expulsion.

Cars without OCA parking tags will be towed at owner's expense!

Due to the high demand for parking in Mt. Pleasant, parking on campus is considered to be a privilege. Failure to obey traffic laws and regulations while on OCA property or easements, as well as failure to adhere to OCA's rules and expectations noted in this Student Handbook, may result in a parking permit being revoked. Students are expected to drive and park safely and courteously.

SCHOOL DANCES

School dances might be held throughout the year and are sponsored by our Student Council. Students may bring one (1) guest to most dances provided that:

- A completed guest form is submitted to the Dean of Academic Affairs at least three (3) school days prior to the dance and approved by the Dean of Academic Affairs;
- The OCA student must stay with his/her guest throughout the event and accept responsibility for the actions of their guests; and OCA policies, procedures and rules are observed by both the guest and the student.

BICYCLES

Students commuting to schools by bicycle should take precautions to park their bicycles in appropriate designated places. Students are responsible for securing their bicycles with their own locks. OCA will not be responsible for any lost or damage bicycles.

SKATEBOARDS

Skateboards are not allowed on OCA campus.



STUDENT HEALTH AND WELLNESS POLICIES

Administration of Medication at School (Prescribed or Over-the-Counter)

- OCA **does not** have a full time nurse on staff. OCA's main office staff members will have first aid kits and will be your health center point of contact. The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

- In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide OCA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that the school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians. Certain medications may be carried by students as noted below:

- Students may keep inhalers for asthma conditions, so long as prescribed by a doctor, and certain over-the-counter medicines (i.e. Tylenol, Motrin, etc. and supplements like glucose tablets) in their possession. Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. OCA will not be responsible for any adverse reactions to medications self-administered by students without the knowledge of OCA staff, faculty or administration. In order for a student to carry and self-administer prescription auto-injectable epinephrine ("EpiPen"), parents/guardians must provide OCA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, and (2) releasing OCA and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.



CODE OF ACADEMIC INTEGRITY

OCA students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this **Code of Academic Integrity**.

Violations of the Code of Academic Integrity may take several forms:

Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgment of the debt to the original source, however, it also includes any of the following:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc.. Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or, producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.
- Submitting another students work as your own.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an assignment, the methodology, or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification. This following web page provides some examples of acceptable and unacceptable uses of sources in writing - www.oregon-state.edu/admin/stucon/plag.htm. In addition, a brief guide from the Paul Robeson Library provides an excellent overview. This may be found at - www.libraries.rutgers.edu/rul/libs/robeson_lib/flash_presents/text_plag.html. Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, disciplinary action including the possibility of suspension and/or expulsion from school.



ONE TO ONE TECHNOLOGY GUIDELINES

Oceanside Collegiate Academy will provide and assign students a laptop computer and software for use both at school and at home to support learning. OCA will also enroll students in online services for educational purposes. This policy provides guidelines and expectations for students and families who are issued laptops. In addition to this policy, the use of any school-provided technology or network also requires students to abide by the OCA Technology Use Guidelines as stated in this Student Code of Conduct. Additional rules may be added and would become a part of this policy. Our expectation and belief is that students will responsibly use technology and that they understand the appropriate and acceptable use of both the technology and networks. We also expect that students will keep their school issued devices safe, secure and in good working order.

RESPONSIBILITIES: The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly and bring it to school each day with a full charge (classrooms do not have the capacity to charge devices during the day).
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either school or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on the laptop. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly. OCA will maintain and periodically update 1:1 devices. Students will be notified of maintenance in advance.
6. Use technology only for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines. Students should only download music, video or other content which is related to classroom assignments and which students are authorized or legally permitted to use.
8. Understand that technology, student files, and student activity may be viewed, monitored or archived by the school at any time. You must make your 1:1 device available for inspection if requested by any administrator or teacher.
8. Adhere to technology guidelines when using their personal computer on campus.

RESTRICTIONS: The student will not:

1. Mark, deface, or place stickers on the laptop.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any school owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Download and/or install multimedia content (music, movies, etc.) that is not related to the research or completion of classroom assignments. music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and teachers.



Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices. In addition to the workload placed on staff to repair or restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, a \$25.00 fee will be assessed per incident to a student who has tampered with the security settings or restrictions on any 1:1 device.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of school-provided 1:1 technology. In order to keep laptops secure and damage-free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to anyone else.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from locations like table edges, floors, seats or pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.
- Despite these safeguards, we understand there is always a risk that 1:1 technology may be damaged, lost or stolen.

All students receiving 1:1 technology are mandated to participate in an insurance program, which is mandated in order to limit family liability for fines that may be imposed if damage or loss does occur.

An insurance enrollment/waiver form must be submitted before 1:1 technology is issued to a student.

COMPUTER ACCEPTABLE USE POLICY

Use of OCA's computer network shall be in support of education and research that is consistent with the mission of the school. Network use is limited to those students who have a specific educational objective to research. When conducting research on the Internet or on the school's network, I understand that access to the Internet is a privilege, not a right, and I:

1. will use the Internet for legitimate instructional or educational purposes;
2. will send E-mail only at the direction of my teacher;
3. will not register the name, home address, or telephone number of myself or anyone else in any location on the Internet;
4. will not attempt to download or save files on the computer hard drive or to a disk without teacher permission;
5. will not search for, download, or print any material that violates OCA's or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities;
6. will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e. instant messaging or messaging within or without the LAN) or chatrooms unless I have permission of the teacher;
7. will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses);
8. will not engage in "hacking" the system;
9. will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to OCA equipment without prior permission from administration;



10. will not violate copyright laws;
11. will report any security problem to the system administrator;
12. understand that any user identified as a security risk or determined to be using OCA's computer technology inappropriately or illegally may be denied access to OCA's computer network, and the Internet;
13. will not trespass in another's folders, work or files;
14. will not use the school's Internet accounts for financial gain;
15. will be responsible for any unauthorized costs incurred by use of the Internet;
16. will always follow the instructions of staff members;
17. will not perform any other action that may be deemed inappropriate by OCA.
18. will not use VPN's on the computer.

By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of OCA technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in this Student Code of Conduct. As the parent/guardian, my signature indicates I have read and understand this policy, and give my permission for my child to have access to and use a school-issued laptop. My child has permission to conduct independent research on the Internet under the terms of the OCA Computer Acceptable Use Policy.



SAFETY POLICIES

EMERGENCY PROCEDURES

OCA staff receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills which happen at regular times during the school year. All alarms are treated as real at OCA. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at OCA is grounds for severe consequences, including possible suspension and expulsion. In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the main phone number for OCA. During such an emergency, OCA staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

DISCIPLINARY ACTIONS

The purpose of disciplinary action at OCA is to ensure that individual students, their parents/guardians and the OCA community stay focused on growth and learning. Prompt resolution of the problem or issues is expected. Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extra-curricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve
- A meeting with the school administrator or faculty member
- Suspension
- Expulsion
- Denial of Re-admission
- Loss of driving privileges
- Saturday school
- Other forms of discipline that the school may determine appropriate

SUSPENSION AND EXPULSION AS DISCIPLINARY ACTIONS

OCA will regard suspension and expulsion as a last resort. Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area ("SELPA") policies require additional or different procedures.



The grounds for mandatory and discretionary suspension and expulsion are as follows:

Mandatory Suspension- *A student shall be suspended with a possible recommendation for expulsion:*

1. Where he/she is found to have possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
2. Possession, use, offering, arranging and/or negotiating to sell or provide of a knife, imitation firearm, other weapon, or item that could be construed and/or used as a weapon.
3. Possession, use, being under the influence of, offering, arranging and/or negotiating to sell alcohol, drugs, other controlled substances, or intoxicants of any kind, including, but not limited to over-the-counter medication and/or prescription drugs.
4. Theft of property including, but not limited to attempting to steal and/or receive stolen property and/or aiding or abetting in the same.
5. Physical assault including, but not limited to aiding or abetting in the same.
6. Damage to school or private property including, but not limited to attempted or caused damage.
7. Threatening, harassing, (including sexual) bullying, and/or attempting to intimidate other members of the community including, but not limited to acts of “cyberbullying.”
8. Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity. Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
9. Fighting or Disturbing School.
10. Bullying, described as repeated, conscious, willful, and deliberate intent to antagonize or distress someone else; a direct or indirect behavior over a period of time that makes a person feel unsafe or uncomfortable. OCA students are expected to respect their fellow students regardless of religion, race, sexuality, body shape, etc. OCA will not tolerate any behaviors which will make another person feel unsafe or uncomfortable, and we are committed to teaching our students to respect each other’s differences.
11. Violation of probation

Mandatory Expulsion- *A student shall be expelled when it is determined that the student:*

1. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object.
2. Sold drugs at school.
3. Touched, harassed, threatened a staff member.

Discretionary Expulsion- *A student may be expelled for any of the following offenses:*

1. Possession, use, offering, arranging and/or negotiating to sell or provide a knife, imitation firearm, other weapon, or item that could be construed and/or of an obscene act and/or engagement in habitual profanity/vulgarity
2. Disruption and/or defiance, including, but not limited to disruption of school activities and/or willful defiance of the authority of school personnel.
3. Violations of OCA academic policies, including, but not limited to plagiarism and/or cheating.
4. Violations of OCA Information Technology policies, including, but not limited to transmitting computer viruses, using or attempting to use other’s accounts, trespassing in another’s portfolio, folders or files, concealing or misrepresenting one’s identity while using the IT system.
5. Violations of OCA’s conduct policies as articulated throughout the OCA Parent/Student Handbook.

A student may receive consequences for those acts listed above as committed at any time, including, but not limited to, (a) while on school grounds; (b) while going to or from school; (c) during lunch period, on or off campus; (d) during, or while going to or from a school sponsored activity; and, (e) during non-school time and while off campus if the school determines that there is a nexus between the action taken and the school community sufficient to warrant action by the school. If a student is arrested off campus, he/she may be suspended at that time or upon return to campus.



DRESS CODE

The purpose of the OCA dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, athletic practices, and other school-related activities, unless the supervising adult informs the students otherwise.

- Boys must wear shirts with sleeves
- No open back shirts or shirts which have holes in the back .
- No stomach or midriff exposed
- No pajamas
- No head gear (to include hoods of shirts) - Hoodies can be on shirt but not on head
- No sunglasses inside the building
- Skirts, dresses and shorts should be of an acceptable length (at least 4 inch inseam for shorts and no more than 5 inches above the knee for dresses).
- No jeans or pants with holes in places higher than 6 inches above the knee
- Leggings must be worn with long shirts at least to cover hip area
- Pants must be high enough to not show undergarments

PROHIBITED CLOTHING:

- Any clothing with text or symbols (images) that promote violence, alcohol, tobacco or drugs
- Bed or house slippers
- Hats, hoods and bandanas with the exception of head coverings worn for religious reasons

Consequences for Dress Code Violations - Students will be sent home if found out of dress code or be given the choice to wear modified clothing provided by the school.

SEARCH OF STUDENT POSSESSIONS

OCA reserves the right to examine and/or search all student possessions when, in the judgment of OCA administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law.

Any student who refuses will face possible expulsion.



GRADING POLICY

All grades will be interpreted for all purposes using the South Carolina Uniform Grading Scale. Numerical grades will appear on the report card.

A high school student may **withdraw from a course** if circumstances warrant. If a student withdraws from a course after the 10th day of a 180-day course or the 5th day of a 90-day course, a **grade of 50 will be posted** and included in the student's grade point average (GPA). The grade penalty for late withdrawal does not apply in cases in which the school administration cancels a course or initiates other schedule changes. In any case, administrative approval is necessary prior to withdrawal from a course.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Students may retake a course in which a D or F has been earned within the same academic year or no later than the next academic year.

Dual Enrollment courses are college courses taken through Trident Technical College (TTC) or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as 1 Carnegie unit at the high school. Students must meet admission requirements set by Trident Technical College prior to enrolling in dual enrollment courses.

ADD/DROP dates for Dual Enrollment will follow the TTC schedule. Dates will be published each semester on your syllabus.

Computing Grade Point Averages (GPA) The state-mandated uniform grading scale and system for calculating GPAs and determining class rank will apply to all courses taken by a student carrying Carnegie units, including units earned at the middle or junior high school level. GPAs will be computed using the following formula:

$$\text{Sum (quality points x units) / Sum of units attempted}$$

The formula will yield each student's GPA, and all grade point averages are then ranked from highest to lowest in the class. Computations of GPA will not be rounded to a higher number.

Students submitting late work (beyond deadline) will be penalized according to the policy set forth by the teacher of the course and approved by the administration.

FINAL EXAMS

All high school teachers are required to administer a final exam which will count for 20% of the overall course grade. Courses which administer a South Carolina End of Course Examination must count the EOC as the final exam. Otherwise, the exam must be given at the day/time assigned by the OCA Administration unless approved by the Principal.



INCOMPLETES

A teacher may give a grade of “incomplete” during the course of the school year if, in the teacher’s professional judgment, an extension of the time to complete course expectations is appropriate due to extenuating circumstances such as a documented long term illness or a death in the immediate family.

The teacher, student and parent will develop and sign a contract for completion of the course which will not extend beyond the end of the next semester or the conclusion of the school year. The principal must approve the contract and it is at the principal’s discretion to approve any extension of the contract. The student’s incomplete grade will be reported as an “I”. Once the work has been completed, the teacher will authorize the appropriate change in grade. If the work is not completed within the agreed upon time, the incomplete grade will be changed to a zero and averaged accordingly.

ACADEMIC ATHLETIC ELIGIBILITY

In accordance with the South Carolina High School League (SCHSL), to be eligible to participate in interscholastic athletic activities students in grades 9-12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester a student must pass a minimum of five (5) Carnegie units applicable toward a high school diploma during the previous year. At least two (2) units must have been passed during the second semester.
2. To be eligible during the second semester, the student must meet one of the two following conditions:
 - a. If the student met first semester eligibility requirements then he/she must pass the equivalent of four (4), 1/2 units during the first semester.
 - b. If the student did not meet first semester eligibility requirements then he/she must pass the equivalent of five (5), 1/2 units during the first semester.
 - c. For year-long, online classes, at the end of first semester- students must be completed with 50% of the course, with a passing grade, to earn 1/2 credit equivalents.
3. A maximum of two (2) credit recovery units may be used toward eligibility. Credit recovery/incompletes must be completed by the second Monday in August for first semester eligibility and by the second Monday in March for second semester eligibility.

PARENT CONFERENCES

Those parents with concerns that require the input and advisement of faculty and staff are invited to contact the school. If the issue involves an academic problem or a class, the parent should contact the teacher first. If at all possible, a phone conference is recommended; however, when several teachers must be involved, conferences will be set up through the Dean of Academic Affairs.

REHABILITATION ACT OF 1973 (SECTION 504)

This act defines a person with a handicap as anyone who: Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; or is regarded as having such an impairment. Parents of students who may be eligible for accommodations under section 504 may assist in this process by contacting OCA’s Federal Programs Coordinator.



WITHDRAWAL FROM SCHOOL

The parent/guardian of a student must come to the Registrar to sign a withdrawal form as soon as he/she is aware that his/her child must withdraw from OCA. The Registrar will initial the withdrawal form and collect books, technology issued by OCA and any fees owed. After all appropriate personnel have initialed the withdrawal form, the student will go see the principal who will sign and give a copy to the student.

Any student who leaves school without formally withdrawing will have his account charged with the price of technology, textbooks, any other fees owed and a police report will be filed with Mount Pleasant Police.

SPECIAL EDUCATION SERVICES

Students who qualify for exceptional education services must have an Individual Education Plan (IEP). Please contact our Federal Programs Coordinator with questions or concerns.

LAW ENFORCEMENT NOTIFICATION

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

SEARCHES OF PERSONS AND PROPERTY

In accordance with the laws of the state of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate will result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

RELEASE OF STUDENT INFORMATION

The administration of OCA takes the privacy of student records very seriously. OCA occasionally receives requests for information about its students. Additionally, the school might wish to use a student's name in a news release or for some other purpose. A student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student are designated as "directory information." Unless the parent of a student notifies OCA in writing that such information may not be released, "directory information" will be released



without further notice. Requests not to release such information must be delivered in writing annually to the Main Office.

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, or Department of Student Services a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available students' names and addresses to authorized representatives of the U.S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

VISITORS

Visitors must go directly to the Main Office to state their business and present a government issued picture ID to obtain a visitor's badge. Visitors who do not report to the Main Office are subject to arrest. Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior principal approval.

SCHOOL ACADEMIC CALENDAR

Must be approved by school board and SC Charter School District every year. Calendar is posted on Oceanside's webpage at www.oceansidecollegiateacademy.org

SCHOOL ACTIVITIES CALENDAR

Posted and updated on school's website.



COMMUNITY CODE OF CONDUCT - RESPECT FOR SELF AND OTHERS

OCA students, parents/guardians and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends how we respect ourselves, how we talk and interact with one another, and how we treat each other's property and personal space. In keeping with this code of conduct, certain norms should be observed including, but not limited to those found in this Community Behavioral Policies and Commitments section:

- Drugs, alcohol, and tobacco: Drugs, alcohol, and smoking materials (including, but not limited to, all forms of e-cigarettes, vaporizer pens, vaporizers, e-hookahs, etc.) are prohibited in the school, on the campus, and at off-campus school functions. Likewise, students are prohibited from being under the influence of drugs, alcohol and from smoking while at school, on campus and at off-campus school functions.
- **Vandalism:** All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to school property by their child. People with any information about damage done to the building or its contents should report it to the school principal.
- **Cell phones:** Cell phones must be off, stored away, out of sight, and not in use during school hours, unless under the direct supervision of an OCA faculty member. If it has an on or off switch, it should be turned off for the duration of the school day. Headphones may be used only when under the supervision of an OCA faculty member. Students must be able to hear others speak to them while at school.
- **Computer games:** OCA provides technology and internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.
- **Free Speech on Campus:** The Supreme Court has referred to public schools as a "marketplace of ideas" where the protections of the First Amendment are particularly important. "The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools." *Shelton v. Tucker*, 364 U.S. 479, 487 (1960). At the same time, the law is clear that a student's right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, OCA reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate. Examples of student speech that may be restricted include: • Speech which creates or threatens danger, and/or unlawful acts • Speech which threatens or presents a violation of OCA rules and standards of conduct • Speech which creates or threatens a substantial disruption of the orderly operation of the school • Speech which impinges on the rights of others • Vulgar, lewd, obscene, and plainly offensive speech or conduct.



CELL PHONE POLICY

Students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

Device Types:

For the purpose of this program, the word “devices” will include: laptops, cell phones, smart phones, smart watches and iPads. Please note that Nintendo DS (and/or other gaming devices with internet access) are not permitted on campus.

Guidelines:

Students and parents/guardians participating in B.Y.O.T. (Bring Your Own Technology) must adhere to the Student Handbook's Internet Acceptable Use.

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects. Teachers will be allowed to hold a student's cell phone until the end of the school day as a consequence for ignoring classroom cell phone policy. Repeating offenders will be denied cell phone use privilege and will have a discipline referral to document the infraction.

Approved devices must **be in silent mode while on school campus**, unless otherwise allowed by a teacher. Headphones may be used with teacher permission. **Headphones may be used in between classes as long as the student is able to hear what is going on around him/her. It is the student's responsibility to be able to hear adult instructions at all times. Failure to follow faculty/staff directions will result in a discipline referral for disrespect/failure to follow instructions.**

Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at OCA.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately.

Oceanside Collegiate Academy takes no responsibility for stolen, lost, or damaged devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.



FINS IN CAFÉ

Our cafe is stocked with vending machines with snacks and drinks.

Students in the Fins In Café must:

- Maintain an acceptable voice level
- Use acceptable language at all times
- Sit only on benches or chairs, not on the tabletops
- Students are responsible for keeping their table and surrounding area clean. Staff has the right to make the request of any student to pick up trash in his/her general area.

POSTING OR DISTRIBUTION OF MATERIAL

All public announcements, such as signs, brochures, etc. must be approved by the principal before being displayed or distributed on the school campus. No adhesive material may be used on interior or exterior walls or furnishings to post materials. Any infraction will result in administrative action.

TEXTBOOKS

Students will not be issued parking passes unless all textbook obligations are satisfied. High school textbooks are owned by the State Department of Education, and college books are owned by OCA. Each student is responsible for textbooks issued to him/her. Textbooks are scanned out individually to students. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students. The student is responsible for keeping the textbook clean and handling it carefully.

Student's name, grade, and teacher are written on the book label in case the book is misplaced. Students will be required to pay for lost, stolen, or damaged books. If a textbook is lost, students should check immediately with the teacher. Students should also check in the lost and found bin in the main office. It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks that were issued to him/her. Students found tampering with, destroying, or removing textbook bar codes will be subject to disciplinary action and/or charged the replacement price of the subject textbook.

Lost textbooks are to be paid for in the main office. Ask your teacher for the price of the book. Students should keep their payment receipt for the replacement book. A refund will be issued with this receipt if the original book is found in usable condition.

OCA does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities. The following persons have been designated to handle the nondiscrimination policies:

For questions pertaining to Section 504 contact Pamela Robinson 843/936-7128 oca.registrar@landsharks.org - 580 Faison Rd. Mt. Pleasant, SC 29464. For questions pertaining to Title IX contact Brenda Corley bcorley@landsharks.org 843/936-7128