



STUDENT PARENT HANDBOOK

2021-2022

# OCEANSIDE COLLEGIATE ACADEMY

## *Student Parent Handbook*

2021-2022

### PRINCIPAL (INTERIM)

Christina Brown

### ATHLETIC DIRECTOR

Mark Meyer

### ASSISTANT PRINCIPAL

Beth Shackel-Scott

### OCA BOARD MEMBERS

Marvin Arnsdorff-Chair

Nora Howard

Robin Lewis

Gary Nestler

Sandra Patrick

Kira Perdue

Gregory Smith

### 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.



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## *Message from Principal Brown:*

Welcome Landsharks!

The metaphor, “time flies when you’re having fun” really is personified here at Oceanside. Though it arrived in a flash, we are beyond excited to embark on our sixth school year. It is truly an honor for me to move from Dean of Academics to Interim Principal and I am privileged to work with a *fantastic* staff to provide a flawless transition. You have already made a huge step towards a positive future by choosing to be a shark.

At Oceanside, a Landshark is a leader, where your individuality is celebrated, your efforts acknowledged and where you are challenged academically and athletically. Our students are kind, compassionate and inquisitive. In conjunction with the staff, your responsibilities as students are to maintain our positive culture by demonstrating respect, accountability and the eagerness to learn and improve.

Our faculty, staff, and coaches are dedicated to making a positive impact on your high school career. Through rigorous academics, elite athletics and the opportunity to graduate with up to sixty earned college credits we continually strive to provide “next level” education. We are united in the honor to be part of something special and to leave OCA better than we found it.

Our school family will partner with your family to work together and be **all in** at Oceanside Collegiate Academy. An old african proverb states “it takes a village to raise a child.” I look forward to encouraging you each day and working with you to help navigate our school.

It is my great pleasure to welcome you to our Landshark family. As a unified school community we celebrate each other’s successes, lift each other up during our challenges and represent our school with pride. We are excited to launch the 2021-2022 school year with our incredibly talented staff and your ongoing support and partnership!

With gratitude,  
**Christina Brown**

### 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 elite athletics while earning up to two years of college credit.



## 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](http://www.oceansidecollegiateacademy.org)

843-936-7128

## OCA'S ADMINISTRATIVE TEAM CONTACT INFORMATION

Christina Brown - *Principal*  
cbrown@landsharks.org

Mark Meyer - *Athletic Director*  
mmeyer@landsharks.org

Beth Shackel-Scott - *Assistant Principal*  
bshackel-scott@landsharks.org

### 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 ([Landsharksathletics.com](http://Landsharksathletics.com)) 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 a.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](mailto: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. Unexcused absences are subject to school discipline.

### 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.*



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## 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**. Please note that unless prior arrangements are made with an OCA teacher or athletic team, students in the AM session need to be picked up by 11:45PM. Students in the PM session need to be picked up by 4:00 pm. Those who remain on campus after these times **will receive a referral for loitering and be subject to school discipline**.

**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 take 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 take high school curriculum online, but on campus under the supervision of content teachers for each area/course the student is taking.

**Oceanside requires students to take one Career and Technology (CATE) course each year. Students will graduate with four CATE credits. (Example of courses: Fundamentals of Computing, Workplace Communications, Accounting and Entrepreneurship).**





## CAMPUS POLICIES

### SITE VISITOR POLICY

**Pinnacle Charter Academies reserves the right to revise the content of the document, in whole or in part.**

**Purpose:** To ensure the peace of mind and safety of students, parents, and teachers & staff when visitors are on campus during school hours. Providing a consistent and thorough approach can minimize the risk and impact of negative outcomes, allowing for students and teachers/staff to focus on the learning environment.

#### **POLICY:**

##### **Visits During School Hours**

For the purpose of this policy, visitors are defined to include any individual(s) who is not an active student, teacher, coach, full or part-time staff member, administrator of that specific school, or law enforcement/first responder. Examples of visitors include vendors/contractors, parents/guardians, siblings, not attending the school, guests of current students, volunteers, community members, prospective students & their parents, and any other individual not otherwise defined above.

Parents are always welcome at the schools; however, it is recommended they reach out to any staff member they wish to speak with in advance and make an appointment to ensure their availability.

Upon arrival to the school visitors must enter through the main entrance and report to the main office. In the main office, all visitors will be asked to state their purpose and provide their driver's license or state issued ID to a front office staff member. Individuals who do not follow this protocol or who have no explicit purpose for being on school grounds will be notified they are trespassing and told to leave by school staff. Per Section 16-11-620 of the SC State Code, trespassers who do not leave upon request are subject to a \$200 fine, arrest and imprisonment of up to 30 days.

The school will employ technology (like Raptor or Identakid) that scans the individual against databases like know sexual offenders. If the individual has a legitimate purpose to be on campus and is clear, they are checked in and issued a visitor's badge. The badge should be prominently placed on their body.

The school acknowledges that some visitors are on campus more often than others, and as a result, may be known to the school staff. For multiple reasons, *every visitor should be screened for every visit.*

Once the individual has ended their visit, they should return to the front office to check out the visitors system. The badge is given back to the front office staff for disposal.

School staff should stop anyone in the building without a badge and escort them to the main office to sign-in. All staff members and visitors are expected to wear identification badges in a visible manner during their time on campus.

##### **Visits after School Hours**

If the school is hosting an event after school hours, such as a parent forum or athletic event the policy differs.

After hours events do not require all visitors to check in with the front office staff nor enter via the main entrance, depending on the event. These are events open to the public, but visitors on campus will still be expected to behave safely (i.e. no fighting, no threatening, no weapons, etc.).

If there is a need for a visit after-hours on an individual or small-group basis (i.e. parent or family meeting), the visitor must be accompanied by a staff member or adult who has permission to use the facility at all times.



### **Policy Communication**

To let potential visitors know what to expect, the school will communicate its policy in a variety of ways. First, a visitor's policy will be made available on the school's website. It will outline what visitors can expect and what is expected of them when they are on campus. By doing this, information is widely and publicly available. This approach is common among school districts of all types. Second, the school will communicate its policy within its Student Handbook. Last, the school will post a sign outside its main entrance letting visitors know they must first check in at the main office and failure to do so may result in being asked to leave the property.

### **Responsibility of the Front Office Staff**

- The school front office staff is responsible for the following to ensure the policy is met:
- Scan all visitor driver licenses/IDs
- Reviewing the results of the scan to make sure a visitor is not on any offender lists
- Check out visitors upon leaving
- Notifying the principal if a visitor causes a disruption

### **Responsibility of the Principal**

- Communicating with law enforcement in the event of a visitor is disruptive.
- Periodic monitoring of front office staff to ensure all visitors are checked in and out

### **Responsibility of School Staff**

- Stopping any visitors who do not have badges & escort them to the main office so they check in.

## **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 Assistant Principal at least five (5) school days prior to the dance and approved by the Assistant Principal;
- Guests must be 18 years old or younger and enrolled in high school;
- 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.

## **GOLF CARTS**

Golf carts are not allowed on OCA campus.



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## 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, and student. 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.
- If a student will be taking prescription medication during the school day, including insulin shots, parents/guardians must provide OCA with a completed "Doctor's Order for Medication and Procedure Form" completed by both the parent/guardian and physician. *Forms can be downloaded online.*
- 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. In order for a student to carry and self-administer prescription auto-injectable epinephrine ("EpiPen"), parents/guardians must provide OCA with a completed "Doctor's Order for Medication and Procedure Form" completed by both the parent/guardian and physician. *Forms can be downloaded online.*



## 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 (in full or in part), whether from a book, article, web site, another student's assignment, etc.. Duplication in any manner of another's homework or work during an exam;
- Sharing one's work (under any capacity) which is then used by another (with or without consent). Students should not allow others to copy their work.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained. Students should not submit work that reflects the ideas of another person, regardless of whether or not students use the other person's exact words.
- 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, parent/guardian, etc.), which should be your own independent work.
- Submitting another student's 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](http://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/lib/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/lib/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.



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## 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. All students must use a school issued device during school day and for all assessments. This policy provides guidelines and expectations for students and families who use technology or network and 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.
9. 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.

## INTERNET SAFETY POLICY

### Introduction

It is the policy of Oceanside Collegiate Academy (“OCA”) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Definitions

Key terms are as defined in the Children’s Internet Protection Act.

### Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.



### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of OCA's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of OCA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Dean of Student Affairs or designated representatives.

### **General Unacceptable Behavior**

While utilizing any portion of the Oceanside Collegiate Academy electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not play games, use IM, email, listen to music or any other activities, applications, or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he or she must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the OCA electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the OCA electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not tamper, alter, or delete any of the software that OCA installs on the student's computer until such time as the license expires or the student receives permission to do so.





### **E-Mail**

- Students may be provided with e-mail accounts for specific educational projects or activities.
- Students will not establish or access Web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

### **World Wide Web**

Access to information for students on the Web generally will be provided through prescreened sites and in a manner prescribed by OCA administration and staff.

### **Real-time, Interactive Communication Areas**

Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the Principal.

### **Web Sites**

Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information. Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained. All student Web pages should have a link back to the home page of the classroom, or school, as appropriate.

### **Personal Safety While on the Internet**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies, or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use these. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Oceanside Collegiate Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".



- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and File**

Software is available to students to be used as an educational resource. No student may install, upload, or download software without permission from the school technology department. A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment. Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the OCA electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

### **Technology Hardware**

Hardware and peripherals are provided as tools for students for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

### **Vandalism**

Any malicious attempt to harm or to destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges.

Disciplinary measures in compliance with the schools discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students). School policies on copyright will govern the use of material accessed and used through the school system. Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

### **Student Rights**

Students' right to free speech applies to communication on the Internet. OCA electronic network is considered a limited forum, similar to the school newspaper. Therefore, the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. In the event there is an allegation that a student has violated the school acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present



an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code). Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violations of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The Director or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

### **Adoption**

This Internet Safety Policy was adopted by the Board of Oceanside Collegiate Academy at a public meeting, following normal public notice, on February 19, 2019.

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 refrain from contacting the main phone number for OCA or drive to campus. 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
- Suspensions can be altered during suspension period upon further administrative review.

### 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 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. Video-taping and/or recording OCA students, faculty or staff without their knowledge or consent.
9. Making false accusations against school faculty and staff and/or utilizing materials without permission from the agency or website from which it was obtained.
10. Violating Oceanside Collegiate Academy’s one to one technology guidelines.
11. Refusal to allow search of property (including but not limited to vehicles, personal and school-issued electronic devices) where there is reasonable suspicion that the student may be in possession of prohibited items in violation of law or the Code of Conduct.
12. Obscenity/Profanity/Vulgarity, including the commission of an obscene act and/or engagement in habitual profanity/vulgarity.
13. Disruption, disrespect, and/or defiance, including, but not limited to disruption of school and classroom activities and/or willful defiance of the authority of school personnel.
14. Fighting or Disturbing School.
15. 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. Intimidation/Harassment - 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.
16. Violation of probation.
17. Refusal to obey school assigned consequences.
18. Failure to follow OCA Dress Code.



**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. Possessed or 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 and classroom 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.**



## ATHLETICS PARTICIPATION CONTRACT

Oceanside Collegiate Academy has a set of expectations for conduct on school property and school functions or off-campus. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The student-athlete, who participates in interscholastic sports, should recognize that they have an obligation to themselves, their teammates, and the school community to strive for excellence. It is hoped that participation in athletics will enable the student-athletes to exercise good sporting behavior and mature judgement.

### THUS THE OCEANSIDE ATHLETE IS EXPECTED TO:

- Understand and abide by the rules and regulations of the game, respect the integrity and judgement of officials.
- Understand and abide by the rules, regulations and policies of Oceanside Collegiate Academy. These include, but are not limited to, Oceanside's Code of Conduct, discipline code, hazing policy and student eligibility policies.
- Demonstrate self-control and mutual respect at all times.
- Avoid the use of crude or abusive language or gestures in dealing with opponents, officials or spectators.
- Accept victory with grace and defeat with dignity.
- Set an example in word and deed, both on and off the playing area.
- Observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team effort.
- Place athletic competition in its proper perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.
- Remember that participation in athletics is a privilege that should be valued.
- Students agree not to haze or be hazed or engage in any bullying, cyber-bullying or harassment. Students who have knowledge of any of the above must report them to a coach, athletics administrator, or any other responsible school official (teacher, administrator, etc.).

**Oceanside's Code of Conduct applies to the behavior of all students while attending school, and/or school grounds, in school building, on school buses, and/or at school sponsored activities, and/or which occurs off school premises or during non-school hours when such conduct adversely affects the educative process or endangers the health, safety, morals or welfare of the school community. In addition to any academic suspension, a student shall be subject to suspension from all athletic activities from to a minimum of two (2) weeks up to one (1) calendar year when such student engages in conduct to include but not limited to:**

- Possession/use/sale/distribution/intake of alcohol and or contraband substances.
- Possession or use of tobacco or tobacco products
- Hazing/Cyber-bullying/bullying/harassment/sexual harassment
- Insubordination

### High School Eligibility Policy

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.



## ATHLETICS PARTICIPATION CONTRACT CONTINUED...

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),  $\frac{1}{2}$  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),  $\frac{1}{2}$  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  $\frac{1}{2}$  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.

### Daily Attendance

With a four (4) hour academic session, Oceanside's expectation is that student-athletes attend the entire session in order to participate in athletics on a particular day. Dismissals for appointments with physicians or other administratively approved dismissals will allow the student to be eligible and should be communicated to both the Coach and teacher prior.

Students are not eligible to participate in athletics if:

- They are absent from school.
- They cut one or more classes.

*A student-athlete who fails to comply with the daily attendance requirements set forth above on a particular day and attends and/or participates in a game or practice will be subject to suspension immediately following Athletic Administration's awareness of such violation.*





## 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, crop tops or shirts which have holes in the back. .
- No stomach or midriff exposed
- Shirts must be of an acceptable length (past waistline)
- 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
- Pants must be high enough to not show undergarments
- No strapless shirts. Spaghetti straps must be at least 2” in width.

### 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 receive a verbal warning on their first violation. Further violations of OCA's dress code will result in the following school consequences:

*2nd offense:* Saturday School

*3rd offense:* Parent meeting & Suspension (OSS) - 2 days

*4th offense:* Suspension (OSS) - 5 days

*5th offense:* Referral to Board for expulsion

Any classes missed due to dress code violations will result in an unexcused absence. Students with subsequent dress code violations will be referred for Saturday School; and possible expulsion.

## 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 disciplinary action and 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. Please see OCA's Program of Studies for more information.

<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	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 or prior to the next sequential course, or whichever comes first.

**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.



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## 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](http://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.**



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## 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
- Keep volume from electronic devices low so as not to disturb others.
- Sit only on benches or chairs, not on the tabletops. Utilize tables only for eating and drinking.
- 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 receive school-issued technology, parking passes, or have access to power-school 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.

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. 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 person has been designated to handle the nondiscrimination policies:

For questions pertaining to Title IX or Section 504 contact Beth Shackel-Scott 843/936-7128, [bshackel-scott@landsharks.org](mailto:bshackel-scott@landsharks.org) - 580 Faison Rd. Mt. Pleasant, SC 29466.