

Caye Caulker, Belize

Student Handbook

Printed June 2018



SCHOOL CREST

An Open Book tops our shield illustrating that learning is paramount to what we do at Ocean Academy. We offer a well-rounded education utilizing different methodologies that cater to our students' different learning styles. Learning and exploring new knowledge is a constant in the lives of not only our students but also our teachers and staff.

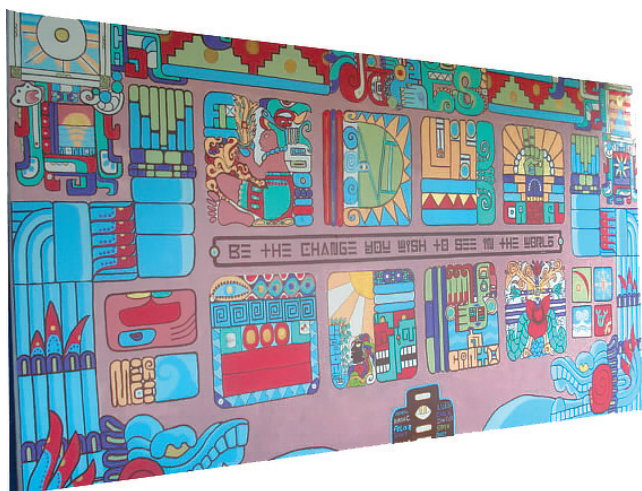
Three Gold Coins represent the three founders, who sacrificed time, effort and funds to establish our school.

The Dolphin is a symbol of the freedom that education brings: the dolphin roams the borderless seas, meeting and overcoming challenges in life.

Rolling Waves are a metaphor for our perpetual desire to push forward, breaking barriers.

The Central Patch of Mangrove signifies strength and stability. Without the roots of education, the potential of our youth would erode.

Green Foliage around the shield is a clear indicator of our eco-friendly perspective. Our teachers support and respect the environment and teach this to our students.



SCHOOL MURAL

“Be the change you wish to see in the world”

~Mahatma Gandhi

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*Any part or portion of these rules may be changed or waived by
Ocean Academy’s Board of Governors.*

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SECTION ONE: ABOUT CAYE CAULKER OCEAN ACADEMY

MESSAGE FROM THE CHIEF EDUCATION OFFICER, MINISTRY OF EDUCATION

“OA is not offering an education like all of the other schools. OA thinks outside of the box and takes advantage of the environment to link school to the real world.



Students learn how to create opportunities and employment which is becoming even more important in today’s job market.

OA’s Social Enterprises empower students with communication and leadership skills that will help them reach their goals in life. We can see that happening already from their wins at the Innovation Challenge.”

Dr. Carol Babb
Chief Education Officer
Belize Ministry of Education

MESSAGE FROM THE PRINCIPAL

Dear OA Family,

I am proud and honored to lead Ocean Academy into the 2018-2019 school year. We are blessed with an amazing faculty, staff, Board of Governors, parents, community, and most of all, students.



The OA Way defines our path: Be Mindful, Know Your Passion, Make Money, Create Legacy. I cherish watching each of you blossom into your unique brilliance and explore the path that leads you to reach your dreams and goals.

This handbook is an important guide that lays the foundation for a mindful approach to learning centered on respect, positivity, and professionalism.

Keep shining, OA students!

Heidi Curry M.Ed.
Principal, Ocean Academy

MISSION STATEMENT

Created in partnership with the community and for the preservation of the natural environment, Ocean Academy fosters the academic, physical and spiritual growth of all students who demonstrate a strong desire to learn, preparing graduates to pursue a life at home or abroad with personal and professional achievement.

***MOTTO: PRESERVING OUR HERITAGE,
CREATING OUR FUTURE***

Preserving our Heritage...

Caye Caulker's heritage is rich with cultural and environmental resources.

Ocean Academy is committed to preserving this heritage through

- Building awareness about the island's cultural history and ecosystem (the littoral forest, mangroves, turtle grass, and reef)
- Teaching an interdisciplinary curriculum
- Facilitating student-led, primary research
- Building leadership skills
- Encouraging activism.

Therefore, in addition to our academic goals is an overall commitment to appreciating, respecting and preserving our island's heritage so that future generations may know the natural history, beauty and culture of Caye Caulker that exists today.



ENVISION the change,
VOICE the change,
BE the change!

Find the compassion
and skills needed...



Creating our Future...

A broad academic and spiritual education provides students with the intellect and character they need to care for themselves, their families and their communities.

Ocean Academy is committed to providing the highest quality curriculum and teachers to enable students to create options for the rest of

their lives. Students are equipped and challenged to lead lives of service with compassion, respect, and justice.

Ocean Academy students are changemakers and carry a responsibility to build a better future for the next generation.

HISTORY

Ocean Academy opened in September of 2008 as the first and only secondary school on Caye Caulker. Prior to Ocean Academy, few island students were able to continue past primary school to a high school education unless they could afford to pay the daily water taxi commute, or move to live with mainland relatives. Three individuals—Heidi Curry, Joni Miller, and Dane Dingerson—worked with the community and combined their visions in early 2008 to establish a permanent education institution for Caye Caulker. Initial founding donors—Dane Dingerson, Desi Rosado, Georgeanne Jud, Haywood and Heidi Curry, Lisa Henken, Steve and Dodie Miller, and Mike Roberge—established a financial base for opening the school. Many locals, parents, business owners and visitors have volunteered at Ocean Academy, made financial contributions, or mentored students. The Village Council; Village Executive Committee; Caye Caulker’s Roman Catholic Primary School Principal Enelda Rosado (now retired); and the Hon. Minister Manuel Heredia all invested personal time and energy toward establishment and accreditation.

Ocean Academy was accredited in 2008 to provide a Bridge Preparatory Program, Form 1, and Form 2. In September of 2009, the school added Form 3. In 2010, Form 4 and Adult Education evening division classes were added (Computers, Spanish, English Second Language). The first Ocean Academy graduating class was in June 2011.

ADMINISTRATION

Office: 226-0321, admin@oaseatide.com, www.oaseatide.com

Principal and Founder

Mrs. Heidi Curry, M.Ed

Cell: 615-6005, curry.heidi@oaseatide.com

Projects Director and Founder

Ms. Joni Miller, M.Ed

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Head of Department: Humanities

Ms. Noemi Zaiden

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Head of Department: S.T.E.M.

Mrs. Sarah Requena

667-3228, requena.sarah@oaseatide.com

Administrative Support

School Office: 226-0321

Ms. Ema Juchim

Mr. Rafael Sosa

Website:

www.oaseatide.com

Facebook Pages:

Caye Caulker Ocean Academy, Ocean Academy Fly-Fishing Class, Ocean Academy Interact Club, Ocean Academy Drumming, FLC (Female Leadership Community), Ubuntu

501c3:

www.friendsofoceanacademy.com

BOARD OF GOVERNORS

Ocean Academy operates under a Board of Governors which is responsible for the management of its business and academic affairs.

Chair and OA Trust Ltd. Representative: *Eneida Marin*

Vice-Chair and Municipal Representative: *Enelda Rosado*

Treasurer and Community Representative: *Matthew Badillo*

Ministry of Education Representative: *Odelia Caliz*

OA Trust Ltd. Representative: *Joni Miller*

Secretary of the Board: *Heidi Curry*

Staff Representative: *Noemi Zaiden*

Parent Representative Lower Division: *Celina Jimenez*

Parent Representative Upper Division: *Laura Che*

Business Representative: *Shary Trejo*

LICA Representative: *(pending)*

CCRCS Representative: *Adelita Verde*

Alumni Representative: *Mercedes Requena*

DAILY SCHEDULE

7:45 AM	Warning Bell
7:50 - 8:05	Circle/Homeroom
8:05 - 9:00	Period 1
9:00 - 9:55	Period 2
9:50 Early Release	Break
9:55 Standard Release	Break
10:10 - 11:05	Period 3
11:05 - 12:00	Period 4
12:00 - 1:00	Lunch
1:00	Warning Bell
1:05 - 1:10	Homeroom
1:10 - 2:05	Period 5
2:05 - 3:00	Period 6 (M, W, F)
3:00 - 3:25	Period 6 Extended (Th)
3:00 - 3:05	Announcements (M, W, F)
3:05 - 4:00	Period 7 (F3 and F4, assigned)
3:05 - 4:15	SEaTIDE Learning Centers

PROFESSIONAL DEVELOPMENT / LEARNING DAYS

The last Friday of every month is dedicated to teacher professional development and individualized learning days as assigned. Students report to school for classes, activities, assignments, or assessments as instructed. Additional learning days are offered on Saturdays throughout the school year.

ACADEMIC COURSES

- Applied Learning*
- Biology
- Computer Science/Technology*/ Electronic Document Preparation & Management (EDPM)
- Integrated English
- Mathematics
- Integrated Science
- Mindfulness: Life Skills / Yoga* ./ Meditation*
- Principals of Accounting (POA)
- Principals of Business (POB) / Entrepreneurship*
- Reading*
- Belizean Studies/Geography/World History*
- Spanish

**developed by Ocean Academy*

Electives (Tue & Thu) may include but are not limited to:

Art	Gardening
Basketball	Graphic Design
Bird Watching	Guitar
Bootcamp	Karate
Carpentry	Kayaking
Cosmetology	Marine Ecology
Computer Repair	Meditation
Culinary Arts	Running/Track and Field
Dance	Scuba
Drumming	Sewing
Electrical	Swimming
Fly Fishing	Volleyball
Football	Yoga
Forensic Science	

Certification from the Institute for Vocational Education and Training (I.T.V.E.T.)

Ocean Academy initiated a partnership with I.T.V.E.T. Belize in order to offer our students Certification Programs in Culinary Arts, Electrical Installation, Cosmetology and Specialty Trades. Students must apply for each program which cost additional fees.

COMMUNITY SERVICE

Volunteering and community service are core values of Ocean Academy. As a Graduation Requirement, students must contribute and document a minimum of 40 service hours to the school and/or community. Many opportunities arise over the school year to work alongside international volunteers, tutor at the primary schools, and contribute to community development. Ocean Academy has ongoing partnerships with the Forest and Marine Reserve Association of Caye Caulker, Oceana, Humane Society, Police, Village Council, Crocodile Research Coalition and the Caye Caulker BTIA Mini-Reserve. The Interact Club of Ocean Academy is a volunteer service group that is part of the international Rotary Club network.

EXTRACURRICULAR

Clubs may include but are not limited to:

- Girls Rising
- Environmental Club
- Interact Club of Ocean Academy (Community Service)
- Manatee Protection Club
- National Youth Council for the Cayes
- Student Government and Class Prefects
- Competitions and Events may include:
 - » Ecology Project International Bioscholar Programs – Marine, Forest, Geology
 - » International School Enterprise Challenge (Entrepreneurship)

- » PUC Raspberry Pi Technology Workshop and Competition
- » Sports Competitions at NSSSA Regionals and Nationals (Basketball, Football, Volleyball, Track and Field)
- » World GIS Day Conference
- » Youth Innovation Challenge Belize District

SOCIAL ENTERPRISE:

Social Enterprise is a unique aspect of OA that provides:

1. Real-world learning: Students build their communication, leadership, and entrepreneurial skills in the real-world in a way that is not possible in the classroom.
2. Funding education: Students earn school fees that pay for their education. School credits often pay for all of a students' fees. These credits may not be redeemed as cash.
3. Earning cash to provide for personal and family needs: Students earn a meaningful wage that supports the student's and family's purchases and bills.
4. Building financial literacy / saving: Students save money in bank accounts so they can learn how to save and budget money for important life goals.
5. Funding OA programs and education: OA developed the Social Enterprise model to "earn instead of ask" to reduce the strain of fundraising and to maintain specialized instruction, OA's small teacher to student ratio, tutoring, and unique "buffet of opportunities." OA's goal is to earn 50% of the school's operating budget via Social Enterprise by 2020 so that OA will always be able to educate all of the island's youth.

Bike with Purpose

Students have an opportunity to earn money via their passion, receive school credits, and act as ambassadors for international visitors. Bike with Purpose trips are currently scheduled on Sundays and Tuesdays from 3:30-5:45 p.m.

Learn

Workshop trainings cover skills such as bike repair, first aid, communication skills, island ecology/history and more. Visitors provide written feedback after each trip on student communication and leadership skills. Students start as unpaid interns going out with experienced student leaders, and then based on a combination of visitor feedback, peer feedback and workshop training, will begin to Earn and Learn.

Earn

Students may earn on average \$7+/hour (depends on number of visitors, etc.) which is deposited directly into the student's bank account so he/she can save for things the student and family need. Students have saved for items such as a guitar, tablet, bike or sixth form by practicing sound money management skills. All students must have a bank account as part of Financial Literacy in order to participate.

In addition, students receive school credits as a bonus that may be used for

OA school fees or other OA educational activities such as field trips or school items such as eligible devices. Kindly note that these school credits are never available as cash. Any credits remaining at graduation may be applied to a family member's fees or contributed to an OA legacy that the student chooses.

Get Involved

Students interested in participating in Bike with Purpose, or other Ocean Academy social enterprises, should sign up with Ms. Miller for the next available training series.

Additional Social Enterprise

Additional Social Enterprise opportunities include Kayak with Purpose, Art with Purpose, Yoga with Purpose, Dinner with Purpose and many new enterprises under development.

AWARDS & SCHOLARSHIPS

Tuition scholarships are presented to deserving students at the June Awards Ceremony. Scholarship awards are only redeemable at Ocean Academy as credit to a student's tuition balance. All students are considered as long as they meet the donor's criteria, have not been suspended, and are re-enrolling at Ocean Academy. Scholarship winners must write an acceptance thank-you letter before funds are credited to their school accounts.

Awards for skills and academic achievement may include but are not limited to:

- Excellence and Improvement in subject areas
- Communication / Presentation Skills
- Entrepreneurship Skills
- Environmental Conservation
- Tourism Skills
- Full Basket Belize Scholarships

Awards for character development may include but are not limited to:

- Spirit of Ocean Academy
- Spirit of Caye Caulker
- Professional Student Conduct
- Change Maker Award
- Citizenship
- Honesty & Integrity

The September Awards Ceremony recognizes the following:

- Honor Roll (3.4 GPA for the school year)
- Subject Awards: Top Achievement and Improvement
- Attendance & Punctuality
- Conduct (fewer than 5 negative points)

SCHOOL SPONSORED ACTIVITIES AND TRADITIONS

All students are required to participate in school-sponsored activities including but not limited to:

- Science and Health Fair
- Business Fair
- Sports Day
- September Celebrations
- Christmas Gala
- Ubuntu Event
- International Coastal Conservancy Beach Clean Up
- International Women's Day Exhibit

Failure to attend the activity or the alternative service project will be treated as truancy and the student will receive additional duties, assignments or a suspension.

STUDENT IDENTIFICATION CARDS

Student Identification Cards are issued to all Ocean Academy students and should be worn or kept in a student's bag. If a student withdraws from Ocean Academy before the end of the school year, the student card must be returned.

THE OA WAY

“Preserving our Heritage, Creating our Future”



SECTION TWO: THE “OA WAY”

The “OA WAY” guides all teaching and learning at Ocean Academy

By following the OA SEaTIDE model of learning, and being mindful, students find their personal passion or brilliance, gain experience making money and creating legacy using their passion, and are prepared for a meaningful future of success.

OA SEaTIDE: Model of Learning

OA emphasizes hands-on, real-world, experiential learning to develop creative, critical-thinking leaders.

SEaTIDE is an acronym that represents the following key education components:

- **Social Enterprise:** Our student-led businesses fund our education while we grow as entrepreneurs and innovators.
- **Technology:** We are not just users of technology, we are creators of technology.
- **Innovation:** We think outside of the box to solve challenges and create opportunities.
- **Development:** We preserve our heritage and create our future.
- **Education:** We learn via research-based strategies from around the world.

The OA Way (pictured left) represents the path that OA students follow to prepare for success during high school and after graduation.

1. Be Mindful: Prepare Your Mind and Emotions for Success.

Be: Respectful, Professional, Positive

2. Know Your Passion: Find Your Personal Brilliance

Be: self-aware, well-rounded, and immersed in the real world.

3. Make Money: Experience Making Money via Your Passion

Be: innovative, driven, and financially literate.

4. Create Legacy: Be the Change You Wish to See in the World

Be: socially responsible, visionary, collaborative.

SECTION THREE: STUDENT CODE OF CONDUCT

Professional conduct is necessary for the Ocean Academy campus to serve as a safe, positive and effective learning environment. Furthermore, developing professionalism (e.g. behaving as a bank employee would) and emotional intelligence (managing relationships) are keys to success after graduation and therefore, core elements of learning at OA.

FOLLOWING THE “OA WAY” OF BEING MINDFUL

By following the OA Way of Being Mindful, students are able to contribute to a positive learning environment and campus while learning to manage emotions and reactions to external challenges.

RESPECT OF SELF, OTHERS, SCHOOL, GOD AND COUNTRY

Respect is at the core of all professional conduct. The following behavior is required on campus, at all school events off campus, and while wearing the school uniform.

- 1. Students respect themselves*** by coming to the OA campus and events in proper uniform, on time, prepared for class, with clean language, drug and alcohol free, and with a commitment of self-growth through learning.
- 2. Students respect others*** by treating others as they would want to be treated, by recognizing and honoring the needs and diverse perspectives of others, and by contributing to a productive learning environment free of bullying or distraction. Respect applies to every person on campus.
- 3. Students respect school*** by exhibiting pride and care for: the school campus and all property and resources within, the school uniform, and the school reputation. Students’ actions and words on and off campus and electronically define Ocean Academy in the eyes of others and therefore affect all members of the OA Family, past, current, and future.
- 4. Students respect God*** by nurturing spiritual growth and love for self and others.
- 5. Students respect country*** by honoring the Belizean flag, participating in the National Anthem, and building awareness of Belizean history, context, and current affairs.

Note that every member of OA’s faculty and staff, regardless of his or her position, represents a position of authority on campus. Instructions from any OA faculty or staff member must be honored and respected.

Respect extends to the entire OA family. Parents and family members of OA students are required to treat all OA faculty, staff, Board members, and students with respect. Likewise, OA faculty, staff, and Board members will treat all members of the OA family with respect.

Consequences/Support for exhibiting disrespect include but are not limited to: counseling, mentoring, positive project, research project, discussion group,

detention, duties, demerit/negative point, parent meeting, Department of Youth Services program, Discipline contract and in serious cases as determined by the Discipline Committee and/or the Board of Governors, suspension or exclusion from campus.

PROFESSIONAL CODE OF CONDUCT

Be prepared for class:

1. Be prepared for school before you arrive by having your homework complete, your papers and supplies available and organized, your device charged, your uniform tidy, your school ID with you, and your breakfast or lunch already eaten.
2. Arrive at school in the morning and after lunch with plenty of time to get prepared. Locate supplies, sharpen pencils, fill your personal water cup or bottle, and use the restroom before school, during breaks, and after school. You will not be allowed out of your seat for these reasons during class unless a restroom visit is an emergency.
3. You must plan ahead and get needed books, papers, homework, charged device, and supplies ready at your desk before Homeroom begins, during break, or during lunch. Locker/desk visits are not allowed during or between classes.
4. The merit store is only open at specified times. No exceptions.
5. Be seated quietly and ready for class when the bell rings. Ready for class means:
 - Appropriate books, class materials, and charged device at your desk
 - Paper and a sharpened pencil or pen ready to use
 - Homework ready to turn in
 - All non-class materials put away, out of sight (materials for other classes will be collected and non-school materials will be collected)

Avoid disrupting the flow of class:

1. Raise your hand and wait patiently to be recognized before speaking.
2. Avoid asking questions or making comments that distract the teacher and students from the lesson. Keep these questions or comments for after class.
3. There is a time and a place for complaints. Complaints should not be directed at the teacher during class as this prevents learning from happening. Respectfully delivered and properly timed complaints will always be heard and dealt with accordingly. Students may speak with the classroom teacher, Homeroom teacher, counselor, or Principal.
4. Avoid communicating with classmates unless instructed to do so as part of learning. Refrain from notes, gestures, jokes, and inappropriate laughter.
5. Avoid using any electronic device without permission or it will be collected and turned into the Principal.

Exhibit integrity and professionalism throughout campus and at school events:

1. Treat all students, teachers, and visitors with respect at all times.
2. Complete your own class work, homework, quizzes and exams without

cheating, plagiarism, or dishonesty.

3. Speak in English during all classes except for Spanish class. Use professional, clean vocabulary at all times.
4. During announcements: be seated and give full, silent attention.
5. Maintain an atmosphere of quiet at all times and in all places while classes are in session unless instructed otherwise by the teacher.
6. Remain seated, quietly, at your desk whenever a teacher or supervising adult is not present in the classroom.
7. Stand whenever the teacher or any adult visitor enters the classroom, respond to their greeting, and be seated when instructed to do so.
8. Do not sit at any teacher's desk or touch any teacher's belongings or whiteboard space.
9. Do not touch other students or their belongings.
10. Sit up straight at all times, facing the teacher, unless instructed otherwise.
11. Keep your chair on the floor as tilting may break the furniture.
12. Obtain permission from the teacher to leave your seat.
13. Keep aisles clear for safety reasons.
14. Store and lock all books and materials in your locker or desk before leaving for breaks or after school.
15. Refrain from chewing gum anywhere and anytime on campus.
16. Refrain from eating any food or drinking any beverage other than water during classes.
17. Return any supplies provided by the teacher during class.
18. Stand reverently for prayers and with hands at your side during the Belize National Anthem.
19. Speak politely and respectfully in content, tone, and volume at all times on all parts of the campus.
20. Students may not interrupt students in other classrooms for any reason while classes are in session.

Consequences/Support for breaking the Professional Code of Conduct include but are not limited to: counseling, mentoring, positive project, research project, discussion group, detention, duties, demerit/negative point, parent meeting, Department of Youth Services program, Discipline contract and in serious cases as determined by the Discipline Committee and/or the Board of Governors, suspension or exclusion from campus.

ATTENDANCE

Attendance is necessary for learning. By the law of Belize, a student may not be promoted to the next form if he/she misses more than 10% of school sessions equal to 18 school days or 36 morning and/or afternoon sessions.

Excused Absence

When a student is sick, parents/guardians should inform the school by phone (226-0321), email admin@oaseatide.com or text to the HR teacher by 9 a.m. on the day of

the absence or by 2 p.m. if the absence is for the afternoon session only. This allows the school to know that the parent/guardian knows of the child's whereabouts. This does not constitute an excused absence. If it is not possible to contact the school that day, the student must bring a letter signed by a parent or guardian on the day of return to the office before 7:50 a.m. Failure to present the letter with a valid reason will constitute the absence being logged as unexcused/truancy.

Absences may be excused by the Principal with verifiable proof of reasons including but not limited to the following:

1. Serious illness
2. Death in the immediate family
3. Participation in off-campus, school-sponsored activities

If a student is absent for three consecutive days or more, the student must provide a doctor's note. Parents/guardians must speak with the Principal to request approval of any absence not related to illness. After being absent or late a total of five days or sessions (consecutive or non-consecutive) without doctor's notes or official verification, the parent and student are required to meet with the Principal, Counselor, or Administrator. Continued unverified absences or lates will result in a Discipline Contract.

Unexcused Absence/Truancy

Any absence not approved by both a parent/guardian (via phone call, text, email, or signed note) and the Principal is an unexcused absence. Three unexcused absences (consecutive or non-consecutive) will result in a parent conference and a Discipline Contract.

Truancy or "skipping classes" is unsafe, prevents learning, and is a serious offense. For every hour skipped (unexcused), students will be required to complete 1.5 hours of community service and/or learning time during assigned "Saturday School" or other specified detention(s) before the end of the Quarter. Parents will be informed by letter. Failure to attend the first scheduled Saturday School or detention(s) will result in a parent/guardian call and/or conference and two Saturday Schools or other specified detention(s). Failure to attend these sessions will result in a Discipline Contract and possible suspension. No report card will be released without completing Saturday Schools or detentions. If the behavior continues, the student will be placed on a Discipline Contract and/or suspended.

School activities that occur off campus are a privilege and an important learning opportunity for the well-rounded student. Skipping P.E., electives, and/or Applied Learning off-campus assignments, e.g. internships or apprenticeships, will be treated as truancy and result in a parent conference and may include a Discipline Contract, suspension, and/or suspension of choices for electives, P.E. or Applied Learning assignments.

No student may be out of class without a Hall Pass for a restroom visit during normal class time. No student may be at the picnic tables, on the veranda, in the hallway, or elsewhere on the campus and outside of the classroom during class time without instructions to be there. Being out of class causes the student to miss

PUNCTUALITY

Being late to school or class constitutes missed learning. Students are required to be ready for Homeroom or Morning Circle to begin at 7:50 a.m. and again at 1:05 p.m. Students are required to transition from one class to another within three minutes. Students who are late to school or class will be marked late and receive a negative behavior point which may result in a Saturday School or other specified detention. Failure to attend the first scheduled detention will result in a parent/guardian call and/or conference and two Saturday Schools or other specified detention(s). Failure to attend these sessions will result in a Discipline Contract and possible suspension.

ELECTRONIC BEHAVIOR MANAGEMENT SYSTEM

Student Behavior is tracked using Engrade. This system replaces the traditional demerit card. Students and parents may access and view the behavior tracking system.

MERIT SYSTEM/ POSITIVE POINTS

Ocean Academy has a Merit System to reinforce and reward positive student behaviour. Examples of items available in the Merit Store are pens, pencils, binders, rulers, backpacks, sports jerseys, purses, stickers, flash drives, and tablet accessories.

The Golden Rule of the Merit System is that students may not ask a teacher for merits. Teachers give merits to recognize and reward positive behaviour such as working as a professional student, lending a helping hand, or positive character development.

DEMERIT SYSTEM USING ENGRADE'S BEHAVIOR MANAGEMENT

A student will receive a demerit or a negative behavior point when he or she breaks a school rule or acts in a manner contrary to the professionalism required of all Ocean Academy students on and off campus. Behavior that constitutes a negative point may include but not be limited to not adhering to expectations for: attendance, punctuality, uniform, courtesy, respect, listening, clean language, manners, neatness, obedience, on task, attentive, quiet, supplies, device use, or other school rules or policies.

At the end of each week, a student with negative four points or more will be assigned to Saturday School or other designated detention(s) and may involve a parent/guardian conference and/or Discipline Contract. The Contract will outline required changes and support for the student. Continued negative behavior may result in a suspension and/or exclusion.

ACADEMIC PROBATION

A failing grade on a report card automatically places a student on academic probation which requires that the student seeks after-school tutoring through the SEaTIDE Learning Centers and/or subject teachers. OA will not "chase" the

student. He or she must take advantage of the free SEaTIDE Learning Centers by meeting with the Center Coordinator, Homeroom teacher, and/or subject teachers. Failure to do so may result in not being eligible for Summer Classes should the classes be offered and required for promotion. Academic Probation may also limit student activities such as participation in sports or other competitions until the grade is brought up to passing and the teacher determines that the student is likely to pass. Additional probationary requirements are assigned on a case-by-case basis.

Any student who attends Summer School is automatically placed on Academic Probation.

SCHOOL DANCES

Students are required to maintain professionalism and follow school rules at all school dances/banquets. All students must sign in and out of the school dance with the designated OA faculty or staff member to indicate the time of arrival and departure. If a student leaves the dance, he or she is not allowed to return unless given prior permission by the Principal. No exceptions.

A letter will be sent to all parents/guardians prior to all school dances/banquets with dress code, time schedules, and particulars about the event. Parents may request a phone call from the student and a teacher at the time of arrival and departure from the school.

UNIFORM/DRESS CODE

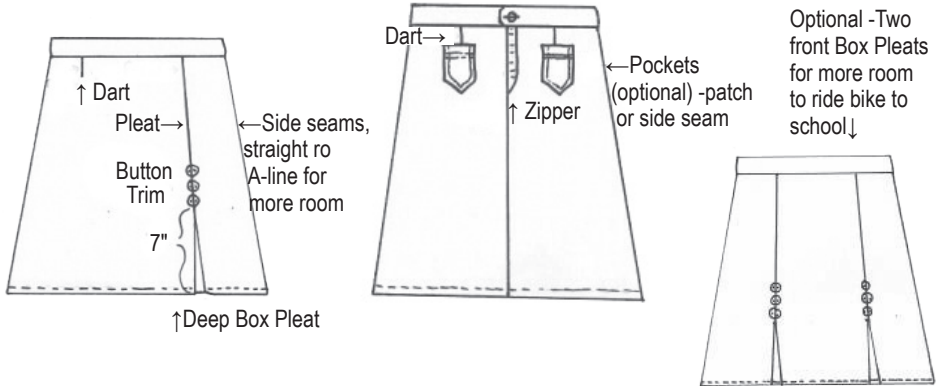
The Ocean Academy uniform demonstrates to the community that a student is enrolled at Ocean Academy. The uniform is the single most visible representation of Ocean Academy; therefore, students are required to take pride in their appearance while wearing the uniform. Full uniform rules apply at any time that the uniform is worn including before and after school, during the lunch break, and at school functions.

The full school uniform:

1. Light blue button-down shirt with 1"-1 1/2" side splits or light blue polo shirt. The OA badge must be sewn to the shirt (left chest). The shirt must be a professional fit, not oversized, too tight nor revealing. For girls, no cleavage may be showing.
2. Undershirts should be white and must not be seen hanging below the button-down shirt or polo.
3. Khaki long pants in a professional cut, e.g. not tight or baggy, saggy, or oversized (boys or girls); or skirt that touches the knee (girls). Every boy must have at least one pair of long pants and every girl must have at least one skirt or long pants for special events or assemblies that require full, formal uniforms.
4. Khaki short pants that touch the knee (boys and girls) in a professional cut (not tight, baggy, or with cargo pockets) on days when formal dress (pants or

skirt) are not required.

5. Black or brown belt (boys). Pants may not sag nor show any underwear.
6. Khaki Skirt must touch the top of the knee. It may follow the design shown below or be a professional fitting skirt of the same color. The skirt may not be excessively tight, have a revealing slit, nor have any print or excessive pockets.



7. Socks: white, blue, brown, or black.
8. Shoes: Tennis or professional sandals (see photos) (boys or girls); black dress shoes (boys); black enclosed shoes with a wide heel no higher than 1 1/2" (girls). No slip-ons, slippers, flip-flops or sandals with straps above the ankles allowed.
9. Tattoos: must not be visible while on campus or in school uniform. They must be covered by a shirt, sleeve, or other covering at all times. Students/parents MUST purchase or make a sleeve or other covering to keep the tattoo covered.

The P.E. uniform (Thursdays and Fridays):

1. Ocean Academy t-shirt (\$20 for sale in school office).
2. Ocean Academy P.E. shorts (\$23 for sale in school office). Khaki shorts or pants may be worn in the morning.
3. Tennis shoes and white, blue, brown, or black socks.
4. No t-shirts or shorts that are not official OA shirts or shorts are allowed on Thursdays or Fridays.

Casual Days (when announced):

- OA P.E. shirt and OA P.E. shorts are encouraged (and \$1 for casual will not be charged) if the student is dressed in his or her respective "OA House Color" (only if in the official OA P.E. shirt and OA P.E. shorts/khaki shorts and applicable house color). Official House Colors are Ospreys (Grey), Sharks (White), Marlin (Light Blue), and Stingrays (Yellow).
- If a student chooses Casual Dress, he or she will be charged \$1 (this pays for drinking water) and the dress must be professional:

- » **Girls:** Tops: Long-sleeve, short-sleeve or sleeveless (no spaghetti strap tank tops). Shirts may not be see-through, excessively tight or revealing, or show mid drift. Bottoms: long pants, short pants or skirts. No tights or excessively tight pants, skirts or shirts. No holes in pants. Short pants or skirts should come to the knee. If pants are tight on the bum, a long shirt should cover. Sandals or slippers are allowed on Friday only.
- » **Boys:** Long-sleeve or short-sleeve shirts. Long or short pants. Short pants should come to the knee. The waist of shorts or pants may not hang below the hips (sagging or excessively wide). No holes in pants. Slippers are allowed on Friday only.
- » No clothing should show any words or images related to drugs, alcohol, gangs, or anything rude or offensive.
- » No colored rags.
- » Any student who is associated with any gang affiliation (via images, words, conversations, graffiti, etc.) will not be allowed to wear any gang colors on casual day for the duration of being a student at OA
- » Any student who does not follow casual day policy will lose privileges for one month.

Students are required to be in proper uniform BEFORE entering campus. If any student is not in dress code, he or she should bring a note from the parent explaining the reason why he or she is not in dress code, and when and how the reason will be fixed, e.g. we will buy new shoes this weekend in Belize, or the seamstress will complete the item within one week. The office may call the parent to confirm and discuss and make an arrangement with the student and/or parent to solve the situation, e.g. order and place the uniform on the student's bill. If the student does not have a legitimate note or the reason is because the uniform is dirty, he or she will develop responsible, professional, and mature behavior by doing the following:

- The first time in a given month (up to four times per school year):
 - » He or she will receive a negative point
 - » He or she will call his or her parent from the school office and then be sent home to change into his or her uniform. If he or she does not return within thirty minutes, he or she will be considered truant and be assigned to a Saturday School or other detention(s)
 - » If the uniform is dirty, he or she will call his or her parent and then be sent home to hand wash the uniform, hang it to dry, and return to school within one hour. He or she will then iron and put on the uniform during the lunch hour. Should the student require lessons in washing or ironing, the school will provide them as a Life Skills session
- Two or more times in a given month (up to four times per school year):
 - » The above plus a Saturday School or other assigned detention(s) per offense
- When a student reaches five uniform offenses within a school year, a parent/

guardian conference will be scheduled and the student will be placed on a Discipline Contract

Hair/Make-up

Girls may not wear/have any of the following: hair that is dyed in a non-natural color, extensions longer than the bra-strap mark on the back, make-up, acrylic or false nails. Short nails may be painted. No adornments (sparkles) may be added to nails. Boys must have a short, professional haircut, clean cut around the ear and collar, neatly brushed/styled, no longer than 3 inches on top, with no cuts or designs, and not touching the eyelid; facial hair must be neat and trimmed.

If a student comes to school with cuts in the hair or eyebrow, the parent will be called and the student will be sent to the barber to cut the hair short enough so that no cuts are seen. If a haircut is needed for long hair, the parent will be called and the school will make arrangements to send the student to the barber. If acrylics, false nails, or adornments are not removed within one day, the student will be sent to the salon and the bill will be placed on the school bill/paid work will be assigned.

Accessories

Sunglasses, caps, hoods or any type of head wear may not be worn unless special permission is given.

Girls may wear one bracelet/bangle, one watch, one pair of earrings (loops no larger than one inch), and one chain. Chains must be thin with no more than one small pendant (no larger than one inch).

Boys may wear one bracelet, one watch, no earrings, and one chain. Chains must be thin with no more than one small pendant (no larger than one inch). Boys are not allowed to wear earrings at any time while on campus (whether school is in session or not) or at any school event or activity or while in school uniform. If an earring is seen at any time on campus, it will be collected, given to the Principal and picked up by a parent. If the student continues to wear earrings, further disciplinary action will be taken.

Students may not wear jewelry on the tongue, eyebrows, nose, navel, upper earlobe or any other part of the body.

Tattoos/Writing on Skin

While enrolled at Ocean Academy, OA students are not allowed to get any tattoo that can be seen while in school uniform. All students and parents must sign a tattoo agreement and register any preexisting tattoos with the school Principal upon registration, and provide the following information:

- Student's name - Date of tattoo - Today's date - Location of tattoo - Description of tattoo
- Students must then sign the Tattoo Registration Contract which is held in his or her permanent file. If a student gets a tattoo after enrolling and it is seen by an OA faculty or staff member, the student will be automatically suspended and ineligible for a merit scholarship. The student will be

required to have the tattoo covered while on campus at all times. Students/parents MUST purchase or make a sleeve or other covering to keep the tattoo covered.

- Students may not have writing or any form of drawings, words, or decorations on their skin while on campus or in school uniform.

SPORTS TEAMS, SCHOOL EVENTS, AND FIELD TRIPS

All school rules must be followed by all OA students at every sport and school event or field trip regardless of the location, time, or day. OA students are representing OA and required to be on their best professional behavior.

In order for a student to be on a school team, he or she must obey all school rules and regulations. Any break of contract of school rules and behaviour will result in not competing in any competitions and not participating in team activities.

In addition to these rules, the student must maintain a 2.0 average or higher for each term in all subjects. Failure to maintain this average will result in after-school tutoring and not participating in any team activities until the average is brought up to 2.0.

The Ocean Academy Athletic Contract must be signed by the student, parent, Coach, Ethics Coordinator and Principal and will be placed in the student's permanent file. OA sports jerseys are the property of OA and provided for players to use during games only. Jerseys must be signed out and returned to the coach. Full sets of jerseys are required so that OA teams will feel proud and professional. Therefore, every player MUST return his or her jersey within the deadline required by the coach. Any failure to return a jersey will be treated as theft of school property. Report cards or transcripts will not be released to a student until the jersey is returned or replaced.

When traveling to off-island events or field trips, only students who submit permission forms and fees (if applicable) by the specified deadline will be allowed to go. When leaving the island, all students (including players, fans, participants) are representing OA on a national level and are required to exhibit a high level of respect and sportsmanship for coaches, administrators, teachers, referees, schoolmates, students from other schools, parents, presenters, volunteers, and any persons the students may encounter. Failure to do so will result in disciplinary action and a ban from future travel and/or participation in future events for a specified time. To maintain safety and professionalism, students must:

- Follow instructions the FIRST time they are given
- Stay near teachers, administrators, coaches, or other designated supervisors as instructed; not go anywhere unless given permission, e.g. to make purchases, speak with a friend from another school, etc
- Speak and act with a high level of respect for referees, players, students, faculty, or staff from other schools or OA and any person encountered.
- Wear specified school uniform
- Follow all school rules

- Students are allowed to bring phones or devices ONLY if given written permission to do so. If a student receives permission and chooses to bring a phone or a device, he or she is responsible for theft or damage, and may only use the device when permission is given (or it will be collected). If a student uses the device for posting, writing, or doing anything that is not school appropriate, it will be collected until a parent meeting is held
- If any illegal substance or weapon is brought on a trip, parents and police will be called and disciplinary action will be taken per school rules and policies

ELECTIVES POLICY

OA's electives are an important part of our "buffet of opportunities" for students to experience new activities and learn new skills.

Selection Process

Students are placed in electives based on a) their choices, b) seniority (by form: Fourth Form first, Third form next, and so on), and c) past behavior in electives including attendance (within the assigned elective), punctuality, respect, and participation, and d) available space.

Students should select ONLY electives that the student wants to do. If a student does not see an elective that he or she would like to do, he or she may choose study hall. Once placed, the student must remain in that elective.

Parent Permission

Students will ONLY be placed in electives approved by the parents/guardians.

Off-campus Electives

Electives that are held off-campus require a parent release.

Bikes

Some electives require the student to travel to another location on the island. In this case, the student must have a bike to get there on time. If a student does not have a bike, he/she are required to select electives that are on campus.

Water Sports

Any elective that involves being in the water requires a student to pass an official swim test and that the parent signs a permission form and waiver for swimming. The swim test is conducted by an outside professional and the cost is \$25. This is a one-time cost that will be placed on the student's bill. The swim test "pass" will be kept in the student's file as long as he/she is a student at OA.

Grades

Electives grades are based on: a) attendance (unless excused for illness), b) punctuality, c) participation, d) behavior, and e) uniform. Grades affect which students get priority for their first choices in the next elective selection process.

Study Hall

Any student with negative behavior in his/her elective will be removed from the

elective and placed in study hall for the remainder of the quarter.

Skipping (unexcused absence) and Lates

Skipping and lates result in: 1) a parent call/meeting, and 2) a two-hour detention for skipping or a thirty-minute detention for late. Repeated skipping or lates will result in placement in study hall and losing “off campus” privileges for electives for one quarter

Uniform

- **Tuesday:** Students are required to wear their official OA uniform (blue button-down shirts and badges with khaki pants or skirts) on Tuesdays (unless they are in given special permission to change into the OA P.E. uniform). No student is allowed to come in casual.
- **Thursday:** Students are required to wear the official OA P.E. uniform (OA t-shirt and OA shorts) on Thursdays. No student is allowed to come in casual..

ELECTRONIC EQUIPMENT

Registered Personal Device: Tablet with Keyboard or Laptop

Students are required to have and to register a personal device (tablet or laptop) for school use in place of textbooks. Students cannot fully participate in their education without a device. Instead of requiring students to buy books, O.A. requires that students purchase a device which is used instead of books. If a student comes to school without a device, he/she must bring a note from home that states that the device will be repaired or replaced within two weeks. If a student does not have a device, a parent meeting will be scheduled and plans for the student to work to pay for a device will be established. If a student has a device at home, but does not bring it to school, the student will serve a detention. Students and parents must sign and adhere to the following agreement before a device will be registered for a student.

Ocean Academy High School Technology Student Agreement

Students must read this agreement in the company of their parent(s)/guardian(s). This page is to be signed and returned to the school. By signing this agreement, students agree to the following conditions:

- I agree to use a device at school for learning purposes. Required specifications include: laptop or tablet with keyboard, WIFI, USB drive, 2 GB, 3 hours battery life, and software/apps for internet, word processing, spreadsheets, presentations, and antivirus.
- My school device is a school tool and as such I agree to follow all school rules associated with my school device regardless of where or when I purchased it.
- I agree to use my device responsibly at all times and to follow the school Code of Conduct and policy as stated in the student’s handbook of Ocean Academy i.e. be respectful and responsible learners at all times.

- I agree to keep my school device clean and clear of any inappropriate language, images, audio, songs, games or other material that is not appropriate to have on a school campus.
- I agree to maintain sufficient space on my device by not storing large amounts of personal files, data, or software.
- I agree not to keep any personal, non-educational games on my device which can cause distraction during school and/or during hours that are meant to be for homework. Games also take up valuable space on the computer.
- I agree that I will only use my personal internet log-in details and never share that information with others except for my teachers/administrators.
- I agree to provide my password to my teachers/administrators for spot checks of my device and its contents at any time. If the password is not provided, the school will bypass the password. This is necessary for school safety and to ensure that policies are being followed.
- I agree to use my school-issued email address: _____@oaseatide.com and understand that it is to be used for school communication only. It may be inspected at any time.
- I agree not to hack or bypass any hardware or software security implemented by Ocean Academy Information Communication and Technology services.
- I agree not to use my technology to knowingly search for, link to, access or send anything that is offensive, pornographic, threatening/cyber bullying, abusive, or defamatory.
- I agree to report inappropriate behavior and/or material to my teacher and/or principal.
- I agree to stay safe by not giving out my personal information to strangers or persons not approved by my parent(s), guardian(s).
- I understand that my activity on the internet is recorded and this may be used for investigations or legal reasons.
- I acknowledge that the school cannot be held responsible for any damage to or theft of my device. Therefore, I will store it safely and lock it in the desk or locker provided to me or in my schoolbag on my person.
- I agree that my computer must be stored properly when not in use and that I will take extreme care when handling it.
- I agree that if I cause damage to a device belonging to another student, I will pay for those damages.
- I agree that use of my device during school activities is at the direction of the teacher and any misuse of a device may result in confiscation until a parent meeting is held to pick it up.
- I agree not to access Facebook, You Tube, Snap Chat, Viber, or any other social media or messaging platform unless directed by a teacher.
- My family and I agree not to take, post, or share any photos or recordings within the classroom or on the school campus without permission from a teacher or administrator. I will be responsible to remove any photos/

recordings that I share without permission.

DEVICES FOR SCHOOL-USE ONLY:

Devices may ONLY be used in the classroom or during any school activity when instructed by the teacher. Any device used without permission will be collected and must be picked up by the parent.

Cell phones

Cell phones are not allowed to be turned on, used, or seen while on campus at any time. If a cell phone is turned on, used, or seen, it will be collected until a parent picks it up from the Principal. If a parent feels that a student needs to carry a phone to and from school, the parent and student must sign a release BEFORE the student brings the phone stating that the student understands that the phone is not to be turned on, used, or seen while on campus and that O.A. is not held responsible in any way for theft or damage to the phone. Phones are expensive items that should be left at home. Phones may never be used as a school device. In addition to theft, a key reason is safety: the phone can connect to data and the school cannot block websites that are not used for learning.

Unregistered devices

Unregistered electronic devices/equipment are not allowed on campus.

Only one registered device (laptop or tablet with keyboard) is allowed per student. Unregistered devices may include but are not limited to the following: iPods, iPads, MP's, cell phones, laptops, tablets etc. Unregistered devices are not monitored and therefore not safe for campus.

If any unregistered items are discovered by any staff member, the device will be collected and kept for: 24 hours (the first time), 1 week (the second time), the rest of the semester (the third time). Parents must pick up the item in a timely manner.

Earphones:

Students are NOT allowed to wear earphones on campus at any time except for as part of a learning purpose as instructed by a teacher. Earphones must be kept in bags AT ALL TIMES unless instructed to take them out for school use by a teacher. This applies to ANY time on campus. If earphones are seen without specific permission being given, they will be collected and given to the Principal. The Principal will call parents to come pick up the earphones or device and speak with the student.

Technology Acceptable Usage Policy for Students

Ocean Academy High School is pleased to offer students access of the school's computer network for electronic mail and Internet surfing. Access to the internet brings many benefits to student learning that would not be possible in a traditional classroom. The key for this change is to enable "connectedness", ubiquity and empowered learners. "Connectedness" allows students to connect minds and create an 'edgeless education' through technology. Ubiquity offers accessibility of classroom information to be accessed anywhere, anytime, any

place and on nearly any type of device for learning. Being informed is being empowered to become enables learners. Technology can assist by accessing information.

Internet and E-mail Rules

- Students of Ocean Academy are responsible for good behavior on school computer networks just as if they would be in the school environment. Communications on the network are public and are always being monitored by the school. General school rules for behavior and communications apply.
- The internet is provided for students to conduct research, check school resources given by teachers and communicate with others with appropriate language. Access to the internet is given to students who agree to act in a considerate and responsible manner. When agreement is violated, students will lose privileges to use these services.
- The school reserves the right to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, the e-mail system or any other school equipment, without notice and without the permission of any user. Students should have no expectation of personal privacy, in any matters stored in, created, received, or sent over the school computer networks, computers, e-mail system or any other school equipment.
- Students must respect all copyright and license laws for software and other online information, and may not upload, download, or copy software, music, video or other material through the school's computer network without the written authorization of the technology director.
- No one is allowed to pick up anyone else's personal device from the office. In the event that the student left during class time, the item may be picked up by that designated student. The office is not responsible for lost or damaged items that are not property of the school.
- Student's freedom of speech and access to information will be honored with reason and justification.

The following are some of the actions that are not permitted and violations may result in a loss of access to services as well as other disciplinary or legal action, including expulsion.

- Any attempt to guess passwords, break into other accounts, or gain unauthorized access to administrator accounts and/or their network systems
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking other students and/or school faculty members
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using a person's password to gain entry into another person's account.
- Intentionally wasting limited resources such as bandwidth consumption

Always off limits:

- Personal profiling sites such as, but not limited to, Instagram and Facebook
- Personal video sites such as, but not limited to, YouTube and Yahoo Video
- Personal music sites such as, but not limited to, Online radios, Jango, iTunes
- All computer game playing sites not relevant to education purpose, VPN software such as Hotspot Shield is not allowed.
- Listening to music will be allowed only as a reward system for good behavior and if students qualify under strict guidelines; music must be only with appropriate auditory music (no music videos; this means no curse words, or demeaning lingo).

Penalties:

- First offense violation: Laptop or tablet device taken away until the end of the day. An incident report will be filled out by the teacher and the laptop will be held in the admin office.
- Second offense violation: laptop or tablet taken away for (3) three days.
- Third offense violation: laptop or tablet device taken away for (1) week.

Note: It is the student's responsibility to find ways to continue doing work even if he/she loses privilege of his/her device. Any offense after the third violation of laptop privilege will result in a (2) two day suspension and laptops will be factory reset to erase all unnecessary items (games, apps, programs).

INFORMATION COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE AMONG THE ENTIRE OA FAMILY

OA students are required to use ICT in a respectful and responsible manner whether on or off campus as long as they are registered students. ICT includes Facebook, Messenger, Instagram, What's App, Google Chat, text messaging, or any other form of electronic communication. ICT creates infinite possibilities for young persons as well as infinite dangers. For the first time in history, young persons can create a negative reputation for themselves or others that may last a lifetime through images, words, videos or communication that spreads intentionally or unintentionally. Those images, words, and videos can never be taken back and may permanently affect others.

Therefore, OA takes ICT Acceptable Use very seriously. All students will be held accountable for what they text, message, write, post, share, comment, "like", or in any other way communicate electronically. Due to the lack of security for private messaging (anything can be shared), everything is considered public domain. Any student involved in any negative communication or support of negative communication, e.g. "like", will be placed on a Discipline Contract that will provide support and consequences related to deleting or cleaning up all electronic communication, understanding the power and danger of electronic communication, repairing any damaged relationships, and meeting with parents to

establish rules at home.

Parents and family members of OA students will also be held accountable for any Facebook posts or public forms of communication that negatively impact OA as an institution, its faculty or staff, or students. A parent/guardian conference will be scheduled with any parent to discuss the content of the communication and to remove it, if applicable. OA encourages all parents and family members to schedule a meeting with the Principal to discuss any concerns in a solution-oriented and productive environment. The Principal will address the concerns. All members of the OA family must work together to strengthen the OA campus, not tear it down.

All policies outlined in the ICT Acceptable Use Policy established by the Belize Association of Principals of Secondary Schools (BAPSS) and the MOEYS apply to ICT use at O.A. The full policy is available at www.oaseatide.com.

SCHOOL PROPERTY AND EQUIPMENT

All students are required to treat school furniture and equipment with respect and care. Students are not allowed to use school equipment (telephone, computer, printer, etc) without permission and/or supervision of a teacher. Theft of school equipment or property will be reported to the police and parents. Destruction or defacement of school property will result in a Discipline Contract, repair and/or replacement of the property, and a possible suspension.

EMERGENCY PROCEDURES

Fire: In the event of a fire in or around the school compound, students should listen to the instructions of the teachers. Immediate and orderly evacuation of the school compound is necessary in the event of a fire on the compound.

Bomb Threat: In the event of a bomb threat, immediate and orderly evacuation of the school building is necessary. Students will leave the compound and congregate at the entrance to Bahia until relevant authorities (police, bomb squad) has ascertained that it is safe to return to class. Ocean Academy's administration will inform students of the building's safety and decide on resumption or dismissal of students.

Tsunami: In the event of a tsunami during school time, students are advised to seek the highest and strongest point of refuge and to remain there until the threat is over.

Hurricane: In the event of a hurricane, students and their families are advised to listen to all advisories, be prepared with necessary hurricane supplies, and evacuate the island as advised by NEMO (National Emergency Management Organization) and CCEC (Caye Caulker Emergency Committee).

COUNSELING

Students are encouraged to seek counseling from the School Counselor and/

or campus mentors, administrators and teachers to resolve issues before they escalate. OA will also arrange counseling services with professionals via the National Drug and Alcohol Counseling (NDACC), Department of Youth Services (DYS), the Port Loyola Clinic, and/or any other available service.

Department of Youth Services (DYS) program in Belize:

Any student who does not make improvements in behavior with OA’s counseling and mentoring programs will be enrolled into a rehabilitation program at DYS in Belize City for two weeks. This is a very successful program to help students make serious changes to improve their lives. OA will facilitate supervised transportation in partnership with the student/family.

Counseling may include topics such as:

- Facilitating resolution of conflicts at home and school
- Anger management
- Educating individuals and groups on issues of death, pregnancy, eating disorders, stress, and alcohol and drug usage
- Selecting out-of-school referrals for extended counseling enabling students to meet the expectations established by the school

Confidentiality—Counselor to Student

Confidentiality Policy: There are four instances in which a counselor/mentor/teacher is legally bound to inform a parent/guardian and/or authority with information given during a “confidential” counseling session:

- When a student indicates he/she is going to physically harm oneself or jeopardize one’s own life;
- When a student indicates he/she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened;
- When a student indicates he/she is being physically and/or emotionally abused;
- When a student indicates he/she has committed a felony (i.e., selling drugs, stealing, etc.)

If a student is under 18, parent/guardian authorization is obtained if contact with a non-school Counselor is deemed necessary.

FIGHTING

Fighting, verbal or physical, will not be tolerated. Obscene, immoral or offensive language may not be used at any time or in any place. Students who witness such behaviour have a responsibility to report it to the Administration as it reflects negatively on the whole Academy. The matter will be referred to the Disciplinary Committee and/or Board of Governors and the student may be suspended, excluded or expelled.

WEAPONS

Guns, knives, or any other items that could be considered weapons, e.g. any

sharp object, are not allowed on campus. Students may not have them in their possession. If the weapon is found, it will be confiscated and handed over to the police and the parent called. The student will be suspended, excluded or expelled.

BAG SEARCH

Ocean Academy reserves the right to campus-wide bag searches assisted by the Police Department and/or to conduct spot checks of school bags, student lockers and students' person (pockets, waist, socks/shoes) at any time during school hours or while on campus or at school events or field trips.

BULLYING

Ocean Academy has a responsibility to maintain a safe, learning environment free of fear for all students in the classroom, on campus, at school events, and on the way to and from school. Fighting off campus also interferes with learning because fear does not stop at the school gate.

Level One Bullying: Bullying is saying or doing hurtful things to another person. Bullying of any sort interferes with learning. Bullying can be in the form of words (verbal), facial or body gestures (body language), through friends (gossip), or electronic (cyber bullying through text messaging, Facebook, email, or any other form of electronic communication.).

**Any type of bullying will result in an investigation by the Principal, an Administrator, or the Counselor; disciplinary action; an anti-bullying assignment; and a phone call or meeting with parents.*

Level Two Bullying: When bullying includes physical threats of any kind (verbal, body language, gossip, or cyber bullying), the situation becomes more serious. Fear interferes with learning for the victim, the bully, the teacher(s), the administrators, and classmates.

**Physical threats will result in an investigation by the Principal or the Counselor; disciplinary action, and a meeting with parents. The Counselor or the Principal will evaluate the situation. If the student making the threats is unable to demonstrate a genuine commitment to stop all forms of threats and bullying, the student may be excluded from campus until he/she can do so. This action is necessary to maintain a safe, learning environment for all students. If the student returns to class, but continues with any form of threats, he/she may be excluded from campus at that time. This exclusion may be in the form of a suspension.*

Level Three Bullying: When bullying results in a physical fight off campus, the student(s) will receive an automatic suspension. The student who physically started the fight will receive the greatest consequence and will be most closely monitored on campus. Once a bully uses physical force, then Level One and Level Two bullying (described above) become more serious, as the bullying and threats carry more meaning. The student who physically started the fight has created a complex challenge on campus and carries the greatest responsibility to

right the situation.

**Fighting results in an investigation by the Principal or Administrator, Counselor, and the police. The minimum consequence is a suspension and may be more severe depending on the situation.*

Level Four Bullying: When bullying results in a physical fight on campus, the student(s) will receive an automatic suspension. A physical fight on campus is the most severe form of bullying and will be treated as such.

**A student who uses physical violence against another student on campus will be suspended and receive additional disciplinary action. He/she will be evaluated by the Principal/Administrator, Counselor, and a committee of Board members before he/she is allowed to return to campus. He/she will be excluded from campus until the Principal/Administrator, Counselor, and Board Members deem that the bully will not cause any further fear in the classroom or on campus which is in direct conflict with a safe, learning environment for all students. If the student is not able to do that, he/she will be excluded from campus.*

Bullying - Bystanders

Bystanders are the individuals who witness bullying. There are three types of bystanders: instigating, passive, and problem-solving.

Instigating Bystanders: Instigating bystanders contribute to the harm received by the victim(s). Instigators are those who record or pass hurtful messages, videos, photos, or cause situations that result in harm to a victim or victims. Liking or commenting on cyberbullying messages may be a form of instigating. Instigators are often the cause of a fight.

**Instigators who cause harm to a victim will receive disciplinary consequences. In severe cases, such as pushing a person into another person to cause a fight or sharing a video of a fight, the result may be a suspension.*

Passive Bystanders: Because bullying or fights rarely happen without an audience, passive bystanders are part of the cause of harm to the victim(s).

**Passive bystanders who meet at a pre-planned location to watch a fight without first informing an adult will receive disciplinary action.*

Problem-Solving Bystanders: Students who witness bullying and help to prevent the bullying are problem-solving bystanders. The best way to be a problem-solver is to get help from adults. Students should not put themselves in harm's way to stop bullying. Instead, they should immediately seek help from an adult.

Bullying - How To Get Help

It is never too late to learn how to deal with conflicts peacefully. Ocean Academy, parents, police, adult mentors, church leaders, positive peers, and the Internet can provide guidance, videos to watch, resources to read, and positive reinforcement. With personal drive and determination, a student can change behaviors and live a peaceful, productive life. That commitment has to reside in the student. Ocean Academy will provide support. In the end, only the student can make the

necessary changes.

DRUG AND ALCOHOL ABUSE

Possession

If a student is found on/off campus with/ or consuming alcohol or illicit drugs in their possession, he/she is liable for suspension or exclusion. Students may not bring any form of illicit drugs or alcohol to campus. If drugs or alcohol are found on campus, the police and parents will be called immediately and the student will be suspended from campus. Parents/guardians will be assisted when possible to respond appropriately to the situation. The student will be enrolled in a drug and alcohol counseling program.

Trafficking

If a student is found to be a “pusher” he/she will be eligible for suspension, exclusion or expulsion, and the illegal activity will be reported to his/her parents/guardians and to the police.

Use

Any student whose behaviour indicates the possibility of drug or alcohol misuse while he/she is in school will be referred immediately to the Counselor and Principal. Parents and police will be called immediately to provide a professional and parental opinion.

Any student purposely refraining from disclosing information about students who are drug users, dealers or alcohol users on or off campus will be liable to disciplinary action.

If a student requests assistance because of the misuse of drugs and/or alcohol, the request will be honoured confidentially.

Substance Abuse Counseling Program

Any student whose behaviour indicates drug or alcohol abuse, who admits to such use, or who requests help, will be referred to a substance abuse counseling program. The student must agree to participate fully in the program to change behaviour in order to remain a student at Ocean Academy.

Students may be tested for drugs or subject to bag searches if they do not comply.

COURTING

Healthy relationships are based on respect. With this in mind, students are expected to conduct themselves on and off campus in a respectable manner. Public display of affection is not allowed. No touching is allowed. Sexual harassment or sexual insinuations are not permitted. Such behaviour creates an intimidating or hostile environment that is not conducive to learning. Hickies (vamps), on students will not be tolerated and will result in the student being sent home and/or receiving a negative point.

Students are not to conduct personal meetings or conferences with other

students or teachers in locations that are isolated from the public view e.g. closed classrooms, labs etc.

Student/teacher courting or public display of affection is prohibited. Such behaviour compromises the professional responsibility of the teacher and the fair treatment of all students. Inappropriate student/teacher relationships will result in disciplinary and legal action.

PREGNANCY

A student who discovers she is pregnant should report the matter to the principal/ Counselor immediately. A consultation will be held with the parent/ guardian to determine the academic course of action for the student. The Principal will meet with the Board of Governors to review the case.

PORNOGRAPHIC MATERIAL

Students are not allowed to bring or display pornographic material at school. Such material degrades the human being and is contrary to the teaching of Ocean Academy. Such material will be confiscated, parents will be notified, and disciplinary action will be taken.

NIGHT CLUBS/BARS

Students are not allowed in nightclubs, bars, lounges, casinos or other similar establishments that sell alcoholic beverages. They are allowed in restaurants that have bars but are not to be seen around the bar area. The school should be notified if a student intends to attend a private function at a restricted venue or public place where alcoholic beverages will be served. This request should be done in writing by the parent or guardian at least two days prior to the function.

DISCIPLINARY PROBATION

Students who are guilty of serious or repeated infractions of school policies may be placed on Disciplinary Probation. Probation status is determined by the Disciplinary Committee and will extend for a minimum of 20 school days to a maximum of one academic school year. Conditions and improvements that must be met will be clearly specified in a Disciplinary Contract and/or a Bond of Peace which must be signed by the student and a parent/guardian and returned to the Principal the following school day. Failure to comply with any of the terms of the contract may result in suspension from school or a request for withdrawal from the Academy.

At the end of the probationary period, if appropriate, the student will be removed from Disciplinary Probation. A student on Disciplinary Probation may be excluded from extracurricular activities during the time of his or her probation.

Policy Statement on Suspensions

Suspensions (in-school or out-of-school) may be issued by the Disciplinary Committee and/or Board of Governors when a student has exhibited gross misconduct or breaks the terms of a Discipline Contract.

Suspension may be assigned on or off campus and from one to ten days as defined by the Disciplinary Committee. The student must make up missed class work on his or her own. A student with two suspensions must meet with the Board of Governors to determine eligibility to return to school and under what conditions. A third suspension may result in expulsion or exclusion from Ocean Academy based on directives from the Board of Governors.

Policy Statement for Exclusion/Expulsion

- Physical or verbal fighting on or off campus.
- Filming and/or sharing videos of fights or other negative situations.
- Truancy.
- Disrespectful behaviour on or off campus.
- Violation of disciplinary probation.
- Illegal behaviour on or off campus.
- Carrying any weapon on campus.
- Carrying any illegal drugs or alcohol on campus.
- Stealing.
- Third proven offence of cheating.
- Defamation of character – spreading rumours about other students/teachers.
- Gang affiliation.
- Other instances not listed here, but resulting as a decision from the Disciplinary Committee.

Prior to a suspension being given to a student, the following procedure will be observed:

1. Student and Parents/Guardians will be notified within 10 days of the incident.
2. Student and Parents/Guardians will meet with the administration within 10 days of the incident.
3. The matter will be referred to the Disciplinary Committee who will be responsible to issue the suspension within the 10 days period.
4. Parents/Guardians will be notified about the suspension.
5. All matters discussed within the Disciplinary Committee are strictly confidential; the decision will only be communicated to those Teachers/Staff members who are directly involved with the student.

Regulations for Suspensions

Suspensions may be served on or off campus depending upon the situation and need. Off-campus suspensions are required during investigations, cooling off periods after or during conflicts, for rehabilitation, or other need determined by the Principal, Discipline Committee and/or Board of Governors. In other cases, suspensions may be served on campus. Some suspensions may be a combination of both on and off campus.

In cases that affect safety and/or the learning environment on campus, the student may be evaluated by the Counselor and/or Principal at the end of the suspension before the student is permitted to return to campus.

SECTION THREE: SCHOOL POLICY AND PROCEDURES

FEES

The yearly registration fee is due at the time of registration. The monthly fee is due on the first day of each month of the school year. Tuition statements will be delivered to the student's home at the start of each month.

Fees may be paid in cash or cheque. Receipts will be issued and families are encouraged to keep track of these records. The registration fee and monthly school fee are subject to change.

Students may not receive transcripts nor carry home report cards if fees are not paid in full.

HOMEROOM AND FUNDRAISING

Homeroom meets daily. Students are assigned to their homeroom according to grade level. Homeroom teachers take attendance, share important information and announcements, track student positive and negative points, and offer a safe and welcoming start to each school day.

Students may seek advice and counseling from their homeroom teachers for topics of concern such as complaints, academic progress, or special academic or behaviour needs.

Fundraising

As is customary in high schools across Belize, students are responsible for raising funds to help support the operation of the school. Homerooms are required to raise \$50 per student each year. Every student is required to participate in fundraising activities such as special events, raffles, and class businesses. Students are required to participate in all school-wide fundraising events. For example, the annual Christmas Gala is Ocean Academy's major fundraiser. These are not considered a part of the class fundraising.

GRADING AND PROMOTION

Students are encouraged to push their own limits in learning and achieve their highest potential. As such, quarterly report cards are to be used as tools for students to monitor their performance. Semester grades are calculated on a weighted average to give a fair picture of the student's performance. Students are not ranked in their class.

Mastery of Skills and Content is emphasized and reported each quarter using Engrade, an electronic grading system. Parents and students may view grades on Engrade. When viewing Engrade, note that no grades are final until the report card is printed. This is due to various factors such as final weighting of assignments, analysis of mastery of content and skills, Administration's review of grades, and other factors that are finalized before the printing of reports.

Students are required to pass all subjects to be promoted to the next form. By mastering content at one form, the student is prepared to be successful at the

next Form. Opportunities for remedial classes, summer school, summer study, summer projects or exam retakes will be determined on a case-by-case basis. The administration of Ocean Academy will determine on a yearly basis if the summer school option will be offered to students. Students may obtain a “credit” for a course during the summer through alternative means approved by the Principal.

REPEATING

Repeating a year is not automatic. There must be evidence that a student is capable of achieving the grade level, is interested in becoming a professional student, and is financially able to continue.

Therefore grades, attendance, punctuality and behaviour will be taken into consideration.

TRANSFER STUDENTS

Students who wish to transfer from other schools must fulfill the grade requirements of Ocean Academy. If necessary they may be asked, at additional cost, to take a placement exam or remedial classes. Ocean Academy reserves the right to determine into which Form a student is enrolled. Grades and behaviour are taken into consideration. Ocean Academy also reserves the right to deny entry to any individual applicant.

Graduating with an Ocean Academy diploma is an honour and reflects the academic excellence and spirit of the school. Transfers into Fourth Form therefore require prior approval by the Ocean Academy Board of Governors.

GRADUATION REQUIREMENTS

Students must have a total average of 2.0 to graduate. All prescribed subjects must be passed. Failure in any subject will result in the student’s diploma being withheld until summer classes (if offered) of make-up material are completed and graded.

All fees must be paid up to date; all community hours served; and all detentions completed before a student is allowed to graduate. If a student violates school policy during the period between the completion of graduation requirements and the graduation ceremony, the student will be barred from participation in the graduation ceremony.

Valedictorian: to become the Valedictorian a student must have the highest GPA cumulative for four years, not have been suspended or been involved in serious or public behavior challenges, and embody the spirit of Ocean Academy as determined by a personal interview with the Principal and a majority vote of teachers. In the event that a student does not reach the 3.4 mark and/or meet the additional requirements, administrators and teachers will recommend a student to the Board of Governors to receive the “Award of Excellence for Ocean Academy”. This student will be designated to give the graduates address.

Salutatorian: to become the Salutatorian a student must have the second-highest GPA cumulative for four years, not have been suspended, and embody the spirit

of Ocean Academy as determined by a personal interview with the Principal and a majority vote of teachers. In the event that there is no Valedictorian achieving the 3.4 average, the teachers and administrators will recommend a student name to the Board of Governors to welcome guests at the graduation ceremony or other such honors.

In both cases, the persons must have been at Ocean Academy for at least two years, have passed all forms, and have not been suspended/involved in serious or public behavior challenges.

The O.A. faculty may recommend to the Board of Governors that a student, in addition to the Valedictorian and Salutatorian, be awarded the “Award of Excellence for Ocean Academy” for embodying the O.A. Way.

Delivering a speech at graduation is a high honor and any student selected to give a speech must agree to follow the criteria established by the Principal and Board of Governors, attend scheduled writing mentor sessions, submit drafts according to deadlines, practice delivering the speech to a mentor team. All speeches intended for the Graduation Ceremony must be vetted and approved by Principal. If a student fails to follow the guidelines and schedule, the honor of delivering the graduation address may be given to an alternate student approved by the Board of Governors. Failure to adhere to the approved script will be noted on his or her transcript or any school commendation requested by the graduate.

Students graduate with honors when they have earned a 3.4 cumulative GPA over four years.

REPORT CARDS

Report cards are distributed at the end of each quarter. Report cards must be collected by a parent or authorized adult.

If a student disagrees with a grade, he or she is encouraged to meet with his or her teacher, or with the Principal. Students are encouraged to keep a file with all tests, grades and/or assessments done during the term. This can assist in studies for final exams and for comparison of final grades.

Official report cards will not be distributed to students with outstanding fees or Saturday School/detentions unless prior arrangement is made with the Principal.

PARENT-TEACHER ASSOCIATION

All parents are encouraged to participate in the Parent-Teacher Association.

Tips for parent involvement in academics:

- Respond to the school’s request for support of stated expectations for homework for a given year.
- Expect daily assignments and insist that students complete them regularly.
- Insist that students read thirty minutes at home every day.
- Limit screen time (games, social media, videos) to 1.5 hours per day.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere the for student that is quiet, well-lit and

- supervised.
- Maintain the home/school connection through calls and conferences.
- Show interest in the homework being done but do not do the work for the student.
- Take part in your son or daughter's learning by providing enriching experiences outside the school day.
- If your child is practicing a skill, ask him or her to tell you which steps are easy for him or her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask what knowledge he/she is applying in the project. If, your child is consistently unable to talk about the knowledge he/she is practicing or using, please call or visit the teacher at school.

STUDENT'S PERMANENT FILES

Student records are confidential. A student's official record may include any or all of the following: Registration form, media release, report cards, progress reports, health records, financial records, discipline contract, discipline referrals, demerits/negative points and suspensions record, technology contract, discipline contract, standardized test results, graduation, transfer or withdrawal, summer school report cards (if applicable), academic records of transfer student, official transcript, reference letters, samples of student work. Students records may not be released for public view unless legally bound to or authorized by the Parent/Guardian.

**IMPORTANT: The school requires that a parent/guardian promptly report any change in guardianship, legal name, address or telephone number within one week of the change.*

LOST AND FOUND ITEMS / COLLECTED ITEMS

Students should turn in to the office any items left on the compound or in the classroom that do not belong to them. These items will be held until the rightful owner claims them. Items that have been collected for parent pick-up must be collected by the end of the week in which the item was collected (or when it becomes available for pick-up according to the school rules). The school is not held responsible for any item that is not picked up according to this schedule. Items will only be held until the end of each quarter and be disposed of as the administration deems. If a student has lost an item, he or she should check with his homeroom teacher to verify if it has been found.

VISITORS/PACKAGES/MESSAGES

Visitors to the school must report to the school office if they wish to see the Principal, a teacher or a student. This will allow minimum interruption of classes and ensure that visits are legitimate. Students may not see unauthorized visitors during school hours.

The delivery of any messages or packages to students MUST be authorized by the office prior to delivery.