

2017-2018



**Student and Family Handbook**

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This Student Handbook contains general information about how to succeed at Oakland School for the Arts (OSA). Parents and students are required to read the Handbook in its entirety, and are responsible for its contents.

### History

Oakland School for the Arts is a public charter school spearheaded by former Mayor and current Governor Jerry Brown. OSA was chartered by the Oakland Unified School District in May 2000. The School was separately incorporated shortly thereafter, received its 501(c)(3) federal exemption determination in October 2001, and was fully accredited by the Western Association of Schools and Colleges in June 2004. An accreditation visit took place in the spring of 2013 and OSA is accredited through 2020. The Action Plan developed during that process will be used to drive the school's mission on an on-going basis. A new accreditation cycle began in the Spring of 2014. The OSA charter, granted by the Oakland Unified School District, was renewed in February 2015 also through 2020.

### OSA Core Values, Mission and Vision

#### Core Values

1. **Shared Purpose:** All stakeholders understand, value and conduct themselves in accordance with OSA's values, mission and vision.
2. **Dynamic School Culture:** All stakeholders help to create a school environment that is demanding and disciplined, yet also filled with joy, excitement and wonder.
3. **Staff Collaboration:** Faculty and staff work together to foster creative growth in the arts and academic experiences of our students.
4. **Service to Our Constituents:** OSA staff will serve its families and stakeholders in an efficient and responsive manner through the elimination of institutional barriers. Anyone arriving at OSA will receive a top quality customer service experience.
5. **Authentic Family Involvement:** Families play a vital role in student success and school life. Families share with school staff and the students themselves the responsibility for student success.
6. **Community Membership:** In partnership with business, local government, schools and arts organizations, OSA serves as a model for how schools can enrich and transform communities.
7. **The Student –Teacher Relationship:** OSA recognizes this as a core relationship. Teachers value students' individuality and dignity, fostering the motivation for students' growth. Students value teachers as their guides in this phase of their lives. Together, they work toward high levels of achievement through teachers' skills and knowledge and students' self-discipline and sustained effort.
8. **Character Building:** The OSA educational model, through collaborative work and the exploration of each individual's personal experience, helps students and staff to develop the character traits of honesty, empathy, compassion and integrity.
9. **Diversity:** OSA will invest time and resources to ensure it reflects all aspects of the diverse community that surrounds it in its teachers, staff, administration, parents and students, and will remain accessible and welcoming to all.
10. **Creative Problem-Solving:** There is a creative solution to every problem that can be found

#### Mission Statement

*OSA inspires its students to find their unique, creative voice through intensive study of the arts and a challenging academic program that generates critical thinking and deep analysis. Graduates are prepared to excel in specialized art schools, as well as in any field at the college or professional level.*

#### Vision Statement

*OSA will give the world generations of socially aware graduates: profound thinkers, innovative problem-solvers and ground-breaking artists who demonstrate the essential value of the arts and creativity in all that we do.*

#### OSA Diversity Statement

*Oakland School for the Arts is an artistic and intellectual community founded on diversity and inclusion. OSA embraces differences in culture, race, ethnicity, gender expression & identity, sexual orientation, Specific Educational needs, ability, socio-economic status, religion, nationality, immigration status, age, body type, and the many forms of life experience present in our community. All OSA stakeholders will promote these core values in practice and behavior.*

# ENROLLMENT

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Oakland School for the Arts is a part of Oakland Unified School District. As a free public charter school, OSA open to all students regardless of irrelevant factors such as race, color, creed, political affiliation, religion, sexual orientation, gender, gender expression, national origin, home language, English proficiency, academic history, academic preparation, special needs, disability, home living situation, immigration status, citizenship, parental/guardian marital status, etc.

We are an artistic and intellectual community founded on, and committed to, diversity and inclusion.

Students are entered into OSA's enrollment lottery based on an audition. The audition is designed to identify students with demonstrated interest, aptitude and potential in one of ten art forms. The audition only evaluates artistic skill & potential; academic grades are not a factor.

OUSD requires that OSA maintain a level of service to Oakland residents. Therefore, Oakland residents are granted preference in the lottery.

### **Campus Tours:**

Tours take place twice a month Our campus visit program lasts approximately two hours, and features a parent-led information session. Reservations are required for all Campus Tours, and the number of attendees per family is limited to three. Due to the high level of interest in OSA, we are only able to offer slots to students and parents/guardians who are currently in 5th-10th grade.

### **Application and Audition Appointment**

Auditions are scheduled in the late Fall and Winter for the upcoming academic year. Spring auditions are scheduled as needed.

Students begin the audition process by submitting an application. All information on the application must be complete, current, and accurate. The parent or guardian must sign the application in order for the student to audition.

After receipt of the application and verification that all documents are complete, OSA informs the student of their audition date and time. All applicants must have an appointment. Students may audition in one or two arts schools. Each arts discipline needs it's own separate application.

### **Arts Audition**

All applicants audition before a panel of OSA staff and local professional artists. Applicants are evaluated against a standard of artistic potential in each department, not against each other. While the panel members may talk to the applicant about the audition, there is no interview required for admissions to OSA. Letters of reference are not accepted and if submitted will not be read. Similarly OSA does not accept and will not read student "application essays." Students must prepare for their auditions individually. Each arts program lists it's expectations for auditioners on the OSA website at: [www.oakarts.org/enrollment/audition-requirements](http://www.oakarts.org/enrollment/audition-requirements) .

### **Notification**

The results of the audition/interview are mailed within two to four weeks of the final audition date. Applicants are offered a place in the school placed on the waiting list, or denied admission.

### **Student-Parent-School Orientation**

A student-parent-school orientation is scheduled by the school administration for all newly enrolled applicants. A school official explains the school's goals and expectations. During this orientation, the students and parents are given the opportunity to ask specific questions about OSA.

### **Wait List and Communication Policies**

Students who pass their auditions are entered into the OSA lottery where they are assigned a random number. Students are then placed into their appropriate grade level and artistic emphasis based on their lottery number. If all openings are at grade level and arts programs are full, students are placed on a waitlist in order by lottery number

As accepted students decline OSA's offer, OSA will contact the next applicant in the list. OSA applies no discretion at all in the selection of the next student. An offer is made simply based on who is next in line.

OSA keeps the wait list active until December. After the 1<sup>st</sup> Semester has finished OSA does not enroll additional students

Students must reapply each year if they are interested. OSA does not carry the waitlist over from year-to-year.

# CURRICULUM

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OSA offers a unique combination of a college-preparatory curriculum and an immersive arts education. OSA embraces pedagogical approaches that challenge students to think, communicate, and act with authority and accountability. Our standards-based middle school curriculum is designed to prepare students for our high school. The high school college-preparatory academic program meets the requirements for University of California and California State University admissions

The OSA curriculum integrates arts into all areas of a traditional academic program in order to enable our students to develop sufficient skills to pursue post-secondary education. Music students receive sectional and/or ensemble instruction. In addition, students can complete four to seven years in *one* of the arts schools. They are as follows:

**PRODUCTION DESIGN** - Students will study set design, lighting design, costume design, sound design, stage management, and all aspects of backstage and front of house operations.

**FASHION DESIGN**- Comprehensive artistic and technical training for aspiring young designers. A diverse curriculum is offered for students in grades 9th – 12th in the fundamentals of fashion & costume design and of OSA productions. Classes will include lessons in clothing construction, draping, millinery, FX makeup, costume history & fashion illustration

**DANCE** – The dance program emphasizes ballet and modern technique to prepare the student for the contemporary dance world. Guest teachers lead classes in world cultures and other dance forms.

**LITERARY ARTS** – Students study Journalism and Creative Writing, which includes fiction, poetry and non-fiction. The class produces a monthly newspaper, readings, writing portfolio and a literary journal.

**MUSIC** – Students concentrate their study in music technology, theory and history, fundamentals of music appreciation in both Instrumental and Vocal Music.

**THEATRE** – Students study the history of theatre across world cultures in addition to theatre technique, including character development, movement, voice and speech. Students also study stage management,

playwriting, screenwriting, and production and design for the performing arts.

**VISUAL ARTS** – Students study painting, drawing, 3D art.

**DIGITAL MEDIA** – Students study graphic design, digital video, and film-making as well as art history and criticism.

## **AUDIO PRODUCTION AND ENGINEERING**

Audio Production and Engineering is a High School emphasis that equips students with the skills and knowledge to perform, engineer and produce their own material and allows the time and space to create and explore the diverse realm that is sound.

**FIGURE SKATING** -- Beginning in 2013, OSA has formed a partnership with the Sharks Ice Rink that allows qualified students to study figure skating and ice performance as an art form. *As of the 2013-14 school year, this is a program for middle school students only.*

## **Goals Across the Curriculum**

The curriculum at Oakland School for the Arts is designed to provide students with the skills, knowledge, and professionalism to enable each student to:

- Be creative and innovative
- Develop techniques and skills in at least one artistic area
- Speak in their own artistic voices with authority
- Communicate effectively
- Develop and maintain a global perspective
- Satisfy college admissions requirements
- Creatively seek solutions
- Think in an interdisciplinary mode

High School academic courses at OSA fulfill the University of California's stringent A-G requirements. In addition, in almost all areas, OSA's graduation requirements exceed the State of California graduation requirements.

## **Grading Policy**

Each teacher shall file a course syllabus defining the grading standards for each of his/her courses. These syllabi will identify the criteria upon which each grade will be based, as well as the expectation for each grade. A copy of this statement will be given to students and their parents/guardians at the beginning of each semester and also will be posted on the OSA website.

### **Modified Grading**

OSA's courses are based on state-approved curriculum and specified materials. Student grades are based on their performance relative to this curriculum.

From time-to-time, students may need accommodations or modifications to OSA's curriculum. This could be due to illness, disability, approved extended absences and other circumstances.

The following will apply in these cases:

- **Accommodations:** a change in the course, standard, test preparation, location, timing, scheduling, expectation, student response, or other attributes that provides access for a student to participate in a course, standard or test, and it *does not* fundamentally alter or lower the standard or expectation of the course, standard or test. In these cases, the student will receive a grade based on their performance in the course, as would any other student.
- **Modifications:** a change in the course, standard, test preparation, location, timing, scheduling, expectation, student response, or other attribute that provides access for a student to participate in a course, standard or test, and that *does* fundamentally alter or lower the standard or expectation of the course, standard or test. In these cases, students will receive a grade based on their performance in the course and will have a special designation marked as an asterisk on their transcript that will indicate the course was modified.

In both cases, courses will count for high school graduation. Colleges and universities often do not accept modified courses.

This set of provisions is meant to give students and OSA the flexibility necessary to respond to unique situations and student/family needs. Decisions on these matters will be made by the relevant OSA administrator in collaboration with the student's family.

### **On-Line Coursework**

Students are expected to take all core academic classes and graduation requirements in classrooms with OSA teachers. On-line classes must be pre-approved by an administrator from a list of accepted institutions that have been designated as 'A-G' eligible by the UC system. Students taking on-line classes being used for credit recovery may be able to utilize school computers when available and if the student has a Teacher Assistant (TA) period in which the teacher allows it; other on-line coursework

cannot be accommodated at OSA due to space and equipment limitations.

### **Performance Eligibility**

Student must maintain a minimum of a 2.5 GPA and not have any failing grades to participate in performances with the next quarter. Additionally, students must attend academic classes on the day of performance unless it is an excused absence.

### **Senior Year Requirements**

The OSA academic team will evaluate student transcripts after students' 11th grade year for acceptance into the 12th grade. Students must have earned 120 academic credits (separate from the arts) in order to be given the designation of "12th grader." Students not meeting this standard will be registered as "11th graders" and placed in core classes at any grade level for which they did not earn credits. Students may also need to take on-line courses in order to meet graduation requirements.

### **Progress Toward Graduation**

Students earn credits as they move through the curriculum and pass their coursework. Any courses for which a student does not receive credit must be made up through approved summer school or online coursework. Failure to make up these courses could prevent a student from graduating. The general standard for high school graduation from OSA is 310 credits; this indicates that a student has passed 5 academic courses and three arts courses each semester, with the possibility of one less course for eligible seniors who have successfully completed requirements at the lower grade levels.

### **High School Graduation Requirements**

#### *English*

Four years (40 credits)

#### *Math*

Three years including Algebra 1, Geometry, and Algebra 2 (30 credits)

#### *Social Science*

Three years including World History, US History, US Government, and Economics (30 credits)

#### *Science*

Three years including Biology, Chemistry, and one other year of science (30 credits)

#### *World Language*

Two years of the same language (20 credits)

#### *Elective*

One year of an approved elective (10 credits)

### *Visual and Performing Arts*

Four years, including one year of an approved art course (40 credits). **Students not completing the full art program in their chosen emphasis will not be granted the privilege of participating in the graduation ceremony.**

Students will have a number of opportunities to pass exams in Mathematics and English/Language Arts. Once a student passes an exam section, he/she does not have to take it again. Students who do not pass the exam but meet all other graduation requirements will receive a certificate of completion, but not a diploma. Students begin taking the exam in the tenth grade.

### Online Grading System

OSA Faculty utilize Power School, an online grading system. Students and families will be given a password to access grades at any time. Families should access Power School regularly.

### UC & CSU Admission Requirements

Graduating 12th graders wishing to qualify for regular admission to a California State University must have the following:

- Qualifying eligibility index comprised of the GPA and test scores from the SAT I or ACT;
- High school diploma, satisfactory GED scores or California Equivalency certificate;
- Satisfactory completion of the comprehensive pattern of college preparatory high school subjects.

Students applying for admission to a University of California campus must complete the 15 units of high school coursework (currently known as the A-G subjects) listed below. One unit equals two semesters in one academic year of study.

In addition, students must meet an eligibility index comprised of the SAT I (or ACT), the SAT II English, the SAT II Mathematics, and a third SAT II score. An alternative way to gain admission to a University of California campus is through the Eligibility by Examination Alone path. There is a third path titled "Eligibility in the Local Context" available for students entering the University of California system. For complete details, go the website: <http://www.ucop.edu/doorways>

### A. HISTORY/SOCIAL SCIENCE:

Two years required including one year of world history, cultures, and geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

### B. ENGLISH:

Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature.

### C. MATHEMATICS:

Three years of college-preparatory mathematics that include all topics covered in elementary and advanced algebra and 2-and 3-dimensional geometry.

### D. LABORATORY SCIENCE:

Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology (which includes anatomy, physiology, marine biology, aquatic biology, etc.), chemistry, and physics. Three years recommended.

### E. LANGUAGE OTHER THAN ENGLISH:

2 years (three recommended) of the same language.

### F. VISUAL & PERFORMING ARTS:

One year, including dance, drama/theater, music, or visual art.

### G. COLLEGE PREPARATORY ELECTIVE:

In addition to those courses required in A-F above, one year (two semesters) of college-preparatory electives are required, chosen from advanced visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

### Valedictorian

The 8<sup>th</sup> and 12<sup>th</sup> grade valedictorians will be the student with the highest GPA (High School weighted; Middle School unweighted) who had attended OSA continuously from grades 6-8 or 9-12. All academic and arts requirements must be met to be eligible for this prestigious honor. The salutatorian, the student with the second highest GPA, will be subject to the same rule.

# ATTENDANCE

## Absences

The school operates from the position that students are enrolled because of their desire to be a part of the organization. Absences affect student performance, as well as the organization of school activities. Students are expected to provide written documentation from a parent/guardian indicating the reason for the absence **within 3 school days** of their return to school. Notes should be submitted to the Main Office. ***It is the responsibility of the family to contact teachers directly to obtain missed work.*** All absences will be recorded in Power School.

Repeated absences may result in referral to the Student Attendance Review Board (SARB), which will meet on a monthly basis to address attendance issues. Consequences may include, but are not limited to, loss of school privileges, attendance contracts, schedule adjustments, eligibility adjustments, and exploration of alternative educational opportunities.

At the discretion of arts teachers, repeated absences may render the student ineligible for school performances, presentations, and exhibits.

If a student accrues 15 consecutive absences with no communication to the office, the student may be disenrolled from OSA.

## Tardiness

Any student, who arrives to school or class after the bell has rung or after the start of the day and/or class, will be marked “**Tardy.**”

Students arriving to any class more than fifteen (15) minutes late will be marked “**Tardy-Absent**” and may not be allowed to make up missed work. All tardiness will be recorded in Power School.

If a student is tardy to his or her 1<sup>st</sup> period class a total of 11 times in a quarter they will be referred to the SARB and may have to attend Saturday detention. **High School students late to 1<sup>st</sup> period more than 6 times per quarter will have lunch detention held each Wednesday. Students tardy more than 7 times per quarter may be required to attend Saturday detention.**

## Extended Absences

Extended absences during the school year are discouraged. If these are unavoidable parents must contact an assistant principal to make appropriate arrangements. The school reserves the right to require enrollment in summer school and/ or online courses to complete missed course work. If a student is

unable to complete necessary makeup work, he/she may not be promoted to the next course level.

## Leaving School Early/Removing Students from Class

Parents are strongly discouraged from taking students out of school early. Those students who need to leave school early should submit a request in writing to the main office. The parent or pre-approved designee should pick the student up from OSA. With proper authorization the student or an administrator may sign them out of school. If a student becomes ill at school, he/she may be excused to go home and, with proper authorization, the student or an administrator may sign them out of school.

At the discretion of arts teachers, repeated early dismissals from school may render the student ineligible for school performances, presentations, and exhibits.

## Make-Up Work

Making up school work is a complicated issue due to the varying nature of assignments and projects. The general rule is that students will have the number of days that they were absent to makeup missed work for credit. It is the responsibility of the family to contact teachers directly to obtain missed work. It is best to do this before the student’s return to school.

## Off Campus Lunch: Tardy/Tardy-Absent

High School students who go off campus for lunch are expected to return to the campus by 1:25pm and to be in their 7th period class by 1:30 pm. Students who are tardy for their 7th period class may lose off campus privileges and be referred to the SARB.

The following are considered valid reason for student absences or tardiness:

- Personal illness or injury (or that of a child for whom the pupil is custodial parent) – A doctor’s note may be required for extended illness
- Students who leave school to obtain confidential medical services
- Quarantine directed by the Department of Public Health
- Medical, dental, optometric or chiropractic appointments or treatment (please schedule outside of school hours where possible)
- Attending a funeral service
- Jury Duty as required by law (18 years of age or older)
- Appearance in court
- Observation of a holiday or ceremony of his/her religion
- Family emergency

# DISCIPLINARY GUIDELINES

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The goal of the OSA discipline program is to ensure that student behavior supports an environment in which academic achievement and artistic excellence can flourish. OSA staff will communicate these expectations regularly at student meetings and assemblies. Our application of “discipline” is not simply intended to deliver punishments for breaking rules, it is founded on the practice of community building, self-assessment, and self-discipline.

The assumption is that most minor disruptive behavior and consequences are handled by the classroom teacher, and that students are referred to the Dean when they do not meet classroom expectations and procedures.

## **Some Restorative Practices used by teachers (this list is not all-inclusive):**

- Conference with student
- Phone call home
- Parent conference
- Move a student’s seat
- Meeting at lunch
- Staying after class
- After school detention
- Conference with Dean/Principal
- Confiscation of electronic device

## **Some common consequences used by the Dean or Principal are (this list is not all-inclusive):**

- After school detention
- Saturday school
- Parent conference
- Behavior Improvement Plan
- Student Contract
- Community Service Hours
- Restorative Circle

## **Grounds for Disciplinary Action**

All students are subject to disciplinary action when involved in any of the acts listed below while the student is on school grounds or at a school activity, during lunch time (on or off campus), or while the student is going to or coming from school, home, or a school activity.

### **The following are grounds for any disciplinary action:**

- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, or any other school personnel in the performance of their duties
- Engaging in a direct or indirect verbal or digital assault that leaves any member of the community feeling

demeaned, degraded, or at risk for further assault or taunting

- Causing, attempting to cause, encouraging others to cause, or threatening to cause, physical injury to another person or themselves
- Use of racial, sexual orientation/identification or slurs and/or derogatory language towards or about other’s physical, mental or emotional ability status
- Habitual tardiness
- Violating classroom rules established by teachers
- Committing an obscene act or engaging in profanity or vulgarity
- Intentional deception (i.e. cheating, plagiarism, or forgery)
- Cutting classes and/or school activities and leaving class or campus without authorization
- Possession or distribution of lewd or obscene images/material
- Inappropriate, excessive public displays of affection
- Violation of the Computer Use Policy
- Sexual harassment of any kind
- Sexual misconduct, consensual or not
- Violation of the Dress Code
- Unauthorized use of electronic devices
- Gambling
- Vandalism and property damage
- Theft, robbery, burglary
- Truancy

### ***Anti-bullying policies***

- Report acts of bullying to the Dean of Students or Counselors
- An investigation process and possible disciplinary actions, will begin after student report is completed.
- Students and families are prohibited from retaliation against anyone who reports suspected bullying
- Bullying Prevention Policy is also available on the OSA website.

### **Additionally, the following may result in suspension or expulsion from OSA:**

#### ***Behavior***

Any behavior constituting a clear and present danger to the lives, safety, or health of students or school personnel

### ***Violence***

Willfully using force or violence upon another person that results in a serious injury.

### ***Distribution of Controlled Substances***

The offering of controlled substances for use by another person, whether or not money has changed hands

### ***Weapons & Contraband Possession /Distribution***

- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous –object

### ***Property Violation/Damage***

- Stealing or attempting to steal school property or private property
- Knowingly receiving stolen school property or private property
- Graffiti (including possession of spray cans or markers)
- Unauthorized use of school keys
- Possessing or attempting to explode or ignite a destructive device, explosive, fireworks, or firecracker
- Trespassing
- Arson

### ***❖ Harassment/Assault***

- Committing or attempting to commit robbery or extortion
- Causing or attempting to cause damage to school property or private property
- Committing or attempting to commit sexual assault or committing sexual battery
- Harassing, threatening or intimidating a pupil who is a complaining witness or witness in a disciplinary proceeding for the purpose of preventing the pupil from being a witness or retaliating against the pupil for being a witness, or both
- Cyberbullying or harassment through social media
- Committing sexual harassment
- Causing, attempting or threatening to cause hate violence
- Intentionally engaging in harassment, threats or intimidation against another pupil which is severe enough to disrupt the other pupil's class work or creates substantial disorder, or invades the rights of a pupil or a group of pupils by creating an intimidating or hostile educational environment; bullying
- Making terrorist threats against school officials or school property
- Hazing

### ***Discrimination, Harassment, Intimidation, or Bullying***

Oakland School for the Arts prohibits unlawful discrimination against any protected group as identified under Education Code 200 and 220, and Government Code 11135, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, Title 9, and AB 9: Seth's Law. The Governing Board prohibits unlawful discrimination, harassment, intimidation, or bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within the school under the jurisdiction of Oakland School for the Arts. Violation of this policy is grounds for any disciplinary action.

### ***Process for receipt and investigation of complaints regarding discrimination, harassment, intimidation, or bullying:***

- If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
- Complaints lodged by students, parents, or staff will trigger an investigation by the school principal or his/her designee. A decision or report will be communicated to the complainant within 60 calendar days from the receipt of the complaint. The 60-day timeline may be extended with written agreement of the complainant. The investigation will be conducted in accordance with Section 4600-4695.
- Oakland School for the Arts prohibits any form of retaliation against any complainant or witness in the complaint process, and will take necessary steps to ensure that the identify of the complainant(s) and witness(es) alleging discrimination, harassment, intimidation, or bullying will remain confidential, as appropriate.
- If the complainant disagrees with the school's resolution, he or she is entitled to an appeal. Appeals may be made to the school principal.

### **Authority**

The Executive Director shall have the ultimate authority to determine appropriate disciplinary

action. Direct appeals to the OSA Board of Directors.

### **Liability for Damages and Losses**

**Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in damage or injury to school staff, volunteers, students or property.** OSA may withhold from students and parents the grades, diplomas or transcripts of the student responsible until such damages are paid or the property is returned. Restitution could include voluntary work/service to the school in lieu of monetary payment.

### **Code of Conduct**

Guidelines for student behavior at OSA are based on our intended student outcomes of personal and social responsibility, effective communication and critical thinking. We strive to foster a community atmosphere of respect and cooperation.

Above all, OSA is a learning community. In order to fulfill this goal, OSA students must understand and follow the basic rules listed below:

I WILL...

- Be prompt, prepared to work, and actively participate in my educational process.
- Follow the class rules established by each of my teachers.
- Adhere to the school dress code while on campus and during school activities.
- Promptly clean up after myself and not litter so that the space that we share will remain neat.
- Be respectful of my peers and adults and learn to disagree without being hostile or confrontational.
- Keep all electronic devices turned off and stored while in class or during off campus school activities.
- Inform the school administration in writing of any medication, prescription, or non-prescription, which I must take.
- Use all technology provided by the school for educational purposes only.

I WILL NOT...

- Use profane language or make profane or sexually suggestive gestures toward students, faculty and staff members.
- Engage in any form of verbal or physical violence.
- Tag (graffiti), damage or deface any buildings or property and realize that my actions affect our access to facilities.
- Engage in the use, sale, distribution, possession or consumption of drugs (controlled substances), alcohol

and tobacco products before, during, or after school, field trips, or performances.

### **Disciplinary Consequences**

#### **Disciplinary Consequences**

The use of disciplinary consequences is meant to encourage OSA students to act in a responsible manner. Students who violate the code of conduct will face specific and progressively more serious consequences, depending on how often they have committed the offense, the severity of the offense, and the student's previous disciplinary history.

It is the school's general intention that students will begin each academic year in good disciplinary standing. However, the school does reserve the right to consider students' prior disciplinary infractions from one school year to another in order to determine appropriate disciplinary action.

In the case of serious infractions, consequences may include suspension or a recommendation for expulsion from OSA. The administration will determine the initial consequences of a particular infraction for any individual student after a formal investigation. All infractions will be noted in the student's Discipline Log.

#### **Prevention of Injury**

A school employee may use an amount of force that is reasonable and necessary to quell a disturbance threatening physical injury to a person or damage to property for purpose of self-defense or to obtain possession of weapons or other dangerous objects within the control of the pupil.

#### **Law Enforcement and Social Services**

Upon presentation of proper identification to the Principal or designee, police officers and social workers have the authority to remove students from school premises. OSA staff shall take immediate steps to notify the parent or relative of the minor regarding the release of the minor to the officer or social worker, and the place where the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the school official shall provide the police officer or social worker with the address and telephone number of the minor's parent.

### **In-School Service**

As part of the school's disciplinary program, students may be required to complete assigned tasks on campus to benefit the school community.

### **Detention**

When a student is assigned a detention they are to report to the designated faculty or staff member where they will work on assigned tasks.

### **Suspension**

When suspended, students are denied the right to attend classes and any school-related activities, or to access the campus for the designated period of time. Parents may be required to participate in a conference with school administration prior to the student's return to school. In the case of short suspensions, and/or first time suspensions, this could take place as a phone conversation. For longer term or repeat suspensions families will be required to meet in person with a school administrator before the student will be allowed to return to the campus. This conversation will include a specific discussion of the student's offense and the terms of the contract the student may be asked to sign prior to returning to the school. The time allowed to make up missed work will be equivalent to the length of the suspension. For example, a student suspended from school for three (3) days must make up missed work within three (3) days of his/her return to school. Students are required to complete all assignments and tests missed during any period of suspension.

### **Behavior Contracts**

Behavior contracts may be used when a student has repeatedly broken school rules and needs to be monitored by a school administrator. Families will be part of the development of the contract. Such contracts may include certain stipulations that the student will be required to meet. Failure to follow the guidelines of the contract may result in loss of school privileges as well as restrictions on performance privileges.

### **Emergency Situations**

A student may be suspended without a conference if the Principals or designee determines that an emergency situation exists. An emergency situation is defined as a situation determined by the Principals or designee to constitute a clear and present danger to the lives, safety or health of pupils or school personnel. In such situations, the school also reserves the right, with or without contacting parents, to notify local police and allow them to proceed as they deem necessary. If a pupil is suspended without a conference prior to suspension, both the parent/guardian/caregiver and the pupil shall be notified of the pupil's right to such a conference and the pupil's

right to return to school for the purpose of a conference. The conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

### **Expulsion and Disciplinary Hearings**

OSA aligns all policies with OUSD. For complete policies and procedures see the OSA website.

### **Suspension Hearing**

There is no hearing procedure for cases of suspension. Suspension decisions are made by the school administration.

### **Disciplinary Records**

The State of California requires the school to specifically identify each suspension or expulsion of a student, by the offense committed, in all of the student's appropriate official records. This record must be sent to any school in which the student subsequently enrolls. The State also allows for the suspension of any order to expel for a period not more than one calendar year, as well as the expunging of records provided that the student successfully completes a rehabilitation program that is deemed appropriate by the school Principals.

### **Due Process Rights**

In applying the discipline policies, all school staff members are expected to treat all students in a consistent, fair and equitable manner and to assure due process for all students. Parents and students have the following rights:

- Be informed of the policies and rules governing student conduct and discipline
- Be informed of charges of misconduct and the evidence used as a basis for the charges
- Present his/her version of the facts and any supporting evidence or testimony to the appropriate school administrator
- Have a conference with school staff
- Be notified in advance of any disciplinary hearings
- Call witnesses, and appear and be represented in disciplinary hearings

## **Sexual Harassment**

### *Definitions*

**Staff to student harassment:** in this context, sexual harassment is defined as any welcome or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written, or physical conduct of a sexual nature.

**Student to student harassment:** in this context, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event.

**Student to Staff harassment:** in this context, sexual harassment is defined as any welcome or unwelcome sexual advances, requests for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature.

### **Consequences**

**Staff:** a substantiated charge against an employee or agent of OSA shall subject such employee or agent to disciplinary actions which may include but are not limited to verbal warnings, letters of reprimand, transfers, suspension with or without pay, and dismissal.

**Student:** a substantiated charge against a student shall subject that student to disciplinary actions which may include but are not limited to verbal warnings, reprimand, counseling, suspension, or expulsion, consistent with the State Education Code and this handbook.

### **Procedures**

The School has an established procedure and complaint form for sexual harassment. Please follow the procedures

below if you feel that you have been the victim of sexual harassment.

#### Step I – Informal Resolution:

Attempt to resolve the conflict through a discussion or other means with the alleged offender, counselor, adult, or friend.

If you have been unsuccessful in using the informal resolution or you do not wish to confront the alleged offender proceed with Step II.

#### Step II – Formal Resolution:

Inform your teacher, counselor, or administrator that you would like to file a formal sexual harassment complaint. With the help of your teacher, counselor, or administrator, complete an “OSA Incident Report.”

The Dean of Students will initiate and complete an investigation within 10 school days. This investigation may include interviews with the complainant, the accused, witnesses and other suspected victims.

#### Step III – Response:

After the investigation has been completed, the Executive Committee/Dean of Students shall endeavor to issue a written response to the complainant within 10 school days.

# GENERAL GUIDELINES

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## Academic Advancement

Students must pass each class with a C- or above (D- in the Middle School) in order to earn course credit and to advance to the next grade level. High school students who do not pass any core academic class will be required to attend summer school or to makeup the course online. Parents and students are responsible for making such arrangements and for the cost of these online courses. The School Principal must approve makeup courses.

## Academic Advising and Support

The school administration provides academic counseling. Parental involvement is encouraged. Meetings may be scheduled to advise students about their academic progress and eligibility for college admission.

Students should consult with their teachers for subject specific academic support. Study Hall is available to provide students with academic support services.

### **Study Hall Hours:**

**Monday: 1:00 – 3:00 pm**

**Tue – Friday: 3:15pm – 5:00pm**

## Academic Honesty

At OSA we value academic integrity. All students are expected to complete their academic assignments and examinations with honor. Unless a teacher gives explicit instructions to the contrary, all assignments in class or out of class must be entirely the student's own work. Copying or sharing any assignment constitutes cheating and may result in failure on that assignment for the student(s) involved. Plagiarism will also result in a failing grade. A student plagiarizes when he or she submits work as his or her own that is taken from other sources without naming that source. There is no tolerance for cheating or plagiarizing at OSA, and those students caught will be disciplined. Continued incidents may result in course failure.

## Alliance of Parents and Teachers (APT)

The APT will be headed by officers elected by the parent body to serve as Chair, Vice-Chair, Secretary, Treasurer, Department Representatives (one per art school), and Volunteer Coordinator. Elections will be held annually. In addition, these elected officers shall appoint one designee to serve as the parent liaison to the OSA Governing Board. APT meetings will be regularly scheduled and will be open to all parents ([www.aptosa.org](http://www.aptosa.org)).

## After School Supervision

At the end of the school day all student must leave campus or be in a supervised activity such as tutoring with a teacher or designated adult or be in a rehearsal. For safety reasons, students are not allowed to remain on campus unsupervised.

OSA does provide after school learning lab from 1:00 to 3:30 on Mondays and 3:15 to 5:00 pm on Tuesdays through Thursdays. Students will be required to sign in and out and do homework, get tutoring or study for academic or arts classes.

Students who are not in the learning lab will be allowed to wait to be picked up from the 18<sup>th</sup> Street entrance by 4:30 pm.

## Assembly/Master Class

Students are required to attend the all-school, general assemblies where school business will be conducted and information distributed. Special guests may address the student body.

## Assessment: Grades

In each class, the teacher of record evaluates students. The teacher has ultimate authority in student evaluation and assignment of grades. Students are evaluated based on the following system:

|    |        |         |       |
|----|--------|---------|-------|
| A  | 93-100 | C-      | 70-72 |
| A- | 90-92  | D (HS)  | 60-69 |
| B+ | 87-89  | D+ (MS) | 67-69 |
| B  | 83-86  | D (MS)  | 63-66 |
| B- | 80-82  | D- (MS) | 60-62 |
| C  | 73-76  | F       | 0-59  |

NC = NO CREDIT (High School Only)

Consistent with the expectations of the University of California, and California State University systems, C- is the minimum passing grade at the High School level.

## Assessment: Placement

Students are evaluated upon admission to the school to determine proficiency levels in reading, math, foreign language, and writing. Students are also assessed in music theory. These assessments are used to indicate to the school appropriate class placement. These assessments are not in any way a consideration for admission.

## Automobiles

Students using an automobile to drive to school are not allowed to operate their automobiles during the school day (including off-campus lunch). Students may only transport other students to or from school

with the express written permission of an authorized parent/guardian. Students driving automobiles to campus are encouraged to work out parking solutions in advance, as they will not be allowed to leave campus during the school day to pay parking meters.

### **Books and Supplies**

All books and supplies furnished by OSA will remain school property. Parents will be billed for lost and/or damaged books and supplies. Additionally, students will be responsible for providing personal supplies, such as paper, note pads, notebooks, pens, and pencils. Students are also responsible for supplies for specific arts specialties, such as dance shoes, musical instruments and visual arts supplies. Teachers will submit a list of all required materials at the first class meeting. Unpaid debts will result in loss of Power School access.

### **Cell Phones and Electronic Devices**

Students are allowed to bring electronic devices onto campus; the school is not responsible for the safety of these items. These items should not be used during class time unless authorized by the designated faculty or staff member. **Parents should not call or text their students during class time. In case of an emergency where you need to contact your student please call the school (510-873-8800).**

### **Campus Status**

Upon arrival at school, students may not leave until the school day concludes unless signed out by an authorized parent or guardian. There is an exception for high school students during lunch and free periods during the academic portion of the day. Students going off-campus must follow all school rules and return to campus in time for their next class. Failure to meet these requirements will result in the forfeiture of this privilege.

### **Computer Use Policy**

Computers and network resources are provided to enhance the educational opportunities for students. Students may ONLY use these resources to complete class-work specifically assigned by an OSA instructor. Any additional use of the computer must be for the enhancement of the student's education AND must be approved by OSA administration.

Network resources refers to all aspects of OSA's owned or leased equipment, including computers, printers, scanners and other peripherals, email, Internet services, servers, network files and folders, and all other technology related equipment and services.

Students may **NOT**:

- Create, send, access, or download material, which is abusive, hateful, harassing, or sexually explicit
- Download, stream, exchange, or listen to internet-based music, video, and large image files not required for schoolwork, (the network will be monitored for violations)
- Alter, add, or delete any files that affect the configuration of a school computer
- Conduct any commercial business on OSA computers or the OSA network
- Engage in any illegal activity
- Install any software onto OSA computers
- Copy OSA software
- Break security or attempt to break security, on any computer network
- Eat or drink while using any OSA computing resource
- Take computers offsite
- Give out home addresses or phone numbers to anyone on the internet
- Give passwords to anyone
- Post anonymous messages
- Forward email commonly known as "SPAM" or "junk mail"
- Impersonate any other person (e.g. OSA staff, faculty, or student) in email, fax, print, or any other form of communication
- Share computers with other students unless specifically authorized by faculty or administration
- Leave OSA laptops unattended

OSA reserves the right, at its sole discretion, with or without notice, to discipline students who violate the computer use policy, and to suspend or terminate service provided to any student if the student violates computer use guidelines.

### **Counseling Policy**

Students can request to meet with an OSA advisor/administrator for emergency or non-emergency services.

While OSA will make every effort to include parents/guardians before, during, and after the referral process for counseling, California State law DOES allow students over the age of 12 to have access to the following health services with or without parental consent:

- Diagnosis and treatment of sexually transmitted diseases
- Pregnancy testing, contraceptives and referral for pregnancy options, counseling & prenatal care
- Crisis mental health counseling
- In the event that an OSA student seeks counseling services that meet the above provisions, OSA may choose to provide confidential counseling services as permitted by state law.

While OSA will make every effort to encourage the student to communicate with his/her parents/guardians, the minor's right to confidentiality will be respected, EXCEPT in the following instances:

- Emergency situations when danger to life is imminent
- Threat of suicide
- Threat of homicide
- Issues of physical, sexual or emotional abuse

#### **Daily Schedule**

The OSA schedule is rigorous. The school day is as follows:

Upper Grades (9-12): 8:15 AM - 4:15 PM

Lower Grades (6-8): 8:10 AM – 3:10 PM

Students spend significant time rehearsing and performing including after school and on weekends. OSA school productions are frequent and intense. As part of the program, students are encouraged to attend evening events in the Bay Area, such as art exhibits, music concerts/recitals, dance concerts and plays.

#### **Bell Schedule**

The Middle School (grades 6-8) day runs from 8:10-3:10, and the High School (grades 9-12) day runs from 8:15-4:15. Lunch is at 12:45 and 12:50 respectively.

#### **Dress Code**

It is the intention of these guidelines that students be neat, clean and appropriately attired so that they can take part in the regular activities of the school day. Students should dress so as not to visually distract other students, nor disrupt the educational experience. Clothing must be correctly sized; no overly tight or sagging clothes.

**Tops:** Shirts may not contain words referencing profanity, drug/alcohol/tobacco use, or contain offensive/inappropriate words or statements.

**Outerwear:** Same guidelines as tops.

**Pants/Skirts:** Clothing must be worn at the waist (no sagging). Clothing must not be too short or revealing.

**Accessories:** Arts teachers may restrict accessories based on the requirements of the arts school. Students will be asked to remove any headgear that covers the face.

Students who are in violation of the dress code will be loaned a change of clothes or sent home.

The OSA administration reserves the right to make

adjustments to the Dress Code in the spirit in which the guidelines were drafted. The OSA administration will use their professional judgment in enforcing the dress code.

#### **Drop-off and Pick-up**

Students should be dropped off at school no earlier than 7:30 a.m. and NO LATER than 8:00 a.m.

**All students are to be picked up on time – no later than 3:30 p.m. for grades 6-8, and 4:30 p.m. for grades 9-12 unless in an organized after school activity.**

#### **Emergency Contact**

In the case of an emergency, students are to notify a teacher or administrator immediately. Parent contact information should always be current with the school.

#### **Emergency Procedures**

OSA conducts regular emergency drills. During drills or a real emergency, the building must be evacuated swiftly, quietly and as orderly as possible via the designated exit route. Students and staff will use the nearest exit (either on 18<sup>th</sup> or 19<sup>th</sup> streets). Students and staff will assemble at the Uptown Park by class. Other information concerning student safety will be distributed, as appropriate. Emergency Evacuation Plans are posted in every classroom.

#### **Family Contact Information**

The OSA administration office must have students' and parents' current contact information on file at all times. Incorrect contact information can materially affect communication of essential school policies and activities as well as time-sensitive information.

#### **Campus Maintenance**

Students are expected to assist in maintaining a clean and organized environment. Students are expected to return all items to their proper places. Students are not allowed to eat on campus during class time. Food is only allowed on the second and third floors in supervised classrooms during lunch and breaks. Students are not permitted to eat in hallways.

#### **Field Trips, Art Events and Off-Campus Trips**

First-hand experience and observation are fundamental to the OSA education. Field trips provide opportunities to witness the application of theory and practice. Students are strongly encouraged to attend such events (i.e. concerts, plays, exhibits, etc.).

Some events, such as plays and concerts, will necessitate student attendance beyond the normal

school hours. When attending any off-site school activity, the OSA disciplinary guidelines will be enforced. Appropriate dress is required for field trips (see Dress Code).

### **Unscheduled Periods**

Students who have free periods in their academic schedule must be assigned at TA period or modify their schedule with the High School or Middle School Principal. No student should be unsupervised in the Student Center during the school day.

### **Homework**

Students are expected to turn in all homework assignments on time. It is the responsibility of the student's guardian to check Power School regularly to monitor completion of assignments.  
<http://powerschool.oakarts.org/public/>

### **Honor Roll, Director's List, and Valedictorian**

Academic honors are bestowed upon students with a 3.5 grade point average or above. Academic recognition will be awarded to students with a 3.0 grade point average or above. Artistic honors are awarded based upon arts faculty recommendations. The Director's List consists of students on both academic and artistic honors lists. The Honor Roll, and Director's Lists are announced at the end of each semester.

The Valedictorian of each graduating class of seniors will be the student with the best grades chosen from those students who have attended OSA consecutively from 9<sup>th</sup> through 12<sup>th</sup> grade. The Middle School Valedictorian is the student with the highest GPA who has attended OSA for grades 6-8. In both cases all required classes must be completed for a student to be eligible for this honor.

### **Immunization/Tuberculosis Testing**

All students under the age of 18 must be immunized against specific communicable diseases. Students, prior to their admission to school, must have received immunization, unless provisions for exemptions have been made.

A student who fails to obtain the required immunization within the time limits allowed shall be excluded from school unless the student is exempt (Health and Safety Code 3385,3386 and 3389).

The OUSD Board of Education requires a Tuberculin Skin Test within 12 months prior to admission to school, unless provision for exemption has been made. A subsequent chest X-ray is required if the skin test is positive.

### **Incomplete Grades**

In exceptional circumstances, a student may be allowed an incomplete grade. Any student assigned an incomplete grade must complete all course requirements within three weeks after the end of the grading period. If after that period the course is not completed or an extension is not granted, a grade will be recorded on the student's academic record.

### **Lockers**

Each student will be assigned a locker on campus. Students must provide a lock and all combinations will be kept on file with the administration. OSA is not responsible for items missing from lockers. All OSA student lockers may be subject to searches at any time. Students are not allowed to share or trade lockers unless instructed to do so by the school administration.

### **Lost and Found**

The OSA facilities office will handle all lost and found claims. Unclaimed items will be donated to a charity, as determined by the administration, at the end of each semester. Lost and found is located in the Student Center.

### **Lunch Procedure**

Students can either bring their own lunches or participate in the school lunch program. Free or reduced-priced lunches are available for students who qualify. High school students have the privilege of leaving campus during the lunch period. **High School off-campus lunch is a privilege, not a right.** Off-campus privileges may be suspended or revoked at anytime by the parent or school administration. Reasons for loss of privileges include, but are not limited to, academic standing and behavior.

Students in grades 6-8 must remain on campus during the lunch period.

No OSA student is allowed in a vehicle during the lunch period, unless the vehicle is operated by their parent/guardian or authorized designee.

By completing the Federal Free and Reduced Lunch form, families can help make OSA eligible for millions of dollars in grant money. Many state and federal grantors base up to 100% of their award process on the number of students eligible to receive free and reduced meals. Having more eligible students can mean the difference between a grant allocation sufficient to purchase a blackboard, or nothing at all, and a grant allocation that will allow OSA to furnish classrooms, upgrade laboratories, and renovate studios!

### **Medical**

OSA administration can dispense medication to students only if the parent or guardian has completed appropriate documentation. Families should make an appointment with the school to discuss any medical conditions that require assistance or special accommodations. Legal requirements and medication issues will be finalized at that time. Under no circumstance should medication be shared among students.

### **Head Lice**

Students will not be excluded from school if they have nits or head lice, as head lice are not a disease and do not carry any disease; nor should students with head lice stay home from school. Unnecessary absences can negatively impact students' ability to learn and succeed in school. Head lice are contagious, however, they are most readily spread by direct head-to-head contact. Schools are not a common place for the spreading of head lice, and head lice cannot fly, jump, or swim. Hats and helmets alone have not been found to transfer head lice or nits, and they are not usually spread by shared combs or hair accessories.

Studies show that screening for lice in schools does not decrease the incidence of head lice, so screening is no longer done in OUSD. If a parent or staff member believes a student has head lice, he or she may contact Health Services. A student who has nits or lice will be sent home at the end of the day with information to the parent on how to manage lice and a referral to the student's health care provider for assistance. Staff shall maintain the privacy of students identified as having head lice. For more information on head lice or its treatment, please contact the school office or call Health Services at 273-1510.

### **Non-Discrimination Policy**

Oakland School for the Arts and the Oakland Unified School District prohibit unlawful discrimination against or harassment of a person participating in any program, activity or employed by or seeking employment with the district on the basis of race, color, national origin, ancestry, sex (gender), marital status, sexual orientation, physical/mental disability, religion or age.

### **Parent-Teacher Conferences**

All OSA teachers make themselves available outside their scheduled classroom time to meet with parents. Conferences can be arranged directly with the teacher or through the OSA administration office.

### **Performance Eligibility**

Participation in school performances is contingent upon a student's academic and disciplinary standing. ***Students who miss 9 or more days in the previous quarter will not be eligible to perform or display.*** The academic standard for eligibility is a 2.0 overall grade point average in the previous grading period. Arts teachers may add additional performance requirements. Students are expected to attend all classes on performance days.

### **Parent Participation**

A parent representative from each family is encouraged to participate in activities that support the school, which include attending parent meetings, assisting faculty, supporting fundraisers, and various volunteer activities. In addition to general parent meetings, arts department chairs will schedule monthly meetings.

### **Postings**

The school administration must approve all postings on campus.

### **Progress Reports/Report Cards**

Progress reports will be mailed to families at the end of the first and third grading periods. Semester report cards will be mailed at the end of the fall and spring semesters. Interim reports can be viewed daily in PowerSchool.

### **Residency Requirement**

As a California public charter school, all students who reside in the state of California are eligible to apply for admission to OSA.

### **Restitution – School Property**

(STATE EDUCATION CODE 48904) The following action is taken to recover loaned school property or to seek restitution: that the School shall notify parent(s) of the student in writing before taking any withholding action. When the student and parent(s) are unable to pay for the damages or return the property, the School shall offer a program of voluntary work in lieu of payment. Implementation of this policy shall not be interpreted as denying the student a right to the normal use of texts and other school property while actively enrolled in school.

### **Retention & Acceleration**

OSA makes substantial effort to prevent retention and to advance students to the next grade. No student may be retained solely on the basis of a handicapping condition, as defined by State and Federal Special Education laws, without Individualized Education Program recommendation.

### **Searches**

The Principals or designee may, at any time, conduct a search of a student's person, school property, or vehicle when there are reasonable grounds for suspecting the presence of items dangerous to the well being of the student, or of the larger OSA community. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. While school authorities will respect the right of each student in the use of his/her locker, it shall be clear to all that lockers are the property of the school and are assigned to students for the purpose of storing school-related materials and items essential to the physical well-being of the student, as such, the Principals or designee may conduct locker searches at the Principal's discretion.

### **Skateboards, Skates, Scooters and Bicycles**

To ensure the safety of all students, skateboards, skates, scooters and bicycles may not be used during school hours while on school grounds.

### **Student-Bill-of-Rights**

Students have the right to:

- A meaningful education that will be of value to them for the rest of their lives
- The maintenance of high educational standards and to have announced any proficiency tests adopted by the Board of Education
- Physical safety and protection of personal property such as safe buildings and sanitary facilities
- Consultation by appointment with teachers, counselors, and administrators
- Free election of their peers in the student government and the right to seek and hold office
- Notification of the rules and regulations to which they are subject
- See their own personal files, cumulative folders, transcripts, student affairs files, etc., in conformity with provisions as laid out in the Calif. State Ed. Code (Sec. 49061-49078).
- Be involved in school organizations if they so desire without being subject to discrimination on any basis, provided they meet with the reasonable qualifications of sponsoring organizations
- Appropriately present petitions, complaints or grievances to school authorities and to receive prompt authoritative replies regarding the disposition of their petitions, complaints or grievances

- Hold their own beliefs without penalization from school, provided those beliefs do not violate the rights of others

### **Student Leadership**

All OSA students in good academic and disciplinary standing are eligible to be members of OSA's Student Leadership Teams. Elected officers must maintain a 3.0 GPA. If at any time an officer's GPA drops below this requirement he/she will be excused from Student Leadership to raise his/her grade. The school reserves the right to dismiss officers for disciplinary reasons. Students may seek the following positions at both the High School and the Middle School levels: President, Vice President, Secretary, Treasurer, and Class Representatives. At the discretion of the school administration students may be appointed to Student Leadership positions.

### **Student Needs/Emergencies**

From time to time students will have emergencies at school. Any adult in the school will assist students when needed. The main contacts for students are: Middle and High School Principals and the Dean of Students.

### **Student Organizations**

Student organizations provide students with opportunities to take on leadership positions. Organizations are student-initiated with a faculty advisor. To start an organization, students must submit a written proposal to the school administration.

### **Student Records-Access**

Students and parents have access to their OSA files at all times. Requests to review records should be submitted to the Registrar.

### **Telephone Calls & Messages**

All phone calls to OSA are received in the front office. Messages are promptly directed to the appropriate faculty and staff. Students may request use of school phones through the Front Office. Emergency messages will be delivered to the student via the Front Desk Staff. Classes will not be interrupted to deliver non-emergency messages to students.

### **Transcripts**

To request an OSA transcript a parent/guardian must complete a Transcript Request Form. OSA transcripts include the following:  
Semester and Final Grades  
Discipline Record  
Honors

OSA will process all transcripts for college admission free of charge. In addition, OSA will process two non-college-related transcripts per year free of charge. There will be a \$2.00/transcript fee for all additional requests. Please allow two weeks for processing.

**Transfer of Records**

The OSA Administrative Office manages all transferable student information. Student records shall not be withheld from the requesting

district/school because of any charges or fees owed by the pupil or his/her parent (California Code of Regulations Title 5, Section 438c)

**Visitors**

All visitors must sign in at the OSA Front Desk and receive proper authorization to be on the school campus. Visitors will be asked to display their pass. Student visitors must have prior authorization from their parents as well as from the school Principal before entering the campus. A student visitor must follow the OSA rules during his/her visit.