



Student and Family Handbook

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OSA	<b>OAKLAND SCHOOL FOR THE ARTS STUDENT AND FAMILY HANDBOOK 2019-2020</b>	
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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 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. Since then we've continued to renew our accreditation as needed and began another process in 2019 that was delayed due to Covid-19. We resumed our work remotely and received another five years of accreditation that will last through 2025. The Action Plan developed during that process will be used to drive the school's mission on an on-going basis. The OSA charter, granted by the Oakland Unified School District, was renewed in 2020 and runs through June of 2025.

The OSA Way, Core Values, Mission and Vision

The OSA Way

*I Value Myself*

My thoughts, choices and actions will demonstrate self-reflection, resilience and a positive sense of self.

*We Uplift our Diverse Community*

We understand that our differences are our strength and we approach all of our interactions with truthfulness, kindness, humility and compassion.

*We Honor Space*

We are all active members of this community and aim to leave this space better than we found it. I commit to creating and protecting a safe collective environment which fosters care, pride and empathy.

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

Oakland School for the Arts is a diverse and inclusive public 6-12 charter school that blends immersive, robust arts with comprehensive academics, providing integrated opportunities for collaboration, expression and personal growth.

#### Vision Statement

OSA students will be creative and critical thinkers who demonstrate a commitment to equity, community, collaboration, and self-reflection. Through meaningful engagement with pathway-integrated curriculum and work-based learning opportunities, graduates will be resilient and ready for college and career. Alumni will exemplify the essential value of the arts in all they 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.

#### Education Records and Student Information (AB 711/493)

See Appendix for full policy.

## STUDENT RIGHTS AND RESPONSIBILITIES

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### 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 access to 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 CA. 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

### OSA Student Freedom of Speech

See Appendix for full policy.

### Foster and Immigrant Youth Policy (AB 1319)

Oakland School for the Arts recognizes and supports state Education Code laws regarding the education of foster and mobile youth, which states in part that local educational agencies must allow a student who is a migratory child to continue attending their school, regardless of any change of residence of the student for the duration of their status as a student who is a migratory child. For a student whose status changes as a student who is a migratory child during a school year, OSA will comply with either of the following, as applicable:

(A) If the child is enrolled in grades 6-8, OSA will allow the student to continue their education through the duration of that academic school year.

(B) If the child is enrolled in high school, OSA will allow the student to continue their education through graduation.

### 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.

#### Student Leadership

All OSA students are eligible to be members of OSA's Student Leadership Teams. The school reserves the right to dismiss officers for disciplinary reasons. Students may seek the following positions: President (high school only), Vice President (high school only), Student Representative to Board of Directors, Secretary, Treasurer and Class Representatives. Students are elected into these positions by their peers and are expected to remain committed to serving the best interests of the peers they represent.

#### 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: School Assistant Principal and the Dean of Students.

#### Student Organizations and Clubs

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. All student clubs are approved by the Assistant Principal.

#### Student Records-Access

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

#### Student Incident Reports

A safe and civil environment is needed for students to learn, develop their artistic talents, and to promote positive community at OSA. The school incident report should be prepared as close as possible to the time of the incident, preferably on the same day. In the event any non-minor incident is reported by the student,

visitor, or parent after the event has occurred, a report should still be prepared as soon as possible. If you feel like you or your student has been part of an incident per handbook review, the Student Incident Report is available online and in the office of the Assistant Principal, Dean, and Counselors.

## **ENROLLMENT: AUDITIONS & TRANSFERS**

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Oakland School for the Arts is chartered by Oakland Unified School District (OUSD). As a free public charter school, OSA is open to all students regardless of 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 (described below). 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 or aptitude are not a factor. We do not look at the grades of an auditioning student. We will only ask for a transcript *after* a student accepts an offer of admission.

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 two. Due to the high level of interest in OSA, we are only able to offer tour slots to students and parents/guardians who are currently in 5th-11th grade.

### The Audition Process.

OSA is organized into pathways and sub-pathways as follows:

#### **Pathway: Digital, Visual, and Media Arts (DVM)**

Sub-pathways: Digital Media, Fashion Design, Literary Arts, Production Design, Visual Art

#### **Pathway: Performing Arts (PA)**

Sub-pathways: Dance, Instrumental Music\*, Theatre\*\*, Vocal Music

\* = Audio Production & Engineering is part of our Instrumental Music sub-pathway and has its own audition. It's only open to high school students.

\*\* = Students auditioning into the Theatre sub-pathway for high school must audition into a major (Acting, Musical Theatre, or Playwriting & Play Development). A student can audition for as many as they want and is placed in one if accepted to OSA.

Auditions for OSA take place in January and February. Students choose either the January or the February audition. They may not do both. 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, unless that student is 18 years of age or older. 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 for up to two (2) of our arts pathways. When a student is enrolled at OSA, they are enrolled in one arts sub-pathway. They may not double-major.

### The Audition

All applicants audition before a panel of OSA staff and local professional artists. Applicants are evaluated against a standard of artistic potential. They do not compete 'against' each other. While the panel members may talk to the applicant about the audition, such an interview is not scored. Letters of reference and personal statements/application essays are not accepted and, if submitted, will not be read.

All work presented at auditions must be entirely produced by the student auditioning. Each arts program lists its audition requirements on the OSA website at: **[www.oakarts.org/enrollment/audition-requirements](http://www.oakarts.org/enrollment/audition-requirements)**

### Lottery-Based System

Students are scored on their audition, falling into one of three categories: *Exceeds Expectations*, *Meets Expectations*, and *Does Not Meet Expectations*. Students who fall into this last category are automatically sent a letter denying them admission. Students in the *Exceeds* and *Meets* categories are then entered into an enrollment lottery, one for each category. Enrollment is based on (a) space in a particular grade level overall and then (b) space in a particular arts sub-pathway. Students are selected, starting with *Exceeds*. If after drawing all of the names from that category, the grade level and arts sub-pathway still have space, we start drawing from the *Meets* category until all slots are taken.

Students who are not offered enrollment because of space limitations are given a waitlist number (starting with #1). As accepted students decline enrollment, or existing students exit the school, we will offer waitlisted students admission based on the factors already described. There is nothing a student or family can do to improve a student's waitlist number. OSA applies no evaluation 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 the end of Semester 1. After Semester 1 has finished, OSA does not enroll additional students. Interested applicants must reapply each year if they are interested. OSA does not carry the waitlist over from year-to-year.

### Notification

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

Transferring Between Arts. If a student wishes to transfer into another arts sub-pathway, they may petition to do so. A student must fill out a Change of Major form and submit it to the Director of Enrollment. The student must then complete an audition. If the student petitioning to transfer has met the induction criteria, they will be offered enrollment. Transfer auditions will take place on an announced date (typically the first Monday in February). A transfer audition slot will be granted to a student who has completed the Change of Major form and submitted it to the Director of Enrollment by the announced deadline (typically due the last school day in January). The student will receive a confirmation email from the Director of Enrollment. If a student does not have access to email after school hours, they should inform the Director of Enrollment to ensure that they

receive their audition information during school hours. The student must then complete the audition, adhering to all of the requirements. They will be scored on the same rubric that is used during OSA's general auditions.

If a student completes the audition successfully, they will be offered enrollment in their new arts sub-pathway. Enrollment would begin the *following* academic year. The student must finish out the current year in good standing in their current arts sub-pathway before transferring. If a student does not audition successfully, they will remain enrolled in their current arts sub-pathway for the next academic year.

There is no limit to the number of times a student may apply to transfer. And there is no limit to how many arts sub-pathways a student can apply to transfer into at any one time. However, the audition timeline will not be altered for any students. Auditions outside of the official cycle will not be granted.

### *Student-Parent-School Orientation*

A student-parent-school orientation is scheduled by the school administration for all newly enrolled applicants. The purpose of the orientation is to ensure that new students feel as comfortable as possible upon beginning school at OSA. A school official explains the school's goals, expectations, mission, and vision. During this orientation, detailed information about OSA's program is presented and the students and parents are given the opportunity to ask specific questions about OSA.

## **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 and career preparatory academic program meets the requirements for University of California and California State University admissions.

### *Linked Learning*

As a certified Linked Learning Pathway school, OSA offers two arts pathways (Design, Visual, and Media Arts and Performing Arts) that integrate all other areas of the students' program of study. Linked Learning is founded on the following four principals: rigorous academics, technical skills, work-based learning, and personalized support. With these pillars as the foundation, our mission is to provide a sequenced program of study that will leverage the artistic engagement of our students to prepare all students for a range of industry and postsecondary opportunities and support them in accessing these opportunities.

### *Career Technical Education*

Career Technical Education (CTE) is a key component of Linked Learning and prepares students to enter today's competitive workforce. CTE courses connect the California Common Core State Standards and CTE Model Curriculum Standards, preparing students for a successful high school experience, postsecondary options and the world of work. CTE classes are structured around Programs of Study (POS) that involve a non-duplicative, multi-year sequence of courses that supports and integrates core academic knowledge with industry specific CTE Model Curriculum Standards. These courses begin in high school and lead to postsecondary courses that culminate in an industry recognized certificate, credential or degree. For more information, please visit: [www.ousd.org/linkedlearning](http://www.ousd.org/linkedlearning) or [www.cde.ca.gov/ci/ct](http://www.cde.ca.gov/ci/ct).

### Pathways and Subpathways

Students audition into OSA into one of ten individual subpathways each housed under one of the two Linked Learning Pathways. Though students will have opportunities to access courses in other subpathways, most of their artistic experience, technical education, and career preparation will occur within their subpathway.

#### Design, Visual, and Media Arts (DVM) Pathway

*Digital Media*– Students study graphic design, digital video, photography, and filmmaking in addition to art theory, history, and criticism. Annual exhibitions include a photography show and a year-end film festival.

*Literary Arts* – Students study writing for print and online media, focusing on journalism and creative writing (fiction, poetry and non-fiction). This sub-pathway publishes a monthly online newspaper and regularly presents public readings of student work. Seniors write, design, and publish a capstone book.

*Fashion Design* - A diverse curriculum is offered for students in the fundamentals of fashion & costume design. Classes will include lessons in clothing construction, draping, millinery, FX makeup, costume history & fashion illustration. Students design and execute fashion collections and costumes for Theatre sub-pathway productions.

*Production Design* - Students study set design, lighting design, and sound design in a series of rotating units. Students regularly create and execute designs for events and productions from the Theatre sub-pathway and provide technical expertise on events produced by the Instrumental Music, Vocal Music, and Digital Media sub-pathways.

*Visual Art* – Students study painting, drawing, 3D art, sculpture, and installation. Students are offered regular opportunities to exhibit their work at OSA's White Box Gallery and in the OSA Main Building.

#### Performing Arts Pathway

*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. The year culminates in an all-department performance.

*Instrumental Music* - Students concentrate their study in music technology, theory and history, fundamentals of music appreciation, and performance. The sub-pathway is generally divided into jazz and classical programs, and students are offered a wide array of courses in music of various cultural traditions. Students are given regular opportunities to perform various repertoire and their own compositions.

*Audio Production and Engineering* - This program is housed within the Instrumental Music sub-pathway and is open to high school students. The program 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 various aspects of music production and sound design.

*Theatre* – Students are given significant exposure to a wide range of theatre arts. The middle school program is acting-based, but students can get introductory exposure to writing and musical theatre.

Students in the high school program officially major in either Acting, Musical Theatre, or Playwriting and Play Development, enjoying a chance to get in-depth knowledge while also taking electives outside their major. A robust mainstage season and informal performances complement the classroom curricula.

*Vocal Music* – Students split their time between the fundamentals of music theory and applied music and in-depth, choir-based training in vocal performance. Students can also explore interests and talents in song composition and are offered chances to take elective courses in the Instrumental Music and Theatre sub-pathways.

### Advisory

The OSA Advisory program promotes meaningful relationships between staff and students while providing academic support to students. Through weekly meetings with their advisor, students will experience a more personalized learning environment with a structure and set of practices for monitoring and encouraging academic and social/emotional progress and college and career readiness throughout high school. Each student, along with their advisor, develops an individualized student success plan to map out their educational path and set academic and personal goals.

### 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 that provide industry preparation 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

### OSA DIPLOMA REQUIREMENTS

English (4 years; 40 credits)

OSA offers English I, English II, English III and English IV. Honors and AP Courses are available for 10th-12th grade.

Math (Must pass Algebra I, Geometry and Algebra II)

OSA offers Algebra I, Geometry, Algebra II, Pre Calculus (Honors) and AP Calculus.

Social Science (3 years; 30 Credits)

OSA offers World History, US History or AP History and US Government, Economics.

Science (3 years; 30 Credits)

OSA offers Biology (Lab) and Chemistry (Lab), Environmental Sciences (H), and Physics (H). The State of California requires high school students to complete Biology and Chemistry or Physics.

Language other than English (2 years; 20 Credits)

OSA offers 3 levels of Spanish with Honors options and both French and American Sign Language through online city college partnerships. Students must complete two years of the same language or the college level equivalent

Arts (15 credits/semester)

In order for a student to graduate OSA with an arts pathway designation, students must complete a total number of credits which equals 15 multiplied by the number of semesters they attended our high school. If a student attended our high school for all four years, they must have 120 arts credits in order to graduate with an arts distinction on their transcript and participate in graduation exercises. As with an academic course, if a student fails an arts course, they must repeat it and recover those credits.

### 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 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

Two years (three recommended) of the same language.

#### F. VISUAL & PERFORMING ARTS

One year, including dance, drama/theatre, 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.

## ACADEMIC GUIDELINES AND COUNSELING

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### Academic Advancement

Students must pass each class with a D- 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 a summer school program at another school site or to make-up the course online. Parents and students are responsible for making such arrangements and for the cost of these online courses. The appropriate grade level counselor must approve make-up 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.

### 504 Supports

See Appendix for full policy.

### Course Add/Drop Policy

Students can add and/or drop courses without any marks on their report cards or transcripts in the first 2 weeks of the semester. Students who drop a class during week 3 of the semester will receive a "W" (withdrawal) and your grade at the time of the drop will remain on their transcript. Students who drop a class from week 4 through the end of the semester will receive a "W" and an "F" on their transcript.

### 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.

### Retention & Acceleration

OSA makes substantial efforts 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.

### 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 at the teacher's discretion. Plagiarism may 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.

### Performance Eligibility

Students must maintain a minimum of a 2.5 GPA and have no failing grades in arts or academic courses in order to participate in exhibitions and performances the next quarter. Additionally, students must attend academic classes on the day of performance unless an absence is excused. Students who are ineligible may be pulled from arts classes to focus on getting their grades into the passing range and above a 2.5. Students who improve within a time period agreed upon between arts and academic teachers have the opportunity to regain eligibility to perform.

#### 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		
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C	73-76	NC	0-59

#### 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 as appropriate to their pathway. These assessments are used to indicate to the school appropriate class placement. These assessments are not in any way a consideration for admission.

#### 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.

#### 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 completion of A-G required courses and completion of the course requirements of one of our art pathways..

#### 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.

### 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.

### Online Coursework

Students are expected to take all core academic classes and graduation requirements in classrooms with OSA teachers. Online 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 online 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. Early College Credit (ECC) work periods are also available for high school students. Students enrolled in an ECC section will be offered daily time, space, and computer access to complete online college credit courses. Courses must be approved by the appropriate grade level counselor and it is the responsibility of the student/family to monitor progress and meet all appropriate registration/drop deadlines.

### Online Grading System

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

### 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 make-up 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. For planned absences (i.e., college visits, appointments, vacation) the expectation is that the student discusses a make-up plan with their teachers prior to the absence.

### Course Registration

During the registration periods, all courses are filled on a first come, first serve basis. Grade level required courses will be pre-selected for all students. Students should read course descriptions carefully to verify that

they meet any prerequisites for any courses. Students who do not meet prerequisites will be removed from that course. There is room to adjust schedules after the registration period is over.

### Unscheduled Periods

Students who have open periods in their academic schedule must be assigned a TA period or modify their schedule with their Academic Counselor. No student should be unsupervised during the school day. Students with no scheduled first period should not arrive until the start of their first scheduled period.

### 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 and Valedictorian

Academic honors are bestowed upon students with a 3.5 grade point average or above in any given semester.

The Valedictorian of each graduating class of seniors will be the student with the highest grade point average of the students that 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.

### 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 non-college-related transcripts per year free of charge. Please allow up to 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).

### Academic Counseling

The Student Support Team members include the Assistant Principal, Dean, Mental Health Liaison and Grade Level Academic counselors to help ensure a successful and fulfilling experience at OSA. OSA has created grade-level plans to assist students in understanding grade-level required courses and elective options available on the OSA website.

### Wellness Counseling

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

## ATTENDANCE

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### 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 through email or handwritten note from a parent/guardian indicating the reason for the absence within 3 school days of their return to school. Emails can be sent to [attendance@oakarts.org](mailto:attendance@oakarts.org) and 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 PowerSchool. Students may not receive credit for work if an absence is not reported.

Instances of **chronic absence** (missing 8 or more of school days with or without an excuse) or **truancy** (missing 30 minutes or more of class without parent excuse on 3 or more occasions) will result in referral to the Student Attendance Review Team (SART). The SART will meet on a monthly basis to address attendance issues. Consequences may include, but are not limited to attendance contracts, schedule adjustments, eligibility adjustments, and exploration of alternative educational opportunities. Instances of chronic absence and truancy will result in a letter home and a SART meeting with the student and family to analyze barriers to appropriate attendance and create a support plan to ensure improved attendance. A second letter home in a school year will result in a revisiting of the support plan and mandatory attendance training for students and families. A third letter home regarding either chronic absence or truancy will result in the family being referred to the OUSD Student Attendance Review Board (SARB) to determine appropriate next steps.

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.

The following are considered valid reasons 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

### Tardiness

Any student who arrives at 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."

- Consequences for unexcused tardies per class, per semester:

- 1<sup>st</sup> Tardy – Teacher warning/ teacher consequence.
- 2<sup>nd</sup> Tardy –Teacher warning/ teacher consequence/ teacher contacts parent/guardian.
- 3<sup>rd</sup> Tardy – Meet with Dean during lunch or after school to work on time management. Phone call home to ensure parent/guardian agrees.
- 4<sup>th</sup> Tardy – Community Service (campus clean-up or off-campus privileges revoked.)
- Excessive Tardies – Referral to Administration for possible consequences: inability to participate in performances, tardy contract, or inability to attend field trips.

#### Extended Absences

Extended absences during the school year are discouraged. If there are extenuating circumstances parents must contact the assistant principal to make appropriate arrangements and provide a doctor's note for documentation. The school reserves the right to require enrollment in summer school and/ or online courses to complete missed coursework. 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.

#### Off Campus Lunch: Tardy/Tardy-Absent

High School students who go off campus for lunch are expected to return to the campus in time for their next class. Students who are tardy for their after lunch class may lose off campus privileges and be referred to the SART.

#### Attendance and Graduation Exercises

A student is expected to attend *all* scheduled courses in the second semester of their senior year, including their arts sub-pathway courses. In order for a senior to be eligible to participate in the graduation ceremony.

## DISCIPLINARY GUIDELINES AND RESTORATIVE PRACTICES

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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 or Assistant Principal when they do not meet classroom expectations and procedures.

### Restorative Practices at OSA

Restorative Practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates students learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding.

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
- Community service
- Conference with Dean/Principal
- Confiscation of electronic device

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

- 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 toward 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 School Counselors
- An investigation process and possible disciplinary action will begin after the 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.

*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 go to the OSA Board of Directors.

#### 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/expulsion

See Appendix for full policy.

#### Behavior Improvement Plans

Behavior improvement plans 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 plans may include certain stipulations that the student will be required to meet. Failure to follow the guidelines of the plan 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.

#### 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 Principal.

#### 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.

#### 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

#### 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.

#### 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 the purpose of self-defense or to obtain possession of weapons or other dangerous objects within the control of the pupil.

#### **TITLE IX AND SEXUAL HARRASSMENT**

See Appendix for full policy.

## **GENERAL GUIDELINES**

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

### After School Supervision

At the end of the school day, all students 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.

### 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, notepads, 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 and security of these items. Cell phone use during class time is prohibited unless specific permission is granted by the teacher. Cell phones in use during class time without permission are subject to confiscation by the teacher. Students are not encouraged to bring personal computers, tablets or e-readers to campus. Students will not be given WIFI network access for their personal devices. 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.

### Bathroom Policy

Students will be permitted to use the restroom after the first ten minutes of each class period or during any

passing period. Students should use the bathroom pass lanyard provided, and are not permitted to take phones with them to the restroom.

### 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 off site
- 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.

### 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 to not disrupt the educational experience. Clothing must be correctly sized; no overly tight or sagging clothes.

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 8:05 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. Information can be updated on Powerschool or by calling the front desk at 510-873-8800.

#### 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 or Telegraph Ave.). 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 without permission from classroom teacher. 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

#### 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.

#### 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 any time 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.

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. 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 (510) 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.

#### 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.

#### 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 normal use of texts and other school property while actively enrolled in school.

#### Searches

See Appendix for full policy.

#### 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.

#### 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. In the case of emergency, please contact the Front Desk Staff at 510-873-8800 in order to deliver emergency messages to students.

### Visitors

All visitors must enter on 18th st. and sign in and provide identifying information at the OSA Front Desk to 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.

OSA has adopted measures for responding to outside visitors that avoids classroom interruptions and preserves the peaceful conduct of the school's activities consistent with OUSD guidelines and practices. No outsider - including immigration enforcement officers - shall enter or remain on school grounds without having registered with the Executive Director or designee, and without exigent circumstances necessitating immediate action such as a judicial warrant or court order that provides a basis for the visit.

## NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES

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The uniform complaint form is posted on our website under family resources.

<https://www.oakarts.org/FAMILY-RESOURCES-/index.html>

## APPENDIX

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- Approved-Suspension-and-Expulsion-Policy-and-Procedure-4896-0534-6315.v1.pdf
- Approved-Educational-Records-and-Student-Information-Policy-4875-4174-8747.v1.pdf
- 2022-04-23-Revised-Title-IX-Harassment-Policy.pdf
- Approved-Campus-Search-and-Seizure-Policy-4869-3776-8971.v1.pdf
- Approved-Section-504-Policy-Procedures-and-Parent-Rights-4881-6250-5739.v1.pdf
- Approved-Student-Freedom-of-Speech-and-Expression-Policy-4889-0070-3243.v1.pdf

All of the above student policies can also be found on our website under Family Resources

<https://www.oakarts.org/FAMILY-RESOURCES-/index.html>