



Student and Family Handbook

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**OAKLAND SCHOOL FOR THE ARTS
STUDENT AND FAMILY HANDBOOK
2021-2022**



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 and 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 six years of accreditation that will last through 2027. The Action Plan developed during that process will be used to drive the school's mission and vision on an on-going basis. The OSA charter, granted by the Oakland Unified School District, was renewed in 2020 and initially ran through June of 2025, but was extended to June of 2027 due to Covid.

OSA Core Values, Mission, Vision, and Diversity Statement

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.

OSA 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.

OSA 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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

We recognize and support state Education Code laws regarding student freedom of speech, which states in part that pupils of the public schools, including charter schools, shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited is any material that incites students to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

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.

Education Records and Student Information (AB 711/493)

OSA is pursuant to the Education Code laws regarding Education Records and Student Information, which states that if a school district, charter school, or county office of education receives government-issued documentation demonstrating that a former student's legal name or gender has been changed, they shall update the former student's records to include the updated legal name or gender. If requested by the former student, OSA shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that may be reissued by OSA include, but are not limited to, a transcript, a high school diploma conferred pursuant to Section 51410, a high school equivalency certificate issued pursuant to Section 51420, or other similar documents conferred upon the former student. This section does not require the school to modify records that the former student has not requested for modification or reissuance.

FERPA (Family Educational Rights and Privacy Act)

Oakland School for the Arts recognizes and supports the federal law known as FERPA that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Passed by Congress in 1974, the Act grants specific rights to eligible students and their guardians:

- *the right to see the information that the institution is keeping on the student*
- *the right to seek amendment to those records and, in certain cases, append a statement to the record* ●
- the right to consent to disclosure of his or her records*
- *the right to limit disclosure of some "directory information"*
- *the right to file a complaint with the FERPA Office in Washington, D.C.*

Student Incident Reports

A safe and civil environment is needed for students to learn, develop their artistic talents, and to promote a 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 a 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.

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 or you can email studentrecords@oakarts.org.

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: Assistant Principal at kzaugg@oakarts.org and the Dean of Students at aderoos@oakarts.org.

Covid Safety

Students are expected to adhere to all Covid safety protocols put forth by the school, in accordance with County and State regulations that are in effect at the time. Students exhibiting unsafe behavior in the classroom, will be removed from the educational setting and guardians will be contacted immediately.

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/Student Representative to the Board of Directors (Juniors and Seniors only), High School Vice-President (Juniors and Seniors only), Secretary (High School only), Treasurer (High School Only), Middle School Vice-President (8th Grade only), and Grade Level 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 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. You can submit a club proposal to the Dean of Students at aderoos@oakarts.org.

ENROLLMENT: AUDITIONS & TRANSFERS

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. OSA is phasing out auditions. Currently only students applying for grades 8-12 in the 2022-23 school year are required to audition for entry; applicants for grades 6 & 7 are entered via lottery only.

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

Campus Tours:

Due to COVID protocols, no in-person campus tours will be held during the 2021-22 school year. Zoom events are offered instead, and a pre-recorded video tour is available on our website.

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 February 2022. 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 time. All applicants must have an appointment. Students may audition for up to two (2) of our arts sub-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**

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 in each sub-pathway). 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 currently enrolled 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. Attendance at this orientation is not required.

CURRICULUM

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 or 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 options are available for 10th-11th grade and a college level course is offered for seniors through a partnership with the Peralta system.

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

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

Social Science (3 years; 30 Credits)

OSA offers World History, Ethnic Studies through the lens of US History, and US Government, Economics.

Science (3 years; 30 Credits)

OSA offers Biology (Lab), Chemistry (Lab), and Physics (Lab), Environmental Sciences, and Forensic Biology.

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. Students can also opt to study other languages via community college courses. Students must complete two years of the same language or the college level equivalent; please note that many colleges recommend 3 years of language.

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 comprising 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 comprising 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 includes 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/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

ACADEMIC GUIDELINES AND COUNSELING

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.

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 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 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 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. Students who receive an incomplete in semester two must complete all coursework within three weeks of the start of the next school year. In both cases, 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 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. If you lose or forget your PowerSchool username or password, you may email studentrecords@oakarts.org to retrieve it.

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 free 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 PowerSchool 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 9th through 12th 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

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 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 will not receive credit for work if an absence is not reported.

Instances of **chronic absence** (missing 10% 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, loss of school privileges, 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” and may not

be allowed to make up missed work.

All tardiness will be recorded in PowerSchool.

Tardies may affect the course grade. However there will be opportunities to make up all missed points each week through our lunchtime work recovery program.

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

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
- After school detention
- Conference with Dean/Principal
- Confiscation of electronic device

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

- Lunch or after school detention
- In school suspension
- 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

Our 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 mental or physical 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

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.

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

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 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.

Expulsion and Disciplinary Hearings:

Violations of the OSA behavior policy will be handled by the school administration, specifically the Assistant Principal and/or Dean of Students. When discipline is warranted that reaches the level of suspension or expulsion, OSA will develop written reports and statements that will be delivered to the family at a formal meeting, which shall also include the student. Students who have been removed from the educational environment for any reason shall be provided with academic work and will be given full credit for completed work. This exclusion will be at the discretion of the Executive Director of the School.

Should a situation occur that reaches the level of expulsion as defined in the student handbook, the Executive Director will prepare a report that will be presented to the OSA Board of Directors in a closed session at the first available board meeting. The OSA Board will make the final determination regarding the disposition of the student. Oakland Unified School District will be informed of the outcome of any such hearing.

Prior to suspension and/or expulsion, the student and the student's family will be provided with full due process. This means having the opportunity to communicate any information regarding the incident to the school authorities undertaking the investigation, access to all materials and documents related to the case, and full knowledge of all procedures put into motion and the possible outcomes of those procedures. Due process shall also include written notice of the specific circumstances surrounding any disciplinary action and the opportunity to respond to any allegation. Prior to the formalization of any suspension or expulsion proceeding, the student and the student's family will have the right to meet with the Executive Director of the school and/or the Director's Designee. Student and parent will have the right to inspect all evidence related to the allegation. The burden of proof will be on the school to present evidence that demonstrates a specific rule or provision has been violated. Notice shall be assumed implicit where the violation is of such egregious nature that it breaks state or federal law or recklessly endangers the safety of the school, the students or the OSA staff.

Student/Family Notification Requirements

Each stage of a disciplinary proceeding requires timely notification of student/family:

Notice of Suspension:

A written or verbal notice informing the student/family of the student's name, date of offense, offense, and

length of suspension will be sent out the day the suspension is issued.

Notice of Extension to Suspension Pending Expulsion:

If the school decides to pursue an expulsion, written or verbal notice informing the student/family that the student's suspension has been extended until the hearing date.

Notice of Expulsion Hearing:

Written notice which informs the student/family of the time, date and location of the expulsion hearing as well as their due process rights and their right to appeal the scheduled date. The charter school will provide the notice of expulsion to the OUSD Office of Charter Schools (OCS) at the same time as family notification so that an OCS representative may attend the hearing.

The Notice of Hearing shall include, at a minimum:

- The date and place of the hearing
- A statement of the specific facts and charges upon which the proposed expulsion is based
- A copy of the school's disciplinary rules that relate to the alleged violation
- Notice to parents of their obligation to inform a new school district in which the student enrolls of his or her status with the charter school (Education Code section 48915.1(b))
- Notice of Decision/Expulsion -- A written document which informs the student/family of the outcome of the expulsion hearing. If the student has been expelled, the notice should include all elements outlined in the Expulsion Documentation Requirements section of this policy.

The recommended practice for OUSD-authorized charter schools is to provide student/families with a notice of expulsion hearing no less than 10 calendar days prior to the hearing and to conduct the expulsion hearing within 30 days of the expellable offense, barring an extension mutually agreed upon by student/family and school.

Discipline matters that involve students with IEPs or 504 plans shall conform to all applicable state and federal laws. Fair hearing practices and mediation processes, where appropriate, will be adhered to. Student Study Teams and IEP Teams may be involved in this process as well in order to determine how to best meet the needs of the student and family while still following applicable laws and regulations related to discipline violations.

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.

SEXUAL MISCONDUCT

OSA Sexual Misconduct Policy Statement¹

Oakland School for the Arts (OSA) is committed to creating and sustaining an educational environment in which students, faculty, and staff can thrive in an atmosphere that is open, healthy, safe, and supportive. In alignment with this commitment and in interest of adhering to federal and state law requirements, OSA aims to establish an environment where sexual misconduct is not excused or ignored as these types of actions are damaging and traumatic to those affected and have no place in our school community. OSA will take any and all action needed to prevent, interrupt, correct, and discipline behavior that violates this standard of conduct. Due diligence will be used to ensure the disciplinary review and any appropriate action be taken as expeditiously as possible. OSA will make a diligent effort to educate students in regards to promoting healthy relationships, wellness, and the impact of sexual misconduct, train staff in appropriately promoting healthy relationships and addressing sexual misconduct, and provide assistance and support to complainants in a consistent and sensitive manner. This policy is applicable regardless of sexual orientation and/or gender identity of individuals engaging in sexual activity.

¹ OSA’s Sexual Misconduct Policy is adapted from that of the Oakland Unified School District (OUSD).

OSA Definition of Sexual Misconduct

Sexual Misconduct is an umbrella term for conduct of a sexual nature (encompassing terms like sexual harassment, sexual violence, and sexual assault) that is prohibited at OSA. Examples of types of conduct which are prohibited at OSA and which may constitute misconduct include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, unwanted sexual comments or questions, or overly personal conversation or computer-generated images of a sexual nature.

4. Spreading sexual rumors
5. Teasing or sexual remarks about students enrolled in a predominantly single-sex class or activity.
6. Massaging, grabbing, fondling, stroking, or brushing the body.
7. Touching an individual's body or clothes in a sexual way.
8. Impeding or blocking an individual's movements or any physical interference with school activities when directed at an individual on the basis of sex or gender expression.
9. Displaying sexually suggestive objects.
10. Sexual assault, sexual battery, or sexual coercion.
11. Sexual violence which is the perpetration of a sexual act on a person without their affirmative consent.
12. Electronic communication containing comments, words, or images described above.

At OSA, sexual harassment includes all unwelcome sexual conduct that may include, but is not limited to, sexual violence, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through any OSA program or activity.

These acts, when reported, will trigger investigations by the OSA administration.

Title IX and Sexual Harassment

As of 2020, Title IX of the Education Amendments of 1972 defines sexual harassment by three types of sexual misconduct:

- Any instance of quid pro quo harassment by a school's employee
- Any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access
- Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

These acts, when reported, will trigger Title IX investigations by the OSA administration in accordance with federal law. Forms of sexual harassment not listed here may still be investigated by the OSA administration in accordance with California state law and OSA's sexual misconduct policy (see below).

What is Sexual Misconduct?

Examples of types of conduct which are prohibited by OSA and which may constitute misconduct include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, unwanted sexual comments or questions, or overly

personal conversation or computer-generated images of a sexual nature.

- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class or activity.
- Massaging, grabbing, fondling, stroking, or brushing the body.
- Touching an individual's body or clothes in a sexual way.
- Impeding or blocking an individual's movements or any physical interference with school activities when directed at an individual on the basis of sex or gender expression.
- Displaying sexually suggestive objects.
- Sexual assault, sexual battery, or sexual coercion.
- Sexual violence which is the perpetration of a sexual act on a person without their affirmative consent.
- Electronic communication containing comments, words, or images described above.

Who Does the Policy Apply To?

- Harassment by students
- Harassment by administrators/teachers/staff
- Harassment by volunteers or school visitors

Reporting Sexual Harassment or Misconduct

Any student who believes that they have been subjected to sexual harassment by another student, an employee, or third party who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, an administrator, or other available school employee.

An investigation will be conducted that will include the Dean of Students (student related) and the Principal (employee related), as well as the Title IX Coordinator.

Title IX Coordinator: kzaugg@oakarts.org

Dean of Students: aderoos@oakarts.org

Principal Mike Oz: moz@oakarts.org

Disciplinary Actions

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: Upon investigation of a sexual harassment complaint, any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Restorative Practices will be implemented when possible. For students in grades 6-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. A substantiated charge against a student shall subject that student to disciplinary actions which may include but are not limited to verbal warnings, reprimands, counseling, suspension, or expulsion, consistent with the State Education Code and this handbook. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

TITLE IX PER SB 1375

Oakland School for the Arts is a free, public school chartered by Oakland Unified School District. OSA does not discriminate in admissions on the basis of academic history, academic preparation, citizenship, color, creed,

English proficiency, ethnicity, disability, gender expression, gender, home language, home living situation, immigration status, learning differences, national origin, parental/guardian marital status, political affiliation, race, religious or spiritual practice, sexual orientation, or any other discriminatory criteria.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX Policy below describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy.

TITLE IX HARASSMENT POLICY

Oakland School for the Arts (“OSA”) has adopted this Title IX Harassment Policy for complaints regarding sexual harassment, sexual violence, and gender-based harassment (collectively “Sexual Harassment”). For complaints regarding unlawful discrimination, other forms of harassment, intimidation or bullying, unlawful pupil fees, or other specific violations of state or federal law, please refer to the Charter School’s Uniform Complaint Policy and Procedures. For all other complaints please refer to the General Complaint Policy. For any questions regarding the application of this Policy or OSA’s other policies, please contact the Executive Director.

The OSA Board of Directors (the “Board”) understands sexual harassment, including sexual violence, interferes with students’ ability to learn, negatively affects student engagement, diminishes school safety, and contributes to a hostile school environment. As such, OSA prohibits any acts of sexual harassment altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

All staff are expected to provide appropriate supervision to enforce standards of conduct. All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

Prohibited Unlawful Sexual Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law prohibit discrimination on the basis of sex and sexual or gender-based harassment. In accordance with these existing laws, discrimination on the basis of sex and sexual or gender-based harassment in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by OSA.

OSA is committed to providing a work and educational environment free of sexual or gender- based harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to either the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when:

- a. submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress;
- b. submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual;
- c. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or
- d. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - o Rape, sexual battery, molestation or attempts to commit these assaults.
 - o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - o Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - o Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
 - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
 - o Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - o Displaying signs or other materials purporting to segregate an individual by sex in an

area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all- inclusive list of prohibited acts under this Policy.

Grievance Procedures

1. Reporting

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Title IX Coordinator (the "Coordinator"):

Katy Zaugg, Assistant Principal
530 18th Street
Oakland, CA 94612
(510) 873-8824
kzaugg@oakarts.org

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

Any employee who receives actual notice of any allegation that may constitute sexual harassment shall promptly report the allegation to the Coordinator.

When the Coordinator receives a report of sexual harassment, the Coordinator or designee will: a. confidentially contact the reporting student to offer supportive measures, consider the reporting student's wishes with respect to supportive measures, and inform them of the availability of supportive measures with or without filing a formal complaint; b. explain the process for how to file a formal complaint; c. inform the reporting student that any report made in good faith will not result in discipline; and d. respect the reporting student's wishes with respect to whether to investigate unless the Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the community.

A Formal Complaint of Sexual Harassment is a document filed by an individual (the "Complainant") or signed by the Coordinator alleging sexual harassment against another individual (the "Respondent") and requesting that the recipient investigate the allegation of sexual harassment. A formal complaint may be filed with the Coordinator in person, by mail, or by electronic mail, by using the contact information for the Coordinator listed above, and by any additional method designated by the Coordinator. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the recipient) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Choosing to make a report, file a formal complaint, and/or meet with the Coordinator after a report or formal complaint has been made, and deciding how to proceed, can be a process that unfolds over time. A student does not have to decide whether to pursue a formal complaint or to name the other party/ies at the time of the report. Reporting does not mean the student wishes to pursue a formal complaint—it may mean the student would like help accessing resources and supportive measures. A student does not have

to pursue a formal complaint to take advantage of the supportive measures available to the student.

OSA prohibits any form of retaliation against any individual who reports sexual harassment, files a formal complaint, or testifies, assists, participates, or refuses to participate in any investigation or proceeding related to sexual harassment. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

2. Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to OSA's education program or activity without unreasonably burdening the other party. These include measures designed to protect the safety of all parties, preserve or restore access to OSA's educational environment, and deter future acts of sexual harassment.

Supportive measures available to complainants and respondents may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. OSA will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of OSA to provide the supportive measures.

3. Investigation and Response

The following grievance procedures will apply:

A. Notice of the Allegations

Upon receipt of a formal complaint of sexual harassment, the Coordinator shall give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:

- A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. If, in the course of an investigation, OSA determines it needs to investigate allegations about the complainant or respondent that are not included in this notice, the Charter School must provide notice of the additional allegations to the parties whose identities are known.
- A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
- A statement that the parties may have an advisor of their choice, who may be an attorney, and

may inspect and review evidence; and

- A statement that OSA prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.

B. Emergency Removal

o OSA may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with the Charter School's policies.

o OSA may remove a respondent from OSA's educational program or activity on an emergency basis, in accordance with OSA's policies, provided that OSA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

o This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Americans with Disabilities Act ("ADA").

C. Informal Resolution

When a formal complaint of sexual harassment is filed, OSA may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If the Charter School offers such a process, it shall:

- Provide the parties with advance written notice of:
 - o The allegations;
 - o The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
 - o The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
 - o Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
 - o Obtain the parties' advance voluntary, written consent to the informal resolution process.
- OSA shall not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

D. Dismissal of a Formal Complaint of Sexual Harassment

If the investigation reveals that the alleged harassment did not occur in OSA's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable OSA policy.

OSA may dismiss a formal complaint of sexual harassment if:

- The complainant provides a written withdrawal of the complaint to the Coordinator;
- The respondent is no longer employed or enrolled at OSA; or

- The specific circumstances prevent OSA from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.

If a formal complaint of sexual harassment or any of the claims therein are dismissed, OSA will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

E. Investigation Process

- Upon receipt of a formal Title IX complaint, the Title IX Coordinator will appoint an investigator (the "Investigator") to investigate the allegations subject to the formal grievance process. The investigation may include, among other things, interviewing the complainant, the respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files (preserving confidentiality wherever necessary); and gathering and examining other relevant documents, social media, and evidence.
- In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
- The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
- The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- Prior to completion of the investigative report, OSA will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the Investigator's consideration prior to the completion of the investigation report.
- The Investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

F. Determination of Responsibility

- OSA will review the evidence provided by all parties and will make a final determination of responsibility after the investigation. The individual making this determination (the "Decision-Maker") will not be the Coordinator, the Investigator, or any other individual who may have a conflict of interest.
- The standard of evidence used to determine responsibility is the clear and convincing evidence standard.
- Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- OSA shall send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
 - The allegations in the formal complaint of sexual harassment;
 - All procedural steps taken including any notifications to the parties, interviews with

- parties and witnesses, site visits, and methods used to gather other evidence;
- The findings of facts supporting the determination;
- The conclusions about the application of OSA's code of conduct or discipline policy to the facts;
- The decision and rationale for each allegation;
- Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- The procedures and permissible bases for appeals.

4. Consequences

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from OSA or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by OSA in response to a formal complaint of sexual harassment.

5. Right of Appeal

Should either the complainant or the respondent find OSA's resolution unsatisfactory, the individual may, within five (5) business days of notice of OSA's decision or resolution, submit a written appeal to the President of the Board, who will review the investigation and render a final decision.

The complainant and the respondent shall have the same appeal rights and OSA shall implement appeal procedures equally for both parties. OSA shall notify the other party in writing when an appeal is filed. The President of the Board shall give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

6. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location.

OSA will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials, which shall also be maintained on OSA's website, used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

TITLE IX HARASSMENT COMPLAINT FORM

Your Name:

Date:

Date of Alleged Incident(s):

Name of Person(s) you have a complaint against:

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (e.g., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize OSA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including expulsion or termination.

Date:

Signature of Complainant:

Print Name

To be completed by the Charter School:

Received by: Date:

Follow up Meeting with Complainant held on:

GENERAL GUIDELINES

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).

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 and will be returned directly to parents at the end of the school day. 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 at (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. Clothing must be correctly sized; no overly tight or sagging clothes. Students should refrain from wearing clothing, jewelry, or accessories which promote drug or alcohol use, violence, profanity, bigotry, hatred or intolerance against people based on their race, ethnicity, religion, gender, or sexual orientation.

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, unless it is a face mask that is required for Covid safety.

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. Once in the building, students can head up to their classrooms at 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 they are involved 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 18th or 19th 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 the 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/Vaccination Policy

OSA follows guidance from our authorizer, Oakland Unified School District, and the State of California related to immunization and vaccination policies.

Tuberculosis Testing

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.

General Immunization

All students entering grade 7 must be fully immunized against specific communicable diseases (such as tetanus, diphtheria, pertussis, varicella, meningitis) in addition to completing the required immunizations for starting school (which include polio, hepatitis B, measles, mumps and rubella). Students, prior to their admission to school, must have received immunization, unless provisions for medical 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). At the time of publication, California does not allow for religious or philosophical objection to these standard school immunizations.

COVID Vaccines

Under OSA Board Resolution 2022-013 adopted November 30, 2021, Oakland School for the Arts will abide by and remain in compliance with the OUSD Board Policy 5141.29 'COVID-19 Student Vaccine Requirement' including the provision that all students aged 12 and over are required to be fully vaccinated against COVID-19 as of February 1, 2022 unless otherwise exempted per the Exemption Form provided at www.oakarts.org.

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 lunches are available for students who submit an application. 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 or at the park across the street that is overseen by campus supervisors.

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, provide Chromebooks and other technology for students, 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. Students must be self-sufficient in administering their own medications.

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. 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.

Postings

The school administration must approve all postings on campus.

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.

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

The Principal 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.

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.

Williams Complaint

Any complaints regarding insufficiency of educational materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students, or teacher vacancy/mis-assignment would be a Williams complaint. Please go to our website at www.oakarts.org for information on how to file a Williams Complaint. We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

UNIFORM COMPLAINT POLICY AND PROCEDURES

Oakland School for the Arts ("OSA" or the "Charter School") has adopted this Uniform Complaint Policy and Procedures ("UCP") for complaints regarding unlawful discrimination, harassment, intimidation or bullying, unlawful pupil fees, or other specific violations of state or federal law. For complaints regarding sexual harassment, including sexual violence, please refer to the Title IX Harassment Policy. For all other complaints please refer to the General Complaint Policy. For any questions regarding the application of this Policy or OSA's other policies, please contact the Executive Director.

OSA complies with applicable federal and state laws and regulations. OSA is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any OSA program or activity.

2. Complaints alleging a violation of state or federal law or regulation governing the following programs:

- Accommodations for Pregnant, Parenting or Lactating Students;
- Adult Education;
- Career Technical and Technical Education;
- Career Technical and Technical Training;
- Child Care and Development Programs;
- Consolidated Categorical Aid;
- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
- Every Student Succeeds Act;
- Migrant Education Programs;
- Regional Occupational Centers and Programs;
- School Safety Plans; and/or
- State Preschool Programs.

3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

a. "Educational activity" means an activity offered by the Charter School that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

b. "Pupil fee" means a fee, deposit or other charge imposed on students, or a student's parents/guardians, in violation of Education Code Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.

ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

c. If OSA finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, OSA shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by OSA to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.

d. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or OSA and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or LCAP pursuant to Education Code sections 47606.5 and 47607.3, as applicable. If OSA adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement pursuant to Education Code sections 64000, 64001, 65000, and 65001 shall also be governed by this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

OSA acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. OSA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential when possible. However, OSA may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Compliance Officer or designee on a case-by-case basis. OSA shall ensure that complainants are protected from retaliation.

Compliance Officer

The Board of Directors designates the following Compliance Officer to receive and investigate complaints and to ensure OSA's compliance with law:

Mike Oz
Principal
530 18th Street
Oakland, CA 94612
(510) 873-8800
Moz@oakarts.org

The Executive Director or designee shall ensure that the Compliance Officer and any party designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The Compliance Officer may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the named Compliance Officer, the compliance officer for that case shall be the Executive Director. Should a complaint be filed against the Executive Director, the Compliance Officer for that case shall be the President of the OSA Board of Directors.

Notifications

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on OSA's website.

OSA shall annually provide written notification of OSA's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary pursuant to Education Code Section 48985, this annual notice will also be provided to the parent/guardian in their primary language if fifteen (15) percent or more of the students enrolled in OSA speak that language as their single primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that OSA is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that OSA is operating pursuant to Title 22 licensing requirements.
3. A statement that OSA is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the Compliance Officer, and the identity(ies) of the person(s)

currently occupying that position, if known.

6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

7. A statement that the complainant has a right to appeal OSA's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of OSA's decision, except if OSA has used its UCP to address a complaint that is not subject to the UCP requirements.

8. A statement that a complainant who appeals OSA's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

9. A statement that if OSA finds merit in a UCP complaint, or the CDE finds merit in an appeal, OSA shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.

11. A statement that copies of OSA's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that OSA has violated federal or state laws or regulations enumerated in the section "Scope," above. The Compliance Officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges

that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the OSA Board of Directors approved the LCAP or the annual update was adopted by OSA.

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Complaints regarding pupil fees or LCAP compliance, only, may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, OSA staff shall assist the complainant in the filing of the complaint.

Step 2: Mediation

Within five (5) business days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the Compliance Officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend OSA's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The Compliance Officer is encouraged to hold an investigative meeting within five (5) business days of

receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Compliance Officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

OSA's refusal to provide the Compliance Officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Final Written Decision

OSA shall issue an investigation report (the "Decision") based on the evidence. OSA's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of OSA's receipt unless the timeframe is extended with the written agreement of the complainant. OSA's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether OSA is in compliance with the relevant law.
3. Corrective actions, if OSA finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal OSA's Decision within thirty (30) calendar days to the CDE, except when OSA has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of OSA's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with OSA and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. OSA failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, OSA's Decision lacks material findings of fact

necessary to reach a conclusion of law.

3. The material findings of fact in OSA's Decision are not supported by substantial evidence.

4. The legal conclusion in OSA's Decision is inconsistent with the law.

5. In a case in which OSA's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.

2. A copy of the Decision.

3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.

4. A report of any action taken to resolve the complaint.

5. A copy of OSA's complaint procedures.

6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to OSA for resolution as a new complaint. If the CDE notifies OSA that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, OSA will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to the previous paragraph, either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by OSA when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, OSA has not taken action within sixty (60) calendar days of the date the complaint was filed with OSA.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of OSA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if OSA has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

UNIFORM COMPLAINT PROCEDURE FORM (page 1)

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____

Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- Adult Education
- Career Technical and Technical Education/Career Technical and Technical Training
- Child Care and Development
- Consolidated Categorical Aid Programs
- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families
- Every Student Succeeds Act
- Local Control Funding Formula/ Local Control and Accountability Plan
- Migrant Education Programs
- Regional Occupational Centers and Programs
- School Plans for School Achievement
- School Safety Plan
- Pupil Fees
- Pregnant, Parenting or Lactating Students
- State Preschool Program

For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:

- Age
- Ancestry
- Color
- Disability (Mental or Physical)
- Ethnic Group Identification
- Gender / Gender Expression / Gender Identity
- Genetic Information

UNIFORM COMPLAINT PROCEDURE FORM (page 2)

Immigration Status/Citizenship

Marital Status

Medical Condition

Nationality / National Origin

Race or Ethnicity

Religion

Sex (Actual or Perceived)

Sexual Orientation (Actual or Perceived)

Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator. Additional pages may be used as needed.

2. Have you discussed your complaint or brought your complaint to any OSA personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint. I have attached supporting documents.

Yes

No

Signature: _____ Date: _____

Mail complaint and any relevant documents to the Compliance Officer:

Mike Oz Principal
530 18th Street
Oakland, CA 94612
(510) 873-8800
Moz@oakarts.org

GENERAL COMPLAINT POLICY

Oakland School for the Arts (“OSA” or the “Charter School”) has adopted this General Complaint Policy (the “Policy”) to address concerns about OSA generally and/or regarding specific OSA employees. For complaints regarding unlawful discrimination, harassment, intimidation or bullying, unlawful pupil fees, or other specific violations of state or federal law, please refer to the Charter School’s Uniform Complaint Policy and Procedures. For complaints regarding discrimination on the basis of sex, or sexual or gender-based harassment, please refer to the Charter School’s Title IX, Harassment and Discrimination Policy. For all other complaints, this Policy, the General Complaint Form, and accompanying procedures will be appropriate. For any questions regarding the application of this Policy or OSA’s other policies, please contact the Executive Director.

This Policy shall be used when a non-employee complainant raises a complaint or concern about Charter School generally or a Charter School employee.

If reasonably feasible, third-party complaints shall be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the Charter School employee directly. However, in the event an informal resolution cannot be achieved or is not appropriate, the following steps will be followed:

1. The complainant begins the process by filing a written complaint using a General Complaint Form (sample below) with the office of the Executive Director as soon as possible after the events that give rise to the complainant’s concerns. The written complaint shall set forth in detail the factual basis for the complaint;
2. The Executive Director or designee shall use their best efforts to ascertain the facts relating to the complaint. When applicable, the Executive Director or designee shall confer with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts;
3. In the event that the Executive Director or designee finds that a complaint is valid, the Executive Director or designee shall take appropriate action to resolve the concern. In the event the complaint is against an employee of the Charter School, the Executive Director or designee may take disciplinary action against the employee. As appropriate, the Executive Director or designee may counsel or reprimand employees as to their conduct without initiating formal disciplinary measures. The Executive Director or designee’s decision relating to the complaint shall be final.
4. If the complaint is about the Executive Director, the complainant may file their complaint by using a General Complaint Form (sample below) and sending it to the President of the OSA Board of Directors (the “Board President”), who will then conduct a fact-finding investigation or authorize a third-party investigator on behalf of the Charter School. The Board President or investigator will report the findings to the Board, in closed session for review and further action, if necessary.

5. The Executive Director or designee or Board President shall draft a written response to the complainant indicating that the matter has been investigated and sufficiently addressed. If appropriate, the response may include general details about the manner of the resolution, but at all times employee and student privacy rights shall be maintained. No response may include any details about adverse action taken against a student or employee.

GENERAL ASSURANCES

1. Confidentiality: All complainants shall be notified that information obtained from the complainants, and thereafter gathered during the investigation, shall be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be guaranteed.

2. Non-Retaliation: All complainants shall be advised that complainants shall be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

3. Resolution: The Executive Director or designee will investigate complaints appropriately under the circumstances, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

GENERAL COMPLAINT FORM

Name: _____

Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) this complaint is about (if known and applicable): _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (e.g. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. Employees providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant: _____

To be completed by Charter School

Received by:

Print Name

Date

Middle and High School Bell Schedules

Middle School	Monday	Tuesday	Friday
8:15 - 9:05	Period 1	Period 1	Period 1
9:10 - 10:00	Period 2	Period 2	Period 2
10:05 - 10:55	Period 3	Period 3	Period 3
10:55 - 11:05	Break	Break	Break
11:05 - 11:55	Period 4	Period 4	Period 4
12:00 - 12:50	Period 5	Period 5	Period 5
12:50 - 1:35	Lunch	Lunch	Lunch
1:35 - 2:25	Period 7	Period 7	Period 7
2:30 - 3:20	Period 8	Period 8	Period 8

Wednesday	
8:15-9:40	Period 1
9:45-11:10	Period 4
11:10-11:20	Break
11:20-12:45	Period 2

Thursday	
8:15-9:40	Period 3
9:45-11:10	Period 7
11:15-11:50	Advisory
11:50 - 12:35	Lunch
12:35-1:50	Period 5
1:55-3:20	Period 8

High School	Monday	Tuesday	Friday
8:15 - 9:05	Period 1	Period 1	Period 1
9:10 - 10:00	Period 2	Period 2	Period 2
10:05 - 10:55	Period 3	Period 3	Period 3
10:55 - 11:05	Break	Break	Break
11:05 - 11:55	Period 4	Period 4	Period 4
12:00 - 12:50	Period 5	Period 5	Period 5
12:50 - 1:35	Lunch	Lunch	Lunch
1:35 - 2:50	Period 7	Period 7	Period 7
2:50 - 3:00	Break	Break	Break
3:00 - 4:15	Period 8	Period 8	Period 8

Wednesday	
8:15-9:40	Period 1
9:45-11:10	Period 2
11:10-11:20	Break
11:20-12:50	Arts

Thursday	
8:15-9:40	Period 3
9:45-11:10	Period 4
11:15-11:50	Advisory
11:50-12:35	Lunch
12:35-2:00	Period 5
2:05-4:15	Arts Block



2021-2022 CALENDAR

<p>August 9 -13 - Teacher Work Days (No school for students) August 16 - First Day of School</p>	<table border="1"> <thead> <tr><th colspan="7">AUGUST '21</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST '21							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1"> <thead> <tr><th colspan="7">FEBRUARY '22</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY '22							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						<p>February 21- Presidents' Day (No school for students)</p>							
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