

- Quarantine directed by the Department of Public Health
- Medical, dental, optometric or chiropractic appointments or treatment (please schedule outside of school hours where possible)
- Attending a funeral service
- Jury Duty as required by law (18 years of age or older)
- Appearance in court
- Observation of a holiday or ceremony of his/her religion
- Family emergency

DISCIPLINARY GUIDELINES

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

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

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

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

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

- After school detention
- 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 towards or about other’s physical, mental or emotional ability status
- Habitual tardiness
- Violating classroom rules established by teachers
- Committing an obscene act or engaging in profanity or vulgarity
- Intentional deception (i.e. cheating, plagiarism, or forgery)
- Cutting classes and/or school activities and leaving class or campus without authorization
- Possession or distribution of lewd or obscene images/material
- Inappropriate, excessive public displays of affection
- Violation of the Computer Use Policy
- Sexual harassment of any kind
- Sexual misconduct, consensual or not
- Violation of the Dress Code
- Unauthorized use of electronic devices

- Gambling
- Vandalism and property damage
- Theft, robbery, burglary
- Truancy

Anti-bullying policies

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

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

Behavior

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

Violence

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

Distribution of Controlled Substances

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

Weapons & Contraband Possession

/Distribution

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

Property Violation/Damage

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

Harassment/Assault

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

Discrimination, Harassment, Intimidation, or Bullying

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

Violation of this policy is grounds for any disciplinary action.

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

- If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.

- Complaints lodged by students, parents, or staff will trigger an investigation by the school principal or his/her designee. A decision or report will be communicated to the complainant within 60 calendar days from the receipt of the complaint. The 60-day timeline may be extended with written agreement of the complainant. The investigation will be conducted in accordance with Section 4600-4695.

- Oakland School for the Arts prohibits any form of retaliation against any complainant or witness in the complaint process, and will take necessary steps to ensure that the identify of the complainant(s) and witness(es) alleging discrimination, harassment, intimidation, or bullying will remain confidential, as appropriate.

- If the complainant disagrees with the school's resolution, he or she is entitled to an appeal. Appeals may be made to the school principal.

Authority

The Executive Director shall have the ultimate authority to determine appropriate disciplinary action. Direct appeals to the OSA Board of Directors.

Liability for Damages and Losses

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in damage or injury to school staff, volunteers, students or property.

OSA may withhold from students and parents the grades, diplomas or transcripts of the student responsible until such damages are paid or the property is returned. Restitution could include voluntary work/service to the school in lieu of monetary payment.

Code of Conduct

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

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

I WILL...

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

I WILL NOT...

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

Disciplinary Consequences

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

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

In the case of serious infractions, consequences may include suspension or a recommendation for expulsion from OSA. The administration will determine the initial consequences of a particular

infraction for any individual student after a formal investigation. All infractions will be noted in the student's Discipline Log.

Prevention of Injury

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

Law Enforcement and Social Services

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

In-School Service

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

Detention

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

Suspension

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

example, a student suspended from school for three (3) days must make up missed work within three (3) days of his/her return to school. Students are required to complete all assignments and tests missed during any period of suspension.

Behavior 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

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

Suspension Hearing

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

Disciplinary Records

The State of California requires the school to specifically identify each suspension or expulsion of a student, by the offense committed, in all of the

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

Due Process Rights

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

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

Sexual Harassment

Definitions

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

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

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

Consequences

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

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

Procedures

The School has an established procedure and complaint form for sexual harassment. Please follow the procedures below if you feel that you have been the victim of sexual harassment.

Step I – Informal Resolution:

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

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

Step II – Formal Resolution:

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

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

Step III – Response:

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

Other Complaints

Oakland School for the Arts has the primary responsibility for compliance with federal and state laws and regulations.

Non-formal complaints may be addressed to our

Ombudsperson:

Randi Gallenson
rgallenson@oakarts.org

We have established **Uniform Complaint Procedures** (UCP) to address formal allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of

state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). More information about our Uniform Complaint Procedures as well as Complaint Forms to file a Uniform Complaint are available on the home page of our website: www.oakarts.org.

Uniform Complaint forms may be filed with the school principal:
Staci Smith
Oakland School for the Arts
530 18th Street
Oakland, CA 94612
ssmith@oakarts.org

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 see the home page of 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 of 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.

GENERAL GUIDELINES

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 summer school or to makeup the course online. Parents and students are responsible for making such arrangements and for the cost of these online courses. The School Principal must approve makeup courses.

Academic Advising and Support

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

Students should consult with their teachers for subject specific academic support.

Academic Honesty

At OSA we value academic integrity. All students are expected to complete their academic assignments and examinations with honor. Unless a teacher gives explicit instructions to the contrary, all assignments in class or out of class must be entirely the student's own work. Copying or sharing any assignment constitutes cheating and may result in failure on that

assignment for the student(s) involved at the teacher's discretion. Plagiarism may also result in a failing grade. A student plagiarizes when he or she submits work as his or her own that is taken from other sources without naming that source. There is no tolerance for cheating or plagiarizing at OSA, and those students caught will be disciplined. Continued incidents may result in course failure.

Alliance of Parents and Teachers (APT)

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

After School Supervision

At the end of the school day all student must leave campus or be in a supervised activity such as tutoring with a teacher or designated adult or be in a rehearsal. For safety reasons, students are not allowed to remain on campus unsupervised. OSA partners with an outside organization called Higher Ground for after school care. Families will