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Vanessa Musso – School Counselor, 7th- 8th grade

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Leslie Brooks – Administrative Assistant, Textbooks/ Behavior Management
Stori Chapman – Morning Receptionist
Laura Ely – Registrar
Billie Sue Griffith – Attendance Clerk
Becky Hall – Afternoon Receptionist
Berene Lindbeck – Office Manager
Kim Napoleon – Attendance Clerk
Becky Parsons – Family Liaison
Sonia Rojo – School Resource Officer
Anita Sanchez – Administrative Assistant, Student Services
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General Information A to Z

Academics and Arts Enrollment
It is the belief of the Orange County School of the Arts Board of Trustees that full participation in BOTH the academic program and the arts conservatory program is an essential component to the OCSA educational experience. Therefore, it is the policy of this Board that all students enrolled in the Orange County School of the Arts, must be enrolled in both programs concurrently.

Exceptions to the above may include:

1. Modifications of a student’s instructional day as determined by an I.E.P. Team recommendation.
2. Dependents of current OCSA full-time employees or part-time employees currently working an average of 20 Hours/week and employed at the school for at least two years may attend the academic program without attendance in the conservatory arts program.
3. Modification to the above policy on a temporary basis as determined by School Administration. These include documented health issues, documented immediate family health issues, students under contract for temporary professional work in their area of study.

Academic Honesty-Honor Code

Philosophy: Students of the Orange County School of the Arts have the right to a fair academic learning environment where honesty is reflected by consistent submission of original academic work and respect is shared among all members of the educational community.

Student Expectations:
- Students will refrain from acts of dishonesty
- Students will refuse to aid others in acts of dishonesty
- Students will notify staff of any cheating or dishonesty by self or others

Dishonest acts include but are not limited to:
- Lying, stealing, and damaging the work or property of another student
- Plagiarism (copying of information from electronic or print resources, works of art, or music without giving credit to the author/source)
- Copying the work of another student or allowing another person (tutor, parent, sibling, peer) to copy or complete one’s own work
- Theft or unauthorized access to an exam or assignment
- Use of unauthorized or commercially prepared materials or equipment, including electronic devices, during an exam or assignment
- Changing, altering, or fabricating a grade, score, or any other academic record
- Unauthorized communication, electronically or in person, with any other person during or about an exam
- Tampering with or damaging school computer files, disks, materials, or other school property
- Unauthorized copying of software or using the data disk of another student
Definitions:

- **Lying** – Purposefully misrepresenting the truth; this includes the forgery of signatures
- **Stealing** – Taking the property of another without permission
- **Academic dishonesty** – Knowingly taking, giving, or receiving information or assistance on any graded work, including homework that is assigned to an individual in a manner that defies the Honor Code

Consequences of an Honor Code violation may include but are not limited to:

- Grade of zero for assigned work
- Referral with demerit(s) Detention
- Conference with student, parent(s), teacher(s), and/or administrator
- Dismissal from positions of leadership (CSF tutor, leadership class, office/teacher aide) and/or special performance groups.
- Loss of eligibility for extracurricular school functions, academic scholar programs, letters of recommendation, and/or recognition at graduation
- Suspension from school Dismissal from school Expulsion from school

**Academic Intervention**

If at the end of a semester, a student has below a 2.0 academic GPA or any Fs in core academic classes, they will be placed into Academic Intervention. The academic GPA is determined from the student's grades in Literature and Composition, Mathematics, Social Studies, Science, World Language and Academic Elective classes. It does not include non- academic electives or conservatory classes. During the time that a student is placed into Academic Intervention, the student will not be allowed to participate in any extracurricular field trips or activities. The student may audition for roles/performances, but participation in shows/ performances is dependent on approval of both the Director of the student's conservatory and the Administrator or counselor assigned to supervise the student's academic intervention. An Academic Intervention contract to guarantee that academic performance remains the priority will be put into place as a result. Failure to complete the requirements of the contract may result in dismissal from OCSA.

**Aeries**

The Aeries parent/student portal provides families with access to the student's current grades, official report cards and progress reports, transcripts, test scores, attendance class schedules, discipline record, SAT and ACT results, and much more. These items can be downloaded, printed and retained for personal use.

Parents of current students who do not have Aeries portal accounts should contact the OCSA Tech Support Team at techsupport@csarts.net. New students and their parents receive information regarding Aeries access at the beginning of the year from Tech Support.

Portal access: https://familysis.ocsarts.net

**Aeries Parent Data Confirmation Process**

Each year of a student’s attendance at OCSA, parents are required to complete a Parent Data Confirmation process in the Aeries parent portal. This process gives parents access to modify, update, or enter new data online with regard to their student’s demographics, emergency contacts, medical conditions and authorization information. The completion of this process is **mandatory for every parent/guardian**. Full access to the Aeries parent portal is given only after the parent/guardian has completed this
confirmation process at the beginning of each school year. Parents also have the ability throughout the year to use the Data Confirmation tab in Aeries to update phone numbers, email addresses, authorizations, and to request address changes. Student data updates can be done at any time. Please note that address changes require school personnel confirmation before the update is completed. An automated email notification is sent to parent/guardian when data changes are made.

Appeal Policy
The Board of Trustees, as the governing entity of the Orange County School of the Arts, will hear appeals of administrative decisions made by OCSA staff in the areas of grades, discipline (suspension, dismissal, and expulsion) and student academic and/or conservatory dismissal. These appeals will be heard during the closed session of regularly scheduled monthly Board meetings. All appeal requests must be made using established Appeal Procedures and must be requested within the same school calendar year of the administrative decision.

Board of Trustee Appeal Process
- Request, in writing, a hearing with the Board of Trustees. This request for appeal should be addressed to the Board of Trustees, and must be received by 3:00 pm on the Friday prior to the Board of Trustee meeting. The reason(s) for the appeal should be detailed in the request for appeal along with any relevant information you would like the Board to consider.
- The Appeal will be heard in closed session. The parent/student will have ten minutes to make their presentation. OCSA staff will then have ten minutes to present. The parent/student will have five minutes to respond to staff's presentation or present additional information. OCSA staff will then have five additional minutes to present. Trustee members may then ask questions of either party.
- The Board of Trustees will meet in closed session to render their decision. Unless otherwise indicated, the Board will render their decision within 72 hours of the hearing.
- If the student has been expelled or dismissed the student should enroll in his/her home school district during the appeal process.

Appointment Requests
Students who want to make an appointment to see an administrator, director or school counselor may fill out an Appointment Request Form, or make an appointment with an administrative assistant, who are available in rooms T100 and T101. Parents who want to make an appointment to meet with a teacher, counselor, director or dean should email the staff member directly.

Art Attack
Announcements and important school information is delivered to students through the daily Art Attack school broadcast during blocks 2 / 5. An expanded written copy can be found at www.ocsarts.net/ArtAttack.

Attendance Policy
OCSA's Attendance Policy is in accordance with the California Ed Code 48205.
- Regular attendance is vital to a student's success in school. A student who is frequently tardy or absent misses direct instruction, even though written work may be completed.
- Students are required to attend arts and academic classes even during their performance periods. Failure to do so may result in the student not being allowed to perform for that day.
- Students who miss classes due to outside performances or auditions are responsible for consulting with their teachers ahead of time to obtain assignments.
- Students who work in the entertainment business as professionals, and who may be called for an audition/callback without prior notice, will be responsible for obtaining homework assignments from their teachers. Teachers will instruct students of the proper procedure to obtain homework for their classes.
- By law, teachers are under no obligation to accept make-up work due to truancies and unexcused absences.
- Students who are absent nine (9) times (10% of the semester) or more from any single class during the semester may receive an “F” for that course as determined by the teacher.
- If a student experiences a long term health issue or disability that interferes with school attendance, a parent must inform school administration in writing to determine appropriate attendance options.
- A parent may request in writing a temporary leave of absence to school administration for medically related absences longer than 18 consecutive school days. Approval and terms of temporary leave is at the sole discretion of administration. Temporary leave of absences are not to exceed one semester.
- Students are encouraged to regularly monitor their attendance in Aeries. Any discrepancies should be reported to the Attendance Office immediately. It is strongly recommended that parents also check the website to view their child’s attendance/tardy records.

Reporting Absences, Early Release and Late Arrivals

To Report an Absence
On the day of the absence, please email attendance@ocsarts.net. In the subject line, write “Absent”. In the body of the email, write the student’s full name, grade, the reason for the absence and the parent’s phone number. A reply email will be sent. If emailing the attendance office is not possible, parents or guardians may call the attendance office at (714) 560-0900 ext. 4310. Please email or call, do not do both.

To Request an Early Release
In the morning, on the day of the early release, email attendance@ocsarts.net. In the subject line, write “Early Release Request”. In the body of the email write the student’s full name, grade, the reason for the early release, time of the release and the parent’s phone number. A reply email will be sent. If emailing the attendance office is not possible, please bring a signed note to the attendance window. Students who are 18 years of age still require permission from a parent or guardian before leaving campus early. Students may not leave campus without an Off Campus slip in their hand. Failure to comply with the established checkout procedure may result in behavior consequences.

To Report a Late Arrival
Please email attendance@ocsarts.net. In the subject line write “Late Arrival”. In the body of the email, write the student’s name, grade and the reason for the late arrival. A reply email will be sent. Students must check in at the Attendance window upon arrival to school to get a pass to class. If late arrival is due to a doctor appointment, bring a
note from the office to excuse the tardy

**Excessive Absences**
OCSA has a positive attendance policy which requires students to attend entire class periods and complete days of instruction (academic and conservatory classes). Excessive absences, excused or unexcused, negatively impact academic progress due to missed instruction and classroom participation. These experiences cannot be replicated. If a student reaches 18 full-day absences (10% of the school calendar), a meeting may be held with a school administrator and the family, and an attendance/support contract may be developed. OCSA administration may dismiss a student for absences that exceed 27 within a school year. Parents may appeal the dismissal decision to the OCSA School Board of Trustees. See Appeal Policy.

**Extended Absence**
The instructional program of the Orange County School of the Arts (OCSA) has been designed to meet the State of California’s model for site-based instruction in both the academics and the arts. It is therefore a component of the approved charter that students enrolled in the Orange County School of the Arts are able to attend both academic and arts classes on a daily basis. Recognizing that the talented students of OCSA may have an opportunity to be involved with professional performance opportunities, or may experience health concerns that prevent them from attending school regularly, the following guidelines must be adhered to concerning the approval of these extended leave situations:

**Parents:**
- Inform the school and secure administrative approval for any extended leave
- Insure that instructional support will be provided to the student during the leave
- Work with child and instructional support provider to ensure that instructional goals are met.
- Communicate with the conservatory director to arrange for a conservatory instructional plan.
- Secure summary information from on-site support provider of standards covered and mastery of these standards

**Student:**
- Adhere to the curriculum and pacing of all classes during the absence. Student will be responsible for all classroom knowledge (skills, understandings, content) that was missed during extended leave
- Work with a licensed instructional support provider to ensure the standards and provided curriculum map is covered
- Be prepared upon returning to school to fully participate in all classes and assessments

**School:**
- Provide syllabus and textbooks for academic classes
- Provide curriculum map/standards to be covered during the leave period
- Upon returning to OCSA: All grades will be determined through a combination of input from the on-site instructional support provider and regularly scheduled classroom assessments

It is understood that the class plans and individual support will be provided through professional services outside of OCSA during the term of extended leave, under the supervision of the sponsoring organization and/or parents.
Truancy Policy
According to the Education Code of the State of California, any pupil who is absent from class and/or school, without a valid excuse, is truant and shall be reported to the Administrative Team. The following are considered truancies:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the day without permission.
- Leaving and/or staying out of class without permission, even if on campus.
- Arriving more than 15 minutes late to any block.

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<th>Resulting Demerits</th>
<th>Additional Consequences</th>
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<td>Single class truancy</td>
<td>3 demerits</td>
<td>Students will receive consequences in accordance with the Behavior Intervention Level they are at.</td>
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<tr>
<td>Full-day truancy</td>
<td>9 demerits</td>
<td>Consequences include meeting with a counselor or dean, lunch detention, campus beautification, behavior contract or dismissal from OCSA.</td>
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<tr>
<td>Single Block 7 truancy</td>
<td>1 demerit</td>
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Tardy Policy
OCSA students make a unique commitment in attending a school outside of their local community. Part of that commitment includes making arrangements to arrive to school on time. Students must be in their seats when the bell rings at 8:05 am. If a student arrives after 8:05 am, they must check in with the Attendance Office to obtain an Admit slip. In order for the tardy to be excused students must submit written documentation; the tardy will be excused at the discretion of the Attendance Office and the Administration.

- Tardies are tabulated on a yearly basis.
- Students are assigned .20 demerits for every unexcused tardy. 5 tardies equal 1 demerit.
- Failure to complete the Student Consequences associated with each level of tardies will prevent students from participating in extracurricular activities and performances.
- Students will be notified of their tardy status for every 5 tardies accrued.
- Students with 45 or more tardies may be subject to dismissal.
- Oversleeping, missing the bus, traffic, etc., are not considered valid reasons for tardies.

Tardiness applies before school, between classes and after lunch.

Attendance Probation Process
- Once a student accrues 9 full-day absences, a letter will be sent to the parent informing them of the absences and the potential for the student to be dismissed from OCSA.
- After 18 full-day absences, a meeting may be scheduled to inform the parent that their child is in danger of being dismissed from OCSA.
- Once a student accrues 27 full-day absences, the student may be dismissed.

Excused Absence
- Illness that is verified by a guardian. After 3 consecutive absences, a medical note may be required.
- Medical appointments with verification. Verification must include date of service
and must be received within 72 hours.

- Funeral for immediate family. (One day for California, three days for out of State)
- Court or jury duty, with verification upon return.
- Observance of a holiday or ceremony of his/her religion or attendance at religious retreats (not to exceed 4 hours per semester), with verification upon return.
- College appointment/visit. 5 days per year with verification upon return.
- Professional entertainment work. 5 days per year with verification that the student was paid or with a studio report card submitted upon return.
- *Note: Auditions, call backs and rehearsals are not excused absences.
- An absence that is pre-approved by an administrator that is academic or conservatory related. These absences are not official school-sponsored field trips, but are related to events in the academic or conservatory day. Again, these absences must be pre- approved by an administrator. Five days maximum per year.

Verification includes official documentation such as a letter with the company’s letterhead, contact name, signature and phone number. It may also include an official e-mail or studio report card.

**Attendance Definitions**

- **Unverified Absence (A):** An absence not verified by a parent/guardian. When a parent fails to report an absence within 72 hours, the absence will result in a truancy.
- **Verified Unexcused Absence (U):** An absence that is verified by the parent for reasons such as family vacation, transportation problems, and personal reasons are unexcused. Excessive unexcused absences may result in the student being placed on Attendance Probation for the remainder of the school year.
- **Tardy (T):** Being late to class. Excessive tardies may result in the student being placed on Attendance Probation for the remainder of the school year.
- **Excused Tardy (K):** Excused tardiness for medical appointments. Official verification required upon arrival/return to school.
- **Truancy (W):** Being 15 minutes late to any class (blocks 1-9), missing an entire class or not attending school without a valid excuse will result in a truancy.
- **Student Admit/Release Slip:** A slip used for the purpose of late arrival and early release that is date/time stamped by the Attendance Clerk.
- **Re-admit:** When a student leaves the campus during any portion of the school day, upon return to school, they must check in with the Attendance Office and provide verification of the appointment or reason for leaving school. If paper verification or a phone call/email from the parent is not presented within 72 hours, the absences will be recorded as verified/unexcused.

**Behavior Management Policy**

It is our goal to maintain a behavior management program at OCSA that is well-defined and consistent. This policy is proactive in nature and designed to elicit positive behaviors from the students.

Behavior Management is not synonymous with punishment, but rather, it is the teaching and reinforcement of appropriate behaviors. The philosophy of the behavior management program is based on these beliefs:

- Behavior is a matter of choice.
- All students must accept responsibility for their behavior.
- Teachers have the right to teach.
- Students may not prevent a teacher from teaching or another student from learning.
- Parents have the right and obligation to participate in and support the school’s Behavior Management Program.

School-wide Behavior Standards are intended to guide the students towards becoming responsible and productive members of the OCSA community. (The OCSA community includes physical and electronic message boards.) The following standards apply:
- Students will refrain from acts of dishonesty and will refuse to aid others in dishonest acts.
- Students will be polite, courteous, and respectful in their words, tone of voice, and actions
- Students will respect the schools and other students’ property.

Examples of Appropriate School-wide Behavior:
- Reporting to class on time with necessary materials
- Refraining from:
  - Using cell phones and other electronic devices during instructional time unless authorized by instructor
  - Running in halls, classrooms, and crowded areas
  - Inappropriate public displays of affection
  - Inappropriate or bullying comments and/or images on social network and media sites
- Consuming food or drinks in the areas designated by OCSA staff
- Following the OCSA dress code
- Entering classrooms or other campus buildings only when an adult is present to supervise
- Using the elevators only when authorized and wearing the elevator pass so it is visible.
- Obtaining permission from the teacher to video, photograph, or record in the classroom

Behavior Definitions
- **Behavior Contract**: Any student who accrues 12 demerits from behavior referrals or is suspended (12 demerits) may be placed on a Behavior Contract for the duration of the current grading period and two subsequent grading periods. During the time the student is on a behavior contract, he/she may be ineligible to participate in extra-curricular activities including school dances, senior activities, Gala, and Season Finale. In order to be removed from the behavior contract, a student must not accrue additional demerits.
- **Behavioral Referral**: A behavior referral is given to a student for a violation of the School Wide Behavior Standards. A behavior referral results in 1-3 demerits.
- **Bullying**: Willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber or high-tech), psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:
  1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or
damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact

2. Verbal (oral or written) – taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats

3. Electronically transmitted (cyber or high-tech) – as defined below

4. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation

- **Cyberbullying:** the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal websites, and online personal pooling websites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student’s ability to receive an education. The Board, administration and staff recognize that cyberbullying can be particularly devastating to young people because:
  1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
  2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
  3. Cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
  4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a website or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on websites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

- **Office Referral:** Any student who demonstrates disruptive behavior at school that interferes with the instructional program will be issued an Office Referral. A meeting with an administrator will take place and appropriate behavior consequences will be assigned.

- **Suspension:** A student may be suspended (temporarily removed from school) for violating California Education Code sections 48900, 48900.2, 48900.3, 48900.4 or 48900.7. (See below). A student will be suspended for 1 to 5 days. A suspended student will receive 12 demerits.

- **Dismissal or Expulsion:** Depending on the circumstances, OCSA may dismiss or expel a student for violating California Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. (See below)

- **Tardy:** A student who arrives late to any class period during the instructional day will be issued a tardy by the Attendance Office or teacher. A tardy referral results in 20 demerit. (5 tardies = 1 demerit)

- **Truancy:** A truancy is issued to a student when a student meets one of the following conditions: being absent from school without knowledge or consent of a parent; arriving 15 or more minutes late to school; leaving and/or staying out of class without permission, even if on campus; leaving the school grounds during
the day without permission. A truancy will result in 3 demerits for an act of
truancy during a single block, and 9 demerits for an all-day truancy.

**Behavior Consequences**
A violation of the Behavior Standards will result in one or more of these interventions:
- Verbal warning
- Conference with School Counselor and/or Dean
- Parent notified by email or phone call
- Student Reflection
- Alternative activity or consequence
- Office Referral issued
- Lunch Detention assigned Lunch Campus Beautification assigned
- Loss of privilege to participate in extracurricular activities
- Student Behavior Contract
- Suspension from school (Ed Code: 48900)
- Dismissal or Expulsion from school

Students who violate the school-wide rules and policies will receive “demerits.” The
chart below summarizes consequences for violations of the School-wide Behavior
Standards.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Demerits</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>0.2</td>
<td>Students will receive consequences in accordance with the Behavior Intervention Level they are at. Consequences include meeting with a counselor or dean, Lunch Detention, Campus Beautification, Behavior Contract, or dismissal from OCSA.</td>
</tr>
<tr>
<td>Behavior Referral</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Block 7 Truancy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Single Block Truancy (1-6, 8-9)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Unauthorized Elevator Use</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Office Referral</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>All-Day Truancy</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Behavior Intervention Level</td>
<td>Student Consequences</td>
<td>Completion of Student Consequences will result in:</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------</td>
<td>---------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Level 1**<br>(3 total behavior demerits for reasons listed above)<br>3 Total Behavior Demerits | - Complete Student Reflection  
- Student meets with School Counselor to review Student Reflection  
- Submit completed Student Reflection to Book Room | Removal of 3 demerits from Student Assertive Discipline Record |
| **Level 2**<br>(3 additional behavior demerits above Level 1)<br>6 Total Behavior Demerits | - Complete Student Reflection  
- Student meets with School Counselor to review Student Reflection  
- Complete 1 Lunch Detention  
- Submit completed Student Reflection to Book Room | Removal of 3 demerits from Student Assertive Discipline Record |
| **Level 3**<br>(3 additional behavior demerits above Level 2)<br>9 Total Behavior Demerits | - Complete Student Reflection  
- Student meets with Dean to review Student Reflection  
- Complete 2 Lunch Detentions  
- Submit completed Student Reflection to Book Room | Removal of 3 demerits from Student Assertive Discipline Record |
| **Level 4**<br>(3 additional behavior demerits above Level 3)<br>12 Total Behavior Demerits | - Complete Student Reflection  
- Student and Parent meets with Dean to review Student Reflection  
- Behavior Contract is signed  
- Complete 3 Lunch Detention  
- Submit completed Student Reflection to Book Room | Removal of 3 demerits from Student Assertive Discipline Record  
Student is not eligible to participate in extracurricular activities or performances |
| **Level 4 Suspension**<br>Student is placed on Level 4 when student is suspended from school for violating California Education Code sections 48900, 48900.2, 48900.3, 48900.4 or 48900.7 | - Student is suspended from school for 1-5 days  
- Complete Student Reflection  
- Student and Parent meets with Dean to review Student Reflection and complete reentry conference  
- Behavior Contract is signed  
- Submit completed Student Reflection to Book Room | Removal of 2 demerits from Student Assertive Discipline Record  
Student is not eligible to participate in extracurricular activities or performances |
| **Level 5**<br>(3 additional behavior demerits after Behavior Contract is initiated) | - Complete Student Reflection | Administrative Team review for possible dismissal from OCSA |

Link for completing Student Behavior Reflection

[https://www.tinyurl.com/ocsareflection](https://www.tinyurl.com/ocsareflection)
Demerit Policy

- Behavior demerits are tabulated on a yearly total basis
- Failure to complete the Student Consequences associated with each level of Behavior Intervention will prevent students from participating in extracurricular activities, performances, school dances, and senior activities.

Lunch Detention

Students who accrue behavior demerits may be assigned Lunch Detention. Lunch Detention typically occurs Tuesday - Thursday. Students attending detention are expected to report to the assigned room by 11:25 AM with their lunch and remain in the assigned room until 11:50 AM and dismissal from the lunch detention supervisor.

Suspension

Suspension is the temporary removal of a student from ongoing instruction for a specified number of days. Suspensions are served on campus or at home at the discretion of the Administrative Team.

All students who are suspended from school need to complete a Student Behavior Reflection (https://www.tinyurl.com/ocsareflection) while away and will be assigned a Behavior Contract for the current grading period and two subsequent grading periods. Students are also required to attend a re-entry conference with a parent and an administrator before they may return to the instructional program at OCSA.

Dismissal

Dismissal is the permanent, indefinite removal of a student from OCSA. It is less severe in nature than an expulsion. See Dismissal Policy for complete explanation.

Expulsion

Expulsion is the permanent, indefinite removal of a student from OCSA. It is more severe in nature than a dismissal. OCSA may, at its discretion, expel a student in lieu of dismissing the student if OCSA determines that the student violates Education Code section 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915, set forth below, or if the student is in continued and repeated violation of school protocols or policies.

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion or dismissal¹ unless the Executive Director, or Designee of the school determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r) inclusive:

a)

1) Caused, attempted to cause, or threatened to cause physical injury to another person.
2) Willfully used force or violence upon the person of another, except in self-defense.

b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

¹ The grounds identified in Education Code section 48900 are also grounds for dismissal from OCSA
c) Unlawfully possessed, used, sold or otherwise furnished, or been under the
influence of, a controlled substance listed in Chapter 2 (commencing with Section
11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or
intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in
Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety
Code, an alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or
otherwise furnished to a person another liquid, substance, or material and
represented the liquid, substance, or material as a controlled substance, alcoholic
beverage, or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stolen or attempted to steal school property or private property.

h) Possessed or used tobacco, or products containing tobacco or nicotine products
including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes,
smokeless tobacco, snuff, chew packets, and betel. However this section does not
prohibit use or possession by a pupil of his or her own prescription products.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell drug
paraphernalia as defined in Section 11014.5 of the Health and Safety Code.

k) Disrupted school activities or otherwise willfully defied the valid authority of
supervisors, teachers, administrators, school officials, or other school personnel
engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm. As used in this section “imitation firearm” means a
replica of a firearm that is as substantially similar in physical properties to an existing
firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c,
286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined
in Section 243.4 of the Penal Code.

o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a
witness in a school disciplinary proceeding for the purpose of either preventing that
pupil from being a witness or retaliating against that pupil for being a witness, or
both.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug
Soma.

q) Engaged in or attempted to engage in hazing. For purposes of this subdivision,
“hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school sanctioned events.

r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a pupil or group of pupils as defined in section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
   a. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
   b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
   c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
   d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

2. “Electronic act” means the transmission of a communication, including but not limited to a message, text, sound, or image or a post on a social network Internet Web site by means of an electronic device including but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager.

3. “Reasonable pupil” means a pupil including but not limited to an exceptional needs pupil who exercises average care, skill, and judgment in conduct for a person or his or her age, or for a person of his or her age with his or her exceptional needs.

48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7
a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

§ 48901. Electronic cigarettes
a) No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, including electronic cigarettes, by pupils of the school while the pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees.

§ 48915. Grounds for expulsion; Recommendation; Order by Governing Board
a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
   1. Causing serious physical injury to another person, except in self-defense.
   2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
   3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
   4. Robbery or extortion.
   5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

b) Upon recommendation by the principal, superintendent of schools or by a
hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
   1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
   2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
   1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
   2. Brandishing a knife at another person.
   3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
   4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
   5. Possession of an explosive.

d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
   1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
   2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
   3. Is not housed at the school site attended by the pupil at the time of suspension.

e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
   1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
   2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school,
and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 31/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

§ 48916. Duration of expulsion; Rehabilitation plan; Request for readmission; Placement of pupils denied readmission; written notice

a) An expulsion order shall remain in effect until the governing board, in the manner prescribed in this article, orders the readmission of a pupil. At the time an expulsion of a pupil is ordered for an act other than those described in subdivision (c) of Section 48915, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district or to the school the pupil last attended. If an expulsion is ordered during summer session or the intersession period of a year-round program the governing board shall set a date, not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district or to the school the pupil last attended. For a pupil who has been expelled pursuant to subdivision (c) of Section 48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis.

b) The governing board shall recommend a plan of rehabilitation for the pupil at the time of the expulsion order, which may include, but not be limited to, periodic review as well as assessment at the time of review for readmission. The plan may also include recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs.

c) The governing board of each school district shall adopt rules and regulations establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, the governing board shall readmit the pupil, unless the governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of the school district. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered.

d) If the governing board denies the readmission of an expelled pupil pursuant to subdivision (c), the governing board shall make a determination either to continue the placement of the pupil in the alternative educational program initially selected for the pupil during the period of the expulsion order or to place the pupil in another program that may include, but need not be limited to, serving expelled pupils, including placement in a county community school.

e) The governing board shall provide written notice to the expelled pupil and the
pupil’s parent or guardian describing the reasons for denying the pupil re-admittance into the regular school district program. The written notice shall also include the determination of the educational program for the expelled pupil pursuant to subdivision (d). The expelled pupil shall enroll in that educational program unless the parent or guardian of the pupil elects to enroll the pupil in another school district.

The acts must relate to school activities or attendance, **but may take place at any time including but not limited to:**

- While on school grounds
- While going to or coming from school
- During the lunch period
- During or while going to or coming from a school-sponsored activity
- Online activities that disrupt the school environment

An expelled student may only return to OCSA in accordance with Education Code section 48916, set forth below.

The Orange County School of the Arts is fully committed to providing a safe and secure school environment in which students can learn. The Board will not tolerate student behavior that threatens the safety of the other pupils, staff, or visitors.

In addition to the conduct itemized in Education Code section 48915, the Board enforces the following penalties for any student who possesses, sells, is under the influence of, or furnishes any drug, or who possesses any weapon, explosive, or dangerous object while within the jurisdiction of school authority:

- **Controlled Substances** - Students found to be selling any controlled substance or possessing, using, or being under the influence of a controlled substance, may be subject to expulsion or dismissal from OCSA on the first offense.
- **Possess, Selling, or Furnishing a Firearm/Weapon** - Students found to be possessing, selling, and/or furnishing any firearm or weapon will be subject to expulsion or dismissal from OCSA on the first offense.
- **Sexual Assault** - Students found committing or attempting to commit a sexual assault or committing a sexual battery will be subject to expulsion or dismissal from OCSA on the first offense.

**Block 7**

- Block 7 is designed to provide extended time during the academic day to allow for: Additional access to teacher support
- Time for students to work on homework or study
- An opportunity for absent students to make-up missed tests

**Attendance is mandatory for students with a GPA below 2.25 or who earn a “D” or “F” in an academic class on a progress report or semester grade. Students are required to attend Block 7 for the entire grading period.**

**Behavior standards for Block 7:**

- Report to assigned teacher unless another academic teacher has written a pass requesting a specific student
- Arrive on time
- Sign in everyday to verify attendance
- Come prepared with books, materials and silent reading No cell phone use
- Utilize time effectively (complete assignments and study) Work quietly
- Remain in class the entire block
- Follow the standards of the classroom teacher

Note: Students will be assigned to one or two teachers for Block 7 and will not be allowed to attend with a different teacher. Allowable exceptions include: test make-ups, lab make-ups, and official review sessions. Please do not report to a teacher that you are not assigned to unless it has been pre-arranged for the above exceptions. It is important for students to be prepared with materials from all of their academic classes so that they can complete work and make great use of the time. Students must be in the assigned academic class during Block 7 and cannot attend rehearsals or work with an Elective/Conservatory teacher during this time. Students who do this will earn a truancy for missing Block 7.

*SENIORS ONLY- If a senior’s grade reaches 75%, they may print out their grade report from Aeries, get it signed by their teacher and bring it to T100 to be removed from Block 7.

Campus Cleanliness
The school is our shared environment. Our school’s reputation in the neighborhood and with visitors is largely determined by our campus appearance. All students are expected to help keep the campus clean. While eating, students must stay within the designated lunch areas and deposit all trash in the proper containers.
Student responsibilities for campus cleanliness:
- Pick-up all trash and recyclables in the room or lunch area and place in the proper receptacle
- Clean all work surfaces prior to dismissal
- Place all student chairs on top of tables at the end of the instructional day; all rolling chairs should be pushed in under their work surface.

Campus Passes
Students are expected to be in their assigned arts and academic classes at all times during the day. A campus pass is required when a student leaves the classroom for any reason. Students who are out of class without a pass will be considered truant and will be issued an Office Referral.

Civility Policy
Orange County School of the Arts endeavors to promote mutual respect, civility, and orderly conduct within our school system and expects public cooperation with this endeavor. OCSA believes a safe and civil environment is essential to ensure high expectations and high student achievement and seeks to establish a work and learning environment that is safe, secure, and peaceful, pursuant to the California Constitution.

OCSA staff and students will treat parents and other members of the public with respect and shall be accorded the same treatment. OCSA is committed to maintaining orderly educational and administrative processes that keep schools and offices free from disruptions and prevent unauthorized persons from entering school grounds. Uncivil conduct, like other forms of disruptive behavior, interferes with the ability of OCSA employees to provide a high quality education for our students. It is paramount that OCSA employees be able to serve all students equitably, without undue time demands that detract from their focus on student learning. This policy is intended to ensure, to the extent possible and reasonable, a safe and harassment free environment for our students and staff while maintaining individual rights to freedom of expression. OCSA
hopes to present all employees, parents, and community members as positive role models to our students, as well as the general community. Therefore, OCSA encourages positive, respectful, and considerate communication and actions, and OCSA discourages hostile, harassing, or excessive communication and actions. This applies to personal and electronic interactions, social media, and telephone calls. OCSA administration will investigate any claim of a violation of this Civility Policy. Administration will inform the accused of the administrative determination and consequence. Violations of this policy may result in maximum enforcement and remedies allowed for in education, penal, and analogous laws.

Legal Reference:
EDUCATION CODE
32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses
627.7 Refusal to Leave School Grounds

PENAL CODE
243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
628.8 Entry of School by Person not on Lawful Business

Class Schedule Changes

Schedule changes will be honored for the following reasons only:
- computer or clerical error in scheduling
- graduation requirement omitted from schedule
- student failure to complete a prerequisite course or a graduation requirement
- to balance class sizes
- change in the master schedule
- incorrect placement in a class
- medical necessity

OCSA does not allow course changes based on teacher preferences. Schedule change requests must be submitted by the end of the 2nd week of school (Friday, August 21, 2020). Students should complete a course change request form in Student Services.

Class Placement/Level Changes

1. Once a semester has begun, if a student believes that they have been inappropriately placed in a class, the student must first speak with the teacher. If, based on a placement test or initial assessment, the teacher agrees that a different course would be more appropriate, the teacher will notify the counselor about the recommended change.

2. Academic Level Changes (Example: Honors or AP to College Prep) require Teacher Recommendation and space availability. The last day to level change is the end of the 7th week of the semester. The student’s progress grade may move with the student to the new class.

Class Withdrawal Policy

1. Withdrawal from any semester or year-long class, including all core academic classes, (English, mathematics, science, foreign languages, civics and
government, economics, arts, history, and geography) must occur within the first seven weeks of the semester. There will be no negative impact on the report card or transcript for changes within this time frame.

2. Withdrawal from any semester or year-long class, including all core academic classes, after the first grading period (Weeks 8-18) of the first semester will be marked with a W/F, which is computed as a failing grade in the student’s Grade Point Average (GPA) and will be recorded on the student’s transcript.

3. All OCSA classes are year-long and schedule changes are typically not granted. Second semester schedule change requests, however, will be reviewed on a case by case basis. Students must schedule a meeting with their counselor and receive administrative approval in order for a change to occur.

<table>
<thead>
<tr>
<th>DEADLINES</th>
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<tbody>
<tr>
<td>Last Day to request a schedule change:</td>
</tr>
<tr>
<td>Last day to Level Change (from Honors or AP to College Prep) is end of the 7th week</td>
</tr>
<tr>
<td>Dropping a course after week seven will result in a WF (withdrawal/fail) on transcript and is computed as a failing grade.</td>
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</tbody>
</table>

Anytime a student drops or changes an academic or elective class, it must be done so officially with a school counselor. If a change is needed for a conservatory class, please contact the director.

**Closed Campus Policy**

OCSA is a “closed campus.” Students may not leave the campus for any reason without signed parent permission. Lunch passes are not issued at OCSA. Students leaving campus during the day without properly going through the Attendance Office or Administration will be considered truant and will be assigned behavior consequences.

The OCSA campus is not open to the public. All visitors who have legitimate school-related business must sign in and obtain a Visitor’s Pass from the Reception Desk located in the lobby on the first floor of the Humanities Tower. Students from other schools, alumni, relatives of students, and other friends may not attend OCSA or visit at lunchtime.

Loitering on the outskirts of campus, in the street, or in surrounding neighborhoods is not allowed. Students must leave campus immediately following dismissal for the day unless participating in a school-approved activity. If 7th/8th grade students remain at school due to transportation needs, they must report to the Homework Club, which is an after-school, parent-paid supervision program by 4:00 PM or be subject to behavior consequences.

**Commencement Honors Recognition Policy**

Honors recognition at the Orange County School of the Arts commencement program is limited to students recognized for their academic distinction and students who have met the academically-based criteria of national student organizations.

**Complaint Procedures / Problem Resolution**

We expect and encourage appropriate communication when concerns arise among students and parents. The following information outlines the process parents and
students should use to resolve any problems related to grades, academic or conservatory concerns, curriculum or instructional materials. Following this process should assist you in solving your concerns in a timely manner. Please know that teachers are expected to respond to parent and student concerns in a timely manner (within two school days) and there will be no repercussions on the student for this type of communication.

1. **Teacher Contact** – Most initial concerns should be addressed directly to the teacher. Please email or call the teacher to share your concerns and set up a conference, if appropriate. Contact information for all teachers can be found on Aeries or on our website. We recommend writing your concerns down prior to meeting with the teacher to ensure that all issues are addressed. Most problems can be resolved at this level.

2. **Counselor/Director Contact** – If you feel that your concerns have not been addressed by the teacher, please contact your child's counselor for academic concerns or director/program coordinator for conservatory concerns. The counselor/director will offer additional resources and support and will make a recommendation on appropriate next steps. If necessary, they may direct you to contact the respective Dean to address your concerns.

3. **Administrator Contact** – If recommended by the counselor/director, please contact the respective Dean to discuss your concerns.

   Literature and Composition and Electives – Michael Ciecek
   Math and Science – Sally Lopez
   Social Science and World Language – Becca Freeland
   Arts Conservatories – Maria Lazarova, D.M.A.
   Special Services – Greg Endelman, Ed.D

**Uniform Complaint Procedures**
The Orange County School of the Arts (OCSA) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs and shall investigate complaints alleging noncompliance with such laws and regulations. OCSA encourages the early, informal resolution of complaints whenever possible and appropriate. In the event a complaint cannot be resolved informally, OCSA has adopted a uniform system of processing complaints in accordance with Title 5 California Code of Regulations Section 4621. OCSA’s uniform complaint policy shall be used to investigate and resolve the following complaints:

1. Any complaint alleging OCSA violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, and pupil fees. (5 CCR Section 4610; Education Code Section 49010-49013).

2. Any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in OCSA programs and activities against any person based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, or physical or mental disability, sex, sexual orientation, gender, gender identity or expression; the perception of one or more of such characteristics; or association with a person or a group with one or more of these
actual or perceived characteristics. (5 CCR Section 4610).

3. Any complaint alleging OCSA noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code Section 222).

4. Any complaint alleging that OCSA has not complied with legal requirements related to the implementation of the local control and accountability plan. (Education Code Section 52075).

5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy. (5 CCR Section 4621).

6. Any complaint, by or on behalf of any student who is a foster youth alleging OCSA noncompliance with Education Code Section 48850 subdivision (a)(3)(A).

Complaints regarding allegations of conduct violation of applicable state and federal law and regulations may be submitted in writing to any OCSA management employee, or directed to the OCSA Dean of Facilities and Supervision, OCSA’s Compliance Officer, who shall investigate the complaint and respond to the complainant. OCSA will maintain the confidentiality of the parties involved to the extent possible during the investigation process. Contact Information:

OCSA Dean of Facilities and Supervision
1010 North Main Street, Santa Ana, CA 92701
714.560.0900 ext. 6400
michael.ciecek@ocsarts.net

Complaints are to be submitted in writing to the Compliance Officer. The OCSA Executive Director shall ensure the Compliance Officer is knowledgeable about the laws and programs that he/she is assigned to investigate. Any complaint filed against or implicating the Compliance Officer may be filed with the OCSA Executive Director.

In investigating the complaints, the confidentiality of the parties involved shall be protected as required by law. Alternative dispute resolution, such as mediation, may be offered to resolve complaints as deemed appropriate by the Compliance Officer.

OCSA prohibits retaliation against anyone who files a complaint or anyone who participates in the complaint investigation process. (5 CCR Section 4621).

Complainants are advised that civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws, including but not limited to injunctions, restraining orders, or other remedies or orders, may also be available to them.

When an allegation that is not subject to the uniform complaint procedure is improperly submitted as a UCP complaint, the complainant shall be referred to the appropriate OCSA staff or outside agency.

OCSA shall complete its investigation and issue a written decision within sixty (60) calendar days from the date of the Compliance Officer’s receipt of the complaint, unless
the parties agree in writing to an extension of the timeline.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or knowledge of the facts of it were first obtained. The OCSA Executive Director or designee may extend the timeline up to an additional ninety (90) days for good cause upon written request of the complainant. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

**Conservatory Change Policy**
A student’s enrollment in a designated conservatory is for the duration of one full school year. Students may not transfer conservatories during the school year. If a student decides to apply for a different conservatory, he/she must complete an application and complete an interview/placement activity by the new student application deadline.

**Conservatory Intervention**
Conservatory courses do not include academic electives or core academic classes. If a student earns an F or two or more D’s in conservatory classes at the end of a semester, he/she will be placed on Conservatory Intervention for the following semester, and a Conservatory Intervention contract to guarantee that conservatory performance remains the priority will be put into place as a result. Failure to complete the requirements of the contract may result in dismissal from OCSA.

**Dance Policy**
OCSA prides itself on putting together outstanding formal and school dances with many entertaining activities. This year, the dances again promise to be well-organized, enjoyable events. The staff and administration of OCSA want students to experience a drug and alcohol-free dance. To support this goal, OCSA is strictly enforcing discipline involving substance abuse. As you are aware – possession, use, furnishing, selling or being under the influence of a controlled substance or an alcoholic beverage while going to or coming from a dance, or while attending a dance are grounds for disciplinary action, including suspension, dismissal and expulsion. Please be aware that all students attending any dance may be randomly selected to take a breathalyzer test. While not mandatory, students will not be allowed into the dance if they refuse to take the test. Students observed during dance activities to be in possession of, using, selling, furnishing, or under the influence of alcoholic beverages or controlled substances will be questioned and given an opportunity to provide their version of the incident. Students may choose to take a breathalyzer test and they will be admitted if they pass; however, students who test positive for alcohol on the breathalyzer, or students suspected to be “under the influence” and who choose to not take the breathalyzer test will not be permitted to enter the dance and a parent will be contacted. Any student under the influence of alcohol or drugs at any school dance will not be allowed to attend the next school dance.

Alcohol and drug consumption prior to or at any school event will not be tolerated. Therefore, every party bus/limo bringing students to a dance will be subject to a search by school assigned personnel. If any alcohol is found, no students on the bus/limo will be admitted to the dance whether they knew about the alcohol or not. The bus/limo will be sent back to its place of origin and no ticket refunds will be given. It is the responsibility of the students and their parents to ensure that these vehicles remain alcohol and drug-free. We appreciate parent assistance in prohibiting the use of alcohol by students prior to or following any school event.
Personal responsibility is just one of the many traits OCSA instills in its students. Students are reminded that they must follow proper decorum at dances. Dancing that simulates sexual activity, "slam" or "freak" dancing, or any other activity that creates unsafe conditions will not be allowed. This type of behavior can result in removal from the dance. If a student is removed from a dance for inappropriate dancing or creating unsafe conditions, he/she will not be allowed to return to the dance. Any student who is removed from a dance may not attend the next school dance. Plan to be responsible and make the dance a pleasant, safe and memorable experience. If you have any questions concerning school rules on alcohol and controlled substances, or the use of the Breathalyzer at formal dances, please contact the Dean of Facilities and Supervision.

Additional guidelines for High School Dances:
1. Students who have not cleared or completed the consequences for their behavior and/or attendance demerits prior to the start of ticket sales are not eligible to attend the dance.
2. Students who are assigned an Attendance, Tardy or Behavior Contract are not eligible to attend the dance.
3. Dance tickets are sold through your “My School Bucks” Account. Cash and OCard are not accepted for dances.
4. Tickets are not sold at the event.
5. Tickets to high school dances are refundable if the Leadership Advisors are notified before the dance. Tickets are non-transferrable.
6. OCSA students are permitted to purchase a maximum of two (2) tickets, one for the student and another for a guest. Students may not ask other OCSA students to purchase guest tickets so that more than one of their friends may attend the dance.
7. Students must attend school the day of the dance if during the week, or the Friday before the dance if on a weekend.
8. All OCSA School-wide Behavior Standards are in effect at school dances. (See page 10)
9. All guests from outside OCSA must be at least in 9th grade and be no older than 20 years of age. Guests are expected to follow all OCSA School-wide Behavior Standards.
10. All guests from outside OCSA must submit a completed Guest Pass before the guest may attend the dance. Guest passes are received when a ticket for a non-OCSA guest is purchased. In addition, guest passes are available online and at the Student Services Rack. Since OCSA’s Prom is an 11/12 grade formal, any OCSA 9/10 grade guest also needs a Guest Pass if attending as a guest of an OCSA 11/12 grade student.
11. All students and guests must present photo identification to enter the dance.
12. All students must abide by the “Prohibited Items” list posted on the ticket sales web page. All confiscated items must be picked up outside the venue at the end of the dance. Items not picked up at this time will be thrown away.
13. All students and guests must check in no later than 90 minutes after the start of the dance.
14. Students and guests may not return to the dance once they choose to leave.
15. All students and guests must be picked up no later than 30 minutes after the conclusion of the dance. School staff reserve the right to call for a taxi to transport a student home. The parent will be responsible for the 30 minutes after the conclusion of the dance and taxi fare.

Additional guidelines for 7th and 8th Grade Events:
1. Students who have not cleared or completed the consequences for their behavior
and/or attendance demerits prior to the start of ticket sales are not eligible to attend the dance.

2. Students who are assigned an Attendance, Tardy or Behavior Contract are not eligible to attend the dance.

3. Event tickets are sold online. Cash and OCard are not accepted.

4. Tickets will not be sold at the door on the scheduled day of the event.

5. All OCSA School-wide Behavior Standards are in effect at school dances. (See page 10)

6. These events are for OCSA’s 7th and 8th graders only. No guests are permitted to attend.

7. Students are not permitted to leave before the scheduled conclusion of the event unless prior arrangements have been made with the Activities Advisor.

**Deliveries**

It is the student’s responsibility to remember all books, lunches, and assignments and not to call parents to bring missing supplies to school. However, should the need arise, parents may leave items at the Reception Desk for students to pick up during a passing period, at nutrition, or during lunch. No deliveries will be made to students during academic or conservatory instructional time.

**Students may only utilize food delivery services for food delivery from 4:00pm to 5:30pm Monday through Thursday. The food must be prepaid and dropped off at the front desk of the Tower Lobby. Food dropped off any time prior to 4:00pm will be discarded.**

**Dismissal and Expulsion from OCSA**

Orange County School of the Arts regards dismissals and expulsions as a last resort. Criteria for dismissal and expulsion of students shall be consistent with the California Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915. OCSA will observe fair and lawful standards to due process.

**Dismissal Policy**

**Procedures**

Prior to initiating an involuntary dismissal, the initiating school shall have exhausted all other applicable means of correction in attempting to bring about appropriate student behavior. These means could include, but are not limited to:

- Student Success Team (SST) action
- development and implementation of an Individualized Behavior Plan
- counseling
- educational testing
- program modification

The following procedures shall govern the involuntary Dismissal of students from OCSA:

1. **Grounds**

An administrative decision to involuntarily dismiss a student shall be based on one or more findings that the student:

   a) committed an act enumerated in Education Code 48900
   b) has been habitually truant or irregular in legally required school attendance
   c) it is in the best educational interests of the student and/or other students in that learning environment
d) failed to respond to progressive administrative interventions attempts including but not limited to attendance contracts, behavior contracts, and rehabilitation plans.

2. Limitation
The involuntary dismissal of a student shall be made only when other means fail to bring about student improvement. However, a student may be dismissed the first time he/she commits an act enumerated in Education Code 48900, if the Dean team determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process which interferes with teacher(s) ability to teach and other student's ability to learn.

3. Duration
The involuntary dismissal of a student shall be for the remainder of the school year and the student would have no automatic right to return to OCSA; however, extension or termination of the dismissal shall be based upon a review by the OCSA Board of Trustees upon receipt of a written request from either the Dean team, and/or the parent/guardian. Should a dismissed student wish to enroll back in to OCSA, they would be subject to the regular enrollment procedures.

In cases of a written request to extend or terminate the administrative decision of an involuntary dismissal, the Executive Director shall conduct a review and determine the interim educational setting pending a final decision of the OCSA Board of Trustees. The criteria upon which students will be evaluated in order to determine future educational placement will include, but not be limited to, attendance, attitude, and achievement.

4. Involuntary Transfer Procedures
Notification: No student shall be involuntarily dismissed from OCSA until the parent/guardian have been notified in writing of the administrative decision for an involuntary dismissal which shall include notice of the opportunity to request in writing for an appeal hearing related to the termination of the dismissal to the OCSA Board of Trustees.

If the parent/guardian objects to the student's involuntary dismissal, they may request, in writing within five (5) days of receiving written notice of the decision to involuntarily dismiss the student. The OCSA Board of Trustees will hear the appeal in closed session at the next regularly scheduled Board meeting. The Board will conduct a hearing to review the decision to dismiss the student. The final decision of the Board shall be communicated in writing to the Dean team and parent/guardian. The student and parent/guardian shall have no right to appeal the final decision of the OCSA Board.

At the hearing the student and/or parent/guardian shall be told the specific facts and reasons for the proposed involuntary dismissal. The student and/or parent/guardian shall have the opportunity to inspect all documents, question any evidence and witnesses presented, and present evidence on his/her behalf. The student may designate one or more representatives and witnesses to be present with him/her at the hearing.

The primary purpose of the hearing shall be: 1) to assure that procedural due process guarantees of students and parents are protected relative to any involuntary dismissal action, and 2) to render decisions in all matters pertaining to the involuntary dismissal of a student from OCSA.
Parent/guardian shall be notified in writing within 3 days of the Board hearing of the final decision.

**Expulsions:** In certain behavioral offenses consistent with OCSA policy, the Administration team may recommend expulsion of a student from OCSA. This recommendation for expulsion will be made to an impartial panel of three school administrators comprised of three school district administrators, all holding valid California Administrative Services Credentials and selected by OCSA administrative staff. Of these three administrators, one administrator will be invited from the student’s home district. No school district may have more than one representative on the panel. This administrative panel will review all relevant information. Based on this review, the panel will determine whether expulsion from OCSA is an appropriate consequence. If the panel recommends expulsion, and the OCSA Board of Trustees votes to approve the expulsion recommendation, the student has the right of appeal to the Orange County Department of Education (OCDE). An expulsion may be appealed within 30 calendar days after the OCSA governing board takes action. The policy applies to all OCSA students, strives for impartiality, ensures all students are treated equally, and provides for due process protections.

**Readmittance to OCSA after Dismissal**

**Academic Dismissal**
A student who has been dismissed from OCSA after being on Academic Intervention and failing to meet the terms of their intervention contract may reapply to OCSA based on the following:

- If it is the first time that they are dismissed from OCSA, the student must complete one full semester at an accredited school taking at least the following core classes – English, Math, Science and Social Studies.
- After completing courses at an accredited school, the student may reapply to OCSA by submitting an application and presenting a report card demonstrating final grades from the previous semester of a 2.0 average G.P.A. or higher based on academic core classes. The student will participate in the same application process and timeline as other new students.
- Students readmitted to OCSA will be placed on Academic Intervention, receiving support afforded to all students on academic probation.
- Readmitted students are subject to the same criteria and consequences for academic intervention for the semester they return.
- Students who return to OCSA after having been dismissed once for Academic Intervention and, at some later point, are dismissed for the second time, will not be eligible to reapply to OCSA as they have demonstrated an inability to be successful in OCSA’s rigorous academic/arts program.
- Readmittance to OCSA is contingent on openings in grade level and conservatory.

**Behavior Dismissal**
- Students readmitted to OCSA will be placed on a behavior contract for the next two grading periods.
- Students who accrue 3 or more behavior demerits while during the time of their Behavior Contract may be dismissed from OCSA for the second time and will not be eligible to reapply to OCSA.
- Re-admittance to OCSA is contingent on openings in grade level and conservatory.
**Dress Code**
The dress code is established and enforced to maintain a productive instructional environment, to promote a safe school, and to demonstrate a positive direction away from drugs, alcohol, tobacco, and gang affiliation. Shoes must be worn at all times.

**Students may not wear:**
- Clothing which is distracting or revealing.
- Clothing with symbols or slogans which degrade cultures, genders, races, religions, or ethnic values.
- Clothing that makes reference to sex, drugs, alcohol, tobacco, weapons, violence, or any illegal activities.
- Clothing that displays gang-related symbols or language that is associated with gang affiliation.
- Clothing that is dangerous to self or others.

Students may wear sleeveless tops provided that the top does not violate any of the above stated rules. Students must wear a “cover-up” over their dance or performance attire when leaving school in the afternoon. **OCSA staff members have the authority to judge whether or not a student's clothing violates the established Dress Code and/or serves as a distraction to the instructional program.**

**Early Arrival/Dismissal**
Students may not arrive at school before 7:30 A.M. There is no supervision prior to this time. Students who need to leave during the school day must be signed out through the Attendance Office by a parent or adult authorized on the student’s “Emergency Contact” in Aeries. Students who provide their own transportation may be released during the school day, if their parent emails the attendance office or sends their student with a note with the reason and the time. This should be done the morning of the early release. Students who are not feeling well must go to the nurse's office to check out.

**Please note:** Even though some of our students are 18 years of age, they must still have written parent permission to leave campus.

**Elevators**
There are four sets of elevators in service on campus, the Annex, DMS, main lobby elevators and a service elevator, which is located by the cafeteria. **At no time may students use the service elevator.** The Annex, DMS and main lobby elevators are for use by visitors, staff and students possessing a valid elevator pass issued by the Nurse’s Office. Students who receive a “call slip” or who have a teacher’s classroom pass may use the Annex, DMS or main lobby elevators during instructional blocks when classes are in session. All students are required to use the stairs before school, when passing between classes, and at dismissal. The elevators are never to be used in an evacuation or disaster situation due to safety concerns.

Consequences for unauthorized elevator use:
- First offense = 3 behavior demerits = appropriate placement on Behavior Intervention
- Second offense – 3 behavior demerits = appropriate placement on Behavior Intervention
- Third offense = Suspension from School for violation of California Education Code 48900k
**Elevator Passes**
All elevator passes are issued by the Nurse’s Office.

**Temporary Elevator Pass:** A parent may write a note to be given to the Nurse’s Office requesting an elevator pass for their child. An elevator pass will be given for a maximum of 3 days. The note should include the date, reason for the request (injury, illness, etc.), duration the pass is needed (1 – 3 days) and be signed by the parent/guardian. Parents may not request an extension. It will be necessary for a physician to write a date specific note if the condition persists beyond 3 days.

All pre-existing conditions (conditions that occur prior to the beginning of each school day) require a written parent note. A temporary elevator pass, without a written parent note, will only be issued if a minor injury occurs during school hours.

**Long-Term Elevator Pass:** These passes will only be issued upon the request of the student’s physician. Physician notes requesting elevator passes will be granted for the stated time period. Physician notes must include the date, reason for the request (injury, illness, etc.), duration the pass is needed and be signed by the physician. Students will be issued an elevator pass that will include the dates for which the pass is valid.

**Year Long Elevator Pass:** These passes will only be issued upon the request of the student’s physician. Physician notes must include the date, reason for the request (injury, illness, etc.), duration the pass is needed and be signed by the physician. Notes received in the Nurse’s office will be retained in the student’s permanent health folder.

**STUDENT MUST BE IN POSSESSION OF AN ISSUED ELEVATOR PASS BEFORE GETTING ON AN ELEVATOR AND KEEP IT VISIBLE AT ALL TIMES. Students using expired, forged or another person’s pass will receive an office referral.**

**Emergency Preparedness**
OCSA has a comprehensive Evacuation and Emergency Plan in place that all staff members know and practice during the school year.

If an emergency occurs on campus and conditions appear safe at the end of the students’ regular school day, they will be sent home in their normal manner. If conditions are not considered safe, students will be held until a responsible adult can pick them up.

In the case of an emergency, students will be released to ANY adult if the student answers “yes” to the following three questions:

1. Do you know this person?
2. Do you want to go with this person?
3. Would it be all right with your parents if you went with this person?

The adult taking the student will show a photo ID and sign the student out and indicate the time and location of where they are going. Students who drive to school will be released if road conditions are deemed safe.
EMERGENCY PROCEDURES
1010 N. Main St., Santa Ana, CA 92701 | 714.560.0600

EVACUATION ASSEMBLY

CLASSROOM ACTION STEPS

VIOLENT INTRUDER
RUN - If an escape is possible
Take note of nearest exits
Communicate escape route and predetermined safe site offsite assembly point
Evacuate regardless of others’ decisions to stay or follow; leave personal belongings
Assist others, warn people and prevent others from entering area
Assemble students; create a list of students you have with you, take attendance and make your way towards your Evacuation Assembly Area

HIDE - If evacuation is not possible
Bring students in hallway into classrooms
Lock classroom doors
Barricade door(s) with available items
Cover windows and door openings
Silence all phones, TVs, and computers
Turn off all lights, remain silent
Create list of all students in your room
Remain sheltered until given the all clear or law enforcement evacuates you from the room

FIGHT - As a last resort
Prepare to defend yourself with anything readily available (books, stapler, fire extinguisher, chair)
Throw items at violent intruder
Target vulnerable/sensitive parts of the body (face, eyes, etc.)
Physically attack the violent intruder

EARTHQUAKE
When the shaking begins, immediately take cover under a desk and hold on until the shaking stops
Gather your attendance lists and keys
Evacuate to your building’s designated Evacuation Assembly Area - be sure to lock your classroom behind you
Help to keep students calm while evacuating the building
Take attendance and designate a student to deliver your Evacuation Assembly Captains or the Command Post on the steps of Symphony Hall
Remain with your students and await further directions from OCSA Administration, law enforcement, or fire personnel
Release students ONLY to a staff member or runner who is reuniting a student with a parent/guardian

EVACUATION
An evacuation will be triggered by a fire alarm, building shaking, or PA announcement
Gather your attendance lists and keys
Evacuate to your building’s designated Evacuation Assembly Area - be sure to lock your classroom behind you
Help to keep students calm while evacuating the building
Take attendance and designate a student to deliver your Evacuation Assembly Captains or the Command Post on the steps of Symphony Hall
Remain with your students and await further directions from OCSA Administration, law enforcement, or fire personnel
Release students ONLY to a staff member or runner who is reuniting a student with a parent/guardian

Important Phone Numbers
Santa Ana School Police (24hrs) 714.558.5535
Santa Ana Police (24hrs) 714.834.4211
Orange County Sheriff (24hrs) 714.647.7000
OCSA Security (M-F 2pm-9pm) 949.565.5215
OCSA Custodial (M-F 2pm-9pm) 714.240.1275
OCSA Text-a-Tip (M-F 8am-5pm) 657.529.6272
OCSA Health Office ext. 4101

EMERGENCY DURING NON-INSTRUCTIONAL TIME
EVACUATE TO YOUR BLOCK 2 ASSEMBLY AREA

Do you want to receive OCSA Emergency Notifications?
To receive OCSA emergency messages, text the message @bb4e3a to 81010
**Enrollment Policy**

The success of any school is dependent upon the active participation of all the stakeholder groups associated with the school. While parent financial commitments are voluntary, they are essential to fund the high-quality conservatory instruction that we provide. OCSA’s award winning arts conservatory instruction is not funded by the State of California and would not be possible without the generous voluntary donations of parent and community supporters. In order to ensure that families understand the importance of their participation in the success of the Orange County School of the Arts, OCSA requests that all families complete the following parts of the registration process:

1. A parent is requested to attend an annual orientation meeting each school year. The topics of this meeting will include a presentation of school-wide and conservatory goals, as well as a review of the ways families can support their children at OCSA. While parental involvement is not a requirement for acceptance to, or continued enrollment at the charter school, it is an important way for parents to support their student’s success.

2. All families are asked to consider and complete the Parent Voluntary Contribution Agreement which will be distributed at the annual orientation meeting.

3. Timely complete all enrollment materials, including Enrollment Form, Enrollment Agreement, Health Form and Parent Voluntary Contribution Agreement.

**Flyers and Posters**

All flyers and posters must be pre-approved by Leadership Advisors or Administration before posting. Upon approval, the designated posting areas will be established. NO flyers will be posted on painted walls or in the stairwells.

**Free and Reduced Lunch Program (FRLP)**

OCSA provides free breakfast and lunch each school day, and additional discounts to school related items, to students whose families are eligible for the Federal Free and Reduced Price Lunch Program (FRLP). To be eligible, families must submit an OCSA FRLP application annually through the Business Office. Contact Becky Parsons at becky.parsons@ocsarts.net with questions.

**Gambling**

It is against State law and school rules for students to participate in gambling. This policy includes betting.

**Grade Change Policy**

Grade change requests will follow the established Appeal Policy.

**Grading Periods**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>September 18, 2020</td>
<td>February 19, 2021</td>
</tr>
<tr>
<td>October 30, 2020</td>
<td>April 1, 2021</td>
</tr>
<tr>
<td>December 17, 2020</td>
<td>June 8, 2021</td>
</tr>
</tbody>
</table>

Please note: Six-week Progress Reports and Semester grades will be available online 7-10 days after the end of the grading period. OCSA does not mail out Progress reports or semester report cards.
Grading Policy for Weighted Grades
Orange County School of the Arts (OCSA) Advanced Placement courses and selected Honors courses, completed with a grade of C or better, shall receive a weighted grade point. These designated courses are identified on the Orange County School of the Arts University of California A-G List located at: https://hs-articulation.ucop.edu/agcourselist#/list/details/1530/.

High School Transfer Students within the state of California:
Advanced placement courses, completed with a grade of C or better, taken at any accredited high school, shall receive a weighted grade point.
Honors courses, completed with a grade of C or better, taken at any accredited California high school, shall receive a weighted grade ONLY if:
- The course is identified on the prior school’s University of California A-G course list as a weighted course.

Out of State Transfers:
- If a student transfers to OCSA with high school courses on their transcript, OCSA will designate weighted credit only to AP courses and/or equivalent honors courses approved on OCSA’s University of California A-G course list.
- Please note that in calculating a non-resident’s GPA when applying to college, the UC system will grant honors weight for AP courses or IB courses only, but not for out of state school-designated honors courses.

Weighted grade points shall be issued as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight</th>
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<tbody>
<tr>
<td>A</td>
<td>5</td>
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<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>1 (not weighted)</td>
</tr>
</tbody>
</table>

Graduation Participation Policy
It is the policy of the OCSA Board of Trustees that participation in the annual graduation ceremony is a privilege earned by students through successful completion of graduation requirements and satisfactory completion of attendance or behavior contracts (if applicable). Students who fail to meet graduation requirements by the end of the senior year have up to one calendar year to complete outstanding requirements and receive a high school diploma.

Seniors will receive an OCSA diploma following the graduation ceremony if all textbooks have been returned and have satisfied all outstanding fees.

Seniors will be monitored for graduation qualification at each grading period throughout their senior year.

Guest Teacher Policy
Students who behave inappropriately with a Guest Teacher (substitute) will receive behavior consequences. Repeated disrespect of a Guest Teacher may warrant suspension from school.

Homework Club
The Homework Club provides 7th and 8th graders the opportunity to do homework after school in a supervised environment until a parent/guardian is able to pick up the student. 7th/8th graders, who are on campus past 4:00 P.M., MUST go to Homework Club. This
service is offered for a flat fee of $10 per day, paid through a student’s meal account in MySchoolBucks. Contact Jessica Daniel at Jessica.Daniel@ocsarts.net with questions. To dismiss a student from Homework Club, please call (714) 560-0900, ext. 6001. If a middle school student is waiting for rehearsal they must be in an area approved by an administrator or the director.

MIDDLE SCHOOL STUDENTS MUST LEAVE AT THE END OF THEIR SCHOOL DAY OR JOIN THE HOMEWORK CLUB.

Homework Requests
Students are given the opportunity to make up schoolwork missed because of excused absences. Full credit is given if the work is returned promptly to the teacher. It is the responsibility of the student to obtain the make-up work. Students with access to the Internet must check for missed assignments by:

- E-mailing their teachers (first name. last name@ocsarts.net)
- Contacting one of their pre-arranged school “Homework Buddies” via Internet/phone
- Checking Aeries and their class agenda slides

When a student is going to be absent from school for something other than illness (e.g., family vacation, entertainment work, college visit), it is the student’s responsibility, prior to the absence, to arrange for assignments with their teachers. Please provide the teachers with a minimum of three days’ notice.

Identification Cards
All students and staff are issued an identification card that should be carried on their person whenever at school or at a school function. The cost for a replacement card is $5.00 and can be purchased on our online school website www.ocsarts.net/ReplacementID. This can be picked up at the Humanities Tower 2nd floor bookroom.

Instructional Material Use Policy
All academic and conservatory instructional materials are to remain in the designated classroom or location at all times, and returned to storage at the conclusion of each class period or activity. Students using instructional materials at an unauthorized time or in an inappropriate manner may be subject to consequences in accordance with the School Wide Behavior Expectations and consequences. Conservatory instructional materials (instruments, paint supplies, tools, etc.) are to be used only during conservatory instruction and according to the guidelines and training that is conducted for each conservatory.

Lockers
Lockers are available for lease each year. The following locker guidelines will ensure appropriate locker use and safeguard students’ belongings:

- Locker fees are $60.00 per year.
- All students must use a school issued combination lock.
- All lockers remain the property of the school and may be searched at the discretion of an OCSA administrator.
- Students may NOT share lockers or locker combinations. An exception will be made for attending siblings.
- OCSA is not responsible for the damage or theft of locker contents. Students store personal items at their own risk.
- Any items stored in a locker will be considered the property of the student to whom the locker is assigned.
- Any student who uses a locker that is not assigned to him/her will be given an Office Referral.
- All lockers must be cleaned of any food at the end of each week.
- OCSA administrators will make all locker assignments.

**Lost and Found**
Students assume responsibility for loss or damage to their personal property; the school is not responsible for the replacement of personal items. Students are encouraged to leave valuable items at home and to label all personal belongings. Students are asked to return items they find to the Reception Desk. For health and safety reasons, all lunch bag/box contents will be disposed of, including all food containers. At the end of each month, Lost and Found items are donated to a local charity. Students are reminded through the daily announcements to check the Lost and Found, through the Reception Desk, before any items are donated.

**Nurse’s Office**
The Nurse’s Office is located in the Media Arts Building across the hall from the Attendance Office. Nurse’s Office telephone number: (714) 560-0900 ext. 4101.

**Communicable Disease Control –**
Parents are urged to adhere to the following Health and Safety Code of California:
- If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of illness recuperate faster and miss fewer days of school. Notify the school immediately when communicable disease is suspected or diagnosed.

**Injury, Illness, Medication**
Any student feeling ill should inform the teacher and ask for a pass to the Nurse’s Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than a 30 minute rest, a parent will be contacted and asked to pick the child up so proper care and attention can be received at home. Parents, or a parent designee, should be available to pick a child up within 30 minutes of a call from the school. Students who drive will only be allowed to leave campus for an illness after a parent/parent designee has given verbal permission to the Nurse Office staff. Current phone numbers MUST be listed on the Emergency Contacts at all times.

Every effort is made to provide for your child’s safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or a scrape, parents will be called. If parents are unavailable, and/or in the judgment of the school nursing staff and administration emergency treatment is needed, paramedics will be called.

Following a severe injury or serious illness, a note must be received from the family physician stating that the child is cleared to return to school. The physician must also order the use of wheelchairs, crutches or other activity limitations or restrictions.

Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of the school nurse if a doctor’s signed medication form is on file in the office. Any prescribed over-the- counter medication must be brought to the Nurse’s Office in brand new, sealed bottles.

Medication is dispensed in the OCSA Nurse’s Office.
OCSA Health Office will administer acetaminophen (Tylenol) and/or Ibuprofen (Motrin) for first aid purposes to students whose parents have authorized permission for this through Aeries. Parents will be notified prior to administration of medication to confirm authorization.

Students are not allowed to borrow from or give fellow students any form of prescription or non-prescription medication.

Students are not allowed to carry any medication on their person, with the exception of epipens or inhalers when appropriate documentation is on file in the Nurse’s Office.

_Under California Law, a medication form, which includes dosage instructions, must be completed by the parent and the physician before prescription and nonprescription medication can be administered. These forms are available in the Nurse’s Office and can also be downloaded from the school's website www.ocsarts.net. Medication forms expire after the calendar year of the physician's date of request and therefore, must be updated each semester or year. Medications must be picked up personally by parents on the last day of school._

**OCSA OCard (MySchoolBucks)**
The OCard is a prepaid debit account that is linked to your current four digit OCSA Student ID. The OCard is primarily used to purchase food/drink/snack items in the school's cafeteria and at other on-campus food locations. The school's goal is to limit the amount of cash students have on campus to avoid loss or theft. Your OCSA account can be set up via a web portal that allows parents to access the account 24 hours a day, 7 days a week, at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) (MSB). OCard funding can be done one of two ways:

2. By bringing Cash/Check/Money Order to the cafeteria on the second floor of the Tower building.

Students should have sufficient funds on their OCard 48 hours before planned purchases. To review the OCard funding options, including how to set-up automatic fund replenishment, please visit [www.ocsarts.net/OCardFunding](http://www.ocsarts.net/OCardFunding). A listing of OCard FAQ's is available at [www.ocsarts.net/OCardFAQ](http://www.ocsarts.net/OCardFAQ).

Upon leaving or graduating from OCSA, parents may request a refund of their child’s OCard balance within sixty (60) days from the OCSA Business Office.

**Off Campus Activities/Overnight Field Trips**

**ONE-DAY FIELD TRIPS**
All activities which involve students leaving campus or which require students to participate at an off-campus venue for a single day must be approved in writing by an OCSA administrator at least thirty (30) days prior to the performance/trip departure date.

All school-sponsored off-campus performances/field trips will have adequate supervision of students at all times by school employees, with the assistance of adult chaperones where appropriate. School employees and chaperones are required to adhere to OCSA rules and regulations during off-campus performances/field trips.

All persons making the field trip or excursion shall be deemed to have waived all claims against the school for injury, accident, illness, or death occurring or by reason of the field
trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims. (California Education Code section 35330.)

Educational field trips shall be considered as instruction and planned as such with definite learning objectives determined in advance. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a performance/field trip. Off-campus performances or field trips may not be scheduled during student state testing periods.

**Parent/Guardian Permission Required:**
All participating students must submit a completed Off-Campus Performance/Field Trip Parent Consent form signed by a parent or guardian.

After obtaining initial approval for the performance trip from OCSA administration, the employee requesting the performance/field trip (the Field Trip Coordinator) must keep the signed Off-Campus Performance/Field Trip Parent Consent forms for all participating students with him/her throughout the duration of the field trip. Following the field trip, the coordinator must submit all signed Off-Campus Performance/Field Trip Parent Consent forms to the Director (for Conservatory Teachers) or the Office Manager of the Academic Office (for Academic Teachers) for record keeping.

**Participation:**
Participation in off-campus performances and field trips is a privilege. Students on school-sponsored trips are under the jurisdiction of OCSA and shall obey all OCSA rules of conduct and directives of OCSA personnel at all times during the performance/trip.

Students shall not be permitted to leave the supervision of an assigned supervising adult during a performance/field trip without the approval of an OCSA employee.

Students participating in an off-campus activity must travel in both directions on the transportation approved by OCSA. Exceptions must be approved in advance by the Field Trip Coordinator. Parents/guardians are required to pick up their student at the return time in a timely manner.

All chaperones must be approved by OCSA administration in advance of the performance/trip and must meet all OCSA requirements for volunteers.

Parents/guardians and chaperones participating in the off-campus performance/field trip may drive private vehicles upon written approval from OCSA administration. All parents/guardians and chaperones driving students to or from a performance/trip must be licensed and carry current California auto liability insurance with limits of at least $100,000 for injury/death to one person and $300,000 for injury death to more than one person.

The Field Trip Coordinator shall arrange for appropriate transportation for all participating students to and from the performance/trip destination. The Field Trip Coordinator shall arrange for student meals from the school, if applicable.

For field trips which are part of the required class curriculum- No group shall be authorized to participate in an off-campus performance or field trip if a student member of said group is excluded from participation in the performance/trip because of the lack of sufficient funds.
Individualized participation accommodation shall be made for students with Individualized Education Plans, Section 504 Plans, or any other approved individualized plan.

Consistent with OCSA’s non-discrimination policy, no student shall be excluded from participation in an off-campus performance or field trip based on the student’s actual or perceived characteristics such as race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or immigration status; the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.

OCSA administration may exclude from the performance/trip any student whose participation in the performance/trip would pose a safety or disciplinary risk.

**OVERNIGHT TRIPS – BOARD APPROVAL REQUIRED**

In addition to meeting the requirements for one-day field trips described above, all activities which involve overnight travel, out-of-state travel, air travel, or solicitation of funds in excess of $3500 must be approved by OCSA administration and the OCSA Board of Trustees at least ninety (90) days prior to the performance/trip departure date.

**Parent Involvement**

Several parent organizations and committees provide valuable volunteer time, financial support, and suggestions for the overall management of our school. School effectiveness is positively impacted by regular parent participation. Meetings are publicized on the website Master Calendar ([www.ocsarts.net](http://www.ocsarts.net)) and through the OCSA News emails.

Parents are welcome and encouraged to meet with OCSA staff. Visits must be planned in advance; please call and schedule an appointment. Making an appointment provides minimal interruption of the instructional program. To ensure the safety of our students, all visitors are required to check in at the Reception Desk located in the Humanities Tower.

Teachers communicate with parents in a variety of ways. These include individual parent conferences, telephone calls, e-mail, notes, progress reports, report cards, and Aeries. In addition, parents are encouraged to inform school personnel about significant changes in the home environment that may affect the student’s school performance.

**Parking Permits**

All students who drive a car to school must obtain a parking permit and register their car(s) with the school. Parking permits are available for purchase through your “My School Bucks” Account. Permit cost for the school year is $60.00. If a student loses the parking permit, it is a $10.00 replacement fee. **For safety reasons, students are not permitted to go to their car for any reason, from the time they arrive on campus, until the conclusion of conservatory. Students are permitted to retrieve conservatory items from their vehicle at 2:00 PM.**

Students may receive authorization from an administrator in Tower 100 or 101 if they need access to their car for extenuating circumstances.

Volunteers and other visitors to OCSA may park in designated visitor spots. Parking in non-designated OCSA lots may result in a parking ticket, or being towed at their own expense.

**Personal Property**

Students are encouraged to leave personal property at home. If students bring personal
property to school, they must assume full responsibility for the items. The school will not replace damaged or stolen property. If a student’s personal property causes any disruption to the instructional program or campus order, the item will be confiscated and returned at the end of the instructional day.

**Pet Policy**
Pets and other animals, with the exception of service animals and emotional support animals approved in accordance with the student’s accommodation plan, are prohibited from being on campus.

**Publication Policy**
Official school publications are defined as any material produced by students in the journalism, newspaper, yearbook, or writing classes, and distributed to the student body either free of charge or for a fee. OCSA shall be considered the publisher of such material.

The overriding purpose of an official school publication is instructional, with the intent of providing an educational experience. As such, it requires guidance and direction. It is supervised by school faculty members to maintain professional standards of English and journalism and ensure that it does not contain inappropriate materials as identified in Section C below.

The following guidelines govern the production of an official school publication at the Orange County School of the Arts:

- The primary purpose of an official school publication is instruction and education.
- The school faculty members shall be responsible for developing and implementing a statement of journalistic standards relating to accuracy, truth, objectivity, journalistic style, and presentation of all views.
- Student editors of an official school publication shall be responsible for assigning and editing the news, editorial, and feature content of that publication. It is the responsibility of the faculty adviser to supervise the production by the student staff; to maintain professional standards of English, other languages, and journalism; assist students in verification of facts and quotes; ensure space is reserved for rebuttals to editorials and controversial issues; and ensure the publication is free from prohibited materials, such as:
  - Material which is obscene;
  - Material which is libelous, slanderous, or violates a person’s privacy rights;
  - Profanity;
  - 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;
  - Material that criticizes, demeans, or discriminates based on race, religion, gender, ethnic group, nationality, disability, or sexual orientation;
  - Advertisements that are inappropriate for minors and/or a school environment; and
  - Material which would cause substantial disruption of the operation of the school.
- Determination of appropriateness of written materials shall be the primary responsibility of the teacher(s) or adviser(s), who shall, with no prior restraint, review each article in accordance with the provisions of this policy. The teacher(s) or adviser(s) will provide a copy of the publication to the school administrator no later than three (3) school days before printing. The school administration may also review each article in accordance with the provisions of this policy. Censorship of materials, except for reasons specifically
listed herein, is prohibited. Nothing in this policy shall be construed to permit censoring any article because it is controversial, or critical of the school or its procedures.

- The school shall be the publisher of all school publications.
- The school administrator or designee shall review any disputes over inclusion of material in official school publication or concerning implementation of this policy, and shall exercise any administrative responsibility as required by board policy. The name of the designated person shall be posted. The school administrator or designee must render a decision regarding the submitted dispute no later than three (3) school days after receipt thereof. A student may appeal a decision concerning this policy to the Executive Director or Designee who shall render a decision regarding the dispute no later than three (3) school days after receipt of the appeal.”

**Restrooms**

Student restrooms are located throughout all campus buildings. Students may use the restroom (male, female or gender-neutral) that they most readily identify. Single use restrooms may only be used by one individual at a time. Students are expected to behave appropriately when using restrooms, and may be subject to behavior consequences for improper use.

**School Copiers/Fax Machines**

The school does not provide a copy service to students or parents and students are not permitted to use/operate any school copier/fax machine. If students are required through a school project to provide copies to other students or the teacher, it is expected that they will use an outside copy service.

**School Equipment**

Students may use school and classroom equipment only with permission of an OCSA staff member.

**School Records**

Student records and unofficial transcripts may be obtained by accessing the student’s Aeries account at [https://familysis.ocsarts.net](https://familysis.ocsarts.net). Parents are provided registration information to access this account at Back-to-School Night at the beginning of each school year. Technical questions and difficulties related to accessing the Aeries account should be directed to OCSA’s Tech Support at techsupport@csarts.net.

**Security**

Campus security is an important aspect of daily operations at school. Security personnel are present to help ensure student, staff, and visitor safety, as well as to support the School-Wide Behavior Standards. The OCSA Campus Security and Safety Plan is made up of several components:

**School Police/School Resource Officer (SRO)**

The School Resource Officer (SRO) works on campus to ensure a safe and orderly school environment in and around OCSA and to establish positive relationships with students. The Santa Ana Police Department officer is a sworn peace officer of the State of California with all powers and authority associated with this position. The SRO also serves as a resource to students, staff, and parents for guidance, support, and advice.

**Campus Security**
Security officers are on duty Monday-Friday from 7:30 AM until 10:30 PM and are also on duty for all evening and weekend performances. They are responsible for patrolling the OCSA campus, traffic control, and supporting the School-Wide Behavior Standards.

These officers are present to act as the eyes and ears during school hours and performances so that students and staff can stay focused on their studies and duties. Students, staff, parents and visitors are expected to follow all directions of campus security officers in the performance of their job duties.

Access Control Systems, Security Cameras, Surveillance Equipment
OCSA utilizes access control to all campus buildings to monitor who is accessing the facility throughout the day. If a student encounters a locked door, they should not repeatedly pull on the door until it opens as this will cause damage. Students may be held financially responsible for damage caused to campus facilities.

To support a safe and secure environment, OCSA utilizes video and audio surveillance equipment throughout the campus. Students need to be aware that these systems are in use at all times when at school.

Text-a-Tip Line (657) 529-6272
OCSA utilizes a confidential reporting number for students, staff, and parents to communicate concerning behavior, or suspicious and dangerous activities. All messages sent to the OCSA Text-a-Tip Line are received by the OCSA Administrative Team and School Resource Officer, reviewed, and evaluated for additional investigation. Those individuals who report information on the Text-a-Tip Line may be asked to provide additional information or speak directly with school officials based on the nature or severity of the information provided.

Selling Items at School
The selling of candy, food, or any kind of item or property by any student or group not authorized by the Administrative Team is not permitted on school grounds, at school bus stops, or at any school-sponsored event.

Statement of Non-Discrimination
(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)
The Orange County School of the Arts does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, age, or disability. OCSA will take steps to assure that the lack of English will not be a barrier to admission and participation in school programs. Copies of the school’s nondiscrimination policy are available from the OCSA Administrative Offices or by clicking here.

The following individual is designated as the Coordinator for non-discrimination at the Orange County School of the Arts to handle complaints regarding discrimination, harassment, intimidation, bullying, issues related to Title IX compliance, and to answer inquiries regarding OCSA’s nondiscrimination policies:

   Michael Ciecok, Dean of Facilities and Supervision
   1010 N. Main Street
   Santa Ana, CA 92701
   (714) 560-0900 x6400
Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, or any other staff member.

In addition, any student who observes any such incident should report the incident to the Coordinator, whether or not the victim files a complaint. Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator, whether or not the victim files a complaint.

**State Testing Participation Policy**
The Orange County School of the Arts Board of Trustees believes that it is important for all OCSA students to take all tests associated with the California Department of Education student assessment programs currently known as the CAASPP tests. It is the Board’s belief that it is important for students to take these tests for the following reasons:

- State tests give teachers one more tool in assessing the success of their instruction and student learning.
- State tests give administration one more tool in assessing the effectiveness of each teacher.
- State tests give the community one more tool in assessing the success of OCSA in their academic classes which in turn affects our enrollment each year.
- State tests include a component for 11th graders that allow them to earn an exemption in their California State University college placement test in English and Math.
- State tests are required for 11th graders hoping to earn the Seal of Biliteracy at graduation, per California Department of Education.

Any student who does not demonstrate a good faith effort in taking a State exam may be:

1. Ineligible for scholarships and awards given by OCSA at the time of graduation.
2. Denied placement in classes requiring achievement data.
3. Denied the ability to obtain teacher recommendations for college applications.
4. Denied the opportunity to participate in the Leadership class.

**Student Assistance**
Sometimes students may feel they need advice or help in dealing with a difficult situation. When this happens, it is important they contact a trusted adult. Parents, relatives, or a close adult friend are good sources of help for a student. At school, students may fill out a request form to see an administrator, school counselor, or other staff member. The following agencies may also offer help and information:

**Self-Help and Support Groups**
- Al-Anon/Alateen: (714) 748-1113
- Alcoholics Anonymous: (714) 556-4555
- Alcohol & Drug Helpline: (800) 252-6465
- Families Anonymous: (800) 736-9805
- National Runaway Switchboard: (800) 621-4000
- National Suicide Prevention Lifeline: (800) 273-8255
- OC Child Abuse Registry: (714) 940-1000
- The Trevor Project for LGBTQ Youth: (866) 488-7386
**Student Data Changes**

**Address, Phone and Email**

All student data changes can be made in the Aeries Parent Portal at [http://familysis.ocsarts.net](http://familysis.ocsarts.net). By using the “Student Info” tab in the Aeries toolbar and selecting “Data Confirmation” from the pull-down list, the parent/guardian can notify the school of changes, and update the portal with new student/parent contact information. Under the “Options” tab, updates to parent and student email addresses can be made. In addition, by selecting “Data Confirmation”, changes to medical information, emergency contacts and authorizations can be completed.

Please note that an address change requires school personnel confirmation before the update is processed in Aeries. An automated email notification is sent to parents/guardians when an address change is requested.

**Student Name Changes**

Students and/or parents who wish to make changes to the student name or how the student is recognized at OCSA, should contact their school counselor.

**Student Withdrawal Process**

Mid-year school withdrawals are coordinated with the school Registrar in the Student Services office, room T101. Parent/guardian must inform the Registrar of their child’s withdrawal at least two days in advance. Please email information to [laura.ely@ocsarts.net](mailto:laura.ely@ocsarts.net) or phone (714) 560-0900 ext. 6174. Once notified, the student may then pick up the required withdrawal form from the Registrar for the parent/guardian to complete, sign, and return to the Registrar on the day prior to withdrawal.

On the student’s final day of attendance, the student must complete the following steps:

- Clean out his/her locker, if applicable.
- Return the following items to the Registrar:
  - OCSA Student ID card
  - Parking permit, if applicable
  - Textbooks - Please be advised, lost or missing textbooks must be paid for before withdrawal documents will be provided.

Once these steps have been completed, withdrawal documentation, including the student’s unofficial report card/transcript and immunization record, will be provided so that the student may register at his/her new school. The student’s cumulative file will be forwarded to the student’s new school upon official request from the school.

Parent/guardian is reminded to check with the OCSA Nurse’s Office for student medications, if applicable.

**End of Year/Summer Withdrawals**

Students who choose to leave OCSA at the end of the school year must have their parent complete the online “Not Returning” form on the OCSA website at [www.ocsarts.net/notreturning](http://www.ocsarts.net/notreturning). The student’s withdrawal documentation and cumulative file is made available to the student’s new school upon the authorized request of the new school. There is no formal withdrawal process with the school’s registrar when a student leaves at the end of the school year or during the summer other than completing the online “Not Returning” form.

**Summer School and College Course Attendance**

To attend both college and high school concurrently, students must meet with their school counselor to make the necessary arrangements.

To make up a class, students may attend summer school at any accredited high school or
community college and have those credits apply towards OCSA graduation requirements. If a student wants to take a class for remediation, for enrichment or acceleration, the course must be UC approved and have pre-approval from his/her school counselor.

All core academic courses (English, math, science and social science) required for graduation, must be taken initially at OCSA to ensure the student is being taught according to the standards established by both the OCSA Board of Trustees and the State of California.

**Technology Acceptable Use Policy**

It is the policy of Orange County School of the Arts to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this agreement for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, OCSA recognizes its legal and ethical obligation to protect the well-being of students in its charge.

To this end, OCSA retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to OCSA-owned equipment and, specifically, to exclude those who do not abide by OCSA's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. OCSA reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

**Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of OCSA.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

**User Responsibilities**

1. Use of the electronic media provided by OCSA is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

**Acceptable Use**

1. All use of the Internet and technology, including electronic communication, must be in support of educational and research objectives consistent with the mission and objectives of OCSA.
2. Proper codes of conduct in electronic communication must be used and ethical and
responsible behavior is expected. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

4. All communications and information accessible via the OCSA network should be assumed to be private property.

5. Exhibit exemplary behavior on the network as a representative of your school and community.

6. From time to time, OCSA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

7. Students and staff must use the OCSA filtered wireless network during the school day.

**Unacceptable Use**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.

2. Any use of the network for commercial or for-profit purposes is prohibited.

3. Excessive use of the network for personal business shall be cause for disciplinary action.

4. Any use of the network for product advertisement or political lobbying is prohibited.

5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

9. The unauthorized installation of any software, including shareware and freeware, for use on OCSA computers is prohibited.

10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or school site administrator), or files dangerous to the integrity of the local area network is prohibited.

11. The OCSA network may not be used for downloading entertainment software or other files not related to the mission and objectives of OCSA for transfer to a user’s home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of OCSA.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

13. Use of the network for any unlawful purpose is prohibited.

14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

17. Recording, transmitting, or posting photographic images, sound or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose is prohibited.

18. Share username/password with another staff or student.

**Disclaimer**

1. OCSA cannot be held accountable for the information that is retrieved via the network.

2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. OCSA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. OCSA makes no warranties (expressed or implied) with respect to:
   - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

5. OCSA reserves the right to change its policies and rules at any time.

**Electronic Mail and Communication Policy**

**User Responsibilities**

These guidelines are intended to help you make the best use of the electronic mail and communication facilities at your disposal. You should understand the following:

1. OCSA provides electronic mail and communication platforms to staff members and students to enable them to communicate effectively and efficiently with other members of staff and students, other companies, and partner organizations.

2. When using OCSA's electronic mail and communication platforms you should comply with the following guidelines.

3. If you are in any doubt about an issue affecting the use of electronic mail or communications you should consult the OCSA Network Administrator.

4. Any breach of the agency's Electronic Mail and Communication Policy may lead to disciplinary action and closure of email account and privileges.

**DO**

1. Do check your electronic mail daily to see if you have any messages.

2. Do include a meaningful subject line in your message.

3. Do check the address line before sending a message and confirm you are sending it to the right person.

4. Do delete electronic mail messages when they are no longer required.

5. Do respect the legal protections to data and software provided by copyrights and licenses.

6. Do take care not to express views that could be regarded as defamatory or libelous.

7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.
DO NOT
1. Do not print electronic mail messages unless absolutely necessary.
2. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away. Usual response time is 48-72 hours.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail or communications for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.
6. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
7. Do not participate in chain or pyramid messages or similar schemes.
8. Do not represent yourself as another person.
9. Do not use electronic mail or communications to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.
10. Do not use a forwarder to forward @ocsarts.net to your personal email.

Please note the following:
- All electronic mail and communications activity is monitored and logged.
- All electronic mail coming into or leaving the organization is scanned for viruses.
- All the content of electronic mail is scanned for offensive material.

Telephone Use
Cell phones are permitted for use during breaks, lunch, before and after school. Cell phone use during instructional time is at the discretion of the teacher. Failure to adhere to the classroom policy will result in behavior consequences.
Students may not use school telephones without obtaining permission from an administrator or staff member. School telephone use is at the discretion of school personnel.

Textbooks and School Property
Students are responsible for the textbooks assigned to them and are required to pay for books that are damaged, lost, or stolen. Textbook numbers should be recorded immediately in the student planner to ensure that the student returns the correct book at the end of the year.

Students should write their full name and school year in the inside front cover of their textbooks. This is the only writing allowed in the textbooks. The charges for textbooks include:
- A fine for damage to the binding/cover
- Full cost of the book for damage to the inside pages
- Full cost to replace the book if lost

Students who have missing books or other property fines will not receive their diploma (seniors) or be able to register for the following school year until all fines are cleared. Textbooks can be checked in/out at the 2nd floor Humanities Tower bookroom.

Students are encouraged to cover their books, but may not use adhesive book covers that could damage the cover or tear the text when removed. For a listing of textbooks and their replacement value, visit www.ocsarts.net/textbooks.

Students are also responsible for damage or loss of school property. Parents are liable for willful damage to school property.
**Transcripts**

Official Transcripts may be requested electronically 24/7 through the OCSA website [www.ocsarts.net/Transcripts](http://www.ocsarts.net/Transcripts). Please follow the instructions provided on the website. Fees are payable online with a valid credit card. Please note that in general, UC schools do not require a transcript until June when final grades and graduation date appear on the transcript. Cal State universities will notify applicants as to when a transcript is required. Each private school will have its own specific transcript requirements and students need to review the information provided by the school.

Unofficial Transcripts are available through each student’s Aeries account [https://familysys.ocsarts.net](https://familysys.ocsarts.net) and may be downloaded at the student’s convenience. Unofficial transcripts may also be obtained from the Student Services office when a student/parent is unable to access it from home. In order to access the student Aeries account the student/parent must first auto-register. Parents of current students who do not have Aeries portal accounts should contact the OCSA Tech Support Team at techsupport@ocsarts.net.

**Transportation (Bus and Train)**

**Bus**

OCSA offers bus transportation from Rush Park in Los Alamitos. A fee schedule is available in the Business Office, for students interested in this service. For further information please email Shanna.Goulden@ocsarts.net.

For Los Alamitos/Seal Beach/Long Beach/and Other Residents
Los Alamitos/Rush Park (corner of Main Way Drive and Silver Fox Road)
- Morning pick up 6:45 A.M.
- Afternoon Departure #1 3:35 P.M.
- Arrive at Rush Park 4:30 P.M.
- Afternoon Departure #2 4:55 P.M.
- Arrive at Rush Park 6:00 P.M.

**Trains**

Metrolink trains from South Orange County, Inland Empire, and from Los Angeles going to the Santa Ana Train Station are available. Students must pay a shuttle fee to be transported to/from the train station to OCSA. If you have any further questions please email transportation@ocsarts.net.

**Work Permits**

Applications are available at the Humanities Tower Reception Desk for students between 14 and 18 years of age. Work permits must be renewed at the start of each new school year or at the time the student obtains a new job. The work permit states the number of hours and times of day that the student may work each week. Work permits are required all year, not just when school is in session. The application requires an employer signature, parent signature, and the student’s social security number. After turning in the application, please allow a minimum of one school day for processing.

**Work Permits, Entertainment**

The Department of Labor Standards (DLSE) issues Entertainment Work Permits. Permit applications and information regarding Entertainment Work Permits can be found at: [https://www.dir.ca.gov/dlse/entertainment-work-permit.htm](https://www.dir.ca.gov/dlse/entertainment-work-permit.htm)
OCSA students may submit an Entertainment Work Permit application to the school Registrar if the student is in good standing:

- Has a minimum 2.0 GPA determined by the prior semester and no D or F grades in any course
- Maintains good daily school attendance – no more than 8 full day absences per semester.
- Maintains good school citizenship and is successfully moving toward graduation.

OCSA is under no obligation to approve a permit application. If the student’s professional work schedule creates attendance issues or affects the student’s course work in such a way as to cause concern, the school’s approval for the permit will be withdrawn.

**Steps for completing the Entertainment Work Permit application:**

- Download the application form from DLSE. Complete the top parent section – be sure to include the parent signature before it is submitted for school approval. Without it, it will be returned.
- Have your student drop off the original application to the school Registrar – **Student Services, Tower room 101**, for approval. Applications cannot be processed via fax, scanning, or email. Please plan accordingly and allow a minimum of one full business day for processing. If the student submits the application on Monday morning, the application will generally be available for pick up on Tuesday afternoon, block 7. Do not wait until the due date to submit the application. No drop in visits for immediate processing please.
- Student/parent has the responsibility for retrieving the application from the Registrar and submitting it to DLSE for final processing. Check DLSE’s website for details on how to submit.
- Students who have their application denied may resubmit their application after the completion of the next semester if they have met the approval requirements at that time.

**Summer Work Permit Applications** —Summer applications require a student’s most recent semester report card in place of the school response and school stamp. Please review the DLSEs process for submission when school is NOT in session.

DLSE offers a one-time temporary 10 day work permit for students 16 years of age or younger. There is no school approval, or birth certificate required. Application submission is online only. See DLSE’s website for details.

**Yearbook**

Yearbooks are available for purchase online at the beginning of each school year. Yearbooks will be distributed at the end of the school year. Students who miss the deadline to purchase a yearbook may be able to purchase one if additional yearbooks become available at the end of the year.
Student-Parent Handbook

Student Name ________________________________________ Grade ______
(Print)

My parent(s) and I have reviewed and understand the rules and school policies contained in the Student-Parent Handbook.

________________________________________________________________________
Student Signature Date

________________________________________________________________________
Parent Signature Date

STUDENTS MUST SUBMIT THIS COMPLETED STUDENT/PARENT SIGNATURE PAGE AT THE TIME OF THEIR ON CAMPUS REGISTRATION APPOINTMENT