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OAKLAND SCHOOL FOR THE ARTS STUDENT AND FAMILY HANDBOOK



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

HISTORY, VALUES, MISSION AND VISION

History

Oakland School for the Arts is a public charter school spearheaded by former Mayor and Governor Jerry Brown. OSA was chartered by the Oakland Unified School District in May 2000. The School was separately incorporated shortly thereafter, received its 501(c)(3) federal exemption determination in October 2001, and was fully accredited by the Western Association of Schools and Colleges in June 2004. Our WASC Action Plan is revised every 3-5 years and is used to drive the school's educational priorities. The OSA charter, granted by the Oakland Unified School District, was renewed in 2020 and runs through June of 2025.

The OSA Way

I Value Myself

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

We Uplift our Diverse Community

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

We Honor Space

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

Core Values

1. Shared Purpose: All stakeholders understand, value and conduct themselves in accordance with OSA's values, mission and vision.
2. Dynamic School Culture: All stakeholders help to create a school environment that is demanding and disciplined, yet also filled with joy, excitement and wonder.
3. Staff Collaboration: Faculty and staff work together to foster creative growth in the arts and academic experiences of our students.
4. Service to Our Constituents: OSA staff will serve its families and stakeholders in an efficient and responsive manner through the elimination of institutional barriers. Anyone arriving at OSA will receive a top quality customer service experience.
5. Authentic Family Involvement: Families play a vital role in student success and school life. Families share with school staff and the students themselves the responsibility for student success.

6. Community Membership: In partnership with business, local government, schools and arts organizations, OSA serves as a model for how schools can enrich and transform communities.
7. The Student –Teacher Relationship: OSA recognizes this as a core relationship. Teachers value students' individuality and dignity, fostering the motivation for students' growth. Students value teachers as their guides in this phase of their lives. Together, they work toward high levels of achievement through teachers' skills and knowledge and students' self-discipline and sustained effort.
8. Character Building: The OSA educational model, through collaborative work and the exploration of each individual's personal experience, helps students and staff to develop the character traits of honesty, empathy, compassion and integrity.
9. Diversity: OSA will invest time and resources to ensure it reflects all aspects of the diverse community that surrounds it in its teachers, staff, administration, parents and students, and will remain accessible and welcoming to all.
10. Creative Problem-Solving: There is a creative solution to every problem that can be found.

Mission Statement

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

Vision Statement

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

OSA Diversity Statement

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student-Bill-of-Rights

Students have the right to:

- A meaningful education that will be of value to them for the rest of their lives
- The maintenance of high educational standards and to have access to any proficiency tests adopted by the Board of Education
- Physical safety and protection of personal property such as safe buildings and sanitary facilities
- Consultation by appointment with teachers, counselors, and administrators
- Free election of their peers in the student government and the right to seek and hold office
- Notification of the rules and regulations to which they are subject
- See their own personal files, cumulative folders, transcripts, student affairs files, etc., in conformity with provisions as laid out in the CA. State Ed. Code (Sec. 49061-49078).
- Be involved in school organizations if they so desire without being subject to discrimination on any basis, provided they meet with the reasonable qualifications of sponsoring organizations
- Appropriately present petitions, complaints or grievances to school authorities and to receive prompt authoritative replies regarding the disposition of their petitions, complaints or grievances
- Hold their own beliefs without penalization from school, provided those beliefs do not violate the rights of others

Student Freedom of Speech

Student free speech rights include, but are not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. Student expression on the Charter School website and online media shall generally be afforded the same protections as print media.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Unprotected Expression includes the following: obscenity; defamation; discriminatory material; harassment (including sexual harassment), intimidation and/or bullying; fighting words; vulgarity and/or profanity; or violating privacy as defined above. Also prohibited shall be material that incites a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the Charter School.

See Appendix for full policy.

Education Records and Student Information (AB 711/493)

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Executive Director. Within five (5) business days, OSA shall comply with the request.

See Appendix for full policy.

Code of Conduct

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

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

I WILL...

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

I WILL NOT...

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

Student Leadership

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

Student Organizations and Clubs

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

Student Incident Reports

If a student witnesses or participates in any action in which a student is harmed, all involved students will be asked to provide a statement of the incident. Students may volunteer to complete an incident report in order to volunteer information that is not known to OSA. The Student Incident Report is available online and in the offices of the Principal, Assistant Principals, and Counselors.

Foster and Immigrant Youth Policy (AB 1319)

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

student who is a migratory child during a school year, OSA will comply with either of the following, as applicable:

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

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

ENROLLMENT: PATHWAY TRANSFER

If a student wishes to transfer into another arts sub-pathway, they may audition to do so once per year. A student must complete a Change of Pathway form and submit it to the Director of Enrollment. The student must then complete the audition, adhering to all of the requirements, and will be scored on a rubric approved by the Arts Department Chair. Transfer auditions will take place on an announced date (typically in January). The student will receive a confirmation email from the Director of Enrollment and must decline or accept within 10 days. If a student does not have access to email after school hours, they should inform the Director of Enrollment to ensure that they receive their audition information during school hours.

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

Student-Parent-School Orientation

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

INSTRUCTIONAL PROGRAM

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

Linked Learning

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

Career Technical Education

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

Pathways and Subpathways

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

Design, Visual, and Media Arts (DVM) Pathway

Media Arts

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

Literary Arts

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

Fashion Design

A diverse curriculum is offered for students in the fundamentals of fashion and costume design. Classes will include lessons in clothing construction, draping, millinery, FX makeup, costume history & fashion

illustration. Students design and execute fashion collections and costumes for OSA student productions in addition to their own annual fashion shows.

Production Design

Students study set design, lighting design, and sound design in a series of rotating units. Students regularly create and execute designs for OSA events and productions in addition to their own annual show.

Visual Art

Students study painting, drawing, 3D art, sculpture, and installation. Students are offered regular opportunities to exhibit their work at various gallery spaces.

Performing Arts Pathway

Dance

The dance program emphasizes ballet and modern technique to prepare the student for the contemporary dance world. Guest teachers lead classes in world cultures and other dance forms. There are multiple dance performances throughout the year.

Instrumental Music

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

Audio Production and Engineering

This sub-pathway is only open to high school students. The program equips students with the skills and knowledge to perform, engineer and produce their own material and allows the time and space to create and explore various aspects of music production and sound design.

Theatre

Students are given significant exposure to a wide range of theatre arts. The middle school program is acting-based, but students can get introductory exposure to writing and musical theatre. Students in the high school program major in either Acting, Musical Theatre, or Playwriting and Play Development, enjoying a chance to get in-depth knowledge while also taking electives outside their major. A robust mainstage season complement the classroom curricula.

Vocal Music

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

Advisory

The OSA Advisory program promotes meaningful relationships between staff and students while providing academic support to students. Through weekly meetings with their advisor, students will experience a more personalized learning environment with a structure and set of practices for monitoring and encouraging

academic and social/emotional progress and college and career readiness throughout high school. Each student, along with their advisor, develops an individualized student success plan to map out their educational path and set academic and personal goals.

Goals Across the Curriculum

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

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

OSA DIPLOMA REQUIREMENTS

English (4 years; 40 credits)

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

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

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

Social Science (3 years; 30 Credits)

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

Science (3 years; 30 Credits)

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

Language other than English (2 years; 20 Credits)

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

Arts (15 credits/semester)

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

UC & CSU ADMISSION REQUIREMENTS

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

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

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

In addition, students must meet an eligibility index comprised of the SAT I (or ACT), the SAT II English, the SAT II Mathematics, and a third SAT II score.

- An alternative way to gain admission to a University of California campus is through the Eligibility by Examination Alone path.
- There is a third path titled "Eligibility in the Local Context" available for students entering the University of California system. For complete details, go the website: <http://www.ucop.edu/doorways>

A. HISTORY/SOCIAL SCIENCE

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

B. ENGLISH

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

C. MATHEMATICS

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

D. LABORATORY SCIENCE

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

E. LANGUAGE OTHER THAN ENGLISH

Two years (three recommended) of the same language.

F. VISUAL & PERFORMING ARTS

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

G. COLLEGE PREPARATORY ELECTIVE

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

ACADEMIC GUIDELINES AND COUNSELING

Academic Advancement

Students must pass each class with a D- (60%) or higher in order to earn course credit and to advance to the next grade level. High school students who do not pass any required courses will be required to make-up the course online or re-enroll in the class if there is room in their schedule the following year. Parents and students are responsible for making such arrangements and for the cost of these online courses. The appropriate grade level counselor must approve make-up courses.

Academic Advising and Support

The school administration provides academic counseling. Parental involvement is encouraged. Meetings may be scheduled to advise students about their academic progress and eligibility for graduation and college admission. Students should consult with their teachers for subject specific academic support.

504 Supports

OSA will evaluate any student who, because of disability, needs or is believed to need regular or special education and/or related aids and services to ensure they are able to access the curriculum. Our Academic Counseling team ensures students' 504 plans are administered appropriately.

See Appendix for full policy.

Course Add/Drop Policy

Students can add and/or drop courses without any marks on their report cards or transcripts in the first 2 weeks of the semester. Students who drop a class during week 4 of the semester will receive a "W" (withdrawal) and your grade at the time of the drop will remain on their transcript. Students who drop a class from week 5 through the end of the semester will receive a "W" and an "F" on their transcript.

Progress Reports/Report Cards

Report cards will be made available via email to families at the end of each semester. Progress reports can be viewed daily in PowerSchool.

Retention

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

Academic Honesty

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

Performance Eligibility

Students must maintain a minimum of a 2.5 GPA and have no failing grades in arts or academic courses in order to participate in exhibitions and performances the next quarter. Students who are ineligible may be pulled from arts classes to focus on getting their grades into the passing range and above a 2.5. Students who agree to an improvement plan and follow the terms of that plan for a time period agreed upon between arts and academic teachers will have the opportunity to regain eligibility to perform.

Assessment: Grades

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

Percent	Letter Grade	GPA	Weighted GPA for honors, AP, and college courses	A-G Eligible
93-100	A	4.0	5.0	Yes
90-92	A-	3.7	4.7	Yes
87-89	B+	3.3	4.3	Yes
83-86	B	3	4.0	Yes
80-82	B-	2.7	3.7	Yes
77-79	C+	2.3	3.3	Yes
73-76	C	2	3	Yes
70-72	C-	1.7	2.7	Yes
67-69	D+	1.3	N/A	No
63-66	D	1.0	N/A	No
60-62	D-	.7	N/A	No
0-59	NC (no credit)	0	N/A	No

Assessment: Placement

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

Grading Policy

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

Progress Toward Graduation

Students earn credits as they move through the curriculum and pass their coursework. Any courses for which a student does not receive credit must be repeated through approved summer school or online coursework. Failure to pass these courses will prevent a student from graduating on time. The general standard for high school graduation from OSA is completion of A-G required courses and completion of the course requirements of one of our art pathways. In order to be A-G eligible for CSU/UCs, all courses must be passed with a C- or higher.

Modified Grading

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

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

The following will apply in these cases:

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

In both cases, courses will count for high school graduation. Colleges and universities often do not accept modified courses. This set of provisions is meant to give students and OSA the flexibility necessary to respond to unique situations and student/family needs. Decisions on these matters will be made by the relevant OSA administrator in collaboration with the student's teachers and family.

Incomplete Grades

In exceptional circumstances, a student may be allowed an incomplete grade. Any student assigned an incomplete grade must complete all course requirements within three weeks after the end of the grading period. At the end of that three week grace period, the teacher will assign the appropriate grade based on the work completed.

Online Coursework

Students are expected to take all core academic classes and graduation requirements in classrooms with OSA teachers. Online classes must be pre-approved by an administrator from a list of accepted institutions that have been designated as 'A-G' eligible by the UC system. Students taking online classes being used for credit recovery may be able to utilize school computers when available.

Early College Credit (ECC) work periods are also available for high school students. Students enrolled in an ECC section will be offered daily time, space, and computer access to complete online college credit courses. Courses must be approved by the Academic Counselor and it is the responsibility of the student/family to monitor progress and meet all appropriate registration/drop deadlines.

Independent Study

OSA's charter does **not** allow the school to offer an independent study program. Students are expected to attend classes in person and if a student has more than 10 consecutive absences, assignments will not be accepted online. When a student returns to in-person instruction, they can work with their teacher to make up the assignments they missed.

Online Grading System

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

Make-Up Work

Making up school work is a complicated issue due to the varying nature of assignments and projects. The general rule is that students will have the number of days that they were absent to make-up missed work for credit. It is the responsibility of the family to contact teachers directly to obtain missed work. It is best to do this before the student's return to school. For planned absences (i.e., college visits, appointments, vacation) the expectation is that the student discusses a make-up plan with their teachers prior to the absence.

Course Registration

During the registration periods, all courses are filled on a first come, first serve basis. Priority is given to students in higher grades. Grade level required courses will be pre-selected for all students. Students should read course descriptions carefully to verify that they meet any prerequisites for any courses. Students who do not meet prerequisites will be removed from that course.

Unscheduled Periods

All students are required to maintain a full schedule of classes, the only exception is 12th grade students. Seniors are required to have a minimum of five classes and may have a late in or extended lunch if they are on track to meeting A-G diploma requirements. Students who have open periods in their academic schedule must be assigned a TA period or modify their schedule with their Academic Counselor. Students with no scheduled first period should not arrive until the start of their first scheduled period.

Homework

Students should expect to have homework assigned daily. Students are expected to turn in all homework assignments on time and will still be responsible for homework assigned when a student is absent. It is the responsibility of the student and their family to check Power School regularly to monitor completion of assignments. <http://powerschool.oakarts.org/public/>

Honor Roll and Valedictorian

Students who earn a 3.5 GPA or higher during the semester are eligible for academic honors. The Valedictorian of each graduating class of seniors will be the student with the highest grade point average of the students that attended OSA consecutively from 9th through 12th grade.

Transcripts

To request an OSA transcript a parent/guardian must email studentrecords@oakarts.org.complete a Transcript Request Form. OSA will process all transcripts for college admission free of charge. In addition, OSA will process non-college-related transcripts per year free of charge. Please allow up to two weeks for processing.

Transfer of Records

The OSA Student Records Office manages all transferable student information. Student records shall not be withheld from the requesting district/school because of any charges or fees owed by the pupil or his/her parent (California Code of Regulations Title 5, Section 438c).

Wellness Counseling

Students can request to meet with an OSA advisor/administrator for emergency or non-emergency services. While OSA will make every effort to include parents/guardians before, during, and after the referral process for counseling, California State law DOES allow students over the age of 12 to have access to the following health services with or without parental consent:

- Diagnosis and treatment of sexually transmitted diseases
- Pregnancy testing, contraceptives and referral for pregnancy options, counseling & prenatal care
- Crisis mental health counseling

In the event that an OSA student seeks counseling services that meet the above provisions, OSA may choose to provide confidential counseling services as permitted by state law.

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

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

ATTENDANCE

Oakland School for the Arts believes that only through daily participation in classroom activities, can students achieve success and progress in their academic and social growth. Regular attendance is also preparation for entry into the world of employment. All students and parents are accountable for regular class attendance and daily assignments.

Excused Absences

If a student is absent for one of the approved valid reasons below, parents can excuse their absence by emailing attendace@oakarts.org within 5 school days of the student's return to school.

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

- Personal illness or injury (or that of a child for whom the pupil is custodial parent)
For health related absences more than 5 days, a doctor's note is required
- Students who leave school to obtain confidential medical services
- Quarantine directed by the Department of Public Health
- Medical, dental, optometric or chiropractic appointments or treatment
Please schedule outside of school hours when possible
- Attending a funeral service
- Jury Duty as required by law (18 years of age or older)
- Appearance in court
- Observation of a holiday or ceremony of his/her religion
- Family emergency

Chronic Absences/Truancy

Instances of chronic absence (missing 10% or more school days with or without an excuse) or truancy (missing 30 minutes or more of class without parent excuse on 3 or more occasions) will result in the following process.

- A warning letter to parents, informing them of the truant status of their student.
- A second letter to parents and a required meeting with the Student Attendance Review Team (SART) to analyze barriers and create an attendance contract to ensure improved attendance.
- If a student does not follow the terms of the attendance contract, parents will receive a third letter informing them of referral to the OSA Student Attendance Review Board (SARB), to determine appropriate next steps, which could include involuntary disenrollment.

Requests for Independent Study

OSA is not authorized to grant independent study, however we assist with referring families interested in independent study to their district of residence. Students will be disenrolled from OSA once they are accepted into a program.

Hospitalization

OSA will make every effort to support students in receiving the care they need and to reintegrate into the school program. If a student requires hospitalization (whether full or partial) that spans more than 5 school days, families must provide a doctor's note to Academic Counseling and Principals that indicates that the

student has a condition preventing them from being at school and the start and end dates of the expected hospitalization.

Any hospitalization or leave requiring a student to be out for more than 10 school days will be considered a long term leave.

Long Term Leave

Students who require long term leave must provide a doctor's note to Academic Counseling and Principals that indicates that the student has a condition preventing them from being at school and the start and end dates of the expected leave. OSA's charter does not allow for us to provide independent study or Home Hospital Instruction. However, the school can refer families to OUSD for access to those services for Oakland residents. If a family lives outside of Oakland, they will need to contact their district of residence for an independent study program. The purpose of Home and Hospital Instruction (HHI) is to provide instruction to a student with a temporary disability in the student's home or in a hospital or other residential health facility. The temporary disability must make attendance at OSA impossible or inadvisable. Home and Hospital Instruction for a student with a temporary disability and/or illness is available through the district of residence where the student is hospitalized.

If the leave is less than 30 days, students will be temporarily disenrolled from OSA while they are enrolled in HHI and will be re-enrolled when they are cleared to return to OSA. For long term medical leave longer than 30 days, students will be re-enrolled if there is a space in their pathway. Students may not re-enroll in a different pathway and will need to follow the process for internal auditions and transfers.

Make Up Work

It is the responsibility of the family to contact teachers directly to obtain missed work. In order for a student to receive credit on missed assignments, the absence must be excused. No missed work will be graded after the 10th consecutive absence and a student's access to OSA email may be disabled. If a student is absent more than 10 consecutive days, families may request an incomplete grade for the semester and work directly with teachers to complete missing assignments when they are able to return to in-person instruction.

Withdrawal due to Excessive Unverified Absences (No-Show)

Students who do not attend within the first 5 days of a school year without communication to OSA will be withdrawn and their spot will be filled by a student on the waitlist.

At any point during the year, students not in attendance due to unexcused absences for ten (10) consecutive days with no prior notice or without a response to calls and emails may be disenrolled from the school in accordance with the school's involuntary removal procedures. Students disenrolled for the above reason will be required to reapply to OSA.

Tardiness

Students negatively impact their own learning and the learning of others when they are not in class ready to begin instruction at the start of classes. Any student who arrives at school or class after the bell has rung is tardy. Students arriving to any class more than fifteen (15) minutes late are marked as "Tardy Absent."

Students who have 5 or more individual tardies per week will be assigned "Lunch and Learn" to make up the time lost in class. Families and students will be notified via email the date and time that they are required to attend lunch and learn. Failure to attend lunch and learn will result in a family conference with the Dean.

Off Campus Lunch: Tardy/Tardy-Absent

High School students who go off campus for lunch are expected to return to the campus in time for their next class. Students who are regularly tardy-absent after lunch will be assigned Lunch and Learn and if the problem persists may lose off campus privileges.

Early dismissal

Families are strongly discouraged from taking students out of school early. If it is necessary, the family can call the main office at 510-873-8800 to request the release of their student. Students with the proper authorization will be required to report to the front office and sign out before leaving campus. If a student becomes ill at school, he/she may be excused to go home and, with proper authorization, the student or an administrator may sign them out of school.

Repeated early dismissals from school will affect a student's arts education and may render the student ineligible for school performances, presentations, and exhibits.

DISCIPLINARY GUIDELINES

The goal of the OSA discipline program is to ensure that student behavior supports an environment in which academic achievement and artistic excellence can flourish. OSA faculty and staff will communicate these expectations through class syllabi, advisory meetings, and student assemblies. When students are not meeting behavioral expectations, our staff will work with families and students to uncover the root cause and support students with restorative practices. If a student is endangering themselves or others, more serious disciplinary consequences may be employed.

Behavior Expectations

Our framework for positive behavior is the OSA Way: Value, Uplift, and Honor. All students are asked to consider and agree to uphold the OSA Way.

I Value Myself

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

We Uplift our Diverse Community

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

We Honor Space

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

Positive Behavior Support at OSA

Teachers support positive behavior through consistent expectations, building relationships with students, partnering with parents, and identifying when a student needs additional social/emotional support and referring them to the Student Support Team. Most disruptive or anti-social behavior will be addressed by classroom teachers.

Should a student need more behavior support than can be provided in the classroom setting, a referral will be made to the Student Support Team (Assistant Principal, Dean, Mental Health Coordinator, Academic Counselor) and the appropriate team member will provide further interventions which may include:

- Parent conference
- Mental Health counseling
- Behavior Improvement Plan
- Restorative conversations

Grounds for Disciplinary Consequences

Actions that seriously harm any member of our community will result in more severe disciplinary consequences. The following are examples of behavior that will be immediately addressed by school administration:

- Engaging in a direct or indirect verbal or digital assault that leaves any member of the community feeling demeaned, degraded, or at risk for further assault or taunting
- Causing, attempting to cause, encouraging others to cause, or threatening to cause, physical injury to another person or themselves
- Use of racial, sexual orientation/identification or slurs and/or derogatory language toward or about other's physical, mental or emotional ability status
- Committing an obscene act or engaging in profanity or vulgarity
- Possession or distribution of lewd or obscene images/material
- Sexual harassment of any kind
- Sexual misconduct, consensual or not
- Vandalism and property damage
- Theft, robbery, burglary
- Possession of controlled substances, including alcohol

Discrimination, Harassment, Intimidation, or Bullying

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

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

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

Authority

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

Disciplinary Consequences

Consequences may include and are not limited to:

- Detention, during lunch or after school
- Lunch and Learn, assigned for excessive tardies with an expectation to complete missing work
- Community Service, such as campus clean-up or classroom jobs
- Suspension/Expulsion, in accordance with CA Ed. Code, see Appendix for full policy

Behavior Contracts

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

Emergency Situations

A student may be suspended without a family conference if the Principals or designee determines that an emergency situation exists. An emergency situation is defined as a situation determined by the Principals or designee to constitute a clear and present danger to the lives, safety or health of pupils or school personnel. In such situations, the school also reserves the right, with or without contacting parents, to notify local police and allow them to proceed as they deem necessary. If a pupil is suspended without a conference prior to suspension, both the parent/guardian/caregiver and the pupil shall be notified of the pupil's right to such a conference and the pupil's right to return to school for the purpose of a conference. The conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

Disciplinary Records

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

Law Enforcement and Social Services

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

Due Process Rights

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

- Be informed of the policies and rules governing student conduct and discipline
- Be informed of charges of misconduct and the evidence used as a basis for the charges

- Present his/her version of the facts and any supporting evidence or testimony to the appropriate school administrator
- Have a conference with school staff
- Be notified in advance of any disciplinary hearings
- Call witnesses, and appear and be represented in disciplinary hearings

Liability for Damages and Losses

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

Prevention of Injury

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

TITLE IX and Sexual Harassment

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

GENERAL POLICIES

After School Supervision

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

Automobiles

Students using an automobile to drive to school are not allowed to operate their automobiles during the school day (including off-campus lunch). Students driving automobiles to campus are encouraged to work out parking solutions in advance, as they will not be allowed to leave campus during the school day to pay parking meters.

Books and Supplies

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

Cell Phones and Electronic Devices

Students are allowed to bring electronic devices onto campus; the school is not responsible for the safety and security of these items. Cell phone use during class time is prohibited unless specific permission is granted by the teacher. Cell phones in use during class time without permission are subject to confiscation by the teacher. Repeated unauthorized cell phone use will result in disciplinary consequences. Parents should not call or text their students during class time. In case of an emergency where you need to contact your student please call the school at 510-873-8800.

Students are not discouraged to bring personal computers, tablets or e-readers to campus. Students will not be given WIFI network access for their personal devices.

Campus Status

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

Bathroom Policy

Students will be permitted to use the restroom after the first ten minutes of each class period or during any passing period. Students should use the bathroom pass lanyard provided, and are not permitted to take phones or backpacks with them to the restroom unless it is during passing period.

Computer Use Policy

Computers and network resources are provided to enhance the educational opportunities for students. Students may ONLY use these resources to complete classwork specifically assigned by an OSA instructor.

Any additional use of the computer must be for the enhancement of the student's education AND must be approved by OSA administration. Network resources refers to all aspects of OSA's owned or leased equipment, including computers, printers, scanners and other peripherals, email, Internet services, servers, network files and folders, and all other technology related equipment and services.

Students may NOT:

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

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

Dress Code

Students should be neat, clean and appropriately attired so that they can take part in the regular activities of the school day. Students' dress cannot disrupt their own or other students' educational experiences. Clothing with profanity or that promotes drug or alcohol use is not allowed. Arts teachers may restrict accessories based on the requirements of the arts classes. Students who are in violation of the dress code will be loaned a change of clothes or sent home.

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

Drop-off and Pick-up

Students should be dropped off at school no earlier than 8 a.m. and NO LATER than 8:25 a.m.
All students are to be picked up on time: 3:30 p.m. for grades 6-8 and 4:30 p.m. for grades 9-12.

Emergency Contact

In the case of an emergency, students are to notify a teacher or administrator immediately. Parent contact information should always be current with the school. Information can be updated on PowerSchool or by calling the front desk at 510-873-8800.

Emergency Procedures

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

Family Contact Information

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

Campus Maintenance

Students are expected to assist in maintaining a clean and organized environment. Students are expected to return all items to their proper places and dispose of trash properly. Students are not allowed to eat on campus during class time without permission from their classroom teacher. Students who vandalize the campus will be referred for disciplinary consequences and may be required to pay restitution.

Field Trips, Art Events and Off-Campus Trips

Field trips provide opportunities to witness the application of theory and practice. Students are strongly encouraged to attend such events (i.e. concerts, plays, exhibits, etc.) and parents will be required to sign a permission slip to confirm attendance. Some events, such as plays and concerts, may necessitate student attendance outside the normal school hours. When attending any off-site school activity, the OSA disciplinary guidelines will be enforced.

Immunization/Tuberculosis Testing

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

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

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

Lockers

Each student will be assigned a locker on campus and students must provide their own lock. OSA is not responsible for items missing from lockers. All OSA student lockers may be subject to searches at any time. Students are not allowed to share or trade lockers unless given permission by the school administration.

Lost and Found

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

Lunch Procedure

Students can either bring their own lunches or participate in the school lunch program. Free or reduced-priced lunches are available for students who qualify by completing the Federal Free and Reduced Lunch form. We ask that all families complete the application for Free and Reduced lunch whether or not they intend to eat school lunch because it can help make OSA eligible for millions of dollars in grant money. Many state and federal grantors base up to 100% of their award process on the number of students eligible to receive free and reduced meals. Having more eligible students can result in grants that will allow OSA to furnish classrooms, upgrade laboratories, and renovate studios.

Students in grades 6-8 must remain on campus during the lunch period or use designated exits and crosswalks to be supervised at the Uptown Park across the street.

High school students have the privilege of leaving campus during the lunch period. High School off-campus lunch is a privilege, not a right. Off-campus privileges may be suspended or revoked at any time by the parent or school administration. Reasons for loss of privileges include, but are not limited to, academic standing, chronic truancy, and violation of behavior expectations.

Medical

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

Parent Teacher Student Association (PTSA)

The PTSA allows parents and students to have a formal channel to provide feedback on the educational program, increase engagement and communication among all members of the OSA community, and help build relationships with community partners. The PTSA encourages engagement with and among the diversity of families in the community and we invite all parents and students to become voting members of the PTSA. Everyone is invited to monthly meetings.

Head Lice

Students will not be excluded from school if they have nits or head lice, as head lice are not a disease and do not carry any disease; nor should students with head lice stay home from school. Unnecessary absences can negatively impact students' ability to learn and succeed in school. Head lice are contagious, however, and they are most readily spread by direct head-to-head contact. A student who has nits or lice will be sent home at the end of the day with information to the parent on how to manage lice and a referral to the student's health care provider for assistance. Staff shall maintain the privacy of students identified as having head lice. For more information on head lice or its treatment, please contact the school office or call Health Services at (510) 273-1510.

Non-Discrimination Policy

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

Parent-Teacher Conferences

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

Parent Participation

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

Postings

The school administration must approve all postings on campus.

Residency Requirement

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

Restitution – School Property

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

Searches

Any Charter School official (e.g., administrator, employee, teacher), may conduct a reasonable search of a student's person and/or personal effects (e.g., backpack, purse, etc.) if the school official has reasonable suspicion that the student is engaged in or has engaged in illegal activity or a violation of Charter School rules, regulations or policies. See Appendix for full policy.

Skateboards, Skates, Scooters and Bicycles

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

Telephone Calls & Messages

All phone calls to OSA are received in the front office. Messages are promptly directed to the appropriate faculty and staff. Students may request use of school phones through the Front Office. Please contact the front desk staff at 510-873-8800 in order to deliver emergency messages to students.

Visitors

All visitors must enter at 530 18th st., identify themselves and their business, sign in, and be issued a visitor's pass by Campus Security. Visitors will be asked to display their pass on their person throughout their visit. Student visitors must have prior authorization from their parents as well as from the school Principal before entering the campus. A student visitor must follow OSA rules during their visit.

OSA has adopted measures for responding to outside visitors that avoids classroom interruptions and preserves the peaceful conduct of the school's activities consistent with OUSD guidelines and practices. No

outsider, including immigration enforcement officers, shall enter or remain on school grounds without having registered with the Executive Director or designee, and without exigent circumstances necessitating immediate action such as a judicial warrant or court order that provides a basis for the visit.

NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES

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

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

APPENDIX

[Approved-Suspension-and-Expulsion-Policy-and-Procedure-4896-0534-6315.v1.pdf](#)

[Approved-Educational-Records-and-Student-Information-Policy-4875-4174-8747.v1.pdf](#)

[2022-04-23-Revised-Title-IX-Harassment-Policy.pdf](#)

[Approved-Campus-Search-and-Seizure-Policy-4869-3776-8971.v1.pdf](#)

[Approved-Section-504-Policy-Procedures-and-Parent-Rights-4881-6250-5739.v1.pdf](#)

[Approved-Student-Freedom-of-Speech-and-Expression-Policy-4889-0070-3243.v1.pdf](#)

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

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