



Orange County School of the Arts

**STUDENT / PARENT**

# *Handbook*

---

An Important Guide to Schoolwide Policies

---

**2024**  
**2025**

# Student/Parent Handbook

## 2024-2025

This handbook belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

OCSA website: [www.ocsarts.net](http://www.ocsarts.net)

OCSA Aeries Portal: <https://familysis.ocsarts.net>

### Orange County School of the Arts

1010 N. Main Street  
Santa Ana, CA 92701  
714.560.0900

Office	Extension	Email	Fax
Student Services	6162	<a href="mailto:student.services@ocsarts.net">student.services@ocsarts.net</a>	714.664.0461
Health Office	4101	<a href="mailto:health.office@ocsarts.net">health.office@ocsarts.net</a>	714.564.3294
Attendance Office	4310	<a href="mailto:attendance@ocsarts.net">attendance@ocsarts.net</a>	714.564.3285
Registrar	6174	<a href="mailto:laura.ely@ocsarts.net">laura.ely@ocsarts.net</a>	714.564.3281
Tech Support	4900	<a href="mailto:techsupport@ocsarts.net">techsupport@ocsarts.net</a>	

OCSA Text-A-Tip Line: 657.529.6272

# ACADEMICS

## *Arts*

### Board of Trustees

Vincent Foley  
Halim Dhanidina  
Jessica Herthel  
Gary Humphreys  
Paul E. Satkin

### School Administration

Teren Shaffer – President & CEO  
Gregory Endelman, Ed.D. – Chief Operations Officer  
Michael Ciecek – Principal  
Becca Freeland – Assistant Principal, Student Services  
Maria Lazarova, D.M.A. – Assistant Principal, Arts  
Abbe Levine – Assistant Principal, Student Supervision  
Kimberly Barraza Lyons, Ph.D. – Assistant Principal, Instruction  
Shelley Stanphill – Learning Specialist  
Lauren Reynolds – Director of Special Services

### School Counselors

Vanessa Musso – School Counselor, 7th-8th grade  
Ashley Talbert – School Counselor, 9th-12th grade (A-Do)  
Kara McCann – School Counselor, 9th-12th grade (Dr-Kh)  
Paige Acuña – School Counselor, 9th-12th grade (Ki-Me)  
Sarah Kause – School Counselor, 9th-12th grade (Mi-Sh)  
Rebecca Vance-Freeland – School Counselor, 9th-12th grade (Si-Z)

### Special Services

Tara Pinca – Program Coordinator  
Jeannette DeGrave – Mental Health Coordinator  
Jill Burgueno – Special Services Data Coordinator  
Alexia Pina – Mental Health Clinician  
Leticia Ramirez – School Psychologist  
Briana Lopez – School Psychologist  
Sheila Mathew – Speech Language Pathologist

### Health Office

Laura Lopez – Licensed Vocational Nurse  
Caitlin Bowman – Registered Nurse  
Maggie McCauley – Health Clerk

### Support Staff

Berene Lindbeck – School Office Manager  
Hui-Shan Yong – Arts Conservatory Manager  
Laura Ely – Registrar  
Jeanna Pfeiffer – Attendance Clerk  
Becky Parsons – Family Liaison  
Antonio Graham – School Resource Officer  
Michelle Rios – Administrative Assistant  
Anita Sanchez – Administrative Assistant  
Wendi Capparelli – Administrative Assistant  
Lisa Auger – Morning Receptionist  
Lorinda Zamora – Afternoon Receptionist  
Brianna Newell – PT Attendance Clerk

# Table of Contents

<b>Schoolwide Learner Outcomes</b> .....	<b>5</b>
<b>School Operations</b> .....	<b>6</b>
Appointment Requests.....	6
Art Attack.....	6
Deliveries.....	6
Enrollment Policy.....	6
Free and Reduced Lunch Program (FRLP).....	7
Health Office.....	7
Communicable Disease Control.....	7
Injury, Illness, Medication.....	7
Homework Club.....	8
MySchoolBucks Account and Identification Cards.....	8
Off-Campus Activities/Overnight Field Trips.....	9
Parent Involvement.....	10
Publication Policy.....	11
Safety and Security.....	12
Access Control Systems, Security Cameras, Surveillance Equipment.....	12
Campus Security.....	12
Closed Campus Policy.....	12
Emergency Preparedness.....	13
School Police/School Resource Officer (SRO).....	13
Text-a-Tip Line 657.529.6272.....	13
School Facilities, Materials, and Technology.....	14
Campus Cleanliness.....	14
Elevators.....	14
Flyers and Posters.....	15
Instructional Materials and Textbooks.....	15
Lockers.....	15
Parking Permits.....	16
Personal Property and Lost and Found.....	16
Pet Policy.....	16
Restrooms.....	16
School Equipment.....	17
Technology Acceptable Use Policy.....	17
Transportation.....	20
Use of School Name and Materials Policy.....	20

Work Permits – Employment.....	20
Work Permits – Entertainment.....	21
Yearbook.....	22
<b>Student Services.....</b>	<b>23</b>
Academics and Arts Enrollment.....	23
Aeries.....	23
Aeries Data Change Processes.....	23
Class Placement/Level Changes.....	24
Class Schedule Changes.....	24
Class Withdrawal Policy.....	25
Commencement Honors Recognition Policy.....	25
Conservatory Change Policy.....	25
Conservatory Dual Enrollment Information.....	25
Cross Conservatory Electives.....	26
Grade Change Policy.....	26
Grading Periods.....	26
Grading Policy for Weighted Grades.....	26
Graduation Participation Policy.....	27
Office Hours.....	27
Physical Education Participation Policy.....	28
School Records.....	28
Notification of Rights Under FERPA for Secondary Schools.....	29
State Testing Participation Policy.....	30
Student Withdrawal Process.....	30
Student Resources.....	31
Summer School and College Course Attendance.....	31
<b>Attendance.....</b>	<b>32</b>
Attendance Policy.....	32
Attendance Definitions.....	32
Reporting Absences, Early Release and Late Arrivals.....	32
Verified Excused Absences.....	33
Tardiness.....	34
Truancy.....	34
Campus Passes.....	35
Extended Absence.....	35
Temporary Leave.....	36
School Attendance Review Team (SART).....	36
Non-Attendance.....	37
<b>Behavior.....</b>	<b>38</b>
Behavior Management Policy.....	38
Examples of Appropriate Schoolwide Behavior.....	38

Restorative Practices.....	39
Examples of Behavior Violations.....	39
Academic Honesty-Honor Code.....	39
Bullying.....	40
Cyberbullying.....	41
Dress Code.....	41
Gambling.....	42
Hate Speech.....	42
Prohibited Items.....	42
School Dance Policy.....	42
Selling Items at School.....	43
Social Media Policy.....	43
Student Smart Phone Policy.....	44
Tobacco and Drug Free Campus Policy.....	45
Behavior Intervention Practices.....	45
Reporting Incidents.....	45
Investigation.....	46
Demerits.....	46
Behavior Intervention Definitions.....	46
Conferences.....	46
Restorative Circles.....	46
Reflection.....	47
Give-Back Time (GBT).....	47
Behavior Contract.....	47
Restorative Action Plans.....	47
Structured Day.....	47
Suspension, Involuntary Removal, and Expulsion.....	48
Suspension.....	48
Involuntary Removal.....	48
Expulsion.....	48
<b>Conduct and Complaint Policies and Procedures.....</b>	<b>50</b>
Civility Policy.....	50
Non-Discrimination Policy.....	51
Transgender and Gender-Nonconforming Students.....	52
Access for Individuals with Disabilities.....	52
Sexual Harassment Policy.....	53
Title IX Policy.....	54
Uniform Complaint Procedures.....	54
Board of Trustees Appeal Policy.....	55
Board of Trustee Appeal Process.....	55

## **Schoolwide Learner Outcomes**

**Wonder:** Exercise curiosity and a sense of play to imagine, question, and challenge

**Communicate:** Listen and share ideas clearly and mindfully among diverse groups

**Collaborate:** Work together to deepen understanding, build community, and empower others to do the same

**Problem-Solve:** Employ various methods of reasoning, perspectives, and sources of knowledge to explore solutions

**Create:** Embrace the creative practice of innovation, risk-taking, and the evolution of ideas

**Reflect:** Practice self-awareness, empathy, and balance to encourage personal growth

# **School Operations**

## **Appointment Requests**

Students who want to make an appointment to see an administrator, director or school counselor may make an appointment with any administrative assistant in T100 and T101, or communicate directly with whom they wish to make the appointment. Parents who want to make an appointment to meet with a teacher, counselor, director or administrator should email the staff member directly.

## **Art Attack**

Announcements and important school information are delivered to students through the daily Art Attack school broadcast during blocks 2/5. An expanded written copy with additional information about activities, scholarships, and other important school information can be found at [www.ocsarts.net/ArtAttack](http://www.ocsarts.net/ArtAttack).

## **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 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 p.m. to 5:30 p.m. 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 p.m. will be discarded.**

## **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 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 schoolwide 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 Conservatory Funding Agreement which will be distributed at the annual orientation meeting.
3. Timely completion of all enrollment materials, including Enrollment Form, Enrollment Agreement, Health Form, and Conservatory Funding Agreement, is requested.



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

OCSA students whose families are eligible for the Federal Free and Reduced Price Lunch Program (FRLP) are encouraged to communicate with the school to ensure support and assistance for school services. To be eligible, families must submit an OCSA FRLP application annually through the Business Office. Contact Becky Parsons at [becky.parsons@ocsarts.net](mailto:becky.parsons@ocsarts.net) with questions.

### **Health Office**

The Health Office is located in the Media Arts Building across the hall from the Attendance Office. Health 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 them 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 at school should inform the teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. Upon arrival at the Health Office, the student will be assessed and if it is medically deemed necessary, 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 up 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 Health 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.

**Exclusionary** (must leave campus immediately) symptoms include: Fever of 100.4F or higher, vomiting within 24 hours of being on campus, pinkeye, and oozing/open wound or rash.

Following a severe injury or serious illness (broken bones, hospitalization, etc.), 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. Prescription and non-prescription medication may be taken at school only under supervision of Health Office

staff if a completed medication authorization form is on file in the office. Any prescribed over-the-counter medication must be brought to the Health Office in brand new, sealed bottles.

OCSA's 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. 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 epi-pens or inhalers when appropriate documentation is on file in the Health Office.

*Under California Law, a medication form, which includes dosage instructions, must be completed by the parent and the physician before prescription and non-prescription medication can be administered. These forms are available in the Health Office and can also be downloaded from the school's website [www.ocsarts.net/HealthOffice](http://www.ocsarts.net/HealthOffice). Medication forms expire on the last day of the school year and therefore must be updated at the beginning of each school year. Medications must be picked up personally by parents on the last day of school.*

### **Homework Club**

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 3:45 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 [hwclub@ocsarts.net](mailto:hwclub@ocsarts.net) with questions.

To pick up a student from Homework Club, please call 714.560.0900 ext. 6001.

A middle school student waiting for rehearsal must be in an area approved by an administrator or conservatory director.

### **MySchoolBucks Account and Identification Cards**

MySchoolBucks is a prepaid debit account that is linked to your current seven digit OCSA Student ID. This account is primarily used to purchase food/drink/snack items in the school's cafeteria and at other on-campus food locations. MySchoolBucks is also used to purchase dance and student event tickets. 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).

MySchoolBucks funding can be done one of two ways:

1. By going to [www.MySchoolBucks.com](http://www.MySchoolBucks.com)
2. By bringing Cash/Check/Money Order to the cafeteria on the second floor of the Tower building.

Students should have sufficient funds in their MySchoolBucks Account 48 hours before planned purchases.

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

All students and staff are issued an identification card that should be carried whenever they are at school or at a school function. The cost for a replacement card is \$5.00 and can be purchased on our school website [www.ocsarts.net/ReplacementID](http://www.ocsarts.net/ReplacementID). This can be picked up at the Humanities Tower 2nd floor bookroom.

### **Off-Campus Activities/Overnight 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.

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.

### Participation

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

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

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.

Individualized participation accommodation shall be made for students with Individualized Education Plans, Section 504 Plans, or any other approved individualized plan.

#### Chaperones and Transportation

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.

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.

#### 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.

For OCSA's full Off Campus and Overnight Field Trips Policy, please review [Board Policies](#).

#### **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 ([www.ocsarts.net](http://www.ocsarts.net)) and through the OCSA Weekly Wrap.

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, email, 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.

### **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 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. It is the responsibility of the faculty adviser to supervise the production of the student staff, maintain professional standards of oral and written English, other languages, and journalism, and abide by and uphold the provisions/tenants of Cal. Ed. Code 48907, ensuring the publication is free from prohibited materials
- 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; 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. 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 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 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.

### **Safety and 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 Schoolwide Behavior Standards. The OCSA Campus Security and Safety Plan is made up of several components:

#### **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.

#### **Campus Security**

Security officers are on duty Monday-Friday from 7:30 a.m. until 10:30 p.m. and are also on duty for all evening and weekend performances. They are responsible for patrolling the OCSA campus, traffic control, and supporting the Schoolwide 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.

#### **Closed Campus Policy**

OCSA is a “closed campus.” After arriving to campus in the morning, whether or not they drive themselves or are dropped off, 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 on campus past 3:45, they must report to the Homework Club.

### **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 where a reunification plan is established, 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. Students who drive to school will be released if road conditions are deemed safe.

For all of OCSA's Emergency Procedures, please see [Emergency Procedures](#).

### **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.

### **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.

## School Facilities, Materials, and Technology

### 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 up all work surfaces prior to dismissal.
- All rolling chairs should be pushed in under their work surface.

### Elevators

There are five sets of elevators on campus: Annex, Center for the Arts, DMS, Humanities Tower main lobby, and a service elevator located by the cafeteria. At no time may students use the service elevator.

Students are permitted to ride the elevator when possessing one of the following:

- a valid "elevator pass" issued by the Health Office
- a call slip
- a teacher's classroom pass

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. Students are required to use the stairs at all other times. The elevators are never to be used in an evacuation or disaster situation due to safety concerns.

Temporary Elevator Pass: A parent must write a note or email the Health Office to request an elevator pass for their child. An elevator pass will be given for a maximum of 3 days, including the day of request. The note should include the date and reason for the request (injury, illness, etc.), and be signed by the parent/guardian. Parents may not request an extension. For elevator passes that are needed longer than 3 days, a physician note is required with specific dates (2 weeks, 3 months, etc).

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 the physician's signature. Notes received in the Health Office will be retained until the end of the school year. Year long elevator passes expire on the last day of school and will need to be renewed every school year.

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



### **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.

### **Instructional Materials and Textbooks**

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 Schoolwide 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.

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.

All textbooks must be returned at the end of each year. The charges for lost or damaged 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](http://www.ocsarts.net/Textbooks).

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

### **Lockers**

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

- 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 them 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.

### **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. If a student loses the parking permit, there will be a 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 the end of Office Hours.** Students may receive authorization from an administrator in Humanities 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 and Lost and Found**

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.

Students are asked to return items they find to the Humanities Tower 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 before any items are donated.

### **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.

### **Restrooms**

Student restrooms are located throughout all campus buildings. Students may use the restroom (male, female or gender-neutral) with which they most readily identify. Single use restrooms and individual restroom stalls 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 Equipment**

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

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.

### **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 learn more about the school and staff responsibilities to monitor and regulate technology acceptable use, please see the full [Board Policies](#).

### **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. When using email, 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

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.

### **Transportation**

OCSA does not directly provide transportation services to families who are commuting.

#### Trains

Metrolink trains from South Orange County, Inland Empire, and from Los Angeles going to the Santa Ana Train Station are available. Additional information is available on the OCSA website [www.ocsarts.net/Transportation](http://www.ocsarts.net/Transportation).

### **Use of School Name and Materials Policy**

Any proposal for the use of OCSA names, trademarks, and logos must be submitted to OCSA in writing for written approval prior to such use. OCSA's prior written approval must be obtained for all advertising or promotional media, including newspaper advertisements, audio or videotapes, posters or flyers, and other such promotional means.

OCSA corporate names, trademarks, and logos are OCSA's property and may not be used in any manner, including the reproduction of literature or advertising without prior written consent from OCSA.

All OCSA literature and Internet home page files and content are copyrighted and may not be duplicated in any form without express prior written consent of OCSA. This restriction includes but is not limited to photocopies, graphic reproductions, translated verbiage, OCSA product and service photos, student and parent likenesses, and images taken in part or in or out of context.

For more information regarding the Board Policies regarding the Use of School Name and Materials, please see our [Board Policies website](#).

### **Work Permits – Employment**

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>

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 student drop off the original application to the school Registrar – **Student Services, Humanities Tower 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, during the Office -Hours block or after school. Drop in applications will not be processed on the spot. Plan accordingly.
- 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 Services

## **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 Orange County School of the Arts, must be enrolled in both programs concurrently.

Exceptions to the above may include:

1. Dependents of current OCSA full-time employees or part-time employees currently working an average of 20 hours/week and that have been employed at the school for at least two years may attend the academic program without attendance in the conservatory arts program.
2. 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.
3. Modifications of a student's instructional day as determined by an I.E.P. Team recommendation.

## **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](mailto: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://familylsis.ocsarts.net>

## **Aeries Data Change Processes**

### Start-of-Year Data Confirmation

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.

### Mid-Year Data Changes

#### **Student/Parent Address, Phone and Email Changes and Updates**

All student/parent data changes can be made in the Aeries Parent Portal at <http://family.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 Student and Contacts tab, updates to parent and student email addresses can be made. In addition 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.

### Mid-Year 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.

### **Class Placement/Level Changes**

- 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.
- Academic Level Changes (Example: Honors or AP to College Prep) require **Teacher Recommendation and space availability**. The deadline for a teacher to recommend a 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.
- All conservatory class placement is determined by the conservatory director. Core curriculum is required for all students within a conservatory.

### **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. Students should complete a course change request form in Student Services. 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.

### **Class Withdrawal Policy**

- 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 and will not be marked or have a negative impact on the report card or transcript.
- Withdrawal from any semester or year-long class, including all core academic classes, after the first grading period, up until the completion of the second grading period (**Weeks 8-12**) of the semester, will be marked with a **W** on their transcript. This notation will be recorded on the transcript as a withdrawal from the course, but dropping the course during this window of time does not negatively impact the student's Grade Point Average (GPA).
- Withdrawal from any semester or year-long class, including all core academic classes, after the second grading period (**Weeks 13-18**) of the 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.
- All OCSA classes are year-long and second semester schedule changes are typically not granted. However, schedule change requests 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.

### **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.

### **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 a placement activity by the new student application deadline.

### **Conservatory Dual Enrollment Information**

OCSA has built a robust partnership with Santa Ana College which provides students the opportunity to take Dual Enrollment courses embedded within some conservatory schedules. This exciting opportunity enables students to earn college credits while completing their high school graduation requirements and conservatory course sequences. In some cases these

courses are optional, and in some cases they are required within a conservatory pathway. OCSA students enrolled in these courses are exempt from all tuition and enrollment fees associated with taking college courses. If you are scheduled to take a Dual Enrollment class, your director will walk you through the Santa Ana College registration process. OCSA complies with Santa Ana College add/drop policies and timelines for all Dual Enrollment classes.

Many, but not all, of the instructors of Dual Enrollment courses are already OCSA instructors. Please be advised that, while all OCSA course materials and grades are available through the Google Classroom and Aeries Gradebook, students will only be able to access course materials for Santa Ana College courses through the online learning management system, Canvas.

Students who are enrolled in Santa Ana College classes on OCSA's campus are held to the same behavioral standards and standards of academic achievement as those expected of college students. Dual Enrollment courses will appear on both the student's OCSA transcript and their Santa Ana College transcript. Please note; however, that the conservatory dual enrollment courses on the OCSA transcript will not earn a weighted grade.

### **Cross Conservatory Electives**

Cross Conservatory Electives are conservatory classes that are open to students outside of their designated conservatory. These offerings are limited and are offered at a director's discretion. The ability to take a Cross Conservatory Elective class depends on the students' progress within their home conservatory and their completion of their conservatory's core curriculum requirements. Scheduling conflicts may also impede a student's ability to enroll in their desired Cross Conservatory Electives; the curricular requirements of their home conservatory will always take precedence. OCSA does not offer a "double major" or a "dual conservatory" option. The conservatory that a student is admitted to is their "home" conservatory.

### **Grade Change Policy**

Grade change requests will follow the established Appeal Policy.

### **Grading Periods**

There are six grading periods each year; two progress reports and two semester grade reports. Six-week progress reports and semester grades will be available on-line 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/institution/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:

A= 5    C= 3  
B= 4    D= 1 (not weighted)

### **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 they have returned all textbooks and satisfied all outstanding fees.

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

### **Office Hours**

Office Hours are a designated period during the academic day when students can:

- Work on assignments or study
- Ask questions and get additional support from their teachers and peers
- Make up missed assessments or assignments

All students are welcome and encouraged to receive additional academic support as needed during Office Hours. Students may also be assigned to mandatory Office Hours in one of two ways:

- A teacher may write an Office Hours slip requiring a student to attend their Office Hours on a particular day(s)

- If a student earns a D or F in an academic class on their progress report, school administration may assign that student to attend Office Hours on an ongoing basis

Students who are assigned to mandatory Office Hours and fail to attend will incur behavior consequences for being out of class without authorization. Please note that students who are assigned to Office Hours must report to an academic teacher and may NOT work with an elective/conservatory teacher or attend rehearsals during Office Hours.

Behavior expectations for Office Hours:

- Arrive on time and remain in class for the entire block
- Sign in every day to verify attendance
- Come prepared with needed materials
- Use the time effectively - work quietly, self-advocate and ask questions, and keep your phone put away
- Follow the standards of the classroom teacher

Teachers have the ability to dismiss a student from mandatory Office Hours once their progress reaches a satisfactory level. Raising their grade to a C or higher does NOT automatically excuse a student from Office Hours – the teacher is the one to make that decision based on their assessment of the student’s academic progress and needs. Please note that teachers are not obligated to excuse a student based on their grades and may opt to keep a student assigned to Office Hours if they believe that they will benefit from continued attendance.

### **Physical Education Participation Policy**

Physical Education classes, including dance classes, include physical activities that require dedication, discipline, and practice. A student must be present and participating in class to meet the required state standards and reach technical goals/proficiency. When a student becomes injured, participating in these classes may be difficult, but faculty and staff are committed to making sure that the student is: 1) participating safely, and 2) learning about their injury/ injury prevention as they heal. To accomplish this goal, written work as well as modified physical activities (dependent upon type of injury) will be assigned and graded. If a student is injured, they must report the injury to their health office and to their instructor so that a plan for alternative assessments can be created to ensure their success in the class. If any movement restrictions are requested, these must be detailed in a doctor’s note. If a student’s injury exceeds a two-week recovery period, the injured student and parent must meet with the conservatory director (or elective teacher) and potentially an administrator to determine the appropriate course of action and if alternative placement is necessary.

### **School Records**

Student records and **unofficial transcripts** may be obtained by accessing the student’s Aeries account at <https://familysis.ocsarts.net>. Technical questions and difficulties related to accessing the Aeries account should be directed to OCSA’s Tech Support at [techsupport@csarts.net](mailto:techsupport@csarts.net).

**Official transcripts** may be requested electronically by current students through the OCSA Student Store at MySchoolBucks.com 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.

### **Notification of Rights Under FERPA for Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

### **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 may allow them to earn an exemption in their California State University college placement test in English and Math.

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 Withdrawal Process**

Mid-year school withdrawals are coordinated with the school Registrar in the Student Services Office, Room T101. Parents/Guardians must complete the online Enrollment Withdrawal form on the OCSA website at [www.ocsarts.net/NotReturning](http://www.ocsarts.net/NotReturning). Submission of this form begins the withdrawal process and alerts the school Registrar, who will provide the parent/guardian, via email, with the next steps to exiting their child. A withdrawal requires a minimum of one school day advanced notice (24 hours) so that exit grades and documents can be prepared. Please contact the School Registrar for questions and concerns: [laura.ely@ocsarts.net](mailto:laura.ely@ocsarts.net) or phone 714.560.0900 ext. 6174.

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 their 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 Health 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 Enrollment Withdrawal 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.

### **Student Resources**

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

### **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 toward 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 their 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.

# Attendance

## **Attendance Policy**

OCSA's Attendance Policy is largely consistent with Education Code Section 48205. To view the full policy, please see [Board Policies](#) on our website.

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. 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.

## **Attendance Definitions**

- Unverified Absence (A): An absence not verified by a parent/guardian. When a parent/guardian fails to report an absence within 72 hours, the absence will result in an unexcused absence.
- Unverified Unexcused Absence (Z): After 72 hours any absence that hasn't been verified by a parent/guardian is reported as an unverified unexcused absence.
- Verified Excused Absence (X): An absence that is verified by the parent/guardian, and can be reasonably excused by OCSA Administrative Team in alignment with California Ed Code. Examples of verified excused absences include, but are not limited to, college visits and school-related activities. Medical appointments, court appearances, religious holidays, and illness are also examples of verified excused absences, but have individual codes in a student's attendance record. See below for the full list of absences that qualify, under Ed Code, as Verified Excused Absences.
- Verified Unexcused Absence (U): An absence that is verified by the parent/guardian, but falls outside of the list of excused absences described below. Examples of verified unexcused absences include, but are not limited to, family vacation, personal transportation problems, passport appointments, auditions, callbacks, DMV visits, etc.
- Tardy (T): Being late to class by anywhere between 1 and 30 minutes. Excessive tardies may result in the student being placed on a Behavior Contract.
- Tardy Truancy (G): Students late to a class by more than 30 minutes are marked as tardy truant from that class, which carries the same weight and effect as a truancy.
- Excused Tardy (K): Excused tardiness for medical appointments. Official verification required upon arrival/return to school.
- Truancy (W): Failing to attend any class without a verified excuse.
- 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.

## **Reporting Absences, Early Release and Late Arrivals**

All student absences are required to be verified by a parent or guardian in accordance with California attendance accounting requirements. Students and parents/guardians are

encouraged to regularly monitor their attendance in Aeries. Any discrepancies should be reported to the Attendance Office immediately.

If a parent/guardian fails to report an absence and a student is marked absent from class, the OCSA Attendance Office notifies parents/guardians via AERIES Communications and attempts to follow up with the parent/guardian if the absence remains unverified. Students may also be summoned to the Attendance Office to discuss the unverified absence. If a student or parent/guardian believes the unverified absence is an error, the student is asked to contact the teacher to receive verification of class attendance in order to correct the attendance error.

To report an absence, early release, or late arrival to the attendance office, parents/guardians must email [attendance@ocsarts.net](mailto:attendance@ocsarts.net) the morning and they will receive an automatic reply email in return. 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, but do not do both.

#### To Report an Absence

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/guardian's phone number.

#### To Request an Early Release

In the subject line, write "Early Release". In the body of the email write the student's full name, grade, the reason for the early release, and the parent/guardian's phone number. 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. 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 are not feeling well must go to the Health Office to check out. Failure to comply with the established checkout procedure may result in behavior consequences.

#### To Report a Late Arrival

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. 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. Tardies will be excused at the discretion of the Attendance Office and the Administration.

#### **Verified Excused Absences**

The following qualify as Verified Excused Absences:

- Illness that is verified by a parent/guardian. After 3 consecutive days' absences, a medical note may be required. A student experiencing a chronic illness that impacts their attendance may be asked to have their health professional complete paperwork that will allow the parent to verify multiple and/or extended absences as excused.

- Medical appointments with 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, with verification upon return, for a maximum of five (5) days per school year.
- College appointment/visit. 5 days per year with verification upon return.
- A student who holds a work permit to work for a period of not more than five consecutive days in the entertainment or allied industries shall be excused from school during the period that the pupil is working in the entertainment or allied industry for a maximum of up to five absences per school year subject to the requirements of Education Code Section 48225.5.
- An absence authorized at the discretion of the Principal or designee, based on the facts of the student's circumstances, that is deemed to constitute a valid excuse.

Auditions, call backs and rehearsals are not excused absences. 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 can obtain make-up work for excused absences by checking their class agenda slides and emailing their teachers.

Students who accumulate more than 12 excused absences will work with their counselors on an Attendance Support Plan.

### **Tardiness**

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 8:30 am (9:00 am on Fridays). Tardiness applies at all times during the school day including before school, between classes and after lunch.

To review the different levels of supports and interventions for students who accrue excessive tardies or unexcused absences, please see our [Multi-Tiered Systems of Intervention and Support matrix](#).

Please note that there is no supervision at school prior to 8:00 am and it is recommended that students not arrive on campus before this time.

### **Truancy**

According to the Education Code, any pupil who is absent from class and/or school, without a valid excuse, for three or more days or three or more tardies of greater than thirty minutes is **truant**. The following are considered unexcused absences which, if repeated, may result in truancy:

- Being absent from school without the knowledge and consent of the parent/guardian.
- Leaving and/or staying out of class without permission, even if on campus.
- Arriving more than 30 minutes late to any block.
- Any absence from school or class that is not excused as described above.

The Education Code defines a **habitual truant** as a student who is truant 5 or more times during the school year.

The Education Code defines a **chronic truant** as any student who has been absent without a valid excuse for 10% or more of the school days (18 days) in one school year.

By law, teachers are under no obligation to accept make-up work due to truancies and unexcused absences. Students who are absent without excuse from 10% or more of any single class during the semester may receive an “F” for that course and grading period as determined by the teacher.

OCSA students who are considered habitual or chronic truants may be placed on Attendance Intervention. Habitual or Chronic Truants are subject to referral to the School Attendance Review Team (SART). OCSA Administration may involuntarily remove a student as permitted by Education Code Section 47605(c)(5)(J)(iii), including for school attendance that exceeds 18 days with truancies within a school year, in accordance with the school’s involuntary removal procedures. Parents/guardians may request a hearing to provide evidence in the student’s favor prior to the effective date of the involuntary removal. Seniors who accrue 18 or more days with truancies within their senior year may not be permitted to participate in Graduation.

To review the different levels of supports and interventions for students who accrue excessive tardies or unexcused absences, please see our [Multi-Tiered Systems of Intervention and Support matrix](#).

### **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.

### **Extended Absence**

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, students should notify their counselor regarding any anticipated extended absence, and they will arrange for support with the following guidelines:

Parents/Guardians will:

- Inform the school and secure administrative approval for any extended absence
- Work with your child to ensure that instructional goals are met during the absence

- Communicate with the student's conservatory director to arrange for a conservatory instructional plan

Student will:

- Adhere to the curriculum and pacing of all classes during the absence
- Be responsible for all classroom knowledge (skills, understandings, content) that was missed during the extended absence
- Be prepared upon returning to school to fully participate in all classes and assessments

School will:

- Provide necessary and relevant course materials including texts and access to digital resources
- Provide additional instructional support, as determined necessary depending on the length of the absence

Due to the unique nature of OCSA's instructional programming, OCSA does not offer an Independent Study program. Please refer to the Extended Absence or Temporary Leave practices.

### **Temporary Leave**

A temporary Leave of Absence (LOA) is made available to a student leaving for special circumstances, with the intent of returning to OCSA for the following semester or school year. A temporary leave of absence requires the approval and signature of an administrator, the student's conservatory director, and school counselor. A Temporary Leave of Absence may be granted with the following understandings:

- Withdrawal of the student before the end of a semester without him/her completing midterm exams/finals puts the child at risk of receiving partial credit for courses taken.
- Parent/guardian is required by law to enroll the student in another school or school program immediately after withdrawing from OCSA.
- Student must complete core courses while on Leave of Absence from OCSA and must submit a transcript indicating course completion prior to returning to OCSA. Courses completed should mirror OCSA core classes, whenever possible.
- Student should be in good academic standing and on track for high school graduation when they return to OCSA.
- Students who leave for more than a full school year must reapply to OCSA. Placement activity requirement may be waived at Conservatory director's discretion.

### **School Attendance Review Team (SART)**

SART is a school team that includes the student and parent/guardian(s), the student's Academic Counselor, OCSA Administration, and other appropriate support staff such as Special Services, school mental health personnel, and Health Office staff. The goal of the SART meeting is to identify the reasons why the student is unable to regularly attend school, and what interventions may still be needed to improve regular attendance.

The OCSA School Attendance Review Team has the authority to provide explicit directives regarding attendance, behavior, and reporting compliance to both the student and the parent/guardian. The OCSA School Attendance Review Team has the authority to recommend involuntary removal from OCSA in cases where students and parents/guardians do not comply with SART directives.

To review the different levels of supports and interventions for students who accrue excessive tardies or unexcused absences, please see our [Multi-Tiered Systems of Intervention and Support matrix](#).

### **Non-Attendance**

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian to determine whether the student has an excused absence. If the student has a basis for an excused absence, the student's parent/guardian must notify the OCSA of the absence and provide verification consistent with this policy. Students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence may be disenrolled from the Charter School roster after following the Involuntary Removal Process, as it will be assumed that the student has chosen another school option.

# **Behavior**

## **Behavior Management Policy**

It is the goal of the OCSA Administrative Team 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 competency that can be learned and practiced.
- 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.

The behavior management philosophies are rooted in the framework of Restorative Practices.

## **Examples of Appropriate Schoolwide Behavior**

Schoolwide Behavior Standards are intended to guide the students toward becoming responsible and productive members of the OCSA community. (The OCSA community includes physical and digital spaces.)

Students will:

- be polite, courteous, and respectful in their words, tone of voice, and actions
- respect the school's and other students' property.
- consume food or drinks in the areas designated by OCSA staff
- follow the OCSA dress code
- enter classrooms or other campus buildings only when an adult is present to supervise
- use the elevators only when authorized with the elevator pass visible
- obtain permission from the teacher to video, photograph, or record in the classroom
- use language that is respectful of different cultures, genders, ethnicities, races, and sexualities
- represent the schoolwide appropriate behavior in on-campus and digital spaces
- report to class on time with necessary materials
- refrain from:
  - acts of dishonesty and will refuse to aid others in dishonest acts.
  - 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



## **Restorative Practices**

Restorative Practices are ways of proactively developing relationships and community, as well as repairing community when harm is done. After conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants. Rather than a separate program, Restorative Practices at OCSA are underlying mindsets and frameworks that guide our policies and practices. When successfully integrated throughout the school culture and climate, Restorative Practices create safe and productive learning spaces where students develop social and emotional skills and strong relationships with peers and adults.

As educators, it is our role to create supportive school communities where students can thrive and learn the academic, social and emotional skills that they need to succeed in college, career and life. Restorative Practices provide a way for schools to strengthen community, build relationships among students and between students and staff, and increase the safety and productivity of the learning environment. Restorative Practices:

- Improve school and classroom climates by focusing on community, relationships and responsibility
- Promote social & emotional skill development by teaching students' self-awareness, empathy, communication skills, responsible decision-making, relationship building, and conflict resolution.
- Increase safety and order in school buildings by decreasing conflict, de-escalating volatile situations, and promoting a sense of collective responsibility
- Decrease disciplinary issues and disruptions, and serve as an alternative to harmful exclusionary practices such as suspension and expulsion
- Promote student engagement in learning and aid in classroom management

Restorative Practices are part of OCSA's response to behavioral issues and disciplinary infractions on campus. When appropriate, staff members will attempt to resolve issues through Restorative Practices.

## **Examples of Behavior Violations**

### **Academic Honesty-Honor Code**

Students of 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:**

- Stealing and damaging the work or property of another student

- Lying or misrepresenting the truth, or representing someone else's work as your own
- Plagiarism (copying of information from electronic or print resources, unauthorized use of artificial intelligence platforms, or utilizing 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, materials, or other school property
- Unauthorized copying of software from 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

All Honor Code violations will result in a discipline referral and consequences may include but are not limited to:

- Loss of credit on the assignment
- Appropriate restorative practice
- 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 or expulsion from school

**Bullying**

Bullying is willfully and repeatedly exercising power or control 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:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- Verbal (oral or written) – taunting, malicious teasing, insulting, name calling, sexual,

- religious, or racial harassment, making threats
- Electronically transmitted (cyber or high-tech) – as defined below
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures or public humiliation

To review the full Bullying Policy, please see [Board Policies](#).

### **Cyberbullying**

Cyberbullying is defined as the use of information and communication technologies such as email, cell phone, 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:

- Cyberbullies more easily hide behind the anonymity that the internet provides;
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 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
- The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has 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 email 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.

To review the full Cyberbullying Policy, please see [Board Policies](#).

### **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. Student clothing must cover undergarments, or where undergarments would typically be worn, at all times. If a student is found to be in violation of dress code they will be provided with an alternate clothing item to wear for the remainder of the day.

Students may not wear:

- Clothing with foul language.
- 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.

**Gambling**

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

**Hate Speech**

Hate Speech is any kind of communication in speech, writing or behavior that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, or in other words, based on their religion, ethnicity, nationality, race, color, descent, gender or other identity factor. This is often rooted in, and generates intolerance and hatred and, in certain contexts, can be demeaning and divisive.

**Prohibited Items**

Under no circumstance is a student to bring to school any weapon or dangerous object. This prohibition includes loaded or unloaded firearms, antique or collectors firearms, facsimile guns, toy guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened object, explosives (including firecrackers), or any other dangerous object. A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school. It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose. Students are prohibited from possessing tear gas or tear gas weapons, including pepper spray, on campus or at school activities.

**School Dance Policy**

The staff and administration of OCSA want students to experience drug and alcohol-free school dances. To support this goal, OCSA is strictly enforcing discipline involving substance abuse. Possession, use, furnishing, selling or being under the influence of a controlled substance or an alcoholic beverage while going to, attending, or coming from a dance are grounds for disciplinary action, including suspension, involuntary removal and expulsion. 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. Any student under the influence of alcohol or drugs at any school dance will not be allowed to attend the next school dance. We appreciate parent

assistance in prohibiting the use of drugs and/or alcohol by students prior to or following any school event.

Additional guidelines for High School Dances:

- 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.
- Students who are assigned an Attendance, Tardy or Behavior Contract are not eligible to attend the dance.
- Tickets to high school dances are refundable if the Leadership Advisors are notified by the Thursday before the dance. Tickets are non-transferrable.
- 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.
- Students must attend school the day of the dance if during the week, or the Friday before the dance if on a weekend.
- All OCSA Schoolwide Behavior Standards are in effect at school dances.
- All students and guests must present photo identification to enter the dance.
- All students must abide by the “Prohibited Items” list posted on the ticket sales webpage. 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.
- Students and guests may not return to the dance once they choose to leave.
- 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 ride (Uber, Lyft, taxi, etc.) to transport a student home. The parent will be responsible for the 30 minutes after the conclusion of the dance and transportation fare.

Additional guidelines for 7th and 8th Grade Events:

- No guests are permitted to attend.
- Students are not permitted to leave before the scheduled conclusion of the event unless prior arrangements have been made with the Activities Advisor.

**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.

**Social Media Policy**

We encourage students to connect and widen the OCSA community on social media, but only official OCSA clubs, conservatories, or groups that have faculty advisors may utilize our name and/or logo on social media sites. Student club leaders must have all social media posts screened and approved by their club advisors. Anyone using the school’s name or logo is in violation of school rules and will be subject to school disciplinary procedures. Smash, burn, crush, and similar types of anonymous accounts promote school violence, bullying, sexual

harassment, sexual assault, and are likely to result disruption of school activities. Individuals that own or participate in these types of accounts may be subject to disciplinary action.

### **Student Smart Phone Policy**

The OCSA Board of Trustees recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could also be disruptive of the instructional program.

The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy: Students may use cell phones, smart watches, or other mobile communication devices on campus during non instructional time as long as the device is utilized in accordance with law and any rules that OCSA may impose. Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

Mobile communication devices shall be turned off during instructional time, including in classrooms during Office Hours. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances (Education Code 48901.5, 48901.7):

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

California Education Code 51512 asserts that the use of any electronic listening or recording device in schools without the prior consent of the teacher and the principal of the school disrupts and impairs the teaching and discipline processes, and thus, prohibits such use in school.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with law.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and OCSA may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the Principal or designee, as appropriate. A student may also be subject to discipline, in accordance with law, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or OCSA property or substantially disrupts school activities.

### **Tobacco and Drug Free Campus Policy**

OCSA is committed to providing a safe and healthy school and promoting the health and well-being of its students. It is the policy of OCSA to prohibit smoking, vaping, and possessing drug paraphernalia, including lighters or matches, on campus in order to provide a safe and healthy school environment for all students and a safe and healthy work environment for all staff members.

### **Behavior Intervention Practices**

Any student who violates the above Schoolwide Behavior Standards or demonstrates disruptive behavior that interferes with the instructional program, and cannot be successfully addressed through classroom restorative practices, will be referred for intervention with an administrator. OCSA Administration utilizes multiple means to approach student violations of behavior standards and policies, all of which are intended to support student learning, repair harm, and address impact. These various approaches are referred to as Behavior Interventions. Behavior interventions and supports may include: Conferences with teachers, administrators, and/or counselors

- Parental notification and/or conference
- Restorative Circles
- Reflections
- School “Give Back Time”
- Restorative Action Plans
- Completion of a Behavior Contract
- Restriction of extracurricular activities or leadership opportunities
- Loss of eligibility for academic scholar programs, letters of recommendation, and recognition at graduation
- After School Intervention
- Structured Day
- In-School or At-Home Suspension
- Involuntary Removal
- Expulsion

Failure to complete any assigned intervention may result in being assigned Structured Days until the intervention is completed.

To review the different levels of supports and interventions for students who accrue demerits, please see our [Multi-Tiered Systems of Intervention and Support matrix](#).

### **Reporting Incidents**

Students, teachers, and community members can report behavior violations to the administrative offices or through our campus Text-a-Tip Line. Teachers may also submit an office referral for administrative support when a behavior violation occurs in their classroom, or send a student directly to administration if the behavior is disrupting their ability to teach.

### **Investigation**

Every alleged behavior violation is investigated by administration. An investigation may include interviewing witnesses, collecting statements, reviewing physical evidence, and viewing campus video footage. School staff may search a student if there are “reasonable grounds” that the search may reveal evidence that the student violated a behavior standard. Administrative action will be decided using a preponderance of the evidence standard (i.e., it is more likely than not that the violation occurred).

### **Demerits**

The school utilizes demerits as a tracking method to determine the progression of behavior infractions. Students in violation of Schoolwide Behavior Standards will be assigned demerits. The chart below summarizes some of the most commonly occurring behavior violations and the corresponding assigned demerits. The accumulation of demerits within a school year informs the level of intervention required to support the student. Students have the opportunity to clear demerits by engaging in restorative activities; any demerits not cleared at the end of the school year will remain documented in the student's Assertive Discipline record in Aeries.

Infraction	Demerits
Inappropriate Use of Electronics/Cell Phone	1
Located in an Unsupervised Area	1
Inappropriate Behavior/Language	1-3
Out of Class Without Authorization/Truancy	1-3
Disrupting Classroom Instruction	1-3
Disrespect Towards Another Person	1-6 based on severity of violation
Off-Campus/Full Day Truancy	3-9 based on frequency and severity of violation
Unsafe Behavior	1-6 based on severity of violation
Suspension	12

## **Behavior Intervention Definitions**

### **Conferences**

A conference between the student, parent, teacher, counselor and administrator is a valuable opportunity to reflect on the behavior, the impact of the behavior, and set expectations moving forward.

### **Restorative Circles**

When conflict resolution is necessary, students are provided the opportunity to meet in a controlled, safe, supportive environment in order to learn about how their actions have affected



others and what may be done to “repair the harm.” Students are not only able to take responsibility for their actions, but may also restore the relationship and sense of community.

### **Reflection**

Students may be issued a written assignment to reflect on the impact on their behavior and make plans to repair the harm.

### **Give-Back Time (GBT)**

Students who accrue behavior demerits may be assigned “Give Back Time” in the form of:

- Study Hall
- Campus Beautification
- Teacher/Admin Helper
- Conservatory Volunteering

Often, students will include GBT as a part of their student-generated Restorative Action Plan to address the impact of their actions.

### **Behavior Contract**

Any student who ascends to a Level 4 consequence or is suspended is placed on a Behavior Contract for three consecutive grading periods. During the time the student is on a behavior contract, the student may be ineligible to participate in extracurricular activities including but not limited to school dances, senior activities, and Season Finale.

### **Restorative Action Plans**

Restorative Action Plans are student-generated plans to repair harm and rebuild trust after a behavior violation. Based on a student’s follow through of their action plan, their demerits and consequences may be reduced. Appropriate action plans may include learning and character building activities around the issues involved in the behavior violation, planning a restorative circle with those who have been impacted, school “Give Back Time” (GBT) through campus beautification/volunteering, and activities within the community. A restorative action plan demonstrates that the student is accountable for their actions and has made strides to ensure that the behavior will not continue.

### **Structured Day**

A Structured Day may be assigned when a student has violated a behavior standard. When a student is assigned a Structured Day, they are permitted to attend school, but must be supervised at all times. They must stay in class for the whole block, and will be assigned an escort if they need to leave the class for any reason. They may be assigned a staff member to escort them to and from their classes. They must be present in the office during lunchtime and office hours.

To review the different levels of supports and interventions for students who accrue demerits, please see our [Multi-Tiered Systems of Intervention and Support matrix](#).

## **Suspension, Involuntary Removal, and Expulsion**

See [Board Policies](#) for full policies regarding suspension, involuntary removal, and expulsion from OCSA.

### **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 will be assigned a Behavior Contract and placed on the appropriate level of Behavior Intervention 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.

### **Involuntary Removal**

Involuntary Removal is the permanent, indefinite removal of a student from OCSA. It is less severe in nature than an expulsion.

Orange County School of the Arts regards involuntary removal and expulsions as a last resort. Criteria for involuntary removal 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.

### **Expulsion**

Expulsion is the permanent, indefinite removal of a student from OCSA. It is more severe in nature than involuntary removal. OCSA may, at its discretion, expel a student in lieu of involuntarily removing 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.

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 or commits sexual assault or engages in sexual harassment:

- **Controlled Substances** - Students found to be selling any controlled substance or possessing, using, or being under the influence of a controlled substance, will be subject to expulsion or involuntary removal 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 involuntary removal 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 involuntary removal from OCSA on the first offense.
- **Sexual Harassment** - Students found engaging in severe or pervasive sexual harassment will be subject to expulsion or involuntary removal from OCSA on the first offense

## **Conduct and Complaint Policies and Procedures**

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 administrator to address your concerns.
3. **Administrator Contact** – If recommended by the counselor/director, please contact the Principal’s Office ext. 6140 to be directed to the supervising Administrator to discuss your concerns

### **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

### **Non-Discrimination Policy**

Orange County School of the Arts (“OCSA”) is committed to providing equal opportunity for all individuals in OCSA programs and activities. OCSA programs, activities, practices, and employment shall be free from unlawful discrimination, including discriminatory harassment, sexual harassment, intimidation, and bullying against an individual or group based the individual’s actual or perceived race, color, ancestry, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression; a 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.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance, and to acts which occur off campus or outside of school related or school-sponsored activities which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, sexual harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of individuals based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

OCSA also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

### **Transgender and Gender-Nonconforming Students**

**Gender identity** of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth. **Gender expression** means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7) **Gender transition** refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

**Gender-nonconforming student** means a student whose gender expression differs from stereotypical expectations. **Transgender student** means a student whose gender identity is different from the gender assigned at birth.

OCSA prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature.

### **Access for Individuals with Disabilities**

OCSA programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. The Chief Executive Officer or designee shall ensure that OCSA provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to OCSA web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Chief Executive Officer or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school sponsored function, program, or meeting.

For OCSA's full Non-Discrimination Policy, please review [Board Policies](#).

### **Sexual Harassment Policy**

Orange County School of the Arts ("OCSA") is committed to maintaining a safe school environment that is free from harassment and discrimination. OCSA prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. OCSA also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

OCSA designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 as well as to investigate and resolve sexual harassment complaints under OCSA's Uniform Complaint Procedures. The Title IX Coordinator may be contacted at:

OCSA Assistant Principal of Student Supervision  
1010 North Main Street, Santa Ana, CA 92701  
714.560.0900 ext. 6402  
[abbe.levine@ocsarts.net](mailto:abbe.levine@ocsarts.net)

OCSA strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, OCSA's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through OCSA's Title IX Policy for Sexual Harassment or Uniform Complaint Procedures, as applicable, and shall offer supportive measures to the complainant.

### Prohibited Conduct

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any OCSA program or activity.

Examples of types of conduct which are prohibited by OCSA, and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Massaging, grabbing, fondling, stroking, or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects.
11. Sexual assault, sexual battery, or sexual coercion.
12. Electronic communications containing comments, words, or images described above.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of OCSA policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

To review the full Board Policy on Sexual Harassment, please visit [Board Policies](#).

### **Title IX Policy**

Orange County School of the Arts ("OCSA") is committed to maintaining a learning environment free from harassment, intimidation, or insult on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity, or expression.

Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in OCSA's education programs and activities.

For full Title IX Policy, please visit [Board Policies](#).

### **Uniform Complaint Procedures**

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.

For the full Uniform Complaint Policy and Procedures, please visit [Board Policies](#).

### **Board of Trustees Appeal Policy**

The Board of Trustees, as the governing entity of Orange County School of the Arts, will hear appeals of administrative decisions made by OCSA staff in the areas of grades, discipline (suspension, involuntary removal and expulsion) and student academic and/or conservatory involuntary removal.

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 ([bot@ocsarts.net](mailto:bot@ocsarts.net)), and must be received by 12:00 p.m. 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 involuntarily removed, the student should enroll in his/her home school district during the appeal process.

