



Family Handbook

2020 – 2021

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OCEAA Important Numbers

OCEAA 714-558-ARTS (2787)

www.oceaa.org

Leadership, Administration, and Office Staff		
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OCEAA Attendance Policies

OCEAA students must be punctual and in attendance for all classes. Regular attendance is vital to a student's success at OCEAA. The student who is frequently absent misses social interaction and direct instruction even though written work is made up. California Education Code specifies excused absences as those resulting from illness, medical/dental appointments, religious observances, or death in the immediate family. All other absences are considered unexcused and may result in disciplinary actions. Just as the OCEAA team works with all students to help them succeed, students and parents must understand they are accountable for regular class attendance and daily assignments. OCEAA encourages parent(s)/guardian(s) to schedule the student's non-school activities and vacations during non-instructional time, before and after school. Students must attend school in order to participate in any extracurricular events taking place on the same day.

Due to the Covid-19 pandemic, Attendance Policies will change. Parents will be updated by the school director as new policies are finalized and approved. Students are expected to be on time for on-site instruction and distance learning as scheduled.

Enrollment and Registration

To be eligible to begin TK students must turn five (5) years of age by January 31st of the TK school year; priority will be given to students who will have their fifth birthday on or after September 2nd and on or before December 2nd of the TK school year.

To be eligible to begin kindergarten students must turn five (5) years of age by September 1st, of the Kindergarten school year.

Priority Enrollment is available to:

1. Siblings (brother/sister, step-brother/step-sister living in same home) of existing OCEAA students
2. Children (legally living with) of current OCEAA employees

Sibling/Employee Priority Enrollment

In order to receive enrollment priority for siblings of children currently enrolled at OCEAA or children of current OCEAA employees, the family must be in good standing in the following areas:

1. For transitional kindergarten (TK) and kindergarten (K) complete the sibling/employee's child survey during re-registration one (1) year prior to the child starting TK/K. For grades 1st through 8th grade complete the Interest Forms (located on our website) by the announced date, the year prior to enrollment date. Parent or legal guardian must view the dual language virtual orientation and participate in a scheduled meeting prior to the posted Lottery date, even if another family member is enrolled in OCEAA's TWBI program.
2. Provide the necessary academic support for student success (i.e. homework support, attendance at conferences, checking PowerSchool gradebook regularly, working with teachers to meet academic goals set at conferences, etc.).
3. Comply with the attendance policy.

4. Ensure that there are no outstanding balances with any OCEAA programs, nutrition services, or FSO.

If steps 1-4 are met and space is available, the Registrar will contact the parent to complete the enrollment. Parents will have a maximum of three (3) days to accept the enrollment offer.

The following documents must be presented at the enrollment appointment:

- Birth Certificate.
- Vaccination Record.
- Oral Health Assessment Form.
- Report of Health Examination Form.
- Report Card, (1st - 8th).
- State Testing Reports, if applicable (3rd - 8th).

If the number of priority students wishing to attend OCEAA exceeds the school's capacity, the priority students will be placed on the school waitlist based on the enrollment date of the current OCEAA student or current OCEAA employee start date.

The Lottery

If the number of new students wishing to attend OCEAA exceeds the school's capacity, enrollment will be determined by a public random lottery drawing.

Two-Way Bilingual Immersion (TWBI) Program

OCEAA exclusively offers the TWBI program for all students. The parent or legal guardian of all families who wish to have their child participate in our (TWBI) Program must attend an orientation (even if there are sibling students in the program).

School Operations and Procedures

Due to the Covid-19 pandemic, Arrival and Dismissal Procedures will change. Parents will be updated by the school director as new policies are finalized and approved.

Main Building Traffic Patterns, Parking and Transportation

It is quite busy during morning drop-off and afternoon pick-up in the Valet Zone and Garden Grill areas. To reduce the congestion and make this area safe for our students, drive with caution and do not stop or block the entry or exit on Sycamore or Broadway. Cell phone use is prohibited in the Valet Zone. Please obey requests by the Safety Monitors and staff - their requests are meant to keep the traffic flow moving efficiently and to keep all students and families safe.

Main Building Valet Zone Expectations

- Follow the directions given by the OCEAA staff/volunteers/Safety Monitors, and do not speed through the Valet Zone.
- Cell phone use is prohibited during the pick-up and drop-off procedures as it detracts from your focus and can place our students in danger.
- Use appropriate crosswalks for safety and to avoid citations.
- Avoid traffic accidents and citations by not making illegal U-turns on Sycamore Street.
- Do not obstruct the parking structure entrance adjacent to OCEAA and drop-off your child only in the Valet Zone.

- Do not park on Sycamore between the hours of 7:00 AM - 8:00 AM and 2:00 PM - 4:00 PM to avoid receiving a ticket.
- Do not enter the parking lot adjacent to OCEAA. Parking in this lot is prohibited without an OCSA pass. Doing so places you at risk for a ticket and OCEAA is not responsible.
- Remind your child that during dismissal time they should pay attention and listen for their name to be called.
- If requested, please circulate your car through the Valet Zone if your student has not arrived promptly. If your student is still not present after your second attempt, ask an OCEAA staff member for assistance.
- Have your Dashboard Valet Card clearly visible from the driver's side front window, with the names of the students you are picking up ready to give to the Valet personnel along with the name of the teacher and grade level.
- Be courteous and respectful with Valet personnel at all times.

Parking Note...

Please be mindful that the parking spaces OCEAA can offer its volunteers and visitors are limited. The parking lots adjacent to OCEAA are 'permit only' from the Orange County School of the Arts (OCSA), and not OCEAA. Parking there places you at risk for a fine and you are responsible for payment. You may park in one of the three the spaces marked "OCEAA Visitor" if available in the lot adjacent to OCEAA with an OCEAA pass. Some parking spaces available to OCEAA families are:

- Discounted tickets for paid parking in a Diamond Parking lot on Broadway are available in our front office.
- Parking meters along Sycamore (not between the hours of 7:00 AM - 8:00 AM and 2 PM - 4 PM).
- The parking structure next to OCEAA is available for paid parking. Rates vary according to parking locations.
- Please check with the front office for any other parking spaces that may be available.

Walkers

Transitional Kindergarten and Kindergarten students may not walk home. Students in 1st, 2nd and 3rd grade may only walk home if they have an older sibling to accompany them. Students must have written permission on file with the front office to walk home. Examine a local map to determine the safest route to OCEAA from your home. Accompany your child to school. Encourage your child to take the same route each day, so that they become familiar with the route. Remind your child never to talk to strangers and to cross streets only in designated crosswalks. OCEAA will supervise the dismissal area and make sure students do not loiter; OCEAA is not responsible for students once they walk home.

Students who exit with a permission to walk home sticker are expected to leave campus and walk home. Any "walker" who is observed waiting for a parent pick-up will result in he/she being returned to the office for administrative contact of parent/guardian to correct the problem and a \$20 late pick-up fee.

Bicycles

Students riding bicycles to and from school can park and lock their bicycles in the bike rack near the Sycamore entrance. Helmets are required by law for all students on bicycles. Bicycle riding is prohibited on the campus, sidewalks, parking lots and valet traffic zones.

Annex Arrival and Dismissal

Please make sure you **ALWAYS** use the crosswalks on Broadway Street to walk from the Main Campus to the Annex. SAPD will fine jaywalkers and OCEAA is not responsible for payment.

To help us maintain general safety, please...

- Don't block the entrance or exit of our parking lot at any time.
- Don't make a line to enter our lot. Birch street only has parking on the opposite side of the street from us.
- Don't make left turns coming into or leaving the lot from Birch St. To enter the lot, turn right onto Birch St. from Civic Center and to leave the lot turn right onto Birch St. to 10th St. Police continue to ticket cars making a left turn into and out of the lot.
- Do wait for a staff member to open the vehicle's door and escort the student from your vehicle.
- Do make sure to buckle your child on the RIGHT side of the vehicle (behind the passenger). It is important that we do not cross in front or behind vehicles.
- Do be patient; we will do our best to make sure you are in and out as quickly as possible.
- Do make sure to use the crosswalk on 10th Street or Civic Center Drive if you are coming from the main building. Jaywalking is illegal, puts our school operations at risk, and police will ticket anyone who does not use the crosswalk.
- Don't exit your vehicle. A staff will escort your child out of the car.
- Please have your child's backpack and lunch with them.

Change of Address/Telephone Number and Notification of Student Pick-ups

Parents are legally required to advise the school immediately of any contact information changes e.g. telephone numbers, addresses and emergency contact information. Additionally, if parents are called to pick up their children from school (illness, soiled clothes, behavior, etc.) the parent is expected to arrive within thirty (30) minutes or make arrangements for another person on the emergency contact list to pick up the child.

Summary of OCEAA's Returned Check Policy

These procedures will be used to collect outstanding funds on a returned check.

The writer of the check will be notified by telephone by the Business Office of the Insufficient Funds check. You must call the Business Office within three (3) days of telephone message. The amount owed is immediately due and payable. A certified letter will be sent if you have not contacted the Business Office after the 3-day telephone message.

The fees will apply as follows:

- \$25 Service Fee (plus the face value of the check).
- \$10 if failure to contact Business Office within three (3) business days of notice (plus service fee and face value of check).

Upon a third incident of OCEAA receiving a returned check no further payments will be allowed by check. Only cash or Money Orders will be accepted.

To avoid being referred to a collection agency or having your check writing privileges terminated please contact the Business Office to make arrangements for payment.

Communication

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **Website** - Please visit our website Facebook and other social media sites for any updates, news and information: www.oceaa.org add the others.
- **Weekly Parent Bulletin** - The bulletin informs parents and the community of OCEAA activities for the upcoming week. The bulletin is emailed to all families– Please make sure your email is kept updated with our receptionist. A copy of the bulletin is also posted on the OCEAA website-
- **Class Dojo** – Please sign up with your student’s homeroom teacher to facilitate easy communication and view school and class information.
- **School Messenger Emails/Phone Calls** - Throughout the week parents can expect to receive emails that include important announcements, event flyers and other relevant information via OCEAA’s School Messenger system. Additionally, for the safety of school children and to notify parents, daily absence calls are made to all parent/guardian numbers listed for the student when a student is absent from school without parent notification. Phone calls are also occasionally made to home numbers regarding important event reminders and announcements. In an emergency, our School Messenger will contact parents to inform them of the processes implemented. If you have a missed call from School Messenger and are unable to retrieve the message, you may contact School Messenger at (844)881-2391 to listen to the last message distributed.
- **School Safety Communication** – In the event of a safety drill a Class Dojo message will be made to notify parents. In the event of a real emergency (fire, earthquake, lockdown), a Class Dojo message will be sent as soon as it is safe to do so. Follow up communications will occur after the emergency has passed.
- **PowerSchool** - Teachers record assignments and grades in PowerSchool. Parents can access PowerSchool with their individual log in, which will be given out during back to school night. Parents are to be aware of their child’s grades and assignments through PowerSchool and regular communication with the classroom teachers.
- **Coffee Chats** - Parents are encouraged to participate and share news with school administration through our Coffee Chats held virtually and/or in the Garden Grill depending upon current health department guidelines. These have been developed as a means to open communication in a relaxed, community style where members of the Administration are in attendance. (Exact dates posted at www.oceaa.org or obtained from OCEAA front office staff).
- **When you have a concern about your child:**
 - 1st: Contact the classroom teacher for any academic or classroom concern and for general concerns, please contact the respective manager for that department.
 - 2nd: If a resolution has not been achieved please email Mr. Limon at mlimon@oceaa.org. An appointment will be set after the concern has been reviewed with the teacher or appropriate specialist.

The following expectations are provided to assist parents/guardians in resolving concerns about their children successfully:

- Discuss concerns in a private meeting without children being present.
- Avoid confrontation with a child who is not your own.
- Remember you are a role model for your child and all OCEAA students.

Messages and School Instruction

Our goal at OCEAA is to enable “teachers to teach, and students to learn.” In order to accomplish this goal we are always looking for ways we can protect the valuable instructional time in the classroom from unnecessary interruptions. Therefore, we request that you help eliminate any unnecessary classroom

interruptions.

Please do not call the office to relay messages to your child unless it is an absolute emergency or change in prior arrangements.

Lost and Found

Please put your child's complete name on everything he/she brings to school.

There usually are several children with identical book bags, lunch boxes or jackets. There may also be several children with the same first and/or last name. Having your child's name on everything makes it easier for him/her and the staff to identify belongings. The lost and found collection is in the hallway outside the Garden Grill. Lunch boxes and clothing items are often found there. All items not claimed at the end of each grading period are donated to charitable organizations. OCEAA is not responsible for lost or stolen items.

Toys, Electronics and Cell Phones

Students may not bring toys, electronic/video games, trading cards, spinners, still/video cameras, or mp3 players to school. Items brought to school for "sharing time" must remain in the classroom and should not be brought to recess or lunch.

All cell phones/personal mobile devices must be turned off, out of sight and placed in backpack (not on the person) during school hours and when on-campus. At times students may be granted permission by OCEAA staff to use electronic items on an as needed basis, as well as for instructional purposes. Parents may contact and relay messages to students by calling the school. Once students have left the school campus and Valet Zone, they may turn on and use their cell phones.

All cell phones, electronic devices and toys that are made visible at any time without school staff permission will be confiscated and only parents/guardians may make an appointment to pick them up at a later date from the School Director or designee. Anything brought from home is brought at the student's own risk, realizing that items can be misplaced or lost when on the school campus. OCEAA is not responsible for lost, stolen damaged or misused toys, electronics, or cell phones.

Restitution

Student grades, diplomas, and transcripts may be withheld from students and parents/guardians when a student has damaged, destroyed, not returned loaned property of the school, not maintained financial accounts up to date, and restitution has not been made. The records are withheld from the student and parent/guardian, but will not be withheld from a requesting school.

Academic Policies

General Information

OCEAA students are held accountable for appropriate conduct and for learning the skills necessary to meet grade level performance standards. At the beginning of the year, the school and its teachers will communicate to parents and students a description of their course curricula, and the essential knowledge and skills to be learned in order to attain grade level proficiency and be promoted to the next grade.

Due to the Covid-19 pandemic, Academic Policies including grading, promotion and retention will change. Parents will be updated by the school director as new policies are finalized and approved.

Students are expected to meet proficiency requirements in all subjects, as determined by standards-based rubrics and benchmarks. Student academic performance is evaluated with a variety of measures including state standardized tests, interim assessments, exams, projects and performances.

Code of Honor/Cheating/Plagiarism

Cheating in any form is a very serious infraction of school rules. Cheating is interpreted as copying or loaning of homework and other assignments, whether in class or out of class, as well as giving, receiving or allowing to be given, the answers to quizzes and tests. Plagiarism is stealing or passing off as one's own the ideas or words, images or other creative works of others or using a creative production without crediting the source. Credit must be given for every direct quotation, paraphrasing, or summarizing a work (in whole or in part, in one's own words), and information, which is not common knowledge. Determining additional forms of cheating/plagiarism will be the responsibility of OCEAA staff including teachers and administration. Cheating/Plagiarism is unfair to the students who have worked hard on their assignments, unfair to teachers who have worked hard to help them learn, and most of all it is unfair to the student involved. The objective of a student activity at OCEAA is to learn. The grade only signifies his/her achievement of that learning. An unearned grade only signifies that he/she has learned the worst kind of lesson. Cheating/Plagiarism the first time will result in an automatic "no credit" on a test or assignment plus an on-campus suspension. Cheating/Plagiarism the second time, and subsequent incidents of cheating/plagiarism, will result in an automatic "no credit" on the test or assignment plus a formal suspension.

Student Recognitions, Awards and Honors

There are many ways students receive special recognition. Some of the most valued awards are as follows:

Character Awards

OCEAA takes great pride in recognizing and rewarding its role model students. Those students who follow the OCEAA character traits of Perseverance, Integrity, Collaboration, Compassion, and Courage will be eligible for one or more of the following types of recognition:

- Various recognitions and student of the month certificates.
- Raffles
- Special activities and field trips.
- Positive feedback
- Congratulatory notes and letters sent home

Academic Awards

Throughout the year teachers will recognize students for their academic achievement in a variety of areas, including: Independent Reading/AR, Art, Most Improved Academically, science, math, social studies, arts etc.

K, 3rd, 5th and 8th Grade Pathways to Biliteracy Awards

Students in the Two Way Bilingual Immersion Program can apply for these important recognitions of their language skills.

Multi-Tiered System of Supports

OCEAA is committed to providing high quality instruction and support to promote the highest achievement of all students. Multi-Tiered System of Supports (MTSS) is the framework we use to provide instruction and support that maximizes the success of all students.

The goal of a MTSS is to provide high-quality instruction and the degree of support each student needs to be successful. MTSS is not a special program, class, or intervention, but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful.

The key components of OCEAA's MTSS are:

- High quality academic, behavioral and social emotional curriculum and instruction in the general education setting for all students
- Universal screening to identify students needing supplemental support
- Academic, behavioral and social emotional interventions matched to student need
- Ongoing progress monitoring of student performance (response to interventions)

MTSS organizes instruction and intervention into tiers, which provide differing levels of supports:

- Tier 1 – All students receive high quality, core academic, behavioral and social emotional instruction and supports.
- Tier 2 – Students needing supplemental support receive more focused, targeted small group instruction/intervention and supports in addition to core academic, behavioral and social emotional curriculum, instruction and support.
- Tier 3 – Students needing intensive support based on individual student need in addition to core and supplemental supports.

How does OCEAA identify and support students?

- We screen all students to identify students needing additional support.
- For students needing supplemental or intensive support, the MTSS Team uses a problem solving process to develop and implement evidence-based interventions and monitor student response.
- Problem-solving teams at the individual student level should always include the parents of the student.

What can I expect with MTSS?

- Information on my child's progress in meeting grade-level standards/expectations
- Early identification of academic or behavioral concerns
- Instruction and intervention support that is matched to my child's academic or behavioral needs
- Involvement in data-based problem solving for my child
- Feedback on how my child is responding to targeted and individual interventions

Character Development & School Discipline

Character Development

OCEAA maintains high expectations for student character as expressed in the following habits of character and habits of work: Perseverance, Integrity, Collaboration, Compassion, Courage. We strive for our

graduates to be ethical community members who take pride in their language, culture, and ability to face challenges with a growth mindset. OCEAA students are compassionate, collaborative leaders who advocate for themselves and others.

To develop student character at such a high level, students and teachers build community through regular class Crew meetings. Character habits are taught at the beginning of each school year and assessed each trimester to help students monitor their behavior choices and set goals.

School-wide Discipline Policy

OCEAA views student discipline as a teaching and learning opportunity. Students are expected to take responsibility for their own actions and are required to abide by the consequences, both positive and negative, of those actions. Students will be held accountable for demonstrating good character habits in school, during any school sponsored activity and arriving to/departing from school.

While most expected behaviors are managed through redirection, re-teaching and reinforcement, some behaviors will need concrete consequences to help the student make better choices that demonstrate good character.

OCEAA's Multi-Tiered System of Supports (MTSS) is a data-informed system; therefore, two types of discipline reports are used to assist us in identifying behavior trends at the whole school, grade level, classroom and individual student level:

- 1. Minor Discipline Reports (MDRs):** Minor Discipline Reports are given by teachers and general staff for minor behavior violations. MDRs are usually issued after an intervention (warning, seat change, parent contact, etc.) has failed to remedy the behavior and a concrete consequence has been given (detention, apology, community service, etc.). MDRs communicate to parents that an intervention and consequence has been implemented.

MDRs help the MTSS Team determine when students need supplemental or individual behavioral or social emotional supports. MDRs document minor behavior violations by definition, are handled by teachers or other non-administrative staff, and are not part of a student's formal school record.

- 2. Office Discipline Referrals (ODRs):** Office Discipline Referrals are given by teachers and general staff for major behavior violations and are handled by administration. When necessary, these referrals are investigated before administrative consequences are determined. (It is important to note that **3 MDRs earned in the same category in the same trimester = 1 ODR.**) ODRs document major and/or recurring behavior violations requiring administrative attention and are recorded in PowerSchool as part of a student's formal school record.

Disciplinary Consequences: Suspension, Expulsion and Dismissal

OCEAA administration may, in its discretion, choose to suspend, dismiss or expel a student who has committed any of the acts prohibited by this Handbook.

Suspension is a temporary period during which a student may not attend classes. OCEAA may suspend a student for between one (1) and five (5) days.

Expulsion is the permanent, indefinite removal of a student from OCEAA. It is more severe in nature than a dismissal. OCEAA may, in its discretion, expel a student in lieu of dismissing the student if OCEAA determines that the student engages in any act prohibited by this Handbook. An expelled student may only return to OCEAA in accordance with Education Code section 48916.

Dismissal is the permanent, indefinite removal of a student from OCEAA. It is less severe in nature than an expulsion because Education Code sections 48915.1 and 48915.2 explicitly apply to expelled students and may not apply to dismissed students. OCEAA may, in its discretion, dismiss a student in lieu of expelling the student if OCEAA determines that the student engages in any act prohibited by this Handbook.

Major Violations Requiring Suspension or Expulsion

A student may be subject to suspension or expulsion if OCEAA determines that he or she engaged in any of the following acts:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

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

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

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

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

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

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

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

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Searches

A student's attire, personal property, vehicle or school property, including books, desks and school lockers, may be searched by a School Director or designee who has reasonable suspicion that a student possesses items prohibited on campus such as electronics, phones, cameras, toys, illegal items or illegally obtained items. These may include illegal substances, drug paraphernalia, weapons or other objects or substances that may be injurious to the student or to others. Illegally possessed items shall be confiscated and may be turned over to the police. OCEAA may participate in trainings with local police departments, which include having search dogs present on campus. If these dogs identify any illegal substances during training, students involved will receive consequences in accordance with our policies and procedures.

Consequences for Bullying, including Harassment and Intimidation

According to the California Department of Education, bullying is an unwanted, aggressive behavior that involves an imbalance of real or perceived power between individuals with the intent to cause harm. Students who are the targets of bullying behavior and those who exhibit bullying behavior toward others may suffer serious, lasting consequences. In order to be considered bullying, the behavior must include:

A **Deliberate Act**: To cause emotional or physical harm to another individual.

An **Imbalance of Power**: Those who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.

Repetition: Bullying behaviors that display more than one time or have the potential to happen more than once.

Verbal, Social/Psychological/Relational, and Physical are three types of bullying outlined by the federal government and the U.S. Department of Health and Human Services.

- Verbal Bullying is saying or writing hurtful things. Examples include:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

- Social Bullying, sometimes referred to as relational bullying, involves harming someone's reputation or relationships. Examples include:

- Leaving someone out of an activity on purpose
- Influencing others not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

- Physical Bullying involves inflicting harm upon a person's body or damaging their possessions. Examples include:

- Hitting/kicking/pinching
- Spitting

Tripping/pushing
Taking or breaking someone's possessions
Making cruel or rude hand gestures

Students can play the role of bully (instigator/perpetrator of bullying behavior), of target (recipient/object of bullying behavior), or of bystander (witness/observer of bullying behavior). Students may play one or more of these roles at different times.

Cyberbullying can involve all three types of bullying and takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat and websites. This type of bullying is becoming more prevalent every day. Examples include:

- Demeaning or hateful text messages or emails
- Rumors sent by email or posted on social networking sites
- Embarrassing pictures, videos, website, or fake profiles posted online

Why is Cyberbullying Different? Students who are being cyberbullied are often bullied in person as well. Additionally, students who are cyberbullied have a more difficult time escaping the negative behavior.

- Cyberbullying can occur 24 hours a day, 7 days a week, and reach a student when he or she is alone and/or when in their own home.
- Cyberbullying messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source.
- Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent.

OCEAA believes prevention is a critical strategy for protecting all students from bullying. Through class discussions and CREW, students are supported to take a stand against bullying. Students are expected to immediately report incidents of bullying to any staff member, including the principal. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way. Retaliation against anyone who tells an adult when bullied, or who helps in an investigation, is prohibited and constitutes bullying behavior.

Resources for students and parents can be found at

- stopbullying.org
- pacer.org/bullying
- <https://oag.ca.gov/cybersafety/children/cyberbullying>.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. The following consequences ** will be implemented when an ODR for bullying behavior is made by any OCEAA staff member:

****Steps may be skipped depending on the severity of the incident.**

1st Referral	2nd Referral	3rd Referral	If persists
Investigation to determine if the behavior is bullying or another problem behavior	Investigation	Investigation	Investigation
Parental notification	Parental conference with administration	Parental conference with administration	Parental conference with administration
Mediation session with students involved	1-3 days in-school suspension (including mediation with students)	Suspension notice	Suspension/expulsion notice
1-3 days in- school intervention	Discipline & Intervention Behavior Plan (including referral to counseling)	2-3 days out-of-school suspension	5-day out-of-school suspension/expulsion recommendation
Perpetrator reads literature on bullying	Perpetrator writes apology letter to victim(s)	Discipline & Intervention Behavior Plan (including referral to counseling)	Perpetrator writes apology letter to victim(s)
Perpetrator writes apology letter to victim(s)	Restitution for any damages	Perpetrator writes apology letter to victim(s)	Restitution for any damages
Restitution for any damages	Review this discipline plan	Restitution for any damages	Review this discipline plan
Review this discipline plan		Review this discipline plan	
		Discuss if OCEAA is a match for family	

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the School Director or the Executive Director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Dress Code

OCEAA's students, staff and families commit to the following guidelines for student dress:

What to wear during school hours or at any school function	What NOT to wear during school hours or at any school function
<ul style="list-style-type: none"> ● Clothing that covers torso from shoulders to short/skirt length ● Chest, stomach, back and undergarments should be covered at all times. ● Clothing with any insignia that promotes a positive message. ● Clothing that is properly fitting, clean, modest (age appropriate) and in good repair. ● Shorts/skirts must be longer than the tips of the student's longest finger as arms rest in a relaxed state on the side. ● Closed-toed shoes suitable for athletics, soles with heels no higher than one inch, with socks are preferred. ● Earrings with post or small hoops and necklaces inside shirts, so as not to get caught when moving around. ● Hats, bandanas, headscarves, and hoods worn outdoors only. 	<ul style="list-style-type: none"> ● Clothing that may be gang-related such as: chains, hair nets, monikers, or other gang markings, bandanas which signify gang membership, jewelry with gang symbols, Khakis worn with Pendleton-type shirts, web, untied or dangling belts (gang-related), combat-type boots worn with flight jackets, any combination of clothing which law enforcement agencies currently consider gang related. ● Ripped or shredded clothing, including jeans. ● Bare midriffs, halters, tank tops (that are less than 2 fingers wide), undershirts, spaghetti straps, short shorts, tight or revealing clothing, clothing which allows undergarments to be exposed. ● Any message that contains offensive, adult content, obscene symbols, signs, slogans or words degrading any person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. ● Sandals, platform shoes, Crocs, flip flops. ● Make up for students in grades TK-5 is not allowed. Students in 6th-8th grade can wear simple lip gloss or mascara. Eyeliner, eye-shadow, foundation make-up, lipstick or any other make-up is not allowed. ● Blankets and other items that are not clothing.

Consequences

- Confiscation of hat, bandana, headscarf, or other removable item.
- Change into garments provided by school and parents will be contacted. Submit article of value for alternative garment to be returned in clean condition the following day.
- Turn garment inside out.
- Each dress code infraction is a minor discipline violation

Other items will be handled on a case-by-case basis by OCEAA staff. Students who are not dressed appropriately will be sent to the office and parents will be called to bring a change of clothes as needed.

Technology: Acceptable Use Agreement and Regulations

Acceptable Student Use of Technology Policy

Computers and other electronic resources are important tools for students to use in school and other parts of student life. OCEAA recognizes that electronic communication devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, these resources should nurture, not distract from learning. OCEAA's technology resources have been established for the limited educational purpose of furthering OCEAA's educational mission. It is expected that students will use these resources in a responsible manner to protect their safety and the safety of others, as well as to protect the electronic resources themselves. Users understand that all rules of conduct described in the Family Handbook apply when using the network.

Regulations restricting the use of School Technology also apply to Personal Technology used at school and school-related activities. Students are encouraged to follow these regulations regarding the use of School Technology with respect to the use of their Personal Technology off campus as well.

Before students are authorized to use School Technology and/or bring Personal Technology to school or school activities, each student and his/her parent/guardian shall sign and return the Acceptable Use Policy and Agreement for Student Technology Use Form in order to use School or Personal Technology. Students will not be permitted to use any School or Personal Technology until OCEAA receives this signed document. Parents must agree not to hold OCEAA or its personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, or user's mistakes or negligence. Parents will also acknowledge they may be held liable for damages caused by their child's intentional or accidental misuse and/or abuse of School or Personal Technology.

As part of OCEAA's educational program, users may have the opportunity to use School or Personal Technology, which are connected to the Internet, email, and personal and shared folders in the Google Drive. OCEAA makes no warranties of any kind, whether expressed or implied, for the service it is providing. OCEAA will not be responsible for any damages, including loss of data as a result of delays, missed deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via OCEAA's network is at the user's risk.

Users accept personal responsibility for the use of the School or Personal Technology. Users understand that all rules of conduct described in the Handbook apply when using the network.

Definitions

- "Technology" includes computers, tablets, the Internet, telephones, mobile telephones (cell phones), personal digital assistants (PDAs), pagers, MP3 players (such as iPods), USB Drives, Wireless Access Points (WAP), Portable Game Units, smart watches, fitness trackers, and still and video cameras or any other device or mechanism that enables users to communicate electronically person-to-person or through social-networking websites such as Facebook, Twitter, Instagram, Snapchat, Tik Tok and/or MySpace.
- "School Technology" is technology owned or provided by the School, including network resources and access.
- "Personal Technology" is non-school owned technology.

Access to Online Materials

Students shall not use School Technology to access the following:

- Social network sites, including but not limited to Facebook, Twitter, Instagram, Snapchat, Tik Tok and/or MySpace etc.; except OCEAA's official social networking pages.
- Material that is obscene and/or depicts sex and/or nudity.
- Material that promotes or otherwise depicts violence, weapons and/or death.
- Material that is designated as "adults only."
- Material that promotes the use of tobacco, alcohol, or illegal drugs.
- Material that promotes academic cheating.
- Material that advocates participation in bullying, hate groups or other potentially dangerous groups.
- Any other material not educational in nature or purpose.

Inadvertent Access

If a student mistakenly accesses prohibited material, he/she should save any record of this material and immediately report this access to a teacher or school administrator. This may help protect the student against a claim that he/she has intentionally violated this policy.

Report to School Officials

Students should promptly disclose to a teacher or school staff, any message or other materials they receive that are inappropriate or make them feel uncomfortable. Students should NOT delete this information or close the windows of the web browser before it has been documented by a staff member.

Personal Information/Monetary Gain

It is important for students to protect their personal contact information, including their full names, family names, home addresses or locations, school addresses or locations, work addresses or locations and phone numbers. Students shall not:

- Disclose their personal contact information or the personal contact information of others.
- Students may, with prior approval from a parent/guardian and staff, apply for sanctioned scholarships, competitions, or activities that require personal data.

Students shall not use School Technology for personal and/or commercial financial gain. Product advertisement and/or political lobbying is prohibited.

Unauthorized Access/Hacking

Students shall not gain or attempt to gain unauthorized access to School Technology or Personal Technology of another individual. Prohibited conduct includes exceeding authorized access, attempting to log in to or with another person's account, and accessing another person's files or their own files with ulterior motives.

Attempt to Damage Resources

Students shall not deliberately attempt to disrupt School Technology or Personal Technology of another individual. Prohibited conduct includes attempting to destroy or alter data and spreading computer viruses. School Technology (hardware and/or software) may not be repaired or removed from a school site or OCEAA property or altered in any way without written permission.

Unlawful Activities

Students shall not use School Technology to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, arranging for the purchase and/or sale of drugs and/or alcohol;

engaging in criminal and/or gang activity; threatening the safety of any person or property; stealing; cheating or any activities in violation of local, state, and federal law.

Students shall not use School Technology for personal and/or commercial financial gain. Product advertisement and/or political lobbying is prohibited.

Students shall not access information to advance criminal or dangerous activities. Such information includes, but is not limited to, information that, if acted upon could cause damage, present a danger, or cause disruption to the school, other students, or the community.

Students may be disciplined if the use of technology incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

Photographs and audio or video recordings may be taken/made only with the written permission of all individuals being photographed or recorded. Recordings made at the school or on school activities require the advance permission of the teacher and the School Director.

Inappropriate Use

Students shall not use School or Personal Technology at school or school-related activities to engage in:

- Sending, sharing, viewing or possessing pictures, text messages, emails, or other material of an obscene nature in electronic or any other form.
- Profane, lewd, vulgar, or threatening language.
- Sexual harassment (See Ed. Code 212.5).
- Hate violence (See Ed. Code 233).
- Harassment, threats, or intimidation directed against School personnel or students. The phrase “harassment, threats, and intimidation” is defined in Education Code section 48900.4.
- Cyber-bullying, which is bullying by means of an electronic medium (see “Consequences for Bullying, including Harassment and Intimidation” section).

All students or others, who experience, witness or become aware of the above activities, shall immediately report it to a teacher or school administrator and present all evidence accessible to them.

Bullying/Cyberbullying

OCEAA prohibits all bullying, including but not limited to, discrimination, harassment, intimidation and bullying based on actual or perceived characteristics set forth in Penal Code section 422.55 and Ed. Code section 220, namely disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, OCEAA prohibits retaliation against complainants.

A student may be disciplined for cyberbullying carried out on Personal Technology if the student’s words or conduct so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of

pupils as defined in Ed Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have an effect of one or more of the following:

- a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person(s) or property.
- b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- c. Causing a reasonable pupil to experience substantial interference with his or hers academic performance.
- d. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate or benefit from the services, activities, or privileges provided by a school.

While not an exhaustive list, examples of bullying, including cyberbullying may include:

- Threats to harm another person.
- Written assaults, such as teasing or name-calling.
- Social isolation or manipulation.
- Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the internet, including social networking sites.
- Posting or sharing false or defamatory information about another person.
- Posting or sharing information about another person that is private.
- Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
- Posting or sharing photographs of other people without their permission.
- Breaking into another person's account.
- Spreading hurtful or demeaning materials created by another person (e.g., forwarding offensive emails or text messages).
- Retaliating against someone for complaining that they have been bullied.

Obscene Photographs

Students may not take, send, receive, share, view or possess pictures, text messages, emails, or other images or material of an obscene nature in electronic or any other form on Personal Technology at school or school-related activities, or using School Technology.

No Expectation of User Privacy

Students should not maintain any expectation of privacy as to their activity when using School Technology or when using Personal Technology at school or during school-related activities. "Activity" includes websites visited, files created, files downloaded, files uploaded, and all trackable clicks and views. All student use of School Technology will be supervised and monitored. OCEAA's monitoring of student Internet usage can reveal all activities students engage in using the school's Internet System.

- Teachers and staff shall supervise students while using School or Personal Technology at the school site, and may have instructional assistants and student aides assist in this supervision. While teachers shall make their best effort to ensure that students are supervised while using School or Personal Technology, OCEAA cannot guarantee that students will be directly observed at all times while using these on-line services. The School Director or designee shall oversee the maintenance of OCEAA's technological resources and may establish guidelines and limits on their use.

- Maintenance and monitoring of OCEAA’s Internet System or other technology may lead to discovery that a student has violated this Policy or the law. An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, OCEAA’s student discipline policy or the law.

Filtering

In compliance with the Children’s Internet Protection Act, 47 U.S.C. § 254, the School Director or designee shall ensure that all school computers or mobile devices with internet access have a technology protection measure that blocks or filters internet access to visual depictions that are obscene or harmful to minors and child pornography, and that the operation of such measures is enforced. While OCEAA employs every effort to help prevent student access to inappropriate content and websites, OCEAA cannot guarantee and specifically disclaims any responsibility for the appropriateness of any material that a user may obtain through its network. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the School Director or designated representatives.

Education of Students about Appropriate Online Behavior

It shall be the responsibility of all members of the OCEAA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, and in compliance with the Children’s Internet Protection Act (CIPA), the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. The School Director or designated representatives will provide age-appropriate educational materials, guidelines and procedures which shall be used to educate minors on appropriate online behavior, including without limitation interacting with other individuals on social networking Web Sites and chat rooms and cyberbullying awareness and response. The training provided will be designed to promote OCEAA’s commitment to the standards and acceptable use of internet services as set forth in OCEAA’s Acceptable Student Use of Technology Policy. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of OCEAA’s Acceptable Student Use of Technology Policy.

Mobile Devices

A. Personal Mobile Devices (Personal Technology)

The use of personal mobile devices, such as laptops, cellular phones, tablets, pagers, smart watches, fitness trackers or other, electronic signaling devices by students on campus or while attending school-related activities is subject to all applicable school policies and regulations concerning technology use, as well as the following rules and understandings:

- Permission to have a mobile device at school is contingent on parent/guardian permission in the form of a signed copy of the Acceptable Student Use of Technology Agreement, unless that mobile device is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student pursuant to Education Code section 48901.5(b).
- OCEAA is not financially responsible for damage, loss or theft of personal mobile devices. Students should store devices in a secure place when not in use. Devices should not be left unattended.
- All costs for data plans and fees associated with mobile devices are the responsibility of the student. The school does not require the use of personal mobile devices in its instructional program or extracurricular activities.

- Mobile devices with Internet access capabilities may access the Internet only through the school's filtered network while on school property. Other means of Internet access are prohibited. Students may not access the school's wireless networks from their personal devices.
- Use of personal mobile devices may only occur during class when authorized by the teacher.
- Photographs and audio or video recordings may be taken/made only with the express permission of all individuals being photographed or recorded. Recordings made in the classroom require the advance permission of the teacher and the ~~school~~ School Director.
- Students may not take, send, receive, possess or share obscene photographs, videos or other materials.
- Students may not photograph, videotape, or otherwise record teacher-prepared materials such as tests.
- The school will monitor all internet and intranet access.
- If the school has reasonable cause to believe a student has violated the law or School policy, authorized personnel may search the device and/or law enforcement may be contacted.

B. School-Owned Mobile Devices (School Technology)

The use of school-owned mobile devices, such as laptops, cellular phones, tablets, pagers, still or video cameras, or other electronic signaling devices by students on campus or while attending school-related activities is subject to all applicable school policies and regulations concerning technology use, as well as the following rules and understandings:

- The device may be used only for school-related purposes.
- User may not download applications ("apps") to the device without permission from the teacher or technology department employee.
- Users must follow use agreements for all applications.
- The student and parent/guardian will be financially responsible for the replacement cost if the device is lost, stolen or damaged while in the student's possession.

Academic Dishonesty

Electronic resources can make academic dishonesty easier and more tempting for students. Students are reminded that academic dishonesty includes the following:

A. Cheating

- Copying work from others.
- Communicating exam answers with other students during an examination.
- Offering another person's work as one's own.
- Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or concealed information during an examination.
- Allowing others to do the research and writing of an assigned paper (including use of the services of a commercial term-paper company).

B. Dishonest Conduct

- Stealing or attempting to steal an examination or answer key from an instructor.
- Changing or attempting to change academic records without proper sanction.
- Allowing another student to copy off of one's own work during a test.



C. Plagiarism*

Plagiarism is intellectual theft. Plagiarism is the use of intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:

- To steal or pass off as one's own the ideas or words, images, or other creative works of others.
- To use a creative production without crediting the source.
- Credit must be given for every direct quotation, paraphrasing, or summarizing a work (in whole or in part, in one's own words), and information, which is not common knowledge.

D. Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonest conduct or plagiarism is subject to discipline for academic dishonesty.

Copyrights

Students may not inappropriately reproduce or share a work that is protected by copyright. Students may not quote extensively from any source without proper attribution and permission.

Students may not make or share copies of copyrighted software, songs or albums, digital images, movies or other artistic works unless explicitly permitted by fair use provisions of copyright law. Unlawful peer-to-peer network file sharing may be a criminal offense.

System Security

Students are responsible for their individual School account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another person. Students shall immediately notify a teacher or administrator if they identify a possible security problem.

Resource Limits

Students shall not download any files without prior permission of a teacher or administrator. Students shall not misuse School distribution lists or discussion groups by sending irrelevant messages.

Violations of this Policy

The School will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities. In the event that there is a claim that a student has violated the law, this Policy, or the School's discipline policy, the student's access to School Technology may be terminated, permission to bring personal mobile devices to school or school activities may be revoked, and/or the student may be disciplined under the discipline policy.

Responsibility for Damages

Parents can be held financially responsible for any harm that results from a student's intentional misuse and/or abuse of School or Personal Technology.

Access to Social Media Sites

OCEAA does not permit students to access social media sites such as Facebook, Twitter, Instagram, Snapchat, Tik Tok, MySpace, etc.; except OCEAA's official social media/networking sites at school. This includes the use of Personal Technology with Internet access capabilities.

Student and Parent Technology Agreement

These responsibilities apply to both school provided and personal use technology, while at school and school-related activities. The use of technology tools at OCEAA is a privilege, not a right. The privilege is given to those who act responsibly. Administrators and staff reserve the right to review files and communications and remove inappropriate files.

Student Responsibilities

- I will treat others with respect. When communicating with others I will use appropriate language and images.
- I will not read, alter or delete the files of other users.
- I will not reveal personal information about myself or others.
- I will treat equipment with respect, keep it in working order, keep food and drink away from the equipment and conserve resources.
- I will not gain or attempt to gain unauthorized access to school technology or personal technology of another person.
- I will not install software on school computers.
- I will follow federal and state laws and abide by all copyright regulations and licensing agreements.
- I will credit sources I use.
- I will turn off technology at school or at a school activity when requested to do so by OCEAA staff.
- I will use the school's technology tools only for educational purposes and will access only resources I have permission to use. I will not access social network sites, except OCEAA's official social network pages with permission from OCEAA staff.
- Photographs and audio or video recordings may be taken/made only with the written permission of all individuals being photographed or recorded. Recordings made at the school or on school activities require the advance permission of the teacher and the School Director.
- I will immediately alert my teacher or other OCEAA employee if I encounter something inappropriate and provide any evidence available to me.
- I will notify an adult if I become aware of any technology problems or violations.
- I agree to not engage in cyberbullying. I can prevent cyberbullying by:
 - Guarding my personal information. Never give out personal information online, whether in instant messages, social media profiles, chat rooms, blogs or personal websites.
 - Never giving out my passwords to anyone except my parents, that includes friends.
 - Not responding if someone sends a mean or threatening message.
 - Remembering that, for a bully, a reaction constitutes victory. Instead, saving the message or printing it out and showing it to an adult.
 - Never opening emails from someone I don't know or from someone I know is a bully.
 - Never putting anything online, even in an email, that I wouldn't want my classmates to see.
 - Never sending messages when I am angry, asking myself, before clicking "Send," how I would feel if I received the message.
 - Helping kids who are bullied online by refusing to join in and showing bullying messages to an adult.

As a user of OCEAA's technology resources, I have read, understand and will comply with all the terms as set forth in the Acceptable Student Use of Technology Policy and Agreement. I understand that violations may result in disciplinary action and/or financial responsibility.

As the parent or legal guardian, I have read, understand and will comply with all the terms as set forth in the Acceptable Student Use of Technology Policy and Agreement. I grant permission for my child to use the OCEAA technology resources in accordance with the rules in this Agreement. I understand that violations will result in disciplinary action and/or financial responsibility.

Photographs and audio or video recordings may be taken/made only with the written permission of all individuals being photographed or recorded. Recordings made at the school or during school activities require the advance permission of the teacher and the School Director. These images may be used and posted publicly by OCEAA to promote the school's interests.

Health Services Information

Due to the Covid-19 pandemic, Health Services policies may change. Parents will be updated by the school director as new policies are finalized and approved.

Medication at school requires written authorization. Forms are available from the school or OCEAA website. Medication authorization forms must be signed by physician and parent. The medication must be in a pharmacy labeled container in order for the medication to be given at school. This also includes over-the-counter medications. Please provide school with extra medication in case of disasters. Students may not bring medication of any kind (including aspirin, inhalers, etc.) to school. All Parents must sign an authorization form for over the counter products to be administered by OCEAA personnel. This form must be turned in for every student at the beginning of each school year.

Administration of As Needed Medication (PRN) Before a PRN medication is administered, the school personnel must validate the symptoms being experienced by the student as symptoms identified on the written authorization. OCEAA staff will not call for PRN medication that needs to be administered, unless the parent requests this. It is the parent responsibility to let office staff know if a medication has been stopped.

Accidents If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will contact the emergency number listed on your child's Emergency Card. In case of an accident requiring medical attention, we will call paramedics and will make every attempt to contact parents/guardians. For this reason it is imperative that you inform the office immediately if there is a change in address or telephone numbers.

To **Prevent Spread of Illness**, please keep your student home for 24 hours if he/she has been vomiting, had diarrhea or had a temperature over 100°F the night before or in the morning before school. Students must be fever-free, without medication, for 24 hours before returning to school. Please inform the school health clerk when your student has a contagious illness. OCEAA has a health clerk who is trained in first aid procedures but is not qualified to diagnose or treat health problems. For this reason, sick children must be picked up at school and parents must determine the correct course of action.

Immunizations The school is required to have medical documentation of each student's immunizations upon enrollment. Immunization requirements must be met prior to school entry. Under a new law, SB 277, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required. Personal beliefs exemptions on file for a child already attending child care or

school will remain valid until the child reaches the next immunization checkpoint. If the Medical Exemption is temporary an expiration date no more than 12 calendar months from the date of signing. Please let the school know when your child's immunizations are updated. Should an update be needed, a note will be sent home.

Mental Health In addition to OCEAA's School Culture and Character Coordinator, the following are resources for students and parents.



The OC Links Information and Referral Line provides telephone and online support for anyone seeking information or linkage to any of the Health Care Agency's Behavioral Health Services. These services include children and adult mental health, alcohol and drug inpatient and outpatient, crisis programs, and prevention and early intervention services. Callers can be potential participants, family members, friends or anyone seeking out resources, or providers seeking information about Behavioral Health programs and services. Trained Navigators provide information, referral, and linkage directly to programs that meet the needs of callers.

If you would like to learn more about services available through Behavioral Health Services, please call (855) OC-LINKS between the hours of 8 am - 6 pm to be connected to a Behavioral Health Navigator, or click on the OC Links Chat icon during open chat hours. TDD Number: 714-834-2332.

- www.didihirsch.org/orange-county-services (877) 7-CRISIS or (877) 727-4747
- <https://suicidepreventionlifeline.org>
- <https://twitter.com/800273TALK> (1-800-273-8255)



Nutrition Services Department

Due to COVID19: Parents and volunteers, temporarily, may not enter the kitchen or dining hall. We will no longer have our salad bar. For meals, we will be distancing, with plexiglass, in the dining hall on the main campus and in classrooms at the Annex. We will not be allowed to share food. We cannot allow food at celebrations. Allergies must be reported to the school nurse

Proper nutrition and adequate physical activity have tremendous implications for academic achievement and life-long health. Thus, it is imperative that OCEAA along with students, parents and communities support, teach, model and practice a healthy lifestyle.

The general health of children and youth is at risk, in part, due to poor nutrition and inadequate physical activity. Studies show that for the first time in two centuries the current generation of children in America may have shorter life expectancies than their parents due to the rapid rise in childhood obesity. They eat too much fast food and soda that is high in fat or sugar and too few fresh fruits and vegetables. Children are also less physically active than ever before.

The OCEAA School Board has approved and implemented a Wellness Policy. This policy plays a critical role by

setting expectations and making important policy decisions that determine how student health and teaching a healthy lifestyle is a priority throughout the school.

Wellness Policy

OCEAA is guided by the eight-component model of coordinated school health as established in the Health Frameworks for California Public Schools. Coordinated school health is an integrated and collaborative approach that includes: health education, physical education, nutrition services, health services, a safe and healthy school environment, parent and community involvement, health promotion for staff, and psychological and counseling services. OCEAA is a scratch cooking school and we cook with only local fresh ingredients and provide a healthy balanced meal for breakfast and lunch with a salad bar offered daily.

The Wellness Committee will continue to promote and support a culture of health and fitness at OCEAA. The Wellness Committee will develop, implement, monitor, review, and as necessary, revise this Wellness Policy and others related to school nutrition and physical activity. The Wellness Committee will serve as a resource to the school for implementing, monitoring and reviewing nutrition guidelines for all foods available on campus, nutrition education and physical activity policies.

- OCEAA will work in accordance with the coordinated school health approach, which improves students' health and their capacity to learn.
- Due to COVID19, OCEAA will must withhold from celebrations that involve food until further notice.
- OCEAA will discourage students from sharing their food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.
- OCEAA will not use foods and beverages as rewards and foods will not be withheld as punishment.
- OCEAA fundraising activities will include activities other than food and/or healthy food options to support children's health and school nutrition education efforts.
- OCEAA is in full compliance with California SB12 requirements.

Meal Debit Account Policy

Account Numbers: Every student has an account in the Dining Hall point-of-sale system. The account number is assigned when a student first enters school and remains the same throughout the student's enrollment. There is no correlation between the account number and the student's meal payment status.

Participation in National School Breakfast/Lunch Program

OCEAA participates in the national School Breakfast and Lunch Programs. Upon enrollment and the first day of each school year every family will be asked to complete an application.

Payments

All students must keep positive account balances for purchasing meals. Parents may deposit any dollar amount in their account for future use. Deposits must be given to the front office so a receipt may be given and may be made anytime during the school day. Please list the child's full name and account number on the check or envelope.

Checks make it easy to research a deposit if a question ever arises; however, if your bank notifies you that your check was returned to us unpaid, please contact the Nutrition Services Accountant Office (714) 558-2787 xt. 3050 immediately to arrange to cover the check.

Parent/Visitor Expectations

FSO

Families Supporting OCEAA (FSO) is a parent-organized group. The FSO group purpose is:

- Fundraising, especially towards technology, enrichment tools, and other items (field studies when those are permitted again by health guidelines) for all students.
- Helping OCEAA families in need with our time, talents, and funds.
- Disseminating information in a positive and responsible way.
- Community building between school and families.

Research has shown that “when parents are involved in their children’s education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better.”

Parent Volunteer Expectations

Due to the Covid-19 pandemic, volunteering in classrooms or school buildings is suspended until further notice. Parents will be updated by the school director as new policies are finalized and approved.

Visitor Policy (Including Parents and Guardians)

Due to the Covid-19 pandemic, visitors are strictly limited to front office entry and may access the campus with administrative approval only. Parents will be updated by the school director as new policies are finalized and approved.

Parent/Guardian Standards of Conduct

- Parents and guardians are expected to act in conformity with the policies as defined in this Handbook.
- Parents and guardians shall treat all OCEAA employees with whom they interact with care and respect. Parents and guardians shall act professionally and use language appropriate for a school setting.
- Parents and guardians shall not confront or otherwise negatively engage any students on campus. Parents and guardians shall not enter a classroom without the consent of the classroom teacher.
- Parents and guardians shall immediately leave campus upon request of an OCEAA teacher or administrator.

If a parent or guardian fails to adhere to these standards of conduct or otherwise inappropriately conducts himself or herself, OCEAA shall provide a written warning to the parent or guardian describing the unacceptable behavior and notifying the parent or guardian that his or her student(s) may be disenrolled from OCEAA if another such incident of the parent’s or guardian’s failing to adhere to OCEAA rules occurs.

If the parent or guardian engages in disruptive, disrespectful, or other unacceptable behavior after the written warning is provided, an OCEAA administrator must meet with the parent or guardian in person regarding the unacceptable behavior. If the parent or guardian refused to schedule a meeting with the OCEAA administrator, OCEAA shall write to the last known address of the parent or guardian setting a date and time for the conference that is at least seven (7) calendar days after the correspondence is mailed.

If a third incident of disruptive, disrespectful or other unacceptable behavior by the parent or guardian occurs after the conference or if the parent or guardian refuses to participate in the conference with an OCEAA administrator, OCEAA may refer the parent or guardian to OCEAA's Board of Directors. The Board of Directors may vote to un-enroll the student or students of the disruptive parent or guardian if the Board determines that it is not in the best interests of OCEAA's students to continue that student's or students' enrollment.

Student Safety

Child Abuse Reporting

OCEAA is committed to following its legal responsibilities in reporting suspected child abuse/neglect to the proper authorities. While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children's Protective Services, OCEAA child care custodians (including teachers, administrative officers, certificated personnel, etc.) are mandated reporters of known or suspected child abuse/neglect and are required to fulfill this legal responsibility. Every child care custodian of OCEAA must sign a "Child Abuse Reporting" form indicating they understand their responsibilities to report known or suspected child abuse/neglect. The School Director or designee does not need to inform the child's parent/guardian prior to an interview by a social worker/police officer who are responding to a report of child abuse/neglect. The child may elect to be interviewed in private or may select any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. (Penal Code § 11174.3). When a social worker or police officer takes a suspected child abuse victim into custody, the School Director or designee shall provide the social worker/police officer with the address and contact information of the minor's parent/guardian.

Emergency Medical Care

All students must have emergency information completed by the parent or guardian at the beginning of each school year. This information delineates what care the parent desires for their child in the event of an emergency, along with noting the current medical and emergency information. **It is the parent/guardian's legal responsibility to ensure that the emergency information is up to date at all times.** Information may be updated at any time in the office.

Emergency Preparedness

OCEAA has emergency preparedness procedures and every office/classroom has a current copy. It is the administration's responsibility to schedule emergency drills throughout the year.

Release of Students

Every student must have complete and up-to-date Emergency Contact Information on file in the school Office. Students may only leave campus during school hours with an adult whose name is listed in the emergency contact information. The adult must appear in person and his/her identity must be verifiable.

We will attempt to reach parents and, if necessary, emergency contacts listed on the Emergency Contact Information with the numbers provided to OCEAA. **It is the parents' responsibility to keep this information current.**

When students are picked up late, it greatly affects our school staff's ability to perform their other responsibilities. It is for this reason that if any student is not picked up on time after-school for more than one day, a charge of \$20/hour will be charged for each incidence on your students' account. In order to make sure we have enough supervision, we must collect the aforementioned charge. If you know that you will not be picking up your child on time, please call ahead so we may attend to the safe direction of your son or daughter.

Safety Before and After School

For the safety of students, parents/guardians are not to drop students off, nor are students to arrive at school prior to scheduled arrival time. Similarly, parents/guardians are to arrange to have their student leave or be picked up right after school.

Anti-Tobacco/Alcohol Policy

OCEAA is a tobacco/alcohol-free zone. Under the organization's policy, possession of tobacco, vaping paraphernalia and/or alcoholic beverages is prohibited in all school buildings, outside on school property, and all school sponsored events. Parents and visitors are asked to support the school's effort to maintain a "Smoke/Alcohol Free Zone." Please refrain from smoking, vaping or possessing alcoholic beverages on any school campus or at any school event or activity.

Pictures/Consent to Photograph

Photographs that include your child may be taken throughout the year at school functions, events and performances and may be chosen for use on the OCEAA and/or teachers' websites/social media sites, and/or websites/social media sites associated with OCEAA functions, events and performances. Consent is automatic upon enrollment as an OCEAA student to allow student photographs to be posted on the OCEAA website and teachers' websites, unless OCEAA is otherwise notified by a parent or guardian in writing.

Members of the media, including newspaper photographers and/or television camera crews may visit our campus during the school year to photograph and/or interview students. Parents will be notified if members of the media are expected. You may choose whether or not you would like to give permission for your child to participate.

Please also note that no pictures or videos of OCEAA students, families or staff may be placed on any media without the express permission of the Executive Director or designee.

Parents wishing to take photos of school events are allowed to include only their own children in those photos unless otherwise agreed to by both the Administration and the parents of the other students.

Notification of Rights under FERPA for Elementary and 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:

1. 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 School Director [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.
2. 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 the School Director [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.
3. 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.
4. 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

Uniform Complaint Procedures

The Orange County Educational Arts Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs.

The Orange County Educational Arts Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Consolidated Categorical Aid Programs Child Nutrition Programs Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Mike Limon
Address: 825 N. Broadway Street, Santa Ana, CA 92701
Telephone Number: (714) 558-2787 X3020

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Director of Operations or her designee. Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant.

The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. With AB 9 language! June 26, 2012 June 26, 2012 Board Adopted: May 13, 2015 Page 2 of 2 The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Orange County Educational Arts Academy's UCP policy and complaint procedures shall be available free of charge.