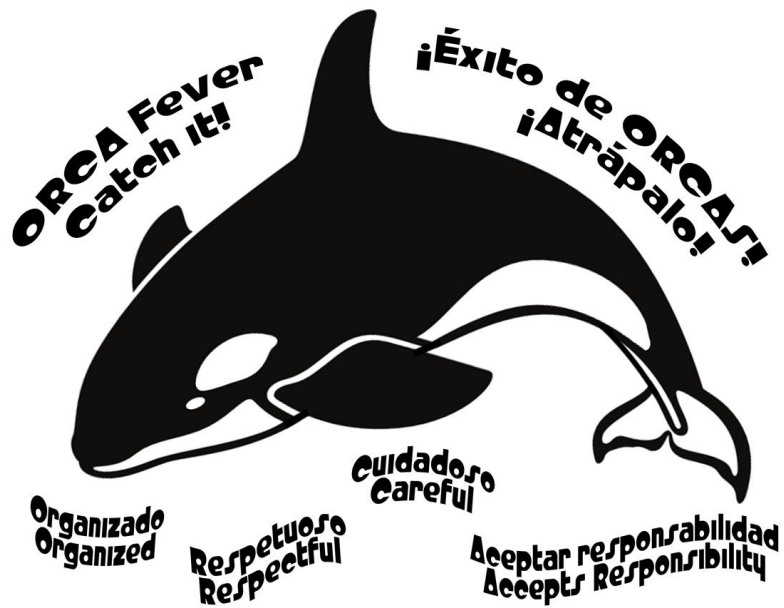


OCEAA Family Handbook

~ 2018 – 2019 ~



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Important Numbers

OCEAA

714-558-ARTS(2787)

www.oceaa.org

Executive Director	Zoot Velasco	X3020	zvelasco@oceaa.org
School Director	Kristin Collins	X3020	kcollins@oceaa.org
Attendance	Attendance	x3250	attendance@oceaa.org
Health Office	Ruth Aispuro	x3150	health@oceaa.org
Main Building Receptionist	Giovanna Lua	x3210	receptionist@oceaa.org
Annex Receptionist	Maria Amezcua	x4300	mamezcua@oceaa.org
Annex Coordinator	Jessica Chavez	x3270	jchavez@oceaa.org
PBIS Counselor	Gabriel Castrillón	x3200	gcastrillon@oceaa.org
Nutrition Services	Susie Cooper	X3050	scooper@oceaa.org
Registrar	Mirna Hernandez	x3980	mhernandez@oceaa.org
KEDS (Direct Line: 714-361-1850)	Kamil Hazel	x3080	khazel@oceaa.org
FSO Parent Group	FSO	x3430	fso@oceaa.org

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.

Absences

When a student is absent, parents are required to call our attendance clerk at (714) 558-2787 ext. 3250 or email attendance@oceaa.org to report an absence for OCEAA. Every absence, even for part of the day, interferes with your child's social and academic progress in school. OCEAA expects students to arrive on time and attend school all day, every day.

If you are not able to call to report an absence, parents are to send a note to the attendance clerk explaining the absence when the student returns to school. The note should include the absence date(s), reason for the absence, first and last name of the student along with their homeroom teacher and grade.

If the absence is not verified through a phone call or note to the school, the school's attendance clerk calls the student's home to verify the absence. Parents are required to notify the school with the reason for any absence. If an absence is not verified within one (1) week of an absence, that absence will be marked unexcused regardless of the reason for the absence.

The school must be notified each day your child is absent. If the school is not notified after five (5) consecutive days of absence, your child will be disenrolled from OCEAA and your home school district will be notified that your child is truant.

Excused Absences

A student not present in class for any reason is considered absent. The law specifically states that a pupil must be legally excused for compulsory attendance purposes. The following are acceptable excuses for absences:

Legally Excused Absences

- Personal illness or injury. A doctor's note is required for illness of three (3) days or more.
 - The following communicable diseases must be reported to the school office: chicken pox, strep throat, measles, pink eye, and lice.
- Student's quarantine as directed by a doctor or city/county health officer.
- Personal medical, dental, optometric or chiropractic services rendered verified by a note from a medical professional.
- Absences due to a death in the immediate family. The following people are considered the students' immediate family when it comes to absences:
 - Parent or legal guardian

- Sibling
- Grandparent
- Aunt or uncle
- Cousins
- Any person who lives with the students
- If the service is conducted in the state, State Law provides one (1) day of excused absence and up to three (3) days of excused absence if the service is conducted out of state. Students may be granted additional excused absences by the School Director
- The parent *must* provide documentation in order for the absences to be marked excused such as an obituary, newspaper announcement, death certificate or a parent note are acceptable forms of documentation.
- Student’s exclusion for failure to present evidence of immunizations.
- Students in grades 7-12 who leave school to obtain confidential medical services.

Warranted Absences

- Upon written request of the parent or guardian and prior approval of the School Director or designee and pursuant to OCEAA’s policy, a student’s absence may be excused for the following reasons:
 - Appearance in court as a defendant or subpoenaed witness.
 - Observation of a holiday or ceremony of his/her religion.
 - Attendance at religious retreats not-to-exceed four (4) hours per semester.
 - Employment interview or conference, high school orientations (8th graders only).
 - Additional days, in excess of the State authorized absences, to attend funeral services of an immediate family member or funeral services for someone other than immediate family.
 - Appearance at SARB.
 - Excused/School Sponsored Activity: all field trips and other school related trips, athletic events, and music events.

After five (5) or more absences in a school year (excused/unexcused or verified/unverified), ALL absences must be verified with a note from a medical professional to be excused.

Truancy and Habitual Truancy

The California Legislature states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. Furthermore, a student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant.

Upon a pupil's initial classification as a truant, OCEAA shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which may include electronic mail or a telephone call:

- (a) That the pupil is a truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.
- (d) That alternative educational programs are available in the district.
- (e) That the parent or guardian has the right to meet with appropriate school personnel to

- discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to prosecution under Section 48264.
 - (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the *Vehicle Code*.
 - (h) That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant. The intent is to provide solutions for students who failed to respond to the normal avenues of school intervention, and the most cost-effective method possible should be used to notify the parent or guardian about the meeting at the school. The Education Code Section outlining habitual truancy reads as follows:

EC Section 48262: Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

When a student is a habitual truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the law provides schools and school districts with discretion regarding student penalties as long as they are consistent with state law. The penalties for truancy for students defined in EC Section 48264.5 become progressively severe from the first the time a truancy report is required through the fourth time a truancy report is required. the student may be referred to a school attendance review board (SARB) or to the county probation department pursuant to EC Section 48263. The student may also be referred to a probation officer or district attorney mediation program pursuant to EC Section 48263.5. The intent of these laws is to provide intensive guidance to meet the special needs of students with school attendance problems or school behavior problems pursuant to EC Section 48320. These interventions are designed to divert students with serious attendance and behavioral problems from the juvenile justice system and to reduce the number of students who dropout of school.

Tardies/Early Releases

School begins promptly at 8:10 AM. Students are marked tardy when they are not in their classroom at 8:10 AM. If your child arrives to their classroom between 8:11 AM and 8:20 AM he/she is to report directly to class and his/her teacher will mark him/her tardy. If your child arrives after 8:20 AM, he/she must report to the school front office and obtain a pass to class as well as be marked tardy.

Students arriving after 8:20am **must fill out a tardy slip in the front office** when first arriving to campus. Students are expected to be in school until scheduled release time. Students who leave prior to school ending must be checked out at the front office by parent or emergency contact. Early releases are reflected in the Tardy count. Excused tardiness or early release is for illness, medical/dental appointments (verified by an official document such as letterhead, including contact name, signature and phone number). Oversleeping, traffic, missing the bus, flat tire, leaving early for

personal reasons, etc. are NOT considered valid reasons for excused tardies/early releases.

Independent Study

Independent Study is a short-term instructional option designed to address individual student's needs (i.e., warranted absences, extended illnesses or lack of immunizations). It is an alternative to classroom instruction consistent with the general course of study and not an alternative curriculum and is only available for absences from school for three (3) or more consecutive school days. Independent Study must be approved by the School Director or designee prior to the absences. Parents are required to request an Independent Study Contract from the teacher (at least one week prior to the first day of absence), pick up and sign the contract prior to first date of absence, and return signed/completed contract by due date.

If the student has been on Independent Study before and has not completed the work as assigned, it is up to the School Director or designee as to whether he/she should be allowed to participate in the program again.

Independent Study enables students to continue learning opportunities and enables the school to receive average daily attendance credit when a student completes work off campus. Please notify the attendance office if you would like to initiate an Independent Study when you plan to be absent for three (3) or more consecutive school days.

Attendance Definitions:

- (A) Absent: An absence NOT verified by the parent/guardian.
- (U) Absent not approved: An absence for reasons such as family vacation, personal, transportation problems are unexcused.
- (X) Medical/dental appointment, ill, religion, bereavement: Excused absence by a parent/guardian.
- (T) Tardy Unexcused: Being late to class by 10 mins or less. Excessive tardiness may result in the student being placed on Attendance Probation for the remainder of the school year.
- (TE-N29) Tardy/Early Release Not Excused 29 mins or less
- (TE-X29) Tardy/Early Release Excused 29 mins or less
- (TE-N30) Tardy/Early Release Not Excused 30 mins or more
- (TE-X30) Tardy/Early Release Excused 30 mins or more
- (C) Waiting for Independent Study: When a student takes three (3) or more consecutive school days and requests assignments.
- (H) Independent Study: Upon returning to school from taking three (3) or more consecutive school days and the Independent Study is completed and return.

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 and 2) Children of current OCEAA employees: if the steps below are completed.

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 ORCA re-registration one (1) year prior to the child starting TK/K. For grades 1st through 8th grade complete the Interest Form (located on our website) and provide to registrar one year prior to enrollment date. Parent or legal guardian must attend a tour/dual language orientation prior to March 15th the school year prior to the new student's enrollment, 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 listed in handbook (i.e. not have been referred to SARB for excessive absences or tardies/early releases).
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 schedule an enrollment appointment. 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 (1st - 8th).
- Report of Health Examination Form (1st - 8th).
- 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

During the 2018-19 school year all classrooms in TK-7 will be TWBI. The TWBI program will gradually expand to encompass one additional grade level each year. By 2019-20 OCEAA will exclusively offer 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). The dates for the orientations take place in March (exact dates posted at www.oceaa.org or obtained from OCEAA front office). Sessions are offered in English and Spanish.

OCEAA School Operations and Procedures

Arrival and Dismissal

OCEAA has certain arrival procedures to make sure our students arrive on campus safely and ready to learn every morning. The following outlines procedures for arrival and dismissal at the Main and Annex campuses and helps everyone be ORCA organized and ready to go!

Main Building Arrival

7:00 AM - Garden Grill opens for breakfast. Transitional kinder and kinder students and parents are welcome to eat breakfast at the main building. There is a specially designated kinder breakfast table for kinder students and parents.

7:35 AM - Playground opens for students to wait in their lines. Students getting a 'Grab and Go' breakfast will eat on the playground. Students who have finished their hot breakfasts will move to the playground to wait.

7:50 AM – A Warning Bell will signal parents/guardians must escort kindergarten students to the Annex; must exit through the back door, and must use the crosswalk at 10th and Broadway to cross safely. Crossing Broadway without using the crosswalk at any time violates safety procedures and will result in disciplinary action. Older siblings (grade 3 or above) or relatives attending OCEAA may be allowed to walk transitional kinder and kinder students to the Annex at the discretion of the School Director.

8:00 AM – An Entry Bell will signal TK-2nd grade students are picked up by their teachers by 8:00 AM and 3rd - 8th grade students are dismissed from the playground and are expected to go directly to class. Upon arrival to class, students should:

- Get materials ready for the morning routine.
- Get a pass to the bathroom if necessary (1 student at a time).
- Discuss make-up work with the teacher if absent the previous day.
- Get homework ready to be checked or turned in.

8:10 AM – A Start Bell will signal that instruction is beginning and students are expected to be in their seats ready to start the day's instructional activities.

Special considerations:

- All students who enter school grounds must remain on campus until dismissal.
- No students or parents are allowed upstairs before 7:30.
- Between 7:30 and 8:00, students and parents must have a pass from the teacher or visitor badge from the receptionist. Anyone without a pass or badge will be directed back downstairs by Safety Monitors or staff.
- A student arriving to their classroom after 8:10 AM is considered tardy.
- All parents and visitors must sign-in at the office if they are staying on campus once instruction begins and must wear a visitor's badge. Parents and visitors must also sign-out before leaving campus.

AFTER 8:10 AM PARENTS AND VISITORS TO THE MAIN BUILDING MUST USE THE FRONT ENTRANCE OF THE SCHOOL ON NORTH BROADWAY STREET AND THE ENTRANCE ON BIRCH ST. FOR THE ANNEX.

Main Building Dismissal

OCEAA has three separate dismissal zones to help our students arrive at their after school destinations safely. Our utmost concern is the safety of our students and making sure the school is secure at all times.

The following details the separate dismissal zones and the way each student needs to know how they will be dismissed daily.

The 3 Ways Your Child Can Leave the Main Building at Dismissal

Students Walking Home	Students Picked up in the Traffic Valet Zone	Students picked up at Class Lines
<ul style="list-style-type: none"> ● Students must have permission to walk home on file with the registrar/front office. ● Those with permission will receive a sticker showing that they have permission to walk home. ● Walkers exit OCEAA through the Zen Zone gate and show their sticker to the monitor at the gate. ● Students are to walk directly home after leaving the Zen Zone gate. ● Students may not loiter to wait for a parent pick-up when exiting with a permission to walk home sticker; loitering will result in the student being brought to the main office for administrative action. 	<ul style="list-style-type: none"> ● Students will wait in the Garden Grill with their class lines. ● Parent/guardian will stay in their car in the 'Traffic Valet Zone' line and have their Dashboard Card ready to be viewed, enabling school personnel to call for the student. ● Students will listen for their name to be called and walk to the Sycamore door exit. ● Safety Monitors will assist students with entering the car carefully. ● Students will put on seat belt. 	<ul style="list-style-type: none"> ● Students will wait in the Garden Grill with their class lines. ● Parent/guardian will wait at the back door for announcement of class arrival to the dining hall. ● Parent/guardian and student will pick up their child and exit immediately. ● Parent/guardian wanting to briefly speak with their teacher will be permitted to wait in the waiting area by the kitchen window.

Any student leaving the school grounds before dismissal must be signed out by the parent or adult authorized in their emergency contacts in PowerSchool.

Parents wanting to speak with a teacher when picking up their student will be permitted to enter the Garden Grill and wait in the waiting area. Teachers will be able to meet briefly with parents after they are finished with their dismissal duty responsibilities. If a longer meeting is required please make an appointment with the teacher for another time.

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 - 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 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 needs.
- 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 and 2nd 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.

Dismissal from After School Activities

Students who are staying after school for tutoring or extracurricular activities will be escorted to the dining hall to be picked up by a parent or guardian. If a student is walking home from an after school activity, permission must be on file. Students may not wait unattended outdoors for parent pick-up. Parents who do not pick up their children from after school activities on time will be charged a \$20 late pick-up fee; after 3 late pick-ups, students may be dismissed from the after school activity.

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.

TK/K 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.
- Do not 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.
- Do not exit your vehicle. A staff will escort your child out of the car.
- Please have your child's backpack & lunch with them.

To avoid getting tickets and creating traffic jams during peak times, please...

- Don't park at the Annex during the following times for **any** reason:
 - Arrival - 7:30 AM -8:20 AM daily
 - Kinder Dismissal - 2:00pm-2:30pm M/Tu/Th/Fr; 1:00 PM-1:30 PM Wednesdays

- Don't park in the adjacent lots; we are not responsible for tickets or if your vehicle is towed.
- Do feel free to park in the lot on a first come, first served basis after 2:30 PM. Additional parking is available on the metered sections of Birch St. and Washington St.

KEDS - After School Program

The KEDS (Kids Expanded Day School) program offers instruction and adds to the cultural and intellectual wealth of our students and is open to all students attending OCEAA. The focus of KEDS ASES is to provide time for homework, physical recreation, enrichment, and character guidance; in addition, KEDS ELECT meets the needs of working families by providing childcare. The program hours are from school dismissal until 6:00 PM.

The various programs provide students with resources to augment classroom instruction and enrichment. The students' daily routines include homework assistance, indoor and outdoor activities such as sports, recreation, computers, arts and crafts, storytelling, music, and theme-based projects that support classroom activities.

See www.oceaa.org for registration information. For more information please call or email Kamil Hazel, Student Activities Director, at 714-558-2787 Ext. 3080 or khazel@oceaa.org.

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 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 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 for any updates, news and information: www.oceaa.org
- **Weekly Parent Bulletin** - The bulletin informs parents and the community of OCEAA activities for the upcoming week. The bulletin is emailed to all families with email. Please make sure your email

is kept updated with our receptionist. A copy of the bulletin is also posted on the OCEAA website and School News Board.

- **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 addition, daily home calls are made to families whose children have a negative meal balance.~~ 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 SchoolMessenger 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 to 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 in the Garden Grill. 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).
- **Parent Conferences** - During conferences your child’s teacher will schedule a specific time for the conference. Parents will be made aware of the conference schedule at least one week prior to the conference dates. Additional parent conferences may be scheduled throughout the year to address student achievement and/or concerns. Parent attendance and active participation at these conferences is required.
 - **Student-Led Conferences:** Held twice per year, these conferences are student-led demonstrations of progress towards key standards in language, math, and writing.
 - **Rtl Conferences:** Parents of students receiving literacy or math interventions will be contacted by the Intervention Team to schedule additional conferences to discuss intervention services and progress.
 - **Informal Conferences:** Parents are encouraged to actively participate in their child’s education. If you wish to discuss your child’s progress, you are welcome to contact his/her teacher at any time. Informal parent-teacher conferences regularly take place at OCEAA to discuss student academic and social progress. Your child’s teacher will arrange an appropriate time and place to meet.
- **When you have a concern about your child:**
 - 1st: Contact the classroom teacher for any academic or classroom concern.
 - 2nd: If a resolution has not been achieved, complete a “Request to speak with Administration” form at the front office. 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 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.

OCEAA 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.

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.

Grading Policy

In each subject students are graded on academic achievement and citizenship. Academic grades represent current levels of student achievement as described in the California and Common Core State Standards. Citizenship grades represent student behavioral and work habits as described through the ORCA Way: Organized, Respectful, Careful, Accepting Responsibility. Academic and citizenship grades are reported separately to ensure the information shared in report cards provides meaningful information about student progress.

TK-8th Standards Grading Scale

4 Advanced	87%-100%
3 Proficient	71%-86%
2 Basic	60-70%
1 Below Basic	1-59%

Progress Reports & Report Cards

Communication with classroom teachers concerning the grading and the return of your child's work is critical. Parents should also check student progress throughout the year using their individual PowerSchool login for their student. Student-Led Conferences, progress reports, and RtI/AIP meetings serve as progress reports throughout the year. A progress report and/or report card should **NOT** be the first indicator to parents/guardians that their child is not experiencing success.

Promotion

A student in danger of failing to meet the grade level standards required for promotion will be required to participate in instruction beyond the regularly scheduled school day or year (before/after school, lunch, recess, summer school, etc.). It is OCEAA's expectation that students not meeting grade level standards participate in these extended learning requirements in order to make the necessary academic gains to reach grade level performance standards.

In order to be placed in a particular grade, students must meet grade level proficiency standards designated by the OCEAA Board and the State of California.

OCEAA students in 8th grade are required to successfully complete coursework with a minimum 2.0 SGA (Standards Grade Average) in order to receive a "Certificate of Promotion" from OCEAA. Students not meeting this requirement may be referred to additional support requirements and/or SAUSD or OCDE

alternative school programs to make up that coursework. In order to participate in promotion activities, 8th grade students must also have good Citizenship standing.

Response to Intervention (RtI)

The Response to Intervention (RtI) Model is OCEAA's systematic approach to help all TK-8 students achieve academically in a proactive manner. RtI interventions are implemented to support students who are struggling to master essential grade level performance standards. Parents, students, teachers, administrators and supporting staff may participate in RtI conferences to identify student strengths and areas for growth, and create an intervention plan. All parties involved are expected to implement agreed upon interventions. The goal of our RtI process is to offer academic support to our students who are falling behind due to motivational or other factors, and create a climate where failure is not an option and perseverance is the key to success.

Classwork and Homework

Classwork and homework are part of the school curriculum. They provide students with practice in applying skills that are taught allow them to extend their learning.

- Classwork and homework will be reviewed to provide feedback to students in a timely manner.
- Three missing assignments (classwork and homework) = time in detention to complete the work, one (1) MDR (Minor Discipline Referral) and parent contact by phone or email.
- After three (3) missing assignment MDRs, teachers will issue an ODR (Office Discipline Referral) to the administration. An administrator will contact the parent to resolve the problem.

The daily amount of homework will vary based upon the maturity, ability and needs of students. Grade level homework routines will be explained at Back to School Night.

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.

Non-Student Days for Staff Development

Approximately once a month OCEAA has scheduled non-student days for teacher professional development. On these days students do not attend school while staff has a workday. The purpose of these staff days is to improve instructional practices to further student learning and achievement. Non-student days are noted on the OCEAA Family Calendar.

Student Recognitions, Awards and Honors

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

ORCA Citizenship Awards

OCEAA takes great pride in recognizing and rewarding its role model students. Those students who follow the ORCA way will be eligible for one or more of the following types of recognition:

- *ORCA Splash* recognitions, prizes and certificates.
- *ORCA Splash* raffles
- Special activities and field trips.
- Positive feedback
- Congratulatory notes and letters sent home.

Perfect and Excellent Attendance Awards

Twice per year, students who have perfect and excellent attendance will be recognized. Students with no absences, tardies or early releases qualify for our Perfect Attendance Recognition. Students with three (3) or less excused absences, excused tardies, or excused early releases qualify for the Excellent Attendance Awards.

Academic Awards

Throughout the year teachers will recognize students at assemblies 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.

OCEAA School Discipline

The ORCA Way: We are Organized, Respectful, Careful and Accept Responsibility!

Student discipline at OCEAA is viewed as a teaching and learning opportunity. It is our goal that students learn from their experience and will not repeat the offense again. Students are here on our campus to learn academic, as well as social and behavioral skills. Therefore, the school will communicate with parents and provide positive reinforcement and rewards as well as direct feedback in the form of appropriate consequences in order to optimize the overall learning experience for all students. Our goal is that students will be successful in the educational environment for many years to come and that our interventions will ultimately reduce the reasons students would require discipline.

With support of a three-year grant through the Orange County Department of Education, OCEAA's "ORCA Splash" positive incentives program was developed to teach students how to be successful in school and make good decisions for a lifetime by learning the ORCA way. Students are taught how ORCA's are **Organized, Respectful, Careful, and Accept Responsibility** throughout their experience at OCEAA. OCEAA staff and parents/guardians are responsible for positive reinforcement, consistency, and modeling appropriate behavior. In grades 1-8, Class Dojo is used to track student behavior habits. We believe these habits will foster success for students in school and outside of school for years to come.

ORCA Citizenship Expectations

Recognizing the varied expectations and needs of students at each grade, each grade level reviews school-wide and classroom behavior expectations demonstrating the ORCA Way. These expectations are taught throughout the year, and Citizenship Rubrics help students monitor their behavior choices and set goals. To encourage creative, critical thinking, we are adding "Creative" to our ORCA classroom citizenship expectations. Citizenship rubrics will be reviewed and sent home with students during the first weeks of school.

School-wide Discipline Policy

At OCEAA 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 their behavior by following the ORCA way in school and during any school sponsored activity. Students will learn to be effective decision makers and problem solvers who demonstrate self-direction, responsibility, accountability, and self-discipline by being Organized, Respectful, Careful and Accept Responsibility (ORCA).

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 and follow the ORCA way. The following is OCEAA's flow chart to help staff, students and parents understand how OCEAA will enforce consequences for minor and major behavior violations at OCEAA.

There are two types of student discipline reports that staff, students and families should be aware of:

- 1. Minor Discipline Reports (MDRs):** Minor Discipline Reports are given by teachers and general staff for minor behavior violations. MDRs are issued after interventions (warnings, seat change, parent contact, etc.) have failed to remedy the behavior and concrete consequences have been given (detention, apology, community service, etc.). MDRs communicate to parents that interventions and consequences have been implemented.
- 2. Office Discipline Referrals (ODRs):** Office Discipline Referrals (ODR) 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 quarter = 1 ODR.** The following flow chart helps to explain the process for addressing problem behavior:

OCEAA Office Discipline Referral FLOW CHART

Observe Problem Behavior

Re-teach, Re-direct, Reinforce Expected Behavior

Staff Managed Behavior

STEPS

Office Managed Behavior

Staff Managed Behavior/Minor Offenses

- Disruption
- Dress Code Violation
- Inappropriate Language
- Minor Defiance
- Non-Compliance
- Physical Contact
- Property Misuse
- Technology Violation
- Other minor violations

Use Staff interventions: Warnings, Seat Change, Problem Solve etc.

Assign concrete consequence and complete Minor Discipline Report (MDR).

Follow documentation procedures

Does student have 3 MDR's in the same category in the same **trimester**?

NO

Teacher files necessary documentation within Teacher's Classroom Tracking System

YES

Teacher sends ODR Referral to Office

Write ODR Referral; if necessary, send or escort student to office or call office to have student removed .

Administrator investigates and determines consequence

Administrator follows procedures for documentation and follows through on consequence.

Administrator gives feedback to teacher in a timely manner.

Administrator monitors behavior with teacher(s).

Office Managed Behavior

- Chronic Teacher Managed Behaviors (3 Minor Offense Reports)
- Abusive Language
- Aggression
- Defiance
- Disruption
- Dress Code Violation
- Fighting/Physical
- Forgery
- Harassment/Teasing/Bullying
- Inappropriate Display of Affection
- Inappropriate Location
- Lying/Cheating
- Possession of Weapon
- Property Damage and Vandalism
- Theft
- Truancy
- Technology Violation
- Substance Use
- Other major violations

Levels of Behavior Intervention

The ORCA Way, ORCA Splash and classroom rewards, and School-wide Discipline Policy are the first level of coordinated interventions and supports for encouraging positive behavior choices. When these tools are not enough to achieve desired behavior results, Level 2 and 3 interventions are initiated. The three levels of intervention are summarized below:

INTERVENTION LEVEL I – Universal interventions include the School-wide and Classroom ORCA Way Expectations, ORCA Splash and classroom rewards, Minor Discipline Reports, etc.

- Classroom discipline plan with redirection and reflection tools.
- Conference with student to provide feedback on behavior expectations and design a plan for improvement.
- Positive reinforcement for appropriate behavior changes.
- Consequences include loss of recess and/or detentions.

INTERVENTION LEVEL II – Targeted interventions are initiated when there are 3 ODRs in one trimester. This level begins with a parent/counselor or parent/administrator conference. Interventions may include

- Check in/out contract that includes both daily and weekly reinforcements.
- Social skills instruction
- Tutoring
- Removal from extracurricular activities
- Referral to community counseling resources
- Mentoring
- Parenting classes

Note: Consequence for continued misbehavior will include suspension.

INTERVENTION LEVEL III – Intensive, individualized interventions are initiated when there are more than 3 ODRs in one trimester.

- Parent spends day at school to support learning and supports staff in an intensive analysis of behavior triggers and replacement strategies
- Functional Behavior Assessment and Plan will be created
- Consequences for continued misbehavior will include dismissal or expulsion

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. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(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.

Disciplinary Consequences: Suspension, Dismissal and Expulsion

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 school. OCEAA may suspend a student for between one (1) and five (5) days.

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.

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.

Consequences for Bullying, including Harassment and Intimidation

OCEAA believes prevention is a critical strategy for protecting all students from bullying. Through workshops, class discussions and assemblies, students are supported to take a stand against bullying.

Therefore, students who observe or are exposed to bullying behavior* are expected address their concerns with the bully first. The expected result of this communication is for the perpetrator to agree to respect their peers and stop unwanted behaviors. This will be considered a warning. If the bullying behavior persists, students are expected to seek the help of an adult (i.e. teacher, supervisor, administrator, etc.) to solve the problem. Retaliation against anyone who tells an adult when bullied, or who helps in an investigation, is prohibited and constitutes bullying behavior.

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.

1 st Referral	2 nd Referral	3 rd 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	3-5 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	

How to file a complaint

OCEAA is committed to providing a safe learning environment for all students. Any student who believes that he/she has been subjected to discrimination, or harassment (including bullying, intimidation, or retaliation) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability in any OCEAA program or activity should immediately contact the School Director to file a complaint. Any parent can contact the School Director to file a discrimination/ harassment complaint on behalf of their child.

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.

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.

OCEAA 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 <ul style="list-style-type: none"> ○ 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. ● 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.

OCEAA Student Life

Student Activities

School and FSO Sponsored Activities

Throughout the year, activities are planned by both the school and the parent organization (FSO) in which students and families participate. These include festivals, skate nights, restaurant days, bookstore events, concerts, etc. These activities give students a chance to socialize outside the normal school day and families a chance to develop support systems.

Art Performances and Exhibits

OCEAA students of every age participate in at least one arts performance and exhibit per year. These performances and exhibits may be held at Wednesday assemblies, at the Winter and End of Year Extravanzas, at local art museums, or at other times and locations. These activities are important experiences that develop skills in confidence and creative expression.

Middle School Student Leadership

The middle school Student Leadership Team (SLT) provides an opportunity for middle school students to engage in a structured partnership with teachers, parents and school administration in the operation of their school. It gives students an opportunity to acquire communication, planning and organizational skills which will benefit them in their future lives. SLT members take responsibility for various projects in their school community.

Middle School Dances

School dances are sponsored by OCEAA's Student Leadership Team and middle school teachers. These dances are for OCEAA's 6th through 8th grade students only. Students attending school dances are expected to observe standards of acceptable conduct and dress. Students must remain in the designated area until the end of the dance. Parents or guardians are expected to pick up students on time - no student will be allowed to walk home after dark. No one will be allowed to leave and re-enter the dance area. Participation in all middle school activities, including dances are dependent upon meeting the requirements listed in the *La Secundaria* Handbook.

Activity Restriction

Students who misbehave at a school sponsored activity or event may jeopardize their participation in future assemblies, dances, events, etc. Students must attend school in order to participate in any extracurricular events taking place on the same day.

Off-Campus Behavior

Misbehavior that occurs during off-campus activities will be dealt with in the same manner as on-campus misbehavior. Students must follow all school expectations while attending an off-campus or after-school event or activity.

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.

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. Regulations restricting the use of School Technology also apply to Personal Technology used at school and school-related activities.

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 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 On-line Materials

Students shall not use School Technology to access the following:

- Social network sites, including but not limited to Facebook, Twitter, Instagram, Snapchat 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.

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 for 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 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, 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 cyber-bullying. I can prevent cyber-bullying 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.

Nutrition Services Department

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 decision that determine how student health and teaching a healthy lifestyle is a priority throughout the school.

We encourage all students and families to get involved by joining the Wellness Committee, visiting the "Nutrition Services" section of the OCEAA webpage(<http://www.oceaa.org/garden-grill/>), or just stopping by the Garden Grill anytime to speak with a member of the Nutrition Services Team.

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.

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.
- OCEAA will limit celebrations that involve food during the school day to no more than one party per class per month. Each party that includes food or beverages must meet the nutritional standards as established by the USDA dietary guidelines {please refer to the FOOD GUIDE on the website for ideas or check with your child's teacher for further details}. All celebrations and events will be held after the class' scheduled lunch period.
- 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 receives qualification information and an application to participate in this program. All families are encouraged to submit 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 immediately to arrange to cover the check.

Parent Involvement

School – Parent Compact

OCEAA's school-parent compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve high academic standards.

As a school, OCEAA will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet high student academic achievement standards
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences, Class Dojo, and other methods.
- Provide reasonable access to staff through an “open door” policy
- Provide opportunities for parents to volunteer and participate in their child’s class
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

As a parent, I will:

- Support my child’s learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis
- Support my child’s learning by reading with him/her
- Help set a positive tone for learning with my child
- Strive to make positive use of my time with my child (“quality” one on one time)
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)
- Provide a time for homework completion
- Support my child’s class/school (i.e. helping in class/school, volunteering in my child’s classroom/school, communicating with my child’s teachers, attending school events when possible, etc.)

As a student, I will:

- Proudly follow the ORCA habits of work and learning taught at our school
- Ask questions when I am not sure about a lesson or an assignment
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork
- Be the very best ORCA I can be each and every day in order to achieve my goals and make a difference in my community

FSO

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

- Fundraising, especially towards field trips and activities for all students.
- Helping OCEAA families in need with our time, talents, and funds.
- Encouraging family involvement by all families with the requested volunteer hours (3 hours per trimester (9 annually) per child).
- Disseminating information in a positive and responsible way.
- Community building between school and families.

Parent Volunteer Expectations

Research has shown that when parents are involved in their child’s education, they do better in school. And when parents are involved in school activities, children are more apt to succeed, and overall school performance increases. Students also are more likely to become life-long learners.

OCEAA was founded on the principle that teachers and parents together can make a positive impact in the lives of our families and our community. It is strongly encouraged that every family volunteer at least three (3) hours per academic trimester per child. Such activities may include copying, making instructional materials, filing, chaperoning, teaching/demonstrating or assisting however there is a need. Such service may take place during the school day, evenings or even on the weekend.

OCEAA does not require volunteer hours and we do not track individual family hours for purposes of enrollment or other benefits. A logbook is maintained in the front office solely to document overall volunteer hours for grant applications, insurance purposes and statistical data. If a parent would like us to keep track of their hours for community services, immigration or other legal purposes, they must speak to a member of the Administration to make prior arrangements.

We thank our families for their support because together we can make a difference!

Volunteering/Community Service by Minors & Former Students

OCEAA partners with the Orange County School of the Arts to place volunteers under age 18 in classrooms with cooperating teachers. For more information about this program contact Erica Vicario, Arts Coordinator, at evicario@oceaa.org

Former students who wish to volunteer or complete community service hours at OCEAA must make prior arrangements with a teacher or other staff member who will alert the receptionist to the students' arrival. Students must sign in at the front office and wear a visitor badge; if under 18 years of age, the front office staff must confirm parent permission to be at OCEAA. Students who show up to volunteer without making arrangements with staff ahead of time will be turned away.

Family Engagement Policy

It is the policy of the OCEAA administration, faculty and staff to:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs. This will be accomplished through representative meetings (FSO, ELAC, SSC), bulletins, surveys, and periodic updates.
- Hold annual meetings to inform parents of their school's participation in Title I and to explain its requirement. This annual meeting will be held at Back to School Nights in the fall.
- Provide information to parents in a timely manner through weekly bulletins, parent conferences, Class Dojo and social media.
- Provide opportunities for parents to volunteer.
- Provide parents with explanations of the school's overall student achievement and their child's individual student test results. Individual student's progress will be shared through parent conferences, and the school's overall achievement will be shared through the school dashboard and through periodic updates.
- Provide parents a description and explanation of the school's curriculum, the assessments used to measure student progress, and the standards students are expected to meet.
- Offer regular and flexibly scheduled meetings for parents to make suggestions, share experiences, and participate in decisions relating to the education of their child.
- Provide timely responses to parents' suggestions.
- Develop and distribute a School-Parent compact.

- Provide parent and family engagement programs that provide materials and training to help parents work with educators as partners to monitor and improve their child’s achievement, including:
 1. Parent / Teacher Conferences
 2. Parent Workshops
 3. Family Nights
- Make sure that information related to school and parent programs is sent to the parents in a format and language that parents can understand.
- Provide other practical support for parental involvement activities as parents may request.

Visitor Policy

Any visitor entering the school grounds must register in the Office, identify themselves and the nature of their business, and receive a Visitor’s Badge. *Parents may not go to the second floor before 8:00am without signing in at the front desk and having the receptionist confirm a scheduled teacher appointment.* This is to ensure that teachers have the time they need to prepare for instruction before students enter class.

No student is allowed to bring visitors to school without prior teacher permission. This includes parents/guardians who wish to eat lunch with their child. The School Director and/or designee reserves the right to exclude any visitor from campus if the visitor’s presence interrupts school business and/or student learning. Anyone wishing to observe in the classroom must make prior arrangements with the School Director.

It is required that all visitors and volunteers must sign-in at the front desk and receive a “Visitor Badge” as identification. They must also sign-out when leaving the premises. This is for the safety of the children and staff as well as the visitor in case of an emergency. This signing in process also helps us track the number of hours families have volunteered.

AFTER 8:10 AM PARENTS AND VISITORS MUST USE THE FRONT ENTRANCES OF THE MAIN AND ANNEX BUILDINGS

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 must sign in and obtain a visitor badge at the administrative office before entering campus during school hours. Parents and guardians must identify the purpose for their visit to campus. Consent to enter campus is limited to the purpose identified by the parent or guardian. Once the purpose of the visit is complete the parent or guardian must leave campus in a timely fashion.
- Parents and guardians must schedule an appointment to meet with a teacher or an administrator. Parents and guardians will not be permitted to meet with a teacher or an administrator without an appointment unless exigent circumstances exist as determined by the teacher or administrator with whom the parent or guardian desires to meet.
- Parents and guardians acknowledge that their presence on campus may disrupt the learning

environment. Accordingly, parents and guardians agree, to the extent reasonable, to limit their interactions to only those individuals related to the purpose the parent or guardian is visiting on campus.

- 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.

OCEAA Student Health and 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 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.

Students not attending After School Programs should depart OCEAA by 3:25 PM at the latest on Mondays, Tuesdays, Thursdays and Fridays or 1:55 PM on Wednesdays. Kindergarteners not attending After School Programs from January through June should depart by 2:20 PM on Mondays, Tuesdays, Thursdays and Fridays or 1:20 PM on Wednesdays.

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 7:00 am. Similarly, parents/guardians are to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel.

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 School Director or designee.

Field Trips

Each class will schedule field trips during the year to enhance the instructional program. All planned trips away from the school grounds, including athletic trips and outdoor education programs are subject to specific guidelines. Students must have written parental permission in order to participate. The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Teachers will notify parents if volunteers are required. Parents who consistently complete their volunteer hours may be given priority for attending field trips. For safety, siblings are not allowed to attend school field trips without prior teacher permission. No siblings are allowed on the bus for any field trips. The parent is responsible for any entrance fees.

First Aid

While conducting the trip the teacher, employee or parent chaperone shall have a first aid kit, which includes emergency contact information for each student in his/her possession. No student will be released from a field trip without completing the sign out procedure.

Supervision

Students on approved trips are under the jurisdiction of the school and are subject to the school rules and regulations. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their conduct. The ratio of adults to students on school-sponsored trips shall be at least one to ten. Adult chaperones must be at least 21-years of age.

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