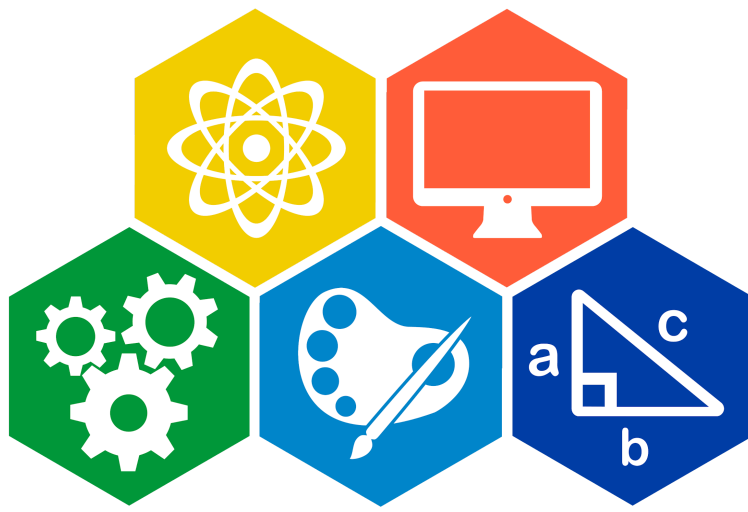




OCASA

OCASA Middle School
Parent/Guardian/Student Handbook
2025-26

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OCASA's Mission Statement:

OCASA is a joy-filled, student-centered, collaborative community that inspires growth through a personalized learning experience.

OCASA's Approach:

OCASA students learn by doing. They are encouraged to ask questions, make discoveries, take risks, observe patterns, exhibit creativity, and reflect on their own work. OCASA schools are designed to help students launch their bright futures.

Parent/Guardian and Student Welcome Letter

Dear OCASA Middle School Families,

Welcome to a brand new school year at OCASA Middle School! I am thrilled to welcome you and your student to our dynamic and growing community, where learning, character, and connection come together to create an enriching school experience for every student.

This year promises to bring even more opportunities to engage, collaborate, and grow together. Whether your family is returning or just joining us, please know that you are an essential part of our school community, and we value the partnership between school and home!

As we at OCASA Middle School continue to build a culture of academic excellence and student well-being, we invite you to participate in the many opportunities to support your student's journey throughout the school year. From parent sponsored events and volunteer opportunities to student led workshops and presentations, we hope you'll find ways to get involved that work for your family.

Please take time to review our Parent/Guardian/Student Handbook, which outlines important information about school policies, expectations, and your rights and responsibilities. Reading and discussing this handbook together as a family is a great way to start the year aligned and ready to succeed. If you have questions or would like clarification on any policies, I invite you to reach out directly.

At OCASA Middle School, our mission is to provide every student with a challenging and meaningful education in a safe, supportive environment. We are committed to whole-child development and fostering leadership, curiosity, and confidence in each student. With your partnership, I am confident we'll make this year a great one.

Thank you for being part of the OCASA Middle School family. Let's make it a year to remember!

With appreciation and gratitude,



Nathan Parr
Principal
OCASA Middle School

SCHOOL COMMITMENT

OCASA Middle School believes that schools have the responsibility to equip their students with the basic skills necessary to be successful in life. However, educating students is a three-way responsibility shared by each individual parent/guardian, the student, and the school. Without the collaboration and cooperation of all three parties, success will be limited.

OCASA Middle School is committed to providing the necessary resources for a sound secondary education program. In turn, students and parents/guardians must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the school, the parent/guardian and the student commitments should be as follows:

OUR SCHOOL COMMITMENT IS TO:

1. Employ a highly-qualified certificated staff who know their subject matter and who understand the sociological, physiological and psychological make-up of adolescents and young adults.
2. Provide a positive, constructive, and academically rigorous learning environment.
3. Provide the required standards-based curriculum to meet student needs.
4. Provide materials and equipment necessary for state mandated instruction.
5. Provide a safe learning environment where students can attend school without fear.
6. Establish reasonable expectations regarding student behavior.
7. Provide parents/guardians with regular reports on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.

PARENT/GUARDIAN COMMITMENT

1. ***Insist that your student attend school every day*** unless illness or a family emergency occurs.
2. Attend school events, participate in parent volunteer opportunities and support your child's effort and accomplishments.
3. Call the school office when the student is going to be absent. Send a note when the student returns from an absence. Please refer to the **ATTENDANCE** section of the handbook for further clarification of this process.
4. See that the student gets the appropriate amount of sleep on school nights to be attentive and alert in class.
5. Ensure that the student is dressed appropriately as ***per the school Dress Code***.
6. Provide uninterrupted study time in a quiet and orderly place to study and complete course work. Encourage daily reading time after school for the student.

7. Check with the student daily regarding assignments and monitor completion of assignments. Your student's progress and practice may be monitored through the Summit Learning Platform as well as through the Parent Portal on PowerSchool.
8. Contact teachers immediately to request a conference with the school staff if there is a question concerning student progress.

STUDENT COMMITMENT

1. Attend assigned classes daily unless illness or a family emergency occurs.
2. Turn in completed class assignments on time and follow up with teachers for any make-up assignments due to absence(s). **This is the responsibility of the student!**
3. Be prepared with the necessary materials each day.
4. Ensure you are dressed appropriately, wearing appropriate uniform/apparel as per the school Dress Code.
5. Seek immediate assistance from the teacher when class assignments are not understood.
6. Be attentive in class and remember it takes commitment to gain the best education possible.
7. Follow all school-wide expectations and rules.
8. Ask for assistance from your teachers and school personnel when academic or personal problems occur which inhibit learning.
9. Use school technology responsibly and respectfully, following all digital citizenship guidelines and using devices only as instructed by teachers.
10. Contribute positively to the school community by treating others with kindness, participating respectfully in class, and supporting a safe and inclusive environment for all.
11. Treat all school facilities, shared spaces, and individuals in our building with care and respect, recognizing that we share this campus with others and are responsible for maintaining a clean, safe, and welcoming environment.

GENERAL POLICIES

SCHOOL & OFFICE HOURS The regular school day runs from 8:15-2:45. The school office is open from 8:00 am to 4:00 pm Monday-Friday. Parents/guardians are expected to arrange for student transportation to and from school daily. Apart from supervised school activities, students must vacate the premises after school. Students are expected to leave the campus when the school-sponsored activity ends.

EMERGENCY CONTACT INFORMATION The front office must have a current student Emergency Card, signed by a parent/guardian, on file. If at any time during the school year there is a change in information, please notify the front office immediately.

PARENT CUSTODY DOCUMENTATION If you have specific limitations related to the release of your child to a natural parent/guardian, please be aware that we must comply with various sections of the civil code relating to the dissolution of marriage. We must have documentation specifying which parent has official custody of the child. Therefore, we are requesting that you present us with a copy of the court order which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent/guardian upon his/her request.

DROP-OFF/PICK-UP PROCEDURES

Arrival Procedures

Arrival runs from 8:00-8:15am every day. We recommend students arrive no later than 8:10am to ensure they have enough time to get settled before their first class. OMS parents drop-off their student(s) by using the side, front entrance. Please follow the security guard's directions for OMS pick-up/drop-off, as Temple Beth El has other events during the year.

Late drop offs must enter through TBE's office, located at the front of the building.

As parents are directed to drive around the building, the front lane is reserved for pedestrian traffic, and the back lane is reserved for our families to drive in, this is the lane you will use to continue to wrap around the building to get to OCASA's entrance.

The speed limit on campus is 10 miles per hour. Please use caution, as other groups are also entering/exiting TBE during morning drop-off, as this is a shared space.

Dismissal Procedures

Dismissal occurs at 2:45pm on Monday, Tuesday, Wednesday and Friday and 12:40pm on Thursday. Students will be sent outside to the green play area to await pickup. Please drive with care and caution, as many different groups will be entering and exiting the building at this time, too.

If your child is not picked up within 15 minutes of the daily schedule ending, a phone call home will be made. If a student is not picked up within 30 minutes of the daily schedule ending, a listed emergency

contact will be called. If no contact information is available or no call is connected for student pickup, with which no information on parent/guardian whereabouts are known, child protection services and/or the police may be called to assist further.

The speed limit on campus is 10 miles per hour.

Mid-Day/Early Pick Up

To pick up your child mid-day, enter through the front office of the temple and come to OMS' office to check your child out of school. We will provide you with a pass to pick up your child from their classroom. We cannot bring students out to the curb.

If you know that you will be arriving early for pick up, please inform the OMS office about mid-day pickups ahead of time. This is not a requirement for early pick up, just a courtesy to aid office staff in scheduling.

If your student will need to leave school early for any reason, you must come to the front office to sign your student out and we will call the classroom to have your student meet you in the office. We cannot bring students out to the curb. If you know that you will be arriving early for pick up, please message the front office ahead of time to help our staff coordinate more smoothly. Students will not be allowed to walk or bike home to meet a parent for an appointment or walk to their scheduled appointment from school. Please be prepared to show the office staff a photo I.D.

LEAVING SCHOOL DUE TO ILLNESS A student needing to leave the premises during the school day due to illness **MUST** first report to the office. Students may **ONLY** leave campus with an adult designated on their EMERGENCY INFORMATION/MEDICAL RELEASE form.

EMERGENCY PREPAREDNESS Our school has a plan should a disaster occur during the school day. Please review the items listed below:

1. The principal and staff will be responsible for all students until a parent or authorized person arrives. **Be sure to bring a photo I.D. in order to pick up a child. Students will not be released to anyone without a photo I.D.**
2. **Please *DO NOT CALL* the school. Information will be shared with parents as soon as possible.**
3. Parents are asked to keep cell phone numbers up to date in Parent Square so that we may text you in the event of an emergency.
4. Maintain a calm appearance and positive attitude in the presence of the students.
5. If the school is evacuated, a sign will be posted on school grounds to inform community members of the evacuation center.
6. In the event of a Lock-Down, students will not be allowed to leave campus until an all-clear is given to the school by authorities.

LOST OR DAMAGED SCHOOL PROPERTY

If a school textbook, classroom library book, iPad, MacBook, or any other school item is lost or damaged,

it will be the responsibility of the parent/guardian to cover the cost of replacement or repair. This policy applies to **all school property**.

The following fees will be assessed:

- **\$100** – For broken screens, key/keyboards, cameras, or other damage
- **\$800** – For a lost/destroyed MacBook
- **\$50** – For a lost or broken charging adapter (either the charging block or cord)

All items should be returned in good condition. Fees must be paid prior to the release of report cards, yearbooks, or participation in end-of-year activities.

OCASA is not responsible for student's lost or stolen personal technology they choose to bring to school. All students will be issued MacBooks. They do not need to bring personal technology items to school.

CLASSROOM INTERRUPTIONS

We seek your cooperation and assistance in establishing an atmosphere conducive to the development of uninterrupted academic learning time.

You can help us by:

- Leaving lunches, projects, etc., in the front office for delivery to your student(s).
- Limiting messages to be delivered to your student(s) after school has begun.
 - This includes text messaging and phone calls. Students ARE NOT ALLOWED TO USE CELL PHONES/ELECTRONIC DEVICES during the school day while on campus.
 - Students receive consequences for using their phones in class when not authorized by their teacher. Messages to students can go through the office. Students are allowed to use the phone in the office at any time if they need to contact you.

VISITORS ON CAMPUS Visitors are not permitted on campus or at school activities without prior authorization and/or a specific purpose. All visitors (including alumni) must report to the office and sign in upon arrival. In order to better protect our students, visitors and staff, all visitors are required to show a valid, government-issued ID. A Visitor's Badge must be worn in clear view if presence is approved by an administrator.

VOLUNTEER POLICY Thank you for your willingness to share your time and talents with OCASA, our staff and our students. Without your help, many of our programs would not be possible. Please know that we appreciate your dedication to our school. While we appreciate your willingness to volunteer with OCASA, please be assured that *parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school.*

The following information will help to clarify your role in the classroom and at school as well as provide the steps necessary to become a volunteer on the campus.

How To Become Eligible To Volunteer At OCASA

Please contact the front office to obtain a Live Scan fingerprint clearance form. All volunteers must be screened and approved through the Department of Justice and FBI in order to volunteer with students both inside and outside of the classroom. Once your fingerprints have been processed, OCASA

will be notified of your status. Please check with the front office to determine your clearance status.

Every time you are on campus, you must sign in through the front office. You must present your Driver's License/State ID. You will be given a visitor's pass which is active for 24 hours.

All volunteers must attend Volunteer Training prior to volunteering on campus.

Health Considerations If you are ill on the day you are supposed to volunteer, please do not come to school. As a courtesy, please notify the school or the teacher if you are unable to complete your volunteer opportunity.

Important Volunteer Guidelines

- **Confidentiality:** When volunteering, you may have access to confidential information. Volunteers are expected to maintain strict confidentiality with any information concerning students, staff or other OCASA families. This includes students' grades, records, and abilities. Should there be any concerns related to the information which is learned, please discuss this information with your student(s) teacher or the Principal. All volunteers will be asked to sign a "Volunteer Agreement" prior to volunteering at OCASA.
- Volunteers DO NOT discipline students. Provide "instruction or redirection" to students regarding behavior. Any discipline problems need to be reported to the teacher in the classroom.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave the classroom. These are teacher responsibilities.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers must not interrupt class time. Please turn off your cell phones when volunteering.
- **Volunteers are not to bring other children/students into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.**
- Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers may not give any medication to students.
- Volunteer comments should not be written on student papers.
- Volunteers should not laugh at or belittle student answers or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Comparing and criticizing teachers, staff and students is not acceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by a school administrator or teacher for a school project.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in/out and wear an identifying nametag while on the school campus.

Communicating with Students The following suggestions are provided to help you communicate with the students to get positive results:

- Be sure that the student(s) understand what you are saying. We sometimes use words they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Instruct students as though you expect them to comply. Give explicit instructions, sufficient

warnings and time. For example, “Stephen, in five minutes, you will need to stop painting and clean up your supplies.”

- If students gain your attention and praise ONLY when they behave appropriately, they will soon learn that you expect proper conduct.
- Positive statements greatly influence students’ attitudes about themselves and contribute to their success-building experiences.

Examples Of Phrases To Use To Encourage Students

- “I like the way you are working (and include an explicit description of the work).”
- “That’s right! Good for you.”
- “That’s quite an improvement.”
- “Good thinking.”
- “I’m very proud of the way you worked today.”
- “It looks like you put a lot of thinking into this.”
- “That’s respectful behavior. Thank you!”

CONDITIONS FOR CLASSROOM/SCHOOL VISITATION AND REMOVAL POLICY

While OCASA encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, OCASA also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

1. Parents/guardians and other visitors, including children who are not students at OCASA, shall not loiter on the premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students. Parents/guardians and other visitors are expected to leave the campus premises upon conclusion of any business matters or after dropping their student off at school.
2. If a parent or guardian wishes to visit OCASA to view the educational program, the visitor must abide by the following procedures, which have been developed to ensure the safety of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 27, et. seq.:
3. Visits during school hours should first be arranged with the teacher and Principal or designee at least three (3) days in advance. ***Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Principal or designee.***
4. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity. All visitors must wear a visitor’s badge while on campus.
5. The Principal or designee may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor’s presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in distribution or use of unlawful or controlled substances.
6. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following posted requirements, he/she will be guilty of a

misdemeanor.

7. Any visitor that has his/her registration revoked for fourteen (14) days may request a hearing before the Principal or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Principal or the Board President within five days after the denial or revocation. The Principal or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal shall be held within seven (7) days after the Principal receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the President receives the request. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy. No electronic listening or recording device may be used by students or visitors in the classroom without the teacher's and Principal's written permission.

Penalties

1. Pursuant to the California Penal Code Section 626.7, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending OCASA activities for any purpose for a period of three (3) years.

CIVILITY POLICY

Members of the Orange County Academy of Sciences and Arts staff will treat parents and other members of the public with respect and expect the same in return. The school is committed to maintaining orderly educational and administrative processes, in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

OCASA seeks to promote mutual respect, civility, and orderly conduct among school employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting school employees as positive role models to the children of this school, as well as in the community, OCASA encourages positive communication and discourages volatile, hostile or aggressive actions. The school seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the Principal or designee.
2. If any individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, he/she will be asked to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending party will be directed to leave promptly.
3. Disruptions on the part of a staff member or behavior that would be considered insulting or demeaning towards others by a staff member would be treated as described in number two (2) above. Appropriate disciplinary action is to be taken in accordance with the current collective bargaining agreement.

When an individual is directed to leave under such circumstances as addressed in the above, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code Section 44811 and California Penal Codes Sections 415.5 and 626.7 if he/she reenters any district facility within 30 days of being directed to leave or within seven days if the person is a parent/guardian of a student attending the school. If an individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. The Principal, upon consultation with the involved parties, will determine if further action is necessary, such as written notification or conference.

Safety and Security

1. When violence is directed against an employee or there is theft of property, employees shall promptly report the occurrence to their principal or supervisor. In addition, any attack, assault, or threat made against an employee on school/OCASA premises at a school/OCASA-sponsored activity should be reported to law enforcement.
2. An employee whose person or property is injured or damaged by willful misconduct of a student may ask OCASA to pursue legal action against the student's parent/guardian.
3. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. If no written policy is available at the time of the occurrence, the chief administrator may follow the incident with written notification to or a conference with the individual. An employee who is a witness to a violation of this policy will immediately notify his/her supervisor and provide a written report of the incident.

PERSONAL BELONGINGS Children should not bring personal items to school that are non-school related. OCASA is not responsible for the loss of any of these items. Administration and staff may confiscate such items if they are present on the campus during class or during recess.

ANIMAL POLICY

Personal pets and animals are not allowed on campus, unless with prior approval from the Principal. Please do not bring your dog or other animal while dropping/picking your student, while volunteering, or on field trips.

Service and Emotional Support Animals Service animals, as defined by the American with Disabilities Act, are permitted on campus. A "service animal" is any dog/horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The inquiries that can be made when someone shows up with an alleged service animal: (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform. However, these inquiries will not be made if it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (for example, it is usually pretty obvious when an individual is using a seeing-eye dog). A person who knowingly and fraudulently represents that an untrained dog is a service dog may be guilty of a misdemeanor and/or fine. (28 CFR sections 35.104, 35.136, 36.104; 36.302; Cal. Penal Code section 365.7)

A "support animal" whose sole function is to provide comfort and emotional support, does not qualify as a service animal under the American with Disabilities Act. The protections and access granted to service dogs under the law are not also extended to support animals. Therefore, OCASA will deny campus access to emotional support animals unless specified by a student's IEP or 504 plan.

CLOSED CAMPUS Students are not permitted to leave campus once they arrive, for any reason, without permission granted through the office. Students may ONLY leave campus with an adult designated on their EMERGENCY INFORMATION/MEDICAL RELEASE. THE PARENT/GUARDIAN OR EMERGENCY CONTACT PERSON MUST PRESENT A VALID ID TO PICK UP STUDENT.

Any person who enters the campus during the day may be approached for safety reasons. Any person who brings a student an item during the day should label it and drop it off at the front office. ***All visitors must report to OCASA's front office immediately upon arrival at the school.*** Please refer to VISITORS ON CAMPUS section of the Parent/Student Handbook.

CLASSROOM CHANGES School-initiated changes related to class placements or class withdrawals will be made at the discretion of the principal or his/her designee. Any other class placement changes will take place only at the end of each semester in preparation for the upcoming semester.

SNACK & LUNCH POLICY Food and drinks must be consumed in designated areas, with the exception of approved activities. Littering is unacceptable.

Students are to eat only in the designated eating areas on campus. Any food/beverages removed from designated areas will be confiscated and discarded. Eating in a teacher's classroom requires prior approval of said teacher. Students are expected to deposit trash in the receptacles provided.

All outside food must be preapproved by and checked in at the office. Outside food must not be shared with other students without prior approval from an administrator. Lunch may be dropped off by parents or caregivers only. ***We will not accept deliveries from DoorDash, Uber Eats or any delivery services.***

AS A REMINDER, WE ARE A NUT FREE CAMPUS. Please be sure not to send any food containing nuts.

MEDICATIONS

OCASA cannot guarantee access to a school nurse. If a student is ill, it is the responsibility of the parent to seek medical assistance. In the event of an emergency, the school may contact an appropriate emergency professional for assistance. Only prescribed medication may be administered during class periods, if necessary.

ALL PRESCRIPTION and ALL NON-PRESCRIPTION MEDICATIONS (aspirin, topical ointments, etc.) must be brought to school in their original packaging, left in the front office and administered by designated school personnel. A student may not take non-prescription medication by himself/herself.

A parent consent form with doctor's approval must be on file in the office for administering ***ANY AND ALL PRESCRIPTION and ALL NON-PRESCRIPTION MEDICATIONS.*** The school assumes no liability for possible complications which may arise. AT NO TIME is a student or non-authorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to another student.

POSTERS/ADVERTISEMENTS Any student or group wishing to post or distribute notices or advertisements of any kind on school property must present them to the Principal for approval. Postings without approval will be removed and discarded.

YEARBOOK Yearbook sales will be announced throughout the year, and will be sold during registration and at other designated times.

STUDENT BUSINESS The office is open for student business before school and after school. No student business may be conducted during class hours even if the student has a non-academic class, such as aide or P.E.

LOST & FOUND OCASA is not responsible for lost or damaged articles. All lost items may be claimed

before or after school. At the end of the month, all clothing items remaining in Lost and Found which have not been claimed will be donated to charity.

DEBTS School debts are submitted to the office and entered into the student's account. This account then becomes "frozen" until all debt is resolved. Examples of debt include, but are not limited to: lost, damaged, non-returned school club fundraising debts, returned checks. To clear this debt, the item(s) and/or payment must be submitted to the office. Additionally, participation in school sponsored extracurricular activities may be prohibited until debt is resolved. If there is a discrepancy, please check with the office.

RETURNED CHECKS Please resolve any returned checks immediately. Cash or money order must be returned to the office to cover the amount of the check, plus the bank fee. Returned checks are a debt on the student's account. Failure to resolve the matter promptly may result in the student's loss of purchased items in order to recover funds from returned checks (e.g. yearbook, ASB activities, etc).

FIELD TRIPS

School-approved field trips are an important extension of class activities at OCASA and are designed to enhance students' learning experiences beyond the classroom. Participation in field trips is a privilege and requires the return of a signed permission slip to the coordinating school staff member by the indicated deadline.

All school rules, including the school dress code and code of conduct, remain in effect during field trips. Attendance criteria (such as academic performance and behavior) may be considered when determining eligibility. Students may lose the privilege of attending field trips as a result of the school's progressive discipline policy.

To make these enriching experiences possible, donations are needed to cover the associated costs (e.g., transportation, admission fees, and other expenses). We encourage families to contribute if they are able. However, no student will be excluded from a field trip based on an inability to donate. If your family is unable to contribute at the time of registering for the field trip, please contact the respective field trip coordinator so we can ensure your child is still able to participate.

WORK/STUDY/SERVICE Administrators, teachers or staff may assign Work/Study/Service to any student before school, during lunch or after school if they believe such assignment may have a positive effect on the student's behavior or achievement. An approximate twenty-four (24) hour notice will be given to students who are requested to serve either before or after school.

Work/Study/Service is assigned as a result of irresponsible and/or inappropriate behaviors including, but not limited to, truancies, tardies, dress code violations, or electronics violations.

ACADEMIC HONESTY Academic honesty is a fundamental principle of scholarship. Academic dishonesty includes, but is not limited to such things as cheating; inventing false information or citations, plagiarism, and helping someone else commit any such act.

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests and on independent homework assignments, giving assistance to other students is only with the permission of assigning teacher and/or peer tutors.

Students will be encouraged to learn together, for example, in study groups furthering their knowledge

and understandings by interaction, cooperation and sharing. However, evidence of that learning demonstrated by work to be assessed by the teacher will be the responsibility of the individual student and is to be arrived at independently.

OCASA considers plagiarism and falsification of documents, including documents that are not academically related, a serious matter and will result in disciplinary and/or academic consequences.

Cheating is using or attempting to use unauthorized materials, information, or study aids in an academic exercise. Plagiarism is representing the words or ideas of another as one's own in an academic exercise. Any student who helps another student fabricate, cheat, or plagiarize will be considered to have committed the same offense.

Students are expected to use AI within the parameters set out by

Consequences may include and are not limited to:

- Written warning of misconduct by the teacher and/or Administration, parental contact, and a zero on the assignment.
- Call to parent/guardian from teacher and/or Administration.
- Appropriate consequences in accordance with the progressive discipline policy. .

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION POLICY AND “OPT-OUT” NOTICE

“Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by Orange County Academy of Sciences and Arts (OCASA), without additional notice to you, unless you timely “opt out” of such disclosures, in writing. The primary purpose of directory information is to allow the OCASA to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. With the exception of a release of directory information pursuant to these two federal laws, this school's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we may release such information to requestors that engage in political advocacy, lobbying, or information dissemination related to California charter schools.

If you do not want OCASA to disclose your contact and other directory information from your child's records to such requests without your prior written consent, you must notify us in writing by October 16, 2020.

OCASA has designated the following information as directory information:

- Parents'/guardians' names;
- Address;

- Electronic mail address;
- Phone number;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

ACADEMICS

GRADE POLICY

At OCASA Middle School, grades are intended to reflect a student's academic progress and mastery of grade-level standards. Grades are updated regularly in Gradient and are available for parent and student review. At the end of the semester, final grades (taken from Gradient) will be uploaded into PowerSchool.

The following schoolwide grading scale is used:

- A (90–100%)
- B (80–89%)
- C (70–79%)
- I (0–69.9%)

Teachers provide regular feedback and maintain consistent grading practices aligned with OCASA's academic standards. Students are encouraged to ask questions, seek help, and take an active role in their academic success.

Summative assessments will equal 60% of the student's final grade. Formative work and assignments (homework, classwork) will equal 40% of the student's final grade.

Grades are final once Semester grades are posted in PowerSchool. Students will have multiple opportunities to achieve Rocket Rewards, Rocket Awards and Academic Excellence Awards.

WORK COMPLETION POLICY

Formative work and assignments are assigned to support skill development, extend learning, and foster responsibility. Students are expected to complete and submit homework on time.

- Formative work and assignments submitted **on time** will receive full credit.
- Formative work and assignments submitted **late but within five (5) school days of due date** receive a 1 letter grade drop.
- Homework submitted **after five (5) school days late but before the summative assessment** may receive **up to 50% credit**.

- Late work will **not be accepted** after the unit’s summative assessment is completed.

Students are encouraged to speak with teachers about extenuating circumstances. Extensions may be granted at the teacher’s discretion.

ACADEMIC REPORTING TO PARENTS

Individual parent-teacher meetings may be scheduled at any time **after 2:45 pm** Monday, Tuesday, Wednesday or Friday. Please schedule all conferences directly with the teacher so that adequate time is available for the preparation of materials needed for discussion. Reporting periods during the school year are as follows:

- Fall - There will be one Progress Report in the Fall Semester and then there will be an End of Semester ***Report Card***
 - **The STAR Assessment will be administered to all students during the Fall semester. Score reports will be sent to parents once finalized.**
- Spring - There will be one Progress Report in the Spring Semester and then there will be an End of Semester ***Report Card***
 - **The STAR Assessment will be administered to all students during the Spring semester. Score reports will be sent to parents once finalized.**

DRESS CODE

Our Purpose: OCASA implements a uniform policy to nurture “the whole human” — academically, socially, emotionally, and practically. Here’s how:

- Uniformity fosters focus
Standardized attire minimizes distractions and peer comparisons, allowing all students to engage fully with learning.
- Preparation for varying real-world occasions
Just like in life—where we dress differently for job interviews, sports, or casual outings—OCASA teaches that dressing appropriately signals respect, responsibility, and readiness for diverse environments.
- Encouragement of community identity & belonging
Uniforms create a sense of unity. They visually reinforce the values of collaboration and shared purpose that OCASA promotes.
- Emphasis on personal discipline
Maintaining a neat, well-groomed appearance instills habits of self-care and accountability—qualities essential for adulthood.
- Supports equitable access
By eliminating fashion pressures and focusing on uniform standards instead of brand-name distractions, OCASA helps reduce socio-economic comparisons among students.

OCASA intentionally equips students to think beyond appearance, understanding that while clothing preferences may change with context, the underlying values of respect, purpose, and self-presentation are lifelong essentials.

If students come dressed inappropriately, parents/guardians will be notified of student dress code violations. The Administrative Staff will make the final interpretation of the Dress Code and personal grooming. Students who do not bring dress code PE Uniforms to change into will have their parent/guardian notified, as dress code is one aspect of the grade for Physical Education class. Please refer to the uniform guide to understand PE uniform requirements.

Continued dress code violations will be handled in accordance with OCASA's progressive discipline policy.

It is the responsibility of the parent/guardian to support the school dress policy by making sure children leave home properly groomed and dressed for school.

General Expectations

1. Students must maintain a clean, neat appearance. Parents are expected to ensure students leave home properly groomed and dressed. Students' appearances should not be distracting to the educational process.
2. Uniforms must be neat, clean, and in good condition.
 - a. No torn or ripped pants.
 - b. No jeans or denim material pants.
 - c. No hats or beanies
 - d. Leggings may be worn under the school uniform, but not as standalone bottoms.
3. If an undershirt is worn, it must be white or match the outer shirt. (e.g., a white undershirt with a blue button-down, blue undershirt with a blue polo, etc).
4. Free dress days/themed dress days are at the discretion of the administration and will be announced via Parent Square.
5. Students are expected to bring their PE uniform on PE days. They will change into/out of their PE uniform at school.

Parent/guardians will be contacted for students who are not properly dressed for the school day.

Order OCASA Uniforms Online

Families can conveniently order approved school uniforms through Lands' End. Visit the link below and enter our school number **900206707** to view and purchase OCASA-approved items:

[Lands' End Uniform Portal](#)

Uniforms may be purchased from any vendor ***as long as they match the color and style requirements*** outlined below. School logo is not required on any item.

Required Uniform Items

Option 1

- Gray slack pants
- White button-down oxford shirt (short sleeve), tucked in
- Long plaid tie
- 3 black sweater options:

Option 2

- Plaid shift dress with short or long-sleeved peter-pan collared shirt
- Cross-over black tie
- Gray or black modesty/bike shorts

Option 3

- Plaid skirt, Plaid Skort or Gray Skort
- Feminine or unisex oxford button-down shirt with logo, tucked into skirt

- | | | |
|--|--|---|
| cardigan, v-neck, or vest (optional) | <u>required underneath</u> | • Long plaid tie |
| • Black belt | • Black cardigan (optional) | • Gray or black modesty/bike shorts |
| • Gray, white or black solid socks (<i>no higher than below the knee</i>) | • White, gray or black tights OR | <u>required underneath</u> |
| • Gray, black, white or royal closed-toe shoes | • White, gray or black solid colored socks (<i>no higher than below the knee</i>) | • 3 black sweater options -cardigan, v-neck, or vest (optional) |
| | • Gray, black, white or royal closed-toe shoes | • White, gray or black tights OR |
| | • Plaid/matching hair accessories (optional) | • White, gray or black solid colored socks(<i>no higher than below the knee</i>) |
| | | • Gray, black, white or royal closed-toed shoes |
| | | • Plaid/matching hair accessories (optional) |

PE Uniform

- Black Mini-Mesh Gym Shorts with elastic waistband
- Spirit Shirt (Green for 6th, 7th, 8th Grade students)
- Pull-On Black Sweatpants - ***optional***
- Solid Colored (not Black or White) Hooded Pull-Over or Zip-Up Sweatshirt - ***optional***
- White, gray or black solid colored socks (***no higher than below the knee***)
- Gray, black, white or royal closed-toed athletic shoes (non-skid/with laces)

Optional Uniform Items

- | | |
|--|--|
| • Slack Shorts (gray or black) <i>No jeans or denim.</i> | • 3 black sweater options cardigan, v-neck, or vest |
| • Skort (gray with built-in black modesty/bike shorts) | • Microfiber jacket (royal) |
| • Slack Pants (gray or black) <i>No jeans or denim.</i> | • Fleece jacket (black) |
| • White, gray or black leggings <i>under a dress or skirt</i> | • Socks can be white, gray, black or royal (<i>no higher than below the knee</i>) |
| • Polo shirt with or without logo (royal, gray or white) | • Plaid/matching hair accessories |

ATTENDANCE

Please call the front office or report absences using Parent Square every day that your student is absent. If the front office does not receive a phone call/notice from a parent/guardian, staff will attempt to make contact the students parent/guardian.

Excused Absences Pupils are excused if absent because of illness or other justifiable cause. Children should not be sent to school when they are not feeling well or have a fever. A child who has a fever or is throwing up needs to stay home. Do not send your student back to school until 24 hours have passed without fever or vomiting. If a pupil becomes ill or is injured at school, you will be called to pick him/her up.

Students will be given ample opportunity to make up work that is missed. If your child is absent for 3 or more days, you may request class work from the teacher.

Excused absences are enumerated under California Education Code Section 48205, and include the following reasons:

- Due to his or her verified illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty.
- Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment in a combat zone or combat support position.

Excessive Excused Absences Education Code Section 60901[c][1] defines students with excessive excused absences as a Chronic Absentee. A Chronic Absentee is a student who is absent 10 or more days per semester (includes both excused and unexcused absences/tardies) or 10% or more total days based on total days students are enrolled in the school year.

Unexcused Absences Examples of unexcused absences include, but are not limited to:

- Family vacations / reunions
- Religious retreats that exceed four (4) school hours
- Theme Park excursions
- Non school-related sports events / competitions
- Acting, movie, or commercial shoots
- Theme camps (i.e. cheer camp, dance camp, baseball camp, etc.)
- Other activities not enumerated under California Education Code 48205 that are deemed unexcused by the principal or a designated representative pursuant to uniform standards established by the governing board.

Truancies Pursuant to State Law (Education Code 48200 et. Seq., Penal Code 272), all students 6-18 years old are required to attend school. Parents and/or students may be prosecuted for failure to follow this law. Students shall be classified as truant if absent from school without permission, leaving campus without permission, and not clearing legitimate absences within three (3) school days. Possible consequences for 3 or more truancies may include fines up to \$500, incarceration, restriction of driving privileges, probation, and the imposition of Community Service.

Absences must be cleared **within 3 days** of the student's return to school. **Failure to clear the absence within this time frame will result in the absence being marked as Truancy.**

NOTE: A STUDENT HAVING AN UNEXCUSED TARDY TO SCHOOL IN EXCESS OF THIRTY (30) MINUTES IS TRUANT TO SCHOOL. Education Code Section 48260 states that any

pupil subject to full-time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the Principal.

HOMEWORK REQUEST

In the case of extended illness (three days or more), assignments may be requested on the 3rd day of absence. Please call or email the front office before 9:00 A.M. to allow time to have materials ready for pick up after school between 3:15– 3:30 P.M. Prior to the 3rd day of absence look for homework online or email teachers.

TECHNOLOGY USE

CELL PHONES/ELECTRONICS

Cell phones and/or other electronic devices can be in student's possession and at school under the following conditions:

1. Students may not use cell phones and/or other electronic devices on campus, including at drop-off and pick-up. ***At all times, phones must be turned off.***
 - a. Students who have cell phones with them will be asked to leave them in a phone caddy throughout the school day. **NO EXCEPTIONS.**
2. All cell phones and/or other electronic devices and accessories (including, but not limited to, earbuds, headphones, bluetooth devices) must be turned off and stored out of sight or they will be confiscated by a teacher or administrator. ***PLEASE NOTE: Wireless/Bluetooth earbuds/Airpods are NOT ALLOWED AT OCASA. All earbuds/headphones must have wires that plug into the Macbook or personal device.***
3. Cell phone/electronic device/accessory use during class is not permitted unless directed by teacher or staff for instructional/educational purposes only.

TECHNOLOGY USE

School computers and personal devices (teacher/administrator approved) allowed on campus are to be used for ***ACADEMIC PURPOSES ONLY***. Guidelines for appropriate computer use include:

- No food, drinks or chewing gum are permitted in classrooms/labs when computers/MacBooks are in use.
- Students may only use the MacBooks or personal devices when directed to do so by a teacher. MacBooks/computers and personal devices are to remain closed during passing periods and as otherwise specified by the classroom teacher.
- Students are to log in to the network using their OCASA google accounts only. Students are not to connect to the wifi using personal accounts.
- Downloading or installing programs on the hard drives is strictly prohibited. Any information saved or installed on the system's hard drive will be removed once the MacBook is returned.
- The school assumes no responsibility for any lost or stolen data including thumb drives. Users are responsible for saving documents on their own media.

INTERNET/TECHNOLOGY POLICY OCASA recognizes that local and wide area network services offer a wide variety of opportunities to further goals and objectives and, therefore, provides network access to its staff and students. Access to this vast resource of information is an opportunity requiring responsible use by each individual. As such, every OCASA user should act in an ethical and legal manner

consistent with OCASA goals and objectives and should conform to appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

The local and wide area networks provided by OCASA include networked computers in offices, schools and other facilities, and the Internet, which gives access to computers around the world. Opportunities provided by this network may include:

1. Access to information from sites around the world.
2. Discussion groups on a wide variety of topics consistent with OCASA goals and objectives.
3. Research and distance learning.
4. Development of curriculum-related projects for publication on the World Wide Web.

Users of OCASA network services should remember that the level of confidentiality of OCASA computers may not be the same as that expected when using their own equipment or Internet services. E-mail files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed.

OCASA has taken reasonable steps to ensure that network use is only for activities that support OCASA goals and objectives. ***Use of the OCASA network or the Internet is a privilege which may be revoked at any time for inappropriate conduct.***

ONLINE CONDUCT Inappropriate conduct includes, but is not limited to:

1. Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
2. Using the network for personal financial or commercial purposes.
3. Using the network for political activities.
4. Accessing or distributing files that contain pornographic materials or obscene or harmful matter as defined in California Penal Code Section 313 (a).
5. Using the network for online gaming or non-school related activities.
6. Unauthorized use of another individual's name or password or allowing another user access to your account or password.
7. Providing another individual's e-mail address or other personal information.
8. Violating privacy rights and/or accessing information of other individuals.
9. Vandalizing equipment or data.
10. Sending or exchanging messages that are inconsistent with OCASA policies.

ONLINE RESPONSIBILITY As a user of the OCASA wide area and local area networks, students agree to:

1. Report any known misuse of the network to the responsible person.
2. Use the network access in an acceptable manner, following all district rules and regulations regarding network use, including being polite, using appropriate language and respecting others' privacy.
3. Use online time and other network resources efficiently and for academic purposes only.

Students who violate the Network/Internet Acceptable Use Agreement, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action including loss of access privileges and/or legal action.

STUDENT SUPPORT

STUDENT SUCCESS TEAM In an effort to support the positive actions of the vast majority of students, OCASA School administrators and teachers are committed to assisting and working with the student(s) and parent(s) as needed to help build strategies for student success. This goal is often accomplished with the assistance of a student success team, which is a compilation of administrators,

teachers, counseling department personnel, parents, and students.

What is the Student Success Team (SST)? The Student Success Team is a group of people at the school who utilize a problem-solving approach in an attempt to help students to be more successful in school, at home, and in the community. The philosophy of SST is based on the belief that the school, home and community need to work together to assist the student with obstacles to his/her success in school. The Student Success Team is a group of people at the school who utilize a problem-solving approach in an attempt to help students to be more successful in school, at home, and in the community. The SST often includes the classroom teacher and Administrator. Others may be asked to attend if it is believed they may assist the student in moving forward with their academic or behavioral progress.

What Makes an SST Meeting Necessary? A student should be considered for an SST meeting when there are significant concerns about a student, be they related to education, emotional issues, social adjustment, retention, chronic truancy, tardies etc.

An SST meeting should also be considered when it is seen as useful to bring the significant people in the life of the student together for discussion and planning. Students can be referred directly by their parents/guardian or by their classroom teachers.

The SST is also responsible to look at those students who may be referred for formal assessment and consideration for Special Education services.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT PLAN (PBIS): PBIS is a school-wide framework for preventing, reducing, and replacing problem behaviors. The purpose of PBIS is to explicitly teach positive, appropriate behaviors while creating an environment in which these behaviors are more acceptable than are other negative, inappropriate behaviors.

Key elements of PBIS include:

- A school-wide focus on the importance of a student's environment and the role it plays in encouraging or discouraging behavior; efforts to continuously strengthen the school climate.
- A team-oriented approach to planning and implementation of interventions and procedures.
- A clear set of behavioral expectations and goals.
- The constant use of data collection and data analysis to facilitate team and staff decision making.
- A tiered approach to interventions (see "Three tiers of intervention" below).
- Direct, explicit teaching of appropriate student behavior in the environments where that behavior is expected.
- A consistent effort to reinforce positive student behavior

Tier 1: Universal Behavior Support

Tier 1 includes the establishment of school-wide expectations. General academic behavior instruction and support is provided to all students in all settings. This includes explicit instruction and modeling of expected behavior.

Tier 2: Targeted Behavior Support

In Tier 2, more targeted instruction and support is provided to students who have exhibited difficulties meeting the school-wide expectations. This instruction and intervention is in addition to and aligned with the core academic behavioral curriculum.

Tier 3 Intensive & Individualized Behavior Support

Tier 3 provides more intensive instruction and intervention based on individual student needs. This instruction and intervention is in addition to and aligned with the core academic behavioral curriculum.

DISCIPLINE

CODE OF CONDUCT & DISCIPLINARY PROCEDURES

OCASA has established policies, procedures and guidelines to promote an environment reflective of the school's mission, purpose, and core values. The administration of the school will provide the structure, support, and order necessary for students to develop their talents and skills to the best of their ability. Students are able to achieve more and grow when clear and consistent policies and guidelines are established. Our goal at OCASA is to help each student become a productive and effective citizen in our society. We know the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The guidelines and expectations that are found in this handbook are in effect on school grounds, off campus during school hours, at school-sponsored functions, or while traveling to or from school activities.

DISCIPLINE The policy of our school is to expect good conduct and courtesy from our students at school, on the playground, and traveling to and from school. Parents, teachers, and school staff have the responsibility to communicate these expectations with our students.

It is important that we maintain a safe and healthy school/classroom climate conducive to learning. Students enrolled at OCASA are expected to conduct themselves in such a way as to show at all times that they understand and accept school policies and rules regulating student behavior.

To support discipline on our campus, we will be implementing positive behavior interventions, which include positive reinforcement of school-wide expectations and consequences for minor and major offenses as stated below.

Minor Offenses Consequences and Procedures	Major Offenses Consequences and Procedures
• Minor offenses are defined as violations that can be redirected. • Progressive Discipline will be applied for minor offenses. • Offenses are cumulative for the current school year.* Past offenses from previous school years will not be calculated when applying progressive discipline for the current school year. *For tardies, progressive discipline will be reset every quarter.	• Major offenses are defined as flagrant violations that warrant immediate administrator attention. • A single violation could be a major offense if it requires immediate administrative attention. • The same repeated offense that cannot be redirected after 3 or more interventions will be treated as a major offense. • Offenses are not cumulative for the current school year except for repeated minor offenses that become a major offense when progressive discipline is applied.
Consequences for Minor Violations*: • Nonverbal cue or verbal warning • Conversation with teacher • Lunch detention • Call home	Inappropriate student behavior will have consequences. Consequences will be assigned by an administrator and are not progressive (except for repeated minor offenses.) Consequences include, but are not limited to:

• Loss of privileges for Field Trips, Fun Days or participation in other activities • Conference with administrator • Conference with administrator and parents/caregivers • Referral for suspension *Consequences may be applied concurrently at the teacher's/administrator's discretion	• Administrative Conference • On-campus suspension • Off-campus suspension • School Placement Meeting • Expulsion as specified below in accordance with California Education Code Section 48900
Examples of common Minor Offenses: • Disruption/interfering with classmates' ability to listen and learn • Failure to comply with rules and specific instructions • Electronic Device/technology misuse • Inappropriate language/profanity • Inappropriate physical contact • Touching others' property without permission • Repeated failure to follow dress code • Tardy/out of class without permission	Examples of common Major Offenses: • Repeated (3 or more) failures to comply with rules and specific instructions (minor offenses) • Repeated (3 or more) dress code violations • Repeated (3 or more) electronic device/technology use violations • Closed-campus violations • Fighting • Excessive Tardies (5 or more per quarter) • Other major offenses including, but not limited to, those specified below

Rewards/Privileges for Meeting School-Wide Expectations include, but are not limited to:

- Participation in scheduled Fun Days
- Permission to attend Field Trips
- Participation in clubs/lunch helpers/school leadership roles
- Eligibility for Student of the Month or other awards
- Positive calls/notes home

Other Major Disciplinary Offenses:

HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING POLICY The Board of Directors of the schools believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the schools prohibit any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

To the extent possible, the schools will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond,

and address any reports of such behaviors in a timely manner. The staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Other types of conduct that are prohibited in school and at school related functions and activities that may constitute harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive gestures, objects, or pictures.
6. Any act of retaliation against an individual who reports a violation of the school's harassment complaint.
7. Statements made about gender, race, ethnic group, religion, color, mental or physical disability, or any basis that is contained in the prohibition of hate crimes.

Definitions Bullying is defined as 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 student or group of students that constitutes sexual harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. 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 the school.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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

Reasonable pupil is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises 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.

Reporting All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to an administrator or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Office. However, oral reports shall also be considered. Reports may be made

anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

OCASA acknowledges and respects every individual's rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

OCASA prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

Investigation Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of OCASA, the Director or designee will promptly initiate an investigation. At the conclusion of the investigation, the Director or designee will notify the complainant of the outcome of the investigation. However, ***in no case may the Director or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.***

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location on campus.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

Appeal Should the Complainant find the Director or designee resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated school employees who are unfamiliar with the case and who have been previously selected and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

Consequences Students who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion, as outlined in OCASA Student Discipline Policy.

FORMAL SUSPENSION AND EXPULSION POLICY

For detailed information on suspension and expulsion policies and procedures please visit <https://tinyurl.com/OMS-POLICY>.