



SAN FRANCISCO  
HIGH SCHOOL  
OF THE ARTS

*Where Passion and Hard Work Deliver Success*

**FACULTY AND STAFF  
HANDBOOK  
2023–2024**

**Revision: 06/28/2023**

## MISSION

The mission of San Francisco High School of the Arts is to provide students with an exceptional education in traditional arts and academics, while focusing on character development. The curriculum nurtures in students universal values and a sense of civic duty so they may positively contribute to the world.

## 宗旨

我們是以重視品德**教育**為宗旨的學校，  
**為**學生提供優秀的傳統藝術與文化知識的**教育**；  
培養學生普世的**價值觀**，  
使其成**為**對社會有責任心的貢獻者。

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# INTRODUCTION

San Francisco High School of the Arts (HSArts) is a non-profit arts school teaching students from grade 6 to 12 in San Francisco. By providing an unparalleled education in traditional arts alongside college-preparatory academics, HSArts has been successful in elevating students' performance in both areas since opening its doors in 2010. HSArts offers a unique Whole-Child Education Model, which is recognized by the Western Association of Schools and Colleges' (WASC) visiting committee, described as “a unique and needed educational option for students not only in California, but internationally as well.”

In 2014, HSArts received full WASC accreditation with the highest rating possible—a full 6-year accreditation—only 4 years after HSArts' start of operation, which was almost unheard of, as pointed out by the WASC visiting committee. The visiting committee report stated, “The program at Fei Tian [now HSArts] is extraordinary, and the San Francisco Bay Area has a treasure in the work that is Fei Tian California [San Francisco High School of the Arts].”

HSArts finished its 3rd WASC accreditation visit and received another full 6-year accreditation in July 2020.

HSArts' Whole-Child Education Model is the key to its success. At HSArts, it is believed that the best education for today's youth is to enrich their lives with the beauty that is reflected in the universal values that permeate all cultures, which include responsibility, respect, honesty, kindness, empathy, and tolerance. Artistic expression is the voice of the soul, and the artistic realm of a masterpiece reflects the artist's true inner world. HSArts' arts programs not only train students in technical competence, but also cultivate in them a noble character that ultimately enables them to fully express beauty in both the inner essence and the exterior form.

Along with quality training in traditional arts, HSArts provides students with a rigorous academic program. It is proven that traditional arts training can help students build character and deepen the learning of academic subjects through focus and self-discipline, developing good study habits, and improving academic efficiency. Students thus improve their Academic Mindset and strengthen their Academic Perseverance, which leads to good Academic Behavior and ultimately great Academic Performance.

HSArts' small average class size (typically 10 students or less) allows students to receive full attention and individualized support from teachers. The positive and family-like environment motivates students to learn. Through hard work, dedication, and the support of caring teachers and peers, our students grow into responsible young adults, and are equipped to succeed in anything they put their minds to wherever their paths may lead them.

# **SCHOOLWIDE LEARNER OUTCOMES (SLOs)**

The SLOs are a list of objectives that express what the School Board wants students to achieve by the time of graduation. Helping students achieve these SLOs is one of the main goals of our faculty and staff. The latest version of these SLOs should be posted in every classroom, and all faculty members should guide students towards accomplishing the SLOs through course objectives and day-to-day lessons.

## **Character Development**

Students at San Francisco High School of the Arts will:

- understand the significance of universal values, including responsibility, respect, honesty, kindness, empathy, and tolerance;
- be able to make upright decisions based on universal values;
- reflect on their own learning and continuously seek ways to improve themselves, while setting high standards for their own actions.

## **Arts Achievements**

Students at San Francisco High School of the Arts will:

- develop a sense for appraising traditional aesthetics, including an appreciation for the moral essence within traditional arts;
- demonstrate solid fundamental skills and continue to pursue advancement in one or more forms of traditional art;
- develop non-cognitive skills such as perseverance, self-motivation, self-discipline, focus, teamwork, self-confidence, and work ethic.

## **Academics Achievements**

Students at San Francisco High School of the Arts will:

- integrate a base of culturally significant skills and knowledge in all core academic subject areas;
- become analytical thinkers who communicate eloquently in speaking and writing;
- maintain the academic mindset of self-determined learners and always strive to apply their knowledge in everyday situations.



# GOVERNANCE

HSArts' governance is by the Board. The Board makes sure all school policies are in line with the school's vision, mission and the SLOs. The Board approves the final draft of the SLOs and schoolwide action plan as well as all other publications at the school. The Board approves every instructional course and its curriculum offered at HSArts. The Board does not involve itself in the day-to-day school operations.

The Head of School of HSArts reports to the Board directly.

## HSArts Administration and Key Positions

### Head of School - Dr. Sherry Zhang

The Head of School supervises all departments, faculty, staff, and programs at the school. She hires or dismisses all school staff and evaluates department directors directly. She has the final say on student admissions in all programs. The Head of School is responsible for ensuring that programs are in line with the school's vision and mission statement and standards of the state of California. It is the Head of School's role to ensure that students have everything they need to graduate successfully. She recommends a budget to the school board.

### Director of Admissions and Enrollment Management - Dr. Shalina Fung

The Director of Admissions and Enrollment Management oversees all aspects of admissions, recruitment and financial aid and will direct the admissions process from inquiry through enrollment. The Director will lead a collaborative effort to develop and implement both short term and long-term recruitment strategies to ensure HSArts meets enrollment objectives.

The Director of Admissions and Enrollment Management is an integral part of the school's administrative team and is responsible for managing all facets of admissions and enrollment to attract, enroll, and retain a diverse and dynamic Grade 6-12 student population. The Director reports to the Head of School.

### Academic Director - Ms. Lona Lou

The Academic Director oversees the academic department. The Academic Director interviews, trains, and evaluates all academic teachers and the school counselor. The director is involved in curriculum development for all academic classes and ensures that instructional staff are following course standards and curriculum guidelines put forth by the state of California, the College Board, UCOP, and the School Board. She approves the purchasing of all classroom textbooks and materials. She collects grades from academic teachers, publishes student report cards for parents, and certifies official transcripts from the school. The director orders and manages standardized tests at the school. All issues related to the academic department are first brought to the Academic Director. She makes the schedule for academic classes and plans events for the academic department during the school year. The Academic Director reports to the Head of School.

### Arts Coordinator - Mr. Brian Nieh

The Arts Coordinator interviews, trains, and evaluates instructional staff for the performing and visual arts programs. He is involved in curriculum development for the arts department and ensures that instructional staff are following artistic standards set by HSArts and the state of California. All issues related to the arts programs are first brought to the coordinator. The coordinator works directly with each arts department, coordinating and assisting with department projects, daily operations, and other needs. The coordinator helps develop curriculum, arrange class schedules and instructor assignments, oversee student and teacher evaluations, and plan events during the school year and the summer program. The coordinator reports to the Head of School.

### **Academic and College Counselors - Dr. Shalina Fung and Peter Zhang**

The Academic and College Counselors specialize in providing counseling and consultations to students, focusing on their educational and career growth. The counselor typically meets with students to discuss their short and long term goals and help by providing them with insights and information or referring them to other services and resources. Moreover, the counselors will assist students by addressing their issues and concerns, giving them emotional support and academic advice, and helping them navigate through various procedures. The counselors make recommendations if students need specialized help. The Counselors report to the Head of School.

### **Dean of Students - Mr. Brian Nieh**

The Dean of Students provides student learning support, maintains the student records, implements new students orientation, prepares and plans students field trips, camping trips and other activities during the school year. The Dean of Students oversees the [Office of Student Affairs](#), which interacts with students and provides them with disciplinary guidance, helping students follow rules stipulated in the students handbook, and identify and resolve student discipline concerns by acting as a mediator. The Dean of Students reports to the Head of School.

### **The Leadership Team**

The Leadership Team is composed of 6 administrators, teachers, department heads and administrative support staff. The Leadership Team meets once a week to discuss all important aspects of school operations as well as student performances. The Leadership Team reviews all major school events, program changes, makes recommendations on school policy amendments and any new policies. The Leadership Team is responsible to lead and coordinate school-improvement initiatives.

The Head of School works closely with the leadership team to generate an atmosphere for learning and development along the lines of the school's mission statement, vision, and the SLOs.

## **ACCREDITATION**

San Francisco High School of the Arts registered with the California State Education Department in 2010. It is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC). HSArts has also registered with the College Board. Our diploma is accepted by all universities in the USA and Canada.



# FACULTY AND STAFF CODE OF ETHICS

HSArts' success depends on commitment, trust, and teamwork. HSArts' Code of Ethics establishes a common set of expectations with the intention of increasing commitment, trust, and teamwork within the school community. It plays a central role in helping our staff achieve the highest ethical standards in their professional activities and interactions.

While the Code of Ethics provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. When making decisions, we should use good judgment to fulfill the spirit of integrity, compassion, and responsibility.

## Faculty and Staff Code of Ethics (All)

- We understand and support the School Mission.
- We strive to integrate the SLOs into all course and classroom activities.
- We exhibit professional standards of attendance, punctuality, grooming, language, self-organization, and relationship to students, as adult exemplars.
- We create an environment of trust, respect, and non-discrimination.
- We strive for continual professional growth, and are open to continuous progress using improved approaches of methodology, teaching, and technology.
- We are open to feedback. We are willing to work together with our teammates and our supervisor in order to improve upon the work and learning environment in the school. We understand that our supervisor is enabled to give us suggestions and we will follow those suggestions.
- If we have feedback for others, first, we are willing to share that feedback directly with the person concerned in a respectful way and are willing to listen to a respectful response from that person in turn. We understand that there could be different ways of looking at an issue and/or different reasons or causes of events. Later, if an issue is not resolved through this initial dialogue, we will bring the matter up with a supervisor for a resolution. We will keep matters confidential and refrain from spreading rumors both in person and online (e.g. through social media).
- We are accountable for what we do, and accept professional evaluation of performance.
- We are aware of and enforce disciplinary procedures as established by school policies.

- We maintain appropriate relationships with students. We are committed to ensuring that staff-student relationships are positive, professional, and non-exploitative. We will not tolerate improper staff-student relationships.
- We are committed to identifying areas for improvement within the school, provide constructive suggestions, and assist with implementing solutions that make HSArts more successful.
- We decline gifts. We will not accept gifts or gratuities valued in excess of \$25 from a single source in a single year (aggregate retail value) or that give the appearance that the gift improperly influenced our decisions regardless of the amount. We will not solicit vendors, lobbyists, parents, or others for anything that provides us a personal benefit different from the public or other staff members.
- We uphold confidentiality. To achieve excellence, our staff must be able to discuss issues frankly, and when appropriate, in confidence. We are committed to abiding by all laws and policies concerning confidential information, including student records, personnel files and agreements, as well as some meeting content, and the sources of comments.
- We understand that our position as instructors of children necessitates a sense of neutrality and objectivity. We know that we should refrain from discussing our personal beliefs and personal relationships with students.
- We are always looking for ways to improve the school. When we see anything that is not up to standard, we should approach it by proposing constructive criticism and suggestions for improvement to the administration.

## **REPORTING TO ASSIGNMENT**

### **Faculty Sign-In and Check-Out Procedures**

- All staff members are to personally clock in on each working day immediately upon arrival at school via with their staff badge or sign-in computer at the front desk.
- Staff members who leave the building at any time during the working day (including lunch hours) must clock out upon leaving, and clock-in upon returning.
- All staff members are expected to check and empty their mailboxes by the end of the week.
- Students are not to be instructed to pick up mail, unless called by the Front Office.
- Access to the Front Office and mailbox areas is restricted to school adults. (Students may access these areas upon receiving special permission from staff.)
- All staff members are expected to check their email inbox at least twice a day, upon arrival, and before leaving school.

- All emails requiring a response should be handled and responded to within two business days.

## **Promptness to Class/Office**

- All teachers and staff are expected to be on time to class, office duties, and scheduled meetings.
- Classroom teachers are expected to be in the classroom before the designated school bell.
- Classroom teachers are expected to meet and greet students at the beginning of each period.
- The School recommends a “Do Now” or an equivalent activity at the beginning of each class to enhance student engagement.

## **Supervision**

- Staff members are to remain at their last assigned teaching/working station until all students have left the area.
- Staff members are expected to actively help in expediting students’ departure from their assigned areas and to be in class on time.
- At the end of each period, teachers are expected to ensure that the classroom is in a state of cleanliness, and that all equipment used during class including desks and books are returned to their original positions.
- We have several shared classrooms and multi-purpose rooms in the school. Please respect another teacher’s work space and equipment in the classroom.
- Before leaving their classrooms at the end of each period, teachers are expected to lock the classroom doors if no class is scheduled in the same room in the subsequent period, such as the class before the lunch period. When leaving the classroom/office at the end of the day, staff members are to close windows, lock classroom/office doors, and turn off the lights. Any electronic equipment and other items must be turned off. Hazardous items should be put away.
- Other supervision responsibilities may be added in addition to the above.
- Staff members are expected to model and enforce the student code of conduct the entire time they are on campus, even if their regularly scheduled class is finished.
- School safety, personal safety, medical, and discipline issues have the highest priority among all other work-related duties. If you see one of those four issues, please drop what you are doing at the time and assist with its immediate resolution.

- If you are acting as a Front Desk substitute, be cautious with buzzing people in. You are responsible for whoever you allow into the school until you personally pass the responsibility to another staff member.
- During off-campus excursions and activities, staff members are generally expected to keep all students in sight and under supervision.
- During off-campus excursions and activities, staff members are expected to model and enforce the Student Code of Conduct the entire time.

## **Absence from School**

- In the event of an unexpected absence (and by extension, unexpected tardiness), the teacher requesting leave-of-absence must notify his/her supervisor as soon as possible through phone or text communication to inform the administration of the length and the reason of the absence. The School will arrange for emergency coverage with colleagues and administrators. Teachers are expected to prepare lesson plans for any missed classes, and provide them for the substitute teacher to carry out.
- Doctor's appointments, child-care, and other similar events do not constitute emergency situations. In such events, each teacher should work with his/her supervisor to arrange for a substitute, or arrange for voluntary coverage by a colleague, as well as inform the Front Office ahead of time.

## **Meetings and School Events**

Teachers are expected to attend the following meetings and events, unless there is an alternative arrangement made beforehand:

- Faculty and department meetings
- Professional development days / staff training sessions
- Parent-teacher conferences
- Back to school night(s)
- Open house events
- The graduation ceremony
- Year-end recital events
- End of year Reviews, departmental and individual

The dates for the above-mentioned events are listed in the school calendar. For events that are not listed on the calendar, teachers are informed by the director of the department via email in advance.

Meetings and school events (including staff development) are not considered instructional hours and are subject to a separate, standardized compensation rate.

## **Electronics Policy for Faculty and Staff**

The administration asks that faculty and staff not check their personal electronic communication, attend to personal telephone calls or send text messages during work hours—**especially not in front of students**. Staff should also refrain from using electronics during meetings unless to attend to emergency or urgent matters. As the School upholds a NO-ELECTRONICS POLICY, faculty and staff, in particular, are asked to follow this policy as exemplars in front of students, including during break times. In a general sense you should not have an electronic screen on unless it is for an instructional purpose with your students.

## **Teaching and Planning**

All teachers are responsible for teaching the approved curriculum for their designated course(s). The administration encourages teachers to be creative with their lesson plans, and understand that all classroom materials and teaching methods are subject to review and approval by the administration. The Head of School, department directors, and teacher trainers may visit and observe a classroom or studio at any time.

At the beginning of each school year (within the first two weeks), all teachers should be proactive in communicating their Classroom and Homework Expectations to students and parents/guardians. The expectations typically include a brief description of the course content, behavioral expectations, the grading composition (see GRADING COMPOSITION), homework requirements, and subject-specific requirements. These Classroom and Homework Expectations have to be approved by the department director. It is recommended to have parents/guardians and students confirm, with their signatures, that they have read the expectations.

## **Staff Evaluations**

Each staff member will be evaluated at the end of each year by his/her supervisor. Periodic evaluations may be held at the discretion of the supervisor. New staff and teachers may be evaluated on a set schedule as part of the new staff development program. Supervisors may hold periodic class observations and arrange for reviews and one-on-one meetings.

## **Staff Development**

Each staff member will be reimbursed for up to \$200 per year for workshops and activities related to professional development. New staff will also work with their supervisor or teacher-coach as part of the new



staff development program.

## **Mandatory Background Check**

Staff members are subject to a mandatory initial background check to be undertaken and completed within thirty (30) calendar days of the Effective Date of their signed Agreement (the “Initial Background Check”). Staff academic degrees and credentials must be confirmed as part of the Initial Background Check. The school may also run a background check with the Department of Justice (DOJ) as part of the Initial Background Check. Failure to pass the Initial Background Check to the satisfaction of the School Administration, in its sole and absolute discretion, invalidates and voids the signed Agreement and results in immediate termination for cause.

Following initial employment, staff members are also subject to and at time of signing their Agreement thereby consents to additional supplemental background check(s) related to pre-employment matters at the discretion of the Head of School at any time during employment (each a “Supplemental Background Check.”) Failure to pass any Supplemental Background Check to the satisfaction of the School Administration, in its sole and absolute discretion, for reasons that would constitute cause for termination of the contract, invalidates and voids their signed Agreement and results in immediate termination for cause.

## **Drug Tests**

The school may require staff members to submit to a legally recognized drug or alcohol test at the school’s expense if the school has reasonable grounds to believe the staff member is under the influence of alcohol or drugs. Reasonable grounds will not be required for drug or alcohol testing when an employee suffers an on-the-job injury. A staff member who tests positive shall be entitled to have a second test performed using a different disclosure method to verify the accuracy of the test results. Any staff members refusing to submit to a drug or alcohol test shall be taken off the clock effective with the time of the school’s request. A staff member who refuses to take a drug or alcohol test upon request shall be subject to termination.

## **Paid Vacation and Paid Sick Leave Policy**

Staff members are afforded roughly 4 weeks of paid vacation at set times during the school year: Thanksgiving Break, Winter Break, and Spring Break. It is the expectation of the school that the teachers will prioritize the students and their classes when arranging for time off and consider time outside of instructional hours to address any personal matters.

Teachers are expected to prepare lesson plans for any missed classes, and provide them for the substitute teacher to carry out. If a teacher is to miss class time due to personal reasons, the School requires at least a 24 hour notice to the corresponding department head to arrange for a substitute; The teacher may also recommend substitute teachers, but final decisions on substitute teachers will be made by the corresponding department head. If a teacher misses class time due to an emergency or urgent matter, the HR department will reach out to investigate the situation and offer support if applicable, while the School will make necessary arrangements for the class(es).

The School offers paid sick leave following the guidance of San Francisco’s Paid Sick Leave Ordinance, which is approximately one (1) hour leave for every thirty (30) hours worked. However, due to the nature of the positions at the School, excessive time off due to sickness or health related reasons will seriously affect the classes and operations of the school, and may be cause for fine or deductions in salary, non-renewal or termination.

## **DAILY STUDENT EXPECTATIONS**

### **Student Behavioral Expectations**

At San Francisco High School of the Arts:

- We are on time and come prepared.
- We embrace rules and regulations.
- We follow directions right away.
- We respect and greet teachers, staff, and fellow students.
- We act and communicate with kindness—treat people as you want to be treated.
- We believe in helping others from the heart.
- We protect and preserve our school property—keep HSArts clean.
- We dress appropriately and wear the school uniform with pride.
- We DO NOT use personal electronic devices during school hours.

In addition, students are expected to follow the [STUDENT CODE OF CONDUCT](#) and all other [STUDENT POLICIES](#) and [GENERAL SCHOOL POLICIES](#).

### **School Hours**

HSArts classes start at 8:05 a.m. Students may enter the building starting at 7:40 a.m., Monday through Friday. Students who wish to stay on campus after school must be enrolled in an after-school program. (See [POLICY ON CHECKING IN AND OUT OF SCHOOL](#) and see [AFTER-SCHOOL ACTIVITIES](#)).

Students who are not enrolled in the after-school program have to exit the building by 4:15 pm. Students who are enrolled in the after-school program have to exit the building by 6:05 pm. These times may change in the case of a pre-approved special event.

([Front Desk and the Front Office Hours and Contacts](#) may be found at the end of the handbook.)

## **School Uniform**

We expect all students to be well-groomed and appropriately dressed for classes and school-related events. The school uniform should be worn every day during school hours, unless otherwise instructed. Students should wear uniform items that are appropriately fitted, clean, and free of visible stains. (See also [UNIFORM POLICY](#) and [STUDENT CODE OF CONDUCT](#)). All school and dance uniform items should be labeled with the student's first and last name. Students attending dance, movement, or PE classes must wear class appropriate clothing, separate from their school uniforms.

# CURRICULUM

California Education Code Section 51220 provides the course of study for grades 6 to 12. The Department of Education provides content standards for middle and high school. For more information on California's content standards please visit [www.cde.ca.gov/be/st/ss/](http://www.cde.ca.gov/be/st/ss/).

San Francisco High School of the Arts offers and develops courses based on these requirements and content standards. The school also follows the "a-g" curriculum requirements from the University of California. Our graduation requirements are designed for students to successfully earn all subject credits needed for UC and CSU admissions.

In addition to these required classes, HSArts offers nationally acclaimed fine arts, dance and music classes, as well as various elective academic courses.

All courses at the school must go through an approval process. The appropriate steps to take if you are interested in new courses would be to:

- A. First notify your supervisor and ask about the possibility;
- B. Write the course plan for the entire duration of the course (ex. full year plan or semester plan); and
- C. Submit that plan to your supervisor for approval.

Your supervisor may ask you to change, add, or delete certain aspects of your course plan. After in-house approval your supervisor may ask you to submit the course plan to an outside agency such as the University of California or the College Board for further approval. Outside agencies may have deadlines and/or format related requirements that must be adhered to.

## Homework and Parent/Guardian Responsibilities

Teachers assign meaningful exercises, projects, and papers to be completed at home. Students have the responsibility to turn in homework and other assignments on time.

San Francisco High School of the Arts asks all parents/guardians to please limit their child's time on television, computer, video gaming, telephone and texting use at home. We highly recommend that parents/guardians set up a study time for their child, and a study area free from distractions at home. It is also highly recommended that parents/guardians ensure that their child has no access to any electronics in the sleeping room.

HSArts maintains an online school management program called PraxiSchool where teachers post homework assignments. We encourage parents/guardians to talk with their child regularly about his/her learning progress, and to assist their child to become independent with school work. Parents/guardians should also make sure that their child has enough rest at night.

Teachers should grade assignments promptly and return them to students with written feedback.

## AP Courses

HSArts may open AP courses on campus based on student demand. Students also have the option of taking AP courses online if the school cannot offer a particular course. These courses may contribute to fulfilling high school graduation requirements listed in the table below. Students who register for these courses must fully understand that the workload is substantial, and requires college-level work.

Students must also understand that they are responsible for the payment of registration fees for any AP test they wish to take, as well as all tuition and fees for online courses if they are additional courses beyond the school's offering. Please check with the school's academic counselor for further information on AP course requirements and procedures for participating in AP testing.

Students who wish to take AP courses must have a proven track record in similar subjects (B+ and above), or obtain special permission from the teacher, as well as the academic counselor.

So far HSArts has offered the following AP courses on campus:

- |                   |  |                    |
|-------------------|--|--------------------|
| *AP Biology       | *AP U.S. Government & Politics         | *AP Macroeconomics |
| *AP Chinese       | *AP English Language & Composition     | *AP U.S. History   |
| *AP World History | *AP Calculus AB                        | *AP Psychology     |
| *AP Chemistry     | *AP English Literature and Composition | *AP Art History    |
| * AP Statistics   | *AP Computer Science principle         |                    |

## Grading Policy

San Francisco High School of the Arts maintains high expectations for students to do well in all academic and arts courses. Each teacher expresses his/her evaluation of a student's performance through a fair grading process. Grades reflect a student's learning achievement, progress, and effort. The following rubric represents the meaning of each grade on a student's assignment, project, skill set, report card, or transcript. The rubric is designed to reflect the SLOs for student achievement.

Letter Grade	Level of Achievement
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A	The student has a complete and detailed understanding of the information important to the topic(s) or the skill(s) selected for evaluation. The student can perform the skill largely without errors and has fluency or proficiency. The student can successfully apply the information for the topic(s) or skill(s) to examples and/or situations outside of the classroom. The student consistently demonstrates higher-order thinking skills with relation to the topic(s) or skill(s).
A-	Exceeds all the achievement levels of a B+, but fails to meet all the requirements for an A.
B+	Meets all the achievements levels of a B and begins to approach the achievement levels of an A.
B	The student has a complete understanding of the information important to the topic(s) or the skill(s), but not in great detail. The student performs the skill without major errors. The student can successfully apply the information for the topic(s) or the skill(s) to examples and/or situations that were discussed in class. The student may demonstrate some higher-order thinking skills with relation to the topic(s) or skill(s), but is not consistent.
B-	Exceeds all the achievement levels of a C+, but fails to meet all the requirements for a B.
C+	Meets all the achievements levels of a C and begins to approach the achievement levels of a B.
C	The student has an incomplete understanding of the topic(s) and/or misconceptions about some of the information. The student cannot successfully apply the information or skill in all class situations, but has success on some applications. The student accomplishes a rough approximation of the skill or process. The student does maintain a basic understanding of the topic or skill.
C-	Exceeds all the achievement levels of a D+, but fails to meet all the requirements for a C.
D+	Meets all the achievements levels of a D and begins to approach the achievement levels of a C.

D	The student's understanding of the topic or skill is incomplete, contains many misconceptions, and/or many misapplications. The student might have completed the assignment or is missing some parts, but enough information is provided to give an assessment of understanding. The student cannot successfully perform the skill or process or understand the topic without assistance.
D-	The student shows a glimmer of understanding of the topic, skill, or assessment.
F	The student does not demonstrate an understanding of the topic or skill. Major parts of the assignment(s) could be missing.
I	Indicates incomplete work.

HSArts runs on a semester system. Most academic classes meet, on average for 45 minutes a day, five days a week, throughout the Fall and Spring semesters. Students who successfully pass a full-year (two-semester) course are granted 1.0 credit at the end of the school year. Students who successfully pass a half-year (one-semester) course earn 0.5 credits at the end of that semester.

Only letter grades appear on report cards and transcripts. The school-wide grade scale is as follows:

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>Grade Points (for GPA)</b>
<b>A</b>	<b>93–100</b>	<b>4.0 (AP/Honors 5.0)</b>
<b>A<sup>-</sup></b>	<b>90–92</b>	<b>3.7 (AP 4.7)</b>
<b>B<sup>+</sup></b>	<b>87–89</b>	<b>3.3 (AP 4.3)</b>
<b>B</b>	<b>83–86</b>	<b>3.0 (AP 4.0)</b>
<b>B<sup>-</sup></b>	<b>80–82</b>	<b>2.7 (AP 3.7)</b>
<b>C<sup>+</sup></b>	<b>77–79</b>	<b>2.3 (AP 3.3)</b>
<b>C</b>	<b>73–76</b>	<b>2.0 (AP 3.0)</b>

<b>C<sup>-</sup></b>	<b>70–72</b>	<b>1.7 (AP 2.7)</b>
<b>D<sup>+</sup></b>	<b>67–69</b>	<b>1.3 (AP 2.3)</b>
<b>D</b>	<b>63–66</b>	<b>1.0 (AP 2.0)</b>
<b>D<sup>-</sup></b>	<b>60–62</b>	<b>0.7 (AP 1.7)</b>
<b>F</b>	<b>Below 60</b>	<b>0.0</b>

*(The passing grade is C. No credit is granted for semester grades below C.)*

Students who pass all subjects courses (grades above C-) can be promoted to the next grade level. If any student fails to achieve that, they may take a summer course to catch up. If they pass the summer course and then meet the promotional requirements, they can then be promoted to next grade level.

## **Course Withdrawal Policy**

Students may apply to withdraw from a course up until the 7<sup>th</sup> week of classes. Approval of the request will be considered on a case by case basis and at the discretion of the school administration. Drops granted in the first 15 days of school will not appear on the permanent record. Up until the 7<sup>th</sup> week, the transcript will reflect a “W” with no credit for the dropped class. A student who drops a course after the 7<sup>th</sup> week of the semester shall receive an “F” grade on his/her permanent record. Students must obtain a proctor assignment to replace the dropped course.

## **Grading Composition Guidelines**

Grading components and percentages may vary according to subjects and grade levels. The grading composition for each course is approved by the department director before the semester starts. The composition should roughly conform to the following components (+/- 5% for each component):

### ***Academic courses:***

- Exams and quizzes: 40%
- Homework assignments and projects: 25%



- Class work and presentation: 15%
- Participation and classroom behavior: 10%
- Attendance: 10%

### ***Art courses:***

- Artistic requirements achieved 30%
- Individual skill, realized potential 30%
- Performance, projects, presentation 15%
- Participation, behavior and effort 15%
- Attendance: 10%
- Extra/extracurricular (5% bonus, optional)

## **Report Cards**

The school issues report cards four times in every school year. Families can see report cards by logging into the PraxiSchool system and families will receive report cards by email and mail normally within 2 weeks after the quarter ends.

### **A. PraxiSchool’s online Grade Book**

HSArts uses PraxiSchool for grade reporting. Parents/guardians are provided with log-in credentials in order to view their child’s grades online through PraxiSchool. Teachers are required to use this system as their quarter grade reporting platform, and as a place to post major assignments.

### **B. Grade Reporting**

The School uses PraxiSchool for grade reporting at the end of each quarter. Teachers are required to accurately complete and submit grades according to designated deadlines.

### **C. Incompletes and Fails**

Semester grades of I (Incomplete) and F (Fail) can only be issued with the approval of the Head of School or the department directors, and parents/guardians must be informed in advance.

### **D. Changing Grades**

In the event a grade needs to be changed after report cards have been issued, the teacher must submit the grade change to the director of the department.

### **E. Grade books**

Electronic and print grade books are legal documents. Therefore, teachers are to keep an accurate record of all items which comprise a student's grade. This information is to be available to the administration and parents/guardians during a conference. The grading results shall be recorded in an approved paper grade book and in PraxiSchool. Teachers are expected to keep the grades in PraxiSchool up to date, and will notify their supervisor if a student's grade falls below B- during the semester or is in danger of failing the course.

### **F. Teacher's Comments**

Comments that accompany grades, may be entered on the report card. Teachers are expected to make comments each semester for every student. Teachers are encouraged to develop comments that reflect each student's ability and potential towards becoming proficient with course objectives, in order to recognize the student's strengths beyond the academic ability. (Such strengths may include remarkable perseverance, admirable honesty, etc.) If possible, the comments should also convey an understanding of the student's learning style.

## **Honor Roll**

"High Honors" requires an overall GPA greater than or equal to 4.0 for middle school and 4.3 for high school, and the minimum requirement for each subject is A in regular core classes or A- in AP or honors classes.

"Honors" requires a student receiving an overall GPA greater than or equal to 3.5 for middle school and 4.0 for high school. The minimum requirement for each subject is B+ in regular core classes or B in AP or honors classes.

High Honors and Honors are awarded at the end of each semester.

## **Change of Arts Discipline Policy**

San Francisco High School of the Arts offers comprehensive arts training in four major arts disciplines: Dance, Music, Theatre, and Visual Arts. Completion of the requisite coursework as part of the arts program is critical to ensure pre-professional standards for graduation. Therefore, a change of arts discipline is generally not recommended.

### **Eligibility criteria**

To be eligible for a change of arts discipline, a student must have completed at least one semester at San Francisco High School of the Arts and be in good academic standing. Additionally, the student must have completed the prerequisites for the desired arts discipline, which may include an audition.

## **Application process**

Students must submit a Change of Arts Discipline Request Form to the Office of Student Affairs no later than three weeks before the end of the semester. Requests submitted after the deadline may not be considered, unless with express approval from the Head of School.

The form must include a statement of purpose describing why the student wants to change their arts discipline, their goals for the new arts discipline, and any relevant experience or coursework.

## **Approval Process**

The Change of Arts Discipline Committee, consisting of the arts advisor and the department head of the current and desired arts departments, will review the application and make a decision within two weeks of the submission deadline. The committee will evaluate the student's academic record, statement of purpose, and availability of space in the desired arts discipline, and a meeting may be requested with the student and parents to discuss the request. Decisions will be communicated to students before the start of the next semester, unless otherwise noted.

## **Consequences**

Students who are approved for a change of arts discipline may need to complete additional coursework to meet the requirements for the new arts discipline, which may include extracurricular or summer classes. A change of arts discipline may affect the student's ability to graduate within the expected timeline or to receive financial aid. Students are advised to consult with the Office of Financial Aid and their arts advisors to understand the implications of a change of arts discipline.

# GRADUATION REQUIREMENTS

As an arts institution of high caliber, HSArts aims to offer students a rigorous education in the arts and academics. Our course requirements, credit requirements, and participation in standardized testing meet and exceed the admission guidelines for CSU, UC and California’s Department of Education standards. In grades 5 through 10, all students are required to take two to three standardized tests each year. Students are encouraged to take Advanced Placement (AP) tests, as well as college admission tests, such as the ACT and SAT tests.

To earn an HSArts high-school diploma, students must complete 36 credits, distributed across the curriculum. They must also verify completion of HSArts-specific requirements, including 20 volunteer hours per year and a minimum of 80 total volunteer hours. Volunteer hours should be logged by the students and submitted alongside approval forms as documentation, which will be confirmed by the school’s records.

Aside from the regular or honors academics classes, students have the option of taking additional honors and/or AP-level courses, depending on their schedule and post-secondary aspirations.

HSArts reserves the right to deny any course credit taken at other schools and educational institutions. Any transfer credit(s) must be first approved by the school. HSArts requires certain core courses to only be taken from our own teachers on campus. If you are transferring from another school or wish to take a course at another institution (especially an online course), please meet with the academic counselor, academic director, or the admissions director for prior approval of credit. If the course(s) is approved, then the school will need an official transcript from that institution upon completion of the course(s) in order to award credit.

HSArts' high school curriculum expands upon the University of California (UC)’s A-G requirements and prepares students for study at highly selective colleges. The following list shows the detailed list of HSArts’ graduation requirements. (*One credit is equivalent to a year-long course*):

## Recommended Credits for Graduation

Subject	HSArts Diploma	HSArts Diploma with STEAM Honors <sup>1</sup>	HSArts Diploma with Humanities Honors <sup>1</sup>
English	4 ( <i>1 ESL credit acceptable</i> )	4 ( <i>1 ESL credit acceptable</i> )	4 ( <i>1 AP English credit required</i> )
Mathematics <sup>2</sup>	4	4 ( <i>AP Calculus BC or Statistics required</i> )	4
History <sup>3</sup>	4	3	4 ( <i>2 AP History or Government credits required</i> )

Lab Sciences <sup>4</sup>	3	4 (2 AP Science credits required)	3
Foreign Language <sup>5</sup>	3	3	3
Arts <sup>6</sup>	15	15	15
Electives <sup>7</sup>	1	1	1
P.E.	2	2	2
<b>Total Credits</b>	<b>36</b>	<b>36</b>	<b>36</b>

- 1 *Honors or AP level in all program-specific courses required. Special programs will also require senior projects completed during junior and senior year.*
- 2 *Must include one year of Geometry. Algebra I credit from middle school is acceptable.*
- 3 *Must include one year of World History and  
- either one year of U.S. History,  
- or one semester of U.S. History and one semester of U.S. Government.*
- 4 *Must include two credits of physics, chemistry, and/or biology.*
- 5 *Foreign language must be taken sequentially and consecutively.*
- 6 *Advanced Pre-Professional Arts Certificate granted to students achieving level 7+ in the major arts discipline, or  
Pre-Professional Arts Certificate granted to students achieving level 4+ in the major arts discipline in addition to their high school diploma..*
- 7 *Electives may include additional core courses taken beyond the minimum requirements.*

## Degrees and Special Honors

Upon completion of the above requirements, students will receive their *HSArts High School Diploma*. The high school diploma will certify successful completion of all HSArts high school recommended requirements, as well as list the student's selected track of study (if in Pre-Professional Arts track, diploma will also specify Dance, Visual Arts, Music, or Theater).

Students who have a cumulative unweighted GPA of 3.75 and above may be qualified for the *Honors Diploma*. Students approved for honors by the teacher/administration panel will receive special recognition and be granted the privilege of wearing the honors sash at the graduation ceremony.

As an arts school, we pride ourselves on the high caliber of our dance, visual arts, and music students. HSArts grants the *Advanced Pre-Professional Arts Certificate* to students achieving level 7+ in their major arts discipline or *Pre-Professional Arts Certificate* to students achieving level 4+ in their major arts discipline in addition to their high school graduation diploma. Students will need to demonstrate an adequate level of skill and techniques as determined by their respective arts department and an arts portfolio. These certificates are granted by recommendation by the respective arts department heads and approval by the Artistic Director.

Students may also qualify for special academic recognition as part of advanced accelerated academic programs based on the difficulty and quality completion of courses in one of two pathways: STEAM or Humanities. Each program has respective requirements for courses, electives, and AP courses needed to be completed. Students will be evaluated and recommended when they enter high school by their academic advisor.

## **TEACHING MATERIALS**

HSArts encourages its teachers to be creative with lesson plans, unit plans, projects, assignments, and materials. The School reserves the right, however, to determine all aspects of the curriculum in any course. The School has course curriculum plans for all high school and middle school courses. Any new materials, projects, books, and films must be approved by a department director before they can be used in the classroom.

HSArts supplies the textbooks as they are needed for all students. Each student is expected to take proper care of the textbooks issued. Teachers are requested to keep a record of any textbook issued to a student. All students must return their textbooks to the teacher once their last assignment in that book is finished.

Teachers are encouraged to use library resources for their classes, and encourage students to read and use the school's reference books and materials. The Academic Office 215 has a Teachers Bookshelf with many titles in education methodology from which to borrow. Donations for this resource shelf are gladly accepted.

## **FINANCE AND PROPERTY POLICY**

### **Approval for Expenditures**

A "[Purchase Request Form](#)" should be filled out and approval must be obtained from the department director for anything a teacher wants for instruction. Any purchase of goods and services in excess of \$100 requires the signature of the Head of School. All school purchases must go through the School Purchasing Department

unless special permission is granted by the Head of School.

## **Reimbursement for Expenses**

All requests for reimbursement of personal funds disbursed on behalf of the School should be submitted on the [Reimbursement Form](#) along with the original Purchase Request Form. These expenditures must be fully documented by receipts or other proof of purchase.

## **Inventory and Property Control**

Any staff needing to borrow any school equipment should seek approval from the corresponding supervisor. Furniture requests should go to the Facility Manager.

# SUCCESS FOR EVERY STUDENT

HSArts is dedicated to guiding every student to be in the best position for success. It is the belief that this success requires the concentrated effort from all three pillars: student, parent/family, and the school. Aside from quality education, individualized instruction, and dedicated support for each student, HSArts established the [Office of Student Affairs \(OSA\)](#), headed by the [Dean of Students](#), which oversees all student affairs. Students and parents should feel comfortable [contacting the OSA](#) and utilizing the resources available to them. As part of the OSA, each student will have an academic advisor for academic related matters, arts advisor for arts related matters, college counselor for the college application and preparation process, and guidance counselors for non-academic and arts related matters, each staff member available and ready to provide assistance and support.

## General Advice

Attendance at school has a major impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in ensuring the safe arrival of students at school every day. It is important that everyone, including students, parents/guardians, and faculty, understands why attendance is critical to success in school and in life.

Educational research has shown that students learn more easily and retain more information if they are taught in blocks longer than 45 minutes; therefore HSArts has adopted alternating block scheduling days Monday through Friday.

Students in all grades are encouraged to use a planner to help them organize their time, keep track of their assignments, and improve study skills. The planner also enables parents/guardians to follow on a day-by-day basis what homework assignments and projects the students are expected to complete and what assessments they are expected to prepare for.

HSArts teachers are required to keep track of class work and homework assignments in PraxiSchool. All students and parents/guardians are given a password into the system to help the student keep up with the work.

HSArts students are encouraged to ask for help if they feel they are falling behind in any course. Academic teachers can help students during Study Hall (see [AFTER-SCHOOL ACTIVITIES](#)) or if special arrangements are made.

## Office of Student Affairs

The Office of Student Affairs (OSA) is dedicated to all student affairs, including counseling and advising, student health and well-being, and student life. The [Counseling and Advising Division \(CAD\)](#) will comprise several dedicated personnel who will oversee each facet for every student during their time at HSArts, which includes arts, academics, college counseling, and guidance or mentorship. The [Department of Student Health and Well-being \(DSHW\)](#) will monitor a student's health and well-being, particularly the mental, emotional,



socio-psychological well-being of each student and establish transparent communication with students, parents and staff. The [Department of Student Life](#) oversees all activities that fall outside of the scope of academic and arts classes, spearheading new endeavors and providing support for existing clubs and events. The [Dean of Students](#) will oversee the OSA and its subdivisions.

## ***Counseling and Advising Division (CAD)***

The CAD will provide guidance and advise students during their time at HSArts. The CAD will comprise of the following personnel to advise on each facet for every HSArts student:

### **Academic Counseling**

HSArts' Academic Counselors provide various services aimed at the success of students both in learning and career prospecting. **Dr. Shalina Fung** oversees high school, **Mr. Ray Chen** oversees 9th grade, and **Mr. Lee Randazzo** oversees middle school.

### **College Counseling Program**

The College Counseling Program is dedicated to provide solid guidance for motivated high school students who look to present themselves at their best on a college application, professional resume, artistic portfolio, audition, or to excel during an interview. **Dr. Shalina Fung** and **Mr. Peter Zhang** will work with each student in the College Counseling Program on the preparation in their college application process.

### **Arts Advisor**

The Arts Advisor oversees the arts program pathway for every student at HSArts. The Arts Advisor monitors the development and progress of each student so as to provide guidance and support in their artistic endeavors. **Mr. Brian Nieh** is the Arts Advisor and Arts Coordinator, working closely with the Artistic Director, Mr. Dongsheng Wei.

### **Specialized Programs**

HSArts features several specialized programs catering to students in unique circumstances. Each program has a program supervisor that oversees the program and serves as the advisor for the students enrolled. These programs are:

1. Preparatory School Program - Lee Randazzo
2. International Student Assimilation Program - Lona Lou
3. English Language Enhancement Program - Lona Lou
4. Professional Track Remote Learning Program - Dr. Shalina Fung
5. Artistic Enhancement Program - Brian Nieh

## 6. Intensive Arts Bootcamp Program - Brian Nieh

### ***Department of Student Health and Well-being (DSHW)***

The DSHW will monitor a student's health and well-being, particularly the mental, emotional, socio-psychological well-being of each student and establish transparent communication with students, parents and staff, and if necessary, refer cases to licensed professionals.

#### **Student Health and First Aid**

The School Nurse alongside Front Desk staff are first aid and CPR certified and are equipped to handle most cases involving student health and first aid. **Mr. Brian Nieh** is the acting School Nurse.

HSArts dance teachers have backgrounds in kinesiology and physical therapy, and may be consulted in certain situations. The Front Office, serving as the Office of the Registrar, keeps records of student health and immunization documentation.

#### **Guidance Counselor**

The Guidance Counselor aims to help students thrive in a safe learning environment. The Guidance Counselor also promotes developmental interpersonal skills to build positive relationships with peers, adults and community around them, and helps students recognize their individual strengths and challenges. **Mr. Brian Nieh** is the acting Guidance Counselor.

The counseling relationship between students and the Guidance Counselor requires an atmosphere of trust and confidence. Students must trust the Guidance Counselor to be able to enter into a meaningful and honest dialogue with the Guidance Counselor. However, exceptions to confidentiality exist in which the Guidance Counselor must inform others of information they obtained in the counseling relationship to prevent serious and foreseeable harm to students themselves or others and if it is legally required.

The CAD may direct students to the Guidance Counselor should any issues arise that extend beyond their scope. Situations that require a professional will be referred to a Licensed Professional Clinical Counselor.

### ***Department of Student Life (DSL)***

The DSL will oversee all activities that fall outside of the scope of academic and arts classes, spearheading new endeavors and providing support for existing clubs and events. The DSL is divided into the following sections:

1. Student Leadership (Dr. Shalina Fung with Natalia Girilich consulting),
2. School-Sponsored Events (Ms. Anne Sohn),
3. Extracurricular Activities (Mr. Brian Nieh), and

Student Athletics (Mr. Brian Nieh, acting).

## **Support Options for Struggling Students**

Educational research has consistently shown that the classroom teacher has an immense ability to make a difference in a child's life and achievement. We encourage teachers to be tenacious with helping each student succeed. High School of the Arts also suggests the following steps in helping struggling students:

1. Teachers need to inform their immediate supervisor or department head if any student in their class falls below a B- total average for the quarter, submits late or does not submit multiple consecutive assignments, misses multiple classes excused or unexcused to the point of affecting their learning in the class, demonstrates poor behavior to the detriment of the student or other students in the class, etc.
2. Teachers may review lesson/unit plans with the teacher coach, or department head. They are here to help teachers with practical solutions to instructional issues.
3. The teacher coach, or department head may discuss with teachers any aspect of unit plans, lesson plans, and/or assignments.
4. The student counselor or advisor may follow up with teachers about certain specific students who are struggling or misbehaving. The more information teachers can provide about the student, the course, the assignments (past and upcoming), and class expectations, the better able this person will be to assist the student.
5. HSArts has an academic Study Hall after school every day. A teacher can assign a student to the Study Hall in order for the student to make up work and to receive extra support. There are teachers on duty who can assist, but the assigning teacher is encouraged to be the one to help the student directly.
6. Some older students, adult volunteers, or parent volunteers can tutor students while on campus. The School will facilitate any on-campus tutoring sessions.
7. The school encourage teachers to contact parents/guardians and use their help with turning in homework and encouraging a student to do better in class, but teachers must refrain from suggesting that (A) a student needs to be tested for an educational disability; or (B) a student is below grade level and requires extra support outside of school. These conversations are only to be initiated by the academic director or the academic counselor.
8. If other efforts to assist a student have not been successful, then the academic director, academic counselor, and/or the director of student services can design a special intervention program tailored to that student's needs.

## **Academic Counseling**

HSArts' Academic Counselor provides various services aimed at the success of students both in learning and career prospecting. The College Counseling Program is dedicated to provide solid guidance for motivated high school students who look to present themselves at their best on a college application, professional resume, artistic portfolio, audition, or to excel during an interview.

## **Policy on Students' Checking In and Out of School**

The front door of the School will remain locked throughout the entire school day. People who wish to enter the building will have to ring the doorbell.

HSArts is a closed campus. This means students may not freely leave and return to campus during the school day. However, high school students may leave campus without a parent/guardian during lunchtime only if the following criteria are met:

- A parent/guardian has submitted a signed permission form.
- Three or more students are in a group.
- Students must sign out with the front desk.
- Students must return before class starts, and not during or after.

The Front Desk reserves the authority to approve or deny on a case-by-case basis. Students in delinquency of these guidelines and other school policies may not be granted permission to leave campus during lunchtime. Repeated offenses will result in suspension of this and/or other privileges.

Students who are not enrolled in the after-school program (see [AFTER-SCHOOL ACTIVITIES](#)) have to exit the building by 4:15 pm. Students who are enrolled in the after-school program need to check in with their faculty advisors by 4:15 pm and afterwards exit the building by 6:15 pm. These times may change in the case of a pre-approved special event.

Students who leave the building after school hours cannot come back in without special permission.

## **Student Attendance Policy**

Attendance at school has a huge impact on a student's academic and artistic success. Student attendance at school is the responsibility of the parents/guardians and students.

It is the parents'/guardians' responsibility to notify the Front Desk of any of their student's tardiness and absences as early as possible and at the latest by the beginning of class. It is the teachers' responsibility to call the Front Desk within five minutes of the start of class in the case of any absent students. If the Front Desk hasn't received any notice from parents/guardians, the person in charge of the Front Desk will start an inquiry after receiving a teacher's call.

Students who arrive late to school have to obtain a Late Pass from the Front Desk. The Front Office decides whether a Tardy/Absence is considered Excused or Unexcused.

Examples of Excused Absences are illness, doctor/dentist appointments, observance of religious holidays, bereavement, court appearances, emergency conditions such as fire, flood, or storm, unique family circumstances warranting absence (coordinated with the school administration), and college visitations.

Examples of Unexcused Absences include oversleeping, car trouble, out-of-town visitors, weddings, missing the bus, personal/business reasons, out of gas, and traffic.

HSArts strongly encourages families to make arrangements for vacation when school is not in session. Family vacations are normally *not* considered to be Excused Absences. If a student misses school due to a family vacation, the parent/guardian must make arrangements with the teachers to acquire homework and class assignments for the days the student will be absent.

Written Notification from a doctor verifying the reason for the illness must be provided for absences of three (3) or more consecutive days due to illness.

Being late by less than 1/3 (15 minutes of a 45-minute class or 25 minutes of a 75-minute class) of the class time is considered late, more than 1/3 of the class is considered absent. Arriving late to class three times will be counted as an Absence.

**Loss of Credit: Students with 5 Unexcused Absences or 18 Excused Absences may not receive credit for the courses they have missed.**

To keep up with assignments during a period of absence or when a student returns after an illness, **it is the student's responsibility to make arrangements with the teacher to make up work.** The teacher should set a reasonable time limit for this purpose.

A student who has lost credit for whatever reason may take the same course or parts of the course in summer school to regain either full or half credit.

Additionally, Tardy/Absences will count against the attendance part of a student's grade in courses. Point deductions are scaled, with a correlation between frequency of tardy/absences and intensity of point deductions. Course instructors may have minor adjustments to the scale upon administration approval. Any disputes will be handled by the school administration.

## **Procedures for Monitoring Student Attendance**

### ***Tardy / Absence Referral Procedure***

**1<sup>st</sup> Tardy/1<sup>st</sup> Absence:** Teachers are required to mark every student's attendance in PraxiSchool and on paper. Students need to know that they must make up any work that they missed and/or get the class notes from their classmates.

**3<sup>rd</sup> Tardy/2<sup>nd</sup> Absence:** The teacher will have a mini-conference with the student to ask for the reasons for the tardiness/absences. The teacher will contact the child's parents/guardians and ask for their help with getting their child ready for class on time.

**5<sup>th</sup> Tardy/3<sup>rd</sup> Absence:** The teacher will contact both his/her supervisor and the Academic Counselor, and the Counselor will set up a conference for parents with school representatives. The Academic Counselor will send a formal letter home to the parents about the situation.

**8<sup>th</sup> Tardy/4<sup>th</sup> Absence:** The teacher will again contact both his/her supervisor and the academic Counselor. There will be an administrative-level meeting on the child's situation. Another formal letter might be sent home in addition to scheduling another conference with the parents/guardians and the administration.

Any subsequent Tardies/Absences should be reported to the supervisor and the Academic Counselor on a regular basis. If a student is frequently missing class like this, then the administration and teacher will come up with a procedure on how to handle future incidents. This will be done on a case-by-case basis.

## **Make-up Work for Students**

Teachers should encourage students to notify them in advance if they know that they will be out of school. They should make every possible effort to give any assignments to the student who will be out. They may consider alternative assignments that a student can accomplish on his/her own if he/she won't be able to attend an important in-class assignment. A student who missed an in-class assignment or test can be assigned mandatory after-school Study Hall so that the student can make up the test.

# STUDENT POLICIES AND CODE OF CONDUCT

## Student Code of Conduct

Each student is required to follow these behaviors:

- Conform to the expected dress code (see [UNIFORM POLICY](#)). The academic uniform must be worn Monday through Friday 8:05 am to 12:50 pm. At 12:50 pm, dance students must change into their dance uniform (see [Dance Uniform Policy](#)). Other students may also change out of their uniforms for their arts classes. Students must change into gym-appropriate clothing for dance elective, movement, or PE classes.
- Refrain from wearing long or large earrings, nail polish, heavy make-up, and/or shoes with high heels, and keep hair neat and away from the face. Hair color must be “natural” (black, brown, blonde, auburn/red).
- Avoid inappropriate public displays of affection (PDA), inappropriate physical touching, inappropriate comments, sexually explicit behavior, and dating on campus.
- Do not use any cellular phones, tablets, personal computers (except school computers), and other electronic devices while on campus (including music devices) unless a teacher allows their use for specific educational purposes. All electronic devices should be turned in at the front desk when students enter the school campus. This rule ([NO ELECTRONICS POLICY](#)) is in effect the entire time a student is on campus (even before and after school hours). If a student needs to make a phone call, he/she may ask the Front Desk to use the school phone.
- Treat others kindly. No bullying or harassment, whether by word, gesture, or any other conduct, and no malicious, aggressive, or disruptive behavior is acceptable.
- Respect school property, including textbooks, technological and electronic resources, lockers, furniture, and other equipment.
- Respect class instruction and the positive learning environment. A student is not the only individual in the classroom and is expected not to disrupt classroom instruction.
- Stay out of areas designated for staff use only, such as, but not limited to, faculty offices, copy machines (unless given permission by a teacher), utility room, storage area, kitchen, and maintenance facilities.
- Do not bring into school incendiary materials, knives, or other weapons.
- Be honest in all forms: do not steal, lie, plagiarize, or cheat.
- Refrain from use of profanity and/or obscene language.
- Keep the school environment clean.

- Do not use or possess alcohol, tobacco, and/or other drugs.
- Do not bring in pornographic materials in any forms, including via cellular phones, computers, or electronic devices.
- Do not gamble.
- Do not eat in unauthorized areas.
- Avoid any behaviors not mentioned above that may compromise the reputation of San Francisco High School of the Arts.

## Student Uniform Policy

All HSArts students are expected to wear school uniforms. School uniforms are required during academic class time. Students are allowed to change out of their uniforms for their arts classes as well as any dance, dance elective, movement, or physical education (PE) class.

Students have the option to purchase the school uniform from HSArts or from our authorized vendor, Lands' End (School ID: 900187865). Leggings cannot be purchased at the School.

Accepted uniform items include:

- white polo shirt (short or long sleeve) or white dress shirt (short or long sleeve)\*
- school blazer
- other outerwear, including sweatshirt jacket, fleece jacket, and/or cardigan sweater with the school logo
- khaki pants or skirts\*\* (girls only)

*\*Must be worn at all times. No other shirts will be accepted, even underneath a school jacket.*

*\*\*In the case of skirts, only leggings or tights are permitted underneath. Pants may not be worn underneath a skirt.*

All shirts (except polo shirts) must be tucked in. Students must wear closed-toe, closed-heel shoes. No heels, sandals, flip-flops are to be worn. During class time, all outer-wear that is not worn must be neatly placed behind the seat or hung in a student's locker.

Students are expected to wear the school blazer by default during school hours and for events when representing the school. Other approved outerwear may be worn depending on the weather or special circumstances. Unapproved outerwear may not be worn. As of the 2020-2021 school year, uniform items with the former school branding are not accepted.

Students are not permitted to alter their uniform, unless given permission by the School's administration.

On special occasions, students may be given permission not to wear the school uniform. Clothing should not be oversized, sagging, too tight, or too short in length; it must fit appropriately. (See also [STUDENT CODE OF CONDUCT](#).)



Any uniform requests may be directed to the Office of Student Affairs, either directly or through the student council. The school administration will review any proposals and make amendments to the uniform policy at their discretion.

With the permission of the school administration, students do not have to wear the academic uniform at certain school events and/or field trips, or during school-designated dress-up days. However, the following guidelines are still in effect: Students on school grounds (at any time) and at school events (on or off campus) are ***not allowed to wear*** clothes that have pictures or logos of an offensive nature or promote illegal, dangerous, and/or unhealthy activity; Students may not wear shirts, blouses, tank tops, or tops that reveal skin or undergarments that would be covered under an appropriately sized T-shirt, nor pants or bottoms that reveal skin or undergarments; Students may also not wear short shorts, see-through clothes of any kind, any pajama-like clothing, or frayed or torn clothing; There is no headwear of any kind allowed to be worn inside our building or at any building we visit. These violations will result in the same penalties as school uniform violations in accordance with the [Uniform Policy Violations](#).

## **Dance Uniform Policy**

All dance students are expected to wear dance appropriate clothing. This refers to shirts and pants that are form-fitting and flexible enough to stretch and move around in, as well as canvas-sole dance shoes (not rubber-sole or jazz shoes). For girls, unitards and leotards are recommended, but uniforms will ultimately follow the specific requirements set forth by the dance teacher of their class. For safety reasons, loose fitting clothing and jewelry are not allowed, and students are required to tie their hair into buns for dance class. As a general rule, jackets and sweaters may be worn during warm ups, but are expected to be removed when class begins or upon teacher request.

Dance clothing colors will be determined by the dance teacher for each class. Any number of clothing and shoe brands are acceptable, as long as they serve the dance students from a functionality standpoint. Some items may be available for purchase from the school. Please contact the [dance department](#) or your dance teachers for recommendations on what and where to purchase.

## **No Electronics Policy**

Any cellular phones, tablets, personal computers (except school computers), music players, headphones and earbuds, and other electronic devices are prohibited while on campus unless a teacher allows their use for specific educational purposes. All electronic devices should be turned in at the front desk when students enter the school campus. This rule is in effect the entire time a student is on campus (even before and after school hours). If a student needs to make a phone call, he/she may ask the Front Desk to use the school phone.

## **School Computer Use Policy**

San Francisco High School of the Arts provides a computer network and Internet access for its students for academic purposes only. Internet use on campus must always be supervised by a teacher. Students are not allowed to know the School's wireless network passwords, nor are they allowed to use their own electronic devices while on campus, unless special permission by an administrator is given.

Students and their parents/guardian must agree to follow the rules set forth in this policy and to report any misuse of the computer network or the Internet to a teacher or supervisor.

- Students may use school computers only via their individual student computer account. Students must keep their accounts protected, and are not allowed to share their password with anyone. Students must log out after use every time. All students are responsible for their account activity.
- Computers are for school use only. Students may use them for classwork, school-related projects, or college applications.
- Students are to exercise wisdom in their Internet exploration, and target only appropriate sites related to their work. Students may not access or transmit material that is offensive, dangerous, or inappropriate for HSArts' school environment.
- Only authorized staff members may download or install new files and programs to school computers. Files related to work should be saved to the students' USB, via an online provider such as Google Drive, or their email account.
- Students who damage computers may be held responsible for repairs or replacements.
- HSArts staff have the authority to monitor computer use at any time. Screens must be visible to HSArts staff at all times, and upon request.
- Only authorized school personnel may move the computers and associated equipment away from their present location and configuration.
- Students may directly borrow laptops, as long as they sign them out, but must return the laptops to the carts and plug them in to charge.
- Students found in violation of this policy may lose their school computer privileges. This loss of privileges will generally be temporary on the first and second offenses, but may be permanent for severe or repeated offenses.

## **Library Rules**

The library is open only when supervised. It is open before school from 7:45–8:00 am, lunchtime from 11:30–12 pm daily, and for supervised classes and clubs.

Students in the library should respect their peers who want to study or read. This includes:

- Keep talking to a minimum. If in doubt, whisper or stay silent.
- No food or drinks, except water, in the library.
- Leave the library as clean as, (or cleaner than), when you found it.
- No books may be checked out.

Unless you have shelving experience as a library volunteer, leave books in a neat stack in the book box when you have finished reading.

## Lockers

It is the School's objective to have students become responsible citizens. Respect for all kinds of properties and personal belongings of others are an important part of being a responsible citizen and should be followed by every student. It is the owner's responsibility to keep any personal valuables in a safe place—best: at home. HSArts is not responsible for any lost or stolen items on campus or on school field trips.

All full-time students are issued a locker to store their personal belongings during the school day. The lockers are located near the restrooms on the first floor. The lockers are the property of HSArts. The School reserves the right to search any locker at any time. Students may purchase their own lock for an individual locker, but they must be able to open that locker upon request from school staff. If a student cannot open a locker the school reserves the right to cut the lock open. HSArts is not responsible for replacing or compensating for any lock that is cut. Food and drinks are not allowed to be stored in the lockers at any time. All lockers must be cleared and cleaned out before all school vacations.

## After-School Activities

San Francisco High School of the Arts encourages students to be actively involved in after-school activities (clubs, Study Hall). After-school activities are overseen by the Student Life Coordinator.

Students are encouraged to enrich their school experience by becoming an active member in a club. Each club requires an adult facilitator (parent, teacher, staff). The School also encourages students to suggest new clubs. Students may form a new club by submitting a proposal to the Student Life Coordinator, who will decide whether the club will be run. To be eligible for a club, a student must maintain at least a B- (B minus) in all courses. Absences, chronic tardiness, or infractions of the student code of conduct (see [STUDENT CODE OF CONDUCT](#)) may also count as reasons for declaring a student ineligible for club activities.

Students are encouraged to enroll in supervised Study Hall once or several times a week to do some or all homework while still at school. If a student is not actively participating in a club, they have to be in study hall, even if they're waiting to be picked up. Students are discouraged from loitering, particularly in empty rooms or in the bathroom, or waiting by the entrance to be picked up for an extended period of time (more than 10 minutes).



# **CREATION OF A SAFE AND SECURE SCHOOL**

## **Guidelines for professional relationships with students**

All staff should recognize that while on campus or at any school-related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off campus.

Faculty and staff should not be connected to students on social media through their personal accounts. Any use of social media to connect with a club or team should use a separate work-related profile. Use of social media should be for communication of school-related events and matters.

Students must be viewed as the “restricted individuals” they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents/guardian. They are not adults and are not permitted independent decisions.

Caution and professional attitudes are to be observed in all interactions with students.

Driving students is prohibited unless it is required by parents and they know that the transportation is by the faculty/staff member’s personal vehicle.

Conversation, games, or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.

A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.

Teachers/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.

A faculty or staff member may not take any student(s) off campus without permission from his/her supervisor.

## **Supervision of Student Activities**

The Head of School is responsible for administering and supervising the School, both on school premises and during school-sponsored activities off school grounds. Teachers must provide such assistance as is necessary for the supervision of students on school premises and at school functions whenever and wherever held. Teachers are expected to assist the School with chaperoning school events.

## **Student Early Dismissal**

Reasons for leaving school early should be limited to illness and/or family emergencies. Any request for early dismissal should be in writing. Any child leaving school prior to the regular dismissal time must be signed out at the Front Office by their parent/guardian. No student will be released to a non-parent without written

authorization from the parent/guardian. Students who become sick in school will be dismissed only when a parent or delegated adult comes to the School to pick up the student and signs the student out at the Front Office.

## **Illness of Students**

Any illness or sickness of students during school shall be referred to the Front Office. The office will find a quiet place for that student to sit down or lie down and will continue to supervise that student until he/she is able to join class again or a parent or delegated adult picks up the student.

## **Lunchtime Procedures**

Lunchtime is from 11:30 am to 12:05 pm. The Cafeteria and 2nd floor balcony is the designated place for lunch. Food should not be in any classrooms except with permission from the School Administration.

## **Field Trips**

Approval of field trips (and any time a class leaves the building) must be given by the School Administration ahead of time and before any information is given to any students or parents/guardians. A Field Trip Approval Form needs to be filled out for trips that will run longer than scheduled class time. Field trips should be consistent with the educational curriculum. This will be a factor considered in granting permission. All trips must have a Supervisor of Instruction. Both the parent/guardian and the School retain the right to allow or forbid a child to participate in a field trip.

## **Building Security**

All staff and students should use the front door at all times to go in and out of the building. Teachers and students should never exit from other doors unless it is an emergency. Always be kind and courteous to visitors, but it is okay to ask strangers in the building whether "they are being helped or have an appointment." No strangers can watch a class or visit the School unless they have an appointment or unless the visit is otherwise approved by an administrator. The school employs a closed-circuit security camera system in all public areas of the school, with access limited to select individuals approved by the Head of School.

## **Classroom and Building Maintenance**

- The classroom is a shared place for teaching and learning. All equipment and materials, including postings in the classroom should be related to teaching and learning.

- It is the teacher's responsibility to ensure that the classroom is in a clean and tidy state, free of personal items, after every use.
- The entire staff cooperates and shares responsibility for ordering supplies related to teaching and learning, and for responsible use of school supplies and resources.
- The entire staff cooperates and shares responsibility for faculty room maintenance.
- Teachers are expected to maintain control in their classrooms at all times. Classroom rules need to be established at the beginning of school and enforced throughout the year. After each class, the teacher shall ensure the following:
  - No books, backpacks, or papers are on a desk or on the floor.
  - Nothing is blocking the aisles.
  - Desks and chairs are in order.
  - No trash is on the floor.
  - The board is erased and clear for the next teacher in the room.
  - At the end of the school day the lights should be turned off. The heat/air system should only be touched by an adult (not a student). Any damage to the facility or building should be reported to the facility manager immediately.

## **Kitchen Policy**

For safety reasons, the school kitchen is off limits to all staff and students unless approved by the Head of School.

## **Visitor Policy**

All parents and visitors to the School must report to the Front Desk directly upon entering the building and register with the receptionist, regardless of whether or not they have an appointment. After they sign in, they will be asked to wait in the lobby for a staff member to accompany them to the location of their visit. Visitors are not allowed to traverse beyond the lobby without permission from the Front Office staff or administration. Visitors must sign out when they leave.

## **Studio Rules**

Studios are used for class and student training purposes. Approval from school administration is required for staff/parents/visitors to access and use studios for any other purposes.

- Students and teachers are required to wear dance shoes in the studio for safety and training purposes.
- Visitors are required to wear shoe covers in the studio or to remove their shoes entirely, unless otherwise noted.
- No food or drinks are allowed in the studio.
- Students are not allowed to play with the lights, heating and ventilation switches.

Costumes, props, and other dance equipment such as mats and tumbling mats are off limits to any visitors or non-performing arts students.

## **Front Office and Front Desk Rules**

The Front Office is the central hub for communication and administration. Located in the main lobby on the first floor, the Front Office includes the office area, conference room and the office of the Head of School, as well as encompassing the Front Desk and its operations.

The Front Desk and Front Office offer many services to the HSArts community. They serve as the first line of communication, whether by phone, email, or in person, as well as provide assistance to students trying to contact their parents, receiving first aid or medication, or simply purchasing snacks. Students are required to check in their phones and electronic devices at the Front Desk in the mornings, and may retrieve them before leaving. Many important documents, keys, equipment, etc. can also be found in the Front Desk or Front Office areas. The Front Office and Front Desk areas are off limits to students, visitors and unauthorized staff, except with the express approval of Front Office personnel.

All Front Desk and Front Office staff should be treated with respect. Any staff member of the Front Desk or Front Office has the authority to give instructions to uphold school rules and may administer consequences for rules broken.

## **Off Limit Areas**

Due to safety reasons, many areas of the school are off-limit to students, visitors, and unauthorized staff. The Front Office and Front Desk, the kitchen, the basement, the back stairwell, and the 3rd floor are off-limits except with special permission from school administration. Outside of class times, students should not freely wander the classrooms and dance studios. Also off-limits is any area that is restricted due to construction, wet floor, or other reasons will be cordoned off with cones, caution tape, or other partitioning items.

It is strictly forbidden to pick the locks of any doors or lockers. In addition, boys are forbidden from entering the girls' bathrooms and girls are forbidden from entering the boys' bathrooms and changing areas.



## **Vending Machine Rules**

The Vending Machine is a luxury item bought for the convenience of the students. Therefore, students should cherish the machine and follow the rules for proper use and operation, which include but are not limited to:

- Input cash and change into the machine first, before making a selection. The reverse of this process will not deliver the item.
- Out of stock items are out of stock, no matter how many times you try to press the buttons.
- Glitches happen, and if the machine “eats” your money without providing the snack, first reflect on whether you followed the instructions and then ask a Front Desk personnel to help in providing a proper refund.
- Do not abuse, hit, tip over, shake, or otherwise vandalize the machine.
- Do not use fake coins, foreign coins, or 50 cent coins, which may cause a jam in the coin dispenser.
- Do not try to reach up to improperly dislodge snack items.
- Do not try to pick the lock of the machine, or steal the key to open the machine.
- Do not interfere with the restocking of items, including stealing money or snacks left out during the transition.

Failure to adhere to the common sense practice rules of the vending machine may result in Level 1-3 disciplinary action, and in serious cases, legal action.

## **Non-smoking Environment**

The School desires to provide a work environment that is both healthy and comfortable for all. Therefore, all of the school premises are designated as non-smoking areas.

## **Harassment and Discrimination**

Discrimination, harassment, and sexual harassment are not tolerated at HSArts. Examples of discrimination and harassment include jokes that have the purpose or effect of stereotyping, demeaning, or making fun; derogatory comments, such as racial slurs; visual messages that are degrading; and any threatening or intimidating behaviors.

Examples of sexual harassment include repeated unwanted social requests; unwelcome or suggestive comments; sexist jokes; unwanted physical or sexual conduct, or any behaviors that may reasonably be seen as putting a sexual condition on employment.

All employees and students have the right to work in an environment free from any type of illegal discrimination or harassment, including sexual harassment. Any employee found to be engaged in the conduct of any harassment will be subject to discipline and possible termination of employment.

Employees, especially management and supervisory employees, must be sensitive to acts of conduct that may be considered offensive by fellow employees or students and must refrain from engaging in such conduct.

Students or teachers who experience what they believe to be violations of the above from adults or students should report the same to the Head of School immediately. All allegations will be taken seriously and promptly investigated by the Head of School. If the allegations are true, disciplinary action will follow.

Refer to *Appendix B* for the San Francisco Sexual Harassment Policy.

## **School Safety**

**Emergencies:** Because of severe weather conditions the School may determine that the road conditions or outdoor air quality may be a threat to the safety of the students traveling to and from school and close the School. Please refer to the Emergency Action Plan at the Front Office.

Fire, Earthquake, and Lockdown Drills will be conducted periodically. Alarms are placed strategically about the building. Instructions are posted in every room. It is very important that students and parents/guardians realize the seriousness of these measures. Instructions given on the public address system, instructions given by the faculty or staff, and instructions from the police or fire officials must be followed precisely by anyone on the premises. Prompt, calm, quiet teamwork can assure minimal injury, damage, discomfort, or inconvenience.

The San Francisco Fire Prevention requires that schools conduct a fire drill at least once every 30 days. Teachers must brief each class on the fire drill procedures on the first day of school. No advance notice of fire drills shall be given except for the first drill of the new school year.

**Conducting Fire Drills:** The chief purpose of fire drills is the complete control of students and employees in departing the building. The procedures to be used in conducting drills are as follows:

- Students should exit quickly and quietly.
- Teachers close and lock doors and windows and turn off all open flame devices in laboratories and classrooms, etc.
- All persons walk to assigned exits and leave the building in an orderly fashion.
- Each class shall proceed to its assigned area (at the corner of Page St. and Shrader St.) outside.
- Teachers are responsible for the supervision of the students.
- Teachers are required to take attendance and to provide an Emergency Attendance Sheet.
- Students and staff are to return to the building only when the return notice is announced.

Trespassing: Students have the right to attend school in safety, without disruption or disturbance, and without interference of any kind. School officials have the duty to provide for the protection and safety of students and of school property. Any person in the building without supervision and authority is trespassing. Failure to leave the school building, or the school grounds, when requested, will result in prosecution. Any student on school property while on Suspension-From-School may receive an additional day of Suspension-From-School.

No person is to use the school premises without authority and/or supervision. All unsupervised students must leave the building after their last class (details see POLICY ON CHECKING IN AND OUT OF SCHOOL).

All visitors must sign in at the Front Desk and are limited to the ground floor of the school building unless permitted and escorted by school staff.

# DISCIPLINARY ACTIONS

Teachers are the supervisors of the classroom. They are in the class to provide a healthy and safe learning environment for all students. A teacher may ask a student to move to any seat or location within the room at any time in order to ensure a safe and productive learning environment for all students. A teacher may prohibit a student from participating in any classroom activity and/or school activity if that student does not follow classroom rules and/or school rules.

Students who violate any of the school policies or the [Student Code of Conduct](#) will be subject to consequences of varying intensity appropriate to the degree of severity and frequency of the violation listed below, in addition to policy specific consequences. This means that certain violations may directly result in Level 2+ consequences, even if it's a first offense.

## General Disciplinary Actions

### Level 1

In the case of Level 1 (light) code offenses and policy violations, the classroom teacher should address and resolve them in the following way:

- Official Warning
- Asking the student to move to another seat or location within the classroom
- Asking the student to stop an activity until he/she is willing to follow the rules/procedures
- 5-minute in-class time-out
- Teacher will inform parents/guardians before the student returns to class the next day
- Classroom Student-Teacher Mediation Conference (the teacher may ask the student(s) to step outside the classroom and have this conference in the hallway)
- Classroom Restorative Conference to address proper and expected behavior (the teacher may ask the student(s) to step outside the classroom and have this conference in the hallway)
- Classroom Apology Letter to classmates
- Classroom Behavior Contract

### Level 2

In case of Level 2 (severe or repeated) code offenses and policy violations, teachers or administrators can take the following disciplinary actions:

- Office Visit: Students may be sent to the front office or to meet with student affairs and stay for the duration of the class. The student would have to discuss the matter with an administrator.
- Conference: Participants may include teachers, administrators, counselors, parents, students, or other appropriate individuals.
- Detention: Administrators may require a student to remain in school after the end of the regular school day. The students may be assigned detention the same day with parent consent; otherwise a 24-hour notice is required. Failure to serve detention on the day assigned, without rescheduling by administrative approval, will result in further consequences, which may include suspension.

### **Level 3**

In case of Level 3 (very severe or repeated) code offenses and policy violations, the Head of School may take the following disciplinary actions:

- In-School Suspension: A student is temporarily removed from all classes and school activities. The student is confined to a single room for the duration of the suspension and may not leave the room except in an emergency. Failure to attend or to follow established procedures will result in further actions.
- Parent Conference: May be required before the student is readmitted to classes.
- Suspension from School: The student is temporarily removed from all classes, school activities and from the school building for up to five days. A Parent Conference is required before the student is readmitted to classes.
- Expulsion: A student is asked to leave school for the remainder of the school year.

### **Expulsion**

A student may be expelled from San Francisco High School of the Arts for the following reasons:

- Serious violations or repeated violations of the [STUDENT CODE OF CONDUCT](#).
- More than 10 Unexcused Absences for the academic year.
- A GPA of less than 2.0 in one or several academic and artistic classes.

Breaking the law or receiving a conviction of a felony or misdemeanor.

# Policy Specific Violations

## Uniform Policy Violations

In the case of [UNIFORM-POLICY](#) violations:

- On the first offense, the student will receive a warning.
- On any following offense, the student will be withheld from entering class and sent to the Front Office. The student will either change into a school-provided rental uniform at a cost of \$5/day/uniform set until the uniform is returned, or be asked to leave the school for the day counted as an unexcused absence. (Note: Students are responsible for making up all work missed for any unexcused absences.) All rented uniforms must be washed before they are returned. Students may face additional disciplinary action for ongoing violations. The Dean of Students will note the student's name in the out-of-uniform record.
- These policy-specific disciplinary actions are in addition to the general disciplinary actions listed above.

## No Electronics Policy Violations

In the case of [NO-ELECTRONICS-POLICY](#) violations:

If a student is found to be in possession of a personal electronic device, or if the device were to ring or create a disturbance during class, the device will be immediately confiscated and only returned to the parents of the students when they are picked up. Repeated violations will result in detention, and/or being banned from using any electronics indefinitely until the ban is lifted.

- On the first violation, the teacher or administrator will confiscate the device and give the student a warning. The Dean of Students will note the student's name in the no-electronics-violation record and call to notify the parent/guardian of the violation. The parent/guardian may retrieve the device(s) from the office.
- On the second violation, the teacher or administrator will confiscate the device and student will serve detention. The Dean of Students will note the student's name in the no-electronics-violation record, notify the parent/guardian of the violation and arrange a conference with the parent/guardian and the student regarding this violation. The parent/guardian may retrieve the device(s) from the office.
- On the third violation, the Dean of Students will note the student's name in the no-electronics-violation record and execute an indefinite ban on using electronic devices for the student, until such time when the Dean of Students determines that the student is capable of self-control. The student and parent/guardian must sign a contract before the ban is lifted and the student is allowed to use electronic devices.

- These policy-specific disciplinary actions are in addition to the general disciplinary actions listed above.

# GRIEVANCE CONFLICT RESOLUTION PROCEDURE

HSArts staff and students are encouraged to first look within themselves in order to identify any issues which may have caused or worsened a conflict. Staff and students are also encouraged to develop empathy and understanding of the other's perspective. Learning how to self-reflect and take responsibility for one's own actions has been a part of all mediation sessions at HSArts for students and staff.

## **Open Door Policy:**

If a problem or complaint is so delicate a matter that a staff feel compelled to obtain advice from an Administrator, the administration encourages you to do so. Administration has been trained to work with staff in determining the most appropriate means by which conflict resolution can be achieved. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

## **Conflict Resolution Procedures:**

If a situation occurs where a staff member believes it is unjust or inequitable, they are encouraged to file a verbal or written complaint with his or her direct supervisor. The grievant may discontinue the procedure at any point if the problem is resolved.

*Step One:* The grievant should present any problem privately to whomever caused the problem or whoever is involved in the conflict, in a positive and constructive manner, immediately, or within a reasonable timeframe.

*Step Two:* The grievant should advise his or her direct supervisor of the problem within ten calendar days of the incident or within reason. The supervisor should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, the grievant may proceed to step three within ten calendar days of bringing the conflict before the Administrator.

*Step Three:* The grievant presents their conflict to the Head of School in writing. The Head of School reviews and considers the conflict. The Head of School will inform the grievant of his or her decision within thirty calendar days, and a copy of the written response will be retained in the staff member's file.

*Step Four:* Should the grievant feel that the Head of School has not followed the school policy and procedures for conflict resolution or not be satisfied with the decision, they may submit a written appeal to the Board of Trustees for review within ten calendar days of the decision of the Head of School.

*Final Determination:* The Board of Directors will make the final determination and will inform the grievant of the decision within thirty calendar days. Not every problem can be resolved to everyone's total satisfaction. Only through understanding and discussion of mutual problems can staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.



## **Mandatory Report of Child Abuse or Neglect**

Reports should be filed when there is reasonable cause to believe that a child may be suffering or has died as a result of abuse/neglect. Teachers and administrators are mandated by law to report actual or reasonably suspected instances of child abuse or neglect. The teacher who sees or hears evidence of abuse is the mandatory reporter. That teacher should inform his/her supervisor immediately. The supervisor will have a Family and Children's Services (FCS) Form for the teacher to fill out and a telephone number for that teacher to call FCS services in the San Francisco area. The supervisor can offer the form and the telephone number, but it must be the person who witnessed or directly heard the evidence who makes the call and fills out the form.

To report child abuse/neglect, call the San Francisco Family and Children's Services (FCS) Hotline at (800) 856-5553 first to make a verbal report, followed by a written report within 36 hours. The report form can be downloaded from the following address:

[www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)

Please make sure all the blanks in the form are filled. Mail the copy of the report to:

City and County of San Francisco Human Services Agency

P.O. Box 7988

San Francisco, CA 94120-7988

The original copy of the report shall be kept in the Front Office.

## **Teacher-Parent Communication**

Being in ongoing communication with parents/guardians is part of having effective classroom management. There are many reasons to communicate with parents/guardians; some are:

- Students do excellent work and/or show excellent behavior, or school work/behavior has improved.
- A conference needs to be scheduled.
- A student does not perform well academically (class work, homework), may earn an "F," or has dropped two grades for the grading period.
- A student's behavior does not assist with academic progress and interferes with his/her and others' learning and the teacher's teaching.
- All email communication with parents/guardians should include a cc to the corresponding department director.

## **Student Grievance Procedure**

If a conflict or grievance between a student and teacher or administrator should arise, the student may express the grievance in the following way:

1. The student discusses the grievance with the teacher/administrator directly.
2. If the grievance is not settled, the student discusses the grievance with his/her Advisor.
3. If the grievance is not settled, the student presents the grievance to the Head of School in writing, who then calls for a mediation meeting. The student may choose to have a parent/guardian present during this meeting.

# STUDENT RECORDS POLICY

San Francisco High School of the Arts is committed to maintaining accurate student records, to protecting the confidentiality and privacy of the records, and to securing the records except where federal, state, and local laws and regulations provide for disclosure.

HSArts recognizes the right of students and their parents to access their student's education records under the Family Education Rights and Privacy Act (FERPA). Please contact the Front Office to gain access to student records.

Please note that schools are required by law to maintain student health immunization records for the government of California. HSArts is also required by law to report government immunization compliance by students to the government of California. Please keep up to date on the required immunizations for children as stipulated by law. If you have any questions please refer to <https://www.cde.ca.gov/ls/he/hn/cefimmunization.asp> If a student does not have the required immunizations, HSArts reserves the right to deny service and/or eligibility for attending classes.

HSArts maintains official transcripts for all semester grades earned for our school's courses. All copies of official transcripts cost \$15 dollars each, and will be printed within TWO business days after receipt of payment. This is done through the academic counselor's office. Please provide the academic counselor with the exact address, person, and/or institution you want the transcript sent. Give yourself plenty of time to allow for our school's printing and regular USPS mail service before any transcript deadline stipulated by the other institution. Any special delivery service (priority, express, next day, tracking, fedex, etc...) is the responsibility of the student. The school does not provide any special delivery services.

# SCHOOL OFFICE HOURS AND CONTACTS

**Front Desk:** Monday–Friday 7:40 am – 6:00 pm

**Front Office:** Monday–Friday 8:00 am – 4:00 pm

**School telephone:** (415) 431-3161

**Mailing address:** 1950 Page Street, San Francisco, CA 94117

**Email:** [info@HighSchooloftheArts.org](mailto:info@HighSchooloftheArts.org)

# Appendix A

## HSArts Organizational Chart

				<b>Board of Directors</b>						
				<b>Head of School</b>						
	<b>Arts</b>		<b>Academics</b>	<b>Front Office</b>	<b>Admissions (Enrollment)</b>	<b>Counseling</b>	<b>Student Life</b>	<b>Facilities</b>	<b>Accounting</b>	<b>IT</b>
<b>Dance</b>	<b>Music/Musical Theater</b>	<b>Visual Arts</b>	<b>All academic related matters</b>	<b>School Communication</b>	<b>Enrollment</b>		<b>Events, athletics, clubs</b>			
<b>Wei (Brian)</b>	<b>Brian/Ray</b>	<b>SZ/Brian</b>	<b>Lona</b>	<b>Anne</b>	<b>Shalina</b>	<b>Shalina</b>	<b>Brian</b>	<b>James Wu</b>	<b>Yoyo</b>	<b>Ray</b>
Brian, Mike, Dana, Stephanie, Hanna, Katy, Yao	Yujing, Cristina, Ani, Victoria, Julia, Hannah	Lucy, Millie, Vera, John	Ray, Darragh, Lee, Ginnie, Hannah, David, Cai, Dora, Min, Yoyo	Anne, Annabel, Brian, Lona, Ginnie, Lee	Ginnie, Natalia	Lee, Peter, Darragh	Lee, Darragh, Hannah, Natalia, Qing, Anne	Lee, Cui, Xing, Cao	Yoyo, Ginnie, Annabel, Lona	Eugen

# Appendix B

CITY AND COUNTY OF SAN FRANCISCO

## Sexual Harassment Policy

(1) It is the policy of the City and County of San Francisco that, in accord with State and federal laws, each city employee has the right to work in an environment free of discrimination, including sexual harassment, and that sexual harassment is unacceptable and will not be tolerated in the workplace. The City and County of San Francisco will take all reasonable steps within its control to provide a workplace in which all individuals are treated with respect and dignity. The City and County of San Francisco recognizes that the elimination of sexual harassment in the workplace will create a better working environment, increase productivity, and improve relationships for all employees.

(2) Sexual harassment of a City official or employee is, in accord with State and federal laws, strictly prohibited by another City official or employee. This policy applies to all officials and employees and to all phases of employment, including, but not limited to, recruitment, testing, hiring, promotion or demotion, transfer, layoff, termination and selection for training.

(3) It is further the policy of the City and County of San Francisco to take reasonable steps, in accord with State and federal laws, to provide its employees with a workplace free of sexual harassment by non-employees, including, but not limited to: contractors and subcontractors of the City and County of San Francisco, clients, volunteers, interns, and members of the general public. It is also the policy of the City and County of San Francisco to take reasonable steps to prohibit its City officials and employees, acting within the scope of their official duties and employment, from sexually harassing non-employees, including, but not limited to: contractors and subcontractors of the City and County of San Francisco, clients, volunteers, interns, and members of the general public.

- (4) In order to create and maintain a workplace free from sexual harassment of employees, the City and County of San Francisco will, in accord with State and federal laws, take all reasonable steps to:
- (A) Set an example through its leadership and management that sexual harassment will not be tolerated;
  - (B) Train and educate management and public officials as to their responsibility to carry out the policy of the City and County; and
  - (C) Train and educate employees regarding sexual harassment issues and policy.
- (5) It shall be a violation of this policy to engage in harassing conduct that does not meet the definition of sexual harassment under state and federal law, but that, if repeated or allowed to continue, might meet that definition.
- (6) Pursuant to the Charter, the sexual harassment discrimination complaint procedure established by the Civil Service Commission and Human Resources Director is available to review and resolve all allegations of sexual harassment. Persons wishing to file a complaint are urged to contact the Human Resources Department Equal Employment Opportunity Unit for copies of the forms and procedures.
- (b) Definition.
- (1) For purposes of this Section and in accord with federal and State laws, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature or directed at an individual because of the individual's sex when:
- (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - (B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting said individual; or
  - (C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- (2) Examples of behavior which may, in accord with State and federal laws, constitute sexual harassment, include, but are not limited to, the following:
- (A) Acts from male to female, female to male and between individuals of the same sex which are sexual in nature and unwelcome; sexual harassment may be directed against a particular person, persons or group;
  - (B) Verbal conduct which is sexual in nature and unwelcome, e.g., epithets, jokes, comments or slurs, repeated requests for dates which are unwelcome;
  - (C) Nonverbal behavior which is sexual in nature and unwelcome, e.g., staring, leering, lewd gestures;
  - (D) Physical conduct which is sexual in nature and unwelcome, e.g., assault, sexual advances such as touching, patting or pinching, impeding or blocking movement or any physical interference with normal work or movement;
  - (E) Visual effects which are sexual in nature and unwelcome, e.g., posters or signs, letters, poems, graffiti, faxes, cartoons or drawings, pictures, calendars, electronic mail and computer programs;
  - (F) Consensual romantic relationships between a supervisor or manager and a subordinate do not constitute sexual harassment per se and are not prohibited by this policy, but may create a potential for conflict or an appearance of impropriety.
- (3) For purposes of this Section, retaliation against any official, employee or applicant for employment for having made a good faith complaint or report of sexual harassment, or participating or aiding in an investigation of sexual harassment shall be prohibited. Examples of retaliation may, in accord with State and federal laws, include, but are not limited to, the following:
- (A) Transferring the complainant or witness against their will;
  - (B) Ignoring the complainant or witness;
  - (C) Spreading rumors and innuendoes about the complainant or witness;
  - (D) Changing work assignments of the complainant or witness without a valid work-related rationale;
  - (E) Sabotaging of tools, materials or work of the complainant or witness; and
  - (F) Withholding work-related information from the complainant or witness.
- (c) Right to File Other Complaints. This policy shall not alter or affect the right of any person to make a charge of discrimination with any State or federal agency with jurisdiction over such claims, file a grievance under a collective bargaining agreement, or consult a private attorney.
- (d) Education and Training. Prevention is the best tool for the elimination of sexual harassment. All City and County commissions, departments, boards and agencies shall provide to each of their supervisory employees a copy of this ordinance with a written explanation of the most current procedure for filing a complaint. Each appointing officer shall require their supervisory personnel to instruct all employees under their supervision of the contents of this ordinance and of the Civil Service and Human Resources Department procedures for filing and processing a complaint. Each appointing

officer shall provide to or acquire for its supervisory personnel a periodic training program designed to educate and thereby prevent sexual harassment.

(e) Department of Human Resources Reports.

(1) Quarterly Reports. The Human Resources Director shall provide, on a quarterly basis, to the Commission on the Status of Women a written report on the number of sexual harassment complaints filed and the departments that were involved. The report also shall include information on the dispositions of complaints that are concluded and the status of complaints that are pending. The reports shall not include names or other identifying information regarding the parties or the alleged harassers.

(2) Annual Report. The Human Resources Director shall provide annually to the Mayor, the Board of Supervisors, the Human Rights Commission, and the Commission on the Status of Women a written report on the number of claims of sexual harassment filed, including information on the number of claims pending and the departments in which claims have been filed. The reports shall not include names or other identifying information regarding the parties or the alleged harassers.

(f) Commission on the Status of Women. The Commission on the Status of Women is available to offer technical advice on this City and County policy, assistance and referrals for sexual harassment complainants, technical assistance and additional resources to supervisory employees and managers regarding sexual harassment, and to assist in the prevention of sexual harassment incidents.

(g) The City and County of San Francisco is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, any obligations for which it is liable in money damages or otherwise to any person who claims that such breach proximately caused injury. (Added by Ord. 441-96, App. 11/22/96; amended by Ord. 149-00, File No. 000696, App. 6/30/2000)