



SAN FRANCISCO

HIGH SCHOOL
OF THE ARTS

Where Passion and Hard Work Deliver Success

STUDENT AND PARENT HANDBOOK

2023–2024

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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.

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

San Francisco High School of the Arts offers and develops courses based on requirements and content standards as provided by the Californian Department of Education*. The school also follows the “a-g” curriculum requirements from the University of California.

In addition to required core classes, we also offer a wide range of elective academic courses and rigorous visual arts and performing arts programs for aspiring young artists. Our graduation requirements ensure that students successfully complete all subject credits that are necessary for admissions into UC and CSU.

**The 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/.*

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 *AP Music Theory

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
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:

Letter Grade	Percent Grade	Grade Points (for GPA)
A	93–100	4.0 (AP/Honors 5.0)
A-	90–92	3.7 (AP 4.7)
B+	87–89	3.3 (AP 4.3)
B	83–86	3.0 (AP 4.0)
B-	80–82	2.7 (AP 3.7)
C+	77–79	2.3 (AP 3.3)
C	73–76	2.0 (AP 3.0)
C-	70–72	1.7 (AP 2.7)
D+	67–69	1.3 (AP 2.3)
D	63–66	1.0 (AP 2.0)

D-	60–62	0.7 (AP 1.7)
F	Below 60	0.0

(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 7th 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 7th week, the transcript will reflect a “W” with no credit for the dropped class. A student who drops a course after the 7th 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.

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.

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 STEM Honors¹	HSArts Diploma with Humanities Honors¹
English	4 (<i>1 ESL credit acceptable</i>)	4 (<i>1 ESL credit acceptable</i>)	4 (<i>1 AP English credit required</i>)
Mathematics ²	4	4 (<i>AP Calculus BC or Statistics required</i>)	4

History ³	4	3	4 (2 AP History or Government credits required)
Lab Sciences ⁴	3	4 (2 AP Science credits required)	3
Foreign Language ⁵	3	3	3
Arts ⁶	15	15	15
Electives ⁷	1	1	1
P.E.	2	2	2
Total Credits	36	36	36

- 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 Theatre).

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: STEM 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.

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
4. Student Athletics (Mr. Brian Nieh, acting).

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.

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).

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).

GENERAL SCHOOL POLICIES

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.

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 of any form 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.

Students or teachers who experience what they believe to be violations of any of the above from adults or students should report all incidents to the Head of School immediately. All allegations will be taken seriously, handled discreetly, and promptly investigated by the Head of School. Any transgressions committed by students or staff will receive an appropriate response.

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

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 you feel compelled to obtain advice from an Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents 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 parent or student believes it is unjust or inequitable, they are encouraged to file a verbal or written complaint with the Administrator. 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 the appropriate Administrator of the problem within ten calendar days of the incident or within reason. The Administrator 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 student'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 parents, and students develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.

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:

Step One: The student discusses the grievance with the teacher/administrator directly.

Step Two: If the grievance is not settled, the student discusses the grievance with his/her Academic Counselor or Arts Advisor.

Step Three: If the grievance is not settled, the student presents the grievance to the Dean of Students 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 the [CDE Immunization Page](#). 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

PARENT AND STUDENT ACKNOWLEDGEMENT

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____

Date: _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____

Date: _____

Student's Name (Print): _____

Student's Signature: _____

Date: _____