



CODE OF PROFESSIONAL PRACTICE AND ETHICAL CONDUCT

General Policy Statement

The purpose of this policy is to establish and uphold uniform standards of conduct for OSA employees. These rules shall be binding on every person employed by OSA. The standards of conduct listed in Section II of this policy are minimum standards; OSA expects all employees to exhibit the highest standards of honesty, integrity, morality, and fairness in all dealings with colleagues, parents/guardians, students, and the community.

OSA expects its Employees to serve as positive role models for students and to engage only in conduct and behavior that will contribute to a healthy school atmosphere. Employees are expected to perform their jobs in a competent and ethical manner, without violating the public trust or applicable laws, policies, and/or regulations. Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities with OSA.

At OSA, we hold our employees to the highest standards of professionalism, ethical behavior, and lawful conduct. All employees must perform their duties with competence, integrity, and diligence, following all applicable laws, policies, and regulations. Any conduct that involves immorality, misconduct in office (e.g., failing to report suspected child abuse), insubordination, incompetence, or willful neglect of duty is strictly prohibited and may lead to disciplinary action, up to and including termination.

This document reflects the consolidated expectations, responsibilities, and behavioral standards for all OSA employees. Specific examples provided throughout are illustrative and not exhaustive.

OSA recognizes that employees are entrusted with significant responsibility due to their access to students, families, confidential information, and school resources. Employees are expected to exercise sound professional judgment and understand that conduct may be subject to review based on its impact on student safety, employee responsibilities, and the reputation and operation of OSA.

Standards of Professional Conduct

OSA expects all employees to comply with all applicable professional standards established by federal, state, and local governing bodies, as well as any other standards generally recognized by members of the employee's profession. Deliberate disregard of generally recognized professional standards in the following areas is a violation of OSA's ethical standards, and may result in discipline up to and including termination:

- Service as a positive role model for students, parents, and the community;
- Assessment, treatment, instruction, or supervision of students;
- Employment or evaluation of personnel; and
- Management of funds or property.

OSA expects all employees to act honestly and with an appropriate duty of care for the students, community, school and school property. Employees shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of their duties.

All employees are expected to represent their own or others' experience or credentials accurately. This includes avoiding misrepresentation of student performance. Employees shall not deliberately falsify, misrepresent, or omit material information concerning any of the following:

- Professional qualifications;
- Application or recommendation for employment, promotion, or licensure;
- Completion of college or staff development credit;
- Evaluation or grading of students or personnel;
- Application or recommendation for college or university admission or scholarship, grant, academic award or similar benefit;
- Submission of financial or program compliance reports submitted to state, federal, or other governmental or oversight agencies;
- Submission of information in the course of an official inquiry by the OSA Board or leadership; and/or
- Submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate.

Employees are expected to cooperate fully and honestly with internal investigations, audits, legal inquiries, and administrative reviews conducted by or on behalf of OSA. Failure to cooperate, providing knowingly false information, or interfering with an investigation may result in disciplinary action.

Conflicts of Interest and Improper Financial Arrangements

Employees are prohibited from improper financial arrangements and conflicts of interest. Employees may not:

- Engage in or have financial interest in any activity that conflicts with their job duties
- Solicit current students or families to purchase goods/services in a private remunerative capacity
- Tutor for remuneration students currently assigned to their class(s), unless approved by the Principal or Artistic Director.
- Accept any compensation, benefit, or thing of any value other than their regular compensation for the performance of any service that they are required to offer in the normal scope of employment at OSA.
- Accept gifts from any person or group desiring to do or doing business with OSA, unless such gifts are instructional products or advertising items of nominal value that are widely distributed.

- Accept gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
- Misuse public funds or property, funds of a school related organization, or colleague's funds. The employee shall account for funds collected from students, colleagues, or parents/legal guardians. The employee shall not submit fraudulent requests for reimbursement, expenses, or pay.

Employees must disclose any actual, potential, or perceived conflict of interest involving their responsibilities at OSA, including relationships, outside employment, financial interests, or activities that may impact their ability to perform their duties objectively.

Employee Responsibilities

Employees must:

- Report to work on time as scheduled, work as long as expected, follow leave procedures, and use work time for performance of OSA responsibilities
- Complete work assignments in an appropriate, satisfactory, and timely manner and follow OSA procedures and guidelines, as well as the instructions, directions, and orders of supervisors and administrators
- Maintain the confidentiality of information obtained through work, including employee and student records
- Dress professionally and maintain a positive, respectful work environment
- Maintain cleanliness and organization in OSA workspaces
- Attend required professional development and maintain valid certification/licensure
- Submit timely, accurate reports (e.g., attendance, gradebook)
- Exercise fiscal responsibility and safeguard OSA property
- Avoid conflicts of interest and self-dealing
- Operate school-sponsored trips within OSA policies and obtain appropriate approval
- Conduct private life activities (including social media use) in a manner not prejudicial to their effectiveness as OSA employees

Employees are expected to use professional judgment when communicating publicly, including through social media and online platforms. Employees should avoid posting, sharing, or engaging with content that could reasonably undermine student trust, disclose confidential information, violate student privacy, or impair their ability to perform their professional responsibilities.

Professional Boundaries With Students

OSA employees are expected to maintain the highest standards of ethical conduct and professional boundaries in all interactions with students. Staff must:

- Build respectful, positive relationships that support student learning
- Maintain appropriate professional boundaries, avoiding behavior that could be seen as grooming or romantic
- Use only appropriate physical contact (e.g., high fives, pats on the back) and avoid all forms of corporal punishment or physical discipline
- Communicate electronically with students only for school-related purposes and only via approved platforms
- Report suspected abuse or neglect immediately and never interfere with mandated reporting

Employees must immediately report concerns regarding student safety, suspected misconduct, boundary violations, or inappropriate interactions involving students to an appropriate administrator and/or Human Resources, consistent with mandated reporting obligations and OSA procedures.

Unacceptable behaviors include:

- Discriminating against students based on legally protected characteristics
- Verbal or non-verbal actions to humiliate, harass, or intimidate students Using sexual or offensive humor
- Making derogatory comments about a student's identity or background
- Shaming or belittling students for appearance, dress, or family background
- Engaging or attempting to engage in romantic/sexual relationships with students
- Showing or discussing inappropriate or sexual content
- Being alone with students in private, unsupervised settings
- Engaging in secretive, non-school-related communications or social media interactions

Recommended practices include:

- Modeling respectful, professional behavior
- Keeping conversations school-related
- Meeting with students in visible, open-door settings
- Notifying supervisors of any incidents impacting student well-being

Employees should avoid situations that could create the appearance of favoritism, inappropriate familiarity, or preferential treatment toward individual students.

When engaging with colleagues, families, and the community, employees must:

- Treat all individuals with respect and fairness
- Avoid gossip, personal attacks, and unprofessional conduct
- Maintain a collaborative, inclusive, and civil work environment
- Uphold OSA's core values of Value, Uplift, and Honor

Communication Expectations

- Respond to external communications (students/families) within 48 hours
- Respond to internal emails within 48 hours and regularly monitor Slack
- Teachers are not expected to monitor Slack during instruction but should respond during non-instructional time within 24 hours

Employees should use professional judgment when responding to communications and should ensure that communications are consistent with OSA's expectations regarding confidentiality, professionalism, and appropriate boundaries.

Employees should use OSA-approved communication platforms when communicating school-related information. Personal accounts, messaging applications, or social media platforms should not be used for school-related communication with students unless expressly authorized by OSA.

Student Safety, Abuse, and Sexual Exploitation

Employees must never subject students to abuse and/or sexual exploitation. Abuse includes but is not limited to:

- Any inappropriate use of language that is considered profane, vulgar or demeaning;
- Any racist, sexist, homophobic, transphobic, or other hate speech;
- Any sexual act or sexual contact with a student;
- Any solicitation of a sexual act, whether written, verbal, or physical;
- Any act of child abuse;
- Any act of sexual harassment;
- Any act of exposing students to sexually explicit language or media; and/or
- Any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student of any age (including "dating").

Employees are mandatory reporters under California law and must immediately report suspected child abuse or neglect to the appropriate authorities and follow OSA reporting procedures. Employees must not investigate suspected abuse themselves, delay reporting, or attempt to resolve allegations independently.

Substance Use and Impairment

Employees shall not:

- Be under the influence of, possess, use, or consume, on school premises or at any school sponsored activity any controlled substance, including marijuana, without a prescription authorizing the use of that substance;
- Be under the influence of, possess (other than sealed original containers of alcohol or cannabis), use, or consume any alcoholic beverage or non-prescribed controlled substance on school premises or at a school-sponsored activity involving students;
- Furnish alcohol or a controlled substance to any student, except as indicated in the professional duties of administering legally prescribed medications;
- Commit any criminal act or any felony;
- Willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague, or fail to take reasonable care to avoid violating such constitutional or civil rights; or
- Directly or indirectly threaten to use their official authority in any manner that interferes or discriminates against any subordinate or any other employee who in good faith brings legitimate concerns to OSA's leadership and/or Board.

OSA prohibits employees from being impaired while performing assigned duties, supervising students, attending school-sponsored activities, or otherwise representing OSA. This prohibition applies regardless of whether impairment results from alcohol, cannabis, illegal substances, prescription medication, over-the-counter medication, or any other substance that affects an employee's ability to safely and effectively perform assigned responsibilities.

Confidentiality and Protection of Student Information

In all cases, OSA employees are expected to treat confidential student, family and school information with the utmost care. Employees shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards or is necessary for the personal safety of the student or others.

Employees must comply with all applicable confidentiality requirements, including but not limited to the Family Educational Rights and Privacy Act (FERPA), California student privacy laws, and OSA policies regarding student and employee records.

Employees must meet all mandatory requirements of California public school employees.

Sanctions

Violation of these standards may subject an employee to investigation and disciplinary action by OSA, OUSD, the California Commission on Teacher Credentialing, and/or the State Board of Education. An employee who fails to or is unwilling to meet the standards set forth in this policy shall be subject to corrective action up to and including termination of employment.

This list is not exhaustive. OSA can terminate an at-will employee regardless of whether an employee engages in prohibited conduct. OSA also reserves the right to terminate any employee

for serious misconduct regardless of whether it specifically appears in the above list. For represented employees, the applicable rights and protections of the CBA shall apply. Nothing in this policy is intended to prohibit or discourage employees from exercising their right to take actions protected under relevant labor laws.

STANDARDS OF CONDUCT

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by OSA. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or OSA's operations also may be prohibited. Employees may be disciplined, up to and including termination, for any of the following reasons:

- Failure by the Employee to substantially perform their duties;
- Falsifying employment records, employment information, or other OSA records;
- Theft and deliberate or careless damage or destruction of any OSA property, or the property of any employee or student;
- Unauthorized removal or use of OSA property or materials;
- Unauthorized use of OSA equipment, time, materials, or facilities;
- Failure to comply with the Electronic and Social Media Policy;
- Provoking a fight or fighting during working hours or on OSA property;
- Violent or threatening conduct;
- Participating in horseplay or practical jokes on OSA time or on OSA premises;
- Carrying firearms or any other dangerous weapons on OSA premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Conviction of a felony or any crime involving moral turpitude;
- Insubordination, including but not limited to intentional failure or refusal to follow reasonable directions or instructions or perform tasks given by a supervisor or member of management, or the use of abusive, disrespectful or threatening language toward a supervisor or member of management;
- Harassment of any form of another individual;
- Using abusive language at any time on OSA premises;
- Failing to promptly notify proper supervisor when unable to report to work, or otherwise failing to comply with policies regarding absences from work;

- Failing to promptly notify proper supervisor when unable to attend mandatory meetings (or be on time for mandatory meetings), or otherwise failing to comply with policies regarding mandatory meetings;
- Failing to obtain permission to leave work for any reason other than scheduled breaks and lunch periods during normal working hours (non-exempt employees);
- Failing to obtain permission to leave work during instructional periods, including advisory (teachers);
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Working overtime without prior authorization (non-exempt employees);
- Violating any safety, health, security or school policy, rule or procedure;
- Violating any law applicable to OSA educational facilities and their employees;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or involvement in any act of unlawful harassment of another individual;
- Consuming illegal substances on campus;
- Working or reporting to work while under the influence of alcohol, cannabis, or any illegal drug
- Working or reporting to work while under the influence of prescribed or over-the-counter medications which impair the employee's ability to perform the essential functions of their position;
- Being present on campus for a public event involving students and parents while impaired by consumption of alcohol or other drugs, this extends to any offsite school sponsored performance, event or activity involving students and parents from OSA;
- Possession, sale or use of illegal drugs at OSA;
- Dishonesty;
- Immoral or unprofessional conduct at OSA or at an OSA sanctioned event;
- Conduct which is materially detrimental to OSA or that substantially damages the reputation of OSA;
- Any other action that would cause a reasonable person to conclude that Employee's employment should be terminated;

- Retaliation against any employee, student, parent/guardian, or other individual who reports concerns, participates in an investigation, requests an accommodation, or exercises rights protected by law or OSA policy;
- Failure to maintain appropriate professional boundaries with students or misuse of authority over students;
- Unauthorized disclosure, misuse, or improper handling of confidential student, family, employee, or school information; or
- Failure to comply with mandated reporting obligations or interfering with another person's mandated reporting responsibilities.

This list is not exhaustive. OSA can terminate an at-will employee regardless of whether an employee engages in prohibited conduct. OSA also reserves the right to terminate any employee for serious misconduct regardless of whether it specifically appears in the above list. For represented employees, the applicable rights and protections of the CBA shall apply. Nothing in this policy is intended to prohibit or discourage employees from exercising their right to take actions protected under relevant labor laws.

Off-Duty Conduct

While OSA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with OSA's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect OSA's or their own integrity, reputation, or credibility. Illegal, off-duty conduct by an employee that adversely affects OSA's legitimate interests or the employee's ability to perform their job will not be tolerated.

Employees should recognize that certain off-duty conduct may impact their employment when it directly relates to their ability to perform assigned duties, maintain appropriate professional boundaries, comply with legal obligations, or maintain the trust placed in school employees.

While employed by OSA, employees are expected to devote their energies to their jobs with OSA. For this reason, employees who take on second jobs must ensure that such jobs do not impair or interfere with their ability to perform the duties of their OSA employment. Employees are expected to avoid outside situations that cause:

- Conflicts with an employee's work schedule, duties, and responsibilities at OSA;
- Conflicts of interest or incompatibility with the employee's position with OSA;
- A detrimental effect on the employee's work performance with OSA;
- The employee to conduct work or related activities on OSA's property during the employer's working hours or using OSA's facilities and/or equipment;
- A direct or indirect conflict with the interests of OSA.

OSA shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Outside employment must in no way violate OSA's Electronic & Social media policy. In the event that an employee's other employment is determined

by OSA to violate any of the provisions of this section, OSA may require the employee to either terminate such employment or resign from their OSA position.

Drug and Alcohol Abuse

OSA is concerned about the use of alcohol, illegal drugs or controlled substances (excluding prescription medication taken as prescribed) as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to OSA. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes OSA to the risks of property loss or damage, or injury to other persons.

Furthermore, the abuse of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to OSA.

The following rules and standards of conduct apply to all employees either on OSA property or during the workday (including meals and rest periods). Behavior that violates OSA policy includes:

- Possession or use of any illegal or controlled substance, an open container of alcohol, or being under the influence of alcohol or any controlled substance while on the job (excluding prescription medication taken as prescribed);
- Driving with any student while under the influence of illegal drugs or alcohol;
- Distribution, sale, or purchase of any illegal or controlled substance or alcohol while on the job or engaged in any on- or off-campus activity affiliated with OSA.

Violation of these rules and standards of conduct will not be tolerated. OSA also may bring the matter to the attention of appropriate law enforcement authorities.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

OSA will encourage and reasonably accommodate employees with alcohol or drug dependencies who voluntarily seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. Represented employees may be assisted by a union representative in connection with such a request and/or subsequent discussions, if they so choose. OSA is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is OSA obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect OSA's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Punctuality and Attendance

All OSA employees are expected to be punctual and regular in attendance at work, mandatory meetings, and required events. Employee tardiness and/or absences present problems for fellow employees.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for authorized OSA business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and should be avoided.

For full-time teachers, the regular on-campus work hours are:

- Academic teachers: 8:15 a.m. to 3:45 p.m.
- Arts teachers: 9:30 a.m. to 4:45 p.m.
- Student-free days: 8:30 a.m. to 4:30 p.m.

Full-time teachers must report to work no later than fifteen (15) minutes before the start of student instruction or their first scheduled meeting. Non-teaching staff are required to report to work according to the schedule assigned to them by their direct supervisor.

When possible, employees who wish to be excused from attending any mandatory meeting, or for being tardy to such meetings, must seek approval from the proper supervisor at least seventy-two (72) hours in advance. If an employee needs to be excused from a mandatory meeting due to an emergency that does not allow for seventy-two (72) hours advance notice, they must provide as much advance notice as practicable.

In all cases of absence or tardiness from work, employees must provide their supervisor with a reason or explanation at least one (1) hour before the scheduled time to begin work if possible, and as far in advance as is practical if one (1) hours' notice cannot be provided. Employees also must provide the expected duration of any absence.

Absent extenuating circumstances that make providing such notice impossible, failure to report for work for three (3) consecutive workdays without any notification to the Director of Human Resources or the employee's direct supervisor may be considered abandonment of employment and treated as a voluntary resignation.

Employees are responsible for accurately reporting absences and following all applicable leave request and approval procedures. Failure to follow attendance procedures may result in corrective action, subject to applicable law and CBA provisions.

Dress Code and Other Personal Standards

Each employee is a representative of OSA in the eyes of the public and must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner that is consistent with the nature of the work performed.

OSA recognizes that employees may express themselves through personal appearance, cultural practices, religious practices, and personal style. Dress and grooming expectations shall be applied consistently and in accordance with applicable nondiscrimination and accommodation requirements.

Confidentiality

All student and OSA lists, student email addresses, student records, teaching/performance plans, reports, marketing, expansion, technology, and processes of OSA are valuable, special, and unique assets of OSA (collectively "Confidential Information"). Employees acknowledge that they will have access to and knowledge of confidential Information, and that such access and knowledge is essential to the performance of their duties under this Agreement. Employee further agrees that except as specifically authorized in the applicable CBA or otherwise in writing by the Executive Director, Employee will not directly or indirectly (i) disclose any Confidential Information to any person or entity, or (ii) make use of any Confidential Information for his or her own purposes or for the benefit of any other person or entity.

Each employee is responsible for safeguarding the confidential information obtained during employment. Employees have the responsibility to prevent revealing or divulging any such information unless it is absolutely necessary for the performance of duties. Access to confidential information should be on a "need-to-know" basis and must be properly authorized.

Any breach of this policy will not be tolerated and OSA may take legal action. Nothing in this policy is intended to interfere with, restrain, or prevent protected employee communications regarding wages, hours, or other terms and conditions of employment.

Employees must take reasonable precautions to protect confidential information, including securing documents, protecting passwords, using approved technology systems, and avoiding discussions of confidential matters in public or inappropriate settings.

Behavior of Employees With Their Child at OSA

Employees who have a student enrolled at OSA must not share any OSA confidential information with their child. This includes, but is not limited to, personnel matters, internal communications, disciplinary actions involving other students, academic records of other students, or any other information not otherwise accessible to parents or the general public.

Employees are expected to maintain professional boundaries and uphold the same standards of privacy and confidentiality for their child's peers as they would for any other student. Access to internal information due to an employee's role must not be used to provide preferential treatment, early access to decisions or changes, or influence over academic or disciplinary outcomes related to their child or other students.

Employees should also refrain from discussing work-related student matters at home or in any context that could inadvertently disclose sensitive information to their child. This includes verbal conversations, digital communications, or shared access to email, documents, or platforms intended for internal use.

Additionally, employees must not use personal or internal school channels (such as staff-only Slack, email, Google Drive, etc.) to communicate with their own child in a way that bypasses normal student/family communication protocols. Similarly, employees must not engage with their child about OSA business on personal or professional social media in ways that disclose internal information or undermine school procedures.

Employees who have a child enrolled at OSA must not use their employee role, access, or knowledge of internal school processes to advocate for, influence, or obtain preferential treatment for their child. This includes, but is not limited to, requests related to student placement, discipline, grades, scheduling, accommodations, or other educational decisions. Employees must follow the same communication channels and procedures available to all OSA families.

Violations of this policy may be considered a breach of confidentiality and subject to disciplinary action.

Children and Family Members Onsite During Work Hours

Employees may not bring their children, grandchildren, or other minors onsite during their scheduled work hours for childcare purposes or other personal reasons unless expressly approved in advance by OSA. Employees must receive approval from their supervisor and/or Human Resources before bringing any child or minor who is not enrolled as an OSA student or participating in an OSA-sponsored program or activity onto campus during work hours.

OSA recognizes that occasional circumstances may arise requiring an employee to request temporary approval for a child or minor to be onsite. Approval will be considered on a case-by-case basis and may be limited based on operational needs, student safety, supervision requirements, confidentiality considerations, and the employee's job responsibilities. Approval is not guaranteed and does not establish a standing childcare arrangement or ongoing campus access. Approval for one occasion does not create an ongoing arrangement or expectation of continued approval.

Employees who receive approval to bring a child or minor onsite remain responsible for ensuring that the child or minor is appropriately supervised at all times and does not disrupt school operations, interfere with the employee's job responsibilities, or access confidential information, restricted areas, or student/personnel records. Children and other minors brought onsite may not participate in classroom activities, student supervision, or school operations unless specifically authorized by OSA. OSA does not assume responsibility for supervising, monitoring, or providing childcare for children or other minors brought onsite by employees.

Employees who have a child enrolled at OSA must continue to comply with all applicable confidentiality, professional boundary, and conflict-of-interest expectations outlined in this handbook.

Employees who bring a child or minor onsite without prior approval may be directed to remove the child from campus and may be subject to corrective action.