

THE O'FARRELL CHARTER SCHOOL

AN AVID NATIONAL DEMONSTRATION SCHOOL

HIGH SCHOOL ACADEMY* MIDDLE SCHOOL ACADEMY* ELEMENTARY SCHOOL ACADEMY



2014-2015 PARENT HANDBOOK

Jonathan Dean, Ed.D.
Principal/Superintendent

Phone: (619) 263-3009
Fax: (619) 263-4339
Website: www.ofarrellschool.org
6130 Skyline Drive
San Diego CA 92114

Table of Contents

Table of Contents	2
Welcome to O'Farrell	3

General Information

O'Farrell History	4
Mission Statement.....	4
School Governance	5
Office Hours.....	5
Arranging Meetings with Staff.....	5
Student Services Contact Info.....	5
Student Drop-Off/ Pick Up	6
Educational Families.....	6
Homebase Teachers	6
Family Leaders.....	6
Family Support Services	6
Thrift Store.....	7
Health Office.....	7
Family Resource Center.....	7
Middle School Hours	8
Elementary School Hours	9
High School Hours.....	10

Attendance Procedures

Reporting Absences	11
Truancy Policy	11
Tardy Policy.....	12
Independent Study Contracts	12

O'Farrell Policies

Charter Contract Agreement	13
Recording Devices	13
Cell Phones	13
Zero Tolerance	13
Sexual Harassment.....	14
Inappropriate Familiarity	14
Bullying.....	14
Inappropriate Items	14
Network Use Guidelines	15
Middle School Uniforms.....	16
Elementary School Uniforms.....	18
High School Uniforms	20
Falcon Way	22

Academic Policies

Community Service	23
Portfolio Exhibitions.....	23
Grading Policy	24
Promotion Activities	25

6

Welcome Parents to The O'Farrell Charter School



On behalf of the staff of O'Farrell, I am proud to present the Parent Handbook for the 2014-2015 school year. The staff at O'Farrell looks forward to working with your child this year. This handbook explains the philosophy of the school, the various programs offered to support academic achievement, safety procedures, promotion requirements and other general information. Please review this handbook carefully to make this a successful school year.

Our mission is to create a school atmosphere in which children can thrive and grow as individuals. Our goal is for them to see themselves as an individual capable of great achievements, and as a part of a larger learning community at school. Students in the elementary school learn study habits that will help them throughout school, and students in the middle school are introduced to a rigorous curriculum that will prepare them for the demands of our college-preparatory curriculum taught in our high school.

Our staff at O'Farrell prepares students to become productive citizens in the community and have healthy relationships with others. We emphasize that students must take personal responsibility for their actions, to monitor and complete

assignments and to be proactive in resolving conflicts.

As you read this handbook, you will see that O'Farrell makes every effort to help students through the transition to become healthy, responsible young adults.

Your child is assigned to a Homebase teacher. The Homebase teacher is the main point of contact between the school and the child's family.

Our staff strives to make sure that students feel safe at school. All children and adults on campus are expected to practice the FALCON Way, which is described in this handbook. The school has a mandatory uniform policy.

Our Family Support Services department is available to provide additional social and emotional support to all students and their families.

Students achieve most when their parents/guardians are actively involved with their education. I encourage you to visit your child's classroom, volunteer to help tutor students, attend monthly Parent Teacher Organization meetings and visit our website and Parent Connect regularly to check for important events and to monitor your child's grades.

I look forward to meeting you personally at some time during the school year, and to working with you to help your child meet O'Farrell's high academic standards. Please feel free to contact me at (619) 263-3009, extension 2202 if you have any questions.

Sincerely,

Jonathan Dean, Ed.D.
Principal/Superintendent

O'Farrell History

The O'Farrell Charter School, Center for Advanced Academic Studies, opened to students as a district-run magnet school on Tuesday, September 4, 1990 after one and one-half years of planning. O'Farrell was the first middle level magnet school in the San Diego City Schools system whose focus and instructional program were determined through the collaborative efforts of teachers, administrators and community members.

The original design of the school program and organizational structure resulted from a careful study of reports regarding middle level schooling, including *Caught in the Middle* by James J. Fenwick, 1987 and *Turning Points* by the Carnegie Council on Adolescent Development's Task Force on Education of Young Adolescents, 1989.

President Bill Clinton made a visit to San Diego in 1995 to sign the "Goals 2000" education bill and during this visit he came to The O'Farrell Charter School to see the innovative techniques that O'Farrell was implementing. O'Farrell is also mentioned in Hillary Clinton's book *It Takes a Village*.

Since opening its doors in 1990, O'Farrell and its staff have been dedicated to the success of its students through developing strong positive relationships with students and families in order to understand the unique educational needs of each child. Now in its twenty fourth year serving the community, O'Farrell is an AVID National Demonstration School creating successful learners in grades kindergarten through ten. With three educational academies working in

conjunction with one another, O'Farrell is proud to offer its students a quality education in a safe, structured environment.

O'Farrell's vision utilizes a student-centered, activity-oriented learning program, with state-of-the-art technology and community participation.



Mission Statement

The O'Farrell Charter School is a community-oriented institution dedicated to fostering high academic standards, ensuring emotional and social growth, and maintaining a safe and secure learning environment for all its students.

The O'Farrell Charter School's academic and extracurricular programs draw on the sustained efforts of motivated students, a talented and well-prepared faculty, and the ongoing commitment of supportive parents or guardians – all committed to the Falcon Way – such that all students are empowered to become critical learners

and thinkers, and responsible, contributing citizens.

The O'Farrell Charter School provides a multi-cultural, linguistically and racially diverse learning environment in which students experience educational equity and are encouraged to celebrate their own individuality. By the end of each school year, all students are expected to have acquired the fundamental tools and skills to move seamlessly onto the next grade level.

School Governance

The Board of Directors is the governing board of the school. Meetings are held the first Monday of each month from 5:30 p.m. to 7:00 p.m. in the Diana Breidenstein Library at O'Farrell. For information about meetings and agendas visit our website at <http://ofarrellschool.org> or contact Executive Assistant Candace Austin at (619) 263-3009 ext. 2204.

Members of the Board of Directors

Christian Scott, Chair
Timothy Katzman, Vice-Chair
Delano Jones, Secretary
Linda Logan, Teacher
Salvador Rivera, Community Member
Agnes Barrelet, Community Member
Shar Dela Cruz, Parent Member

All Board members can be reached by leaving a voicemail or e-mail message at the following:

Phone: (619) 263-3009 Ext. 2204
Email:
candace.austin@ofarrellschool.org

Office Hours

Monday	7:00 a.m. – 4:00 p.m.
Tuesday	7:00 a.m. – 4:00 p.m.
Wednesday	7:00 a.m. – 3:30 p.m.
Thursday	7:00 a.m. – 4:00 p.m.
Friday	7:00 a.m. - 4:00 p.m.

Arranging Meetings With Staff

If you wish to speak to your child's teacher, please contact him/her by email or by calling the front office to set up an appointment. Same day appointment requests may or may not be granted, based on the teacher's availability. Please try to make all appointment requests at least 24 hours in advance.

Support Services Contact Information

Main Office (619) 263-3009

Dial the main office and request the following extensions:

Executive Assistant

Candace Austin.....EXT. 2204

Assistant Principal (Elementary School)

Anne Mathews.....EXT. 2213

Assistant Principal (Middle School)

Jill Andersen.....EXT. 2219

Assistant Principal (High School)

Brian Rainey.....EXT. 2214

Attendance

Mary Jo Lafin.....EXT. 2209

Health

Sergio Padilla.....EXT. 2210

Library

Karen Bishop.....EXT. 2229

F.S.S.EXT. 2255

Family Support Services

Student Drop-Off/ Pick-Up

All students are to be dropped off and picked up on 61st Street or Skyline Drive. Students walking to and from school must use the crosswalks appropriately and obey traffic signals. Middle school students must enter school through the front gate. High school students must enter through the side gate near FSS. The back gate is reserved for elementary student drop off/pick up only.

Educational Academies

O'Farrell is split up into three academies: Elementary School Academy, Middle School Academy, and High School Academy. Each academy is led by an Assistant Principal who oversees all student discipline and programs.

Additionally, the middle school is split up into three educational grade level families that are each led by a Family Leader. The Family Leader works with Homebase teachers to handle all major discipline issues. The Family Leader is also the point of contact for parents for any major concerns, but all concerns should first be discussed with the student's Homebase teacher. The family leaders for middle school are:

- 6th – Pamela Barry
- 7th – Susan Cuttitta
- 8th – Brian Schmidt

Homebase Teachers

Homebase teachers serve as the primary source of support for students. They are the main link between home and school. The Homebase teacher contacts parents, conducts conferences, maintains student records and portfolios and works with other teachers and staff to ensure student success. The Homebase teacher is the student's primary advocate and advisor.

Family Support Services

The Family Support Services (FSS) provides social and emotional services to students and families in need. Services are provided by on-location staff, outside community agencies, and other professionals. The available services include, but are not limited to:

- Crisis Intervention
- After-School Programs
- Food Programs
(emergency/holiday)
- Gang Prevention activities
- Domestic Problems assistance
- Individual/Family Counseling
- Thrift Store
- Community Agency referrals
- Childcare Information
- Healthcare Information

FSS staff members meet regularly with teachers to keep them in touch with the needs of the children and their biological families and/or guardians. As new needs arise, new services are provided.



Thrift Store

Household items and a variety of clothing in all sizes can be found in the Thrift Store, which is open Monday – Friday. It is located in the container on the southeast corner of the parking lot on Skyline Drive. Donations to the Thrift Store can be delivered to Family Support Services.

Health Office

O'Farrell does not have a school nurse onsite, but the Health Office is staffed by a Health Technician. Basic health procedures are performed and medications are administered to students as required by physicians' orders.

The following screening tests are done with students each year:

- **Growth Screening**
- **Scoliosis Screening Hearing Screening**

Medications for students are to be stored only in the Health Office, not in the child's possession. Requests to administer any medication require a physician's order. Forms are available for completion by your medical provider. Students' names and the name of their Homebase teacher must be written all on medications brought into the Health Office.

When students have any physical limitation in meeting P.E. requirements, a physician's note, or a written explanation with a parent's or guardian's signature and phone number must be presented to the P.E. teacher before class begins. Excuses from the parent or guardian are good for a maximum of

three (3) days; excuses for longer periods require a doctor's statement.



Family Resource Center

The Southeast San Diego Health Access Partnership is a collaborative project. The project mission is to establish equitable access to healthcare services. Our services will link patients to providers and programs in the Southeast San Diego community. Project staff will work with you and your family to meet your healthcare needs by providing resources, referrals, and case management. The following services are available:

- Mobile Health
- Medical, Dental, Vision Healthcare
- Health education workshops
- Wellness Classes
- Community outreach in multiple languages
- Resources, referrals and case management for:
 - Medical
 - Dental
 - Vision
 - Medication/Prescriptions
 - Vaccines
- Physicals



Middle School Hours

School starts at 7:30 a.m. Monday – Friday. After school on Monday, Tuesday, Thursday, and Friday, students are escorted to the front of the school at 2:55 p.m. On Wednesday, students are dismissed at 12:25 p.m. At this time, students may either go home or stay for lunch until 12:50 p.m. in the lunch court.

In the morning, the cafeteria is open at 7:00 a.m. for breakfast. All students receive free breakfast. Until 7:10 a.m., students are to stay in the lunch court area. After 7:10 a.m., students may walk to their classrooms on campus. **Students not in their classrooms by 7:30 a.m. are considered tardy.**

After school, students who are enrolled in Extended Day or who have been assigned detention will be dismissed at 2:50 p.m. where they will meet the supervising instructor. **All other students will be escorted to the front of the school at 2:55 p.m.** There is no reason for students to stay on campus after school unless they are participating in activities sponsored or supervised by an O'Farrell staff member.



Middle School Bell Schedule

Regular Day

(Monday, Tuesday, Thursday, Friday)

Period 0: 6:45 – 7:25
Homebase: 7:30 – 7:50
Period 2: 7:55 – 9:00
Period 3: 9:05 – 10:10
Period 4: 10:15 – 11:20
Study Skills & Lunch
Period 7: 12:35 – 1:40
Period 8: 1:45 – 2:55

Modified Day

(Wednesday)

Period 0: 6:45 – 7:25
Homebase: 7:30 – 7:50
Period 2: 7:55 – 8:45
Period 3: 8:50 – 9:40
Period 4: 9:45 – 10:35
Period 7: 10:40 – 11:30
Period 8: 11:35 – 12:25

NOTE:

- * No Study Skills on minimum days.
- * Lunch is served after school.

Breidenstein Library

The library is open M, T, TH, F from 7:00 a.m. - 3:25 p.m. and on Wednesdays 7:00 a.m. - 1:00 p.m. Library books can be checked out for fourteen days, no more than three books at a time. Over due books will be fined five cents per day overdue. Students with overdue books or unpaid fines will lose borrowing privileges.

Elementary School Hours

School starts at 7:30 a.m. Monday through Friday. On Monday, Tuesday, Thursday, and Friday, school ends at 2:40 p.m. and students may be picked up from the back gate or along 61st street. Only parents picking up elementary school students may do so from the back gate and access to the back of the campus is for pedestrians only from 2:30 p.m. - 3:00 p.m.

In the morning, elementary school students must enter campus through the back gate (access via 61st street). **Students not in their classrooms by 7:30 a.m. are considered tardy.** All students receive breakfast in their classrooms.

At 2:35 p.m., students in Extended Day, those who receive after school tutoring, and have been assigned detention will be released to meet their instructor.

Elementary students who will be picked up at the same time as or walk home with an older sibling in our middle or high school must wait on the elementary school campus for their sibling to pick them up after they are released from class. Middle or high school students who pick their siblings up from elementary school need to have written permission from a parent and obtain a pass from the front office to do so. On Wednesday, students are dismissed at 12:25 p.m. after lunch.

Elementary School Bell Schedule

Regular Day

(Monday, Tuesday, Thursday, Friday)

Morning Program: 6:30-7:25

School starts: 7:30

Lunch & recess 11:00-11:35

School ends: 2:40

Modified Day

(Wednesday)

Morning Program: 6:30-7:25

School starts: 7:30

Lunch: 12:00-12:25

School Ends: 12:25



High School Hours

School starts at 8:00 a.m. Monday through Friday. On Monday, Tuesday, Thursday, and Friday, school ends at 3:15 p.m. and students may be picked up along Skyline Drive.

In the morning, high school students must enter through the side gate facing the front parking lot (near FSS). Students must remain in the high school quad until 7:55 a.m. **Students not in their classrooms by 8:00 a.m. are considered tardy.**

After school, students who are enrolled in the DIVE after school program or who are receiving after school tutoring will be dismissed at 3:15 p.m. where they will meet the supervising instructor. **All other students will be escorted to the front of the school at 3:15 p.m.** There is no reason for students to stay on campus after school unless they are participating in activities sponsored or supervised by a teacher or O'Farrell staff member



High School Bell Schedule

Regular Day

(Monday, Tuesday, Thursday, Friday)

Zero Period	7:00-7:45
Homebase	8:00-8:25
Period 2	8:30-9:25
Period 3	9:30-10:25
Period 4	10:45-11:40
Period 5	11:45-12:40
Lunch	12:45-1:15
Period 7	1:20-2:15
Period 8	2:20-3:15
School ends:	3:15
Period 9	3:15-4:00

Modified Day

(Wednesday)

Zero Period	7:00-7:45
Homebase	8:00-8:20
Period 2	8:25-9:05
Period 3	9:10-9:50
Period 4	19:55-10:35
Period 5	10:40-11:20
Lunch	11:25-12:05
Period 7	12:10-12:50
Period 8	12:55-1:25
School ends:	1:25
Period 9	1:25-2:00

NOTE:

* Lunch is served after school.

Attendance Procedures

Student Absences

The attendance policy is based on the premise that improving attendance and time engaged in academic activities will improve learning and student achievement. Absence for any reason is to be reported to the attendance office on the first day of the absence. Parents are requested to call the Attendance Office (619) 263-3009 EXT 2009. If parent contact is not made the student will be unexcused and marked truant. For expected absences, parents must obtain a student work contract from the front office. **Tardies to any class will result in consequences being assigned.**

The goals of the Attendance Policy are to decrease absence and tardy rates, to improve learning and classroom achievement, and to improve the ability of students to successfully access post-secondary opportunities.

High School Attendance Recovery

Students with two or more unexcused absences are required to attend OCS High School Attendance Recovery. The table below details the OCS High School Progressive Attendance policy

Days	Action	Persons responsible
2	Assigned after school Attendance Recovery	Homebase Teacher/ Parent contact
4	Assigned Saturday School	Homebase Teacher Parent contact
6	Student Attendance Review Team	School Counselor/ Parent meeting
10	Referral to Student Attendance Review Board	School Counselor/ SARB Office/Juvenile Court

Loss of Academic Credit

Middle/Elementary School: students may not accumulate more than thirty absences throughout the course of the school year. Students who accumulate more than thirty absences will receive an "F" or no credit (NC) and will be required to repeat the grade. Independent Study Contracts or Long-term health problems are the exceptions.

High School: Students may not accumulate more than fifteen absences per class per semester. Students who accumulate more than fifteen absences per class within a semester will receive an "F" or no credit (NC) and will be required to repeat the class.

If O'Farrell cannot resolve the attendance problem with the family/student, it has the authority to refer cases to Juvenile Court.

Truancy Policy

If you need to have your child excused from school for a portion of the day, please phone the Attendance Office in a timely manner to say you will be picking up your child for an appointment. The Attendance Office will issue your child a pass to come to the office at the time you specify. Upon leaving the school, a blue slip must be signed by a parent or guardian.

Students will be released from school only to persons with valid ID, and who are authorized to do so as indicated on their enrollment card.

School Wide Tardy Policy

Students must be lined up outside their classroom or in class by the time the bell rings. Students arriving to school up to twenty minutes after the bell are to go to their Homebase classroom. Students who arrive more than twenty minutes late must check in at the attendance window in the front office and receive a pass before reporting to class.

Students who report late in the morning with notes/phone call from parents may be excused. Excused tardies are reported in the attendance system, but do not count toward progressive discipline consequences. Reporting late to school can be excused only for the following reasons:

- Doctor appointments
- Car trouble or Family Emergency
- Parent/guardian returned late from work and drove student to school.

Oversleeping is not considered an excused tardy.

For students who have chronic tardiness issues, there are avenues of support available which include FSS, the Student Attendance Review Team, and the Student Attendance Review Board. **Any student with less than a 90% attendance rate every month will be referred to FSS for attendance monitoring, and parents/guardians will receive a letter/phone call from FSS.**

Independent Study Contracts

If you know in advance that your child will be absent from one to twenty days for any reason (e.g. illness, vacation) an Independent Study Contract must be obtained from the front office, completed and signed before the student leaves. Absences will be excused if all assigned work is returned upon arriving back at school. Students will be expected to complete all work assigned and turn it in to the Attendance Office within two days after they return to school. Failure to complete all work and turn in contracts will result in an unexcused absence. Please contact the Attendance Office to set up Independent Study Contracts.



O'Farrell Policies

Charter School Contract Agreement

All students and their parent/guardian must sign a Charter School Contract Agreement, which states the following:

Students will be considered for expulsion:

- Upon being involved in a total of two fights
- On the tenth day of suspension for any infraction.

Recording Devices

Students are not allowed to take pictures or record in the classroom without the permission of the teacher. Any student who violates this will receive a consequence, and the device will be confiscated for parents to pick up at a later time.

Cell Phones

Elementary and Middle School students are not permitted to use cell phones during school hours. High School students may use cell phones only during designated passing and lunch periods. Otherwise, cell phones must be turned off. They cannot be on silent or vibrate, but must be off. Parents/guardians must contact students only by calling the school at (619) 263-3009.

Staff will confiscate cell phones from students if they are seen or heard in class, or are being used by students at any other time without authorization. Parents/guardians will be called the same day to pick up the confiscated item.

The school is not responsible for the loss, theft, or damage of cell phones and other electronic or hand-held gaming/music devices brought to school by students and will not investigate the loss of such items during school hours.

Zero Tolerance

The Zero Tolerance Policy is designed to make schools a safe environment and to provide an appropriate learning environment for your student and other students. There is no acceptable reason for violating the following rules:

- Use, possession or brandishing of a weapon. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosive or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Found selling or furnishing controlled/prohibited substances. Possession or use of controlled substances will be recommended for expulsion on the third offense; if found in possession of tobacco expulsion will be recommended on the fourth offense.

Please refer to Zero Tolerance Contract for more details.

Sexual Harassment

Sexual harassment can be such actions as: unwelcomed sexual advances, request for sexual favors (verbal or visual), or physical conduct of a sexual nature by someone from or within the educational setting. The school prohibits any conduct having a negative impact on the student's academic performance as well as any behavior creating an intimidating, hostile, or offensive educational environment. It is important to report any act of sexual harassment to the Homebase teacher.

Inappropriate Familiarity

Public displays of affection are NOT allowed on campus at O'Farrell. This means NO kissing, NO hand holding, and NO long embraces or other excessive displays of affection. School must be a place where the focus is on learning and behavior must be appropriate for the business of schooling.

Bullying

The O'Farrell Charter School prohibits harassment, bullying, hazing, or any other victimization of students for any reason. "Harassment" and "bullying" mean any electronic, written, verbal, or physical act or conduct toward a student which creates a hostile school environment. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, social networking sites, pager service, cell phone, electronic text messaging or similar technologies. It is important to report any act of bullying to the teacher or

supervision staff on duty. Such behavior will result in a consequence being issued.

Inappropriate Items

O'Farrell students are committed to making a great life for themselves by remaining focused on their studies during the school day. Students are not permitted to have items at school that distract from this goal. Inappropriate items include: pictures, toys, electronics, excess cash, cell phones that are turned on, gum, and any other items as determined by a school official. For all offenses, the item will be confiscated.

First offense –

- Student can collect item at the end of the day
- Phone call home

Second offense –

- Parents must come to school to pick up the item for each offense
- Progressive Discipline consequence assigned

Third offense –

- Progressive Discipline consequence assigned
- Parent/guardian conference

Fourth offense –

- Progressive Discipline consequence assigned
- Parent/guardian conference

Fifth offense –

- Progressive Discipline consequence assigned
- Parent/guardian conference

Sixth offense –

- Suspension
- Parent/guardian conference

Network Use Guidelines

O'Farrell's network provides access to the Internet. O'Farrell has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. The teachers/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. Prohibited use by the student includes, but is not limited to, the distribution of:

- Any information in which violates or infringes upon the rights of any other person.
- Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, commercial ventures, or political lobbying.
- Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- Any material that violates copyright laws (District Administrative Procedure 7038).

The use of O'Farrell networks and the Internet is a privilege. Inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator to deny, revoke, or suspend specific user access at any time.



Middle Academy Uniforms

All students at O'Farrell must wear uniforms. Research has shown that students who dress alike also enjoy increased sense of unity. The same evidence shows that uniforms will increase student safety, reduce violence, and make it easier to identify persons who do not belong on campus. The approved O'Farrell uniforms may be purchased at Mario's Family Clothing: 28 N. Euclid Ave, 91950. 619-264-6081. Please do not purchase anything that is not a part of this list, as it will not be permitted on campus.

BELOW THE WAIST:

Girls:

- Slim Fit Khaki Pant
- Welt Pocket Khaki Pant
- Bermuda Shorts Khaki
- French Toast Skort Khaki.

Boys:

- Original Fit Slim Straight Khaki Pant
- Flex Waist Khaki Pant
- Boy's Dickies Shorts

Long Pants: Must fit properly not be altered or modified in any way. Pants that are too large (saggy, baggy) or too tight (skinny) are not allowed. Approved pants have no pocket, or a "slit" pocket. They do not have a pocket patch on the outside of the pant.

Shorts/Skorts: Shorts/skorts must be no more than 2" above or below the knee and must not be tight or form fitting. They must fit properly as with long pants.

Skirts: The length of the skirt or any slit may be no more than 2" above the knee.

ABOVE THE WAIST:

Students must wear either the approved white or navy polo shirt (long or short sleeved) containing the O'Farrell Charter School embroidered logo. All shirts must be completely and properly tucked in at all times, so that the belt is visible.

WINTER WEAR

Jackets/Sweatshirts/Sweaters are solid navy blue with the O'Farrell Charter School embroidered logo. These items may not have hoods. A uniform shirt must always be worn underneath any outer garments.

SHOES/SOCKS/BELTS/ ACCESSORIES:

Shoes/shoelaces: Solid black, white, or a combination of black and white leather or canvas shoes with black or white laces. Shoes must have closed toes and heels. No boots, house shoes or slippers are permitted.

Socks: Must be solid black or solid white. Socks must be at least 4 inches below the knee. No leggings or tights permitted.

Belts: All students must wear the O'Farrell belt. It is a solid black web belt with a plain silver hinge buckle and is available at Mario's and many other locations. They must match the waist size - No excessive lengths or hanging down. No buckles with any type of initials, modifications or designs are allowed.

Undergarments: May not be visible for any reason, including appearance through thin or transparent clothing. Undershirts or turtlenecks worn under the polo shirt must be plain white, black, navy, or grey (no emblems or graphics).

JEWELRY/HAIR ACCESSORIES/ BACK-PACKS/ OTHER

Jewelry/other: All jewelry worn at O'Farrell must have no lettering, logos or symbols and must be **gold, silver, black, or white** in appearance. Accessories or any type of body modifications that prove to be a distraction will be handled on an individual basis.

Hair Accessories: Hair accessories or ties may be worn as long as they are solid black, white, gold, or silver. Hair (including dyes, streaks or extensions) must be of a natural hair color. Bandanas, scarves or rags are not allowed. Headwear for religious or medical reasons must be black, white, silver, or gold.

Beanies/Hats: An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats are allowed.

Tattoos and Body Piercings: Visible tattoos, body piercings, and gauges are not allowed with the exception of earrings. All tattoos, including temporary tattoos, must be covered.

Students may wear standard earrings only. Earrings may only have a pin-hole size opening/post. No more than 3 earrings per ear may be worn. Plugs may be used to replace visible body piercings or gauges. Plugs must be clear or match student's flesh color. Bandages to cover visible tattoos or body piercing holes must be plain/neutral-colored.

Glasses: Non-prescription glasses or non-prescription sunglasses are not allowed.

Backpacks: Any color/brand ok. May not be modified or written on except for student's name.

If a student is not in uniform, the student will remain in the Homebase classroom for the remainder of the day or until the parent/guardian is able to bring appropriate clothing. These are the consequences for each infraction:

First uniform violation: Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher.

Second uniform violation: Parents/Guardians telephoned by Homebase teacher. Student assigned detention.

Third uniform violation: Parent/Guardians telephoned by Homebase teacher. Student assigned Friday Night School.

Fourth uniform violation: Parent/Guardians telephoned by Homebase teacher. Student assigned In-School Suspension.

Fifth uniform violation: Parent/Guardians telephoned by Homebase teacher. Student assigned Saturday School Suspension or Parent Shadow.

Sixth uniform violation: Parent/Guardians telephoned by Homebase teacher. Student suspension.

Elementary Academy Uniforms

Uniform means “one form.” As such, the uniform cannot be modified or changed in any way. This includes using rubber bands, safety pins, or tapering pants to make them “skinny”. Clothing may not be ripped or torn in any way. All non-uniform items must be **removed and put away upon campus entry.**

BELOW THE WAIST

Girls:

- Slim Fit Khaki Pant
- Welt Pocket Khaki Pant
- Bermuda Shorts Khaki
- French Toast Skort Khaki.

Boys:

- Original Fit Slim Straight Khaki Pant
- Flex Waist Khaki Pant
- Dickies Shorts

Long Pants: Must fit properly and not be altered or modified in any way. Pants that are too large (saggy, baggy) or too tight (skinny) are not allowed. Approved pants have either no pocket or a “slit” pocket. They do not have a pocket anywhere on the outside of the pant.

Shorts/Skorts: Shorts/skorts must be no more than 2" above or below the knee and not be form fitting. They must fit properly as with long pants.

ABOVE THE WAIST:

Students must wear the approved light blue or forest green polo shirt (long or short sleeved) containing the O’Farrell Charter School embroidered logo. Students in grades kindergarten through three do not need to tuck in their shirt. **All students in grades four and five must have their shirts completely and properly tucked in at all times, so that the belt is visible.**

WINTER WEAR

Jackets/Sweatshirts/Sweaters are solid navy blue with the O’Farrell Charter School embroidered logo. These items may not have hoods. A uniform shirt must always be worn underneath any outer garments.

SHOES/SOCKS/BELTS/ ACCESSORIES:

Shoes/shoelaces: Solid black, white, or a combination of black and white leather or canvas shoes with black or white laces. Shoes must have closed toes and heels. No boots, house shoes or slippers are permitted.

Socks: Must be solid black or solid white. Socks must be at least 4 inches below the knee. Leggings and tights are permitted but must be worn with a uniform skirt or shorts over them at all times. They must be solid black or solid white only.

Belts: Fourth and fifth grade students must wear the O’Farrell belt. It is a solid black web belt with a plain silver hinge buckle and is available at Mario’s, O’Farrell, and other locations. They must match the waist size. No buckles with any type of initials, modifications or designs are allowed.

Undergarments: May not be visible for any reason, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain white, grey, or black. No emblems or graphics allowed.

Jewelry/other: All jewelry must be plain with no lettering, logos or symbols and **gold, silver, black, or white** in appearance.

Hair Accessories: Hair accessories may be worn as long as they are solid black, white, gold, or silver. Hair (including dyes, streaks or extensions) must be of a natural hair color. For example, magenta and burgundy are not natural hair colors and are therefore not allowed. Bandanas, scarves or rags are not allowed. Head coverings for religious or medical reasons must be black, white, gold, or silver in color with no logos, or writing.

Beanies/Hats: An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats are allowed.

Tattoos and Body Piercings: Visible tattoos, body piercings, and gauges are not allowed with the exception of earrings. All tattoos, including temporary tattoos, must be covered.

Students may wear standard earrings only. Earrings may only have a pin-hole size opening/post. No more than 3 earrings per ear may be worn. Plugs may be used to replace visible body piercings or gauges. Plugs must be clear or match student's flesh color. Bandages to cover visible tattoos or body piercing holes must be plain/neutral-colored.

Glasses: Non-prescription glasses or non-prescription sunglasses are not allowed.

Backpacks: Any color/brand ok. May not be modified or written on except for student's name.

Uniform Enforcement

If a student is not in uniform, the parent or guardian must bring them appropriate clothing. These are the consequences for each infraction.

First uniform violation: Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher.

Second uniform violation:
Parents/Guardians telephoned by teacher. Student assigned lunch detention.

Third uniform violation:
Parent/Guardians telephoned by teacher. Student assigned after school detention.

Fourth uniform violation:
Parent/Guardians telephoned by teacher. Student assigned Friday Night School. Parent conference with teacher.

Fifth uniform violation:
Parent/Guardians telephoned by teacher. Student assigned 1 week recess detention. Parent conference with teacher.

Sixth uniform violation:
Parent/Guardians telephoned by team leader. Student suspension.



High School Uniforms

Uniform means “one form.” As such, the uniform cannot be modified or changed in any way. This includes using rubber bands, safety pins, or tapering pants to make them “skinny”. Clothing may not be ripped or torn in any way. All non-uniform items must be **removed and put away upon campus entry.**

PANTS, SHORTS AND SKIRTS

Bottoms must be jean material in blue, black or grey. Students may wear long pants, shorts or skirts. No capris.

Jeans: Must fit properly, be worn at the waist and not be altered or modified in any way. Jeans which are too large (saggy, baggy) or too tight (skinny) are not allowed.

Shorts/Skirts: The shorts/skirts must be no more than 2" above or below the knee and not be form fitting. They must fit properly as with long pants.

SHIRTS AND Undershirts

Students can wear either the approved **black or maroon** polo shirt (long or short sleeved) containing the O’Farrell embroidered crest. All shirts must be completely and properly tucked in at all times, so that the belt is visible.

Undergarments may not be visible, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain black, grey, or white (no emblems or graphics).

JACKETS, SWEATSHIRTS AND SWEATERS

Approved outerwear items are black with the O’Farrell embroidered crest. Winter garments do not have hoods. A uniform shirt must always be worn underneath any outer garments.

SHOES/SOCKS/BELTS/ ACCESSORIES:

Shoes: Plain black or white, or a combination of black and white, leather or canvas shoes with black or white laces. Shoes must have closed toes and heels. No boots, house shoes or slippers. Any name brand/logo MUST be solid black or white.

Socks: Must be solid white or black. Socks must be at least 4 inches below the knee. No leggings.

Belts: All students must wear the O’Farrell belt. It is a **solid black** web belt with a **plain silver** (no initials or designs) hinge buckle and is available at Mario’s, O’Farrell, and various other places. The belt must match the waist size. Extra length must be tucked in the belt loops.

Jewelry/other: All jewelry must be plain with no lettering, logos or symbols and **gold, silver, black, or white** in appearance. Accessories or body modifications that prove to be a distraction will be handled on an individual basis.

Hair Accessories: Hair accessories may be worn as long as they are solid black,

white, gold, or silver. Hair (including dyes, streaks or extensions) must be of a natural hair color. For example, magenta and burgundy are not natural hair colors and are therefore not allowed. Bandanas, scarves or rags are not allowed. If headwear for religious or medical reasons is required, the head covering must be black, white, gold, or silver with no logos, or writing.

Beanies/Hats: An O'Farrell approved beanie will be available for purchase ONLY at O'Farrell in late fall. Students will be allowed to wear the beanie from December to March only when outside. Beanies must be worn above the eyebrows. No other hats are allowed.

Tattoos and Body Piercings: Visible tattoos, body piercings, and gauges are not allowed with the exception of earrings. All tattoos, including temporary tattoos, must be covered.

Students may wear standard earrings only. Earrings may only have a pin-hole size opening/post. No more than 3 earrings per ear may be worn. Plugs may be used to replace visible body piercings or gauges. Plugs must be clear or match student's flesh color. Bandages to cover visible tattoos or body piercing holes must be plain/neutral-colored.

Glasses: Non-prescription glasses or non-prescription sunglasses are not allowed.

Backpacks: Any color/brand ok. May not be modified or written on except for student's name.

Uniform Enforcement

If a student is not in uniform, the student will remain in their Homebase classroom for the remainder of the day or until the parent or guardian is able to bring them appropriate clothing. These are the consequences for each infraction.

First uniform violation: Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher.

Second uniform violation: Parent/Guardians telephoned by Homebase teacher. Student assigned after school detention.

Third uniform violation: Parent/Guardians telephoned by Homebase teacher. Student assigned to Friday Night School.

Fourth uniform violation: Parents/Guardians telephoned by Homebase teacher. Student assigned In School Suspension.

Fifth uniform violation: Parents/Guardians telephoned by Homebase teacher. Student assigned to Saturday Suspension.

Sixth uniform violation: Parents/Guardians telephoned by Homebase teacher. Student suspension from school.

Scholarships/Assistance

Uniform scholarships and assistance are available for students and families in need through Family Support Services. Contact them directly for more information.

The Falcon Way

We believe in a just and fair process of learning. Therefore, all students and adults at O'Farrell are expected to:

FOCUS

- I do my absolute best on all assignments. I never rush through my work.
- I come to class with all necessary materials.
- I come to school everyday and I am never late.
- I never bring materials to school that may interfere with my learning or the learning of others. My cell phone is turned on only before and after school.
- I set a high goal for myself and I make progress toward meeting it.

ATTITUDE

- I treat my teachers with total respect. I use a positive tone and body language when speaking with adults on campus. I do not talk back.
- I always bring a positive attitude. I never whine, pout or act out when things don't go my way.
- I jump to it and follow the directions the first time.
- I commit two eyes, two ears, and one big brain to learning. I SLANT (Sit up straight, Lean forward, Act interested, Nod my head, Track my teacher with my eyes).
- I participate actively in class.

LEADERSHIP

- I wear my uniform properly at all times with my shirt tucked in.

- I have patience and respect for others. I raise my hand to speak and do not call out.
- I encourage others to participate and do their best.
- I am part of the school's family. I celebrate the achievements of others and always look for ways to support my classmates.
- I am respectful and helpful to everyone on campus.
- I greet visitors on campus.
- I am an example for others.
- I use eye contact when interacting with my peers and adults.
- I am prideful in how I speak and do not use inappropriate language.

CITIZENSHIP

- I take responsibility for my actions. I admit when I am wrong, and I apologize.
- I accept my consequences without making excuses, blaming others, or worrying about what consequences others may receive.
- I have integrity and character. I do not lie, cheat, or steal.
- I speak positively about others, even when they are not present.
- I keep my desk, my classroom, our bathrooms, and the rest of the school clean. I pick up trash any time I see it.
- I behave safely and use equipment appropriately.
- I work well with others and contribute my fair share and my ideas.
- I come to school each day to learn. I never copy other

students' work nor do I allow them to copy my work.

ORGANIZATION

- I bring all materials, including my O'Farrell binder, to school every day.
- My homework and class work are always neat and complete.
- I keep my binder, homework, and materials organized and my materials are easily accessible.

NON-VIOLENCE

- I am kind and gentle with my peers and I build non-threatening relationships with everyone.
- I seek to settle my disputes peacefully through discussion and involve adults when I need assistance.
- I treat my classmates as I wish to be treated. I never tease, laugh at, or put down others.
- I keep my hands to myself, even when playing or in line.
- I interact with my peers positively and never engage in play fighting or games that involve hitting.



Community Service

Students will participate in several roles of service to the community. By doing three types of service (community, school, home) and reflecting on their experiences, students will:

- Complete community service.
Middle school: at least 12 hours of service (at least four hours of each type) per year of attendance.
Elementary school: at least 6 hours of service (at least two hours of each type) per year of attendance.
High school: at least 24 hours of service (at least six hours of each type) per year of attendance.
- Identify responsibilities in school and extending beyond the school site, to family and to community.

Portfolio Exhibitions

All O'Farrell students must present a portfolio of work to a panel of peers, teachers, parents, and community members. Students are to provide evidence that they are prepared to move on to the next grade level. Fifth, eighth, and twelfth grade students must complete an exhibition in order to be eligible for promotion activities.



Grading Policy

The Elementary and Middle Academy grading system is based on the following: A, B, C, D, F.

The High School Academy grading system is based on the following: A, B, C, F.

Citizenship grades are based on following the Falcon Way:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory



Elementary/Middle: To be promoted to the next grade level, students must earn a passing grade of "D" or higher in their core classes (Language Arts, Math, Science, Social Studies).

High: Students must complete a minimum of 44 semester credits, as specified below. Students are expected to meet California standards in English, mathematics, science, history/social science, fine and practical arts, and physical education, as well as the UC/CSU "A-G" course requirements. Students who become credit deficient will be enrolled in summer school to earn missed credits.

History/Social Sciences: 6 Semester Credits (3 years): Grade 9 or 10: Two credits in world history and geography or advanced alternative; grade 11: Two credits in U.S. history and geography or advanced alternative; grade 12: One credit in government and one credit in economics, or two credits in an advanced alternative.

English:8 Semester Credits (4 years): Grade 9: Two credits; Grade 10: Two credits; Grades 11 and 12: Four credits, including 2 credits in a course that emphasizes American literature and two credits from a prescribed list of English courses or advanced alternative. English as a Second Language (ESL) 5-6 may be used to fulfill the eight-semester English requirement.

Mathematics:6 Semester Credits (3 Years): Two credits in Algebra 1- 2, two credits in Geometry 1-2, and two credits in Intermediate Algebra or other advanced option as approved by UC "c" subject area.

Science: 6 Semester credits (3 years): One year of life science in biology or other option in the UC "D" subject area); one year of physical science in physics or chemistry, or other laboratory science course on the UC "d" subject area; and one additional year of science coursework in the UC "d" (laboratory science) or UC "G" (elective) subject areas

Language other than English (World Languages):6 Semester Credits (3 years): Six semesters of a World Language in which 4 semester credits (2 years) are of the same world language. Students requiring additional academic support classes to fulfill meeting I.E.P. goals may receive a waiver for one year of the World Language requirement.

Visual and Performing Arts: Two semester credits (1 year): Two semester credits in a single UC "f" approved Visual and Performing Arts course.

Electives: Additional credits needed to reach a total of 44 credits may be earned by completing additional courses in the above areas and/or elective courses.

General Requirements: Physical Education: Four Semester credits (2 years) required. OCS students must be enrolled in a physical education course in grade 9 and must earn four credits in grades 9-12.

CTE requirement: Two semester credits (1 year). OCS students in grade 12 must satisfy career and technical education exploration course by participating in a Senior Internship. A course may be used when an internship is not accessible or possible.

Promotion Activities

Promotion activities (rehearsals, parties, dances, field trips, and ceremonies) are a celebration and recognition of students who have worked hard to accomplish their academic and citizenship (FALCON Way) goals. This “rite of passage” is considered to be a **privilege** where family, friends and teachers are invited to officially recognize these students.

Elementary/Middle Academy Promotion Participation Criteria

1. Grades - Students must earn passing grades (D or higher) in all classes two weeks before the end of school. Students who must take Summer School courses to be promoted are **NOT ELIGIBLE** to participate in the June ceremony.

2. Behavior - Students must receive a grade of satisfactory (S or higher) in the

FALCON Way (citizenship) in **all** classes two weeks before the end of school. Students may appeal their case by submitting a written letter to the administration no later than June 1, 2015 at 3:00 p.m. The appeal letters must be signed by parents and explain why an exception should be made in this case.

3. No suspensions - Students must not have been suspended from school. Students may appeal their case by submitting a written letter to the administration no later than June 1, 2015 at 3:00 p.m. The appeal letters must be signed by parents and explain why an exception should be made in this case.

4. Attendance - Students must not be absent more than 30 days of school for the entire school year. Independent Study Contracts are the exceptions.

5. Non-Violence - Students must not engage in fighting for the entire school year. Students may appeal their case by submitting a written letter to the administration no later than June 1, 2015 at 3:00 p.m. The appeal letters must be signed by parents and explain why an exception should be made in this case.

6. Exhibition – Students must earn a passing grade on their exhibition.

