

The O'Farrell Charter Schools
Ingenuity Charter School
The O'Farrell Charter School

**Public
School Safety Plan
2019-2020**

Board approved February 11, 2019

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TABLE OF CONTENTS

Criterion 1 – Assessment of Current Status of School Crime and Site Response to School Crime Data.	Page 3
Criterion 2 – Child Abuse Reporting Procedures	Page 5
Criterion 3 – Disaster Preparedness Plan	Page 6
Criterion 4 – Policies and Acts Related to Suspension, Expulsion, or Mandatory Expulsion	Page 7
Criterion 5 – Notification to Teachers of Dangerous Students	Page 9
Criterion 6 – Discrimination, Harassment, Bullying & Hate Crimes	Page 10
Criterion 7 – The O’Farrell Charter Schools Uniform	Page 15
• Elementary School Uniform	Page 16
• Middle School Uniform	Page 18
• High School Uniform	Page 19
• Ingenuity Dress Code	Page
21	
Criterion 8 – Procedures to Ensure Safety of Students, Staff, and Parents/ Guardians While Going To and From School	Page 22
Criterion 9 – Safe and Orderly School Environment	Page 23
Criterion 10 – Safe School Planning Committee Formation	Page 35
Emergency Organization Plan	Page 36
Additional Criterion	Page 37
Signature Review	Page 39

**The O'Farrell Charter School
Comprehensive School Safety Plan Criteria
2019-2020**

California Education Code 32282 requires all schools to create a comprehensive school safety plan, which includes the following criteria. O'Farrell has submitted these plans since 2005.

In the event of an emergency, the Superintendent, Dr. Jonathan Dean is the Site Incident Commander. In his absence the designation of administrators-in-charge will be in the order listed below:

1. Jill Andersen, Middle School Principal
2. Anne Mathews, Elementary School Principal
3. Brian Rainey, High School Principal
4. Tiffany DeGraffenreid, Ingenuity Charter School Principal, Director of Operations

CRITERION 1

**ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME AND
SITE RESPONSE TO SCHOOL CRIME DATA**

PROGRAMS AND ACTIVITIES

THE STAFF WILL:

- a. Hold regular meetings to identify problem areas or concerns.
- b. Hold regular meetings that provide training in classroom management strategies and social skills curriculum.
- c. Enforce school wide rules, procedures and expectations for all students.
- d. Deal with all discipline issues in a timely manner.
- e. Review substance abuse programs and substance use intervention contract.
- f. Provide instruction in zero tolerance, safety, and school rules.
- g. Maintain the school uniform policy and work with staff on proper enforcement.
- h. Teach thematic lessons to all students through homebase related to safety, crime prevention and promoting tolerance.
- i. Lock doors and windows when not in the classroom, draw blinds, and make sure room alarms are functioning during non-school hours.
- j. Establish reward programs for positive behavior and attendance.
- k. Dismiss students according to the school's procedures.

THE STUDENTS WILL:

- l. Review the concerns of school crime through the homebase program and/or PE classes or supervising teacher.
- m. Report problems, concerns or suspicious activity to O'Farrell/Ingenuity staff.
- n. Sign and abide by the provisions of the charter school contract.
- o. Follow and practice the FALCON Way.

THE SCHOOL WILL:

- p. Have emergency procedures and supplies in place prior to school opening.
- q. Practice emergency lockdown and fire drill procedures with all staff and students.
- r. Required all staff and visitors to wear visible forms of identification.
- s. Review and analyze suspension data regularly. Share data with appropriate staff members to change campus supervision as appropriate.
- t. Maintain standardized hall pass for all classrooms.
- u. Work with community to improve communication and safety awareness.
- v. Work with city officials to monitor traffic safety and crosswalks around the school.
- w. Maintain accurate equipment inventory and serial number records for each classroom.
- x. Repair vandalism and remove graffiti immediately or before students' arrival if possible.
- y. Notify San Diego Police services of all burglary incidents.
- z. Install security fencing to limit access to the school grounds.

CRITERION 2

CHILD ABUSE REPORTING PROCEDURES

(Penal Code 11164 et seq. (Administrative Procedure 6370))

1. All teachers, instructional aides, teachers' assistants, classified employees, administrative officers, supervisors of child welfare and attendance personnel employees, and licensed nurses must report suspected child abuse. An online module, which provided awareness and training, is given to all certificated/classified employees at the beginning of the school year or at the time of hire.
2. Suspected child abuse forms are available from the CPS website, the campus health technician, the FSS office, or the counseling center.
3. A known or suspected instance of child abuse must be reported by telephone or by fax, immediately or as soon as practically possible, to one of the child protective agencies.
 - a. Integrated Child Protected Services: Department of Social Services – (619) 560-2191
4. Persons observing evidence of suspected child abuse may inform and/or consult with staff from Family Support Services or the high school counseling office, but this is not required. Students and parents shall be aware that students may also report instances of child abuse on themselves or others to their teachers, counselors, principal or superintendent.
5. All reports are confidential.

NOTE: THE REPORTING PERSON SHOULD NOT CONTACT THE CHILD'S HOME OR CONDUCT AN INVESTIGATION OF ANY KIND.

CRITERION 3

DISASTER PREPAREDNESS PLAN

To be prepared in the event of a disaster or emergency situation, the school staff will formulate a site emergency preparedness plan. This plan coordinates all emergency activities of staff and students, and gives each person on site a definite plan of action to be used for an emergency.

It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well prepared and tested plan will minimize injuries and loss of life in a major disaster; therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan.

Disaster planning experts indicate that in the event of a natural calamity such as an earthquake, school staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the disaster planning committee to ensure safety and accountability of students and staff and at the same time provide for their needs within that 72-hour period.

Staff members should remember that in times of stress, they must remain calm, evaluate the situation and take action based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

REMEMBER - YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN!

Please note:

All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which school district employees function as disaster services workers depends in large measure upon the decisions of the various school sites and their supervisory personnel.

STAFF AWARENESS AND PREPARATION

Each staff member should become familiar with the contents of this emergency plan, and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions given to them in times of emergency.

Throughout this plan, the word "DROP" will be used. It has sometimes been referred to as "Duck and Cover."

Students should know the following DROP position: Drop to knees, clasp both hands behind neck, cover ears with forearms, close eyes, and bury face in arms. Make exposed body area as small as possible. DROP is appropriate for any of the following emergencies, whether they be drills or for real: a.) Earthquake, B.) Shooting, C.) Explosion. DROP is appropriate outside of the classroom for an earthquake and when there is a bright flash or explosion.

All procedures are maintained internally in the comprehensive school safety plan.

CRITERION 4

POLICIES AND ACTS RELATED TO SUSPENSION, EXPULSION, OR MANDATORY EXPULSION

SUSPENSION/INDEPENDENT LEARNING DAY

The principal, vice-principal, or other designee of the superintendent is authorized to conduct the process leading to formal suspension or independent learning day. The process is based on The O'Farrell Charter Schools Administrative Policy for behavior. The administrator in charge of the investigation will determine the length of the suspension. The parent/guardian should be contacted by the homebase teacher, team leader, dean of students and/or principal and offered a conference to explain the suspension. At the parent conference, the parent/guardian and student should be fully informed of reason for disciplinary action and given all evidence against him/her as well as an opportunity to present their version and/or evidence in their defense. The parent/guardian must also be fully apprised of their rights to appeal the suspension. The Report on Suspension should be fully completed and immediately given to supervision for processing. Comments noted on the form should be brief and specific to the offense. The principal or dean of students must sign the bottom of the form. Parents should be informed that a suspension also includes an automatic notification to Family Support Services in TK-8. On the tenth day of suspension or independent learning day within any given school year the student may be recommended for an expulsion.

ZERO TOLERANCE/EXPULSION

Each student and parent is required to read and sign the Notice of Zero Tolerance Policy and the Charter School Agreement as a requirement upon enrollment. Students attend an assembly which explains the policies of both zero tolerance and suspensions. Zero Tolerance/expulsion offenses are based on The O'Farrell Charter Schools Suspension and Expulsion Board Policy. If a student has committed a zero tolerance offense, contact the superintendent. If San Diego police are involved, the dean of students/principal/superintendent will contact them so they can investigate before the parent notification is made. Victim and witness statements should be taken immediately on the correct forms available.

Principals are authorized to recommend students for expulsion and prepare all necessary documentation. The superintendent reviews the recommendation and supporting documentation within five school days of the incident. The superintendent will notify the parents/guardians in writing if the expulsion recommendation is moving forward. The parents/guardians will also be notified of the expulsion hearing process.

A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities act (IDEA) or who is

qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law, state law or El Dorado SELPA policies require additional or different procedures, including a manifestation determination.

CRITERION 5

NOTIFICATION TO TEACHERS OF DANGEROUS STUDENTS

The superintendent will provide all teachers with information received from the court and the Probation Department regarding students that previously have committed violent or dangerous crimes. Such information will be made available to teachers, counselors, and administrators with direct supervisory experience over the student. Teachers, counselors, and administrators may access such information through the superintendent who maintains a file for this purpose. Any such information so received by a teacher, counselor, or administrator shall be confidential and not be disseminated any further. In addition, teachers have full access through PowerSchool/OASIS and EdClick to view all prior disciplinary actions or incidents occurred by their assigned students.

CRITERION 6

DISCRIMINATION, HARASSMENT, ANTI-BULLYING, AND HATE CRIMES #5006

General Statement of Policy

The O'Farrell Charter Schools Board prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics as applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of The O'Farrell Charter Schools. (BP 5014)

The O'Farrell Charter Schools recognizes the negative impact that discrimination, harassment, intimidation, hate crimes, or bullying can have on the health and safety of students and the learning environment. Such actions can create distress, anxiety, lower levels of self-esteem and increase feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

The O'Farrell Charter Schools endeavors to maintain a learning and working environment free of bullying. Toward that end, bullying is prohibited on schools grounds, and at any schools-sponsored events and activities. O'Farrell acknowledges that for this policy to be effective, schools personnel must fulfill their responsibilities as assigned.

Discrimination, Harassment, and Hate Crimes

All students are to be free from discrimination and harassment. Discrimination occurs when a student is treated differently on the basis of a protected category in an educational program or activity, without a legitimate nondiscriminatory reason. It is Discrimination when any identified treatment interferes with or limits the ability of the student to participate in or benefit from the educational services, activities, or privileges provided by the schools.

Harassment is any unwelcome conduct of either or sexual nature or of a nature directed at a protected class, including, but not limited to, sexual orientation, gender identity or gender

expression. Anti-gay and sexist epithets are forms of sexual harassment. Harassment occurs when an individual is subjected to unwelcome conduct that is subjectively offensive to a reasonable person of the same age and characteristics under the same circumstances, and the harassment is both severe and pervasive, such that the conduct interferes with the individual's ability to participate in or benefit from an education program or activity.

A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her disability, gender or gender identity or gender expression, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of the aforementioned characteristics, or immigration status. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

Students have the right to report any instances of discrimination, harassment, or hate crimes, the right to be protected from retaliation, and the right to remain anonymous.

Bullying

“Bullying” means deliberate and unwanted, severe and pervasive behavior by an individual student, an individual student within a group of students, or a group of students intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused.

Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyberbullying. Bullying may occur on or off campus.

Bullying may occur in several forms, including but not limited to:

- Written, verbal or nonverbal threats
- Intimidating or threatening gestures
- Unwanted physical contact, violence, or assault
- An intentional display of force that would give the victim reason to expect or fear physical contact or injury
- Jeering, taunting or mocking
- Teasing
- Degrading, insulting, or derogatory comments
- Extortion
- Theft of money or possessions
- Vandalism of a student's personal property
- Unauthorized exercise of control over a student's personal property
- An electronic act of bullying, including the creation and transmission of any act defined above, with any electronic device, on or off the schools site.

- Impersonating a person through electronic means to bully, as defined above.

Preventative Measures

This policy will be reviewed each year with all staff and students. Staff members will discuss bullying with students through homebase lessons and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students will be informed that bullying will not be tolerated in any form. Students will be encouraged to report incidents of bullying whether they are the victim or an observer.

Preventive measures may include referring the student to Family Support Services, or to the schools counselor, and encouraging the student to become involved in new activities such as clubs or sports teams. The homebase teacher handles the ongoing “checking-in” with students to see how things are going.

Reporting Procedures

Victims/Targets

All students who believe they have been the victim/target of bullying will promptly report the bullying to their homebase teacher, campus supervision, or to any O’Farrell staff member. Students have the right to report, the right to be protected from retaliation, and the right to remain anonymous.

Student Witness

All students who witness or become aware of bullying will report the bullying to their Homebase teacher, campus supervision, or to any O’Farrell staff member.

Parents/Guardians

All parents/guardians who become aware of any bullying are encouraged to report the bullying to their child’s homebase teacher, family leader or assistant principal for their child’s academy.

School Personnel

Any staff member who witnesses bullying will immediately intervene and take appropriate action to stop the bullying. In addition, the staff member will detain the students involved and immediately report the incident to campus supervision, or the appropriate homebase teacher(s) and/or family leader and assistant principal. The incident will be reported to Family Support Services or the schools counselor for follow-up.

Investigation and Appeal Process

Superintendent, or designee, will immediately investigate any alleged act of bullying reported to the schools by a student, parent, staff member or any other person. All investigations will be completed as soon as possible, but in no situation will extend longer than sixty (60) days from the reporting date of the alleged incident(s).

In any instance where the student or parent/guardian of the student believes the outcome of the investigation has been reached in error, an appeal of the outcome may be brought before the Superintendent, or designee, for review of the findings of the investigation. At no point will this appeal create a requirement to reinvestigate the alleged incident(s), rather it will be used to determine the reasonableness of the investigation and outcome determination.

Disciplinary and Other Action

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior. The discipline imposed will match the offense, as determined by the family leader and/or assistant principal. Bullying that occurs off campus may cause consequences at schools if the behavior is such that it disrupts the schools' environment.

Regarding investigating reports of bullying, administrators or their designees will discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim will not take place in the presence of the offending students. If more than one student is involved, the staff member will talk to each student separately.

If an investigation substantiates that bullying has occurred, the administrator or designee will take appropriate action consistent with this and the schools' Progressive Discipline Policy.

O'Farrell recognizes that parents/guardians play an important role in educating their children and preventing bullying. The parent/guardians of each offending student will be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with the administrator, homebase teacher, family support services and/or schools counselor to review the bullying behavior and discuss strategies for correcting the behavior.

The administrator/designee or counselor will also inform the victim's parent/guardian as soon as reasonably possible. Parents/Guardians of students bullied may also be provided with resources to support their child and receive ongoing communication from the schools regarding the bullying situation.

Disciplinary action for bullying may include, but is not limited to, loss of privileges, detention, Friday night schools, in-schools suspension, Saturday suspension, formal suspension and possible recommendation for expulsion. If the administrator determines the conduct raises to the level of a crime, disciplinary action may also include notification of the police department.

Dissemination of Policy and Training

A copy of this policy will be provided to staff, students and parents annually via the staff handbook, student and parent handbook and the schools website. O'Farrell will develop and implement a method of discussing this policy each schools year with students and employees. This policy will be reviewed at least annually for compliance with state and federal laws.

CRITERION 7

THE O'FARRELL CHARTER SCHOOL UNIFORM

The O'Farrell Charter School requires that all students wear uniforms. Approved OCS uniforms may be purchased at Mario's Family Clothing (28 N. Euclid Ave, 91950. 619-264-6081). Mario's has a copy of the uniform policy for each school that lists all of the approved OCS uniform clothing. Please do not purchase anything that is not a part of this uniform policy as it will not be permitted on campus.

Purpose: Safety and Unity: Research has shown that students who dress alike also enjoy an increased sense of unity. The same evidence shows that uniforms will increase student safety, reduce violence and make it much easier to identify persons who do not belong on campus. Student uniforms ensure that we avoid styles of clothing that could be misinterpreted as gang-related, distracting, or immodest.

Scholarships/Assistance: Assistance may be available for students and families in need through Family Support Services. Contact them directly for more information.

Enforcement: Infractions will be routed to the student's teacher, who will then follow through with appropriate discipline actions. If a student is not in uniform, the student will remain in their classroom for the remainder of the day or until the parent or guardian is able to bring them appropriate clothing. Additional consequences will be added with each infraction. Please refer to your school's student handbook or the parent handbook for information about consequences for uniform violations.

Student uniforms must fit properly, not exceeding one size beyond the correct size, and **may not be modified, altered or changed in any way**. This includes bagging or sagging pants, oversized shirts, skinny pants, safety pins, rubber bands, etc. Clothes may not have a ripped or torn appearance. Rain gear, hats or other extreme weather and other non-uniform items must be removed and put away upon campus entry.

Thank you for carefully reviewing and adhering to OCS uniform policy. In doing so, you are helping to create a safe and structured learning environment for all OCS students.

Accessories (All Schools)

- **Jewelry & Hair Accessories:** All jewelry must be plain with **no lettering, logos, or symbols.** **Jewelry & hair accessories may only be black, white, gold, or silver in appearance.** Buttons or pins on clothing are not allowed. Hair accessories **must be black, white, gold, or silver.** Bandanas, scarves, or rags are not allowed. If headwear for religious or medical reasons is required, the head covering must be solid black, white, gold, or silver with no logos or writing.
- **Hair:** Hair dye, highlights, weaves, extensions, or other any other alterations to hair may only be a natural color of black, brown, blonde, or red. Hair may not be shaved to show letters or numbers
- **Beanies/Hats:** An OCS approved beanie will be available for purchase ONLY at OCS 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, including rags or bandanas, are allowed.
- **Mittens/Gloves:** May only be worn in cold weather from December to March and may only be worn outside. Mittens/gloves must be plain solid black or plain solid white cotton only. Leather baseball gloves are not permitted. Students may not wear scarves.
- **Glasses:** Non-prescription glasses or non-prescription sunglasses are not allowed.
- **Backpacks:** Any color/brand is ok. May not be modified or written on except for student's name.
- **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 pinhole 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.*(Accessories or body modifications that prove to be a distraction will be handled on an individual basis.)*

THE O'FARRELL ELEMENTARY SCHOOL UNIFORM: 2019-2020

PANTS, SHORTS, SKORTS

Only the following Dickies Brand Khaki Pants, Shorts, Skorts in desert sand or khaki are permitted

Boys:

- Loose Fit, Flex Regular Straight Fit, Flex Classic Fit, Classic Fit, Relaxed Fit, Industrial, and Double Knee Work Pant
- Flex Waist Flat Front or Flex Classic Fit Pant or Short
- Original, Loose Fit, Relaxed Fit, Industrial Relaxed Fit, Slim Fit, Regular Fit, and Straight Leg Pant
- Loose Fit, Relaxed Fit, Flex, Regular Fit, Slim Fit, Flex Slim Fit, Flat or Pleated Front Short

Girls:

- Women's Original Work Pant or Short
- Relaxed Straight Flat Front, Pleated, or Comfort Waist Pant or Short
- Women's Relaxed Fit or Classic Fit Straight Leg Pleated Front, Stretch, or Flat Front Pant or Short
- Women's Curvy Straight Flat Front Pant or Short
- Women's Slim Fit Straight Leg or Stretch Pant
- Dickies Girl Juniors Original Fit, Low Rise, Straight Leg, or Classic Fit Boot Cut, or Boot Cut Stretch Pant
- Junior Bull 4-Pocket Short
- Classic Fit Bermuda Short or Classic Short
- French Toast Pleated Skort Khaki
- French Toast Jumper

- Long Pants: Must fit properly, be worn at the waist, and not be altered or modified in any way.
- Pants that are too large (saggy, baggy) or too tight (skinny) are not allowed. Capri pants are not allowed.
- Shorts/Skorts: Shorts & skorts must be no more than 2" above the knee (shorts must also not be more than 2" below the knee) and may not be form-fitting. They must fit properly.

<p style="text-align: center;">SHIRTS</p> <p style="text-align: center;"><i>Light blue or forest green OCS embroidered polo shirts</i></p> <p><i>Undershirts or turtlenecks worn under the polo must be plain solid white, black, or grey. (no graphics or other designs)</i></p>	<ul style="list-style-type: none"> • Light blue or forest green polo shirt (long or short sleeved) containing the OCS embroidered logo. • All students in grades 4-5 are required to tuck in their shirts. Students in Y.O.K. through 3rd grade are not required to tuck in their shirts. • Undergarments, including bras, may not be visible. • Undershirts or long sleeved shirts worn under the OCS uniform shirt may not have hoods.
<p style="text-align: center;">JACKETS</p> <p><i>Navy OCS embroidered crewneck sweatshirt, windbreaker, heavy fleece jacket, or cardigan sweater available at Mario's</i></p>	<ul style="list-style-type: none"> • Students may only wear sweatshirts, jackets, fleeces, vests, and sweaters that are navy with the OCS embroidered logo. • Students may not wear hoods on campus, unless raining. • A uniform shirt must be worn underneath any outer garments at all times.
<p style="text-align: center;">SHOES</p> <p>Plain black, grey, or white, or any combination of black, grey, and white leather or canvas shoes with black, grey, or white laces.</p>	<ul style="list-style-type: none"> • Shoes must have closed toes and heels. • No boots, house shoes, sandals, or slippers. • Any name brand/logo must be black, grey, or white.
<p style="text-align: center;">SOCKS</p> <p>Socks: solid white, black, or grey (no black/white/grey combination)</p>	<ul style="list-style-type: none"> • Must be solid white or solid black. Socks must be at least 4 inches below the knee. • Tights or leggings must be plain solid black or plain solid white and may not be worn without a skirt or shorts.
<p style="text-align: center;">BELTS</p> <p>Belts with plain hinge buckles</p>	<ul style="list-style-type: none"> • Students in Y.O.K. through 3rd grade do not need to wear a belt, though if they choose to wear a belt, it must be the OCS uniform belt. • All students in 4th – 5th grade must wear the approved OCS plain black webbed belt. • Solid black web belt with a plain silver hinged buckle - no initials or designs. (available at Mario's or OCS) The belt must match the waist size. Extra length must be tucked in the belt loops.

THE O'FARRELL MIDDLE SCHOOL UNIFORM: 2019-2020

PANTS, SHORTS, SKIRTS

Only the following Dickies Brand Khaki Pants, Shorts, Skorts in desert sand or khaki are permitted

Boys:

- Loose Fit, Flex Regular Straight Fit, Flex Classic Fit, Classic Fit, Relaxed Fit, Industrial, and Double Knee Work Pant
- Flex Waist Flat Front or Flex Classic Fit Pant or Short
- Original, Loose Fit, Relaxed Fit, Industrial Relaxed Fit, Slim Fit, Regular Fit, and Straight Leg Pant
- Loose Fit, Relaxed Fit, Flex, Regular Fit, Slim Fit, Flex Slim Fit, Flat or Pleated Front Short

Girls:

- Women's Original Work Pant or Short
- Relaxed Straight Flat Front, Pleated, or Comfort Waist Pant or Short
- Women's Relaxed Fit or Classic Fit Straight Leg Pleated Front, Stretch, or Flat Front Pant or Short
- Women's Curvy Straight Flat Front Pant or Short
- Women's Slim Fit Straight Leg or Stretch Pant
- Dickies Girl Juniors Original Fit Lowrider Straight Leg or Classic Fit Boot Cut, or Boot Cut Stretch Pant
- Junior Bull 4-Pocket Short
- Classic Fit Bermuda Short or Classic Short
- French Toast Pleated Skort Khaki

- **Long Pants:** Must fit properly, worn at the waist and not be altered or modified. Pants which are too large (saggy, baggy) or too tight (skinny) are not allowed. No rips or tears. No Capri pants.
- **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.

SHIRTS

White or Navy polo shirt (long or short sleeved) with the OCS embroidered logo.

- *Mario's has only one style of polo allowed.*
- *Shirts must be properly tucked in at all times so the OCS belt is visible.*

JACKETS, SWEATSHIRTS, SWEATERS

*Crewneck sweatshirt
Windbreaker
Heavy Fleece Jacket
Cardigan Sweater*

- Approved items are navy with the OCS embroidered logo.
- Students may not wear hoods on campus, unless raining.
- A uniform shirt must be worn underneath any outer garments.

BELTS

Black web belt with plain silver hinge buckle

- The belt must match the waist size with extra length tucked in the belt loops.
- Belt may be purchased at Mario's and OCS.

The following items do not have to be purchased at Mario's, but must meet these guidelines:

<p><u>UNDERSHIRTS OR TURTLENECKS</u></p> <p><i>Solid black, solid white, solid navy or solid grey</i></p>	<ul style="list-style-type: none"> • <i>No designs or logos.</i> • <i>Undergarments (bras) may not be visible.</i>
<p><u>SHOES</u></p> <p><i>Solid black, grey, or white, or black/white/grey combo</i></p>	<ul style="list-style-type: none"> • <i>Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers.</i> • <i>Soles, logos, and laces must also be black, grey, or white only.</i>
<p><u>SOCKS</u></p> <p>Socks: solid white, black , or grey (no black/white/grey combination)</p>	<ul style="list-style-type: none"> • <i>Must be solid white or solid black .</i> • <i>Socks must be 4 inches below the knee.</i> • <i>No leggings or stockings.</i>

THE O'FARRELL HIGH SCHOOL UNIFORM: 2019-2020

<p><u>SHIRTS</u></p> <p><i>Black or Maroon polo shirt (long or short sleeved) with the OCS embroidered logo.</i></p>	<ul style="list-style-type: none"> • <i>Mario's has only one style of polo allowed.</i> • <i>Shirts must be properly tucked in at all times so the OCS belt is visible.</i>
<p><u>JACKETS, SWEATSHIRTS, SWEATERS</u></p> <p><i>Crewneck sweatshirt</i></p> <p><i>Windbreaker</i></p> <p><i>Heavy Fleece Jacket</i></p> <p><i>Cardigan Sweater</i></p>	<ul style="list-style-type: none"> • <i>Approved items are black with the OCS embroidered logo.</i> • <i>Students may not wear hoods on campus, unless raining.</i> • <i>A uniform shirt must be worn underneath any outer garments.</i>
<p><u>BELTS</u></p> <p><i>Black web belt with plain silver hinge buckle</i></p>	<ul style="list-style-type: none"> • <i>The belt must match the waist size with extra length tucked in the belt loops.</i> • <i>Belt is available for purchase at Mario's and OCS.</i>

The following items do not have to be purchased at Mario's, but must meet these guidelines:

<p><u>JEANS</u></p> <p><i>Long jeans, jean shorts, or jean skirt</i></p>	<ul style="list-style-type: none"> • Jeans material may only be solid blue, solid black, or solid grey. • Must fit properly, worn at the waist and not be altered or modified. Jeans which are too large (saggy, baggy) or too tight (skinny) are not allowed. No rips or tears. No capri pants. • 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.
<p><u>UNDERSHIRTS OR TURTLENECKS</u></p> <p><i>Solid black, solid white, or solid grey</i></p>	<ul style="list-style-type: none"> • <i>No designs or logos.</i> • <i>Undergarments (bras) may not be visible.</i>
<p><u>SHOES</u></p> <p><i>Solid black, grey, or white, or black/white/grey combo</i></p>	<ul style="list-style-type: none"> • <i>Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers.</i> • <i>Soles, logos, and laces must also be black, grey, or white only.</i>
<p><u>SOCKS</u></p> <p>Socks: solid white, black , or grey (no black/white/grey combination)</p>	<ul style="list-style-type: none"> • <i>Must be solid white or solid black.</i> • <i>Socks must be 4 inches below the knee.</i> • <i>No leggings or stockings.</i>

THE INGENUITY DRESS CODE

All students at Ingenuity adhere the following dress code. Students who choose not to adhere to this code will have their parent(s)/guardian called to pick them up from school.

Color Requirements: Your ENTIRE outfit cannot be more than 50% red, blue or green. If you wear a red shirt, do not wear red pants. If you wear green pants, do not wear a green shirt. A solid red/blue/green shirt is fine, as long as you wear different color pants and shoes. Gang association is not allowed. The school will determine if an outfit appears to be gang related.

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

- Shirts cannot have inappropriate writing of any kind, including ANY gang or drug references.
- No inappropriate logos that display drugs or alcohol.
- Refrain from wearing inappropriate shirts that are low-cut, revealing, see-through, and/or show your midriff.
- Shirts must cover bras, so do not wear any spaghetti strap tank or halter tops. Undergarments should not be showing.
- If you wear a sweatshirt with a hood, remember not to wear the hood on campus.
- Make sure your pants are the appropriate length, are not baggy, and are not skin tight. Pants should not be "sagging."
- Shorts should not be shorter than mid-thigh length, and/or be revealing in nature.
- Jeans may not have excessive rips or tears in them.
- Pants/shorts cannot have inappropriate writing or logos of any kind, including ANY gang or drug references.
- No pajamas may be worn to school at any time.
- Shoes must be worn in the classroom at all times. No slippers.
- Any color is acceptable, keeping in mind that your entire outfit cannot be more than 50% red, blue, or green.
- Jewelry cannot have letter, numbers, or words.
- Hats, sunglasses, bandanas, and/or beanies are not allowed in class.

CRITERION 8

PROCEDURES TO ENSURE SAFETY OF STUDENTS, STAFF, AND PARENTS/GUARDIANS WHILE GOING TO AND FROM SCHOOL

1. In the O'Farrell/Ingenuity student planner and/or handbook, students are reminded that school behavioral standards are in effect in route to and from school as well as during extra curricular activities both on and off campus. Students are also reminded of this during discipline assemblies/meetings.
2. Parents and students are reminded about traffic safety and crosswalk use in the student planner and school newsletter.
3. Site staff are posted at all entrance/exits before and after school.
4. Entry or exit to the campus is only allowed through supervised gates.
5. Student campus access is restricted in the mornings only into supervised areas and students are escorted off campus each day after school.
6. As required by state law, each principal/site administrator shall conduct safety drills periodically (including fire, earthquake/disaster preparedness and lock down drill) to maintain awareness of procedures.
7. Visitors on campus must check in to the office to receive permission to be on campus. Any visitor on campus without having gone through the proper check-in procedures will be reported to the San Diego Police Department for trespassing.
8. Site emergency plan will be reviewed twice annually by staff.

CRITERION 9

SAFE AND ORDERLY SCHOOL ENVIRONMENT

We believe in timely, consistent, and appropriate intervention that puts the child back on track as quickly as possible when a student fails to learn and act in the FALCON Way. We also believe that consequences must be designed to meet the individual needs of students. Therefore, the homebase teacher will refer to the school-wide discipline plan guide and may consult with students, parents, teachers, family leaders or administration in order to select appropriate consequences and intervention to meet the individual needs of the child. The severity of the inappropriate behavior will determine the level of consequence.

The school will provide copies of our comprehensive Safety School Plan to staff, local fire departments, law enforcement agencies, Extended Day program director and the Board of Directors on an annual basis.

Students are under the direct supervision of staff members at all times while in school, or while attending a school-sponsored activity. The discipline policies and homebase program of The O'Farrell Charter Schools are designed to establish and maintain an environment in which students and staff members can perform effectively in the school setting, so that each student can exercise his or her right to obtain the best education possible.

All staff is regularly provided training on roles and responsibilities related to school safety and discipline policies. Homebase/Supervising teachers meet with parents and are the primary liaison for all concerns related to students in their homebase.

STAFF RESPONSIBILITIES

Teachers should sign in each morning to indicate their presence. Staff should not be on campus alone after hours. (6:30 a.m. – 6:00 p.m.) Doors should be locked when rooms are not in use or when working before or after school. All suspicious persons on campus should be reported to the office or supervision aides. In case of a threatening situation, seek immediate help from nearby staff and contact the site supervision aides who can radio for help.

CAMPUS SUPERVISION

Campus supervision assistants patrol the campus daily. They report to school administrator. Teachers should be standing at the door at the start of the school day and standing at their door during passing periods unless assigned other duties. The principal, or vice-principal shall be available to staff until 4:00 p.m. daily. When exceptions arise, backup can be provided by the administrator-in-charge, designated by the principal, and may be called by office staff.

CAMPUS SUPERVISION RESPONSIBILITIES

Classroom teachers who leave their rooms during prep periods are expected to be back in time to supervise during passing periods. Please make a point of returning early to locked classrooms so that students will not congregate outside the doorway. Early dismissals are not authorized. Students must be supervised at all times.

LUNCH SUPERVISION

Lunchtime supervision is conducted to maintain acceptable standards of student behavior, promote the cleanliness of the campus, prevent the entry of unauthorized visitors, and enforce the policy of a closed campus.

Students are required to follow the "FALCON Way" at all times, stay in the designated lunch area and dispose of their trash in trash receptacles. They are not permitted to leave campus during lunchtime, nor have visitors.

PASSES FROM CLASS

Teachers must follow school procedures related to hall passes. Ink should always be used to fill out a hall pass.

Students should be encouraged to use the bathroom on their own time. If physiological or health problems are used as a reason for frequent lavatory passes, the student's name should be submitted to the health technician for further checking and recommendation. A note from a health physician may be required.

Requests to see the health technician should be given careful consideration. Teachers must use careful judgment in granting or refusing requests to see the health. Students may not "drop in" to see the nurse between classes without a pass.

Students going to the library should use a regular pass complete with name, date, time, destination, and teacher's signature. Note the time to return, if student is to return to class before the end of the period.

SCHOOLWIDE DISCIPLINE GUIDE

Rationale

- All staff members at O'Farrell are responsible for school-wide discipline
- A progressive discipline plan is created by each individual school and is available in the student handbook.
- Promote consistency school-wide
- Provide a process for intervention prior to suspension
- Provide follow-up after suspension, including a contract, and FSS/counselor intervention
- Maintain a high standard of behavior school-wide

Successful Strategies for Classroom Management

Students are given three warnings per class period daily.

- Enforce the FALCON Way.
- Use positive classroom management.
- Be consistent.
- Use mediation.
- Teach positive problem solving strategies to your students.
- Put the student on a daily contract/progress report
- Utilize FSS or the school counselor. Ask FSS or counseling staff to present lessons on various topics to the whole class. Involve staff in the curriculum when appropriate.
- Give out yellow slips for exemplary behavior.
- Use awards and rewards: specific and genuine verbal compliments, raffles, etc.
- Listen compassionately and reflectively to your students.
- Encourage student involvement in extracurricular school activities.

All parties, starting with homebase teachers, must be involved in resolving conflicts.

- When incidents involve students from different homebases or student/adult conflicts, all adults must be in agreement concerning disciplinary action of the student(s). If agreement is not reached, team leaders and the school vice-principal should be involved in a resolution.
- Team leaders must be notified of any serious infractions concerning students on their teams.

CHARTER EXPULSION POLICY

The O'Farrell Charter Schools Contract has specific requirements for students to be enrolled. Students can be expelled for receiving ten or more cumulative days of suspension or independent learning days during the school year.

BEHAVIORAL EXPECTATIONS

Conduct

Students are expected to model the FALCON Way at all times. They are to wear the O'Farrell uniform and be in class on time. Students will walk, engage in appropriate behaviors on the school grounds and avoid behaviors that are disruptive, irresponsible and unsafe. Gang signing is considered an inappropriate behavior.

Prohibited Items

Items that can disrupt the learning process or create issues of theft are prohibited.

- See your school handbook for restricted items.
- Skateboards and/or scooters are only allowed if they are locked in the bike rack.

EXAMPLES OF UNACCEPTABLE BEHAVIOR

Minor offenses may include:

- Not bringing required supplies to class.
- Off-task behavior: talking, distracting others, etc.
- Food/gum in class (if not allowed.)
- Running in the hallway.
- Not keeping hands to self (not including punching, stabbing, etc.)
- Littering and disorderly environment (inside and outside the classroom.)
- Misusing school supplies, and PE/science/computer/art equipment.
- Threatening to cause physical injury (stops or will mediate when warned), first offense.

Severe offenses may include:

- Disrupting class: defiant behavior toward any adult.
- Using inappropriate language toward other student or adult.
- Using inappropriate physical contact, obscene acts.
- Stealing and/or receiving stolen property.
- Misusing or severely damaging school equipment.
- Instigating fights, fighting (first offense with no serious physical injury.)
- Possessing drug paraphernalia.
- Threatening to cause physical injury (threat continues despite warning, refusal to mediate.)

Suspension/Expulsion

This section provides a description of the procedures by which students can be suspended or expelled from the Charter School for disciplinary reasons or otherwise involuntarily removed from the Charter School for any reason, as required by Education Code section 47605(b)(5)(J).

The Charter School believes that maintaining a safe and secure learning environment is crucial to student success. This is achieved when the Charter School:

1. Promotes a culture of responsibility, respect and integrity by teaching and modeling The FALCON Way (Focus, Attitude, Leadership, Citizenship, Organization, and Nonviolence).
2. Recognizes and rewards responsible student behavior.
3. Assures that all students have at least one adult on campus who knows them well.
4. Implements fair, consistent, and age-appropriate progressive discipline practices that may include a referral, phone call home, lunch detention, after school detention, Friday night school, Saturday school, parent/guardian conference, alternate class placement with another teacher, independent learning day, mediation, resetting after a specified number school days without earning a referral, parent/guardian shadow day, loss of privileges, and, as a last resort, suspension or expulsion.

No student shall be suspended or expelled for any offense listed below unless the offense is related to a Charter School activity or attendance. The offense may occur at any time, including, but not limited to, while on the Charter School grounds, while going to or coming from the Charter School, during the lunch period whether on or off the campus, or during, or while going to or coming from, a Charter School-sponsored activity.

The Charter School reviewed the lists of offenses and procedures that apply to students attending non-charter public schools, including Education Code sections 48900 to 48927 and the District Administrative Procedures 6290 and 6295. The Charter School has determined the lists below will provide for adequate safety of students, staff, and visitors and serve the best interests the Charter School's students and their parents/guardians.

LIST OF OFFENSES FOR WHICH STUDENTS MAY BE SUSPENDED
(DISCRETIONARY)

If the principal or principal's designee determines that a student committed one or more of the offenses listed below, and/or any another other offense identified in Education Code section 48900, the student may be suspended.

(a) Physical injury, force, or violence	Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense.
(b) Dangerous object	Possessed, sold, or otherwise furnished a firearm, a knife regardless of size, an explosive, or other dangerous object, unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a principal of the Charter School, which is concurred in writing by the superintendent of the Charter School or the designee of the superintendent.
(c) Possession of controlled substance, alcohol, or intoxicant	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Offering controlled substance, alcohol, or intoxicant	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Robbery or extortion	Committed or attempted to commit robbery or extortion.
(f) Property damage	Caused or attempted to cause damage to district property, school property, or private property.
(g) Theft of property	Stole or attempted to steal district property, school property, or private property.

(h) Tobacco or nicotine products	Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
(i) Obscene act, profanity, or vulgarity	Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Drug paraphernalia	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disruption or willful defiance	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Received stolen property	Knowingly received stolen district property, school property, or private property.
(m) Imitation firearm	Possessed an imitation firearm. As “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Sexual assault or battery	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Witness intimidation or retaliation	Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
(p) Soma	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Hazing	Engaged in, or attempted to engage in, hazing. “Hazing” means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former,

	current, or prospective student. “Hazing” does not include athletic events or school-sanctioned events.
(r) Bullying	Engaged in an act of bullying.
(s) Aiding or abetting	Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
(t) Sexual harassment	Committed sexual harassment as defined in Section 212.5 of the Education Code. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.
(u) Hate violence	Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233 of the Education Code.
(v) Harassment, threats, or intimidation	Intentionally engaged in harassment, threats, or intimidation, directed against school personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment.
(w) Terroristic threats	Made terroristic threats against school officials, district property, and/or school property.

LIST OF OFFENSES FOR WHICH STUDENTS MAY BE EXPELLED
(DISCRETIONARY)

If the principal or principal's designee determines that a student committed one or more of the offenses listed below, the student may be recommended for expulsion.

(a) Physical injury, force, or violence	Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense.
(b) Dangerous object	Possessed, sold, or otherwise furnished a firearm, a knife regardless of size, an explosive, or other dangerous object, unless, in the case of possession of an object of this type, the student had obtained written permission to possess the item from a principal of the Charter School, which is concurred in writing by the superintendent of the Charter School or the designee of the superintendent.
(c) Possession of controlled substance, alcohol, or intoxicant	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Offering controlled substance, alcohol, or intoxicant	Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Robbery or extortion	Committed or attempted to commit robbery or extortion.
(f) Property damage	Caused or attempted to cause damage to district property, school property, or private property.
(g) Theft of property	Stole or attempted to steal district property, school property, or private property.

(h) Tobacco or nicotine products	Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
(i) Obscene act, profanity, or vulgarity	Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Drug paraphernalia	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disruption or willful defiance	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Received stolen property	Knowingly received stolen district property, school property, or private property.
(m) Imitation firearm	Possessed an imitation firearm. As “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Sexual assault or battery	Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) Witness intimidation or retaliation	Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
(p) Soma	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Hazing	Engaged in, or attempted to engage in, hazing. “Hazing” means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former,

	current, or prospective student. “Hazing” does not include athletic events or school-sanctioned events.
(r) Bullying	Engaged in an act of bullying.
(s) Aiding or abetting	Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
(t) Sexual harassment	Committed sexual harassment as defined in Section 212.5 of the Education Code. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.
(u) Hate violence	Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233 of the Education Code.
(v) Harassment, threats, or intimidation	Intentionally engaged in harassment, threats, or intimidation, directed against school personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment.
(w) Terroristic threats	Made terroristic threats against school officials, district property, and/or school property.
(x) 10 days of suspension in a single school year	Conduct resulting in more than 10 days of suspension in a single school year, including two or more fights in a single academic year.

LIST OF OFFENSES FOR WHICH STUDENTS MUST BE SUSPENDED
(NON-DISCRETIONARY)

None.

**STUDENT POSSESSION OF CELLULAR PHONES, PAGERS AND OTHER
ELECTRONIC SIGNALING DEVICES**

Student possession of and use of cellular phones, pagers, and any other electronic signaling devices on school campus, or at school sponsored activities, and while under the supervision and control of O'Farrell staff is permitted under the circumstances described herein. Elementary and middle school students may use these devices on campus prior to the first instructional period and after the last instructional period under the supervision of staff (includes time sent to office, Family Support Services, or any other location on school property prior to last instructional period scheduled). At all other times between first and last instructional periods these devices shall be turned off and out of sight.

High school students may use cell phones before school, during nutrition break, at lunch, and after school. High school students may only use their phones in the lunch court and high school area during these times. At all other times and locations phones must be put away and turned off.

Unauthorized use of these devices is cause for confiscation, and parent/guardian to be call to pick up the item. Repeated unauthorized use can/will lead to disciplinary action. The school is not responsible for the loss, theft, or damage of such devices when in the student's possession.

Parents/guardians must be aware that in the event an emergency should occur at the school, or school sponsored activity, they are not to call or text the student and give instructions to their student that contradicts the supervision of staff.

CRITERION 10

SAFE SCHOOL PLANNING COMMITTEE FORMATION

The Board of Directors of The O'Farrell Charter Schools has delegated the responsibility of development of the School Safety Plan to the School Safety Planning Committee. The Board will review and approve the final plan before it is submitted.

The O'Farrell Charter Schools Safety School Planning Committee consists of the following:

Chair:

Jill Andersen, Principal

Members:

Kathy Davis, Emergency Disaster Preparation Coordinator

Christian Baker, Emergency Disaster Preparation Assistant

Anne Mathews, Principal

Brian Rainey, Principal

Tiffany DeGraffenreid, Ingenuity Principal, Director of Operations

Edward Jones, Dean of Students

Stephen Shilling, Ingenuity Teacher

Lakisha Lester, Campus Security Assistant

David Sanders, Campus Security Assistant

Yaphet Yokely, Campus Security Assistant

Rafael , Campus Security Assistant

Sergio Padilla, Student Services and Health Technician

Ben Astudillo, Registrar

Law Enforcement Consultants:

San Diego Police Department

Public Meetings:

School Site Council

Board of Directors meetings

Emergency Organization Plan
Primary/First Shift

EMERGENCY ORGANIZATION PLAN

EMERGENCY OPERATIONS CENTER

**Channel 1*

Site Incident Commander	Jonathan Dean
Operations Chief	Kathy Davis
Planning & Intelligence Chief	Jill Andersen (Public Information Officer, Situation Analysis)

LOGISTICS AND ACCOUNTING

Facility Check/Maintenance	Enrique Garcia
Evacuation Area	Susan Cuttita
Staff/Student Accountability	Ken Pietrusiewicz, Bianca Madriaga, Ana Garcia
Logistics Chief	Ray Garcia

SECURITY & SEARCH AND RESCUE

**Channel 2*

Site Security/Safety Officer	Edward Jones
Search and Rescue Leader	Christiaan Baker

Team 1

***Eli Sanders**

Angelica Cuevas
Mercedes Tyler

Team 2

***Beto Solares**

Ted Del Rosario
Belvien Sumbat

Team 3

***Lakisha Lester**

Husani Whitlock
Jorge Cabrera

**denotes lead*

MEDICAL

Medical Team Leader	Sergio Padilla
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Medical Utility Team 1

Diana Sandoval
Virac Dith

Medical Utility Team 2

Sam Pohaku
Catherine Ostick

REUNIFICATION

Reunification Leader

Brian Rainey
Anne Mathews**Channel 3***Request Area**Quetzali Garcia
Ben Astudillo
Ashley Madrid
Mireya Diaz Ruiz
Betsy Perez**Release Gate**Christina Puentes
Yadira Valencia
Pamela Barry
Brian Henderson
Mary Skrabucha**Assistance**Ray Garcia- HS side of course
Christian Capetillo- upper
Lauren Ramers- lower**FRONT OF SCHOOL**

Liaison Officer

Susan Park
Karen Bishop**Flaggers**Norma Perez
Brenda Solares
Vanessa Kurfess**EMERGENCY SUPPLY STORAGE AREA**

Trauma barrels located in women's P.E. showers.

ADDITIONAL CRITERION

- 1) The O'Farrell Charter Schools (OCS) will allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. OCS shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community. Requests for the use of facility space should be directed to the Superintendent.
- 2) Any crimes committed on any of the school campuses or at a school-related function will be assessed and dealt with according to school discipline policy. The school will coordinate the San Diego Police Department as necessary.

**Comprehensive School Safety Plan &
Crisis Response Box Review**

School Name: The O'Farrell Charter School and Ingenuity Charter School

Name of Inspection Officer:

Please strictly adhere to criteria and CHECK ALL BOXES THAT APPLY

- ☐ **Current copy of the Comprehensive School Safety Plan for 2019-2020**
- ☐ **Current copy of the site evacuation procedures, including staging locations and routes. Must include all new classroom buildings and classroom numbers. Copy of blueprint (architectural drawings) identifying main locations of electric, gas, water, cable, telephone and alarm box.**
- ☐ **Current map and school layout. Map must show all buildings, classroom numbers and evacuation routes.**
- ☐ **Current roster of all students and district employees assigned to the site, as well as issues pertaining to special needs students. These rosters must be in alphabetical order for staff and students. The student roster must be in alphabetical order, divided by grade level and include emergency contact/release information.**

Comments:

The signatures below of officer and administrator/designee verify the contents of the Crisis Response Box as being complete and meeting all above listed criteria.

Administrator/Designee Signature

Date of Inspection

Inspection Officer's Signature

Date of Inspection

