

**O'FARRELL  
COMMUNITY  
SCHOOL  
2011 - 2012**



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<http://ofarrellschool.org>

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# Welcome Parents to O'Farrell Community School

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On behalf of the staff of O'Farrell, I am proud to present the Parent Handbook for the 2011-2012 school year. The staff of 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 with your child to make this a successful school year.

The middle school years are a time of transition for children. At this age, children undergo major physical changes, making them awkward and self-conscious. They sometimes seem to be on an emotional roller coaster; they can be very happy one moment and extremely depressed the next. Their peer group often becomes a more important influence on them than parents and family.

Our staff at O'Farrell prepares students to become productive citizens in the community and have healthy relationships with other people. We emphasize that students must take personal responsibility for their actions, to monitor and complete assignments or 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 the handbook. The school has a mandatory uniform policy.

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

The O'Farrell Standard is awarded to students meeting all requirements at the completion of the eighth grade. This standard is a certification of readiness to succeed in college preparation classes in high school. O'Farrell graduates who earn the standard do very well in high school. Many are able to gain admission to college with scholarships. Take advantage of the resources described in this handbook to help your child earn the O'Farrell Standard.

Students achieve best 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.

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 263-3009, extension 2202 if you have any questions.

Sincerely,

Jonathan Dean, Ed.D.  
Executive Director

## O'Farrell History

O'Farrell Community 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 Community School 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 O'Farrell Community 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*.

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

## Mission Statement

O'Farrell Community 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.

O'Farrell Community 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.

O'Farrell Community 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. All students, upon graduation, are expected to have acquired the fundamental tools and skills to move seamlessly onto the high school of their choice.



## School Governance

The Board of Directors is the governing board of the charter school. The Board of Directors approves O'Farrell's annual budget, approves major school policies, and evaluates the Executive Director. Meetings are held once a month from 5:00 p.m. to 7:00 p.m. in the Diana Breidenstein Library. For information about meetings and agendas visit our website at <http://ofarrellschool.org> or contact Administrative Assistant Candice 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  
Susan Bond, Teacher  
Salvador Rivera, Community Member

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

Phone: (610) 263-3009 Ext. 2204  
Email: [caustin@sandi.net](mailto:caustin@sandi.net)  
<http://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. – 4:00 a.m.  
Thursday 7:00 a.m. – 4:00 p.m.  
Friday 7:00 a.m. - 4:00 p.m.

## Support Services Contact Information

### Main Office (619) 263-3009

Dial the main office and request the following extension:

#### *Administrative Assistant*

Candace Austin..... EXT. 2204

#### *Program Coordinator*

Jill Andersen.....EXT. 2219

#### *Attendance*

Mary Jo Ladin.....EXT. 2209

#### *Health*

Sergio Padilla.....EXT. 2220

#### *Library*

Karen Bishop.....EXT. 2229

*F.S.S.* .....EXT. 2255

Family Support Services

## Student Drop-Off/ Pick-Up

Only students who ride the school bus are to be dropped off and picked up in the school parking lot. All other students are to be dropped off and picked up on 61<sup>st</sup> Street or Skyline Drive. Students walking to and from school must use the crosswalks and obey traffic signals.

## Educational Families

When students enroll at O'Farrell they are assigned interdisciplinary teams called Educational Families, which teach language arts, social studies, mathematics, science, computers, music, AVID, visual/performing arts, and physical education.

## 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 Leader

Each grade level has a family leader to oversee the grade level student body. 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. All concerns should first be discussed with the student's Homebase teacher. The family leaders for each grade level are:

- 6<sup>th</sup> – Anne Mathews
- 7<sup>th</sup> – Jill Andersen
- 8<sup>th</sup> – Liz Wong
- 9<sup>th</sup> – Brian Rainey

## 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 and Family  
Counseling
- Thrift Store
- Community Agency referrals
- Childcare Information
- Medical and/or Mental  
Healthcare Information

FSS staff meets 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

Small household items and a wide 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

The Health Office is staffed by a health technician. Specialized health procedures are performed as required by physicians' orders.

The following mandated screening tests are done:

- **Growth Screening** (vision, height, weight, dental) – Grade 6
- **Scoliosis Screening** – Grade 7 girls, Grade 8 boys
- **Hearing Screening** – Grade 8

Medications for students are to be stored 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 must write their name, and the name of their Homebase teacher on medications brought into the Health Office.

When students have any physical limitation in meeting P.E. requirements, 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 Healthcare
- Dental Healthcare
- 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
  - Medi-Cal enrollment
  - Mental Health Services

# Dates to Remember



<b>September</b>	
5	HOLIDAY - Labor Day
6	First Day of School
9	Picture Day
12	Board of Directors Meeting – 5 p.m.
15	Open House – 5 p.m.
27–30	Parent-Teacher Conferences
<b>October</b>	
1 & 8	Parent-Teacher Conferences
3	Picture Day Make-ups
4	AVID Parent Night
5	PTO/SSC Meeting – 6 p.m.
10	Board of Directors Meeting – 5 p.m.
13	ELAC Meeting - 6 p.m.
14	6 week grade period ends
20	Fall Harvest Dance
20	Progress Reports mailed home
31	Crazy Hair Day
10/24-11/10	Canned food drive
<b>November</b>	
2	PTO/SSC Meeting – 6 p.m.
4	First Quarter Ends
6	Daylight Standard Time begins
7	Board of Directors Meeting – 5 p.m.
11	HOLIDAY – Veteran’s Day
18	Grandparents’ Day
21–25	THANKSGIVING BREAK
<b>December</b>	
2	12 week grade period ends
7	PTO/SSC Meeting – 6 p.m.
8	Winter Concert – 5:30 p.m.
12-16	6 <sup>th</sup> grade camp
9	Progress Reports mailed home
19–30	WINTER BREAK
<b>January</b>	
3	Schools Reopens
4	PTO/SSC Meeting – 6 p.m.
9	Board of Directors Meeting – 5 p.m.
12	ELAC Meeting - 6 p.m.
16	HOLIDAY - Martin Luther King’s Birthday
27	Fall Semester Ends
30	Spring Semester Begins

<b>February</b>	
1	School wide fundraiser begins
1	PTO/SSC Meeting – 6 p.m.
13	Board of Directors Meeting – 5 p.m.
16	Valentine’s dance
17	HOLIDAY – Abraham Lincoln’s Birthday
20	HOLIDAY – George Washington’s Birthday
24	Dad’s Day
<b>March</b>	
2	6 week grade period ends
6	7 <sup>th</sup> Grade STAR Writing Test
7	7 <sup>th</sup> Grade STAR Writing Test make-ups
9	Progress reports mailed home
11	Daylight Savings Time begins
12	Board of Directors Meeting – 5 p.m.
15	ELAC Meeting - 6 p.m.
19-23	Spirit Week
30	Third Quarter ends
<b>April</b>	
2 – 6	SPRING BREAK
11	PTO/SSC Meeting - 6:00 p.m.
16	Board of Directors Meeting – 5 p.m.
20	12 week grade period ends
21	Magic Mountain Trip
27	Progress reports mailed home
<b>May</b>	
1 – 11	STAR Testing
2	PTO/SSC Meeting - 6 p.m.
14	Board of Directors Meeting - 5 p.m.
17	ELAC Meeting – 6 p.m.
23	8 <sup>th</sup> grade portfolio exhibitions
23	Spring Concert choir & guitar - 6 p.m.
24	Spring Concert instrumental - 6 p.m.
25	Mom’s Day
28	HOLIDAY - Memorial Day
30	8 <sup>th</sup> grade portfolio exhibitions
31	Spring Dance
<b>June</b>	
7	8 <sup>th</sup> /9 <sup>th</sup> Grade Dance
8	9 <sup>th</sup> Grade Promotion Party
11	Board of Directors Meeting – 5 p.m.
12	Last Day of School – Promotion Ceremonies
12	Spring Semester Ends



School Hours

School starts at 7:30 a.m. Monday – Friday. 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.

In the morning, the cafeteria is open at 7:00 a.m. for students who receive 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 the Primetime after school program 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 a teacher or O’Farrell staff member.

Bell Schedule

**Regular Day**  
(Monday, Tuesday, Thursday, Friday)

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)

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 7:05-3:25 and on W 7:05-12:30. Library books can be checked out for fourteen days, no more than three books at a time. Over due books will be fined 5 cents per day overdue. Students with overdue books or unpaid fines will lose borrowing privileges; the second semester report card can be held for unpaid fines.

# Attendance Procedures

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## Reporting Absences

Regular attendance is expected of all students. It is the key to a student's success. 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 within three days the student will be unexcused and marked truant. A pass is required for any student leaving a classroom and will be provided by O'Farrell staff. If a student needs to leave early, the attendance office must be notified in person, or by phone by the parent/guardian and a "blue slip" will be issued. Tardies to any class will result consequences. Three tardies count as one absence.

## Truancy Policy

O'Farrell is a closed campus and students may not leave campus without being excused from the attendance office with a "blue slip". If you need to have your child excused from school for a portion of the day, please send a note to the Attendance Office with your child before school begins. Alternatively, you may 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, who are listed on their enrollment card.

## Tardy Policy

Students must be lined up outside their classroom by the time the bell rings at 7:30 a.m. to be considered on time. If students come between 7:30 a.m. and 7:50 a.m., they are to go to their homebase. Students who report after 7:50 a.m. must always get a pass from the attendance office then report to their homebase. Students who report late in the morning with notes/phone call from parents may be excused. Excused tardies are reported on Zangle, but do not count toward progressive discipline consequences. Reporting late to school can be excused only for the following reasons:

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

**PLEASE NOTE:** Oversleeping, either by student or parent is not considered excused.

For students who have chronic tardiness issues, there are avenues of support available which include a referral to FSS, the Student Attendance Review Team, and the Student Attendance Review Board. Any student with (7) seven tardies within a 30-day period will receive a letter and phone call from FSS. Any additional tardies will result in the parents being requested to attend a SART meeting.

### 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) your child's absence may be excused if an Independent Study Contract is completed and signed before the student leaves. Students will be expected to complete all work assigned and turn it into the Attendance Office within two days after they return to school. Failure to complete all work and turn in contract will result in an unexcused absence. Please contact the Attendance Office to set up an Independent Study Contract.



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## O'Farrell Policies

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### Charter School Contract Agreement

All students and their parent/guardian must sign the Charter School Contract Agreement upon enrollment. This agreement states the following:

- Students will be considered for dis-enrollment on the fifth violation of the uniform policy.
- Students will be considered for dis-enrollment 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 school consequence. In addition, this is a misdemeanor (Ed Code 51512).

### Cell Phones

Students are not permitted to use cell phones during school hours. Cell phones must be turned off. They cannot be on silent or vibrate, but must be off. Parents/guardians may contact students by calling the school (619) 263-3009.

Staff will take cell phones from students if they are seen or heard in class, during passing period, at lunch – any time before 2:55 p.m. and parent/guardian will be called to pick up the item.

The school is not responsible for the loss, theft, or damage of such devices when in the possession of students.

## Zero Tolerance

The Zero Tolerance Policy is designed to make our school 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

O'Farrell Community School prohibits harassment, bullying, hazing, or any other victimization of students based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, gender identity, physical appearance, personality characteristics or for any other reason. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which creates an objectively hostile school environment. "Electronic" includes but 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 Homebase teacher.

### 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 and any other items as determined by a school official. For all offenses, the item will be confiscated and given to the Homebase teacher.

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.
- Detention.

Third offense –

- Friday Night School or Saturday School.

Fourth offense –

- Student is “in school” suspended.
- Parent/guardian conference.

Fifth offense –

- Suspension

### Network Use Guidelines

O'Farrell's network provides access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world. 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 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, not a right. 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.



**6<sup>th</sup> – 8<sup>th</sup> Grade 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 can be purchased at Mario’s Family Clothing, 28 N. Euclid Ave, 91950. 619-264-6081. For your convenience, they have a brochure called “O’Farrell’s Uniform Brochure” that lists all of the approved clothing. Please do not purchase anything that is not a part of this list, as it will not be permitted on campus. Details of the uniform policy are listed below:

**BELOW THE WAIST:**

Students can wear slacks, shorts, skorts or skirts in solid khaki. No capris.

- **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:** Must be worn from the waist to or near the knee. The 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.
- **Skirts:** May be worn provided that the length of the skirt or any slit is no more than 2" above the knee.

**ABOVE THE WAIST:**

Students can wear either the approved white or navy polo shirt (long or short sleeved) containing the O’Farrell 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/Windshirts  
Approved items should only be purchased from Mario’s in solid navy blue with the O’Farrell School embroidered logo. Winter garments do not have hoods. A uniform shirt must always be worn underneath any outer garments.

**SHOES/SOCKS/BELTS/  
ACCESSORIES:**

- **Shoes/shoelaces:** Plain solid black leather or canvas shoes with black laces. Shoes must have closed toes and heels. No boots, house shoes or slippers are permitted.
- **Socks:** Must be solid white. Socks must be at least 4 inches below the knee. No leggings permitted.
- **Belts:** All students must wear the O’Farrell belt. It is a solid black web belt with a plain silver slide buckle and is available at Royal Blazers 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.
- **Underwear:** Undergarments may not be visible for any reason, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain white

or navy (no emblems or graphics).

### **JEWELRY/HAIR ACCESSORIES/ BACK-PACKS/ OTHER**

- **Jewelry/other:** All jewelry worn at O'Farrell must be plain with no lettering, logos or symbols and **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. If headwear for religious or medical reasons is required, contact your child's Homebase teacher.
- **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.
- **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.

### 9<sup>th</sup> Grade Uniforms

The uniform is found at Mario's. 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. Rain gear, hats or other non-uniform items must be **removed and put away upon campus entry**.

### **PANTS, SHORTS AND SKIRTS**

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

- **Long Pants:** Must fit properly, be worn at the waist and not be altered or modified in any way. Pants 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 logo. 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 or white (no emblems or graphics).

### **JACKETS, SWEATSHIRTS AND SWEATERS**

Approved items (from Mario's) are **black** with the O'Farrell embroidered logo. Winter garments do not have hoods. A uniform shirt must always be worn underneath any outer garments. Students may also wear their navy blue O'Farrell outerwear from their 8<sup>th</sup> grade uniform

### **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) slide buckle and is available at Royal Blazers. It is also available for purchase at O'Farrell. 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 solid black 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.
- **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

Infractions will be routed to the Homebase teacher, who will then follow through with appropriate discipline actions. 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 additional consequences will be added with 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** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardians telephoned by Homebase teacher.
- **Third uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardians telephoned by Homebase teacher. Student also assigned to Saturday School.
- **Fourth uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardians telephoned by Homebase teacher. Student also assigned to Saturday School. Parent conference with Homebase Teacher and Team Leader.

- **Fifth uniform violation** – May result in suspension or disenrollment from O’Farrell.

## Scholarships/Assistance

Assistance may be 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 on my last FALCON Way for FALCONs Rubric and I have made progress toward meeting it.

### ATTITUDE

- I treat my teachers like PLATINUM- with total respect. I use a positive tone and body language when speaking with adults on campus. I do not talk
- 
- 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 all adults 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 use my student planner to record all my assignments.
- I bring all materials to school everyday.
- My homework and class work are always neat and complete.
- I keep my binders, homework, notebooks, 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.
- Discuss their role as citizens in a diverse society related to their service experiences and the goals/opportunities they set

## **Academic Polici**

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 at least 12 hours of service (at least four hours of each type) per year of attendance at O'Farrell, outside of school time.
- Identify responsibilities in school and extending beyond the school site, to family and to community.
- Discuss similarities and differences of these responsibilities.

### Portfolio Exhibitions

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

### The O'Farrell Standard Award

The O'Farrell Standard is awarded to grade eight students at promotion and grade nine students at the awards assembly. Student progress toward the standard is tracked every school year. Students demonstrate their readiness to succeed in their grade level.

**Academic Performance:** Students earn "B" grades or higher in Language Arts, Science, Mathematics, Social Studies,

Physical Education and their Elective class.

**Research Process/Critical Thinking Skills:** Students demonstrate research ability and critical thinking on various projects throughout the year, as determined by their Homebase teacher.

**Exhibitions:** Students collect work in all classes to document meeting content area standards, document growth over two or more school years AND present their learning over more than one year in an exhibition.

**Community Service:** Students complete a minimum of four hours of community service in each of the three categories: school, home, community for each year of attendance at the school. The student has written a reflective paragraph about his/her community service experience.

**The Falcon Way:** Students earn grades of "G" or higher in citizenship for all classes.

### Grading Policy

The O'Farrell academic grading system is based on the following: A, B, C, D, F, INCOMPLETE, NO GRADE.

Citizenship grades are based on following the Falcon Way:

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

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).

### 8<sup>th</sup> Grade Promotion Activities

The Eighth Grade Promotion activities (rehearsal, party, dance, and ceremony) are a celebration and recognition of students who have worked hard to accomplish their academic and citizenship (FALCON Way) goals in order to show readiness for high school. This “rite of passage” is considered to be a **privilege** where family, friends and teachers are invited to officially recognize these students.

#### Promotion Participation Criteria

1. **Grades** - Students must earn passing grades (D or higher) in all classes by May 28, 2012, two weeks before the end of school. Students who must take Summer School courses to be promoted to the ninth grade are **NOT ELIGIBLE** to participate in the June ceremony. ELL or IEP students must meet or surpass their goals in order to participate.
2. **Behavior** - Students must receive a grade of satisfactory (S or higher) in the FALCON Way (citizenship) in **all** classes by May 28, 2012, two weeks before the end of school. Students may appeal their case by submitting a written letter to the family leader no later than June 1, 2012 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 be suspended in the last 6 weeks of school. Students may appeal their case by submitting a written letter to the family leader no later than June 1, 2012 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 20 days of schools (including suspensions) for the entire school year. Independent Study Contracts or Long-term health problems 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 family leader no later than 3:00 p.m. the day they return from suspension. 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. Exhibitions take place on May 25 through June 1.

### 9th Grade Promotion Activities

Ninth grade students will be recognized at a special awards assembly. Parents/guardians will receive more details regarding the requirements for the assembly by the Homebase teacher.



# Staff Directory

Name	Phone Extension	Room	Email Address
Andersen, Jill – Program Coordinator	2219	Office	jmeadows@sandi.net
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<b>Family Leaders:</b> 6 <sup>th</sup> Grade: Anne Mathews 7 <sup>th</sup> Grade: Jill Andersen 8 <sup>th</sup> Grade: Liz Wong 9 <sup>th</sup> Grade: Brian Rainey	2217 2219 2250 2214		amathews@sandi.net jandersen@sandi.net ewong@sandi.net brainey@sandi.net

