THE O'FARRELL CHARTER SCHOOL

AN AVID NATIONAL DEMONSTRATION SCHOOL

Board of Directors
Agenda
February 10, 2014

Closed Session: 5:00 p.m. – 5:30 p.m.
Public Session: 5:30 p.m. – 7:00 p.m.

I. CALL TO ORDER

II. CLOSED SESSION

1. In accordance with Education Code Section 54957.8 , the Board will meet in closed session to discuss possible action for the high school assistant principal position.
2. In accordance with Education Code Section 54957.8, the Board will meet in closed session to discuss negotiations with San Diego Unified School District regarding upper dirt field.

RECONVENE TO OPEN SESSION

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC HEARING

1. Conduct the second Public Hearing to notify the public of The O'Farrell Charter School plan for the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standard. (Notice of this public hearing was posted on our bulletin board, posted on our marquees and announced through our dial-out system.) ..... **Page 5**

Opened at_____ Closed at_____

VI. PRESENTATION

1. LCAP – Local Control Accountability Plan – Dr. Dean
2. Proposition Z – Jill Andersen, Anne Mathews, Brian Rainey

VII. PUBLIC COMMENT

Anyone may address the Board for up to three minutes on any item. The public commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

VIII. APPROVAL OF AGENDA

Principal/Superintendent's Recommendation: Approval of Agenda.

Moved by_____ Seconded by_____ Vote_____

IX. DISCUSSION ITEMS

1. Principal/Superintendent Announcements ..... **Page 6**
2. Charter Vision Board Report..... **Page 8**

X. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

All items listed under the Consent Calendar are considered by the Board in **one action**. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. Approval of Minutes from the January 13, 2014 Board of Directors meeting .... **Page 14**
2. Approve recommended actions on the personnel activity list ..... **Page 16**
3. Approve check registers ..... **Page 17**

Principal/Superintendent's Recommendation: Approve Consent Calendar.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

XI. ACTION ITEMS

1. **Approve the 2014-2015 Comprehensive School Safety Plan. ..... Page 25**

Principal/Superintendent's Recommendation: Approve Action Item 1.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

2. **Adopt the Placement of Students and Acceleration in Grades K-12 Board Policy #6001. ..... Page 73**

Principal/Superintendent's Recommendation: Approve Action Item 2.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

3. **Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities of O'Farrell as of and for the year ending June 30, 2014 in the amount not to exceed $6,650 for the audit and $850 for the information returns .....Page 75**

Principal/Superintendent's Recommendation: Approve Action Item 3.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

4. **Adopt the Anti-Bullying Board Policy #5006.....Page 76**

Principal/Superintendent's Recommendation: Approve Action Item 4.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

5. **Approve the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standard .....Page 81**

Principal/Superintendent's Recommendation: Approve Action Item 5.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

6. **Ratify the purchase of 725 iPad keyboards in the amount of $43,065.....Page 82**

Principal/Superintendent's Recommendation: Approve Action Item 6.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

7. **Approve update to the Schoolwide Clubs section of our 2013-12014 Staff Handbook with the addition of Guest Speakers .....Page 83**

Principal/Superintendent's Recommendation: Approve Action Item 6.

Moved by_____ Seconded by_____
Scott_____ Katzman_____ Jones_____ Rivera_____ Logan_____ Barrelet_____
Vote_____

X. ROUNDTABLE

XI. ADJOURNMENT

NOTICES

The next regular meeting of The O'Farrell Charter School Board of Directors will be March 10, 2014 at 5:30 p.m.

The O'Farrell Charter School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Principal/Superintendent, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in The O'Farrell Charter School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the office of the Principal/Superintendent at 6130 Skyline Drive, San Diego, CA 92114

Certification of Posting

I, Jonathan Dean, Principal/Superintendent, hereby certify that I posted this agenda on Thursday, February 6, 2014 at 3 p.m.



BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Public Hearing

RECOMMENDATION: Conduct a Public Hearing to notify the public of The O'Farrell Charter School plan for the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standards.

BACKGROUND INFORMATION:

- The 2013-14 State Budget provides one-time funds to local educational agencies to support activities required to implement California's Common Core Standards
- These new standards are required to be in place for the 2014-15 academic year.
- There are a number of activities that we have already undertaken, and continue to undertake, to prepare for Common Core implementation OCS Three Year CCCS Implementation Plan.

On January 13, 2014, our Board of Directors conducted the first of two Public Hearings for this issue. Tonight's Public Hearing is the second one.

CURRENT INFORMATION:

This new funding is provided to specifically support:

- Professional Development
- Instructional materials
- Technology

As a condition of receiving the funds, a spending plan for the funds must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board.

The funds must be spent by July 1, 2015.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Discussion Item 1
Principal/Superintendent Announcements

Student Demographics
Student Enrollment in Power Schools on February 3, 2014:

Grade	Total
K	50
1	45
2	50
3	48
4	50
5	60
6	237
7	248
8	239
9	117
10	108
Total	**1251**

Check us out!
What we have accomplished as far as API in just two years:

Subgroup	2011	2012	2013	Change over two years
Socioeconomically Disadvantaged	719	808	832	+113
Hispanic	714	763	807	+93
English Learner	675	713	797	+122
African American	689	803	807	+118
Filipino	846	908	924	+78
Students with Disabilities	500	678	736	+236

Read Across America

Our Elementary School is celebrating Read Across America on March 7. We are inviting professionals to read to one of our kindergarten-grade 5 classes. Our hope is that professionals would share the joy and importance of reading and their career with our students. Our read in day will be from 8-9:30 a.m. however we can be flexible with the time readers can come to the classroom. We can work around their schedule.

Donation to UNICEF

During our Thanksgiving break, our middle school developed a science community service project. Students created posters discussing the effects of the natural disaster and then collected donations from friends and family. They collected $2,329.23. Below is the thank you letter from UNICEF.

The O'Farrell Charter School
6130 Skyline Dr.
San Diego, CA 92114-5620

January 20, 2014

Dear The O'Farrell Charter School,

Thank you for your recent contribution of $2329.23, received on Wednesday, January 15,2014, towards the U.S. Fund for UNICEF's humanitarian efforts in the Philippines. Your gift arrived at a critical moment in aiding UNICEF'S ability to deliver emergency relief for the terrible destruction caused by Super Typhoon Haiyan- one of the strongest storms ever to make landfall. Approximately 14 million people have been affected- of which at least 5.9 million are children, and 3.9 million people have been displaced- of which roughly 1.6 million are children.

Within 48 hours, UNICEF deployed an Immediate Response Team to support emergency response and coordination in affected areas. At the onset, UNICEF delivered almost 60 metric tons of life-saving supplies such as emergency health and shelter equipment while procuring an additional $3.4 million worth of heath, water, sanitation and nutritional supplies.

Within a week, working with city officials and USAID, UNICEF helped secure fuel, generators and spare parts to restore a major water treatment plant in Tacloban, providing water for some 200,000 people and bringing life back to the destroyed city. To date, UNICEF has provided water kits, water treatment products, bladders and home storage containers for some 575,000 affected people across Eastern Samar, Leyte and Capiz. Meanwhile, toilet slabs and portable toilets have been provided for 90,000 people in Capiz, Eastern Samar and Leyte, and hygiene kits were deployed for 206,000 people across Eastern Samar, Leyte, Capiz, Iloilo, and Cebu.

As the country continues its recovery efforts, children who escaped the immediate and deadly impact of the typhoon's wrath require urgent assistance to survive the aftermath of the storm as well as support to a return to normalcy. Safe and protected spaces, where children can play and resume studying while adults work to recover their homes and livelihoods, are critical. UNICEF has established child-friendly spaces in Tacloban City, Guiuan, the Villamore Airbase in Manila, and other locations to provide supportive environments and psychosocial support for children.

Meanwhile, UNICEF's nutrition screening and treatment for children with severe and moderate malnutrition is ongoing in multiple regions. UNICEF is establishing baby-friendly spaces to-provide infant and young child feeding services for pregnant and lactating women in Tacloban, Dulag and Onnoc. These and other sites have provided infant and young child feeding counseling to almost 1,000 women.

In the difficult weeks ahead, UNICEF will focus on maintaining and growing its response to the typhoon, reaching children that are the most vulnerable, and ensuring the needs of children remain a top priority. With your help, UNICEF and its partners will continue to work relentlessly to protect the health, safety and well-being of the vulnerable children in the Philippines. On behalf of the many lives you have touched, thank you for sharing in our mission of saving children's lives.

Sincerely,

Caryl M. Stern President & CEO

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Discussion Item 2
Charter Vision Board Report

For the period beginning in July 1, 2013 through December 31, 2013

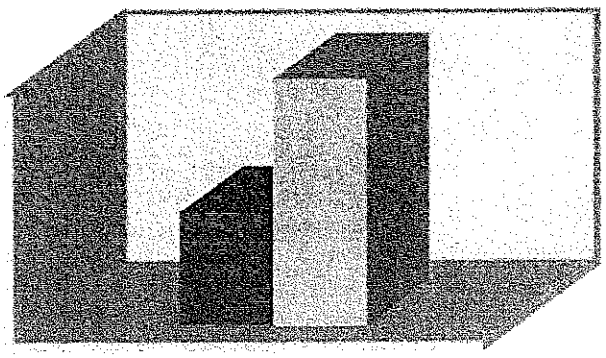
CharterVision®

Financial Snapshot

Total Cash on Hand

Cash Available: $5,283,492

Revenue To Date



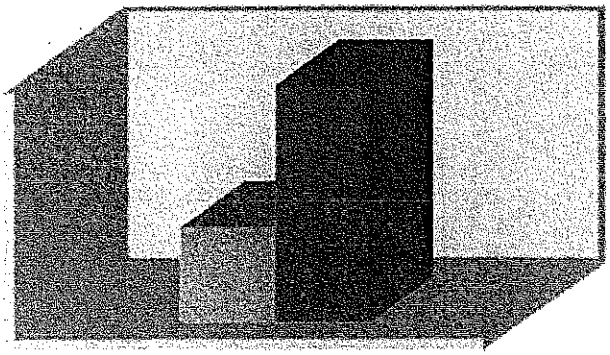
Income To Date Budget To Date

Revenue $4,567,691

Budget $9,969,006

Revenue To Budget 46%

Expense To Date



Expense To Date Budget To Date

Expense $3,840,984

Budget $9,556,990

Expense To Budget 40%

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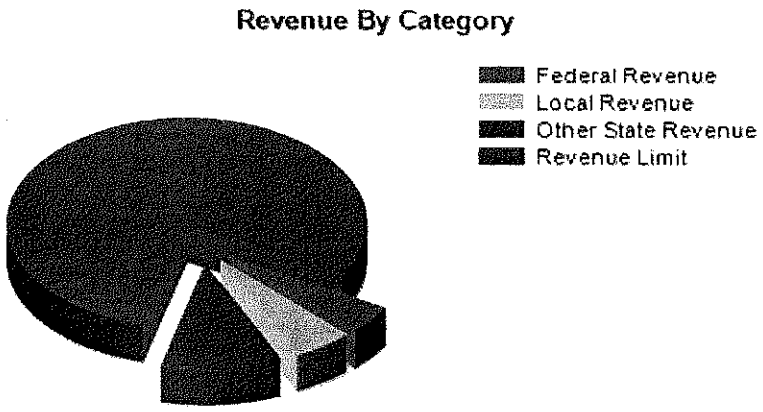
Balance Sheet Summary

Liquidity Ratio	11.0
Assets	
Current Assets	
Cash	$5,283,492
Accounts Receivables	$47,785
Total Current Assets	*$5,331,277*
Fixed Assets	
Land	$89,935
Buildings and Improvements	$13,600
Computer Equipment	$30,173
Furniture and Fixtures	$21,982
Construction in Progress	$825,180
Transportation Equipment	$25,710
Accumulated Depreciation	($60,463)
Total Fixed Assets	*$946,118*
Other Assets	
Total Other Assets	
Total Assets	*$6,277,395*
Liabilities And Net Assets	
Current Liabilities	
Accounts Payable	$350,165
Accrued Salaries, Payroll Taxes, Postemployment Benefits	($2,085)
Deposits held on behalf of other employees	$137,021
Total Current Liabilities	*$485,101*
Long Term Liabilities	
Total Long Term Liabilities	
Total Liabilities	*$485,101*
Net Assets	
Restricted Net Assets	$211,470
Unrestricted Net Assets	$4,854,118
Profit/Loss YTD	$726,706
Total Net Assets	*$5,792,294*
Total Liabilities And Net Assets	*$6,277,395*

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Revenue By Category

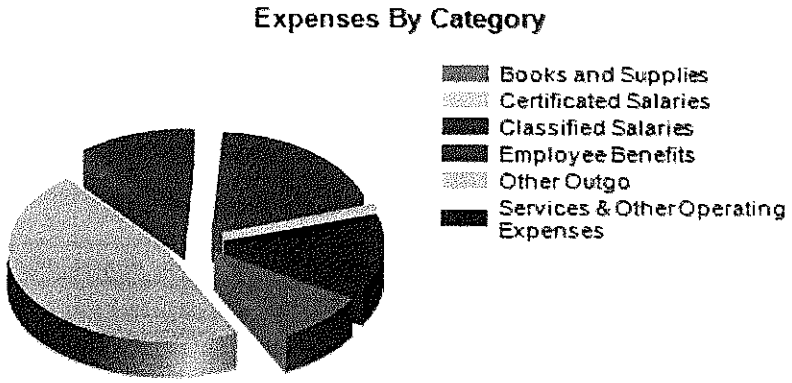
Account Group	Description	Total	Percent
800	Revenue Limit	$3,626,423.00	79.39%
820	Federal Revenue	$199,017.00	4.36%
840	Other State Revenue	$496,559.11	10.87%
870	Local Revenue	$245,691.73	5.38%
	Total:	**$4,567,690.84**	



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Expenses By Category

Account Category	Description	Total	Percent
100	Certificated Salaries	$1,786,926.73	46.52%
200	Classified Salaries	$453,062.97	11.80%
300	Employee Benefits	$717,081.16	18.67%
400	Books and Supplies	$355,891.37	9.27%
500	Services & Other Operating Expenses	$507,472.38	13.21%
700	Other Outgo	$20,549.82	0.54%
	Total:	**$3,840,984.43**	



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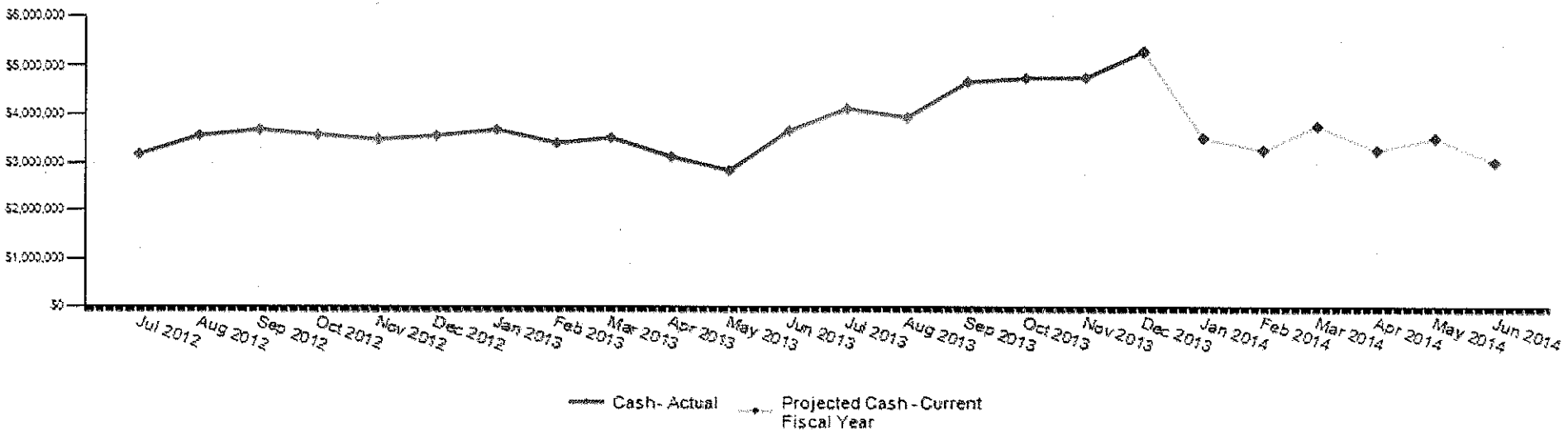
Year to Date Actual to Budget Summary

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Account Description	Actual YTD	Budget YTD	Variance $	Variance %	Total Budget	Budget Remaining
Revenue Limit	$3,626,423	$7,246,764	($3,620,341)	-50.0%	$7,246,764	$3,620,341
Federal Revenue	$199,017	$1,246,039	($1,047,022)	-84.0%	$1,246,039	$1,047,022
Other State Revenue	$496,559	$1,199,203	($702,644)	-58.6%	$1,199,203	$702,644
Local Revenue	$245,692	$277,000	($31,308)	-11.3%	$277,000	$31,308
Total Revenues	$4,567,691	$9,969,006	($5,401,315)	-54.2%	$9,969,006	$5,401,315
Certificated Salaries	$1,786,927	$4,131,393	$2,344,466	56.7%	$4,131,393	$2,344,466
Classified Salaries	$453,063	$1,138,562	$685,499	60.2%	$1,138,562	$685,499
Employee Benefits	$717,081	$1,537,436	$820,355	53.4%	$1,537,436	$820,355
Total Personnel Expenses	$2,957,071	$6,807,391	$3,850,320	56.6%	$6,807,391	$3,850,320
Books and Supplies	$355,891	$892,080	$536,189	60.1%	$892,080	$536,189
Services & Other Operating Expenses	$507,472	$1,604,518	$1,097,046	68.4%	$1,604,518	$1,097,046
Capital Outlay	-	-	-	0.0%	-	-
Other Outgo	$20,550	$253,001	$232,451	91.9%	$253,001	$232,451
Total Operational Expenses	$883,914	$2,749,599	$1,865,685	67.9%	$2,749,599	$1,865,685
Total Expenses	$3,840,984	$9,556,990	$5,716,006	59.8%	$9,556,990	$5,716,006
Net Income	$726,706	$412,016	$314,690	76.4%	$412,016	($314,690)

CharterVision®

Monthly Book Balance Over Time



	Cash Amount	Actual or Projected
July 2012	$3,174,906.96	Actual
August 2012	$3,564,430.41	Actual
September 2012	$3,685,466.83	Actual
October 2012	$3,575,850.02	Actual
November 2012	$3,477,993.50	Actual
December 2012	$3,552,872.18	Actual
January 2013	$3,680,473.02	Actual
February 2013	$3,404,059.01	Actual
March 2013	$3,512,894.70	Actual
April 2013	$3,117,286.11	Actual
May 2013	$2,830,588.04	Actual
June 2013	$3,658,102.41	Actual

	Cash Amount	Actual or Projected
July 2013	$4,117,862.72	Actual
August 2013	$3,935,026.43	Actual
September 2013	$4,671,615.83	Actual
October 2013	$4,747,422.71	Actual
November 2013	$4,757,424.86	Actual
December 2013	$5,283,491.78	Actual
January 2014	$3,500,000.00	Projected
February 2014	$3,250,000.00	Projected
March 2014	$3,750,000.00	Projected
April 2014	$3,250,000.00	Projected
May 2014	$3,500,000.00	Projected
June 2014	$3,000,000.00	Projected

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Consent Calendar Item 1

RECOMMENDATION: Approve the Minutes from the January 13, 2014 Board of Directors meeting.

Minutes

January 13, 2014

Members Present:	Christian Scott, Linda Logan, Delano Jones, Tim Katzman
Members Absent:	Agnes Barrelet and Salvador Rivera
Guests:	Eileen Logue, Candace Austin, Jill Andersen, Anne Mathews, Brian Rainey, Corinda Mytinger, Karen Bishop, Sergio Padilla

I. CALL TO ORDER

Christian Scott called open session to order at 5:35 p.m.

II. CLOSED SESSION

None.

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

None.

IV. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Christian Scott.

V. PUBLIC HEARING

Conducted Public Hearing. Christian Scott opened the public hearing at 5:36 p.m. to notify the public of O'Farrell's plan for the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standard. No speakers came forward to be heard. The public hearing closed at 5:48 p.m.

VI. PRESENTATION

Brian Rainey presented our new website to our Board of Directors and showed them the new online store for uniform sales in which O'Farrell will receive 20% profit.

VII. PUBLIC COMMENT

- Christian Scott addressed the Board of Directors and audience regarding a good friend's child that suffered with dyslexia and how the student improved after the discovery of his level of dyslexia. Mr. Scott hopes that O'Farrell is meeting all the needs of students with special needs.

VIII. APPROVAL OF AGENDA

Approved. Delano Jones moved and Tim Katzman seconded. Motion carried 4-0-0.

IX. DISCUSSION ITEMS

1. Principal/Superintendent Announcements
2. Charter Vision Board Report
3. Proposition Z

X. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

1. **Approval of Minutes from the January 13, 2014 Board of Directors meeting.**
2. **Approve/ratify recommended actions on the personnel activity list.**
3. **Approve/ratify check registers.**
   Approved. Tim Katzman moved and Linda Logan seconded. Motion carried 4-0-0.

XI. ACTION ITEMS

1. **Approve the 2013-2016 Technology Plan**
   Approved. Linda Logan moved and Delano Jones seconded. Motion carried 4-0-0.
   Ayes: Scott, Katzman, Logan, Jones
   Nays: None
   Absent: Barrelet, Rivera
   Abstain: None

2. **Adopt the Placement of Students and Acceleration in Grades K-12 Board Policy #6001.**
   Christian Scott tabled this item for the next meeting.

3. **Amend the school-wide Student Uniform Policy and Staff Dress Code regarding tattoos and piercings.**
   Approved. Tim Katzman moved and Linda Logan seconded. Motion carried 3-1-0.
   Ayes: Scott, Katzman, Logan
   Nays: Jones
   Absent: Barrelet, Rivera
   Abstain: None

XII. ROUNDTABLE

None.

XIII. ADJOURNMENT

Meeting was adjourned at 6:45 p.m.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Consent Calendar Item 2

RECOMMENDATION: Approve/Ratify Personnel Activity List

NEW HIRES

Part-Time

Columna, Junilyn	Extended Day – elementary	January 27, 2014
Dunham, Natasha	Girls Basketball Coach	January 21, 2014
Real, Elizabeth	Special Education Assistant	January 10, 2014
Singh, Brianna	Extended Day – high school	January 28, 2014
Watson, Anita	Substitute Teacher-elementary	February 5, 2014

Resignations

Coulon, David	Special Education Assistant	January 31, 2014
Flenoid, Andrea	Extended Day – elementary	January 17, 2014

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Consent Calendar Item 3

RECOMMENDATION: Ratify Monthly Check Registers

General Account				
Check#	Date	Vendor Name	Transaction Description	Check Amount
1054	1/6/2014	Postmaster	Replenish bulk mail account	$3000.00
1055	1/10/2014	San Diego Desserts	Food for board meetings 12/9 and 1/13	$400.00

Check Register Detail

O'Farrell Charter School

Check Register 12/1/2013 through 12/31/2013

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001789	12/3/2013	Wells Fargo Business Card	Cleared	$4,559.52	5505-020-00	Student Transportation/Field Trips	10/17 & 11/13 Albertsons - Student Bus Passes	$47.38
					4300-020-00	Materials and Supplies	10/23 EasyKeys.com - key made	$6.95
					4300-020-00	Materials and Supplies	11/1 Plaza Donuts - Donuts for Donuts w/Dean	$18.50
					5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	11/4 USPS - postage, sent 3 boxes to troops for 7th Gr. C.P.	$110.97
					4400-020-62	Noncapitalized Equipment	11/13 Amazon Mrktplc - Chromebk & scanner for ASSETS	$593.65
					4300-020-00	Materials and Supplies	11/13 Amazon Mrktplc - plastic cups for literacy night	$12.34
					4400-020-00	Noncapitalized Equipment	11/14 Living Spaces - chair for room 111	$407.60
					5815-020-00	Advertising/Recruiting	11/19 Build A Sign.com - 100 yard signs & 3 API Score Bannrs	$893.56
					4315-020-62	Classroom Materials and Supplies	10/29 Safeway - pumpkins for ASSETS	$34.95
					4300-020-00	Materials and Supplies	10/29 Alcatraz Locksmith - keys made for restroom & room 111	$53.66
					4300-020-00	Materials and Supplies	10/30 Giant NY Pizza - pizza prize for student form turn in	$61.00
					5300-020-00	Dues and Memberships	11/1 San Joaquin COE - EdJoin annual acct/membershp fee	$600.00
					5505-020-00	Student Transportation/Field Trips	10/17 - 11/19, SANDAG - student bus passes	$1,695.00
					5890-020-00	Interest Expense/Fees	11/19 Finance Charge	$23.96
10001790	12/3/2013	Wells Fargo Business Card	Cleared	$90.86	4300-020-00	Materials and Supplies	11/15 USA Gasoline - gas for site equip/landscape tools	$64.86
					5890-020-00	Interest Expense/Fees	11/19 Late Fee & Finance Charge	$26.00
10001791	12/3/2013	Wells Fargo Business Card	Cleared	$150.66	4300-020-00	Materials and Supplies	10/24 Bistro Sixty - mtg w/CFO & Super. to discuss budget...	$53.22
					4300-020-00	Materials and Supplies	11/12 Coco's - discuss Prop Z & funding	$55.35
					5890-020-00	Interest Expense/Fees	11/19 Finance Charge & Late Fee	$42.09
10001792	12/3/2013	CertificationKits LLC	Cleared	$540.00	4400-020-00	Noncapitalized Equipment	Cisco Routers	$540.00
10001793	12/10/2013	CDW-Government	Cleared	$41.03	4400-020-00	Noncapitalized Equipment	D-Link Adapter, 5V or 12V Out, (qty 1), Security System	$41.03
10001794	12/10/2013	Dunbar Armored Inc	Cleared	$150.89	5800-020-00	Professional/Consulting Services and Operating Expenditures	Nov 2013 Armored Truck Service + Extra Oct Chrgs	$150.89
10001795	12/10/2013	Mike Evans	Cleared	$57.00	5800-020-91	Professional/Consulting Services and Operating Expenditures	Girls Varsity Volleyball Referee 10/31/13	$57.00

10001796	12/10/2013	Fletcher Hills Printing	Cleared	$842.40	4300-020-00	Materials and Supplies	10,000 - #10 Envelopes (1/2 window & 1/2 regular)	$734.40
					5815-020-62	Advertising/Recruiting	100 - 11 x 17 Posters for ASSETS Program	$108.00
10001797	12/10/2013	Guardian	Cleared	$6,334.22	3403-020-00	Health & Welfare Benefits	Dec 2013 Dental & Life Ins.	$6,334.22
10001798	VOIDED		Voided					
10001799	12/10/2013	Marcel Noffal	Cleared	$68.00	5800-020-91	Professional/Consulting Services and	Varsity Volleyball Referee 10/31/13	$68.00
10001800	12/10/2013	Office Depot	Cleared	$1,366.14	5900-020-00	Communications (Tele., Internet,	25 rolls Postage stamps	$1,150.00
					4300-020-00	Materials and Supplies	wristrest & 40' extension cord	$54.86
					4300-020-00	Materials and Supplies	USB Drives, 8GB, 2pk (qty 2)	$38.86
					4300-020-00	Materials and Supplies	file folders, hang folders, mesh desk shelf, sorters, etc.	$122.42
10001801	12/10/2013	San Diego Facility Maintenance, Inc	Cleared	$13,917.00	5500-020-00	Operation and Housekeeping Services	Dec 2013 Monthly Janitorial Services	$13,917.00
10001802	12/10/2013	San Diego County Superintendent of Schools	Cleared	$35.00	5210-020-84	Training and Development Expense	Common Core 6-7 Math Academy for R. Hung	$35.00
10001803	12/10/2013	Staples Advantage	Cleared	$1,292.78	4300-020-00	Materials and Supplies	Custom self-inking stamp	$33.64
					4400-020-00	Noncapitalized Equipment	HP Printer for room 111 - Eileen's Office	$419.03
					4315-020-00	Classroom Materials and Supplies	Construction paper, white & green	$7.23
					4300-020-00	Materials and Supplies	steel cash boxes - qty 6	$93.05
					4315-020-62	Classroom Materials and Supplies	mini calculators for PSAT/HS Students (qty 60)	$119.88
					4400-020-00	Noncapitalized Equipment	4 - 50 gal trash cans for disaster barrels	$558.10
					4300-020-00	Materials and Supplies	1 5/8" Diameter Rubber Stamp	$19.33
					4300-020-00	Materials and Supplies	GE Cord Cover & Post-it Notes	$74.87
10001804	12/10/2013	Stratalink Solutions, Inc	Outstanding	$26.00	5210-020-00	Training and Development Expense	Online Training for C. Austin	$26.00
10001805	12/11/2013	Ray Garcia	Cleared	$701.64	4400-020-00	Noncapitalized Equipment	REIMB - IT Optical Cable, Screen, Modem & Router	$701.64
10001806	12/12/2013	AT&T Mobility	Cleared	$128.02	5900-020-61	Communications (Tele., Internet,	Direct Line 11/1/13 - 111/30/13	$77.56
					5900-020-00	Communications (Tele., Internet,	Direct Line 11/1/13 - 111/30/13	$50.46
10001807	12/12/2013	City Treasurer	Cleared	$1,910.69	5501-020-00	Utilities	Water, Sewer, & Fire Serv 11/5/13 - 12/03/13	$1,910.69
10001808	12/12/2013	CertificationKits LLC	Outstanding	$95.93	4400-020-00	Noncapitalized Equipment	Cisco 2500 Series Rack Mount Kit & USB Adapter	$95.93
10001809	12/12/2013	EDCO Disposal Corp	Cleared	$444.83	5501-020-00	Utilities	November 2013 Trash & Recycle Service	$444.83
10001810	12/12/2013	Rienzi Haytasingh	Cleared	$200.00	5210-020-65	Training and Development Expense	Registration for 5 Attendees Learn Disable Assessment	$200.00

10001811	12/12/2013	Sound Therapies, Inc.	Cleared	$5,896.00	5810-020-65	Educational Consultants	Speech & Language Services	$5,896.00
10001812	12/12/2013	San Diego County Superintendent of Schools	Cleared	$85.00	5210-020-02	Training and Development Expense	Registration Fee for 4 Attendees - 11/22/13-Threat Assessment	$85.00
10001813	12/12/2013	Staples Advantage	Cleared	$2,730.12	4300-020-00	Materials and Supplies	Desk Top Heater with Viziheat	$55.53
					4300-020-62	Materials and Supplies	White Board/ Flp Cht & Dry Erase	$382.30
					4300-020-00	Materials and Supplies	White Board / Flp Chrt Qty 6	$1,129.40
					4300-020-00	Materials and Supplies	Desk side Recycling Container, Big Wheel, Rubberbands	$924.44
					4300-020-62	Materials and Supplies	Pens, Binders, Lanyard, Business Card Holder	$58.33
					4315-020-62	Classroom Materials and Supplies	Mini Hand Calculators Qty 60	$119.88
					4300-020-00	Materials and Supplies	Self Ink Stamp	$30.12
					4300-020-00	Materials and Supplies	Self Ink Stamp	$30.12
10001814	12/12/2013	TCR Services	Cleared	$64.75	4300-020-00	Materials and Supplies	Toner for Canon S35	$64.75
10001815	12/12/2013	U.S. Postal Service	Cleared	$200.00	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Standard Mail for Permit #204 Annual Renewal	$200.00
10001816 VOIDED			Voided					
10001817 VOIDED			Voided					
10001818	12/16/2013	MTS	Outstanding	$22.50	5505-020-62	Student Transportation/Field Trips	Transportation for ASSET	$22.50
10001819	12/16/2013	Sycaun's Fantasy on Ice	Cleared	$150.00	5505-020-62	Student Transportation/Field Trips	Field Trip Ice Skating Rink	$150.00
10001821	12/19/2013	Sharp Health Plan	Cleared	$51,349.42	3403-020-00	Health & Welfare Benefits	GROUP # 445010	$44,406.47
					3403-020-65	Health & Welfare Benefits	GROUP # 445010	$3,742.94
					3403-020-03	Health & Welfare Benefits	GROUP # 445010	$517.45
					3403-020-01	Health & Welfare Benefits	GROUP # 445010	$3,682.56
10001822	12/23/2013	American Express	Cleared	$428.79	4300-020-00	Materials and Supplies	Refreshmenst for Assemblywoman's visit	$25.97
					5505-020-00	Student Transportation/Field Trips	Bus pass	$302.00
					4300-020-00	Materials and Supplies	Elementary snack cart items	$94.71
					5900-020-00	Communications (Tele., Internet,	Certified HR Letter sent to employee	$6.11
10001823	12/23/2013	American Express	Cleared	$1,280.05	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Certified reg return item fee for HR letter to employee	$7.37
					4315-020-62	Classroom Materials and Supplies	ASSETS cooking class items	$7.50
					4315-020-62	Classroom Materials and Supplies	ASSETS cooking class items	$42.48
					4400-020-00	Noncapitalized Equipment	Table for Rm 111A/Eileens office	$665.43
					5505-020-00	Student Transportation/Field Trips	Bus passes	$290.00
					5900-020-00	Communications (Tele., Internet,	1st class mail-Grant application CCLC	$6.11
					4315-020-00	Classroom Materials and Supplies	Supplies for sci lab- Baking soda, vinegar	$8.65
					4300-020-00	Materials and Supplies	Elementary snack cart items	$130.45
					4315-020-00	Classroom Materials and Supplies	Lemon juice forsci labg	$5.79

					4300-020-00	Materials and Supplies	Water for mtgs & staff holiday gift	$112.29
					4315-020-00	Classroom Materials and Supplies	Lemons for sci lab	$3.98
10001824	12/23/2013	BLICK art materials	Cleared	$407.22	4315-020-00	Classroom Materials and Supplies	Art Books, paint & sketchbooks	$407.22
10001825	12/23/2013	CDW-Government	Cleared	$6,269.65				
					4400-020-00	Noncapitalized Equipment	Cyber Acoustics Stereo Headsets (qty 57 shipped)	$920.32
					4400-020-00	Noncapitalized Equipment	APC NetShelter SV 42U 600MMX1060MM	$1,378.50
					4300-020-00	Materials and Supplies	Optoma BL-FP23J Replacement Lamp	$215.45
					4400-020-00	Noncapitalized Equipment	Cisco CAT3750X 24PT POE LAN-BASE security for email	$3,602.35
					4400-020-00	Noncapitalized Equipment	Optoma BL-FP230J Replacement Lamp	$211.92
10001826	12/23/2013	Clothing International, Inc.	Outstanding	$156.96	4300-020-01	Materials and Supplies	Student Uniform	$50.16
					4300-020-01	Materials and Supplies	Student Uniform	$50.16
					4300-020-01	Materials and Supplies	Student Uniform	$56.64
10001827	12/23/2013	California Coalition for Adequate School Housing	Outstanding	$148.00	5210-020-00	Training and Development Expense	CASH Workshop 11/21/13 - 1 Attendee Registration	$148.00
10001828	12/23/2013	Demco	Cleared	$97.75	4300-020-00	Materials and Supplies	Library Books Protectors & labels	$97.75
10001829	12/23/2013	KPM General Builders, Inc.	Outstanding	$3,580.00	5601-020-00	Building Maintenance	Painted 17 exterior doors, door jambs & Health Office	$3,580.00
10001830	12/23/2013	Neff Company	Cleared	$46.38	4300-020-91	Materials and Supplies	Volleyball Inserts, qty 50	$46.38
10001831	12/23/2013	Nick Rail Music	Cleared	$1,262.52	4315-020-00	Classroom Materials and Supplies	Eastman Baritone Horns (qty 2)	$1,262.52
10001832	12/23/2013	Office Depot	Cleared	$1,830.97	4315-020-00	Classroom Materials and Supplies	colored pencils (50 asst)	$9.23
					4315-020-00	Classroom Materials and Supplies	graph paper-10 rms, color pencils-60 bxs, legal pads, etc.	$159.39
					4315-020-00	Classroom Materials and Supplies	colored construction paper, 300 packs	$443.72
					5900-020-00	Communications (Tele., Internet,	postage stamps, 25 rolls	$1,151.00
					4300-020-00	Materials and Supplies	perm markers & pens	$52.95
					4300-020-00	Materials and Supplies	desk calendar	$14.68
10001833	12/23/2013	Oriental Trading Company	Cleared	$103.49	4300-020-62	Materials and Supplies	Streamers, snowflk decor, banner, cling decor, etc for dance	$103.49
10001834	12/23/2013	Sound Therapies, Inc.	Outstanding	$2,144.00	5810-020-65	Educational Consultants	August 2013 Speech & Lang. Services (32 hrs)	$2,144.00
10001835	12/23/2013	School Outfitters	Cleared	$4,709.17	4400-020-00	Noncapitalized Equipment	Outdoor bulletin boards (qty 8)	$3,873.90
					4400-020-00	Noncapitalized Equipment	Work centers for classrooms, qty 3	$835.27
10001836	12/23/2013	Sharp Electronics Corporation	Cleared	$626.23	5605-020-00	Equipment Rental/Lease Expense	Cost of copies for Nov.	$626.23
10001837	12/23/2013	TCR Services	Cleared	$837.64	4300-020-00	Materials and Supplies	Print Cost Per Page - November 2013	$837.64
10001838	12/26/2013	State Teachers Retirement System	Outstanding	$64,313.00	9503-020	Accrued STRS	DECEMBER 2013 STRS	$64,313.00

10001839	12/26/2013	Wells Fargo Business Card	Cleared	$10,968.88	4300-020-00	Materials and Supplies	Amazon.com - Paint, tch materials, radio mic & music materls	$1,440.03
					4200-020-00	Books and Other Reference Materials	Amazon.com - books for K,1,2,3,4,5 - Lib & Classrms	$1,958.62
					4400-020-00	Noncapitalized Equipment	Amazon.com - IT Equipment for school site	$863.80
					4300-020-62	Materials and Supplies	Amazon.com - Fall & Winter dance decor, snd system, camera..	$878.94
					5200-020-84	Travel and Conferences	Barbar Worth Country - 4 rooms for Common Core Conf. 8 peopl	$265.68
					4315-020-00	Classroom Materials and Supplies	Grainger - cyclinders for chemistry class	$29.69
					4300-020-62	Materials and Supplies	Oriental Trading Co. - decor for Fall & Winter dances	$292.18
					4315-020-00	Classroom Materials and Supplies	EAI - math manipulatives, 4 class sets	$259.80
					4400-020-00	Noncapitalized Equipment	BestBuy.com - IT Equipment for site security system	$146.84
					4300-020-03	Materials and Supplies	Royal Mandarin - food for PTA Meeting	$373.87
					4300-020-00	Materials and Supplies	Barnes & Noble - membership & books for lib & classrms	$101.37
					5815-020-00	Advertising/Recruiting	BuildASign - Banner for school site	$72.30
					4300-020-00	Materials and Supplies	NGSoneline Store - geography maps for elem classrms	$56.85
					4300-020-00	Materials and Supplies	Chromeark - poster paint sset	$421.28
					5200-020-02	Travel and Conferences	Southwest - flight for CCSA Conf, qty 6	$1,582.40
					4300-020-62	Materials and Supplies	Wholesaleyogomats - Yogamats for Assess	$135.75
					5210-020-00	Training and Development Expense	PayPal*PHI - Registration fee, 1 attendee	$25.00
					4300-020-62	Materials and Supplies	Subway - food for Assets students on fieldtrip	$73.38
					4300-020-62	Materials and Supplies	Vons - consumable for Asset Program	$70.87
					4400-020-00	Noncapitalized Equipment	Walmart - Cameras for Yearbook	$345.08
					4300-020-00	Materials and Supplies	Valvesoftware - Theft purchase/fraudulant purchases	$99.21
					4400-020-00	Noncapitalized Equipment	Memory4Less - IT Equipment for site server/internet	$1,508.87
					4300-020-00	Materials and Supplies	Steampowered.com - Credit of Fraudulant purchase	($99.21)

					4315-020-00	Classroom Materials and Supplies	GCI Mscn-frnd - music instruments for music	$1,949.28
					4315-020-00	Classroom Materials and Supplies	Tranfer - returned charge due to suspected fraud	($1,949.28)
					4300-020-62	Materials and Supplies	Global Village - Shirts for staff members	$113.37
					5890-020-00	Interest Expense/Fees	Wells Fargo Srvc Fee - service fee credited on 12/19 bill	$161.11
					4300-020-62	Materials and Supplies	Amazon.com - returned item - camera	($208.20)
10001840	12/27/2013	Public Employee Retirement System	Outstanding	$13,644.63	9504-020	Accrued PERS	DECEMBER 2013 PERS	$13,644.63
		Total Check Amount:		**$213,414.37**			**Total GL Amount:**	$207,396.97

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 1

RECOMMENDATION: Approve the 2014-2015 Comprehensive School Safety Plan.

BACKGROUND INFORMATION:
California Education Code 32282 requires all schools to create a comprehensive school safety plan which includes the following criteria.

Criterion 1: Assessment of current status of school crime and site response to school crime data
Criterion 2: Child abuse reporting procedures
Criterion 3: Disaster procedures, routine, and emergency
Criterion 4: Policies and acts related to suspension, expulsion, or mandatory expulsion
Criterion 5: Notification to teachers of dangerous students
Criterion 6: A sexual harassment policy
Criterion 7: The provisions of any school-wide dress code
Criterion 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school
Criterion 9: Safe and orderly school environment
Criterion 10: Safe School Planning Committee formation
Criterion 11: Anti-Bullying Policy

O'Farrell has submitted these plans annually since 2005.

CURRENT INFORMATION:
On January 23, 2014, the School Safety Planning Committee met to review and approve the final plan for the 2014-2015 school year.

ADDITIONAL DATA:
O'Farrell's School Safety Planning Committee consists of:

Chair:
Jonathan Dean, Principal/Superintendent

Members:
Sheryl Yeager, Emergency Disaster Preparation Coordinator
Jill Andersen, Assistant Principal
Anne Mathews, Assistant Principal
Pamela Barry, 6th Grade Family Leader
Brian Schmidt, 7th Grade Family Leader
Liz Wong, 8th Grade Family Leader
Brian Rainey, 9th Grade Family Leader
Lakisha, Bracy Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Executive Assistant to the Principal/Superintendent

Law Enforcement Consultants:
Yovanna Gonzalez, San Diego Police Dept.

The O'Farrell Charter School

Comprehensive School Safety Plan 2014-2015

6130 Skyline Drive
San Diego, CA 92114
(619) 263-3009

If an emergency or crisis occurs, The O'Farrell Charter School will make every effort to notify students and their parents in one or more of the following ways:

1. **Telephone dial-out**
2. **E-mail message**
3. **Text message**
4. **Student assembly**
5. **Student/parent flyer**

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The O'Farrell Charter School
Comprehensive School Safety Plan Criteria
2014-2015

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 annually since 2005.

CRITERION 1

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

This means that, after you receive the data from the California Safe Schools Assessment (CSSA) regarding your site, it is your responsibility to review it, analyze the information, and develop a response that details how your school community will improve on the current year's conditions. Identify appropriate strategies and programs to provide and maintain a high level of school safety, and address procedures for complying with existing school safety laws.

This information is not being made available this year. We analyzed site generated suspension data to develop the updated plan.

PROGRAMS AND ACTIVITIES

THE STAFF WILL:

a. Hold regular meetings in order 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. Actively 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 as well as draw blinds and make sure room alarms are properly functioning during non-school hours.
j. Establish reward programs for positive behavior and attendance.
k. Escort students from the campus at the end of each day.

THE STUDENTS WILL:

l. Review the concerns of school crime through the homebase program.
m. Report problems, concerns or suspicious activity to O'Farrell staff promptly.
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. Require supervision aides and student monitors to wear identifying uniforms/vests.
s. Required all staff and visitors to wear uniforms or visible forms of identification.
t. Review and analyze suspension data on a regular basis. Data will be shared with team leaders and used to modify campus supervision as appropriate.
u. Maintain standardized hall pass for all classrooms.
v. Work with community to improve communication and safety awareness.
w. Work with city officials to monitor traffic safety and crosswalks around the school.
x. Maintain accurate equipment inventory and serial number records for each classroom.
y. Repair vandalism and remove graffiti immediately or before students' arrival if possible.
z. Immediately notify San Diego Police Services of all graffiti and burglary incidents.
aa. 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 are required to report suspected child abuse. An in-service, which provided awareness and training, was given to all certificated/classified employees at the beginning of the school year.
2. Suspected child abuse forms are available from the health technician or the FSS office.
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 must inform FSS staff and give completed reports to the FSS coordinator. Students and parents shall be aware that students may also report instances of child abuse on themselves or others to their teachers, counselors, or the Principal/Superintendent.
5. All reports are strictly confidential.

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

CRITERION 3

DISASTER PREPAREDNESS PLAN

In order to prepare to react in the event of a disaster or emergency situation, we are required to formulate a site emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to be followed in the event of an emergency situation.

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 thoroughly 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.

ALARM SIGNALS

Fire:	Repeated short bells for one minute
Earthquake Drill:	Continuous one-minute bell
Real Earthquake:	Movement/vibration of ground
Explosion, Plane Crash, Tremendous Noise or Sudden Blinding or Surprise Attack	Glare
Sniper Fire:	Sudden burst of gunfire
Major Neighborhood Disturbance:	Principal/Superintendent will activate actions from the main office according to need
Bomb Threat:	Fire alarm or verbal instructions
Lockdown: Imminent Danger, Disruptions or Unlawful Acts:	Continuous one-minute bell or verbal instructions

BASIC ACTIONS

Fire	
SIGNAL:	Repeated short bells for one minute
ACTION:	Evacuate all buildings to Emergency Evacuation Area
CLEAR:	Verbal instruction
During Lunch In case of a fire drill during lunch, students will report to their grade level area in the Emergency Evacuation Area. Adults out supervising the lunch area will help escort the students to the Emergency Evacuation Area.	
During Passing Period Should the alarm sound between classes, the students should report to their grade level area in the Emergency Evacuation Area. For example, if an alarm sounds between second and third core, teachers and students would assemble as promptly as possible at the area assigned for their homebase class.	
Before or After School In case an alarm is sounded before or after school, all persons present should move rapidly, but in an orderly fashion, to their grade level area at the Emergency Evacuation Area.	

FIRE SAFETY

All staff members must be prepared to react in the event of fire. Knowing exactly what to do is essential to protect your own life and the lives of students and other staff members. If a fire is discovered, you shall:

1. Alert office and persons in the immediate area.
3. Attempt to extinguish the fire ONLY if it is controllable. (You should not attempt to extinguish any fire larger than a wastebasket size fire, or if it has spread beyond the spot where it started, or if the fire could block your route of exit.) Do NOT use any extinguisher unless you are familiar with its type and method of operation.

FIRE EXTINGUISHERS

Our school has two types of fire extinguishers, CLASS 'B-C'--CO2 OR DRY CHEMICAL: These extinguishers come in two types, either carbon dioxide or dry chemical. They are RED canisters and are used for flammable liquids or electrical fires. It is important that you familiarize yourself with the type of fire extinguisher located in your room.

The use of all fire extinguishers is basically the same. Stand approximately eight feet from the fire, remove the locking pin, aim the hose or nozzle at the base of the fire, squeeze the handle while slowly sweeping from side to side. Most extinguishers discharge their material quickly, usually in about 8 to 10 seconds. Once used, never rehang an empty fire extinguisher. Notify maintenance to have it recharged.

IMPORTANT FIRE SAFETY RULES

1. Storage of combustibles: Keep storage areas clean and orderly. No combustibles closer than 18 inches from light fixtures or 36 inches from electrical panels.
2. No more than 20 percent of each wall may be covered with paper or flammable decorations. Never hang anything from ceilings or light fixtures.
3. No open flames or hot plates in any classroom unless it has been designated for this purpose and has been equipped with a fire blanket and the proper extinguisher.
4. No extension cords or "octopus" adapters may be used in place of permanent wiring. Extension cords are only for temporary use and must be disconnected and rolled up after use. Permanent type equipment may be connected to circuit breaker extension strips. These are approved by the fire department and are available through the stock catalog. (No. II-E-1000).

REQUIRED SAFETY DRILLS AND PROCEDURES

As required by state law, two fire drills, one disaster drill, and one lockdown drill will occur during the school year. In preparation for these drills, please review with each class the drill procedures. Directions for leaving the building and an evacuation map are located in each room by the exit door.

FIRE DRILL PROCEDURES

These procedures should be covered with students during the first week of school.

Fire Drill Signal: Continuous series of short bells. Leave the room immediately.

All Clear Signal: Verbal instruction. Return to class.

Rules for Conducting a Fire Drill

1. Students should be told to stand and proceed quickly and quietly in a single file line to the Emergency Evacuation Area.
2. Caution students to take all valuables with them.
3. Close the doors, teachers take roll sheets and follow the class.
4. If an exit is blocked, the teacher should select the next best route and proceed to a safe area.
5. Classes must stand away from all buildings.
6. When the all clear signal is given, return by the same route in an orderly manner.

Earthquake	
SIGNAL:	Continuous one-minute bell, if drill. Movement of ground if actual emergency.
ACTION:	INSIDE: Drop, cover, and hold (in case of a real earthquake, hold on to the furniture you are under to prevent it from moving away from you). If possible, move away from glass windows, overhead hanging objects, light fixtures, book shelves, etc.
	OUTSIDE: Drop. Stay away from building, walls, trees, utility poles, wires, and other objects which could fall. In the event of an actual earthquake, Drop and Cover will remain in effect until verbal directions are given on how to proceed whether students are inside or outside. In the event of a drill, students will remain in the Drop position until evacuation bell sounds series of short bells-fire drill bell).
CLEAR:	A long bell or verbal instruction

Explosion, Plane Crash, Surprise Attack	
SIGNAL:	Tremendous noise or sudden glare
ACTION:	Drop and cover will remain in effect until verbal directions are given on how to proceed. This action will be in effect for inside or outside the classroom.
CLEAR:	Verbal Instructions

Shooting	
SIGNAL:	Sudden burst of gunfire
ACTION:	Instruct students to drop to the ground immediately, face down, as flat as possible. If students are on the playing field or anywhere on the school grounds, do not attempt to run for cover. If within 15-20 feet of a safe place or cover, duck and run to it. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof. Try to get inside or behind a building and stay down. When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening. Call the office from your classroom or other safe position, or run to the office (only if safe) to report the situation. Wait and listen for directions from the police.
CLEAR:	Verbal Instructions

Major Disturbance in the Immediate Neighborhood (such as, but not limited to, a SWAT action, major house fire, or automobile accident).	
SIGNAL:	Phone call to office from police or from other reliable sources.
ACTION:	Students will remain in, or immediately return to, their rooms. If signal comes any time during the instructional day and/or as dismissal is in progress, students are to return to their classrooms and wait for instructions. All school doors should be locked during this emergency.
CLEAR:	Verbal instructions

Bomb Threat	
SIGNAL:	"Bomb threat" phone call to the school. Fire alarm or verbal instruction will be given. Evacuate to Emergency Assembly Area.
ACTION:	The majority of "bomb threat" telephone calls and notes are a hoax or prank calls. All such threats must, nevertheless, be handled quickly and efficiently. The safety of all school personnel and the prevention of panic are the primary consideration. In the event that a bomb threat is received by telephone, the following actions will be taken: 1. Person receiving threat--keep caller on the line as long as possible. Delay the caller with such statements as "I'm sorry. I did not understand you." "What did you say?" The recipient of a bomb threat call should use the checklist to get additional information from the caller. 2. Recipient of bomb threat call notifies PRINCIPAL/SUPERINTENDENT or designee immediately after caller hangs up. 3. Immediately notify: a. School Police: 291-7678 b. Police Department or Sheriff's Office: 911 c. Fire Department: 911 4. Office personnel--search your work area for foreign or suspicious objects. If one is found, DO NOT TOUCH OR MOVE IT. 5. Custodian--turn off bell system. 6. Custodian--make thorough search of area designated for evacuation of students. Be ready to turn off utilities at their source. 7. PRINCIPAL/SUPERINTENDENT--alert the staff of the situation in a discreet manner. Coordinate the activities of the staff. Make decision whether school or certain selected buildings will be evacuated. 8. Programs Coordinator--assume duties of PRINCIPAL/SUPERINTENDENT in his absence. Direct search classroom and school grounds. Supervise evacuation of students and maintain firm student control. 9. Teachers--when fire drill signal is sounded, evacuate students to Emergency Assembly Area. Precaution must be taken to avoid the danger of evacuating past the location of the bomb. 10. Remember--do not touch or move any unidentifiable object. Report all such finds to the PRINCIPAL/SUPERINTENDENT. All action regarding disposal or handling of the bomb or device will be handled by the Police or Fire Department.
CLEAR:	Verbal Instruction

Lockdown: Imminent Danger, Disruptions or Unlawful Acts	
SIGNAL:	Teachers are notified that a lockdown is in effect. Means of notification could include the use of phones, school radios, supervision staff or long continuous bell.
ACTION:	If you sense imminent danger, please get your students to the nearest safe area and attempt to notify the office. In the event of a lockdown, the following actions will be taken: Students will remain in their classes. Do not follow the regular daily schedule. Keep students in class until further notice. No passes! 1. All P.E. students and staff will go immediately to the locker rooms. Students remain in locker room until further notice. 2. Classroom doors, windows and curtain will be shut and locked. Lights should be turned off. 3. Lunch will be cancelled or delayed. If a lockdown occurs during lunch, teachers and staff at lunch go immediately to lunch area, escort their students to the closest room and keep them there. 4. Family members on prep need to assist PE teachers if it is safe to reach the locker area. 5. .No one should use the telephones in the classrooms unless you have pertinent information (police or medical) for rescue personnel. The information should be given to the school secretary. Students should NOT be answering the phones. 6. Evacuation information will be given verbally by security staff, by e-mail, or by telephone message.
CLEAR:	Verbal notification or phone calls.

LOCKDOWN DRILL

Lockdown Drill Signal: One long continuous bell. Everyone stays in the room. Do not leave. Teacher waits for phone call.

Actual Lockdown: If you hear a long, continuous bell and you haven't been warned about a drill, it means it is a real lockdown. Everyone immediately goes to the nearest room for shelter.

SIGNAL	One continuous bell with follow-up phone call
EVACUTION	At direction of supervision staff or police only
ALL CLEAR SIGNAL	Phone call or notification by supervision staff

Once the drill begins, the teacher shall locate any students in the immediate vicinity of the classroom, get them inside, and then **read aloud** all the safety procedures listed below.

All students and teachers shall remain in their classrooms with lights off, blinds closed and doors locked until the room has been cleared by security. We will not be practicing an evacuation. Evacuation procedures will be determined by police who take charge in the event of a shooting. It would be useful to check attendance again. It is not necessary to move any furniture. Instruction may continue while waiting for security to clear the room.

SAFETY PROCEDURES IN EVENT OF A SHOOTING/LOCKDOWN

1. Teachers are to get every student nearby into a classroom and lock the door and close the curtains. Lights and computer monitors should be turned off.

2. Teachers are to take the names, grade, and homebase of all students in the classroom.

3. All student desks and tables should be flipped on their sides to serve as a barrier between the windows and the students in event of a shooting incident.

4. No one should use the telephones in the classrooms unless you have pertinent information (police and medical) for rescue personnel. Information should be given to the school secretary (dial 0). Only adult staff should be communicating on the telephone.

5. Teachers should be positioned near the door to permit access to students and staff.

6. Evacuation information will be given verbally by security staff or by a telephone message.

7. Turn your monitor back on to check your e-mail. If possible, updates on the situation will be sent every 5 to 10 minutes. Turn your monitor off once you have checked for updates.

8. A phone call by the office will be made to each individual classroom alerting them of the "all clear."

9. **STAY PUT!**

DISASTER DRILL	
SIGNAL:	One continuous bell. Instruct students to "Duck and Cover."
EVACUATION SIGNAL:	Series of short bells (fire drill bell)
ALL CLEAR SIGNAL:	A long bell or verbal instruction

EARTHQUAKE PROCEDURES	
SIGNAL:	The event itself sets the procedure in motion. There will be movement and vibration of ground. Everyone "Ducks and Covers."
EVACUATION:	Evacuation to the Emergency Evacuation Area will be communicated by the SIGNAL:SIGNAL adult in charge when in the judgment of that person it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). If aftershock occurs, "Duck and Cover" until it stops. Student leader leads class to the Emergency Evacuation Area. • Teacher takes roll book and emergency folder and puts the appropriate marker on classroom door. DO NOT LOCK THE DOOR! - Chalk 'X' on the outside of the door to represent all persons have been evacuated. - YELLOW - trapped - RED - immediate care needed - BLACK - dead Any injuries too severe to move or anything that is too time consuming (such as unburying a student) are to be left. The Search and Rescue Team will do this. You have responsibilities to the mobile students to get them into the clear • Grades K-8 go to your classroom location at the Emergency Evacuation Area (North P.E. Field). Grade 9 go to your classroom location at the Emergency Evacuation South P.E. Field) Line up against fence according to your room number. Families are located together. - Take attendance after waiting a few minutes for students who may have been in the restroom, running an errand, in the Library, etc. Transfer attendance information to the "Teacher Emergency Report Form." Send the form and the orange card with your room number to Command Center located in the center of the P.E. field.

	- Calm students, monitor for shock and control bleeding. Students who need to be moved to the Nurse's Triage Center need to be escorted. It is located at the top of the north P.E. ramp on the right side. All non-critical injuries are to be handled by you and your homebase class. Utilize your class survival and first aid kits. Since you are located by families you can move the students to the homebase after the initial roll-call. - If your students are at P.E. you will need to go to your family area immediately. Please wait until the P.E. teachers have taken roll-call followed by the relay to the Command Center before you move your students into homebase groups. - Break out games or other activities to keep students occupied. Teachers will remain in the Emergency Evacuation Area with their class unless they have been assigned to an emergency team. Teachers who have to leave the area because of team responsibilities should pre-arrange to have a buddy teacher watch their class until they return from their duties. - The Search and Rescue Teams will be doing a sweep of all buildings. • In case of a drill: Once the sweep has been completed and everyone has been accounted for the ALL CLEAR signal will ring (one long bell). A runner from the Command Center will be sent to excuse the homebases. At this time you will pick up all your things on the ground (including trash) and return to your homebase classroom. • -In case of a real earthquake: Once the sweep has been completed and everyone has been accounted for, everyone will remain in the Emergency Evacuation Area. Teachers will not release any students from the area unless instructed by the team at the Reunion Gate. If student has been requested at Reunion Gate, send the student to the gate with a member of that team for processing. DO NOT RE-ENTER BUILDINGS; only sweep and rescue team members will be allowed in buildings.

<u>During Lunch</u>

In case of an earthquake during lunch, move away from buildings, trees, utility poles, and other hazards. Everyone will "Duck and Cover." Evacuation will be communicated by an adult in charge when, in the judgment of that person, it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). Students will evacuate to their homebase pole in the Emergency Evacuation Area.

During Passing Period

Should an earthquake occur during the passing period, students should "Duck and Cover" in a safe area. An adult in the area will communicate evacuation when in the judgment of that person it is safe to evacuate (usually 3 to 5 minutes after initial earthquake). Students will evacuate to their homebase pole. For example, if an earthquake occurs between second and third core, teachers and students would assemble as promptly as possible at the area assigned for their homebase class.

Before or After School

In case of an earthquake before or after school, everyone should find a safe area and "Duck and Cover." Evacuation to the Emergency Evacuation Area will be communicated by an adult in charge when, in the judgment of that person, it is safe to evacuate (usually 3 to 5 minutes after the initial shock).

CRITERION 4

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

SUSPENSION

The Assistant Principal or other designee of the Principal/Superintendent is authorized to conduct the process leading to formal suspension. They are based on O'Farrell Administrative Policy for behavior. Length of suspension is determined using the guidelines. The parent/guardian should be contacted by the homebase teacher or family leader or assistant 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 family leader/assistant principal must sign the bottom of the form. Parents should be informed that a suspension also includes an automatic notification to Family Support Services. On the tenth day of suspension within any given school year the student may be recommended for a 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 Suspension and Expulsion Board Policy. If a student has committed a zero tolerance offense, contact the Principal/Superintendent. If San Diego police are involved, the family leader/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.

Family Leaders and other designees of the Principal/Superintendent are authorized to recommend students for expulsion and prepare all necessary documentation. The Principal/Superintendent reviews the recommendation and supporting documentation within five school days of the incident. The Principal/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 Principal/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 in order to enable staff to (a) work with the students in the appropriate fashions; (b) avoid being needlessly vulnerable; and (c) protect other persons from needless vulnerability. Teachers, counselors, and administrators may access such information through the Principal/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 Zangle to view all prior disciplinary actions or incidents occurred by their assigned students.

CRITERION 6

A SEXUAL HARASSMENT POLICY

The O'Farrell Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment. O'Farrell's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. O'Farrell will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business. This policy applies to all employee actions and relationships, regardless of position or gender. O'Farrell will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

O'Farrell is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their

assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Principal/Superintendent. See **Appendix A** for the "Harassment Complaint Form" and **Appendix B** for the general "Complaint Form", in the Employee Handbook

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
    - Rape, sexual battery, molestation or attempts to commit these assaults.
    - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
    - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
    - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
    - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
    - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic;
    - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

O'Farrell will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

CRITERION 7

THE O'FARRELL UNIFORM POLICY

THE O'FARRELL ELEMENTARY UNIFORM POLICY

O'Farrell requires that all students wear uniforms. Approved O'Farrell uniforms must be purchased at Mario's Family Clothing. 28 N. Euclid Ave, 91950. 619-264-6081. 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.

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. 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 teacher. Parent/Guardian telephoned by teacher.

- **Second uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher. Parent/Guardian telephoned by teacher and student assigned lunch detention.

- **Third uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher. Parent/Guardian telephoned by teacher. Student assigned to after school detention.

- **Fourth uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher. Student assigned Friday Night School (one hour detention)

- **Fifth uniform violation** – Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher. Parent Guardian telephone by the teacher and/or program coordinator. Student assigned one week of lunch detention

- **Sixth uniform violation** – Uniform violation notice brought home and signed by the parent or guardian and returned to the teacher. Parent Guardian telephone by the teacher and/or program coordinator. Student assigned one day suspension

- **Continued Violations** - Each further violation will result in a one day suspension.

The uniform 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, buttons 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.

NO ITEMS OF CLOTHING WITH LOGOS, WRITING OR BRAND NAMES THAT ARE VISIBLE WILL BE ALLOWED. The only exceptions are O'Farrell uniforms with O'Farrell logos or lettering.

THE O'FARRELL K-5 UNIFORM POLICY

The uniform **must be purchased at Mario's**. Uniform means "one form". As such, **items from the approved Mario's list 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.

Girls:
Flat Front Flare Khaki Pant
Welt Pocket Khaki Pant
Bermuda Shorts Khaki
French Toast Skort Khaki



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



Approved pants from Mario's do not have an outside back pocket

- **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 the knee (shorts must also not be more than 2" below the knee)and may not be form-fitting.** They must fit properly.

Light blue O'Farrell embroidered polo shirts (Purchased at Mario's)



Undershirts or turtlenecks <u>must be plain white, black, light blue (baby blue), or grey</u>. (no graphics).

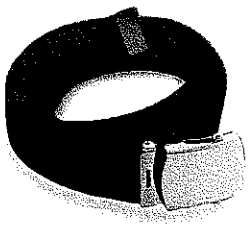
- Light blue polo shirt (long or short sleeved) from Mario's containing the O'Farrell embroidered logo.
- All students in grades 4-5 are required to tuck in their shirts. Students in grades K-3 are not required to tuck in their shirts.
- Undergarments may not be visible, including appearance through thin or transparent clothing. Undershirts or long sleeved shirts worn under the O'Farrell uniform shirt may not have hoods.

Navy O'Farrell embroidered jackets, sweatshirts and sweaters (Purchased at Mario's)





- Students may only wear sweatshirts, jackets, and sweaters from Mario's that are navy with the O'Farrell embroidered logo.
- **<u>Winter garments with hoods are not allowed</u>**.
- A uniform shirt must be worn underneath any outer garments at all times.

Shoes: plain black or white, or any 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 black or white.
Socks: solid white or black 	• 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 and may only be worn with a skirt.**
Belts with plain hinge buckles (Purchased at Mario's or at O'Farrell) 	• Students in grades K - 3 do not need to wear a belt, **though if they choose to wear a belt, it must be the approved O'Farrell uniform belt.** • **All students in grades 4 - 5 must wear the O'Farrell belt.** • **Solid black** web belt with a plain silver hinged buckle - no initials or designs. (available at Mario's or O'Farrell) The belt must match the waist size. Extra length must be tucked in the belt loops.

Accessories









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

- **Hair Accessories:** 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:** (including dyes, streaks, and hair extensions) must be of a **natural hair color**. For example, magenta and burgundy are not natural hair colors and are therefore not allowed.

- **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.

- **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 only. 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.

THE O'FARRELL MIDDLE/HIGH SCHOOL UNIFORM POLICY

O'Farrell requires that all students wear uniforms. Approved O'Farrell uniforms must be purchased at Mario's Family Clothing. 28 N. Euclid Ave, or 7761 Broadway, Lemon Grove, 619-264-6081. Please DO NOT purchase anything that is not on the approved O'Farrell Uniform list (found below.)

- **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 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. Parent/Guardian telephoned by Homebase teacher.

  - **Second uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by Homebase teacher and student assigned detention.

  - **Third uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent/Guardian telephoned by Homebase teacher. Student assigned to Friday Night School or Saturday School

  - **Fourth uniform violation** - Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. In-School Suspension and conference with the parent/guardian

  - **Fifth uniform violation** – Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent Guardian telephone by the Homebase teacher and/or family leader. Saturday Suspension

- **Sixth uniform violation** – Uniform violation notice brought home and signed by the parent or guardian and returned to the Homebase teacher. Parent Guardian telephone by the Homebase teacher and/or family leader. One day suspension

- **Continued Violations** - Each further violation will result in a one day suspension.

*The uniform 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, buttons etc. Clothes may not have a ripped or torn appearance. Rain gear, hats or other extreme weather, non uniform items must be removed and put away upon campus entry*

THE O'FARRELL 6-8 UNIFORM POLICY

The following O'Farrell Uniform items MUST be purchased at Mario's:

PANTS, SHORTS,SKIRTS Girls: Flat Front Flare Khaki Pant Welt Pocket Khaki Pant Bermuda Shorts Khaki French Toast Skort Khaki Boys: Original Fit, Slim Straight Khaki Pant Flex Waist Khaki Pant Boy's Dickies Shorts	• **Long Pants:** Must fit properly, 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 O'Farrell embroidered logo.	• Mario's has only one style of polo allowed. • Shirts must be properly tucked in at all times so they O'Farrell belt is visible.
JACKETS, SWEATSHIRTS, SWEATERS Crewneck sweatshirt Windbreaker Heavy Fleece Jacket Cardigan Sweater	• Approved items are **navy** with the O'Farrell embroidered logo. • Winter garments do not have hoods. • 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 is available for purchase at Mario's AND O'Farrell

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

UNDERSHIRTS OR TURTLENECKS Solid black, solid navy or solid grey	• No designs or logos. • Undergarments (bras) may not be visible.
SHOES Solid black or white, or black/white combo	• Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers • Soles, logos, and laces must also be black or white only.
SOCKS Solid black OR solid white (NO black/white combo)	• Must be solid white or solid black • Socks must be 4 inches below the knee • No leggings or stockings
ACCESSORIES **Jewelry/Hair Accessories /Watches/Other:** Black, white, gold or silver (This includes head coverings for religious or medical reasons.) **Beanies/Hats** **Gloves** **Glasses** **Backpacks/Book bags**	• All jewelry must be plain-no lettering, logos, symbols • Accessories or body modifications that prove to be a distraction will be handled on an individual basis. • Hair (including dyes, streaks or extensions) must be of a natural hair color-(magenta and burgundy are NOT natural hair colors and not allowed) • Bandanas, scarves or rags are not allowed. • No buttons or pins on clothing. • Beanies may be purchased at O'Farrell only and only be worn between December and March, outside. • Must be worn above the eyebrows. No other hats. • Gloves-Solid black or white cotton only. Worn between Dec and March (no leather baseball gloves) • Non-prescription glasses or sunglasses are not allowed. • Backpacks may be any color/brand. May not be modified or written on except for student's name.

THE O'FARRELL 9-10TH GRADE UNIFORM POLICY

The following O'Farrell Uniform items MUST be purchased at Mario's:

SHIRTS Black or Maroon polo shirt (long or short sleeved) with the O'Farrell embroidered logo.	• Mario's has only one style of polo allowed. • Shirts must be properly tucked in at all times so they O'Farrell belt is visible.
JACKETS, SWEATSHIRTS, SWEATERS Crewneck sweatshirt Windbreaker Heavy Fleece Jacket Cardigan Sweater	• Approved items are **black** with the O'Farrell embroidered logo. • Winter garments do not have hoods. • 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 is available for purchase at Mario's AND O'Farrell

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

JEANS Long jeans, jean shorts or jean skirt	• Jeans material may be blue, black or 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.
UNDERSHIRTS OR TURTLENECKS Solid black, solid white or solid grey	• No designs or logos. • Undergarments (bras) may not be visible.
SHOES Solid black or white, or black/white combo	• Leather or canvas shoes with closed toes and heels. No boots, house shoes/slippers • Soles, logos, and laces must also be black or white only.

SOCKS Solid black OR solid white (NO black/white combo)	• Must be solid white or solid black • Socks must be 4 inches below the knee • No leggings or stockings
ACCESSORIES **Jewelry/Hair Accessories /Watches/Other:** Black, white, gold or silver (This includes head coverings for religious or medical reasons.) **Beanies/Hats** **Gloves** **Glasses** **Backpacks/Book bags**	• All jewelry must be plain-no lettering, logos, symbols • Accessories or body modifications that prove to be a distraction will be handled on an individual basis. • Hair (including dyes, streaks or extensions) must be of a natural hair color-For example, magenta and burgundy are NOT natural hair colors and not allowed. • Bandanas, scarves or rags are not allowed. • No buttons or pins on clothing. • Beanies can be purchased at O'Farrell only and only be worn between December and March, outside. • Must be worn above the eyebrows. No other hats. • Gloves-Solid black or white cotton only. Worn between Dec and March (no leather baseball gloves) • Non-prescription glasses or sunglasses are not allowed. • Backpacks may be any color/brand. May not be modified or written on except for student's name.

CRITERION 8

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

1. In the O'Farrell binder, 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.
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. 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.

Annually, we will provide copies of our comprehensive Safety School Plan to staff, local fire departments, law enforcement agencies, Primetime program director and the Board of Directors.

Per Procedure 6270, students are under the direct supervision of staff members at all times wile in school, or while attending a school-directed activity. The discipline policies and homebase program of O'Farrell 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 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 Security Assistants patrol the campus daily. They report to the Principal/Superintendent. Teachers should be standing at the door of their classrooms at 7:25 a.m. and standing at their door during passing periods unless assigned other duties. The Principal/Superintendent should 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/Superintendent, and can be called by the administrative assistant or other 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. Students are required to remain seated the last ten minutes of each lunch.

PASSES FROM CLASS

No lavatory passes should be issued during the first five minutes and the last five minutes of any class. Students should not be permitted to leave class at any time without a properly completed pass containing the student's name, the date, destination, time and the teacher's signature. Ink should be used to fill out these passes.

Students receive four bathroom passes every six weeks. Students should be encouraged to use the lavatory 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.

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
- Promote consistency school-wide
- Provide a process for intervention prior to suspension
- Provide follow-up after suspension, including a contract, and FSS 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. Ask FSS staff to present lessons on various topics to the whole class. Involve FSS 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, family leaders should be involved in a resolution.
- Family leaders need to be notified of any serious infractions concerning their family members.

THE O'FARRELL CHARTER SCHOOL
STUDENT PROGRESSIVE DISCIPLINE PLAN

Purpose of Progressive Student Discipline Plan: To provide a fair and consistent way to establish a safe, orderly, positive environment in which teachers can teach and students can learn.

Concepts:

1. Classroom teachers are responsible to maintain safe, orderly, and respectful classroom, including the enforcement of consequences for inappropriate behavior. Consequences are expected to be enforced in a way that respects the child but rejects the behavior.
2. Parents value hearing directly, and promptly, from the teacher in the classroom where the child is not behaving appropriately.
3. Homebase teachers are responsible for receiving information about their students from multiple sources. They engage teachers and other staff members to seek out underlying causes for repeated, serious inappropriate behavior in an effort to provide students with tools to change those behaviors.

Classroom Discipline Steps
Concept: Each day, a child starts over on the Classroom Discipline Steps

1. **Verbal Warning**
2. **Consequences in Classroom** - (i.e., move seat, Warning Card, personal reflection on FALCON Way, private conference with student). Students may not be left outside the classroom unsupervised by an adult.
3. **Referral** – Referral to homebase teacher to assign the next level of consequence on the Progressive Discipline. Classroom teachers may need to call

Progressive Discipline Steps for Homebase

1. **Detention and phone call home**
2. **Friday Night and phone call home**
3. **Parent Conference and In School Suspension**
4. **Parent Shadow or Saturday Suspension**
5. **Formal Suspension** determined by the Family Leader.

Note: If a student's behavior warrants a greater consequence, the homebase teacher may skip steps. For example, if a student fights, the student will automatically be suspended. When the student returns from the suspension, they will return to their step on the progressive discipline.
Progressive Discipline will "reset" when a student can go for 10 school days without a referral.

Roles and Responsibilities

Classroom Teacher's Role
Referrals must be provided to the Homebase teacher within one work day. Teachers are responsible for notifying parents about the behaviors that occurred in their classroom unless the homebase teacher indicates that he or she will take care of it. Teachers should keep track of a student's behavior in some way as this is the basis for their citizenship grade. The classroom teacher may conduct a parent conference at any point. The Homebase teacher must be notified so they have the option to participate if they choose.

Homebase Teacher's Role:
Homebase teachers will track and ensure that consequences are cleared. They may choose to elevate a student's consequence if multiple infractions are accrued. Homebase teachers will inform classroom teachers if elevated consequences are put in place. In the absence of the Homebase teacher, the Family Leader may determine consequences for the student.

Family Leader's Role
The following serious violations will result in immediate disciplinary action through the Homebase teacher, including suspension, expulsion, or disenrollment

1. Repeated major defiance.
2. Destruction of school property or theft.
3. Habitual profanity.
4. Possession of dangerous objects, drugs.
5. Fighting/Play-fighting.
6. Sexual harassment.
7. Other (refer to formal suspension document as outlined by the district).

CHARTER EXPULSION POLICY

The O'Farrell Charter School Contract has specific requirements for students to be enrolled. Students can be expelled for receiving ten or more cumulative days of suspension 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.

- Inappropriate items include skateboards, scooters, electronic devices, sports equipment, balls, etc., finger boards, dice playing cards, all toys, firecrackers, weapons, propellant sprays, excess cash, items of value, etc. CDs and DVDs are also inappropriate unless permission is received from the homebase teacher. Confiscated items may be picked up by the parent from the homebase teacher.

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)

Suspendible offenses include:

- Causing cuts and bruises or injuries requiring medical attention
- Possessing/using a controlled substance on campus
- Providing illegal substances (controlled substances or alcohol)
- Damaging school/private property
- Stealing school/private property
- Knowingly receiving stolen school/private property
- Possessing or using tobacco on school premises
- Committing an obscene act or engaging in habitual profanity or vulgarity directed toward staff, supervisor(s) or other students
- Committing sexual harassment, verbal, visual or physical
- Possessing drug paraphernalia as in the Health and Safety Code
- Disrupting/defiance minor, major, or involving threatening incident
- Attempting or threatening to cause physical injury
- Engaging in hate violence
- Engaging in intimidation
- Step 5 of progressive discipline

Zero Tolerance/Expulsion offenses include:

- Causing serious injuries requiring medical attention to student or staff
- Possessing, selling, or otherwise furnishing or brandishing any firearm, knife, explosive, or other dangerous object
- Two incidence of fighting in one school year
- Selling or furnishing illegal substance or alcohol on campus
- Committing robbery or extortion on campus
- Possessing an imitation firearm (including starter pistols)
- Sexual assault or battery
- Drug related offenses
- Fourth tobacco related offense

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, signal, or page and give instructions to their student that contradicts the supervision of staff.

Ninth graders are permitted use of their cell phones in their designated area and during their designated time.

CRITERION 10

SAFE SCHOOL PLANNING COMMITTEE FORMATION

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

Chair:
Jonathan Dean, Principal/Superintendent

Members:
Sheryl Yeager, Emergency Disaster Preparation Coordinator
Christian Baker, Emergency Disaster Preparation Assistant
Jill Andersen, Assistant Principal
Anne Mathews, Assistant Principal
Pam Barry, 6th Grade Family Leader
Brian Schmidt, 7th Grade Family Leader
Liz Wong, 8th Grade Family Leader
Brian Rainey, 9th Grade Family Leader
Lakisha Lester, Campus Security Assistant
David Sanders, Campus Security Assistant
Candace Austin, Executive Assistant to the Principal/Superintendent

Law Enforcement Consultants:
San Diego Police Dept.

Public Meetings:
Board of Directors meetings

CRITERION 11

BOARD POLICY #5006

ANTI-BULLYING

1. General Statement of Policy

   The O'Farrell Charter School recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying 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 School endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, and at any school-sponsored events and activities. O'Farrell acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities as assigned.

2. Definition of Bullying

   "Bullying" means repeated behavior by an individual student, an individual student within a group of students, or a group of students that is 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, the following:

   - 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
   - Harrassment or threats via online social networking sites

3. Preventative Measures

This anti-bullying 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 shall 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.

Preventative measures may include referring the student to Family Support Services, or to the school counselor, and encouraging the student to become involved in new activities such as clubs or sports teams. The homebase teacher is responsible for the ongoing "checking-in" with students to see how things are going.

4. Reporting Procedures

Victims/Targets

All students who believe they have been the victim/target of bullying shall promptly report the bullying to their homebase teacher, campus supervision, or to any O'Farrell staff member.

Student Witness

All students who witness or become aware of bullying shall 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 shall immediately intervene and take appropriate action to stop the bullying. In addition, the staff member shall 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 homebase teacher and/or family leader and assistant principal will gather student statements, investigate and assign necessary consequences. The incident will then be reported to Family Support Services or the school counselor for follow-up.

5. 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 in the future. The discipline imposed shall match the offense, as determined by the appropriate family leader and/or assistant principal. Bullying that occurs off campus may result in consequences at school if the behavior is such that it disrupts the school environment.

In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending students.

If more than one student is involved, the staff member shall talk to each student separately.

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

O'Farrell recognizes that parents/guardians play an important role in educating their children and preventing bullying. Accordingly, the parent/guardians of each offending student shall 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 school counselor to review the bullying behavior and discuss strategies for correcting the behavior. The administrator/designee or counselor shall also inform the victim's parent/guardian as soon as reasonably possible. Parents/Guardians of students who have been bullied may also be provided with resources to support their child and receive ongoing communication from the school regarding the bullying situation.

Disciplinary action for bullying may include, but is not limited to, loss of privileges, detention, Friday night school, in-school 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.

6. Dissemination of Policy and Training

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

EMERGENCY ORGANIZATION PLAN

EMERGENCY OPERATIONS CENTER

1. Sheryl Yeager
2. Jonathan Dean
3. Jill Andersen
4. Anne Matthews

Student/Staff accounting

5. Nicole Judd
6. Corinda Mytinger
7. Ligaya Harris

SWEEP AND RESCUE
Coordinator: Christiaan Baker

Team 1	Team 2	Team 3
Lakisha Lester	**Eli Sanders**	**Christiaan Baker**
Janet Gilbert	Ray Garcia	Kathy Davis
John Van Houten	Belvien Sumabat	Carlos Elizondo
Claudia Pineda	LaToya Cunningham	Norma Perez-Bernal

REUNION GATE TEAM
Mary Jo Lafin
Christina Puentes
Blanca Kelly
Liz Wong

REQUEST GATE TEAM
Brian Schmidt
Coxarely Carrasco
Pam Barry
Brian Rainey

FIRST AID TEAM
Sergio Padilla
Mary Skrabucha
Samantha Pohaku

FRONT OF SCHOOL
Candy Austin
Karen Bishop

SANITATION TEAM/MORGUE
Enrique Garcia
Manuel Samaniego

EMERGENCY SUPPLY STORAGE AREA
Trauma barrels located in women's P.E. showers.

Comprehensive School Safety Plan & Crisis Response Box Review

School Name: The O'Farrell 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 2014-2015.**
- ☐ **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 mail 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.

_____ _____

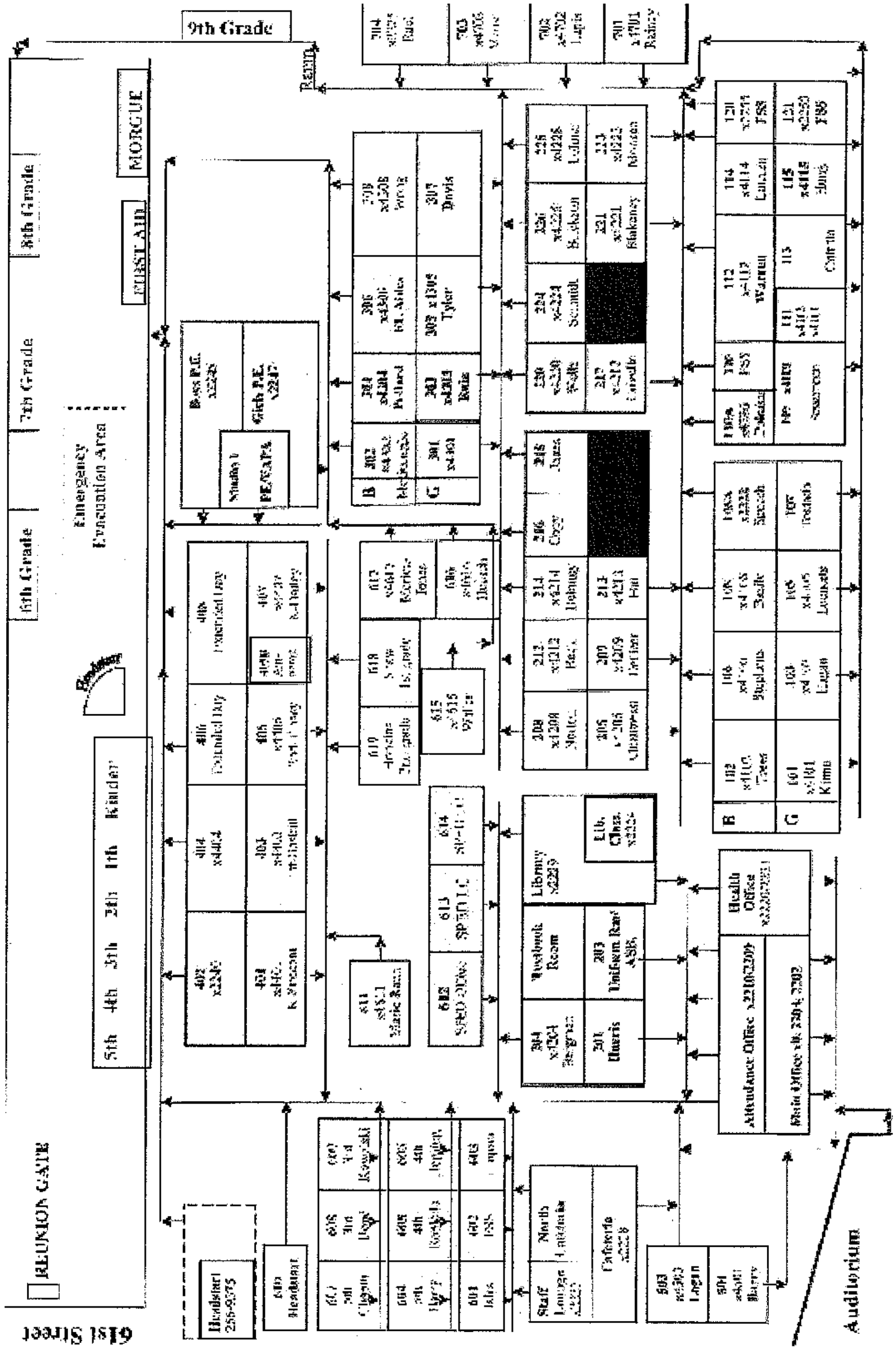
Administrator/Designee's Signature **Date of Inspection**

_____ _____

Inspection Officer's Signature **Date of Inspection**

The O'Farrell Charter School

2013-2014 (08-23-13)



BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 2

RECOMMENDATION: Adopt the Placement of Students and Acceleration in Grades K-12 Board Policy #6001.

BACKGROUND INFORMATION:

Effective July 1, 2010, O'Farrell Community School became a 501(c)(3) non-profit organization. Our Board of Directors will continually add new Board Policies as the need arises.

CURRENT INFORMATION:

Any parent who requests that The O'Farrell Charter School consider grade acceleration for his or her child shall be responsible for providing the Principal/Superintendent with a formal request for acceleration consideration and any relevant information from a credible independent professional source about the child's intellectual, emotional and social maturity.

THE O'FARRELL CHARTER SCHOOL

BOARD POLICY

PLACEMENT OF STUDENTS AND ACCELERATION IN GRADES K-12
#6001

Acceleration of a student to a higher grade (that is, skipping all or part of the current grade or skipping the next grade) shall be permitted only when the student has already learned a preponderance of the grade-level indicators scheduled to be learned in the grade being skipped. Acceleration shall be carried out only when intellectual, emotional, and social benefits to the student can be expected.

Acceleration of a student shall be based on the firm recommendation of the teachers, assistant principal, principal/superintendent, school psychologist, and other certified staff in the school, after consideration of a variety of data that must include, but is not limited to:

- The student's acquired knowledge, attitudes, and skills.
- The student's emotional, social, behavioral, and physical maturity.
- The student's proficiency level as measured on diagnostic assessments of the current grade level as well as the grade level into which the student would be matriculating.
- The student's historical academic grades.
- The student's age.
- The student's attendance record.
- The preferences of the student.
- The preferences of the student's parents.

In the absence of student records or grade level documentation, upon enrollment at The O'Farrell Charter School, the above data will also be used to determine grade level placement for incoming students.

Any parent who requests that The O'Farrell Charter School consider grade acceleration for his or her child shall be responsible for providing the principal/superintendent with a formal request for acceleration consideration and any relevant information from a credible independent professional source about the child's intellectual, emotional and social maturity.

The final decision about grade acceleration and placement shall be made by the principal/superintendent.

Board Approval Date:

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 3

RECOMMENDATION: Approve the contract with Wilkinson Hadley King & Co., CPAs and Advisors, to audit the financial statements of the governmental activities and the business-type activities of O'Farrell as of and for the year ending June 30, 2014 in the amount not to exceed $6,650 for the audit and $850 for the information returns.

BACKGROUND INFORMATION:

Every year the Board of Directors approves the contract for audit services.

CURRENT INFORMATION:

Our office staff will make available all financial records and related information required for the audit. It is O'Farrell's responsibility to set up the implementation and design of programs and controls to prevent and detect fraud, and for informing Wilkinson Hadley & Co. about all known or suspected fraud, or illegal acts affecting the government involving 1) management, 2) employees who have significant roles in internal control, and; 3) others where the fraud or illegal acts could have a material effect on the financial statements.

The audit is expected to begin on approximately April 15, 2014 and reports will be issued no later than December 15, 2014, or the approved extension date.

Their service also includes preparing the federal and state information returns for the year ending June 30, 2014. They also will provide copies of our reports to the California Department of Education, the State Controllers Office, the Federal Audit Clearing House, and the San Diego Unified School District.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: April 16, 2012
Action Item 4

RECOMMENDATION: Adopt the Anti-Bullying Board Policy #5005

BACKGROUND INFORMATION:

Effective July 1, 2010, O'Farrell Community School became a 501(c)(3) non-profit organization. Our Board of Directors will continually add new board policies as the need arises.

CURRENT INFORMATION:

On September 25, 2013, Sheryl Yeager and Candace Austin attended the Safe Schools Plan Training. It was suggested that each school update their Comprehensive School Safety Plan with an Anti-Bullying Policy.

This policy will be reviewed each year when reviewing our Comprehensive School Safety Plan. It has been added to the safety plan as Criterion 11.

ADDITIONAL INFORMATION:

See attached recommended Anti-Bullying Board Policy #5005

THE O'FARRELL CHARTER SCHOOL

BOARD POLICY

ANTI-BULLYING
#5006

1. General Statement of Policy

   The O'Farrell Charter School recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying 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 School endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, and at any school-sponsored events and activities. O'Farrell acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities as assigned.

2. Definition of Bullying

   "Bullying" means repeated behavior by an individual student, an individual student within a group of students, or a group of students that is 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, the following:

   - 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
- Harrassment or threats via online social networking sites

3. Preventative Measures

This anti-bullying 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 shall 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.

Preventative measures may include referring the student to Family Support Services, or to the school counselor, and encouraging the student to become involved in new activities such as clubs or sports teams. The homebase teacher is responsible for the ongoing "checking-in" with students to see how things are going.

4. Reporting Procedures

Victims/Targets

All students who believe they have been the victim/target of bullying shall promptly report the bullying to their homebase teacher, campus supervision, or to any O'Farrell staff member.

Student Witness

All students who witness or become aware of bullying shall 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 shall immediately intervene and take appropriate action to stop the bullying. In addition, the staff member shall 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 homebase teacher and/or family leader and assistant principal will gather student statements, investigate and assign necessary consequences. The incident will then be reported to Family Support Services or the school counselor for follow-up.

5. 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 in the future. The discipline imposed shall match the offense, as determined by the appropriate family leader and/or assistant principal. Bullying that occurs off campus may result in consequences at school if the behavior is such that it disrupts the school environment.

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

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

   O'Farrell recognizes that parents/guardians play an important role in educating their children and preventing bullying. Accordingly, the parent/guardians of each offending student shall 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 school counselor to review the bullying behavior and discuss strategies for correcting the behavior.
   The administrator/designee or counselor shall also inform the victim's parent/guardian as soon as reasonably possible. Parents/Guardians of students who have been bullied may also be provided with resources to support their child and receive ongoing communication from the school regarding the bullying situation.

   Disciplinary action for bullying may include, but is not limited to, loss of privileges, detention, Friday night school, in-school 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.

6. Dissemination of Policy and Training

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

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 5

RECOMMENDATION: Approve the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standards.

BACKGROUND INFORMATION:

- The 2013-14 State Budget provides one-time funds to local educational agencies to support activities required to implement California's Common Core Standards
- These new standards are required to be in place for the 2014-15 academic year.
- There are a number of activities that we have already undertaken, and continue to undertake, to prepare for Common Core implementation OCS Three Year CCCS Implementation Plan.

On January 13, 2014, our Board of Directors conducted the first of two Public Hearings for this issue. Tonight's Public Hearing is the second one.

CURRENT INFORMATION:

This new funding is provided to specifically support:

- Professional Development
- Instructional materials
- Technology

As a condition of receiving the funds, a spending plan for the funds must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board.

The funds must be spent by July 1, 2015.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 6

RECOMMENDATION: Ratify the purchase of 725 iPad keyboards in the amount of $43,065.

BACKGROUND INFORMATION:

On January 13, 2014, The O'Farrell Charter School conducted a Public Hearing to notify the public the implementation of $216,000 to be used for technology, textbooks, and professional development for the California Common Core Standard.

This purchase falls under the proposed expenditure for technology.

CURRENT INFORMATION:

We needed to place an order for keyboards; as they are necessary for the new student testing format. We will be placing an order of 725 keyboards in the amount of $43,065.00, and utilizing common core funds. The purchase needed to be made as soon as possible as testing begins in March, and orders take an average of 2-3 weeks to be received and then IT needs 1-2 weeks to configure and prep the large quantity of iPads.

Furthermore, the representatives of both Apple and CDW-G strongly urged us to place orders as soon as possible, as schools all over the nation have begun their ordering of testing technology (LAUSD already placed an order for 128,000 of the keyboards we need and are planning on completing their order soon with an even larger purchase).

This massive ordering is causing significant supply issues, and if we waited even an extra week it would result in our order being back ordered 2-4 months or more. This meant we would not receive the technology in time for testing. Due to this issue, we placed the order as quickly as possible so as to try to best meet our deadline and have all common core testing technology available for students this March.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: February 10, 2014
Action Item 7

RECOMMENDATION: Approve update to the Schoolwide Clubs section of our 2013-2014 Staff Handbook with the addition of Guest Speakers.

BACKGROUND INFORMATION:

The Board of Directors approves our Staff Handbook once a year. This is an item we'd like to add in mid-year

CURRENT INFORMATION:

We have a new club starting up on campus and they would like to have guest speakers.

SCHOOLWIDE CLUBS

All ASB activities are regulated by California State law. The following procedures must be followed.

Club Formation
All school clubs must be open to all O'Farrell students and sponsored by a school staff person. School clubs must submit to ASB for approval an "Intent to Form Club" form, stating the purpose of the club, sponsors, student leaders and meeting times. Special interest/cultural clubs are allowed as long as membership is open to the entire student body. In addition, at O'Farrell, each grade may form a club to promote extra-curricular activities. Club meetings must occur during non-instructional time.

Guest Speakers

Guest speakers are welcome to attend club meetings, at the invitation of the staff sponsor.

CLUB FUNDRAISING

All fundraising activities by school clubs must be approved **PRIOR** to the fundraiser by submitting to ASB the "Fundraiser Application" form stating type of fundraiser and purpose. A meeting will be held prior to September 30 where all prospective club sponsors who are interested in hosting fundraisers will review guidelines/procedures. **According to state law, all sales must receive ASB approval.**

A calendar of fundraising activities will be maintained by the ASB advisor to ensure that fundraising activities do not conflict/compete with each other. This guarantees that each club has adequate opportunities to raise funds, allows the club hosting the fundraising event the chance for success without competition, ensures that the necessary equipment (tables/cash boxes) is available, and guards the student population/community from having conflicting and numerous requests for purchases.

Each fundraising sponsor will need to follow fundraising procedures in order to avoid conflicts of interest. After the fundraiser has been approved, the sponsor must deposit daily all funds collected to the Financial Office. Staff sponsors may not use cash from fundraisers to make purchases. All funds must be submitted to the Finance Office. Staff making purchases must have prior approval of an administrator and must submit a receipt to the Finance Office for reimbursement. Reimbursement for fundraising items purchased will be made only after original receipts for those purchases have been submitted and there are adequate funds in the club's account to cover the expenditures. These procedures will protect the club sponsor from audits, as staff cannot legally benefit financially from student purchases.