

Ingenuity Charter School

A unique Independent Study program



2016-2017 Parent and Student Handbook

Jonathan Dean, Ed.D
Superintendent

Tiffany DeGraffenreid
Principal

Phone: (619) 487-1163

Fax: (619) 487-9682

Website: www.ingenuitycharter.org

6130 Skyline Drive
San Diego, CA 92114

Table of Contents

Table of Contents.....	2	<u>Academic Policies</u>	
Welcome to Ingenuity Charter.....	3	College Planning/Scholarships...	13
		Community Service.....	13
<u>General Information</u>		Expectations/Grading Policy.....	13
Mission Statement.....	4	Diploma Requirements.....	14
School Governance.....	4	Equivalency Tests.....	17
Office Hours.....	4	<u>Testing</u>	
Arranging Meetings with Staff.....	5	CAHSEE.....	17
Student Services Contact Info.....	5	CAASPP/SBAC.....	17
Family Support Services.....	6		
Thrift Store.....	6		
Health Office.....	6		
SSC/PTO.....	7		
Family Resource Center.....	7		
<u>Ingenuity Policies and Procedures</u>			
Cell Phone Policy.....	8		
Zero Tolerance.....	8		
Nondiscrimination.....	8		
Sexual Harassment.....	9		
Inappropriate Familiarity.....	9		
Bullying.....	9		
Intervention Process.....	9		
Emergency Procedure.....	10		
Network Use Guidelines.....	10		
Dress Code.....	12		

Welcome to Ingenuity Charter School



On behalf of the staff of Ingenuity, I am proud to present the Parent/Student Handbook for the 2016-2017 school year. The staff at Ingenuity looks forward to working with your student this year. This handbook explains the philosophy of the school, the various programs offered to support academic achievement, safety procedures, promotion requirements and other general information. Please review this handbook carefully to make this a successful school year.

Our mission is to create a unique independent study school atmosphere in which children can thrive and grow as individuals. Our goal is for them to see themselves as an individual capable of great achievements, and as a part of a larger learning community at school. Our staff at Ingenuity prepares students to become productive citizens in the community and have healthy relationships with others. We emphasize that students must take personal responsibility for their actions, monitor and complete assignments, and be proactive in resolving conflicts.

Our Family Support Services department is available to provide additional social and emotional support to all students and their families. As you read this handbook, you will see that Ingenuity makes every effort to help students through the transition to become healthy, responsible young adults.

Students achieve most when their parents/guardians are actively involved with their education. I encourage you to visit your child's Resource Center, meet with the supervising teacher often, volunteer to help tutor students, attend monthly Parent Teacher Organization meetings, and visit our website and Schoology Parent Portal regularly to check for important events and to monitor your student's grades.

I look forward to meeting you personally at some time during the school year, and to working with you to help your child create and complete a successful academic path. Please feel free to contact me at (619) 263-3009, extension 2202 if you have any questions.

Sincerely,

Jonathan Dean, Ed.D.

Principal/Superintendent

Mission Statement

Ingenuity Charter School is a WASC accredited, community-oriented program, dedicated to fostering student centered academic achievement in a unique blended learning environment. We promote emotional and social growth and maintain a safe and secure learning environment for all enrolled students.

Ingenuity Charter School provides a personalized academic plan based on a student's learning style, academic need, and personal educational goals. We offer a variety of online course options, small group workshops, hands-on learning experiences, one-on-one tutoring, post high school planning, and community service projects to ensure each student has a well-balanced academic program.

Ingenuity Charter School's academic program draws on the efforts of motivated students, a talented and highly qualified faculty, and the ongoing commitment from the community to empower our students to become **Competent, Creative, and Collaborative, Critical** thinkers who effectively **Communicate** and are prepared to contribute to society.

The Ingenuity Charter School provides a multi-cultural, linguistically and racially diverse learning environment in which students experience educational equity and are encouraged to celebrate their own individuality.

School Governance

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

Members of the Board of Directors

Christian Scott, Chair

Timothy Katzman, Vice-Chair

Delano Jones, Secretary

Linda Logan, Teacher

Agnes Barrelet, Community Member

Shar De la Cruz, Financial Liaison

Cristina Mendoza, Parent Representative

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

Phone: (619) 263-3009 Ext. 2204

Email: angela.rawls@ofarrellschool.org

Office Hours

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

Arranging Meetings with Staff

If you wish to speak to your child's teacher, please contact him/her by email or by calling the supervising teacher directly. Communication and collaboration with parents is an integral part of your student's success in an independent study program. Also, feel free to contact any of the support staff.

Support Services Contact Information

O'Farrell Main Office (619) 263-3009

Dial the main office and request the following extensions:

Executive Assistant

Angela Rawls..... EXT. 2204

Health

Sergio Padilla.....EXT. 2210

Library

Karen Bishop.....EXT. 2229

F.S.S. (Family Support Services).....EXT. 2255

Ingenuity Office (619) 487-1163**Principal**

Tiffany DeGraffenreid..... (619) 487-1163

Blended Learning Teachers

Charity Harang..... (619) 487-1362

John Lee.....(619) 262-2046

Stephen Shilling..... (619) 269-9861

Special Education Teacher

Stephanie Hall.....(619) 487-1163

Clerk

Xochitl Jaramillo.....(619) 487-1163

Family Support Services

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

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

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

Thrift Store

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

Health Office

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

The following screening tests are done with students each year:

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

School Site Council (SSC) and Parent Teacher Organization (PTO)

Parent involvement is at the heart of our commitment to educate all children at Ingenuity. Yearly studies have shown that a child's success in school improves with parental involvement in their education. All parents have the opportunity to be on a decision-making team made up of other parents, teachers, and students. Ingenuity Charter School values your input and voice. If you have any questions about joining this team, please call Sergio Padilla at (619) 263-3009, ext. 2210.

Family Resource Center

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

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



Cell Phone Policy

Cell phone usage is not allowed on the school site at any time. Cell phones **must be turned off**, and not on vibrate or silent mode. Parents/guardians must only contact students by calling their teacher's number or the office number.

Staff will confiscate cell phones from students if they are seen or heard in class, or are being used by students at any other time without authorization. Students are not allowed to use their cell phones to take pictures or record in the classroom. If phones are confiscated, parents/guardians will be called the same day to pick up the confiscated item.

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

Zero Tolerance

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

- Use, possession or brandishing of a weapon. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type,

a dirk, dagger, razor, slingshot, any explosive or fireworks. Any object used in a dangerous manner will also be considered a weapon.

- Repeated incidents of fighting, violent acts, or causing serious injury to another person.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Found selling or furnishing controlled/prohibited substances. Possession or use of controlled substances will be recommended for expulsion on the third offense; if found in possession of tobacco expulsion will be recommended on the fourth offense.

Violations of these rules will result in suspension, expulsion, and/or police involvement. *Please refer to Zero Tolerance Contract for more details.*

Student Nondiscrimination

The O'Farrell Charter Schools, which includes Ingenuity Charter School, are committed to equal opportunity for all students in education. Any student who engages in discrimination of another students may be subject to disciplinary action up to and including expulsion. If a student/parent/guardian feels that discrimination has occurred should immediately contact a teacher for resolution.

Sexual Harassment

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

Inappropriate Familiarity

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

Bullying

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

Intervention Process

In accordance with state regulations, all students must be assessed and their needs addressed in a timely manner.

Teacher assesses student pace, grade in classes, attendance, NWEA scores and other assessments to determine program validity and intervention needs.

Teacher identifies specific intervention needs and documents the intervention. Concerns may include: time management and weekly progress; attitude, behavior and attendance; learning gaps.

Learning gaps addressed with tutoring, alternative curriculum, and supplementary/remedial lessons.

Interventions may include any or all of the following:

- Teacher communicates initial concerns by phone and/or e-mail
- Formal student/teacher conference to make a plan for corrective action
- Written communication to parent expressing concerns and possible consequences
- Formal parent/student/teacher conference to make corrective plan and to assess program validity
- Home visit to re-establish communication, share concerns, and make corrective action plan
- Transfer/withdrawal conference

Emergency Procedures

Please see emergency procedures posted in student's specific resource center. This information will include exit strategies, earthquake drills, fire drills, and lockdown procedures. If you have any questions pertaining to emergency procedures at the learning center, please see the supervising teacher.

Network Use Guidelines

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

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

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

Dress Code

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

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

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

Shirts/Sweatshirts/Sweaters

- Shirts cannot have inappropriate writing of any kind, including ANY gang or drug references.
- No inappropriate logos that display drugs or alcohol.
- Refrain from wearing inappropriate shirts that are low-cut, revealing, see-through, and/or show your midriff.
- Shirts must cover bras, so do not wear any spaghetti strap tank or halter tops. Undergarments should not be showing.
- If you wear a sweatshirt with a hood, remember not to wear the hood on campus.

Shorts/Pants

- Make sure your pants are the appropriate length, are not baggy, and are not skin tight. Pants should not be "sagging."
- Shorts should not be shorter than mid-thigh length, and/or be revealing in nature.
- Jeans may not have excessive rips or tears in them.
- Pants/shorts cannot have inappropriate writing or logos of any kind, including ANY gang or drug references.
- No pajamas may be worn to school at any time.

Shoes/Socks

- Shoes must be worn in the classroom at all times. No slippers.
- Any color is acceptable, keeping in mind that your entire outfit cannot be more than 50% red, blue, or green.

Accessories

- Jewelry cannot have letter, numbers, or words.
- Hats, sunglasses, bandanas, and/or beanies are not allowed in class.

College Planning/Scholarships

Upon enrollment, Ingenuity students will benefit from our Naviance program. Naviance is a comprehensive college and career readiness solution for middle and high schools that helps to align student strengths and interests to post-secondary goals, and improve student outcomes. Our college planning tools allow students and families to make informed decisions about their options by comparing colleges and universities, exploring scholarship opportunities, tracking college applications, and making data-driven decisions based on real admissions results.

Community Service

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

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

Expectations

Academic and citizenship grades are based on Ingenuity's policies and Master Agreement requirements.

Academic Grading System		Citizenship Grading System	
A	90-100%	E	Excellent
B	89-80%	G	Good
C	79-79%	S	Satisfactory
Do Over	69% or less	N	Needs Improvement
		U	Unsatisfactory

Ingenuity Charter School's Paths to Success

University-Bound Students

This path is for students who plan to attend a four-year college or university (such as San Diego State University, or UCSD) after finishing high school. Some of the courses required for this diploma will vary based on which school the student plans to attend. If your child is interested in attending a university, please inform your child's teacher of these plans.

Four-year Path High School Diploma Requirements

	9 th	10 th	11 th	12 th
English (4 years)	English 1 and 2	English 3 and 4	American Literature 1 and 2	Senior/Advanced English (TBD)
Math (3 years min.)	Algebra 1 and 2 OR Integrated Math I	Geometry 1 and 2 OR Integrated Math II	Intermediate Algebra 1 and 2 OR Integrated Math III	Optional: Pre-Calculus
Social Science (3 years)		World History 1 and 2	US History 1 and 2	Government and Economics
Science (3 years)	Earth and Space Science 1 and 2	Biology 1 and 2	Physics 1 and 2 OR Chemistry 1 and 2	Optional
Foreign Language/ Fine Arts (3 years)	Spanish 1 and 2 French 1 and 2	Spanish 3 and 4	Spanish 5 and 6	Optional
Physical Education (2 years)	Independent Study PE	Independent Study PE	Optional	Optional
Electives	**will vary**	**will vary**	**will vary**	**will vary**
			Total credits	44

Community College and Career Bound Students

High School Diploma Requirements (Option 1)

This is a regular high school diploma that fulfills the requirements set forth by O'Farrell Charter Schools, which includes Ingenuity Charter School. The coursework required for this diploma enables a student to attend a community college, vocational school, or to gain full time employment.

	9 th	10 th	11 th	12 th
English (4 years)	English 1 and 2	English 3 and 4	American Literature 1 and 2	Senior/Advanced English (TBD)
Math (3 years min.)	Algebra 1 and 2 OR Integrated Math I	Geometry 1 and 2 OR Integrated Math II	Intermediate Algebra 1 and 2 OR Integrated Math III	Optional: Pre-Calculus
Social Science (3 years)		World History 1 and 2	US History 1 and 2	Government and Economics
Science (3 years)	Earth and Space Science 1 and 2	Biology 1 and 2	Physics 1 and 2, OR Chemistry 1 and 2	Optional
Foreign Language/ Fine Arts (2 years)	Spanish 1 and 2, French 1 and 2, Digital Arts 1 and 2, OR Art 1 and 2	Spanish 3 and 4	Optional: Spanish 5 and 6	Optional
Physical Education (2 years)	Independent Study PE	Independent Study PE	Optional	Optional
Electives	**will vary**	**will vary**	**will vary**	**will vary**
Total credits				44

California Requirement Fulfillment High School Diploma (Option 2)

This diploma fulfills the minimum requirement for a high school diploma in California. It is considered an adult diploma, therefore, a student must be 18 years of age to earn it.

	9 th	10 th	11 th	12 th
English (3 years)	English 1 and 2	English 3 and 4	American Literature 1 and 2	Optional
Math (2 years min.)	Algebra 1 and 2 OR Integrated Math I	Geometry 1 and 2 OR Integrated Math II	Optional: Intermediate Algebra 1 and 2 OR Integrated Math III	Optional
Social Science (3 years)		World History 1 and 2	US History 1 and 2	Government and Economics
Science (2 years)	Earth and Space Science 1 and 2, Physics 1 and 2, OR Chemistry 1 and 2	Biology 1 and 2	Optional	Optional
Foreign Language/ Fine Arts (1 year)	Spanish 1 and 2, French 1 and 2, Digital Arts 1 and 2, OR Art 1 and 2	Optional: Spanish 3 and 4	Optional: Spanish 5 and 6	Optional
Physical Education (1 year)	Independent Study PE	Optional	Optional	Optional
Electives	**will vary**	**will vary**	**will vary**	**will vary**
Total credits				26

High School Diploma Equivalency Tests

HiSET

The state of California is now offering the HiSET, which is a low-cost high school equivalency test. This test is an alternative option to the GED, and is recognized as its equivalent. In order to be eligible to take this test, students must be a minimum of 17 years and 10 months of age. Students are tested in five core subject areas and we will provide preparation for this test if a student is interested in taking it. Talk to your teacher for more information or visit the following website: <http://hiset.ets.org/>.

GED

The GED is a nationally recognized computer based high school equivalency test that is available for students who are a minimum of 17 years and 10 months of age. Students are tested in four core subject areas. Talk to your teacher for more information or visit the following website: <https://ged.com/>.

Testing Information

CAHSEE

CAHSEE is aligned to the standards in English/Language Arts through grade 10 and Mathematics through Algebra 1-2. All students must pass the California High School Exit Examination (CAHSEE) to receive a diploma in the state of California. The examination is based on the California State Content Standards for English Language Arts and Mathematics. All the tenth-graders are required to take the exam in the spring. If either or both of the English Language Arts and Mathematics portions of the test are not passed, the student will continue to retake the parts not passed during grades 11 and 12 until both parts have been passed.

CAASPP/SBAC/CST

The California Assessment of Student Performance and Progress is a mixture of online and paper assessments administered to students to measure academic growth. SBAC is the Smarter Balanced assessment given through an online platform. This tests is administered to grades 3-8 and 11. The CST (California Standards Test) is given to students in grades 5, 8, and 10 in Science. These assessments will take place in the spring semester of each school year.