

# WCCHS STUDENT HANDBOOK

*Authenticity, Connection, Engaged Learning*



Student Rules, Academic Policies, and Course Planning Guide  
Fall 2009

# STUDENT HANDBOOK

*Notice, Choose, and Act.*

777 Sonoma Ave  
Richmond, CA 94805  
[www.wcchschoool.org](http://www.wcchschoool.org)

PHONE: 510-230-4105

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2009-2010

**College Board Number:** 054193

**CDS Number:** 07-61796-01135352

**Charter Number :** 0942

## **Administration:**

Gary Einhorn, Educational Director

Kristin Kirkman, Administrative Director

Victoria Purdy, Board President

**Weekly Homework Assignments listed at:**

[www.wcchschoool.org](http://www.wcchschoool.org)

**Check your grades in every class at:**

[www.gradebookwizard.com](http://www.gradebookwizard.com)

**Your login name:** \_\_\_\_\_

**Your password:** \_\_\_\_\_

Your Student ID Number: \_\_\_\_\_

## **WCCHS Facts:**

**Honor Code:** On my honor, I swear to respect my school, the staff, my peers and myself.

**Mascot:** White Tiger

**Colors:** Aqua and Silver

# TABLE OF CONTENTS

<i>Daily Schedule</i>	4
<i>Graduation Requirements</i>	5
<i>CSU and UC Subject Area Requirements</i>	6
<i>WCCHS “a-g” approved Course List</i>	7
<i>“a-g” classes pending approval</i>	7
<i>Contra Costa Community College Information</i>	8
<i>Four Year Education Plan</i>	9
<i>Sample Four Year Plan</i>	10
<i>Full WCCHS Course List</i>	11
<i>Course Planner</i>	12
<i>Academic Policies</i>	13
<i>Dress Code</i>	17
<i>Divisions</i>	18
<i>Student Rulebook</i>	19
<i>Judicial Consortium</i>	22
<i>Legislative Consortium</i>	22

## Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>9:00-9:35</b>	Homeroom	Homeroom	Homeroom	Homeroom	Pd. 1
<b>9:40-10:35</b>	Pd. 1	Pd. 1	Pd. 1	Pd. 1	
<b>10:40-11:35</b>	Pd. 2	Pd. 2	Pd. 2	Pd. 2	Pd. 2
	Pd. 3	Pd. 3	Pd. 3	Pd. 3	Pd. 3
School Meeting					
<b>Lunch 12:35-1:10</b>	lunch	lunch	lunch	lunch	lunch
<b>1:15-2:10</b>	Pd. 4	Pd. 4	Pd. 4	Pd. 4	Pd. 4
<b>2:15-3:10</b>	Pd. 5	Pd. 5	Pd. 5	Pd. 5	Pd. 6
<b>3:15-4:10</b>	Pd. 7	Pd. 7	Pd. 6	Pd. 6	Pd. 7

## Graduation Requirements

WCCHS meets graduation requirements of CA Ed Code 51225.3. Currently WCCHS is applying for UCOP approval for our courses which qualify for “a-g” credit. A list of approved courses is on page 7.

Every semester course is worth 5 credits. Graduating students must earn a minimum of 240 credits in subject matter, consistent with CA Ed Code 51225.3, in the following manner:

Three years of English at 9 <sup>th</sup> -grade level or above	30 credits
Three years of Math (with 10 credits at Algebra I or higher)	30 credits
Three years of History/Social Science, including one year of U.S. History & Geography; one year of World History, Culture, and Geography; and one semester each of American Government and Economics	30 credits
Two years of Laboratory Science, including one year of Biology and one year of Physical Science	20 credits
Two years of a Foreign Language	20 credits
One year of a Performing or Visual Art	10 credits
Two years of Physical Education	20 credits
One year of the Learning to Learn course (completed by end of 10th grade)	10 credits
One year of the Leadership course (completed by end of 11th grade)	10 credits
Four “Be The Change” semester-long projects, one completed each grade culminating in a senior graduation project	20 credits
Two years (or four semesters of) academic electives (additional English, Math, Social Science, or Science)	20 credits
Two years of free electives, taken from any class and may include internships, projects, and independent study courses	20 credits

In addition to course requirements, students must pass the California Exit Exam in Math and English Language Arts.

WCCHS reserves the option to modify graduation requirements for students with Special Needs where prescribed by their IEP; however, such modifications and accommodations will still be consistent with State Graduation Requirements.



## WCCHS “a-g” approved Course List

You also may view a list of our “a-g” courses from <https://pathways.ucop.edu/doorways/list>

### **a. History/Social Science**

US History

### **b. English**

English 9

English 10

English 11

English 12

### **c. Mathematics**

Algebra I

Algebra II

Geometry

Individualized Algebra

Pre-Calculus

### **d. Laboratory Science**

pending approval

### **e. Language Other than English**

Spanish I

Spanish II

Spanish III

### **f. Visual and Performing Arts**

Art

Introduction to Dance

Introduction to Drama

### **g. College Prep Elective**

Any additional course from the a-f list

Additional “g” classes are pending

## “a-g” classes pending approval

WCCHS submits all college-prep courses for “a-g” approval. We anticipate approval for the following courses this year and will continue to work with UCOP until the courses are retroactively approved.

**a. History/Social Science:** World History      Civics

**d. Laboratory Science:** Biology      Chemistry      Physics

**f. Visual and Performing Arts:** Advanced Dance

**g. College Prep. Elective:** Beginning Web Design      Advanced Web Design  
Creative Writing      Social Justice  
Judicial Consortium

LC, Learning to Learn, and Be the Change are not “a-g” courses but do count for credit towards graduation.

# Contra Costa Community College Information

www.cccco.edu

California Community Colleges are a great choice for high quality education at a low cost. The fee for the 2009/2010 school year is \$20 per unit (Additional expenses include books, parking, transportation, and health fees.)

Admission Requirements: Any one of the following:

- high school graduate;
- a person 18 years of age or older; or,
- “concurrently enrolled” high school student <--You are eligible!

The WCCHS calendar is synchronized with Contra Costa College where, through agreement, WCCHS students may take college classes. Follow the steps below to enroll. Open enrollment for high school students is from May 21st to August 14th.

1. Contact Gary Einhorn at school to verify that college classes are right for you.
2. Complete Contra Costa Admission Forms. You can do so online through [https://secure.cccapply.org/Applications/CCCApply/apply/Contra\\_Costa\\_CCD.html](https://secure.cccapply.org/Applications/CCCApply/apply/Contra_Costa_CCD.html)
3. Download concurrent enrollment form. You can do so online through <http://www.contracosta.cc.ca.us/admiss/ConcurrentEnrollment3-09.doc>
4. Choose classes to take via online schedule. You can do so online through <http://www.contracosta.edu/newIndex/schedulecatalog.htm>
5. Bring completed form to school office (777 Sonoma Street) for signature from either director.
6. School makes copy of form for records.
7. Take completed form to Contra Costa College. May need to pay small fee and/or take assessments.
8. Follow additional steps as outlined by the college. Contact the school office if you want help in finding possible carpool contacts.

## Four Year Education Plan

FALL	SPRING
Grade 9	
English 9	English 9
Learning to Learn	Learning to Learn
Mathematics	Mathematics
PE 9	PE 9
Bio or W. Hist	Bio or W. Hist
BTC or Elective	Elective or BTC
Grade 10	
English 10	English 10
Mathematics	Mathematics
Science	Science
Spanish	Spanish
Hist. or Elective	Hist. or Elective
BTC or Elective	Elective or BTC
Grade 11	
English 11	English 11
Mathematics	Mathematics
US History	US History
Leadership	Leadership
Req. Subj or Elective	Req. Subj or Elective
BTC or Elective	Elective or BTC
Grade 12	
English 12	English 12
Civics	Economics*
Req. Subj or Elective	Req. Subj or Elective
Req. Subj or Elective	Req. Subj or Elective
Req. Subj or elective	Req. Subj or Elective
BTC or Elective	Elective or BTC

### WCCHS

#### Graduation Requirements

<u>Subject</u>	<u>Credits</u>
English	30
Math	30
Science	20
Social Science	30
Physical Ed.	20
Fine Arts	10
Language	20
Be the Change (1 semester per year)	20
Learning to Learn	10
Leadership*	10
<u>Electives</u>	<u>40</u>
TOTAL:	240

Must pass the CA High School Exit Exam (CAHSEE) to meet graduation requirements

\*Leadership counts towards Economics

#### COLLEGE REQUIREMENTS

##### California State Universities

4 years English  
 3 years College Prep Math  
 2 years Lab Science  
 1 year World History  
 1 year U.S. History  
 1 year Visual/Performing Art  
 2 years Language  
 1 year other Academic Electives

##### Universities of California

4 years English  
 3 years College Prep Math (4 recommended)  
 2 years Lab Science (3 recommended)  
 1 year World History  
 1 year U.S. History  
 1 year Visual/Performing Art  
 2 years Language (3 recommended)  
 1 year other Academic Electives

## Sample Four Year Plan

<b>9th Grade FALL</b> 1. <u>Learning to Learn</u> 2. <u>English 9</u> 3. <u>Algebra 1</u> 4. <u>9 PE</u> 5. <u>Intro to Drama</u> 6. <u>Biology</u> 7. <u>Academic Support</u>	<b>9th Grade SPRING</b> 1. <u>Learning to Learn</u> 2. <u>English 9</u> 3. <u>Algebra 1</u> 4. <u>9 PE</u> 5. <u>Be the Change</u> 6. <u>Biology</u> 7. <u>Academic Support</u>
<b>10th Grade FALL</b> 1. <u>English 10</u> 2. <u>Geometry</u> 3. <u>World History</u> 4. <u>Chemistry</u> 5. <u>Be the Change</u> 6. <u>Spanish 1</u> 7. <u>10 PE</u>	<b>10th Grade SPRING</b> 1. <u>English 10</u> 2. <u>Geometry</u> 3. <u>World History</u> 4. <u>Chemistry</u> 5. <u>Judicial Consortium</u> 6. <u>Spanish 1</u> 7. <u>10 PE</u>
<b>11th Grade FALL</b> 1. <u>English 11</u> 2. <u>Algebra 1</u> 3. <u>Leadership</u> 4. <u>Spanish 2</u> 5. <u>US History</u> 6. <u>Web Design</u> 7. <u>Extra Study Period</u>	<b>11th Grade SPRING</b> 1. <u>English 11</u> 2. <u>Algebra 1</u> 3. <u>Leadership</u> 4. <u>Spanish 2</u> 5. <u>US History</u> 6. <u>Be The Change</u> 7. <u>Extra Study Period</u>
<b>12th Grade FALL</b> 1. <u>English 12</u> 2. <u>Spanish 3</u> 3. <u>Pre-Calculus</u> 4. <u>Be the Change</u> 5. <u>Civics</u> 6. <u>Extra Study Period</u> 7. <u>Extra Study Period</u>	<b>12th Grade SPRING</b> 1. <u>English 12</u> 2. <u>Spanish 3</u> 3. <u>Pre-Calculus</u> 4. <u>Creative Writing</u> 5. <u>Economics</u> 6. <u>Extra Study Period</u> 7. <u>Extra Study Period</u>

### Checklist

- 6 Sem of English
- 6 Sem. of Math
- 2 Sem. of USH
- 2 Sems of World H
- 1 Sem of Civics
- 1 Sem of Econ.
- 4 Sem of Language
- 4 Sem of Lab Science
- 2 Sem of Art
- 4 Sem of PE
- 2 Sem of L2L
- 4 Sem of BTC
- 2 Sem. of Leadership
- 4 Sem of Ac. Electives  
(can be extra English, Math, or a "g" elective)
- 4 Sem of Anything else

## Full WCCHS Course List

*Courses in italics have been approved for "a-g" credit by UCOP (8/6/09)*

### YEAR-LONG COURSES

#### **English**

English 9  
*English 10*  
English 11  
English 12

#### **Mathematics**

*Individualized Algebra*  
*Algebra I*  
*Geometry*  
*Algebra II*  
Pre-Calculus

#### **History**

US History  
World History

#### **Foreign Language**

*Spanish 1*  
*Spanish 2*  
*Spanish 3*

#### **Science**

Biology  
Chemistry

#### **Specialized**

Learning to Learn  
Leadership\*  
AVID College Prep.

\*Leadership is a business class and counts as an Economics course for graduation requirements

### SEMESTER-LONG COURSES

#### **English**

Creative Writing

#### **Math**

Web Design  
Advanced Web Design\*\*

#### **Visual/Perf. Arts**

*Intro to Drama*  
Advanced Drama  
*Intro to Dance*  
Advanced Dance\*\*  
*Art*

#### **History**

Civics  
Social Justice\*\*

#### **Physical Education**

9th PE  
10th PE  
Mens Training\*\*  
Womans Training\*\*

#### **Specialized**

Be the Change  
Legislative Consortia  
Judicial Consortia

\*\*Not offered for Fall 09/10, may be offered in Spring

# Course Planner

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Meditation? \_\_\_\_\_

9th Grade FALL	9th Grade SPRING
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
10th Grade FALL	10th Grade SPRING
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
11th Grade FALL	11th Grade SPRING
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
12th Grade FALL	12th Grade SPRING
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____

- Checklist**
- 6 Sem of English
  - 6 Sem. of Math
  - 2 Sem. of USH
  - 2 Sems of World H
  - 1 Sem of Civics
  - 1 Sem of Econ.
  - 4 Sem of Language
  - 4 Sem of Lab Science
  - 2 Sem of Art
  - 4 Sem of PE
  - 2 Sem of L2L
  - 4 Sem of BTC
  - 2 Sem. of Leadership
  - 4 Sem of Ac. Electives  
(can be extra English, Math, or a "g" elective)
  - 4 Sem of Anything else

## Academic Policies

### Registration in Courses and Withdrawal

#### *A. Course Registration*

It is the responsibility of all students to select their next semester's courses with the assistance of their program coordinator.

\* Incoming students register for their first semester classes during the summer orientation period.

\* Currently enrolled students will be taken out of the community space or, when necessary, class-time, for course registration

#### *B. Course Registration Changes*

\* Add/Drop Period: students may add or drop a course continuously beginning with their individual starting times through the 3rd calendar week of the semester. A course dropped during this period will not be recorded on the student's transcript, and the student will receive full credit for the course they transfer to.

\*If a student changes classes within the 3-week add/drop period they will still receive full credit for the new class. **However, the letter grade does not carry over into new class.** All course changes must be approved by both directors, teachers of the classes involved, and the learner's parent or guardian, and no change is valid without the proper form

\* Withdrawal Period: students may withdraw from a course, with the instructor's and WCCHS Director's signatures, from the 3rd calendar week of the semester through the mid-semester date published in the academic calendar. Students who drop courses during this period will receive a grade of W (Withdrawn) for the course.

#### *C. Withdrawal from School*

Withdrawal can be either voluntary or administrative.

\* Voluntary withdrawal: a family who wishes to voluntarily withdraw their student from school at any time must meet with the WCCHS Director.

\* Administrative withdrawal: a student may be expelled from WCCHS as described in our discipline policy.

#### *D. Readmission after Withdrawal*

A student who has been suspended or dismissed from WCCHS must reapply and meet with the directors.

## Grading System and Transcripts

A letter grading system is used as a means of measuring as fairly as possible both the quality and overall performance of a student's work.

At any time in the grading period, parents and students may view their grades from the website: [www.gradebookwizard.com](http://www.gradebookwizard.com)

### *A. Calculating G.P.A.*

Effective Fall 2007, the following letter grades and assigned quality points are as follows:

Letter Grade	
A	4.000
B	3.000
C	2.000
D	1.000
F	0.000
INC *	0.000
___ **	0.000

\*Incomplete calculates as an F until final grade is received

\*\*Blank grade calculates as an F

Other grade symbols NOT included in quality point calculations are:

CR	Graduation Credit
P	Pass (added to graduation credits)
W	Withdrawn
Y	Year-long course in progress

## **To calculate your Grade Point Average (GPA) for a semester:**

1. Find the Grade Point Equivalent for each class grade.
2. Multiply the Grade Point Equivalent by the number of Credits
3. Add the Total Points earned for each course.
4. Add the Total Credits attempted in those GRADED courses (do NOT include credits in a course for which you earned a P or W).
5. Divide the Total Grade Points earned by the Total Graded Credits.

### *B. Grade Changes*

Final grades may be changed only when requested, in writing, by the instructor of the course. Final approval for a grade change must come from both Directors, and must be documented by the grade change form. No grade change is valid without the proper form.

### *C. Incompletes*

WCCHS allows for a grade of "Incomplete" for a class where a reasonable need for an extension of deadlines is determined by the classroom teacher. Please note that when courses are recorded as Incomplete, the addition of credits without points will result in a lowering of the grade point average. In other words, getting an Incomplete can place a student in jeopardy; it should not be viewed as a way to avoid getting a failing grade.

Students who are unable to complete course requirements within the allotted time due to significant extenuating circumstances may request a grade of Incomplete (INC) from the instructor of the course. Normally, an Incomplete is warranted only if a student is passing the course at the time the request is made. An Incomplete is averaged in the cumulative average as an "F," and must be resolved by the student as soon as possible, but not later than the last week of classes of the following semester.

### *D. Repeated Courses*

Students may repeat up to five courses in which they earned grades of C-, D+, D, or F. Both grades will appear on the transcript; however, only the second grade will be calculated into the cumulative grade point average. However, if a student takes a course a third time, the last two grades will be factored into the cumulative grade point average. The credits will only be counted once.

### *E. Continuing and Concurrent Education Courses*

Students who take concurrent courses at a community college or other institutions may have their credits count towards WCCHS graduation requirements at the transfer rate of 3.5 credits per unit of community college class.

To earn WCCHS credit for a course, a transcript or official from the concurrent institution must be presented to WCCHS Directors.

#### *F. Pass/Fail Option.*

Academic courses may not be taken for Pass/Fail credit; however, some non-academic credits, at the discretion of the instructor, may be taken as Pass/Fail. Pass/Fail classes will not count towards a student's GPA but they will still earn credit for the class.

#### *G. Honors*

Students with a G.P.A of 3.3 or higher will be placed on the Academic Honors list.

#### *H. Retention.*

Consistent with the District policy (BP 5123) of utilizing retention when students are in danger of lacking either the skills or credits necessary for graduation, WCCHS will promote to the next grade level students who pass with a 'D' or better in 4 or more classes including the 'core' classes in which the student is enrolled, (Core classes are defined as English, Math, Physical or Life Sciences, and Social Sciences.) All other students are subject to retention.

#### *I. Conditional Promotion.*

In cases where the student has not earned sufficient credits for promotion, but the Directors and teachers believe that promotion may be advantageous, WCCHS reserves the right to conditionally promote a student to the next grade laying out specific conditions that must be met to maintain status or be retained.

#### *J. Appeals*

Parents may appeal decisions regarding promotions and retentions to the WCCHS School Board by contacting any Board Member and having their case placed on the agenda for consideration at the next scheduled Board Meeting. Parents will have the right to have their case heard in closed session. Deliberations will be made privately.

### **Transfers**

WCCHS makes every effort to fairly consider the credits that students bring when they transfer to the school, within restrictions placed upon the school by State law.

#### *A. Earning Credits for students who attend WCCHS for less than full 18 weeks of the semester.*

Students who attend WCCHS for 4.5 weeks or less earn 0 credits/units.

Students who attend WCCHS for 4.5 to 13.5 weeks earn pro rated credits calculated as a fraction of the possible 5 credits for a full 18 weeks.

Students who attend WCCHS for greater than 13.5 weeks but less than 18 weeks will receive the full 5 credits upon passing each class.

Prior to the adoption of this policy, all students who exited WCCHS before the end of the semester will receive pro-rated credits from WCCHS

*B. Students who transfer into WCCHS in the middle of the semester.*

If a student enters WCCHS and we receive transcripts from previous schools we will transfer the credits/units the student has been given by that school assuming we can apply to a comparable to WCCHS approved subject area. Otherwise we will only give credit for course work done while enrolled at WCCHS.

Prior to the enactment of this policy students receive full credit for the classes they are enrolled in at the end of the semester and no credit for previous classes.

## Dress Code

Clothing should be suitable for successful learning. Gang attire is banned to protect the wearer of the clothing, students, staff, school and surrounding community. Shoes must be worn for safety. Examples of inappropriate dress (not allowed) are:

- Garments where the shoulders or torso are exposed (tank tops spaghetti strap tops, bare mid-drifts, undershirts, tube tops, vests without shirts). Shoulder straps must be at least 1 inch wide.
- Clothing with obscene words, pictures, or drug/alcohol-related words/pictures.
- Grills, hats, hairnets, or sunglasses indoors.
- Short shorts or short skirts.
- Sagging pants (pants worn below beltline).
- Belts with initials.
- Gang labels or area codes.
- T-shirts or hoodies that fall to knees.
- Any clothing that is predominately red or blue.
- Solid colored beads, shoelaces, or necklaces.
- Colored bandanas.

The dress code will apply to the school campus, including a five (5) block radius of the school or at any school functions on or off campus.

Note: If it is found that any attire is worn by local gangs, the administrative and educational directors have the right to ban said attire from being worn.

## Divisions

To encourage and reward autonomous learning, community-building, self-awareness and academic effort, students move through three divisions, Notice, Choose, and Act.

### **Students in CHOOSE Division:**

- May take an extra period of Community Space instead of a class.
- Use of room 106 Student-Work Space afterschool, lunch, and during community space time subject to guidelines for space.

### **Students in ACT Division:**

- All the benefits of CHOOSE
- Allowed to leave one class a week to work in community space, or room 106 (Must be in class at start and end of class and notify teacher of intent to work in another room. Responsible for all course material, homework, etc.)
- Off-campus lunch privilege. (May NOT get food for other students while off-campus)

**Abuse of any of these privileges can mean demotion from the division and a loss of all divisional privileges.**

# Student Rulebook

## ***PROTECTING THE GENERAL WELFARE OF THE WCCHS SCHOOL COMMUNITY***

### **010 Preamble**

010.0 All Community members are responsible for the general welfare of the school, through actions that contribute to preserving the atmosphere of freedom, respect, fairness, trust, and order that is the essence of the school's existence and to establishing a creative and positive learning environment for all.

010.1 All Community members must abide by all Federal, State, and Local laws. All community members must abide by West Contra Costa Unified School District policies. All WCCHS community members and guests must abide by all WCCHS rules while in the WCCHS Charter School.

010.2 The judicial system and all judicial bodies shall not discriminate against anyone based upon gender, ethnicity, age, social status, sexual orientation, or job position, or difference of ability.

010.3 It is the responsibility of all Community members to help enforce WCCHS rules.

010.4 WCCHS rules shall apply to all Community members and visitors before, during, and after the normal school hours of 8:00 am to 5:15 pm, including all after-school, weekend, or summer hours.

010.5 WCCHS rules and WCCUSD district policies also apply at all school sponsored events and field trips.

### **100 Safety Regulations**

100.0 Activities that present a real or potential danger to anyone's personal safety are prohibited.

100.1 Running, biking, and skateboarding is not permitted on campus. Rough-housing of any kind is not permitted at school in any location.

100.2 Students must obey the directions of yard-duty personnel before school, after school, during lunch and between classes.

100.3 All WCCHS students must participate seriously in all safety drills that are conducted.

100.4 For the safety of all participants, students must be within eyesight of a supervising teacher or yard-duty personnel at all times, including off-campus field trips. Those students in upper divisions (Choose and Act) may be granted some leniency with regard to this rule.

### **200 Personal Rights and Their Protection**

200.0 Everyone has the right to exist peaceably at school. No one may verbally or physically harass or put down another individual. Nobody may hit, punch or threaten to fight another individual.

200.1 No one may display a symbol or a sign or use language that is known at school to represent hatred toward a particular race, religion, gender, appearance, age, sexual orientation, differences of ability, or job position regardless of intent.

200.2 No one may knowingly instigate or encourage another student to violate the WCCHS rules. (For example: Encouraging someone else to fight or to say something mean to someone else.)

200.3 Students are not permitted to display gang colors, gang symbols, broadcast gang-affiliated music, or participate in hate-speech towards or about gangs.

200.4 Students are not permitted to exhibit gang behavior (claiming gang membership, flashing gang colors, showing gang signs, gang-tagging, writing gang names or signs on notebooks, making gang threats, or repeatedly discussing gangs).

200.5 Students are not permitted to exhibit cliquish behavior (associating only with a single group of friends, shunning others, and dressing in the same colors ).

200.6 Students are not permitted to disrespect community by pushing the limits of the dress code policy (regularly wearing red or blue or trying to get away with other dress code violations).

200.7 Cell phone use at WCCHS is forbidden. Using a cell phone on campus will result in having the phone taken away and returned to the student's parents or guardians.

200.8 iPod and other music players are not permitted during class unless explicitly instructed by the teacher. Use of iPods and other such music devices with the exception of cell phones, is acceptable during lunch while student is in the courtyard on Tuesday through Thursday. The Music device being used by student is to be a standard device that does not permit the student access to or the ability of texting, send-

ing messages or accessing the internet. Ipod Touch allows this and therefore is not a permitted device. Use of a music player prior to and after this given time and without teacher consent will result in the device being taken away and returned to the students parents.

200.9 Personal electronic gaming devices are not permitted on campus except with explicit permission by the supervising teacher.

200.10 Failure to surrender a phone, music player, electronic device or any other suspected contraband when asked, is a suspendible offense.

200.11 In order to keep the classrooms clean, gum-chewing is forbidden in the classrooms.

200.12 Students may not be in possession of drugs, alcohol, or tobacco on campus at anytime.

### **300 Protection of Private and Public Property**

300.0 All members of the community (students, teachers, staff, volunteers) must help keep the school clean and will participate in school-wide cleanings, classroom cleanings, and other cleaning activities when asked by a teacher, parent, or student leader.

300.1 Students may only use school computers with permission and may not install software onto computers unless directed to do so by school leadership. Students in higher levels (Choose and Act) may have less restrictions with regards to computers.

300.2 Other than teachers taking phones, electronic devices and players as specified in 200.4, 200.5, and 200.6, and/or dangerous contraband no one may take, steal, or borrow without permission, another person's property.

### **400.0 Discipline Policies**

400.0 Students committing any actions on the WCCHS list of suspendible behaviors may be suspended. Students who are suspended will be sent home that day and will begin their suspension the following day.

400.1 Students committing any actions on the WCCHS list of expellable behaviors (including receiving 3 suspensions within a school-year.) will have their case reviewed by an expulsion committee. If the committee decides to recommend expulsion a hearing will be convened as specified in the Charter.

400.2 Any student may report any student or any adult for rules violation to the Judicial Committee.

400.3 Failure to comply with the Judicial Committee verdicts and sentences may result in suspension and possible expulsion from the WCCHS.

400.4 No one may lie in any Judicial proceeding.

400.5 Jury members must report refusals to testify to the Judicial Committee who will investigate and take appropriate action, including, the possibly of, citation for contempt.

### **500 Academics**

500.0 Students must obey all classroom rules as decided by the classroom teacher.

500.1 Copying any portion of another student's work, or copying from any resource, and turning it in as ones own constitutes plagiarism and is forbidden.

500.2 If a teacher is 15 minutes late to a seminar without notice students must report to the Community Space to do other work without penalty in the class.

500.3 In designated work areas, students need to keep conversations and activities at a quiet level and be working on school related work.

500.4 As explained in the WCCHS discipline policy, being sent out of the classroom will result in an after school detention. Being sent out 5 times in the same year will result in suspension.

### **Rules Governing Use of the School's Facilities**

#### **1000 General Use of the School**

1000.0 Anyone wishing to modify the physical appearance of the school must obtain written permission by the School Board.

1000.1 Graffiti, damaging school walls or property, marking on desks, books, or walls is forbidden.

1000.2 Each student is responsible for cleaning up after him/herself and may be called upon to clean up the messes of others as said in 1000.4.

1000.3 If a room or area is badly littered, the Teachers, or a majority of the Judicial Chairs may close that room, or area, at any time and keep it closed for a specified period of time or until it has been cleaned.

1000.4 Everyone must participate in general cleanup when they are assigned to daily duty and as a member of the community at the monthly cleanups.

## **CONSEQUENCES**

### **WORKING GUIDELINES for SENTENCING**

**GOALS: Fair – Gives value back to the community – Helps the Student modify their behavior**

#### **Problem Solving prior to referrals...**

- ✓ Explain what you think the other Student is doing wrong. Be clear, polite, and honest. Make an “I” statement.
- ✓ Come right out and say something directly to the person breaking the rule. Point it out in the list of rules.
- ✓ Get another Student or Teacher to help you confront someone you’re intimidated by.
- ✓ Get a trained, peer counselor, if available.

#### **WCCHS Judicial Consequences**

- Community Service:
- Thoughtful and sincere apologies can be made in writing or in person, in school clean up, peer counseling, tutoring, assisting a teacher with (non confidential) paperwork, posting signs, educational projects, etc.

#### **After School Consequences**

- Failure to do the above community service in the described time period (this is NOT violation of rule 400.3) would automatically result in an after school consequence of 30-60 minutes, which may include any of the above community service. Parents will be notified of mandatory attendance. More serious offenses, repeat offenses for violating rules, and being sent out of the classroom on a purple slip could be immediately given an After School Consequence of 20 to 90 minutes, activity to be determined by supervising teacher. Parents would be notified of mandatory attendance. Students who were assigned the After School Consequence of 30 minutes for any reason who did not show and participate in the activity would automatically be reassigned to the next After School Consequences activity and their sentence would be doubled. (30 to 60 minutes, or 60 to 120 minutes) Additionally, there would be a mandatory parent/student/teacher/JC Clerk conference where parents and student would draw up a contract for appropriate consequences for the student’s failure to abide by judicial system consequences, including After School Consequences. The contract might include suspension from the WCCHS and will begin the discussion of transferring the student to another school if the student cannot begin to respect the judicial process of the WCCHS community.

#### **Out Of School Consequences**

- Serious violations of school rules where suspension is recommended to the Educational or Administrative Director by Judicial Committee. The Educational and Administrative Directors will review the case and give appropriate consequences.
- WCCUSD / State suspension violations reviewed and acted upon by the Educational and Administrative Directors.
- Suspension for repeated failure to serve JC sentences after parent/student/teacher/JC clerk contract is written.

## Judicial Consortium

The Judicial Consortium is there for you, the student, to help keep you safe. The JC serves three functions:

1. To enforce rules in the student rulebook
2. To provide support when sent out of class
3. To provide conflict mediation when there is trouble.

If students do not enforce the rules, then only teachers and administrators will (and you know the problems with that.) By using the JC, students can take part in keeping the school safe, drama free, and respectful.

To be in JC, you must be elected. Elections happen twice a year.

## Legislative Consortium

The Legislative Consortium is there to help make the school a great place to learn. They make rules in the rulebook that create a better learning environment. They also run the weekly school meetings to get ideas from students and lead the school with dances, fundraisers, and other ways to make the school better.

Students sign up for LC like a class.