

Rules Protecting the General Welfare of the ACLC 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 Alameda Unified School District policies, and Encinal High School rules when on the Encinal campus. All ACLC community members and guests must abide by all ACLC rules while in the ACLC 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 description.
- 010.3 It is the responsibility of all Community members to help enforce ACLC rules.
- 010.4 ACLC rules shall apply to all Community members and visitors before, during, and after the normal school hours of 8:00 am to 4:00 pm, including all after-school, weekend, or summer hours. Visitors must have a signed ACLC or Encinal pass in their possession.
- 010.5 ACLC rules and AUSD 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 and/or rough-housing are not permitted in the building. Rough-housing is not permitted at any school event regardless of the location.
- 100.2 No one may obstruct an entrance to the school, or any door or passageway used in the school.
- 100.3 Riding skateboards, scooters, roller blades, etc. in any ACLC area, inside or out, or on any school property (including the Encinal campus) is prohibited. (AUSD Policy)
- 100.4 All ACLC learners must participate seriously in all safety drills that are conducted.
- 100.5 For the safety of all participants, learners must stay and walk in a group (defined as within easy sight of the supervising facilitator) on all walking field trips outside the ACLC building. (e.g. walking to and from PE)

200 Personal Rights and Their Protection

- 200.0 Everyone has the right to exist peaceably at school. No one may verbally or physically harass 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, age, sexual orientation, or job description.
- 200.2 No one may knowingly disrupt another person's learning activities in the school. No one may disrupt a seminar given by a facilitator, learner or guest speaker.
- 200.3 Visitors are allowed provided they are not disruptive to the learning process, have a signed ACLC or EHS pass in their possession, or are under the direct supervision of an EHS staff member. Disruptive visitors will be asked to leave and may be referred to the ACLC Judicial Committee for further investigation. (Visitors are defined as non-ACLC students and guests) All visitors during the regular school day (8-4 pm) must register with the ACLC Office Manager. After the normal school day, all visitors must register with the facilitator or adult supervisor in charge.
- 200.4 Facilitators should act as guides to help Learners choose the way they would like to approach problems. If a learner feels violated, he/she has the right to give constructive criticism to Facilitators. Learners and facilitators learn together and should therefore treat each other with respect, and each have the right to give constructive criticism to the other.
- 200.5 Neither Learners nor Facilitators may alter or change another Learner's or Facilitator's work without his or her permission.
- 200.6 Learners are not required to participate on ACLC governance committees and Leadership class, or as an elected JC clerk or CCC leader, but neither Learners nor Facilitators have the right to refuse jury duty, service on the ACLC judicial committee, or participation in CCC and its requirements. JC committee service may be postponed or served in another way once, based upon hardship conditions. (projects due, just back from an illness, or scheduling conflicts, for example)
- 200.7 No one may knowingly instigate or encourage another learner to violate the ACLC rules. (For example: Encouraging someone else to fight or to say something mean to someone else.)
- 200.8 During school hours, including before school, after school, and during lunch, cellphones may only be used in the lobby or the ACLC outback area. On the EHS campus, they are not allowed and will be confiscated by EHS staff. In seminars, cellphones should be turned off or on vibrate mode. If you have to take an emergency call during seminar, please quietly dismiss your self from the room and go to the lobby or outback.

300 Protection of Private and Public Property

- 300.0 No one may litter or otherwise create a mess on any part of the Center or Encinal High School campus.
- 300.1 No one shall use another person's property without the owner's permission.
- 300.2 Activities that intentionally or unintentionally result in real or potential harm to property at school are prohibited.
- 300.3 People are responsible for their own property at all times. However, damaging, sabotaging or stealing anyone's property (Community or personal) is a prosecutable offense.
- 300.4 No one shall purposely or unintentionally damage, steal, sabotage, or destroy personal and/or Community property.
- 300.5 Chairs will not be used as foot rests. Stools may be used to rest one's legs, but no one shall rest one's feet upon a stool. No community member or guest shall put their shoes on the couches.
- 300.6 No one shall in any way abuse the animals of the Community. Overfeeding (or feeding without permission) is considered a form of abuse, as is mishandling and not signing them out.
- 300.7 Each individual is responsible for any ACLC materials he/she checks out. All items must be returned to their appropriate location in the same condition as they were checked out.
- 300.8 No one shall borrow, move, or alter any items within a Facilitator's work area without a Facilitator's permission.
- 300.9 If a computer is left unused for more than 5 minutes, a learner or facilitator who needs to use the computer (for school work only) must first save the previous learner's or facilitator's work, and then may use the computer. If they do not save the work for the absent learner or facilitator, or they use the computer for non-school stuff, they may be written up.

400 General Rules

- 400.0 The school prides itself on accommodating a large range of behavior by members of the Community, so long as the behavior of each person shows respect for every other person and for the school Community as a whole.
- 400.1 Physical or verbal intimidation, or any attempt to influence the impartial decisions of members of the Judicial Committee, ACLC jurors, or learners or facilitators filing a complaint within the context of their judicial work may result in suspension and possible expulsion from the ACLC.
- 400.2 Failure to comply with Judicial Committee verdicts and sentences may result in suspension and possible expulsion from the ACLC.
- 400.3 Violations of any of the AUSD's Group Two Behaviors (i.e. knives, guns, drugs, etc.) will be referred to both the ACLC Judicial Committee and to the ACLC Lead Facilitator with a referral for appropriate immediate consequences.
- 400.4 No one may lie in any Judicial proceeding.

- 400.5 Judicial Committee members must report refusals to testify to the Committee. The Committee will cite the individuals for contempt of the Community and will provide appropriate sentencing. No one will be required to provide self-incriminating evidence.
- 400.6 The school Community, acting through the Judicial Committee or the Facilitators may establish boundaries that limit the range of behavior permitted while a person is in attendance. Each individual is expected to act within these limits.
- 400.7 No one shall borrow parts from, move, turn off or on, or alter any learner's project without the builder's or a facilitator's permission.
- 400.8 All learners must register or sign in and out daily or have a signed contract and a log to verify their use of school time. No one may leave the ACLC during school hours unless they have a signed pass from a staff member. Failure to do so is grounds for suspension and/or dismissal.
- 400.9 All skateboards, scooters, roller blades, etc, must be stored in the appropriate place during school hours. (8-4 pm and open nights until 8 pm) Skateboards, scooters, roller blades, etc., not placed in the appropriate area will be confiscated and referred to the JC for appropriate consequences. High school learners may walk their skateboards off campus for use at lunch.
- 400.10 No learners may park their cars in the spaces behind the ACLC building.
- 400.11 Bicycles must be locked outside of the building and not obstruct entrances. No bicycles are allowed in the building.
- 400.12 All items left in the refrigerator must have the owner's name on them. Food and drink contents left in the refrigerator beyond the end of the school week shall be discarded without notice.
- 400.13 When learners, guests, or facilitators are informed that they are breaking a school rule by a facilitator, another learner, or any community member, the person violating the rule must treat the person informing them of the rule violation with respect. Failure to follow the rules after being informed of a rule violation by anyone is a serious offense to the community.
- 400.14 The ACLC is a closed campus for 6th, 7th and 8th graders. 6th, 7th and 8th grade learners may not leave campus at any time during school hours including lunch.
- 400.15 ACLC phones are for the use of ACLC staff members to do their work. Learners must obtain permission to use the phone of an ACLC staff member. The ACLC staff member who allows a learner or others to use the ACLC phones must remain at the phone during the permitted phone call. Learners or others using ACLC phones without a staff member present shall be referred to the judicial committee for appropriate consequences.
- 400.16 If a facilitator is 15 minutes late to a seminar (based upon the facilitator's and learner's agreed upon starting time) learners can consider the seminar cancelled and are free to leave the seminar to do other work without penalty in the class.
- 400.17 All conversations, discussions, sentences or anything that goes on in a Judicial Proceeding may only be discussed in JC unless the person being sentenced opens a dialogue outside the proceeding.
- 400.18 Learners and facilitators may neither dispose of recyclable materials in trash bins, nor dispose of unrecyclable materials in recycling bins. Recyclable materials include all kinds of paper, cardboard, cans and bottles.

Rules Governing Use of the School's Facilities

1000 General Use of the School

- 1000.0 Anyone wishing to modify the physical structure of the school, in a not easily reversible way, must obtain prior approval Leadership.
- 1000.1 Food and drink may be consumed in the Lobby and the outside area only. Substances defined as food consist of material made up of proteins, carbohydrates, water, and fats used in the body of a Learner or a Facilitator to sustain growth, repair, and vital processes and to furnish energy. This includes candy.
- 1000.2 Fund-raisers selling food or drinks will be restricted to the lobby or outside area and must be approved by Leadership.
- 1000.3 Each learner is responsible for cleaning up after him/herself.
- 1000.4 If a room or area is badly littered, the Facilitators, or a majority of the Judicial Chairs may close that room at any time and keep it closed for a specified period of time or until it has been cleaned.
- 1000.5 Everyone must participate in general cleanup when they or their CCC groups are assigned to daily duty and as a member of the community at the monthly cleanups.
- 1000.6 In designated quiet work areas, learners need to keep conversations and activities at a quiet level and be working on school related work.

1050 Technology

- 1050.0 All ACLC technology must be used for school purposes only.
- 1050.1 Games or chatting (e.g. My Space and message boards) are not allowed on school computer equipment. Limited resources need to be protected for school use.
- 1050.2 Personal laptop computers may not be used in the Center.
- 1050.3 Learners shall not bring in any applications into the center on any medium without prior approval from the lead technology facilitator.
- 1050.4 Computer programs with sound must be kept to a volume low enough so as not to disturb Learners or Facilitators working nearby. These programs will not be used in the quiet areas, or if used in these areas, headphones must be used.
- 1050.5 Any person playing prerecorded music on a computer must use headphones.
- 1050.6 No one shall leave a computer for more than five minutes without first logging off and cleaning up his/her belongings. Those who fail to adhere to this policy, relinquish their right to that computer, and another Community member may shut down their program, log them off, and start his/her own work. As a courtesy, all Community members faced with this situation must first attempt to save the work in question before logging on.
- 1050.7 Learners and Facilitators may not tie up scarce resources with activities that could be carried out in other, more appropriate locations. Negotiations are appropriate for deciding who needs a particular piece of technology equipment. The learner least in need must respectfully allow the other learner to use the computer or other piece of equipment.
- 1050.8 Tech helpers and other designated Community members must follow the rules and guidelines specified.
- 1050.9 All Learners must sign and abide by the District Technology Agreement. Going to a porn site, hate site, or a site with extreme violence is grounds for dismissal from the

ACLC (District Tech Agreement) Please let a facilitator know if you have accidentally ended up at one of these sites.

- 1050.10 Executables may not be downloaded from the Internet. Media files may only be downloaded for school related purposes. This is considered network vandalism and is a serious offense.
- 1050.11 The Internet is to be used for school projects and research. Personal Internet use to check email is limited to 10 minutes or less, as long as no other learner needs the computer for school related work. (My Space may not be used as an email provider at school.)

1100 Use of the ACLC Facility

- 1100.0 All rules regarding use of the main room will be respected. Leadership shall yearly review the rules for the main room and make them known to the community.
- 1100.1 No blue or pink chairs of any kind may be in the lobby. No furniture may be taken outside the building without prior approval.
- 1100.2 The couches in the quiet area are designed as quiet work areas. Only soft talking is permitted in these areas.
- 1100.3 The large couch area is a work area for either teams or individuals. Socializing in this area is not permitted.
- 1100.4 The lobby is to be used for reasonable breaks. Games (e.g. board games and cards) may be played in the lobby or outside only. Food may be consumed in the lobby or outside area only.
- 1100.5 The lobby is open for breaks and eating, but must not be left dirty or messy or it will be closed.
- 1100.6 Disruptive and/or loud activities must not occur in the lobby. Relative quiet for the adjoining seminar and conference rooms must be maintained.
- 1100.7 Special rules governing rooms other than the main room are as follows. Conference Room, Seminar Room, Collaboration Cove: rooms may be used with facilitator permission for only the following reasons: Seminars or classes, viewing school-related videos, approved team meetings, quiet work and presentations. Digital Video Studio and Green Room – Appropriate DVS classroom activities only. Prototype Room – Appropriate school work with facilitator approval.
- 1100.8 All nonacademic activities (break activities such as eating, doing hair or make-up, or playing games must be conducted quietly in the lobby or outside.)

1200 Use of the Outside Back Area (as defined by the painted blue lines)

- 1200.0 Use of the outside area before and after school, and during lunch is permitted. Learners are expected to keep this area clean.

- 1200.1 During normal school hours, all Learners must stay within appropriate boundaries. (blue line) Failure to do so will result in a judicial referral and possible suspension of outside privileges.
- 1200.2 Each learner is responsible for cleaning up after him/herself. The outside area is open for lunch but will be closed if left messy.
- 1200.3 Rough-housing is not permitted in the outside area.

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CONSEQUENCES WORKING GUIDELINES for SENTENCING

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

Problem Solving prior to referrals...

- Explain what you think the other Learner 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 Learner or Facilitator to help you confront someone you’re intimidated by.
- Get a peer counselor.

ACLIC Judicial Consequences

In School Consequences

Similar to what goes on now, apologies, in school clean up, peer counseling, posting signs, educational projects, etc.

Failure to do these consequences in the described time period (violation of rule 400.2) would automatically result in an after school consequence of 30 minutes during the prescribed After School Time Period (Monday 3-4 pm) Parents would be notified of mandatory attendance.

After School Consequences

More serious offenses or repeat offenses for violating the same rule could be immediately given an After School Consequence of 30 or 60 minutes, activity to be determined by supervising facilitator. Parents would be notified of mandatory attendance.

Learners who were assigned the After School Consequence of 30 minutes for failure to serve In School Consequences 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/learner/facilitator/JC Clerk conference where parents and learner would draw up a contract for appropriate consequences for the learner's failure to abide by judicial system consequences, including After School Consequences. The contract might include suspension from the ACLC and will begin the discussion of transferring the learner to another AUSD program if the learner cannot begin to respect the judicial process of the ACLC community.

Out Of School Consequences

Serious violations of school rules where suspension is recommended to lead facilitator by Judicial Committee. Lead facilitator will review the case and give appropriate consequences.

AUSD / State suspension violations reviewed and acted upon by Lead Facilitator.

Suspension for repeated failure to serve JC sentences after parent/learner/facilitator/JC clerk contract is written.

Adopted by ACLC Leadership and ACLC Governing Board 3/10/02