

**Rules Protecting the General Welfare
of the ACLC School Community
2017-18**

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 ACLC community members and guests must abide by all ACLC rules.

010.3 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 visitor pass.

010.4 ACLC rules and CLCS 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 is not permitted anywhere except the blacktop, which includes the basketball courts.

100.15 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 is prohibited. High school Learners may walk their skateboards off campus for use at lunch.

100.4 All ACLC Learners and facilitators 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).

100.6 All school or personal pets must be contained. They may only be let out if everyone in the area approves.

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. For example, mockery and ridicule is against the rules.

200.1 No one may display a symbol or a sign or use language, dress, or act in a way that is known at school to represent hatred or mockery 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, defined as non-ACLC students and guests, are allowed provided they are not disruptive to the learning process. Visitors under the age of 18 must call in advance, and *all* visitors during the regular school day (8am-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. Disruptive visitors will be asked to leave.

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 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.)

200.7 Learners must respect the community by refraining from intimate physical affection while at school. Acts prohibited by this rule include but are not limited to: kissing, cuddling, grabbing, and lap-sitting. Learners who witness this behavior should first ask for the behavior to stop, and if that doesn't work, should then report it to the floor facilitator and write up the case for JC. This rule should be fairly and consistently enforced.

200.8 Fragrance spray, (Axe, perfume, cologne, etc.) may not be sprayed indoors at any time.

300 Protection of Private and Public Property

300.0 No one may litter or otherwise create a mess on any part of ACLC School campus.

300.1 No one shall purposely or unintentionally use, damage, steal, sabotage, or destroy personal and/or school property.

300.15 Learners must keep all personal belongings on their person, in their lockers, or in classrooms (with the permission of the facilitator) at all times.

300.2 No community member or guest shall put their shoes on the couches/chairs with a cloth cover.

300.3 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.

300.4 Learners are not allowed behind Facilitator's desk without the Facilitator's permission.

300.5 Water dispensers may only be used for drinking. Learners are to have a cup or water bottle to collect water in for drinking (learners may not drink from their hands, no washing or dumping used water in the dispenser).

400 General Rules

400.0 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.

400.1 10th-12th grade Learners with Off-Campus Contracts (OCCs) must sign in and out daily and have a signed contract and a log to verify their use of school time. No one may leave ACLC during school hours without being signed out by their parent or guardian (high-school Learners may leave campus for lunch). Violating these rules is grounds for referral to JC and/or suspension.

400.15 A learner who is presented with an immediate consequence form and sincerely believes him or herself to be innocent of the charge cannot be forced to sign.

400.2 All skateboards, scooters, roller blades, etc, must be stored in the appropriate place during school hours. (7:30am-4 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.

400.3 No Learners may park their cars in the parking lot.

400.4 Bicycles must be locked outside of the building and not obstruct entrances. No bicycles are allowed in the building.

400.5 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 or during ACLC's lunch. They may only leave for a school sanctioned event. All Learners must return to ACLC before the start of the next period.

400.6 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 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.

400.7 If a Facilitator is 10 minutes late to a seminar and has not sent their lesson plan to the Learners, then the Learners can consider the seminar cancelled and are free to leave the seminar to do other work without penalty in the class.

400.8 Community members cannot play sports, defined as a game or activity in which Learners or Facilitators are put into danger from airborne objects, during the lunch period and passing period.

400.9 Facilitators are obligated to post a schedule of the times when they are free to meet with learners in the center at the facilitator desk

500 JC Rules

500.0 Learners are not required to participate on ACLC governance committees and Leadership class, or as an elected JC clerk, 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, based upon hardship conditions. (Projects due, just back from an illness, or scheduling conflicts, for example)

500.1 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 ACLC.

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

500.3 Violations of any of the Alameda Unified School District's (AUSD's) Group Two Behaviors (i.e. knives, guns, drugs, etc.) will be referred to the ACLC Lead Facilitator.

500.4 No one may lie in any judicial proceeding.

500.45 If asked, a community member must state their name for the purpose of write-ups.

500.5 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.

500.6 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.

500.7 The judicial system and all judicial bodies shall not discriminate against anyone based upon gender, ethnicity, age, social status, sexual orientation, or job description.

500.8 No one may leave the JC waiting area after being called in to JC until the clerks dismiss you from the proceeding.

500.9 No community member may bypass JC by bestowing consequences unto others for alleged infractions of the ACLC rules (in junction with rule **500.3**).

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 by Leadership.

1000.1 Food and drink may be consumed in 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.

1000.15 Open food or drink is not allowed in the Center except near the microwave for the sole purpose of heating food.

1000.2 Fund-raisers selling food or drinks during school hours, including lunch, will be restricted to the outside area and must be approved by Leadership.

1000.25 Groups/clubs/bevies can eat in the Center during meetings. Bevy leaders and members must clean up the area that they held their meeting in. Bevy leaders can be written up if the group's eating area is not cleaned. Bevy leaders must have a roll sheet of their group members present. Bevy leaders must kick out (Write up with further notice) other learners who are not in the bevy but eating in the Center.

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 Clerks 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.

1000.7 Waste must be put in the correct color coded bins: Please see the signs posted for a list of what goes in each bin.

1000.8 If a waste bin is removed from the area it belongs it must be returned to its designated area as demarcated by the posted posters.

1000.9 All school forms are to be used only for intended purposes, and any other use - microwaving food, cleaning up mess, etc. - is prohibited.

1050 Technology

1050.0 Technology, including personal electronic devices, may be used for school-related educational purposes only while in school buildings.

1050.1 Games or chatting (e.g. Facebook and message boards) are not allowed on school computer equipment. Limited resources need to be protected for school use.

1050.2 Printers may only be used for educational purposes.

1050.3 Learners shall not bring in any applications (e.g., games, programs, etc.) into the center on any medium without prior approval from a Facilitator.

1050.4 Music and other sounds from electronic devices may not be played at a volume that can be heard by others.

1050.5 Before logging someone off a computer, a community member 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 they may be written up.

1050.6 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.

1050.7 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. Please let a facilitator know if you have accidentally ended up at one of these sites.

1050.8 Executable files 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.

1050.9 Internet can only be used for school-related educational purposes with the exception of email. Internet use to check personal email is limited to 10 minutes. A learner using a computer to check email must forfeit the computer to anyone who needs it for school related purposes.

1100 Use of the ACLC Facility

1100.0 All rules regarding use of the Center will be respected. Leadership shall yearly review the rules for the Center and make them known to the community.

1100.1 No furniture may be taken outside the building without prior approval.

1100.2 Food may be consumed in the center at lunch only during a special (school sanctioned) event, when it is raining, or during extreme weather conditions.

1100.3 Special rules governing rooms other than the Center are as follows: Learners who are on their free period are not allowed in the Quiet Area when there are classes in the Quiet Area.

1100.4 All nonacademic activities – break activities such as eating, doing hair or make-up, must be conducted outback .

1100.5 No advertisements are to be put in the boy's bathroom under any circumstance.

1100.6 All posters advertising events must be taken down three (3) school days after the event has taken place.

1200 Use of the Outside Area (The blue lines define the outback)

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 lines). 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.

1200.35 Sports, rough housing, or running is not allowed at any time in the Concrete Courtyard.

1200.4 No one may be outback without approved supervision (i.e., outback monitor, facilitator, etc.) during normal school hours.

1200.5 Learners may be in the Territory (grass courtyard) area next to the Center while classes are in session, (except to retrieve materials from their locker) for quiet activities only.

1200.6 Bikes may only be stored in the bike racks.

ACLC Judicial Consequences

Possible in school consequences include: Apologies, in school clean up, peer counseling, posting signs, educational projects, etc.

Failure to serve JC consequences:

- Failure to serve consequences in the assigned time period (violation of rule 500.2) would automatically result in an after school detention.
- Learners who were assigned detention for failure to serve In School Consequences but did not show would automatically be assigned two hours of detention.

Consequences for repeat offenders:

Parent conferences will be called for learners who continually break ACLC rules. A contract may be drawn up. The contract might include suspension from ACLC and may begin the discussion of transferring the learner to another program if the learner cannot respect the judicial process of the ACLC community.

Serious violations of school rules will be directly referred to Lead Facilitator. The Lead Facilitator will review the case and give appropriate consequences.