

**Rules Protecting the General Welfare  
of the ACLC School Community  
2021-2022**

**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 and you may not knowingly cause harm to a living animal if the animal is larger than your pinkie finger.

*100.1* Running is not permitted unless permission is granted by a staff member.

*100.2* Sports, rough-housing, or running is not allowed at any time in.

*100.3* Rough-housing is not permitted at school or at any school event, regardless of the location.

*100.4* No one may obstruct an entrance to the school, or any door or passageway used in the school.

*100.5* 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.

*100.6* All ACLC Learners and facilitators must participate seriously in all safety drills that are conducted.

*100.7* 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.

*100.8* 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.

*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, 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-4pm) 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* Leaders, facilitators, or anyone leading a class should act as guides to help learners choose the way they would like to approach problems. If a learner feels violated, they have the right to give constructive criticism to these class leaders.

*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.

*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** Each learner is responsible for cleaning up after themselves.

**300.2** Use of the outside area before and after school, and during lunch is permitted. Learners are expected to keep this area clean. The outside area is open for lunch but will be closed if left messy.

**300.3** No one shall purposely or unintentionally use (unless given permission), damage, steal, sabotage, or destroy personal and/or school property.

**300.4** Learners must keep all personal belongings either on their person or in their lockers or in a classroom (with permission of a facilitator) at all times.

**300.5** No community member or guest shall put their shoes on the couches.

**300.6** Each individual is responsible for any ACLC materials they check out. All items must be returned to their appropriate location in the same condition as they were checked out.

**300.7** Learners are not allowed behind a Facilitator's desk without the Facilitator's permission.

**300.8** 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** 9th-12<sup>th</sup> 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 without signing out). Violating these rules is grounds for referral to administration.

**400.2** A learner who is presented with an immediate consequence form and sincerely believes themselves to be innocent of the charge cannot be forced to sign.

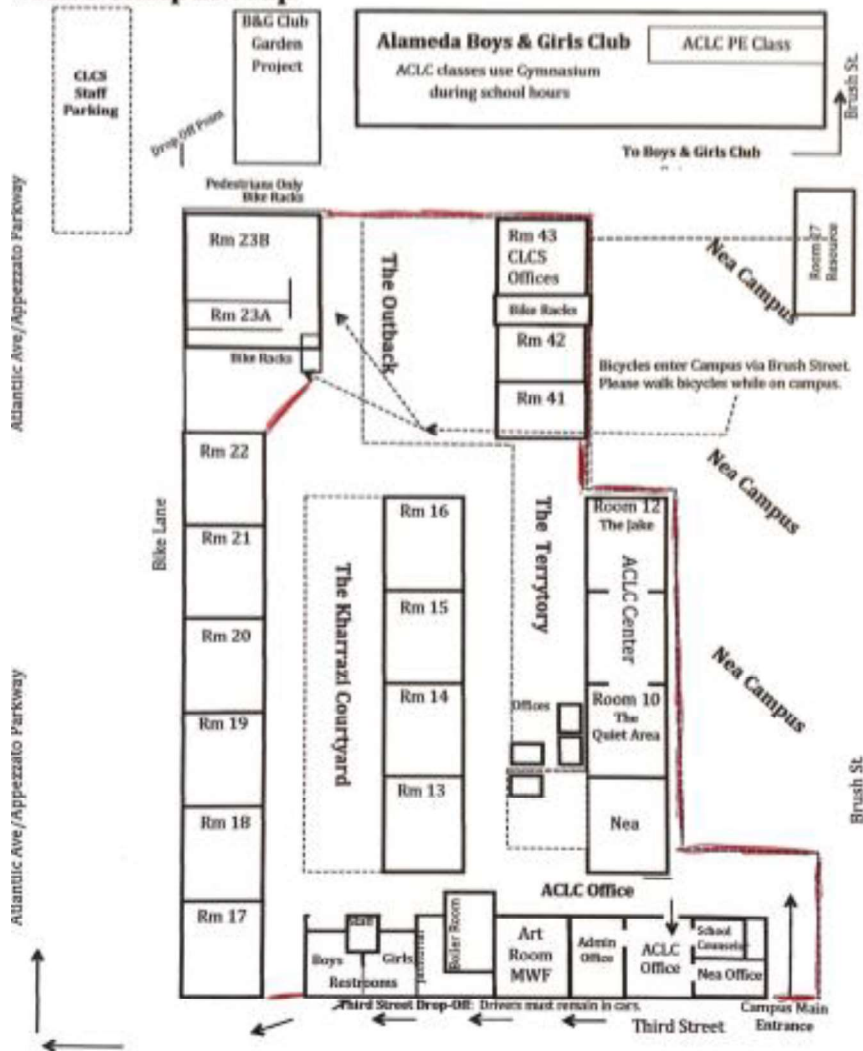
**400.3** All skateboards, scooters, roller blades, etc., must be stored in the appropriate place during school hours. (7:30am-4 pm) Skateboards, scooters, roller blades, etc., not placed in the appropriate area will be confiscated and referred to the JC for appropriate consequences. High school Learners may walk their skateboards off campus for use at lunch.

**400.4** Bikes may only be stored in the bike racks.

**400.5** Bicycles must not obstruct entrances. No bicycles are allowed in the building.

**400.6** During normal school hours, all Learners must stay within appropriate boundaries. Failure to do so will result in a judicial referral and possible suspension of outside privileges. A map showing the appropriate boundaries is below. Learners are not permitted to go beyond Room 23A and Room 43. They are to stay away from the bike rack during school hours. They are to stay off of Nea Campus.

## ACLCL Campus Map



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

**400.8** The ACLCL 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 ACLCL's lunch. They may only leave for a school sanctioned event. All learners must return to ACLCL before the start of the next period.

**400.9** ACLCL phones are for the use of ACLCL staff members to do their work. Learners must obtain permission to use the phone of an ACLCL staff member. The ACLCL staff member who allows a learner or others to use ACLCL phones must remain at the phone during the permitted phone call. Learners or others using ACLCL phones without a staff member present shall be referred to the judicial committee for appropriate consequences.

**401.0** 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.

**401.1** If a facilitator is 10 minutes late during a project period learners can write them up.

**401.2** 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. Sports, rough-housing, or running is not allowed at any time in the.

**401.3** Facilitators are obligated to post a schedule of the times when they are free to meet with learners.

**401.4** Learners can only hold one elected position, unless no other candidates are available (ex. if a Learner is a JC Clerk they cannot also be a Governing Board Representative).

## 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** If learners have a class during every Leadership period, Facilitators must, at their discretion, give Learners the ability to miss class once during a school year in order to attend a Leadership seminar.

**500.2** 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.

**500.3** Failure to comply with Judicial Committee verdicts and sentences may result in suspension from school

**500.4** Violations of any of the AUSD's Group Two Behaviors (i.e. knives, guns, drugs, etc.) will be referred to the ACLC administration.

**500.5** No one may lie in any judicial proceeding.

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

**500.7** Judicial Committee members must report refusals to testify to the administration.

**500.8** 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.

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

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

**501.1** 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 permanent 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.

**1000.2** Open food or drink is not allowed in the Center except near the microwave for the sole purpose of heating food.

**1000.3** Fundraisers selling food or drinks during school hours, including lunch, will be restricted to the outside area and must be approved by Leadership.

**1000.4** 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 groups 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.

**1000.5** Each learner is responsible for cleaning up after themselves.

**1000.6** If a room or area is badly littered, the Facilitators, or a majority of the Judicial Clerks may close that

**1000.7** In designated quiet work areas, Learners need to keep conversation and activities at a quiet level and be working on school related work.

**1000.8** Learners may be in the Terrytory (grass courtyard) area next to the Center while classes are in session, (except to retrieve materials from their locker) for quiet activities only.

**1000.9** Waste must be put in the correct color coded bins: Please see the signs posted for a list of what goes in each bin.

**1001.0** Any community member who leads an activity is to let the participants know which bin they are to put the waste from their activity through announcements, posters, or other methods of communication.

**1001.1** 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.

**1001.2** Use of designated Proposal Forms are to be used only for proposal purposes, and any other use - microwaving food, cleaning up mess, etc. - is prohibited.

## **1050 Technology**

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

**1050.1** No one is allowed to play video games anywhere on campus at any time except for at lunch, before, or after school.

**1050.2** 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.

**1050.3** Learners shall not use any applications (e.g., games, programs, ect.) that are not educational in the Center without facilitator approval. 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.

**1050.6** Learners and Facilitators may not tie up scarce resources with activities that could be carried out in other, more appropriate locations.

**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** Any files that may harm the computer may not be intentionally 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** 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 non-academic activities – break activities such as eating, doing hair or make-up, must not be conducted in the Center.

**1100.5** No advertisements are to be put in any bathroom under any circumstance.

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

## **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. Cases may be referred to the lead facilitator.

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