

LC/JC Manual



WCCHS Governing Board envisions a safe respectful community committed to a quality education recognizing and guiding students as individuals.

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WCCHS Philosophy

WCCHS strives to create a community of autonomous learners. Community means a place where everyone is respected and disrespect isn't allowed. People should have the right and ability to be themselves WITHIN THE CONTEXT OF LEARNING AND ENCOURAGING OTHERS TO LEARN. We believe that students put up walls of fear and judgment which causes more fear, disrespect, and sometimes bullying and violence. By getting to know each other, learning to appreciate and praise each other, true community can be created.

- Authenticity
 - Be authentic in praise and in criticism. Strive to find ways to be real without being unprofessional or harmful. Create safe spaces where students can “be real” without harming others.
- Engaged Learning
 - Lively lectures, interesting hands-on activities, compelling projects and assignments
- Connection
 - Listen to your students. Take time to understand them, to connect with them. Create an environment where everyone feels safe to be themselves and to connect to their passions.

Purpose of LC and JC

A unique aspect of WCCHS is its method of governance that incorporates the students and educators in a broad array of leadership functions. This approach is congruent with the WCCHS philosophy to teach students to be accountable for their choices and actions while at the same time learning to work as a team member of a larger community. Following is a description of WCCHS's unique student leadership opportunities, Legislative Consortium and Judicial Consortium.

Legislative Consortium:

The Legislative Consortium (LC) is made up of 15* students. Students enroll in the LC as they would in any other class, and they will earn Social Science credit by participating.

The LC is primarily responsible for promoting and creating rules in the community, making recommendations for changes in the school handbook, coordinating school activities and supporting the smooth operation of day-to-day affairs of the school community. Many functions such as coordinating field trips, notification of scheduling changes, and other facilitative and communication roles are best accomplished by the LC because they provide opportunities for students to engage in self-management and organization of their own learning community, which will also teach students life and business management skills.

Judicial Consortium:

The Judicial Consortium (JC) is comprised of six* clerks who are elected from among the students, according to criteria and procedures determined by the WCCHS Governing Board and staff, and one teacher selected by his/her teacher peers. JC members are elected for one-year terms that overlap by a semester so that experienced clerks can help train newer ones. The JC meets three times each week to consider issues related to infringement of rules codified in the Student Handbook developed by the Legislative Consortium.

The JC is responsible for enforcing the rules of the school by hearing cases submitted by students and teachers and then deciding on appropriate consequences to specific actions. In this role, the findings of the JC are binding on all parties involved and may result in further action, including suspension or expulsion, if not followed.

The scope and jurisdiction of various offenses including those within, and outside of, the jurisdiction of the Judicial Consortium is described in table below.

SUMMARY OF WCCHS DISCIPLINARY OVERSIGHT

Type of Offense	Under the Jurisdiction of	Type of Due Process
Violating student-made rules	The student body, teacher, and parents. Any community member may cite another member for violation of rules listed in the community rule book. Those accused enter a plea to JC and receive a verdict and consequence.	Judicial Consortium Appeal to JC Facilitator
Violating classroom rules	The Teacher	Teacher decisions, for the most part, cannot be appealed.
Suspension offenses, including violating JC consequences	Teachers, Educational Directors and Administrative Directors	Decisions regarding suspensions are under the authority of the Educational Director who may, after the fact, remove a suspension from a student's record.
Expulsion offenses, including multiple suspensions	Expulsion committee, consisting of two teachers, the Administrative Director, and the Educational Director, will meet to hear all evidence and produce a written recommendation either for or against expulsion.	Within 14 days of a recommendation to expel, the WCCHS Board must convene a hearing. The parents are permitted to bring evidence, witnesses, and an attorney to this hearing. Decisions to expel may be appealed within 30 days to the entire school membership.

Oath

I promise to respect myself, my school, and my classmates.

LC and JC classes

LC and JC classes meet three days a week to discuss school problems, plan meetings and events, and hold JC hearings.

Roberts Rules

When we make decisions in LC/JC classes, we always follow Roberts Rules. Roberts Rules is a system of decision making and meeting running that ensures that everyone has a voice and that decisions are voted on fairly.

When class meetings are in session, anyone may make a suggestion for the entire group. Suggestions are called "Motions" When motions are voted on, then they become the decision of the group.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Expectations of LC and JC members

LC and JC members have greater opportunities for leadership and a voice in the school. They also have greater expectations of conduct. Failure to live up the standards set for all LC/JC member can mean one of the following:

1. Probation: Usually reserved for first offenses—designates a period of time in which a mitigating action can be accomplished or other condition met.
2. Suspension: For more serious offenses, or failure to accomplish probationary action—student is suspended from LC/JC for a defined period of days (typically 1 week) Student must give back to school during LC/JC class sessions with an act of service and may not return to LC/JC until after a meeting with the facilitator and parents.
3. Removal: With the recommendation of the facilitator, the WCCHS teaching staff can vote to remove a student from LC/JC. A removal shows up as a dropped class on a student's transcript and appears on their disciplinary record. Removals can be appealed to the WCCHS board.

The following is a list of expectations for all LC and JC members:

1. Exemplify school conduct
2. Maintain good academic grades in all classes
3. Exemplify proper dress-code
4. Treat all students with respect—be kind to students of all ages, races, background, and character
5. Participate fully in school events

Legislative Consortium

Purpose

The LC is primarily responsible for promoting and creating rules in the community, making recommendations for changes in the school handbook, coordinating school activities and supporting the smooth operation of day-to-day affairs of the school community. Many functions such as coordinating field trips, notification of scheduling changes, and other facilitative and communication roles are best accomplished by the LC because they provide opportunities for students to engage in self-management and organization of their own learning community, which will also teach students life and business management skills.

Elections

From among those taking LC, students may run for school-wide offices of President or Secretary, and they are voted in during the Student Membership Community Meeting in April of the previous year. Ballots will be given to each student and teacher with the potential nominees' names and potential positions. Each candidate will be given a chance to speak prior to voting. The Administrative Director and Administrative Assistant will tally the votes. In case of a tie, a run-off election will be held. Ballots will only have the names of the two tied candidates and positions.

The term of office will be one year, with approximately half the consortium beginning their term in the Fall, and half in the Spring. To help ensure that new consortium members are well-informed and prepared, existing members are required to train incoming members. This group meets three days a week and works very closely with a teacher appointed by the Governing Board.*

Dances and functions

The LC can hold 2 dances a year which can be used to raise morale or money. Dances must be planned and scheduled at least 4 weeks in advance and may be cancelled by either school Director for any reason.

The procedures for throwing a dance or similar school event are as follows:

Changing Rulebook

The WCCHS rulebook is originally created by the WCCHS teaching staff and is often amended by the staff during the summer for the betterment of the community. At any time, the LC can ALSO move to make changes to the student rulebook

1. An LC member makes a motion to change a rule during an LC/JC class either on his or her own, or on behalf of another WCCHS student. The motion MUST include the full text of the new rule unless moving to remove a rule altogether.
2. The facilitator will be asked his or her opinion on the rule change as well as indicating whether or not the change will be approved by the teaching staff.
3. Following Roberts Rules of Order, the LC/JC class will discuss the rule change
4. When it is time to vote on the motion, ONLY the LC members may vote on a rule change.
5. When passed by the LC, the rule-change goes to the teachers for permission to present to the entire school.
6. Changes to the rulebook that are proposed by students must be voted on by the entire student body. After teacher approval, the new rule must be presented to the entire school at a schoolwide meeting within two weeks. (This allows time for LC and JC members to educate, inform, and campaign for the new rule.)
7. New rules may be voted in by the school by either written or voice vote as decided by the LC/JC President.

Selecting Rules to be enforced by JC

Ideally, all school rules, except for specific classroom rules and serious offenses, are to be enforced by the student body and brought to the JC as needed; however, as students get used to this system, only select rules are to be enforced by the JC. This list is determined by the LC and JC members prior to the beginning of school and must be posted all around school.

The list of rules overseen by the JC can be amended at any time during the schoolyear following the following procedures:

1. An LC member makes a motion to add or remove a rule from the list during an LC/JC class either on his or her own, or on behalf of another WCCHS student.
2. Following Roberts Rules of Order, the LC/JC class will discuss the rule change
3. When it is time to vote on the motion, ONLY the LC members may vote on a rule change.
4. When passed by the LC, the rule-change goes to the teachers for permission to present to the entire school.

Communication with Homerooms

It is the responsibility of the LC to communicate regularly with the students via the schoolwide meetings and homerooms.

While this is not a requirement, the LC should strive to:

- Conduct weekly surveys of the school to find out about important issues and suggestions for schoolwide discussions and rule changes
- Inform the school body weekly of upcoming events, changes to policies, reminders of policies and training.

Schoolwide meetings

Schoolwide meetings are an excellent time for the LC to raise school morale, educate, inform, hold school discussions, celebrate achievements, and discuss important topics. Meetings are held every Friday at noon. Procedures for holding meetings are as follows:

1. The Wednesday before a meeting, teachers must be notified of their duties and role at the upcoming meeting.
2. At 11:45, the Meeting set-up committee (which changes every month) is excused from class and goes to the gymnasium to set up chairs for the meeting
3. At 11:55, all students (including the set-up committee) goes to homeroom for attendance. All LC members, with teachers' permission, leave to go to the gym to finish set-up while the rest of the school remains in their homerooms.
4. When the gym is ready, the LC President will assign students to go to each homeroom to notify teachers to bring their students to the meeting.
5. Meetings are conducted by the President and Vice President using as many LC and JC members for assistance as possible.
6. In a typical four-week month, the meetings are designated as so:
 - a. 1st week: Park Day
 - b. 2nd week: Team-building games and discussion groups
 - c. 3rd week: LC/JC awards
 - d. 4th Week: Information day/ guest speaker or LC-led discussion
7. If there are 5 meetings in a month, the LC/JC can decide how best to use it.

Park Day Procedures

Once a month, the entire school goes to the Park for fun and games. To maximize time at the park, the procedures for going to the park are the same every month:

1. On the Wednesday before a Park Day, teachers must be notified of their supervision duties at the park.
2. On Park Days, students stay in their 3rd period class and will go to, and return from, the park with their third period teachers.
3. At 11:45, the set-up committee is excused early to get park equipment. 3 students will go to the park with an adult—the remainder of the group will excuse classes, one at a time, starting at noon.
4. Teachers are responsible for getting emergency packets for their classes and for ensuring that their class is supervised.
5. Teachers wait with their classes for an LC/JC member to give them permission to leave for the park.
6. While at the park, all school rules apply (no cellphones, ipods, must stay in eyesight of teacher, no fraternizing with non-WCCHS students.)
7. At 1:00, teachers must gather their students to return to school.

Judicial Consortia

Purpose

The JC is responsible for enforcing the rules of the school by hearing cases submitted by students and teachers and then deciding on appropriate consequences to specific actions. In this role, the findings of the JC are binding on all parties involved and may result in further action, including suspension or expulsion, if not followed.

Elections

The six JC clerks must be elected from those taking the JC class. All students within the class are listed on the ballot along with ONLY the following information: grade-level, favorite class, and plans following high school (name of college or career). The JC clerks will oversee JC arraignment hearings and maintain the JC database documenting student offenses and consequences. All JC class members will be introduced to the students at the start of a special schoolwide meeting (or, if preferred, during homerooms) prior to voting. Voting must be done by ballot using procedures decided upon by the JC/LC class.

Writing up a JC Offense

Posted all over schools is a list of offenses which, when violated, are brought to the JC for oversight. Any teacher or student may “write-up” any other teacher or student for a violation of policy which means, if deemed guilty, will be subject to consequence. Prior to writing up another teacher or student to the JC, the student or teacher MUST have tried to settle the matter in another way (usually communicating directly with the offending party asking them to stop whatever it is they are doing in violation of school rules.)

Students and teachers must use the JC form when writing up someone. This form includes space to indicate the number of the rule being violated, the details of the incident, witnesses, and actions taken prior to writing up. Completed forms are put in the JC clerk box in the school office.

Processing a JC Offense

When the JC clerk receives a completed slip, it is brought to the JC class and one of four actions can be taken:

1. The case can be dismissed for lack of evidence or lack of witnesses
2. The case can be dismissed because actions, as described in the form, do not constitute a violation of rule cited on the form
3. The case can be dismissed because the JC feels that the person who wrote up the offense did not take enough actions prior to bringing the matter to the JC.
4. The case can be heard in an arraignment hearing.

The decision to hear or dismiss a case is in the JC/LC class using Robert's rules. Only JC members may vote on JC offenses.

Arraignment Hearings

If the JC class decides to hear a case, a date for an arraignment hearing must be chosen (preferably within a few days of receipt of the write-up), and all witnesses must be subpoenaed along with the person who wrote up the offense, the person charged and FOUR members of the WCCHS community (including staff and teachers) chosen from a jury list. A JC clerk must hand deliver the subpoenas and document that everyone received one. Three JC clerks will be present at the Arraignment hearing along with the JC facilitator. If multiple hearings will happen on the same day, the same jurors and clerks may be used for all hearings. One JC clerk is designated the "lead clerk" for that day. One JC clerk is designated "the note-taker". The third clerk acts as a juror, but can offer help to the other two clerks.

The purpose of an arraignment hearing is to determine if there is enough evidence to CHARGE a student or teacher with a rule violation and to allow the accused to enter a plea. The JC must be careful NOT to charge a student with a rule violation unless they absolutely believe that there is enough evidence to warrant such an action.

The three JC clerks and four WCCHS members constitute the Jury for that hearing. In an arraignment hearing, the JC clerks direct the meeting, ask questions, excuse witnesses, call for votes, and take notes of the proceedings. Students are brought before the jury in the following order:

1. Person who wrote up the offense
2. All witnesses
3. The person accused of violating the offense.

Jurors are encouraged to ask questions of each witness and may even take notes of their own. The Lead Clerk calls each witness, encourages jurors to ask questions, and excuses the witness when time. At any time during the proceedings, if any clerk or juror believes that there may not be enough evidence to warrant a charge, he or she may move to dismiss the case. At that time, the Lead Clerk must call a vote.

Prior to the accused coming in, the Lead Clerk MUST call a vote to charge the accused with rule-violation. This is the main function of the Jury—to decide whether or not

to charge a fellow community member with a rule violation PRIOR to talking to that person. This vote must be unanimous and discussion is encouraged. The clerk will document the outcome of this vote.

If the Jury votes to charge, the clerk will inform the jury of the consequence usually given for this offense and there can be some discussion as to what the consequence should be in this case.

After the vote, the accused is brought in. If the jury voted to dismiss, he or she is notified of that and the case is dismissed. If the jury voted to charge, then the lead clerk must read the violation (s) to the accused along with the evidence against them. The accused is then asked to make a plea. It is the clerk's job to explain the plea options. Pleas can be as follows:

1. Guilty
2. Not-Guilty
3. No Contest (which means the person is not admitting guilt, but will accept consequences anyway.)

If the accused pleas guilty or no-contest, the Lead Clerk will inform them of their consequence and the Note-taker will document the date and time that consequence will be completed.

If the accused pleas not-guilty, then a trial must be set.

Trials

There are two reasons for a trial—a community member pleas not-guilty to a rule violation, or a student asks the JC to intervene in a “civil dispute”. (A civil dispute is one where no rule has been broken, but the two parties have a disagreement or dispute in need of an impartial judgment.)

Trials are conducted by the JC facilitator. The facilitator has 30 days in which to hold a trial. Nine community members are chosen for a jury along with 3 alternates. The LC President must present the prosecution argument. (in civil cases, there is no prosecution, each student presents their own side.) The accused may defend his or herself or ask another student (including a member of LC/JC) to act as defense counsel.

All students must be subpoenaed as in arraignment hearings. The room is set up so that the LC/JC class is in the audience, the facilitator acts as judge, the jury sits near the front of the room, and there is space for both sides to present their cases.

If either side believes a juror cannot be impartial, that juror is excused and an alternate takes their place. There must be a minimum of 7 jurors to have a case, otherwise a mistrial is declared and a new trial must be convened as soon as possible.

The prosecution presents their case first and calls witnesses. The accused has a right to cross-examine each witness.

The accused presents their case next and may also call witnesses. The prosecution has a

right to cross-examine each witness.

Both sides are allowed an opportunity for final arguments. Afterwhich, the jury is excused to a private room to deliberate. The Jury MUST reach a unanimous decision.

Conflict Mediation

An important role of the JC is to mediate conflicts between other students. Conflict mediation may often be presented to students in exchange for a lower, or no, consequence. Both parties MUST agree to conflict mediation and follow-up mediation discussions are usually required.

The main reason for conflict mediation is to reduce drama and to make agreements between students so that all parties can coexist peacefully. It is not to create best friends or to name one person a winner and another a loser. Disputes that require a judgement are to be handled in trials

The procedures for a conflict mediation are as follows

1. Establish Intent and Will
 - a. JC members meet with each party separately and ask that they want to participate in mediation and that they understand procedures and process
 - b. Both parties are told when and where mediation will occur and given a slip to show their teacher
2. Mediation begins: Establish Safety
 - a. At start of mediation, both parties are asked to agree to keep everything said at a mediation confidential except in cases where a person is in danger of being harmed.
 - b. Both parties are asked why they are participating in mediation and what they hope to get from mediation
 - c. Both parties are notified that the mediation will be ended if tempers are raised or anyone feels that the conflict is increasing.

3. Person A speaks, Person B listens
 - a. One of the parties goes first, describes his or her side of the events. These are just FACTS—things the person heard or saw directly.
 - b. JC member asks other party to repeat, without comment, so that person A knows that they are being heard.
 - c. Person A describes their JUDGEMENTS surrounding the event. These are things that they may have heard from others or assumed to be true. (so and so hates me, wants to fight me, etc.)
 - d. Again, second person repeats without comment.
 - e. Person A describes their FEELINGS about the event. (Usually fear, anger, sadness, etc.)
 - f. Again the other person repeats.
4. Person B speaks, Person A listens
 - a. Step three is repeated with roles reversed.
5. Negotiate Agreements
 - a. Here, the JC member helps the two parties come up with a set of actions and behaviors that both can agree to. This can be a very free-form discussion with brainstorming and counter-suggestions. Agreements might include:
 - i. Don't spread rumors about me
 - ii. Don't post things to my facebook page (or don't text me)
 - iii. Smile at me in the hallway
 - iv. Check in with me every week.
6. Space for apologies, appreciations, ownership
 - a. After agreements, both parties are usually much happier and some may want to apologize or take ownership for their part of the conflict. This should be encouraged, but not mandated.

Modifying this handbook

Changes to this handbook can be made at any time by the LC/JC class. Changes may be suggested as motions, discussed and voted upon. The LC/JC facilitator has veto power over any suggested changes.

Forms

On the following pages are forms to be used by students in conjunction with LC, JC, and school operations. Forms can be modified and added like anything else in this handbook.

JC Referral

Date: _____

Check one: Rule Violation
Request for Conflict Mediation
Civil Dispute

1. Name of person completing this form: _____
2. For rule violations, list the number or numbers of rule(s) that were violated:

3. What is the name of the WCCHS community member involved in this case:

4. What are the details of this case?(include a separate page if needed.)

5. What steps did you take BEFORE referring to JC?

6. What witnessed do you have to this event?

For JC Use only:

CASE NUMBER _____

Result: Dismissed/ Arraignment/ Mediation/ Trial

Consequence given (if any): _____

JC Clerk for this case: _____

Subpoenas

CASE NUMBER: _____

DATE: _____

Dear _____,

You have been asked to appear as a witness/defendant/juror for a JC CASE. Please come to room _____ at _____ AM/PM on _____. Please ask your teacher PRIOR to this hearing for permission to attend and notify the JC Clerk at the bottom of this Subpoena if you are unable for this case.

Sincerely,

JC CLERK: _____

LC petitions

Name of person completing this form: _____ Date: _____

Note: Petitions which are complaints against teachers are not handled by LC. Please refer to school policy regarding personnel grievances which require that you first have a meeting with your teacher and your parent, followed by a meeting with your parent and the Educational Director.

Check one:

- Petition a schoolwide rule change
- Petition to change which rules are overseen by JC
- Suggestion for LC
- Complaint

In the space below, please write in neat handwriting and clear language, the text of your proposed rule-change or other petition.

In the space below, please give the JUSTIFICATION for your petition. How will adopting your petition benefit the MISSION of WCCHS and its goal of creating a community of autonomous learners.

Signature: _____ Grade: _____

If you have signatures of supporters, please include on a separate paper, each signature must have students printed name and grade.