

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 Students who drop courses during this period will receive a grade of W (Withdrawn) for the course.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

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 3.3 credits per unit of community college class (**as of 7-20-10**).

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

F. Foreign Language

Under special circumstances and with approval from the Educational Director, Two Year requirement for Foreign Language can be satisfied in one year when the single year is at level two or above. Student must still complete 240 credits to graduate WCCHS.

G. Outside PE

As per the charter, students may get PE credit for participating in afterschool sports or by participating in supervised outside physical activities. In order to obtain PE credit for outside activity, the following conditions must be met:

1. Must have a signature by an official supervisor who cannot be related to the student.
2. Outside PE programs must be pre-approved by the Educational and Academic Directors.
3. Ten (10) hours of outside PE is equivalent to 1 unit of PE credit.

H. Be The Change Credit

BTC credit can be earned outside of a BTC class in the following ways;

1. Completing an approved “Independent BTC Project” which is supervised and graded by the BTC teacher. BTC projects must include a journal and a school-wide presentation.
2. Participating in a pre-approved Community Service Program or Community Service Class from another school. Documentation for participation must be submitted to get credit.
3. Taking LC or JC after two or more consecutive semesters can earn BTC credit.
4. Substituting another course in a subject which is closely linked to a student’s passion or life-goals. Substituted courses must be approved by the Educational Director who can impose additional requirements on the student such as keeping a journal or making a presentation. The substitution and requirements will be documented and kept in student’s file.

I. 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.

J. Honors

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

K. 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.

L. 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.

M. 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.

Participation in Graduation

Any student who meets the WCCHS graduation requirements is eligible to participate in graduation ceremonies. Students who are within 30 units (one semester) of meeting requirements for graduation may participate if they submit a letter signed by the student and guardian indicating an intention to complete remaining units by December of the next school year.

GUIDELINES:

1. Completion of units must be certified by both directors using WCCHS graduation standards as well as any relevant board decisions.
2. Diplomas and transcripts will be held until the completion and verification of all units.

PROCEDURES:

1. Students in danger of not completing enough units for graduation will receive a copy of this policy and a form letter to sign requesting to participate in the ceremonies.

Summer after Senior Year

Seniors who fail a class necessary for graduation may do individual work as assigned by the teacher whose class they failed in an effort to raise their grade in that class to passing and be eligible for a diploma only under the following conditions:

They were within 5 percentage points of passing the class, and

They have written permission from the teacher to make up work.