

WESTSIDE PREPARATORY CHARTER SCHOOL

Eastside Campus	Frontier Campus	Regency Park Campus	Westside Campus
6469 Guthrie Way North Highlands, CA 95660 916- 566-1860	6691 Silverthorne Circle Sacramento, CA 95842 916-566-1840	5901 Bridgecross Drive, Sacramento, CA 95835 (916) 566-1660	6537 West 2 nd Street Rio Linda, CA 95673 916-566-1990

BYLAWS

ARTICLE I NAME

1.1 The name of this school shall be the Westside Preparatory Charter School.

ARTICLE 2 PURPOSE

2.1 The purpose of Westside Preparatory Charter School is to provide an environment of high academic and behavior expectations, which gives parents/guardians an alternative to the traditional Junior High School Program.

ARTICLE 3 EDUCATIONAL PURPOSE

3.1 The educational program will consist of a broad based core curriculum, as stated in the state standards for each academic area. Students will be held to high academic standards, which provide the basic building blocks for success in high school, college, and life as an independent and responsible adult. The program will provide enrichment, career planning and community service opportunities. Off campus field studies and off campus experiences, directly supported by familial involvement will extend the academic opportunities.

ARTICLE 4 PUPIL OUTCOMES

4.1 Pupil outcomes are designed to showcase the students' talents and the progress the students have made in reaching the expectations of the Charter School and California grade level standards. These expectations are set with the goal of all students successfully working to their potential, ideally at or above grade level. The student testing program results will meet or exceed the achievement of the local, traditional junior high. The Twin Rivers Unified School District Board of Trustees will review pupil results annually.

ARTICLE 5 MEASURING PUPIL PROGRESS

- 5.1 Pupil progress will be measured in several ways beginning with assessments during each grading period. During the first grading period, a student/parent/guardian/teacher conference will be held and goals will be developed for each student if necessary. Careful evaluation of student work will continue on an on-going basis.
- 5.2 Pupil progress will be reviewed mid-way through the grading period on a progress report (at the teacher's discretion) and report cards at the end of the grading period (all grades). Students performing below a 2.0 grade point average or below their ability level may not be invited to any and all extra curricular activities at WPCS until their GPA is improved.
- 5.3 If established behavior expectations are met, no further action will be necessary. If these behavior expectations are not met after documented interventions in the SSP process and/or sustained improvement is not seen by staff, the student may be recommended to the behavior committee for involuntary transfer.

ARTICLE 6 GOVERNANCE STRUCTURE

- 6.1 WPCS will be governed by the **Governance Committee** consisting of:
 - 6.1.1 Principal from each site (four principals)
 - 6.1.2 Vice Principal/Guidance and Learning Specialists
 - 6.1.3 Lead Teachers from each site (four lead teachers)
- 6.2 WPCS will be governed by an **Behavior Committee** consisting of:
 - 6.2.1 The Lead teachers from each site
 - 6.2.2 Four parent/guardian members, including at least one parent/guardian from each site, of School Site Council (one of whom will serve as secretary)
 - 6.2.3 One other WPCS staff member that may be classified or certificated to break a tie
 - 6.2.4 The Behavior committee meets on an as needed basis
- 6.3 WPCS is also governed by a **School Site Council (SSC)** consisting of:
 - 6.3.1 Four teachers (one per site), plus one additional teacher from the site with highest enrollment.
 - 6.3.2 Two other staff
 - 6.3.3 Four parents/guardians (one per site) elected by parents/guardians from his/her own site
 - 6.3.4 One alternate parent/guardian member (non-voting) from each site
 - 6.3.5 The principal/principal designee.
 - 6.3.6 One student from each site elected by students from his/her own site
- 6.4 A quorum will be one more than one half of the entire voting membership. The quorum is necessary to conduct business of the SSC.
- 6.5 Its members on an annual basis shall elect a chairperson, vice-chair, secretary, and PAC representative for the WPCS SSC.
- 6.6 WPCS Governance Committee and SSC will meet a minimum of six times per year. Executive Behavior Committees and SSC decisions (including bylaw revisions) will be made by a simple majority vote.
- 6.7 Amendments to the WPCS Charter can only be made:
 - 6.7.1 By a two thirds majority vote of WPCS SSC and must be approved by the majority vote of the TRUSD Board of Trustees
 - 6.7.2 SSC members cannot miss three meetings per year. If a member misses three meetings or resigns, the alternate member from that site shall assume the full responsibility as a regular parent/guardian member for the remaining term of the school year.

ARTICLE 7 DUTIES AND RESPONSIBILITIES

7.1 The duties and responsibilities of the Governance Committee, Behavior Committee, School Site Council, Lead Teacher, WPCS administrator and/or site principal from each site, and faculty include, but are not limited to, the following:

7.2 Governance Committee

- 7.2.1 Advise in the development of the charter budget, with District business officials, to be ratified by the TRUSD Board.
- 7.2.2 Oversight of other WPCS committees, formed as needed, and ensure that committee goals, responsibilities and objectives are met.
- 7.2.3 Annual review of the goals and objectives for 7th and 8th grades within the terms of the Charter and annual report to the TRUSD Board as necessary.
- 7.2.4 On-going review of assessment standards for grades 7th and 8th within the terms of the Charter and report to the TRUSD Board as necessary.
- 7.2.5 Oversight of annual assessment of the WPCS program based on multiple measures including, but not limited to, parent/guardian/family and teacher satisfaction surveys and test scores and report to the TRUSD Board as necessary
- 7.2.6 Advise the TRUSD Board through the Superintendent on any matter affecting WPCS.
- 7.2.7 Ensure creation of an annual Westside Preparatory Charter School Accountability Report Card.
- 7.2.8 Approval of policies and procedures related to WPCS.
- 7.2.9 Serve as a mechanism to resolve disputes as they arise within the WPCS community if the internal dispute policies, as they are described in this Charter, are unable to resolve the issue to the satisfaction of the parties involved, and if collective bargaining unit dispute resolution process conditions are not met.

7.3 Behavior Committee-

- 7.3.1 Approve and enforce school policy
- 7.3.2 Acts on appeals (involuntary transfer). Make recommendations to the administrator/principal regarding involuntary transfers due to behavior, and of students not meeting requirements of the bylaws (8th grade promotion standards for example)

7.4 WPCS School Site Council

- 7.4.1 Develop annual goals for the school with input from the TRUSD Board of Trustees, the Governance Committee, and all stakeholders
- 7.4.2 Receive information from and provide recommendations to the Governance Committee
- 7.4.3 Assess goals, objectives, achievements, financial status, and any need for redirection
- 7.4.4 Approve the yearly Title One budget operated by the SSC
- 7.4.5 Advise on the annual assessment of the educational program and extra-curricular activities of WPCS
- 7.4.6 Review and approve changes in the WPCS bylaws annually or as needed
- 7.4.7 Recommend amendments to the Charter as needed

7.5 Lead Teacher

- 7.5.1 Assisting in coordinating professional development
- 7.5.2 Assist in coordinating community service/learning projects
- 7.5.3 Provide parents/guardians with information regarding parent/guardian participation opportunities
- 7.5.4 Make recommendation to the SSC regarding goals, objectives, achievements, financial status, and any need for redirection

- 7.5.5 Work with WPCS administrators to ensure the well-being of WPCS
- 7.5.6 Assist in coordinating field trips
- 7.5.7 Oversee after school enrichment program

7.6 WPCS Charter Administrator (Vice Principal/Guidance and Learning Specialist or Principal)

- 7.6.1 Supervise the day to day operation and administration of the school including all staff members
- 7.6.2 Work closely with the Lead Teacher to ensure the wellbeing of WPCS staffs and students
- 7.6.3 Evaluate all certificated and classified personnel at WPCS
- 7.6.4 Take action as necessary on all confidential matters with input from the Lead Teacher and/or Behavior Committee
- 7.6.5 Work with Lead Teacher to monitor Tier 2 students at Step 2 in the SSP process and work with parents/guardians to remind them of their obligation to involve themselves in school activities
- 7.6.6 Approve all expenditures for the yearly budget

7.7 Staff

- 7.7.1 Make recommendations and suggestions on policy and fiscal expenditures to the Lead Teacher, SSC, and Behavior Committee
- 7.7.2 Identify areas of concern and suggest solutions to the Lead Teacher, SSC, and Governance Committee
- 7.7.3 Act as liaison for parent/guardian led committees
- 7.7.4 Participate and assist with after-school activities, professional development, and adjunct duties throughout the school year
- 7.7.5 Classified Faculty/School Office Assistant will follow district guidelines and site-specific job description

ARTICLE 8 ADMISSION REQUIREMENTS/PROCEDURES

8.1 New Students

- 8.1.1 The following admission requirements and procedures shall be observed:
 - 8.1.1.1 At least one announcement will be distributed to all potential sixth grade no later than January providing information on WPCS, the date(s) of parent/guardian information meetings, and the admission requirements and procedures.
 - 8.1.1.2 All students wishing enrollment at any site must submit the required forms by the district deadline in order to be considered for placement. Applications must be submitted to the designated preferred site for processing.
 - 8.1.1.3 The application form will indicate the preferred site.
 - 8.1.1.4 If twins are applying for the seventh grade class, they shall have the option of having their applications treated as one or separately.
 - 8.1.1.5 Following the district deadline, students will be placed in sites/classes in the following manner. If his/her preferred site is full and he/she has indicated he/she would accept an alternate site, which still has room, he/she shall be placed at the alternate site. If at a later time he/she wishes to be placed at another site, he/she will be placed at the end of the current waiting list for that site.
 - 8.1.1.6 If students apply for admission after the district deadline or move into the area after the deadline, they will be placed at the end of the current waiting list and assigned a number.

8.1.1.7 Following the enrollment of students, if vacancies occur, openings will be filled for his/her preferred site based on waiting list number.

Conditions of Enrollment:

- 9.1.1 Noncompliance of the following conditions may result in an involuntary transfer from WPCS
- 9.1.2 Incoming student enrollment is considered to be conditional until all of the following are met by the given timeline:
 - 9.1.2.1 Documentation of all immunizations required by law must be turned in prior to the first day of enrollment.
 - 9.1.2.2 A parent/guardian is expected to attend a BackToSchool meeting at the site in which their student(s) is/are enrolled.
 - 9.1.2.3 A parent/guardian is expected to attend a parent/guardian, student and teacher conference when desired or requested.

9.1.3 Reduction of Classes

- 9.1.4 If student enrollment falls below the acceptable minimum at seventh or eighth grade and the staffing must be reduced by one or more classes, continued enrollment will be based on the following criteria:
 - 9.1.4.1 One seventh grade class will be formed based on original lottery numbers or enrollment date/time.
 - 9.1.4.2 One eighth grade class will be formed.
 - 9.1.4.3 A combination class will be formed to include 8th grade students who completed 7th grade at WPCS and 7th grade students next in line based on lottery numbers or enrollment date/time.
- 9.1.5 If the reduction in grade seven occurs prior to school or within the first register month of the beginning of school, the original lottery number or enrollment date/time of the student will be used to determine continued enrollment.
- 9.1.6 If the reduction occurs in grade eight or in grade seven after the completion of the first register month of school, the following criteria will be used to determine continued enrollment: Students who completed 7th grade at WPCS maintaining acceptable academic (2.0 and above) and behavior expectations (No suspensions). Students who have completed their community service hours and field study reports.
- 9.1.7 After criteria has been applied, a lottery will be used if necessary.

Admittance to the Eighth Grade

- 9.1.8 WPCS seventh grade students will be automatically accepted to the eighth grade.

ARTICLE 10 – PARENT/GUARDIAN PARTICIPATION

- 10.1 All parents/guardians are highly encouraged to contribute 30 hours a school year, per household. These hours can be acquired by volunteering at school, at school functions, or at home doing school related work (phone tree, grading papers, fund raising, etc.) The donation of instructional supplies, food items, or decorations for a school function can fulfill some suggested parent/guardian hours. Receipts must be attached to the Parent/Guardian Participation Hour Report form.
- 10.2 Parents/Guardians are highly encouraged to submit a detailed list of hours/activities to the home room teacher prior to the end of each grading period.

- 10.3 The homeroom teacher will be in charge of tracking the parents'/guardians' hours. A general report will be made to School Site Council after each trimester.
- 10.4 Hours can be accumulated through the school year, but not held over to the following year.
- 10.5 Late Enrollment: Parent/Guardian Participation Hours for students who enroll after the start of school may be adjusted on a case by case basis.

Article 11- Student Attendance

- 11.1 Parents/Guardians should take the initiative to inform the school regarding prolonged illnesses, family emergencies, and anticipated prolonged absences. Independent Study or Home Hospital Instruction may be an available option if the absence meets the district guidelines.
- 11.2 WPCS also follows the Twin Rivers Unified School District attendance policy.

ARTICLE 12 STUDENT BEHAVIOR-

- 12.1 WPCS will follow all TRUSD Discipline Policies including District-wide discipline guidelines regarding suspension and expulsion procedures and due process.
- 12.2 It is the intent of our school wide management and discipline program to emphasize the positive behaviors exhibited by students. To that end, WPCS will implement the School-Wide Positive Behavioral Interventions & Supports (PBIS) framework to work towards improved academic and behavior outcomes for all students. In addition, WPCS invested in Restorative Practices training for staff and students. WPCS will continue to participate with Community Circles, Restorative Circles and Safe School Ambassadors (student led). By having both PBIS and Restorative Practices, staff and students will encourage positive behavior and culture at WPCS. Many opportunities exist for students to gain recognition for their superior efforts. These opportunities occur daily, as well as at each trimester, depending on which WPCS site the student attends. WPCS recognizes student accomplishments in the areas of academics, responsibility, effort, and attendance. Parents of recipients are encouraged to attend the ceremonies/assemblies when their students are receiving awards.
- 12.3 To provide a safe environment for all students, WPCS will continually work towards a bully-free school by complying with Twin Rivers Board Policy 5131.2 dealing with anti-bullying prevention plan and bullying investigation process.
- 12.4 In addition, WPCS will follow all TRUSD Discipline Policies to include District-Wide discipline guidelines. When chronic behaviors have exhausted all of the interventions available at the site, the Principal may refer a student for an impartial review by the Behavior Committee. During this review, the student's behavior, academic performance, and past interventions will be evaluated to determine if the student should continue to be enrolled at WPCS. If it is determined that the student will lose their Charter privileges, they must be immediately disenrolled from WPCS and enrolled into their home school.

ARTICLE 13 MINIMUM STANDARDS TO PARTICIPATE IN THE 8TH GRADE PROMOTION CEREMONY

- 13.1 A student must meet the following criteria in order to participate in the 8th grade promotion ceremony:
 - 13.1.1 The student must achieve a minimum GPA of 2.0 or be working at ability level
 - 13.1.2 The student may not have an F in the last trimester. Appeals process exists and is determined at the school site.
 - 13.1.3 Students on IEPs need to meet or be working towards the goals of their IEP
 - 13.1.4 The student must have completed all 15 community service hours by promotion. Community Hours may be rolled over from one Trimester to another.
 - 13.1.5 The student must have submitted every Field Study Day Report
 - 13.1.6 Students may not have any suspensions in the last trimester and no more than 5 days unexcused absences in the 3rd trimester.
 - 13.1.7 Student may not have any unpaid fines
 - 13.1.8 All appeals may be sent to the behavior committee for review no later than 2 weeks before the promotion ceremony.

ARTICLE 14 DOCUMENTATION/FILES

- 14.1 Field Study Day reports are kept on file for 5 years
- 14.2 School Site Council agenda and reports are kept on file for 3 years

Addendum

Westside Preparatory Charter School

STUDENT CONTRACT

Dear Families,

Throughout the school year, we will have several fun events. These events are privileges that students must earn in order to attend. Many behaviors, including respect, responsibility, following rules, truthfulness, and concern for safety procedures are important for these activities to be successful. We also feel that a student's effort to perform academically to his/her ability is another factor that we must consider in order for a student to attend these functions. The teachers, counselor, and principal have met on this matter, and have consulted with our Charter School Site Council. After careful deliberation, we have decided to implement this contract.

In order to provide the best educational experience possible and to participate in the privilege of special activities, every student must:

- ~Respect the learning environment by not shouting out, interrupting, playing with peers during class time
- ~Display respectful behavior toward peer and staff
- ~Follow all school rules
- ~Must be in school the day of the activity
- ~Must maintain a 2.0 GPA or be working at his/her ability level
- ~Must have fulfilled all Field Study Day and Community Service requirements to date
- ~Participate in bullying of any kind
- ~Must not have any citations/suspensions in the trimester of the event
- ~Refrain from gossip, or do anything that may make a current bad situation worse

By signing this, you agree to adhere to this contract. Every student MUST have this signed & returned in order to participate in any of the activities. We invite parents/guardians to contact your child's teacher if you have any questions or concerns.

Thank you for your support.

Westside Preparatory Charter School Staff

Student Signature

Date

Parent/Guardian Signature

Date