

WCHS

Restructuring

Proposal

- Sample Handbook
- Sample Bell Schedule
- Sample Grading Periods Calendar

A School Day at Willows Community High School

NOTICE TO PARENTS AND STUDENTS:

OFFICE HOURS: Office hours are Monday – Friday 8:00 a.m. to 12:00 p.m., and closed on legal and school holidays and the month of July. Please check with the Secretary.

SCHOOL HOURS:

8:30 AM – 11:45 PM Daily

12:30 PM—2:30 PM M, W & F credit recovery

ENROLLMENT PROCEDURE: Not all students are appropriate candidates or eligible for our programs. Students wishing to transfer to WCHS must meet with the counseling staff at WHS. You can schedule an appointment by calling 934-6611 ext 1.

Admission Criteria

Students are referred to through their Academic Counselor and/or Administrator. Priority for admission goes to credit deficient WHS students who:

- Are in the 11th and 12th grade (priority to 12th graders) and 16 years of age.
- Have attended a counseling meeting and completed required paperwork
- Are committed to earning credits by completing coursework and attending class
- Are willing to participate in job shadows, internships, work experience, and service learning

PARENT RIGHTS & RESPONSIBILITIES: The Superintendent recognizes that parents/guardians have certain rights as well as responsibilities related to the education of their children.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians may support the learning environment of their children by monitoring attendance, discipline, classroom behavior and conduct by supporting the adherence to school policies for conduct, ensuring that assignments are completed and turned in on time, following academic progress and contacting the school with any questions or concerns.

NOTICE TO PARENTS & STUDENTS: At the beginning of each school year, the principal or designee shall notify students and parents/guardians in writing with this handbook regarding school rules and expectations. Transfer students and their parent/guardian will also receive the same handbook at the time of enrollment. ALL parents and students sign an Acknowledgement of the Receipt of this Handbook.

STUDENTS WHO TURN 18 YEARS OLD: Eighteen year old students are considered as legal adults and are held accountable as such. Further, the Education Code no longer compels you to attend school—therefore, continued misconduct and/or lack of acceptable academic progress or attendance may be considered as grounds for your disenrollment from school.

BREAKFAST AND LUNCH

The Willows USD takes part in the National School and/or School Breakfast Program by offering healthy meals every school day. The Willows Unified School District has received the Community Eligibility Program funding for the 2026/2027 school year. All students enrolled in WCHS can receive both breakfast and lunch for free.

Parents/Guardians should fill out the Family Income Survey at the beginning of the school year.

Breakfast is Served 8:15-8:30 AM

Lunch is Served 11:45 AM (take and go ,or sit and eat in Cafeteria)

ATTENDANCE

Required school attendance Daily 8:30am - 11:45 M,W&F 1- 2:30pm. All learners come to campus daily. Once learners have completed their onboarding and secured a “Leave to Learn” placement, learners only need to come to campus Mondays, Wednesdays, and Fridays. The “Leave to Learn” placement is considered their school coursework and follow under the same attendance guidelines. Students, returning to school following an absence , **MUST** report to the office before returning to the classroom with a written excuse from the parent if the parent has not called to verify the absence.

In-Class Instruction

Students will attend five Academic periods each day they are on campus. Students will be able to earn .1 credit per period per day. There will be 10 grading periods with a total of roughly 50 potential credits.

Dual Enrolled College Course

Juniors and seniors will take a required dual enrolled course with Butte College once a year. Seniors will take the Butte course in the fall and Juniors will take a Butte course in the Spring. There will be a dedicated class period to these courses during the school week.

Leaving to Learn

Students will earn 10 elective credits per semester by completing learning experiences on Tuesday's and Thursday's. Most students will earn these credits through participating in

internships, job shadowing, or work experience. Some learners may earn credit by taking community college courses or participating in extensive service learning. The requirement is that students participate in learning outside of the classroom for a minimum of **8 hours per week**.

Semester Credit Breakdown

In-Class Instruction 25

Leaving to Learn 10

Total (before credit recovery) 35 per semester/70 per school year

Additional

If students do not embrace this program, they will attend WCHS in the traditional manner (5 days a week, 8:30-11:45, 12:30-2:30 M, W &F). WCHS has the right to not place students within the work-based learning program for any reason they deem appropriate. Parent support is mandatory for program participation. Students and families may be responsible for transportation to and from work sites.

Program Description

- Blended instructional model on campus with a certificated teacher **three days per week** and participate in **job training, shadowing, internships, work experience, service learning, or community college courses two days a week, per the discretion of the WCHS team**.
- Edgenuity is our adopted curriculum, along with supplemental materials/curriculum. These materials and curriculum may be reviewed when requested.

Program Components

- **Direct Instruction** - Students come to school M/W/F for their core courses 8:30-11:45
- **Credit Recovery** - Students must return to campus 12:30-2:30 **PM** on M,W &F to work on Edgenuity. Role will be taken. This is mandatory time on campus. If students are not progressing adequately on credit recovery, T & Th from 12:30-2:30 **PM** may become a mandatory class time for students.
- **Leave to Learn** - Internships, community college courses, or employment
 - Career interest inventory, reflection, and goal setting
 - Soft skills training
 - Potentially earn job related certification

Work-Based Learning Goals

- Each learner works closely with the Career Tech or School Counselor to identify areas of interest and potential career paths.
- Students will develop healthy habits and mindsets that will help them be successful out of high school. ● Students will benefit from partnerships with local community colleges and businesses so that they have a variety of viable options after high school.
- Students will practice professionalism (norms and behaviors,) and understand and apply personal and professional boundaries.
- Students will demonstrate confidence and appropriate self-expression by facing fears, overcoming resistance, building resilience, and working as a team.
- The aim is for students to earn all of the credits they need for a high school diploma while also preparing them to enter the workforce after graduation.

Bell Schedule Regular Days + Collab (MWF)

Period	Time	Grade 11	Grade 12
1	8:30-9:15am	English	English
2	9:15am-10:00am	Breakout	Govt/Econ
Break	10:00-10:15		
3	10:15-10:45	US History	Breakout
4	10:45-11:15	Butte Class - Spring Drivers Ed- Fall	Butte Class - Fall Portfolio- Spring
5	11:15-11:45	Personal Finance Survey of Math Math classes offered every other year.	Personal Finance Survey of Math
Lunch	11:45-12:30		
Credit Recovery	12:30-2:30	No CR on Collab Days	

Bell Schedule T/TH

Period	Time	Grade 11	Grade 12
1	8:30-9:15am	Community Service Project	Community Service Project
2	9:15am-10:00am	Community Service Project	Community Service Project
Break	10:00-10:15		
3	10:15-10:45	Career Exploration	Career Exploration
4	10:45-11:15	Career Exploration	Career Exploration
5	11:15-11:45	Credit Recovery	Credit Recovery
Lunch:	11:45-12:30		
Credit Recovery	12:30-2:30	May be mandatory for some students	

Students who have internships, shadowing or work are excused from Tues and Thurs

Community Partnerships

By partnering with employers in the community, WCHS can tailor instruction to the specific skills students need to begin employment. The first few weeks of the semester focus on soft-skills like handshakes, dress code, and communication techniques, and then students are released to the industry partners to begin working.

GRADING POLICY IN OUR PROGRAMS:

WCHS utilizes four-week grading periods, rather than the traditional semester model that WHS uses. In the traditional model, credits are only granted with a passing grade at the end of each semester; students earn either five credits or zero credits. Instead, students at WCHS receive credits posted to their transcripts every three-four weeks—once you have “earned” the credits, they remain posted to the transcript regardless of performance in subsequent grading periods. These grading cycles are used for both current Junior or Senior-year courses and credit recovery courses.

- Students will earn .1 credits per day for they are in attendance and do the class work. If students attend all school days, this allows them to earn more than 10 credits per class. If students miss more than 10 minutes of class, they will not earn their daily credit.
- If students have perfect attendance in a grade session, they may earn a credit increase (.9->1.0, 1.2->1.5).

All courses in Credit Recovery are completed through Edgenuity Online Learning System. So courses will be broken down into 1 unit (1 credit) courses, while others may be assigned as a semester course (5 credits).

- Students scoring 90% or over on the unit will receive 1.20 credits for that unit.
- All written responses must receive a score of 70% or greater, or the assignment will be returned to you to re-submit.
- All tests must be taken at school, during credit recovery. No tests will be “opened” for students to take at home.
- **Minimum effort will be graded accordingly, and optimum effort will also be graded accordingly. The choice is up to the student.**

ACADEMIC POLICY: Grades are one of the measuring tools used to report to parents/guardians the student’s progress on given concepts in all subject areas. Academic grades are based on standards of achievement. Grades are based on points earned for daily classroom assignments, homework, quizzes, projects and tests.

GRADUATION REQUIREMENTS: In order to earn a diploma of high school graduation, Willows Unified School District requires each student meet credit and subject requirements as outlined in the table below.

In order to participate in the commencement exercises, a student must have completed all diploma credits the week prior to graduation, maintained appropriate school behavior, and paid all outstanding fees/bills owed to Willows Unified. Students must also attend graduation practice to be eligible to participate in the ceremony. Students graduating from WCHS with WCHS graduation requirements will only be allowed to participate in WCHS graduation ceremony.

TRANSCRIPTS:

Instead of report cards, students will receive updated transcripts every 3-4 weeks. At parent request, a copy will be sent via email to parents. Parents can also request a weekly session log for Edgenuity, our online credit recovery program.

ALTERNATIVE PROGRAMS AND ALTERNATIVES TO THE HIGH SCHOOL DIPLOMA:

Early Graduation - Students who have completed all graduation requirements required by the Willows Unified School Board are eligible to graduate once credits are completed. Students and parents/guardians choosing this option should understand that the student will no longer be eligible to participate in Willows Community High School activities as they will no longer be considered a student at WCHS. The student may walk in the Spring Graduation Ceremony. For other graduation options, please see your school counselor.

COLLEGE ENTRANCE REQUIREMENTS:

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all colleges, trade schools, state schools, etc. Anyone planning on higher education should determine the entrance requirements of the school he/she plans to enter. Regular meetings with your counselor will help you plan for your goals.

COUNSELING:

School counselors work with students, parents and teachers to ensure a successful and enjoyable high school career for each student. Counselors guide students to create plans for the years following high school.

Counselors monitor academic programs and progress very closely. Students having difficulty in their classes can benefit from SST (Student Success Team) Meetings and individual meetings with their Counselors. Students are able to meet with the counselor on a regular basis. Students are encouraged to email the counselor to schedule a meeting. Parents who wish to talk with a counselor or wish to discuss a particular situation regarding a specific class are encouraged to email or call the Counselor to schedule an appointment.

COURSES TAKEN OUTSIDE OF WCHS:

There is a limit of forty (40) credits a student can earn outside of WCHS High School for remediation in order to receive the WCHS High School diploma. Students wanting to take an outside course in lieu of a WCHS course on their high school transcript will need pre-approval by Administration. Examples of programs in which students might take courses in lieu of the WCHS courses may include Butte College. Board Policy (AR 6146.11).

FINANCIAL AID FOR COLLEGE:

To be considered for federal student aid next school award year, a student must complete a Free Application for Federal Student Aid (FAFSA). Please ensure you meet with your counselor to get all applicable deadline information. The application opens October 1st and it is due by March 2. However, it is recommended to submit the application before January. Anyone who plans to fill out the current FAFSA form should create an FSA ID as soon as possible. If you are required to provide parent information on your FAFSA form, your parent should create an FSA ID too. Because your FSA ID is equivalent to your signature, parents and students each need to create their own FSA IDs using their own unique email address and phone number. Parents should not create an FSA ID for their child and vice versa.

Students who are undocumented and/or Dreamers are invited to complete the California Dream Act application (CADAA). The California Dream Act allows undocumented students, DACA recipients (valid or expired), U Visa holders and students under Temporary Protected Status (TPS), who qualify for a non-resident exemption under Assembly Bill 540 (AB 540), Senate Bill 2000 (SB 2000) and Senate Bill 68 (SB 68), to receive certain types of financial aid such as: private scholarships funded through public universities, state administered financial aid, university grants, community college fee waivers, and Cal Grants. Please visit the following website for more information: <https://dream.csac.ca.gov>

INDEPENDENT STUDY:

Short-term Independent Study may be requested **with a minimum of 5 days notice**, as there is a process students, parents, teachers and administrators must complete in order for the student and the school to receive no absences. The first step includes contacting the Attendance Office to set up an appointment with the Principal to review the process and sign the contract. It is imperative that students and parents understand that students must complete all assigned work in order to receive attendance credit.

Regular Days + Collab (MWF)

Period	Time	Grade 11	Grade 12
1	8:30-9:15am	English	English
2	9:15am-10:00am	Breakout	Govt/Econ
Break	10:00-10:15		
3	10:15-10:45	US History	Breakout
4	10:45-11:15	Butte Class - Spring Drivers Ed- Fall	Butte Class - Fall Portfolio- Spring
5	11:15-11:45	Personal Finance Survey of Math Math classes offered every other year.	Personal Finance Survey of Math
Lunch	11:45-12:30		
Credit Recovery	12:30-2:30	No CR on Collab Days	

T/TH

Period	Time	Grade 11	Grade 12
1	8:30-9:15am	Community Service Project	Community Service Project
2	9:15am-10:00am	Community Service Project	Community Service Project
Break	10:00-10:15		
3	10:15-10:45	Career Exploration	Career Exploration
4	10:45-11:15	Career Exploration	Career Exploration
5	11:15-11:45	Credit Recovery	Credit Recovery
Lunch:	11:45-12:30		
Credit Recovery	12:30-2:30	May be mandatory for some students	

Students who have internships, shadowing or work are excused from Tues and Thurs

**Willows Community High School
Grading Periods
2026-2027**

Fall:

1st: 8/6- 9/4 4 weeks

2nd: 9/7-9/25 3 weeks

3rd: 10/5-10/30 4 weeks

4th: 11/2-11/20 3 weeks

5th: 11/30-12/18 3 weeks

Spring:

6th: 1/5-1/29 4 weeks

7th: 2/1- 2/26 3 weeks

8th: 3-1-3/26 4 weeks

9th: 3/29- 4/30 4 weeks

10th: 5/3-5/28 4 weeks

Credit Recovery Week: 5/31- 6-4

How credits work:

During 4 week grading periods, students will be able to earn .1 credits for every period they are here (M,W,F) and do the work for in class. 1 period meets 12 times during a four week period so $.1 \times 12 = 1.2$ credits for perfect attendance.

During 3 week grading periods, students will be able to earn .1 credits for every period they are here and do the work for in class. 1 period meets 9 times during the three week period so $.1 \times 9 = .9$ credits for perfect attendance.

One class period can earn up to 10.8 credits in one school year.