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The Sunset Sudbury School Handbook Contents

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Corporate By-Laws of Sunset Sudbury School, Inc.

Article I

Name

The name of this corporation shall be Sunset Sudbury School, Inc., and it shall be located at 4200 NW 66th Avenue, Davie, FL 33024 or at any other convenient place as the members shall from time to time determine.

Article II

Purposes

The purpose for which the corporation is organized is to establish and maintain a school for the education of members of the community that is founded upon the principle that learning is best fostered by self-motivation, self-regulation, and self-criticism; to provide a curriculum that is determined by the interests of the student and teachers in which equal status is given to all pursuits; to encourage members of the community to participate in teaching, learning, and other school activities so that the school may become an integral part of the community; to allow opportunities and responsibilities of governing the school to be shared among students, parents, teachers, other employees, and representatives of the community; and to maintain a flexible structure which, while being free to adhere to valid traditional forms, will also be free to create new ones.

The corporation shall be empowered to hold, purchase, mortgage and convey real and personal property and to do any and all things which may be incidental to the foregoing purposes; provided that the corporation shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office; and provided further that no part of the net earnings of the corporation shall inure or be payable to or for the benefit of any private member or individual; and provided further that upon dissolution of the corporation its assets shall be distributed to organizations selected by the members which have similar purposes and are exempt from taxation under section 501©3 of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article III

The Assembly

A. Membership

The Members of the corporation shall be known collectively as the Assembly and shall be composed of the following persons:

- 1) Each parent, or the legal guardian, whose signature appears on the enrollment form, of every student in good standing who has not reached the age of eighteen years. Such membership shall begin after the student has actually attended the school for at least two months.
- 2) Persons on the staff of the school.
- 3) Public Members, if any.
- 4) Students in good standing. Such membership shall begin after the student has actually attended the school for at least two months.

There shall be no limit to the number of members the Assembly may have.

B. Meetings

Unless an alternate date shall be designated by the President, the Bi-annual Meetings shall be held on the third Tuesday of September and the next to last Tuesday of school at 7:00p.m. of each year, or, if it is a legal holiday, then the succeeding day not a holiday. Written notice of the time, place and agenda of the meeting shall, at least seven days before such meeting, be posted, e-mailed or delivered to each member at his address as shown on the school records.

Special Meetings may be called at any time by the President, by a majority of the Board acting by vote or by written instrument signed by them, the School Meeting, or by a majority of the members of the Assembly acting by written instrument signed by them. Written notice of the time, place and the specific subject matter of the meeting shall, at least seven days before such meeting, be posted, e-mailed or delivered to each member at his address as shown on the school records.

Each member of the Assembly present at a meeting shall have one vote, and there shall be no voting by proxy.

C. Powers and Duties

- 1) The Assembly shall determine general policies of the corporation in fiscal matters; determine wage scales; determine tuition, fees, and other charges; and determine the annual budget of the corporation.
- 2) The Assembly shall determine general policies of the corporation in educational matters, and determine the standards for awarding, and award, diplomas, certificates, and degrees.
- 3) The Assembly shall elect the Officers as provided in Article IV.

- 4) The Assembly, at any meeting, may elect public members by a vote of two-thirds of the votes properly cast, such membership to remain in effect until the final adjournment of the next following annual spring meeting, or until receipt by the Secretary of a written resignation.
- 5) The Assembly may amend the by-laws of the corporation as provided in Article VIII.

Article IV

Officers

A. Enumeration

- 1) The officers of the corporation shall be a President, Vice-President, Secretary, and a Treasurer.

B. Election

- 1) The Assembly, at the spring meeting, shall elect each officer. Officers shall serve until final adjournment of the spring meeting of their second year term, or until their successors qualify.

C. Vacancies

- 1) Any officer may resign at any time by delivering his resignation in writing to the President or to the Secretary or to a meeting of the Assembly. Such resignation shall take effect at such time as specified therein, or if not such time is specified, then upon delivery.
- 2) Any vacancy in any office due to the death, incapacity, resignation, or refusal to serve as an Officer shall be filled, by majority vote of the Assembly.

D. Powers and Duties

- 1) **The President** shall facilitate when s/he is present and able, at all meetings of the Assembly, and may call special meetings thereof as provided in Article III. The President may attend all meetings, without exception, of the School Meeting.
- 2) **The Vice-President** shall substitute in the absence of the President or Secretary. The Vice-President will act as facilitator of all Oversight Committee Meetings as it transitions into the Staff Recruitment Committee.
- 3) **The Secretary** shall be the custodian of all records of the corporation not placed in the custody of the Treasurer. S/he shall record all proceedings of the Assembly.
- 4) In the absence or incapacity of the President or Secretary, the Vice-President or a temporary replacement, shall be chosen.
- 5) **The Treasurer** shall keep or cause to be kept in books belonging to the corporation complete and accurate accounts of all moneys, funds, and property of the corporation; shall have the care and custody of the money, funds, valuable papers, documents, and securities of the corporation. He shall have and exercise all the powers and duties

ordinarily incident to such office in similar corporations; provided, however, that no promissory note or bond shall be given in the name of the corporation unless previously authorized by vote of the Assembly, and in such case the name shall be signed by the Treasurer and countersigned by the President. The Assembly may direct that the duties of the Treasurer shall be discharged by the Treasurer alone, or by one or more other persons designated by the School Meeting, or by the Treasurer and by one or more of such other persons jointly.

Article V

The Board

A. Enumeration

- 1) The Board shall consist of all four officers, two elected Assembly members or members of the community, and one student representative elected through School Meeting (usually the School Meeting Chairman).

B. Election

- 1) The Assembly, at the spring meeting, shall elect the Board. The Board shall serve until the final adjournment of the spring meeting of their second year term, or until their successors qualify.

C. Powers and Duties

- 1) The Board shall meet from time to time during the school year, as determined, to work on future planning for the school. The Board will work on ideas and plans to make recommendations to the Assembly for a final decision.
- 2) The Board shall oversee the spending of all budgetary monies not overseen by School Meeting.
- 3) All minutes of the Board meetings are open to all Assembly Members and will be kept in the Management Manual.

D. Meetings

- 1) The President or any two Board Members can call a meeting. All members of the Board must be given notification of the meeting time and place.

Article VI

The School Meeting

A. Membership

The School Meeting shall consist of the members of the staff and the students, each of whom shall have one vote when present at School Meetings.

B. Meetings

The School Meeting shall meet at such intervals, and in such fashion, as it shall be determined in its Rules.

C. Powers and Duties

- 1) The School Meeting shall implement the decisions of the School Assembly, and manage the school's affairs on a day-to-day basis.
- 2) The School Meeting, acting alone or upon the advice of the Assembly, may set the following limitations on enrollment:
 - a. Limitations on the total number of students;
 - b. Limitations on the number of students of given age ranges;
 - c. Limitations on the overall age range of students;
 - d. Limitations on the times at which new students may be enrolled, and on the periods for which students may attend;
 - e. Limitations on re-enrollment of persons whose student status has ceased.
- 3) Sunset Sudbury School admits students of any race, creed, color, religion, gender, sexual orientation, gender identity, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, color, religion, gender, sexual orientation, gender identity, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- 4) Enrolled students shall receive priority in the re-enrollment procedure during succeeding, consecutive years, according to such regulation as the School Meeting may establish. A student is deemed to be in good standing unless suspended for an indefinite period. Student standing shall cease:
 - a. Upon termination of the period for which the student is enrolled; or
 - b. Upon withdrawal in writing either by the student or, for students under eighteen years of age, by a parent or legal guardian; or
 - c. Upon enrollment of the student in another full-day school; or
 - d. Upon dismissal by the School Meeting as provided below
- 5) The School Meeting shall make all staff and consultant appointments, for such purposes as it sees fit. Staff appointments shall be for a period of service of no more than one year. Continued Staff membership shall be conferred only by successive annual election, and there shall be no tenure.
- 6) The School Meeting may dismiss or suspend from the School, any member, for such cause and after such investigation and hearing, as it shall deem appropriate.
- 7) The School Meeting shall exercise all the powers of the corporation not expressly assigned to others by these by-laws.

Article VII

Files

All files and records of the school except those excluded by specific Assembly Resolutions, or protected by accepted standards of confidentiality, shall be accessible to all Assembly members.

Article VIII

Amendments

These by-laws may be amended by a vote of two-thirds of the members of the Assembly present and voting at any regular or special meeting of the corporation, provided the notice of such meeting contains a statement of the substance of the proposed amendment.

How the School is Governed

Sunset Sudbury School, Inc. is run democratically at all levels. Below is an overview of that structure with brief descriptions. See Sunset Sudbury's Corporate By-Laws for more details.

Assembly: Sunset Sudbury School, Inc. is a non-profit corporation with no shareholders. Instead, the corporation consists of the school's Assembly, which is made up of *students, staff, and parents*. The Assembly meets regularly twice per year, in the fall and late spring. The Assembly determines all the school's basic policies including the annual budget, salary scales, tuition, and school calendar. It also elects officers. Every spring there is a Special Assembly Meeting for awarding diplomas.

Officers: The Officers of the corporation are a *President*, who presides at the meetings of the Assembly and the Board, and whose most important power is that of calling special meetings when s/he sees fit; a *Vice President*, a *Secretary*, and a *Treasurer*. All are elected for a two-year term at the spring Assembly meeting.

The Board: The Board acts as the advisory panel to the Assembly and School Meeting. The Board studies at best it can the various questions referred to it and reports back when it is ready to do so. The Board consists of the *Officers, two elected Assembly members or members of the community* (also for a two-year term), and *one student representative* elected yearly through School Meeting.

School Meeting: The day-to-day life of the school is governed by the School Meeting. It consists of all *students and staff*, each of whom has one vote. The School Meeting meets once per week and runs according to strict rules of order. It spends the money, hires (and fires) staff, passes all the school rules (see the "School Meeting Law Book"), oversees discipline, and sets up all sort of administrative entities to keep things running smoothly. It is presided over by the School Meeting Chairman and elects a Secretary to keep records.

Clerks, Committees, and School Corporations: Clerks are basically administrative officers who keep the school running smoothly like the Attendance Clerk, the Office Clerk, and the Official Authorities Clerk. Committees take care of broader tasks like public relations or fund-raising. School Corporations are formal interest groups that have their own budget much like departments at other schools. However, they are formed and disbanded by the needs and interests of the students. (See "Sunset Sudbury – Clerks and Committees" for more details.)

Judicial System: Disciplinary problems are taken care of by the Judicial Committee, which consists of at least two students and one staff member. The details of the system are spelled out in the School Meeting Law Book, which is a living document. Every law is passed by a majority vote of the School Meeting and can be changed or added to at any time by vote.



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Clerks and Committees

This is a list of Clerks and Committees with brief descriptions and a listing of who generally takes on that responsibility (staff member, student, or Assembly member).

1. **Admissions Clerk:** *staff member*, handles tours, opening interviews, visiting weeks, closing interviews, and orientations, determines whether student should enroll or not (along with Admissions Committee) then passes student on to the Registrar
2. **Attendance Clerk:** *staff member*, brings attendance problems to School Meeting, manages signing in and out, tracks absences and off-campus time
3. **Elections Clerk:** *student*, oversees the election of all clerks, committee members, and staff
4. **First Aid Clerk:** *staff member*, oversees the first aid kit and lets the office corporation know when supplies may be low
5. **Fund Raising Committee:** *Assembly members*, organizes and implements fundraising activities, as needed, for general school expenses, including the school building fund and tuition assistance
6. **Judicial Committee:** *two students* (one older, one younger), appointed every week, and a *staff member*
7. **Judicial Committee Clerk:** *student*, appointed every week (the older Judicial Committee member), makes sure proper records are kept and forms are filed
8. **Law Clerk:** *student*, updates changes in the law book and handbook
9. **Office Clerk:** *staff member*, essentially an office manager - maintains the calendar, bookkeeping, office supplies, computer files and databases, telephone, mail, and email tending, keeps all enrollment forms, permission slips, and other files
10. **Official Authorities Clerk:** *staff member*, handles fire inspections and drills, insurance, legal, independent contractors, safety and evacuation procedures, including how to deal with highly allergic children, open campus issues, and visitors
11. **Ombudsman:** *staff member*, handles complaints about the performance of school officials and agents (clerks, staff, committees, and corporations)
12. **Public Relations Committee:** *staff member*, oversees all marketing, including the website, Google group, informational events, the school newsletter, and parent support activities
13. **Registrar/Records Clerk:** *staff member*, makes sure all forms are filled out, sets up payment schedule, also keeps records and procedures for transcripts, diplomas, and thesis
14. **Site Clerk:** *staff member*, point of contact with renter, pays the rent, negotiates lease agreement, keeps the site clean, maintains furniture and supplies
15. **Staff/Volunteer Clerk:** *staff member*, handles staff inquiries and forms, oversees the schedule of all staff and volunteers for the week and reports staff and consultant hours to the Office clerk

The School Meeting Law Book

Part I

Rules Protecting the General Welfare of the School Community

10 Preamble

- 10.1 All School Meeting members are responsible for the general welfare of the school, through actions that contribute to preserving the atmosphere of freedom, respect, fairness, trust, personal responsibility, and order that is the essence of the school's existence.
- 10.2 Sunset Sudbury School does not discriminate on the basis of race, creed, color, religion, gender, sexual orientation, gender identity, disability, and national or ethnic origin in administration of its employment, educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

100 Safety Regulations

- 100.1 Activities that present a real or potential danger to anyone's personal safety are prohibited.
- 100.2 No pushing, no punching, no hitting, no fighting, no bullying.
- 100.3 Anything slippery that drops on the floor must be cleaned up.
- 100.4 Running (defined as any movement which is faster than walking) is not permitted in the building. Anyone running can be told to go outside for 5 minutes by any SM Member.
- 100.5 No throwing objects inside the building.
- 100.6 No rough-housing inside the building. Anyone rough-housing indoors can be told to go outside for 5 minutes by any SM Member as long as a SM Member has already given a warning to the person who is rough-housing.
- 100.7 ~~No screaming or yelling inside.~~ (see 100.16)
- 100.8 No playing in the parking lot or anywhere in the front of the building while the fence is open.
- 100.9 No students may walk in the building with an open container of liquid.
- 100.10 No playing outside in the rain after 2:30pm.
- 100.11 Using scissors to cut something in someone else's hand is prohibited.
- 100.12 No one may threaten anyone else verbally or physically ~~must leave the school building immediately. The parents will be called to pick up their child. The student must wait in a location deemed appropriate by staff (e.g. the office or the lobby) until his or her parents arrive.~~ Rule change per S.M.
- 100.13 No sticks are allowed inside unless it is for art room purposes.
- 100.14 Bey Blades are to be ripped on plastic circle stadiums or foam mat stadiums only.

- 100.15 The timer can only be used by the person who is sent outside for 5 minutes. The timer must be placed on the ledge when not in use and on the ground next to the door when in use.
- 100.16 Anyone who is yelling inside may receive one warning. If they continue yelling, they will be sent outside for 5 minutes.
- 100.17 Anyone who pulls the fire alarm in the absence of fire is automatically suspended for five days and must pay fines.
- 100.18 You can play in water or the rain only if you have a change of clothes and a towel.
- 100.19 No one may climb on cars in the parking lot.
- 100.20 If you break glass, you must clean it up.
- 100.21 Acts of physical violence must be written up.
- 100.22 You may use sticks that are no longer than your arm and you may not use them to hit anyone.

200 Personal Rights, Privileges, and their Protection

- 200.1 No one may infringe on anyone's right to exist peaceably at school, free of verbal, physical or any other type of harassment.
- ~~200.2 If someone wants to bring toys from home to share it is ok. Rule deleted per SM 1/7/11.~~
- 200.3 If someone is playing with a borrowed toy they must give it back to the owner whenever the owner requests it.
- 200.4 If you leave anything out, you must clean it up or put it away before moving on to something else.
- 200.5 Animals are to be respected and treated with care.
- 200.6 Before any flowers or plants are picked in the garden, school meeting members must check with the garden clerk.
- 200.7 Anything left out after the end of the school day will be placed in the "Next day box". The owner cannot retrieve the item until the end of the next school day.
- 200.8 All unattended toys must be left on the rug in the toy room. Any unattended toys not on the rug will be placed in the "next day box".
- 200.9 School property, including school toys, is equally shared among all school meeting members.
- 200.10 Dry goods can be stored in the kitchen cabinets as long as it is labeled.
- 200.11 No undergarments may be worn as outer garments.
- 200.12 No yelling, whining, crying, fighting, or being mean to your parent on school property.
- 200.13 Shoes are to be put in cubbies or cubby area.
- 200.14 No open containers are allowed in the fridge or freezer.
- 200.15 No bringing in lizards unless in a cage.
- 200.16 You may ask someone for food once. If they say no, you may not ask them again.
- 200.17 Before asking for food, you have to offer a fair trade.
- 200.18 Threatening to write someone up is prohibited.
- 200.19 Sexual interaction (verbal and physical) and harassment are not allowed at Sunset Sudbury School or any place where the school may be gathered for an event.

- 200.20 Visitors, Volunteers, and Staff may not infringe through harassment, manipulation, or indoctrination, on anyone's personal life choices including, but not limited to religion, politics, and sexuality.

300 General Rules

- 300.1 No voting by phone, polling, voting by proxy, or walking around and taking a straw vote. Any school decisions are to be made at School Meeting or through the Elections Committee.
- 300.2 Pornography of any kind, print or digital, is prohibited on school property.
- ~~300.3 Students are not permitted to take anything from the office area unless they are using it for office use and they have been certified to work in the office. Rule deleted per SM~~
- ~~300.4 No eating in the kitchen after 2:45pm. Superseded by rule 400.20.~~
- 300.5 All wet garbage including juice boxes, yogurt lids, gum and other wet items must go in the white trash bin in the kitchen.
- 300.6 No playing with wax-coated cheese anywhere on school grounds.
- 300.7 A minimum of shorts and shirt must be worn inside the school building; a minimum of bathing suit attire must be worn at all times, except for babies.
- 300.8 Students must ride in the same car to and from field trip destinations.
- 300.9 When your parent says you have to leave, you have 5 minutes to get your things together and be at the lobby door.
- 300.10 All cards or brochures placed in the lobby must be approved by School Meeting.

Part II

Rules Governing the use of the School's Facilities

400 General Furniture/Room Rules

- 400.1 Respect all school property.
- ~~400.2 Cleaning — all of us should help clean up. Deleted per SM~~
- 400.3 No toys are permitted in the lobby.
- 400.4 Food and drink are only permitted in the kitchen area, except for SM members who are working in the office.
- 400.5 Everyone must put their own lunch away before walking out of the kitchen area.
- 400.6 No art supplies permitted outside of the art room, except for knitting supplies.
- 400.7 The bathroom in the art room shall be for girls only. The bathroom in the hallway shall be for boys only. Boys and girls may use either bathroom in an emergency.
- 400.8 No standing on any furniture, including benches, couches, chairs and tables, unless you are a supervised baby. Chairs, stools, couches, and benches can only be used for sitting. Couches may also be used for lying down, unless someone else wants to sit down. No sitting is allowed on any tables.
- 400.9 Chairs on wheels cannot be wheeled away from the computer table.
- 400.10 School toys must stay in the toy room.
- 400.11 No playing with window blinds.
- 400.12 When you leave school, you must take your food home.
- 400.13 A request to borrow school property must be submitted to school meeting before anything can be taken out of the school.
- 400.14 Office supplies are for the use of the office clerk staff only.

- 400.15 No food or drink in cubbies.
- ~~400.16 Chairs, stools, couches, and benches can only be used for sitting. Couches may also be used for lying down, unless someone else wants to sit down. (see 400.8)~~
- 400.17 No playing in the office area.
- 400.18 Chair surfing and chair spinning is not allowed.
- 400.19 Anyone who takes out a dish or utensil is responsible for washing it immediately after using it, except in an emergency situation.
- 400.20 Helping Hands can close any area or room for cleaning.
- 400.21 Only the back kitchen door can be used to take food outside during the school day.
- ~~400.22 No sitting is allowed on any tables. (see 400.8)~~
- 400.23 No jumping, standing, or throwing the bean bag chairs, which must remain in the toy room.
- 400.24 No room may be shut down from its main purpose for more than 1.5 hours except by JC.
- 400.25 Nail polish is to be used in the art room only.
- 400.26 Nail polish remover is prohibited in the building.
- ~~400.27 Only one person may be inside the bathroom at a time. (see 400.29)~~
- 400.28 No playing in the bathroom.
- 400.29 You must move when requested if you are blocking any of the school's resources.
- 400.30 No stealing a seat from someone who gets up, but intends to come back.

500 Facility

- 500.1 After using the toilet, everyone must check and wipe the seat if it is wet.
- 500.2 Climbing on the fence or the gate is prohibited.
- 500.3 No tree climbing is allowed on school property.
- 500.4 No one shall help another climb on the wall adjacent to the garden.
- 500.5 Everyone must stay on the garden side of the wall.
- 500.6 No throwing anything over the fence on the backside of the school property.
- 500.7 No door must be propped open while the A/C is running.
- 500.8 Everyone must do their Helping Hands job before leaving school.
- 500.9 No door may be locked except for the bathroom. However, the Rec. Room front door must remain locked when the gate is open.
- 500.10 Outdoor toys, scooters, and bikes must be put outside the Toy Room door before leaving. (Rule change per SM)
- 500.11 Playing tag inside the school building is not allowed.
- 500.12 The garden gate must remain open while running games are being played.

Part III School Management

600 Attendance and Off-Campus Rules: Campus includes the building and fenced area of the back. The parking lot is considered frontal property and off-campus.

- 600.1 Students must sign in and out and give a time of estimated return. If they are more than 15 minutes past the ETA, then the student must call the school to update the status of the trip and return time.

- 600.2 Off-campus students need to have a photo ID and carry an off-campus pass supplied by the Records Clerk.
- 600.3 Off-campus students must have a signed form from both parents that allow them to go off-campus.
- 600.4 Students must maintain a minimum attendance of 25 hours per week for ages 10 and older, 20 hours per week for ages 7-9, and 15 hours per week for any student under 7.
- 600.5 Anyone leaving school sick must sign out sick in the log book.
- 600.6 Anyone sick for a full day or more, must have a parent call the school in-order for Attendance Clerk to manage the weekly hours reported. The hours logged for sick time will not count against the weekly requirement.
- 600.7 All persons are allowed 7 personal/travel days for the year to not count against required hours.
- 600.8 All persons found guilty of forging hours on attendance log will receive an automatic indefinite suspension from the school.
- 600.9 If staff leave campus for more than 1 hour for a field trip or spontaneous excursion, they must have at least 3 students participating unless they have SM permission.
- 600.10 A visiting student must have a note signed by parent giving permission to leave school with anyone else beside the parent.
- 600.11 Anyone 5 and older may go to the Kwik Stop with parental permission.

700 Clerks

- 700.1 **Admissions Clerk:** handles tours, opening interviews, visiting weeks, closing interviews, and orientations, determines whether student should enroll or not (along with Admissions Committee) then passes student on to the Registrar
- 700.2 **Attendance Clerk:** brings attendance problems to School Meeting, manages signing in and out, tracks absences and off-campus time
- 700.3 **Elections Clerk:** oversees the election of all clerks, committee members, and staff
- 700.4 **First Aid Clerk:** oversees the first aid kit and lets the office corporation know when supplies may be low
- 700.5 **Judicial Committee Clerk:** appointed every week (the older Judicial Committee member), makes sure proper records are kept and forms are filed
- 700.6 **Law Clerk:** updates changes in the law book and handbook
- 700.7 **Office Clerk:** essentially an office manager - maintains the calendar, bookkeeping, office supplies, computer files and databases, telephone, mail, and email tending, keeps all enrollment forms, permission slips, and other files
- 700.8 **Official Authorities Clerk:** handles fire inspections and drills, insurance, legal, independent contractors, safety and evacuation procedures, including how to deal with highly allergic children, open campus issues, and visitors
- 700.9 **Ombudsman:** handles complaints about the performance of school officials and agents (clerks, staff, committees, and corporations)
- 700.10 **Registrar/Records Clerk:** makes sure all forms are filled out, sets up payment schedule, also keeps records and procedures for transcripts, diplomas, and thesis
- 700.11 **Site Clerk:** point of contact with renter, pays the rent, negotiates lease agreement, keeps the site clean, maintains furniture and supplies

- 700.12 **Staff/Volunteer Clerk:** handles staff inquiries and forms, oversees the schedule of all staff and volunteers for the week and reports staff and consultant hours to the Office clerk
- 700.13 **Mail Clerk:** retrieves the mail from the mail box along with a staff member every day at 11am and closes the parking lot gate
- ~~700.14 **Trash Clerk:** empties all trash bins and deposits the trash in the bin at the back of the building incorporated into Helping Hands (see 700.20)~~
- 700.15 **Garden Clerk:** responsible for protecting the plants and flowers in the garden from excessive picking
- ~~700.16 **Glass Clerk:** ensures that all glass doors and windows are cleaned every Friday incorporated into Helping Hands (see 700.20)~~
- 700.17 **Cubby Clerk:** ensure that all cubbies are cleaned out once a month
- ~~700.18 **Bathroom Clerks (one for boys and one for girls):** ensures that the bathrooms are cleaned every Wednesday incorporated into Helping Hands (see 700.20)~~
- 700.19 **Next Day Box Clerk:** periodically cleans out the next day box and donates any unclaimed items
- 700.20 **Helping Hands Clerk:** helps assign helping hands jobs on a rotation each week, rings the bell to announce the start of helping hands at 2:45pm each day, makes sure everyone knows what their job is, supervises all jobs, and fills in when necessary.

800 Committees

- 800.1 **Judicial Committee:** two students (one older – age 7 or older - and one younger), appointed every week, and a staff member, run the daily JC meeting
- 800.2 **Fund Raising Committee:** run by a school meeting member, organizes and implements fundraising activities, as needed, for general school expenses, including the school building fund and tuition assistance
- 800.3 **Public Relations Committee:** run by a school meeting member, oversees all marketing, including the website, Google group, informational events, the school newsletter, and parent support activities
- 800.4 **Mediation Committee:** run by a school meeting member, organizes training for anyone interested in being a mediator, ensures rules around mediation are known
- ~~800.5 **Helping Hands Committee:** run by a school meeting member, organizes a process for managing chores at school and makes sure they are completed (see 700.20)~~
- 800.6 **Staff Search Committee:** run by a school meeting member, responsible for searching for potential new staff members and creating the new hire process

900 Corporations

- 900.1 Corporations shall have by-laws written and adopted by SM and posted in the management manual.
- 900.2 Corporations shall elect a SM representative and notify SM who this person is. This name shall be published in the management manual.
- 900.3 Adopt rules and certification procedures appropriate for its use and clearly posted in the area under supervision of the corporation. These rules must also be posted in the management manual in the section labeled corporations.
- 900.4 The corporation is responsible for updated posted rules and rules filed in the management manual whenever new rules are adopted.

- 900.5 The corporation is responsible to announce any new rules or procedures at School Meeting.
- 900.6 The law book shall contain the corporation name and purpose.
- 900.7 The law clerk can notify SM if any corporation has failed to uphold the above criteria.

901 The Art Corporation, S.M.

- 901.1 The purpose of this Corporation is to be responsible for maintaining, purchasing and regulating the art supplies and equipment.

902 The Computer Corporation, S.M.

- 902.1 The purpose of this Corporation is to be responsible for maintaining, regulating and purchasing the computer equipment and on-line services.

903 The Kitchen Corporation, S.M.

- 903.1 The purpose of this corporation is to be responsible for maintaining, regulating, and purchasing items for the kitchen while having fun making food and drinks.

904 The Science Corporation, S.M.

- 904.1 The purpose of this corporation is to be responsible for maintaining, regulating, and purchasing the science supplies and equipment.

905 The iPad Corporation, S.M.

- 905.1 The purpose of this corporation is to be responsible for maintaining, regulating, and purchasing the iPad and its apps.

**Part IV
The School Meeting**

1000 Time and Place of the Meetings

- 1000.1 Regular School Meetings are held on Mondays at 11:00am. If school is closed on a School Meeting day for any reason, the business of the meeting for that Monday is transacted during the next regular School Meeting on the next day the school is open.
- 1000.2 School Meetings are held in the toy room, unless some other place of meeting is agreed by majority vote.
- 1000.3 Special School Meetings are for issues too important to wait for the following School Meeting. A Special School Meeting needs approval from a younger student, older student (age 7 or older), and a staff. The specific time, place and subject matter of the meeting shall be posted at least two hours before such meeting on the white board in the main room.
- 1000.4 Any SM member present at SM is exempt from attendance requirements for other activities such as a corporation meeting.
- 1000.5 School Meetings are limited to one hour. A thirty minute extension may be put to a vote.

- 1000.6 When School Meeting is in session, SM members may come in to remove access their cubbies quietly without disrupting the meeting.

1100 The School Meeting Record

- 1100.1 The School Meeting publishes an official record of each meeting on the bulletin board in the main room and the management manual.
- 1100.2 The record shall contain all committee reports, budget reports, motion decisions and announcements.
- 1100.3 The Secretary of the School Meeting is responsible for the contents of the record and posting them in the proper places.
- 1100.4 The School Meeting Secretary shall type the minutes prior to posting them.
- 1100.5 The School Meeting Agenda will remain open until SM starts.

1110 Procedural Rules

- 1110.1 There is no quorum for regular or special School Meetings.
- 1110.2 The School Meeting operates according to Robert's Rules of Order, except where explicit rules to the contrary have been adopted by majority vote.
- 1110.3 The Ombudsman sets up the seating arrangement and sits next to Chair during the meeting. The seating arrangement set-up must be kept for the meeting.
- 1110.4 The Chair may allow more than one motion at a time to be discussed and dealt with on the floor of the meeting.
- 1110.5 Motions are entertained without being seconded.
- 1110.6 The President of the Assembly is entitled to be present and present motions to the School Meeting for its consideration.
- 1110.7 Assembly Members can present motions for consideration by having a student or staff member represent the motion at School Meeting.
- 1110.8 The School Meeting may require attendance of any and all SM member(s) by majority vote.
- 1110.9 No other activities are allowed at School Meeting.
- 1110.10 One is allowed entry into School Meeting after the meeting is called to order and the time recorded, as long as he/she does so respectfully.
- 1110.11 The Law Clerk will sit next to the Chair to help the Chair on all process issues.
- 1110.12 The Chair can call for active listening and "I" messages whenever a challenging topic is being discussed. The Chair is responsible for clarifying these conversation tools.
- 1110.13 The gavel should only be used to call the meeting to order or to call it out of order.

1120 Disorders

- 1120.1 A motion to censure a participant for disorder at a meeting is always in order.
- 1120.2 A motion to eject an unruly participant from the meeting is always in order.

1130 Order of Business at Regular Meetings

- 1130.1 Before proceeding to the first item of business, the School Meeting approves accurate minutes of the previous meeting.
- 1130.2 The first agenda item is the Report from Judicial Committee and any discussion and appropriate action on matters related to maintaining an internal order at the school.
- 1130.3 The second agenda item is a report from any committee or corporation.

- 1130.4 The third agenda item is any tabled motions from the previous meeting.
- 1130.5 The fourth agenda item is consideration of the written agenda.
- 1130.6 The fifth agenda item is the Open Agenda, for any announcements or items presented from the floor for discussion.

1140 School Meeting Officers

- 1140.1 The School Meeting Chair has to be certified in Parliamentary Procedure by the Law Clerk or any individual School Meeting designates. The Chair, who presides at the School Meeting, is charged with overseeing the smooth functioning of the School Meeting.
- 1140.2 The School Meeting Secretary keeps written minutes of the School Meeting. The minutes contain an accurate report of all actions of the School Meeting. The Secretary must ensure that the minutes are posted in the appropriate places.
- 1140.3 The Ombudsman aids the Chair in overseeing the smooth functioning of the School Meeting. The Ombudsman clarifies any infraction of procedure made by the Chair or other members of SM.
- 1140.4 The School Meeting Chair can vote.

Part V The Judicial Committee

1200 Functions of the Judicial Committee

- 1200.1 To receive allegations of violations of School Meeting rules, and investigate those which it chooses, by vote, to take up.
- 1200.2 To decide by vote, and on the basis of its investigations, what (if any) charges of violations should be brought and which SM members should be charged.
- 1200.3 In the event the defendant charged pleads “not guilty” to the charge(s), to report this plea to the School Meeting so a trial can be set, and to designate a Prosecutor to conduct the prosecution case at the defendant’s trial.
- 1200.4 To notify persons who complaints are not investigated, because the complaint is unfounded and/or already resolved.
- 1200.5 To notify persons charged by the committee of violating SM rules what the charge is and to receive a plea to the charge.
- 1200.6 To impose sentences or consequences on defendants who have been found guilty, by plea or by trial, of violating SM rules, subject to the following restrictions:
 - 1. The committee may not impose a sentence that prohibits a SM member from using part of the school buildings or campus for more than five days.
 - 2. The committee may not impose a sentence of suspension or expulsion.
- 1200.7 The committee may recommend a sentence of any severity to the School Meeting in the form of a motion.
- 1200.8 If the committee feels that the continued presence of a SM member on campus would cause serious disruption to the school, then it may call a Special School Meeting for the purpose of referring that member to the Meeting for discussion and possible action.

- 1200.9 In such cases as the Judicial Committee has reports that it wishes to present to the School Meeting, it should present for publication in the SM record the complaint number, the charges, the pleas, and the sentences.

1210 Membership

- 1210.1 Three members of School Meeting shall be chosen every week to serve on Judicial Committee. One staff, one older student (age 7 or older), and one younger student, shall comprise the JC. The JC clerk (whoever is serving as the older student) must post the new week's roster every week. No person shall serve twice in one year unless all other members of the same age group have served.
- 1210.2 One student or staff member may substitute for an absent JC member on any given day. They shall attempt to maintain the usual age mix. You have to serve when it is your turn. No subs permitted unless extenuating circumstances exist, sickness, absence, etc.

1220 Procedures

- 1220.1 The JC meets on any day at 1:00pm that a rule violation form is submitted.
- 1220.2 J.C. Proceedings will take place in the art room whenever possible, or a place determined by the JC Clerk.
- 1220.3 The JC may conduct its investigations as it sees fit, either in the full committee or by assigning to a subcommittee the responsibility for investigation, with the results being reported back to the full committee.
- 1220.4 In conduction of its investigations, the JC may require witnesses to give testimony, and may report to the SM the circumstances of any refusal of a witness to testify, except that no person shall be required to give testimony that may be self-incriminating. Person willfully lying to the JC may be cited for contempt of the SM and may be given any sentence that the SM sees fit to impose.
- 1220.5 The committee keeps records of all investigations, charges, and sentences.
- 1220.6 J.C. forms cannot be removed or altered once posted on the main bulletin board.
- 1220.7 All SM members must appear before the JC when requested to do so.
- 1220.8 Anyone who refuses to appear before JC must leave the school building immediately or as soon as their parents can pick them up. The person can then return the next school day and must appear before JC on that day.
- 1220.9 JC consequences will be written on a 3X5 card and include name of person responsible and date. The SM member will post the card on the consequence board.
- 1220.10 Once a consequence is fulfilled, the SM member may throw away their consequence card.
- 1220.11 The consequence card must be visible with SM member name facing outward.
- 1220.12 No JC consequence may last more than 3 days.
- 1220.13 During JC, clerkship duties will be divided as follows: Staff writes, Reader holds court, and Runner notifies SMs who are needed in JC.

1230 Judicial Clerks

- 1230.1 A Judicial Clerk serves for a one week rotation and is the older student (13 or older) on the Judicial Committee panel.

- 1230.2 The JC clerk is the chief judicial officer of the school and is responsible for overseeing the smooth functioning of the school's JC process.
- 1230.3 The clerk posts all sentences immediately in the school's official management manual and on sentencing form on main bulletin board.
- 1230.4 The clerk reports to SM the results of all JC investigations, all pleas, the results of trials, and all sentences, and adds to the sentencing form a notification that the defendant plans to appeal the sentence if the defendant has notified the JC that s/he plans to do so.

1240 Sentencing

- 1240.1 Notification of sentence is as soon as possible after the JC or the SM has passed sentence on a member. The JC clerk shall notify the individual member of the sentence, in any case where the JC panel was unable to do so. Sentences shall not come into effect before the time the member has been notified.
- 1240.2 The SM may review any sentence passed by the JC, but only at the session to which the sentence was reported by the JC. Subsequent reviews would have to go back through J.C.
- 1240.3 If the SM decides it is unable to deal with a person within the framework of the regular judicial process, then that person may, by a two-thirds vote, be dismissed or suspended from school for an indefinite period.
- 1240.4 If a person has been found guilty of refusing or failing to abide by his/her sentence, that person may be cited for contempt of the SM, and may be given any sentence the SM sees fit to impose.
- 1240.5 In all cases of suspension or dismissal, a committee elected by SM shall meet as soon as possible with the offender (and his/her parents) for a conference concerning the offenses and their consequences.
- 1240.6 Every suspension committee shall bring to its conference the following information concerning the person under consideration: (1) that person's judicial record, (2) a copy of the law book, or excerpts that apply to a person's record; (3) a copy of each complaint involving a guilty plea by that person, organized in chronological order, unless the suspension is clearly the sentence for a particular violation, in which case the only relevant complaint need be brought to the conference.

1250 Appeals of Sentence

- 1250.1 In case of appeal the committee's sentence will not take effect until the School Meeting decides the appeal.