

The Book

This book is a living document.
It can be changed or added to at any time by a vote of
the School Meeting at The Beach School.

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Part I

Rules Protecting the School Community

A. Preamble

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, and order that is the essence of the school's existence.

2. All School Meeting members must take responsibility for the community. This means that all School Meeting members must try to uphold school rules, the atmosphere of the school that has been outlined in 1.A.1 and help the community to the best of their abilities. i.e. Be aware of what's around you. If no one is on door answering, help answer it. Take full responsibility for the job of Attendance Clerk if you are able to do so and the job is required. If you're involved in a messy project, make sure that it is cleaned up before you leave, even if you did not make the whole mess yourself. Also, help clean anonymous messes, especially if someone else has done the job recently, etc.

3. All School Meeting members are responsible for maintaining a positive impression of the school to non-School Meeting members while signed into school for the day or while participating in a TBS sanctioned event.

B. Safety

1. Activities that present a real or potential danger to anyone's personal safety are prohibited.

2. Emergency procedures:

2.1 School emergency procedures must be obeyed.

2.2 Emergency numbers and a list of allergies and medical conditions which anyone at school has should be posted near the phone.

2.3 The school fire plan must be posted so everyone can view it.

2.4 When people hurt others (whether accidentally or not) that the injured person, or a person acting on behalf of the injured person is allowed to interrupt and have the attention of the person who committed the injury.

2.5 The first aid kit is to be used only for its intended purpose and it may not be removed from its place in the core campus except in the event of an emergency.

2.6 A key to the medical supplies box containing students' medication must be kept in an accessible but not obvious place, known at least to the Emergency Procedures clerks, the staff on duty, and any student or staff at school who has medication in the box.

3. Windows:

3.1 Windows may be opened to a maximum of 1 foot (except as stated in 1.B.3.3).

3.2 No one may place body parts out of the windows (except as stated in 1.B.3.3).

3.3 Windows which have a trough below them may be opened to the fullest extent and people may stick their heads out provided the window has a stopper in place to keep it from falling and the person keeps his or her feet on the ground.

4. The computer table/ shelf in the science/art area is off-limits for people's bodies—i.e. no one is allowed to climb or sit on it.

5. If you want to skateboard or rollerblade without a helmet while at school, you must have a signed permission form from your parents. You must wear an approved helmet to bicycle or unicycle while at school. For all other wheeled vehicles that support a person's weight, the user is responsible for operating them in a safe manner whether wearing a helmet or not.

6. No items shall be placed on the stove except for ones being used for cooking and cleaning.

7. People who wish to bring potentially dangerous personal possessions to school must get permission and guidelines from School Meeting first. If you bring something to school (without getting permission first) and another School Meeting member objects that it could be dangerous, it may not be used at school by you or anyone else until you do get permission. You must keep it (unused) under your supervision at all times at school until you can bring it home, which you must do as soon as possible.

8. No one may light a flame at school except in particular circumstances. Exceptions are made for lighting celebratory items at birthday celebrations and any other exceptions authorized by SM. Exceptions may be authorized by SM through a one-reading motion.

9. Any staff member has the right, in the course of their duty to "intervene in any situation they observe on campus which threatens anyone's safety" (Staff Job Description), to require another School Meeting member to leave school for the rest of the day if the staff member feels that person's presence is creating an unsafe environment. The JC must then deal with that unsafe situation as soon as possible upon that School Meeting member's return.

10. You are not allowed to point handmade or toy bow and arrows at people. They may be used only in the gym or outside. You must mark an area devoid of people in which to shoot.

C. Personal Rights

1. Harassment and disruption

1.1 No one may knowingly infringe on anyone's right to exist peaceably at school, free of verbal or physical harassment for any reason.

1.2 No one may knowingly disrupt people's activities in the school. Objecting to someone else's activity that is bothering you does not count as 'disrupting' it. If the person who is doing the 'bothersome' activity feels they should be allowed to continue their activity even though it bothers someone else, they can mediate with the other person (if both people want to do this) or take the issue to School Meeting.

1.2.1 "Do Not Disturb" signs may be placed in areas where private gatherings (for example, classes) or individual activities are taking place, stating the nature of the activity and its duration. The signs must be respected. The people involved in the activity may decide what is disruptive to their activity.

1.2.2 If someone objects to sound playing on the computer, the person on that computer must either use headphones or turn the sound off.

1.2.3 If a SM member objects to the volume on the TV, the TV watcher must turn the volume down as low as the objector would like, as long as the person watching can still hear.

1.2.4 If someone objects to the sound on video games it must be turned down or off, or the user must use headphones if possible. The person who is objecting gets to choose what is done.

1.3 When people are interacting either verbally or physically, and one person asks that this stop, the person who is asked should stop. If the word 'stop' is used, it must be taken seriously. You may not assume that the person using it is joking. However, other words, phrases or body language that imply 'stop' ('quit it', 'go away', etc.) should also be obeyed. If it is unclear whether the person using them is joking or not, you should assume they are serious.

1.4 Words that particular individuals do not want to hear may not be used within their earshot at school. If the person who is using the words feels they should be allowed to continue even though it bothers someone else, they can mediate with the other person (if both people want to do this) or take the issue to School Meeting.

1.5 No one may make physical contact with any other person at school in a way that the person touched objects to.

2. The Beach School community shall not discriminate on the basis of race, colour, sex, national origin, religion, age, disability, marital status, personal appearance, sexual orientation, family responsibilities, political affiliations, source of income, pregnancy, or any basis which contradicts the Canadian Charter of Rights and Freedoms or the Ontario Human Rights Code.

3. Users of any school property which has a School Meeting-mandated sign-up procedure are required to use the appropriate sign-up sheets in the prescribed manner.

3.1 If a person who signs up for something or signs something out gives their turn to someone else, the two people involved must make sure the name of the person who is actually responsible for the return of the item or the completion of the turn is written in the appropriate slot on the sign-up sheet. The person whose name is currently written on the sign-up sheet is responsible for the item or the turn. This does not apply to computers. [See 1.E.2.6.]

3.2 If you are signed up for a school resource and you do not come within 10 minutes of the time you signed up for, someone else may take your spot. Anyone can use a vacant school resource without signing up, provided they are willing to vacate it to the person signed up if that person arrives within 10 minutes of their assigned time. (Exception: you MUST sign up to use the LEN and its resources. Computer sign-up times are regulated by the relevant computer clock.

4. If a School Meeting member is uncomfortable with behaviour that takes place at an event that happens at the school outside of school hours, they should take this issue to School Meeting.

5. Rules for Swearing:

5.1 The following words and variations thereof are considered swear words: fuck, shit, ass, bitch, bastard, and damn. Variations are considered to be any larger words (including hyphenated words) which contain the swear words, as well as any words

which significantly resemble swear words (e.g. rhyme with swear words, etc.) and are used in the same context as a swear word would be used.

5.2 Also, explicitly sexual words count as swearing. You must use your judgment as to what qualifies as an unacceptable sexual word.

5.3 You must be aware of who is around you before you swear.

5.4 You may not swear where you can be heard by School Meeting members who you know object to swearing.

5.5 You may not swear where you can be heard by visitors

D. Protection of Private and Public Property

1. Mess

1.1 No one may litter or create a mess on any part of the campus, without cleaning it up before he or she leaves the area. This includes washing dishes if they belong to the school. You are either responsible for cleaning up or for getting help to do so.

1.2 Any messy area may be closed by any SM member instead of writing up the people who made the mess. A sign must be placed to indicate this. A person assigned by the Safety and Aesthetics clerk must check to reopen area.

1.2.1 An area may only be reopened if the cleaning of the messy area has not created mess in other areas. All mess must be cleaned before the closed area is reopened.

1.3 When litter or property is left out after the end of the day and someone other than the person who left it out ends up cleaning up, then that person should pay a financial penalty. This penalty can happen in conjunction with another consequence and is to be decided by the JC. The JC process must still be gone through. (The money accumulated is to go to custodian who often cleans our messes.)

1.4 If someone is doing a long-term project, they will be considered to be supervising their items if they leave for short periods of time (up to 10 minutes, except in the case of being called to JC, in which case they may leave for as long as necessary). This applies as long as the person has not left out any unsafe items and remains in the core campus. The area must be cleaned by the end of the day.

1.4.1 People may leave out a long-term project for up to one week without prior School Meeting approval. You must put up a sign indicating your name, the items included in the project, and when you will clean it up. This applies if the project will be left out for more than one day (i.e. overnight).

1.5 The LEN must be cleaned to the following standards when you are done using it or at the end of the day:

Personal belongings must be put away

All electronic equipment must be put away and turned off

All spills must be cleaned

All food must be cleaned up and dishes put away

No items should be left in the middle of the floor

1.6 The details of birthday celebrations will be decided by the Birthday Clerks, in consultation with the person celebrating the birthday. Anyone who does not wash their birthday dishes within an hour of the start of the birthday celebration will have to help with the cleaning chore that day. They will be in charge of cleaning the kitchen. A list

will be made one hour after the celebration of all people who have unwashed dishes and posted by the chore wheel.

2. General cleaning

2.1 Before school holidays everyone must make sure the school is tidy. Everyone is responsible for this on a rotating basis, as administered by the Safety and Aesthetics Committee.

2.2 When special events are planned, cleanup must be planned and carried out too.

2.2.1 All school special events involving visitors must have a group of volunteers to ensure that cleaning of the core campus occurs before the event, and after the event if deemed necessary by the volunteers. A special event cannot be scheduled until the "cleaning volunteers" are organized and agreed upon when families come to visit the school.

2.2.2 When an event involving non-School Meeting members is held at school, the people organizing the event can decide how tidy the school must be for the event. Everyone present at school on the day of the event must help with the clean-up if they are asked to do so.

2.2.3 The last person to finish each communal dish served during the Monday Lunch program (the pot of soup, etc.) must put a squirt of soap in the dish, add water, and leave it to soak.

2.3 Everyone who is present at school at 2:45 p.m. each day must participate in a mandatory clean-up of their personal items.

2.3.1 All arts and crafts clean-up and all chores must be begun by 2:30 every day. You may not continue other activities at 2:30 if you have not yet done your chore or cleaned up all your arts and crafts. All arts and crafts must be cleaned up and all chores done by 3 p.m.

2.4 A mandatory clean-up of the school led by the Safety and Aesthetics clerk will be carried out once every week. This will be carried out on Thursday at 2:15 p.m. Everyone signed in at school must participate. There will be a checklist of jobs that will be administered by the Safety and Aesthetics clerk. The Safety and Aesthetics clerk has the authority to assign jobs and decide when participants have done enough. If the Safety and Aesthetics Clerk is not at school at this time, they will designate someone else to co-ordinate the clean-up..

3. Chores

3.1 Daily chores must be carried out by each SM member every day they are in attendance at school.

3.2 For chores, SM members will be divided into 2 groups (a younger group and an older group) then names from each of these groups will be drawn to choose chore partners.

3.3 Chores will be done in pairs. Chore groups can include 3 people at the discretion of the Safety and Aesthetics Committee. New partners will be drawn each month.

3.4 A wheel will determine who does what chore. On one circle of the wheel the chores will be written and on another circle the partners will be written. Safety and Aesthetics can decide what the chores will be.

3.5 The chore wheel will get moved one space only each day in a clockwise direction.

3.6 If one chore partner is away, the other must do the chore anyway (get help, if needed). If one partner refuses to do chore, other one must do it and may write the partner up. If chore partners have an agreement about how their chore will be done (made in the presence of a witness) and one partner violates this, only the partner who did not fulfil the agreement will be responsible for the incomplete chore. Unless one partner chooses to do the whole chore, the partners must communicate about how they will divide the chore before either person leaves school that day (if both partners are in attendance that day).

3.6.1 If a partner does not do part of a chore, then the other partner(s) can sign them up for door or phone answering each day they do not participate in the chores.

3.7 If, at the end of your day, it looks like your chore does not need doing, then you should get a second opinion. If both people agree, you may check it off without doing anything.

3.8 If you have a birthday, you will get 'No Chore Today'. Partners of people with birthdays do not have to do chores either. People who have already had a birthday this year also get a 'No Chore Day', as do people whose birthdays fall on weekends or holidays. A chart will be made indicating everyone's birthdays, which can be checked off after getting their 'No Chore Day'.

3.9 The person on cleaning chore is required to wash any and all dishes that are left around the school unless they can find the person who left them and get them to do it. They can still write up the person who left the dishes. You cannot get a get-out-of-chore free card for washing dishes if you are on the cleaning chore.

4. General protection of property

4.1 Activities that are or could be harmful to school property are prohibited, except by permission of the owner.

4.2 Activities that are or could be harmful to personal property at school are prohibited, except by permission of the owner.

4.3 No one shall use another person's property without the owner's permission.

4.4 People are responsible for their own property at all times.

5. Cubbies

5.1 What each person places in his or her cubby is off-limits to everyone else.

5.2 Personal objects must be stored in, not around, cubbies. Objects that are too big for cubbies may be placed on top of the cubby units during the day they are brought to school but they must be brought home again at the end of that day. Anyone who wants to leave large objects at school for days must speak to the Safety and Aesthetics Clerk or the School Meeting about finding an appropriate storage place, or they may place them in the bike storage area at the bottom of the stairwell.

5.3 People with big cubbies may have only one. People with small cubbies may have a maximum of two. If there are not quite enough small cubbies for everyone to have two, they may work it out amongst themselves (share, have only 1, etc.) If you wish to change cubbies or claim another one after the beginning of the school year (or after

your visiting period if you enrol mid-year), you must make sure that other SM members consider this to be fair. If two or more people want to claim the same cubby, the person who decides to do so first shall get it. Any disputes over cubby assignments shall be decided by JC or SM.

6. Dishes

6.1 Each SM member is assigned a cup, a plate, a bowl, a knife, a fork and a spoon with their names permanently on them.

6.2 No one be allowed to use another person's dishes if the owner's name is clearly marked on them.

6.3 Dirty dishes or dirty food containers belonging to SM members may be thrown directly into the garbage by the person who finds them.

6.4 Unwashed dishes cannot be put in the cupboard or dish rack.

7. Fridges

7.1 Regarding the fridges: Fred may be used only for long-term use items such as milk, juice, meat, vegetables, eggs, etc. All these items must have their owner's name on them. Leonard is for short-term use only (i.e. day to day lunches and snacks).

7.2 No one may keep anything in the fridge which is in an open container, rotten, past its expiry date, dried out, garbage, or otherwise inedible-looking.

7.2.1 If anything in the fridge is in a open container, rotten, past its expiry date, dried out, garbage, or otherwise inedible-looking in the opinion of any person who chooses to clean out the fridge, that item may be thrown out.

7.3 Rules for defrosting the freezer:

7.3.1 give 2 school days' notice so everyone can take their things home out of the fridge and freezer

7.3.2 on the day of defrosting, unplug the fridge

7.3.3 the defroster must stay on campus while defrosting is taking place

7.3.4 check freezer regularly and remove ice chunks with hands as able. Place ice chunks in the sink.

7.3.5 after all ice is removed, clean and dry interior of freezer and fridge.

7.3.6 do not use sharp utensils to pry ice out of the freezer.

7.3.7 wipe the floor regularly as needed.

8. Use of school items:

8.1 People taking items out of the core campus that belong to the school must sign them out. If another SM member would like the item back in the core campus, the person who has signed it out must return it as soon as possible, and by their next day of attendance at the latest.

8.2 Large items such as furniture or anything else which is too big to be kept in a storage area may be moved at any time by any SM member, unless SM has ruled otherwise or a SM member "parks" it in a particular spot for a period of time.

8.2.1 In order to park furniture, a SM member must place a sign on the furniture indicating their name, the date parked, the reason why it was 'parked' and the date when the furniture may be moved again.

8.2.2 Furniture may not be parked for more than one week without SM approval.

8.2.3 SM members who wish to move parked furniture before it is unparked and cannot resolve the issue with the parker may take the issue to JC for arbitration.

8.3 There shall be no outdoor shoes on couches or upholstered chairs and spills on couches or upholstered chairs must be well cleaned up immediately by the spiller.

8.3.1 Chairs that are dismantled must be put back together immediately after use.

8.3.2 People using the couches at school have priority with the cushions over people who wish to use the cushions for other purposes.

8.4 Feet and bums are not allowed on the round table or the kitchen counter.

8.5 If you take brooms or mops apart you need to put them back together again after use.

8.6 The cordless phone must always be returned to its holder and turned off when not in use. The only exception is that the person on phone answering may carry it around if they are easily accessible to people who want to use the phone.

8.6.1 The cordless phone must be handled with care and respect.

8.7 Rules for using watercolour paper:

8.7.1 Use watercolour paper only for making projects including watercolour paints where it is necessary to use watercolour paper.

8.7.2 Only one large or two small or half-sized pieces of watercolour paper to be used per watercolour session.

8.7.3 During the art class, people may use more than two sheet if necessary.

8.7.4 All watercolour paper must be cleaned up along with all other supplies used on completion of the project or if a long break is taken.

8.8 Rules for using the stapler:

8.8.1 No pounding on the stapler.

8.8.2 If you open the stapler, shut it slowly.

8.8.3 Don't jam the staples inside.

8.8.4 Don't open the stapler unless it is empty or not working.

8.8.5 Don't stick things in or on the stapler (except staples-- see above).

8.8.6 Only staple items which belong to you or if you have permission from the owner.

8.8.7 Paper that belongs to the school is always okay.

8.8.8 Don't staple anything that might be harmful to the stapler (i.e. hard objects).

8.9 Rules for using the stereo:

8.9.1 be sure you know how to turn on and off

8.9.2 don't touch the turntable needle

8.9.3 don't drag the turntable needle across records (or anything else)

8.9.4 abide by volume regulations

8.9.5 know how to tune radio

8.9.6 understand buttons and knobs

8.9.7 only tapes in the tape player; only records on the turntable

8.10 Rules for using the radio:

8.10.1 plug and unplug safely by holding the plug at the rubber end and not by pulling on the cord

8.10.2 ensure volume stays at a non-disruptive level

8.11 Rules for using the plaster of paris:

- 8.11.1 Put down paper or plastic to work on before you start your project.
- 8.11.2 Do not plaster anything unless it belongs to you or you get permission from the owner.
- 8.11.3 No plaster in mouth or eyes or nose or ears.
- 8.11.4 Clean up any spills immediately.
- 8.11.5 Don't waste plaster of paris. Use only as much as you need. Make a little bit first and make more if you run out.
- 8.11.6 Clean up after you are done (before leaving the area). You may leave projects to dry on the art table but must put them away by the end of the day on which they dry.

8.12 Rules for using the ping pong equipment (rackets, balls and net):

- 8.12.1 The ping pong net, rackets, and balls must be returned to and stored on the top of the wooden storage unit near the ping pong table when no longer in game use.
- 8.12.2 Ping pong equipment must be used for ping pong only.
- 8.12.3 No horseplay or rough play with ping pong equipment.
- 8.12.4 Know how to properly attach the net to the table.
- 8.12.5 The ping pong net may only be used for ping pong.
- 8.12.6 No one may put their body weight on the ping pong table in any way.

8.13 Rules for using the paints:

- 8.13.1 No paints in or on mouth or eyes or in nose or in ears
- 8.13.2 Put down paper or plastic underneath your project if you might make a mess.
- 8.13.3 You must put down paper or plastic if your paint won't wash off with water after it dries (eg. acrylic paint)
- 8.13.4 Don't paint things you can't clean unless they belong to you or you get permission from the owner. Blank paper or scrap fabric that belong to the school are always okay.
- 8.13.5 Only use as much paint as you need. Use a small amount first and then use more if you run out. Don't waste the paint.
- 8.13.6 Clean up after you finish painting (before you leave the area). If you are using paint which is not washable after it dries (eg. acrylics), you must clean up any spills immediately. You may leave paintings to dry on the art table but you must clean them up by the end of the day on which they dry. Put paints back in the proper place in the art cabinet.

8.14 Rules for using markers:

- 8.14.1 No markers in or on mouth or eyes or in nose or in ears
- 8.14.2 Don't write on things that you can't clean unless they belong to you or you get permission from the owner. Blank paper or scrap fabric that belong to the school are always okay.
- 8.14.3 Clean up after you are finished using the markers (before you leave the area).
- 8.14.4 Replace caps on markers when you are not using them.

8.15 Rules for using glue:

- 8.15.1 No glue on or near face.
- 8.15.2 Don't waste glue.
- 8.15.3 Close the container when done.
- 8.15.4 Understand and agree to abide by any instructions on the label.
- 8.15.5 Only glue things that belong to you, or that you have permission to use. Paper, string, and scrap fabric that belongs to the school are always okay.
- 8.15.6 Put the glue back in the art cabinet when done

8.16 Rules for using the cast iron pan:

8.16.1 After use, rinse the pan in hot water, and scrub to dislodge all food particles, until all evidence of food has been removed.

8.16.2 Do not use soap on the pan.

8.16.3 Do not leave the pan to soak.

8.16.4 Wipe clean and completely dry using a paper towel immediately after rinsing.

8.17 You may only ring the doorbell once or twice unless you have been waiting for a few minutes with no response. Then you may ring it again once or twice.

8.18 Any given project may only use, on any one day, $\frac{1}{4}$ of the school's supply of a food item or $\frac{1}{4}$ of a container of that food item, whichever is more.

If you use more than that, you must replace what you use within a week.

(This does not include food items belonging to the cooking class/ Monday lunch program, birthday clerks, Parent and Tot program, or any other school program or class which has been given money by School Meeting to buy food items for their exclusive use. This also does not include flour used for papier mache.)

E. Media and Technology

1. There shall be no food or drink near the computers, or eating or drinking while using the computers.

2.1 You may only sign up for a computer on the day of use.

2.2 You may only sign up for one square at a time. However, if your time is finished and no one else has signed up for the next square, you may sign up for the next square.

2.3 Each square on the computer sign-up sheet is worth a half-hour of computer time.

2.4 You may sign up for one computer at a time. You may not move to another computer during your time.

2.5 Everyone must sign up to use the office computer but office work has priority. The person who opens the school will make sure there are sign-up sheets. If you are doing office work, you must give at least 5 minutes notice to the person whose turn it would be normally. People doing office work can sign up for as long as they think they will need the computer. If office work bumps someone out of their turn, that person will get the entire next half-hour slot after the office work is done and all other slots will move down. People whose turns are bumped past 5 p.m. will lose their turns.

2.6 You cannot cross your name off the sign-up sheet when you are in the middle of your turn on the computer. (If you really don't want the rest of your turn, you may let someone else use it, but your name stays on the sheet and their name goes in brackets and you may not sign up again until that turn is over.)

2.6.1 If something happens and the computer is not working, or something is being installed so you miss at least half your turn on the computer, you get the next slot for your turn, even if someone else is signed up. Everyone would move down one slot.

2.6.2 You can't use a computer between 3:30 and 4:00 pm except for a computer

being used for office use, if you are not ready to go home (ie your chore has not been done, you haven't cleaned up or packed up your things).

3. Online games are subject to the following restrictions: All internet games which recommend that you be a certain age in order to play them must be taken to SM to get approval/guidelines for each game before being played at school. Exceptions to age restrictions can be made with a one-reading motion. Parental permission is also needed for an exception to an age restriction. All the rules around exceptions to age restrictions on movies and video games apply to on-line games as well. Unrated games are allowed but may be banned by School Meeting on an individual basis.

3.1 The websites www.swearbears.com and www.newgrounds.com are banned from use at school.

4. All games and shows which are brought to school must have the Canadian rating clearly marked on them and a written description about the program must be available. The owner of the movie (or person who brings it in) is responsible for having the rating marked on them.

4.1 A release form signed by a student and his/her parents must be on file at the school before that student may watch or play any material in a manner which does not follow the legal age restrictions imposed on commercial use of movies or games.

4.2 Only G-, PG-, C- and E-rated material, and unrated media material found in cereal boxes are allowed at school without special permission from the School Meeting.

4.3 If a School Meeting member wants to obtain special permission to watch or play material rated other than G, PG, C or E, they may make a motion to do so at School Meeting with the following guidelines:

4.3.1 Permission to watch or play material rated other than G, PG, C or E may be obtained with a one-reading motion.

4.3.2 All potential watchers and players must participate in the meeting.

4.3.3 Someone present at the meeting must have watched or played the material.

4.3.4 The motion-makers must know the commercial rating of the material which applies in Ontario, and the reasons listed for the rating.

4.3.5 The issues included in the old rating committee system must be discussed as they pertain to the material in question (words and ideas presented in the material, sex scenes/nudity/risqué behaviour, drug content/other risky behaviour, violence). The potential watchers/players must consider:

4.3.5.1 Do these issues fall within your comfort range?

4.3.5.2 What will you do if you discover the movie/game makes you feel uncomfortable?

4.3.5.3 What are ways to discuss or act out parts of this material at school that won't have a negative influence on other people?

5. Use of the LEN (Loud Electronic Noise) room for media and technology:

5.1 Any media material which not everyone at school is allowed to use must be used in the LEN. Exceptions can be made with a one-reading motion.

5.2 Watcher and players of movies and games must sign up to use the LEN and must fill out the media record sheet indicating the names of watchers/players, the name of the material, the industry rating, and whether the material contains violence, sexuality, coarse language, suggestive or offensive dialogue, or fantasy violence. \

5.2.1 Everyone using the :LEN must record their names on the LEN sign-up sheet. You must sign your name under the appropriate section depending on the activity you are doing in the LEN. The name of any movie, CD-ROM computer game, or console game you are using must be recorded on the sheet along with its rating. You may only

sign up for one slot at a time unless you are watching a movie, in which case you can sign up for the duration of the movie. All the rules which apply to computer sign-up sheets apply to the LEN sign-up sheet. (See 1.C.3,

5.3 When someone knocks on the LEN room door or walks in, any game or movie being played must immediately be paused, and may not be resumed until the watchers/players have ascertained that everyone in the room is allowed to be there.

5.4 The t.v.(s) must be used in "LEN" room unless otherwise authorized by School Meeting. If people want to move the t.v.(s) out of the "LEN" room for a special occasion, this can be done with a one-reading motion.

5.5 Parent and Tot participants are not allowed in the LEN during the Parent and Tot program. Electronic devices may be used in the LEN during Parent and Tot with the door closed and keeping the volume to a level that it can't be heard outside the LEN. All of the rules in the book regarding the use of media still apply.

5.6 The LEN is closed from 3:45 to 4:00 every day to accommodate closing up school for the day.

F. General Rules

1. No one shall attend school under the influence of alcohol or drugs.
2. There shall be no illegal activities on the campus.
3. In order to guarantee the rights' of the individual, the school community acting through the School Meeting may impose limitations on certain specific behaviours which are deemed to infringe upon the rights of others. Each individual is expected to comply when these limits have been set.
4. If a SM member suspects that a SM member has violated a school rule by doing something which is illegal or which the first SM member believes could prove to be a safety issue to the person themselves or to others, the person who has this suspicion must write a complaint to the JC.
5. Before any School Meeting member signs an official school document, they must read it or have someone read it to them. School Meeting members signing official school documents should understand and agree with what they are signing.
6. Any SM member may make or contribute to any communication medium that has to do with the school without having to be organized as a corporation or committee. However, they must run by SM whatever they come up with before officially sharing it with non-SM members.
7. No one may bring toy guns to school.

Part II

Rules About the Use of the School's Facilities

A. General Use of the School

1. Anyone wishing to modify the physical plant of the school in a not easily reversible way must obtain the prior approval of the School Meeting.

2. Use of rooms in the core campus:

2.1 If there is a private meeting involving School Meeting members or school representatives and non-School Meeting members which requires the use of a particular room, that room may be closed to other people for the duration of the meeting (with the exception of necessary use, eg. the bathroom). One days' notice must be given to close a room. A sign must be placed on the door. If you wish to close a room for more than two hours at a time, this must go through School Meeting.

2.2 Parents may only leave the waiting area to assist their own children speed up departure. Parents may not interfere with any School Meeting Members, nor may they participate in school activities unless invited to do so. If a parent cannot adhere to this rule, the issue will be taken to school meeting and said parent will have to abide by its ruling. [see by-laws]

2.3 No one shall use bathrooms for hiding or playing games.

2.4 If you wish to enter the LEN and someone else has signed up to use it, you must knock first and wait for a response before entering. If no one responds, you may still enter.

2.4.1 No food or drinks (except water) are allowed in the LEN.

2.5 The Parent and Tot Program is welcome in the core campus between 9:30 and 11:30 am on Friday mornings. While Parent and Tot is on, computers can be used by anyone so long as no volume can be heard and people err on the side of caution with regards to content. SM members involved in this program will make an effort to nicely usher the Parent and Tot participants out of the school in a timely manner at the end of the program time. If a non-SM member from this program wants to use any item that has a certification procedure, they must be supervised by a certified SM member.

2.5.1 Forts and related structures must be dismantled and put away by the end of every Thursday unless the people who made the fort have made alternate arrangements with the Parent and Tot co-ordinator. No fort may be built between 4 p.m. Thursday and 12 p.m. Friday without the permission of the Parent and Tot co-ordinator.

2.5.2 Hockey sticks may only be used during Parent and Tot in the core campus to play calm, gentle hockey. Hockey sticks may not be used for any other purpose in the core campus during Parent and Tot.

3. Potentially disruptive behaviour in the core campus

3.1 Quiet activities have priority in the kitchen. Loud activities have priority in the big room. Loud activities must not be so loud that they are audible in other rooms with the doors closed. All School Meeting members are responsible for communicating respectfully together around these issues. Respectful communication means taking responsibility for telling other people what you are thinking and how you are feeling, and also listening to other people's opinions.

3.2 If you are using the LEN to do something which is louder than conversational level, you must keep the door closed except while entering or leaving the room.

3.3 Chasing is banned from the kitchen and chasing that is disruptive to other people is banned from the big room.

3.4 There shall be no throwing or kicking of balls in the core campus.

3.5 Play fighting is allowed in the core campus only in the big room or the LEN. If any SM member feels the playfighting is getting too loud or wild, the playfighters must calm down to the complainer's satisfaction, or go playfight in the gym or outside, or else take a break from the playfighting for at least half an hour. The only objects you may use for play fighting inside are pillows or sword-like objects (lightsabers, sticks, etc).

3.6 At no time shall the lights be off and the curtains closed in any particular room in the core campus unless everyone at school agrees (except for in the LEN). The exception is that a curtain may be closed to prevent glare on a computer screen.

3.7 If someone is using the telephone, everyone within earshot must not make noise above a quiet conversational tone.

4. Phone and door answering

4.1 There must always be a chart posted by the blue doors at the top of the stairs and a chart by the phone to indicate the names of the people who are responsible for answering the door and phone, and any guidelines around door and phone answering.

4.2 The name of the person answering the door or phone on the next school day should always be posted on the charts unless no one is on duty for the next day.

4.3 Anyone certified to answer the door or phone and who wishes to do so for a day may sign up at least one day beforehand.

4.4 The JC may compel someone to not only become certified to answer the door or phone but also to give them a consequence of answering for a certain period of time.

4.5 The Attendance Clerk is responsible for answering the door or phone during the time that the person signed up for duty that day is not at school. If the person on duty is absent that day then they will switch places with the next person on the list (if the next person is not absent too).

4.6 On your day of door or phone answering you must arrange for someone else to do your duty if you leave the core campus on an excursion.

5. Catholic School Board Policies

5.1 No one may smoke anything on school property. This is against Toronto Catholic District School Board policy.

5.2 Skateboards may not be used anywhere in the school building unless we get formal notice from a representative of the Toronto Catholic District School Board allowing it. Operation of other wheeled vehicles in the core campus is subject to Toronto Catholic District School Board regulation as well.

B. Use of the campus outside of regular school hours:

1. The campus is open for use when school is in session, or when an official school function is taking place.

2. When the school is not officially open, School Meeting members who are judged to be responsible by the School Meeting may use the facilities, as regulated by any conditions set by the landlord or the school's insurance policy.

C. Emergency Closing Policy.

1. Anyone who thinks the school might be closed for any reason (weather, etc.) should check for a message on the school's voice mail, which will be updated by the Attendance Clerk before 9 am if the school is closed that day.

2. The decision to close the school may be made by the staff members working at the school that day.

3. If the school is open in inclement weather, parents or students who are in charge of their own transportation must make their own judgements about whether it is safe to travel to school. Whenever there is questionable weather, the school will respect the decisions made by families, and absences will not reflect on the students' attendance records.

4. In inclement weather staff will consult the Toronto Catholic District School Board weather hotline or website and close The Beach School if the TCDSB closes. The Beach School may still close if TCDSB does not close, at staff's discretion.

D. Certification

1. General rules

1.1 Certification procedures for certifiable items are determined by the School Meeting and are filed in the school files as well as being posted near the items.

1.2 Certification procedures must be obeyed.

1.3 All school items which require certification in order to be used will have a sign posted near them indicating the names of people who are certified to use the item and the qualifications necessary for certification.

1.4 When you get certified for something, you must write your name on the posted certification list.

1.5 A certified person may supervise one uncertified person when using a certifiable item. The certified person is responsible for the actions of the uncertified person.

1.6 In order to be certified to use a certifiable item, you must demonstrate to 2 certified people that you can perform the tasks listed in its certification procedure. It is not enough simply to tell them that you know how to use it. You must show this.

1.7 If a certification procedure gets revised then everyone currently certified will be decertified unless SM rules otherwise before voting on the revision.

2. Rules pertaining to particular items:

2.1 SM members who access the internet on their laptops using the school's internet connection must still obey all school rules surrounding internet use (including the internet certification procedure, the chat room certification procedure, etc.). The only exception is that they may become internet certified without being computer certified if they do not use a school computer to access the internet. To obtain the wireless network key, you would have to be certified for internet use.

Part III

Management

A. General Rules

1. Only persons or school groups authorised by the School Meeting may communicate or negotiate in the school's name.

2. Except in cases specifically named by the School Meeting, all meetings of any official group at school are open to all School Meeting members.

2.1 People who initiate a group activity (class, trip, etc.) must, when they start to talk to others about it, indicate which parts of the activity they are willing to organize. This applies to group activities which involve spending School Meeting money, going off-campus, or any other major commitment from participants.

3. Procedures to keep track of what's going on:

3.1 If someone plans an activity that will happen on a regular basis or which they would like others to plan around, they should write that activity on the white board. The chairpeople of regular meetings must write them on the whiteboard.

3.2 The Communications Clerk is responsible for updating the whiteboard at the beginning of a new week.

3.3 Activities on the white board will be colour-coded depending on whether they are a one-time event or an ongoing activity. A legend will be written on the board explaining the colour codes.

B. Open Campus Policy

1. Any changes to the Open Campus policy as outlined in the application package, either on the part of the school or on the part of the individual families, need to be signed by students and parents and be filed with the application package.

2. The 'core campus' is defined as rooms 201 A, B, C, and D, the large open room adjoining them, and the hallway and stairs leading up to them from the outside door on the first floor. The campus is the school building and the property belonging to Corpus Christi school.

3. All members of the school community must report in to the attendance clerk and sign in on the bulletin board list whenever they enter the core campus when returning from an off-campus excursion. Likewise everyone must sign out both with the attendance clerk and on the bulletin board list whenever they leave the core campus when going on an off-campus excursion.

4. If people are leaving on an off-campus excursion, they must not only sign out but also indicate on the sign-out list where they are planning to go, who they are going with, and the approximate time they will be back.

4.1 If the destination or estimated time of return changes during an off-campus excursion, a group member must call the school and report this change to the Attendance Clerk, who will record this information on both the Attendance Clerk's sheet and the bulletin board. If it is not possible to call, the group must return to school and sign out again. School Meeting members must call in if they believe they will exceed their estimated time of return by more than 15 minutes.

4.2 If you are going on an off-campus excursion or field trip that is planned to last

more than 2 hours, you must notify the school community (ie. the other School Meeting members) at least one school day in advance (for example, by posting a sign). This does not apply if all School Meeting members will be involved in the trip.

4.3 On off-campus excursions, all participants must have an understanding of their own and each other's open campus restrictions before leaving the core campus. The Attendance Clerk will help facilitate this. Everyone on the trip is responsible for reminding each other of their open campus restrictions, and is responsible for making sure that no one on the trip is put in a situation where they have no choice but to break their open campus restrictions.

4.4 You need to be physically present at school on the campus for a minimum of 15 hours per week if you are a full-time student or full-time staff.

5. Records of the agreements individual students have with their families limiting their off-campus excursions will be kept on file at the school. These agreements are enforceable by School Meeting and the Judicial Committee.

5.1 Family open campus agreements will be posted by the sign-in/ sign-out sheets.

5.2 If it comes to the school's attention that a student has violated his or her family agreement, The Attendance Clerk is responsible for arranging a meeting between the student, his or her parents, and a school representative to discuss the issue.

C. Attendance policy

1. Everyone enrolled at the school on a full-time basis is expected to attend school for at least 5 hours per day, Monday to Thursday. Attendance on Friday is optional and can be for any length of time. [see by-laws]

2. Part-time attendance is permitted for 4-and 5-year-olds only. [see by-laws]

2.1 Part-time students should communicate with the school regarding their expected hours of attendance so that school activities can be planned accordingly. If problems arise around scheduling activities at a time when part-time students are at school, a school representative will talk with the family in question and try to find a mutually agreeable solution. Part-time students must attend for a minimum of 10 hours and a maximum of 15 hours per week. [see by-laws]

3. Students must check in and out with the Attendance Clerk and on the posted sign-in/sign-out list when entering the campus at the beginning of the day and when leaving campus at the end of the day.

3.1 People who participate in a field trip without being at school first to sign in for the day or who leave the field trip without returning to school to sign out for the day may sign in or out by phone.

4.1 The Attendance Clerk will follow up by telephone between 10 and 10:30 a.m. with any full-time student who has not checked in (Monday to Thursday) and has not called in.

4.2 Any student absent from school must notify at least the Attendance Clerk as to the date they will be absent (including part-time students and also Fridays). The Attendance Clerk will not record reasons for Friday absences, and they will not count towards regular attendance records.

4.3 Any full-time student who is enrolled for the whole school year is allowed 15 days of absence during school days, not including Fridays. People who enroll part-way

through the school year will have these days pro-rated.

4.3.1 If a student exceeds 15 days of absence in a year, then the Attendance Clerk or his/her designate will write the student up to the JC. Any consequences will be decided upon on a case-by-case basis, using as a guide the impact a student's lack of attendance may have upon the school community or upon the student's own education at the school.

4.3.2 People who will not be at school for a day, when they call the school to report their absence, will have the option of letting the school know whether they are sick or absent for another reason. This information could then be available if the person exceeds 15 days of absence during the year and so is called to SM to discuss their attendance.

4.4 All School Meeting members who know in advance that they will be absent from school should notify the Attendance Clerk as soon as possible. The Attendance Clerk will post these dates on the front bulletin board. If you plan to be away for a week or more consecutively, you must give at least one week's notice so this can account for your absence in any plans it is making.

4.5 Students who are absent from school because they are following their passions may make motions at School Meeting about adjusting their attendance requirements because of this.

5. If the Attendance Clerk wishes to go someplace that is on campus but outside the core campus, and there is no one in the core campus whom the Attendance Clerk feels can fulfill the responsibilities of being a substitute Attendance Clerk, everyone in the core campus may be compelled to accompany the Attendance Clerk out of the core campus if $\frac{3}{4}$ of the people there vote to do so. This applies as long as it would not violate anyone's open campus family agreement to accompany the Attendance Clerk.

6. The Attendance Clerk is responsible for posting or making sure someone else posts a record of each student's attendance, at least on a monthly basis. The report should be current to the end of the week before the posting. The report should include for full-time students each person's total number of days absent (not including Fridays), the number of days they have attended school for less than $4\frac{3}{4}$ hours (not including Fridays), the number of days they have attended school between $4\frac{3}{4}$ and 5 hours (not including Fridays), and the number of weeks they have attended school for less than 20 hours total (or the equivalent of 5 hours/ day, Monday through Thursday, if the school is closed for part of a week). For part-time students the report should state the number of weeks the student has attended school for less than 10 hours total and the number of weeks the student has attended school for more than 15 hours total.

6.1 If a full-time student has, on average, more than 1 day every 3 weeks in which he or she attends school for less than $4\frac{3}{4}$ hours (not including Fridays), then they will be written up to the JC by the Attendance Clerk or his/her designate.

6.2 If a part-time student attends school less than 10 hours per week more than once every 4 weeks, on average, then they will be written up to the JC by the Attendance Clerk or his/her designate.

7. Only approved people may serve as substitute Attendance Clerks. Approved substitute Attendance Clerks must have a clear understanding of their responsibilities and agree to these responsibilities. The regular Attendance Clerk is responsible for the approval procedure.

D. Field Trips

1. Any off-campus excursion which includes staff qualifies as a field trip. Off-campus excursions which do not include staff are not field trips. They fall under the Open Campus policy.
2. On field trips, unlike on campus, staff act as supervisors. Students are expected to obey staff instructions and be visible to staff. At the staff member's discretion, students may leave the group briefly but must check first.
3. Any student participating in a field trip must have a signed off-campus release form (part of the enrollment package) or a release form specific to that field trip on file at the school.
4. Specific guidelines for behaviour on field trips must be discussed and agreed upon by all participants before the trip takes place. It is the accompanying staff person's responsibility that this take place. Participants must sign up for the trip before it occurs so this can happen. Staff going on a field trip are acknowledged to be accepting a significant amount of responsibility, so the choice to do so is at their discretion. The staff are also responsible for talking to parents who have indicated in their enrolment package that they must be contacted to discuss trip details prior to their child's participation.
5. The general guideline for behaviour on field trips is that participants must behave in a manner that follows community standards for the place they are visiting (eg. No loud talking in a library).
6. If, during a time when school would normally be open, all School Meeting members are off-campus, the voicemail message on the school's phone line must be changed to indicate where the School Meeting members are, when they will be back, and how to get in touch with the group meanwhile. A sign with a contact number must also be placed on the school's outside door.
7. On any field trip, at least one participant must have a working cell phone that is turned on. This phone's number must be posted on the school's outside door and left on the school's voicemail greeting if all School Meeting members are involved in the trip, or else left with the Attendance Clerk on duty at school.

E. Staff policies

1. During all hours the school is officially open, at least one staff member must be in attendance unless all students are away from the school.
- 1.2 If all staff members wish to go somewhere off-campus and some School Meeting members don't wish to go, there may be a vote, and if $\frac{3}{4}$ of the people vote to go, those who did not want to go, have to go anyway.
2. Staff must follow all procedures in the staff information binder.

F. Teaching

1. Students who want help finding a teacher for a particular subject are responsible for asking for assistance, and showing they are serious about their request. If a staff member is asked for help finding a teacher, he or she is responsible for doing so, with some involvement from the student. (This involvement will vary depending on the student's comfort level.) It should be recognized that different students learn best from different teachers, and that just because a potential teacher has certain skills a particular student may not learn well from him/her. Staff members or other students can be teachers but in this case the teaching does not need School Meeting approval.

2. In the case of School Meeting member teachers, either the teacher or the learner may request that a formal meeting be scheduled before the teaching begins, in order to outline the scope of the teaching and the responsibilities of the teacher and the learner. If this happens, the results of this discussion should be written down and signed by all parties. If any party fails to adhere to the conditions outlined in this document, the teaching situation may be dissolved.

3. Contract Classes are defined as follows:

3.1 Contract Classes involve groups of people who meet to pursue a common interest and are governed by contracts that all participants (including any teachers or instructors) must sign before participating.

3.1.1 A class must have a contract if they hire an outside instructor, or receive money from School Meeting.

3.1.2 If neither of these are true, you may still have a contract. You may choose to have a contract because you feel that commitment from those involved is important.

3.1.3 Only those taking the class may benefit from or use whatever's being offered in the class.

3.1.4 If a class is governed by a contract, that means that whatever's outlined in the contract is enforceable by the Judicial Committee and the School Meeting.

3.2 Class contracts must include the following:

- the time(s) and date(s) of the class(es) to be held
- the object(s) of the class
- who's in authority during the class
- the commitment expected of those in the class
- the amount of School Meeting money involved in the class
- (except in the case of a drop-in) the consequence should someone choose not to fulfill their commitment to the class

3.3 SM members who sign contracts or make verbal commitments in the presence of another School Meeting member to participate in activities must carry through with their commitments.

4. Non-School Meeting member teachers being paid by the school need to undergo an interview with the interested students and a staff member. A contract outlining the duties of both teacher and students must be signed by all parties.

4.1 Any costs the student would like the school to pay related to the teaching must also be submitted to School Meeting for consideration before the contract is signed.

4.1.1 A class's contract must be signed by all class participants who are School Meeting members before School Meeting authorises spending money on that class. Money will not actually be paid out until all participants, including non-School Meeting members, have signed the contract.

4.2 Non-School Meeting member teachers who spend time on campus must have a police background check. Exceptions may be made at the discretion of School Meeting, in which case the teacher would have to remain in the presence of a staff member while on campus. The school will pay for background checks for volunteers but paid teachers are expected to pay for their own.

5. Anything that does not fall under one of the categories of Contract classes or Corporations may be called whatever else those involved decide (informal classes, non-contract classes, clubs, groups, etc.).

G. Internships

1. A student who wants school help arranging an internship must show that he or she is serious about the internship and has acquired enough knowledge or skills in the area that the internship will be helpful to both the intern and the mentor. He or she must have exhausted all other resources.

2. If a student asks a staff member for help arranging an internship, the staff person is responsible for finding out exactly what kind of arrangement the student is looking for (responsibilities, hours, what he/she hopes to learn, etc.). The staff member is responsible for helping the intern find a suitable mentor, either a person on the school resource list or another member of the community. The extent to which the staff member is involved in contacting potential mentors depends on the age and comfort level of the student, but in any case both the staff member and student should be involved. Anyone contacting potential mentors should be aware that in doing so he/she is representing the school to the community and should behave accordingly.

3. Because an internship involves a considerable amount of time off-campus with non-School Meeting members, the student's parents must agree to the internship.

4. The student, the staff person, and the potential mentor must meet to discuss the terms of the internship (hours, responsibilities of both parties, etc.) and draw up a contract to be signed by the mentor, intern, facilitating staff member and the intern's parents. The intern's parents may be present at this meeting. The school will request a police background check unless the parents waive this.

5. If a student wants internship hours to count towards required attendance, such an arrangement is at the discretion of the Attendance Clerk.

6. Problems with ongoing internships either on the part of the intern or the mentor should be referred to the facilitating staff member.

H. School Files

1. All information relevant to the day-to-day functioning of the school will be accessible at the school to all School Meeting members.

I. Committees and Corporations

1. Committees and Corporations must keep on file in the Management Manual a list of the people in the group, an outline of any responsibilities given to them by School Meeting, a record of their finances kept in accordance with Financial Management Committee procedures (if they have been allocated School Meeting money), and any other important information relating to the organization or work of the group.

2. Committees and Corporations may conduct their business as they see fit, unless SM resolves otherwise in a particular case.

3. Committees and corporations are answerable to SM for their conduct.

4. Committees and corporations may institute certification procedures for items for which School Meeting has given them responsibility. These certification procedures

are enforceable by the JC.

4.1 Committees and corporations have the authority to decertify people for items for which the committee or corporation is responsible.

5. Committees:

5.1 School Meeting committees as outlined in this section of The Book are open to all School Meeting members. Their purpose is to assist the School Meeting in regulating daily life in the school. School Meeting Committees may call upon non-School Meeting members for help as they see fit. (Business committees also exist whose governance falls outside the scope of this section of The Book. See Section VIII of The Book and the by-laws for more information.)

5.2 Committees must follow any School Meeting procedures for them, and must be approved by School Meeting as a Committee in order to be formed.

5.3 Committees must report any business affecting people outside the committee to SM during the next regular meeting.

6. Corporations:

6.1 Corporations are defined as follows:

6.1.1 Corporations are groups of people who meet to pursue a common interest.

6.1.2 Their primary reason for existing is to take responsibility for group activities and/or resources as mandated by the School Meeting.

6.1.3 Corporations are responsible for something (resources/planned activities, etc.) that non-corporation members may use or benefit from.

6.1.4 Corporations are governed by by-laws (see part 3.I of The Book).

6.1.5 Corporations are still ultimately responsible to the School Meeting and the Judicial Committee.

6.2 All School Meeting members are free to join any corporation unless otherwise determined through a motion by School Meeting.

6.3 All School Meeting members are free to participate in activities governed by a corporation or use equipment under its jurisdiction, subject to corporation by-laws and rulings of the Judicial Committee or School Meeting, and unless otherwise determined through a motion at School Meeting.

6.4 School corporations must be approved by School Meeting. In order to receive approval, the following conditions must be met. Corporations that comply with the conditions may be granted approval by School Meeting. Approval shall not come into effect until all conditions are fulfilled.

6.4.1.1 The corporation must submit to School Meeting a list of corporation members. This list must then be given to the School Meeting Secretary to be filed in the Management Manual. If members wish subsequently to withdraw from the corporation, or new members wish to join, this must first be reported to School Meeting and then to the School Meeting Secretary, who will adjust the Management Manual files accordingly. The member list in the Management Manual shall be the official list of corporation members and those currently listed shall be held accountable to all rules governing the corporation, including School Meeting and JC rulings and corporation by-laws.

6.4.1.2 Within one week of submitting a list of members to School Meeting, the corporation shall submit to School Meeting a copy of its bylaws, which must include a description of the type of activity it is to be responsible for, a list of all supplies or

equipment it is to be responsible for (including live animals), any rules governing their use (including certification procedures, if applicable), and any provisions for delegating particular corporation responsibilities either temporarily or permanently to particular corporation members. These by-laws must first be approved by a majority vote of all members of the corporation. After presentation of the by-laws to School Meeting, they must be given to the School Meeting Secretary for filing in the Management Manual. If the corporation later wishes to make any changes or additions to their by-laws, they must be approved by a majority vote of the members of the corporation. After being voted in by the corporation, the changes must be reported to School Meeting and then given to the School Meeting Secretary, who will adjust the Management Manual files accordingly. The by-laws filed in the Management Manual shall be the official by-laws of the corporation.

6.4.1.3 Within one week of submitting an initial list of members to School Meeting, or subsequently within the first two weeks of school each fall, the members of the corporation shall elect officers. Officers shall be elected by a majority vote of the corporation's members. Officers shall serve for a term lasting until the next fall election. An officer may be removed from office, with cause, by a majority vote of the members of the corporation, or by a vote of the School Meeting. In such circumstances, or if an officer resigns, a new officer must be elected within one week of the position being vacated.

6.4.2 Corporations which are granted approval but later fail to maintain compliance with the above conditions may have their approval revoked by School Meeting after having received at least one warning from School Meeting and having had at least one week in which to rectify the situation.

6.4.3 Corporations which have their approval revoked by School Meeting shall be dissolved. Upon being dissolved, all equipment or supplies owned by the corporation or under their responsibility (including live animals) shall be put at the disposal of School Meeting. The School Meeting Secretary shall make a motion regarding the dispersal of this equipment and the reassignment, if necessary, of the responsibilities of the former corporation.

6.5 Corporations shall elect the following officers, who will assume the following duties:

6.5.1 President:

6.5.1.1 reports membership updates to School Meeting and files these updates with the School Meeting Secretary

6.5.1.2 reports changes to corporation by-laws to School Meeting and files these changes with the School Meeting Secretary

6.5.1.3 serves as spokesperson for the corporation except in matters of financial management, including relaying information to corporation members on behalf of School Meeting, JC, and individual SM members, and speaking on behalf of the corporation when the corporation is involved in JC cases or School Meeting motions. (Individual corporation members may also speak on their own behalf but the President is responsible for speaking for the corporation as a whole.)

6.5.1.4 is ultimately responsible for the fulfillment of any duties or responsibilities assigned to the corporation by School Meeting, except for matters of financial management. This includes the care of any corporation equipment (including live animals) purchased through School Meeting funds or otherwise under the jurisdiction of the corporation.

6.5.2 Treasurer:

6.5.2.1 is ultimately responsible for all the corporation's financial transactions. The Treasurer may ask another person to physically carry out financial transactions on behalf of the corporation but must provide funds up-front if the transaction involves spending corporation money, unless the person agrees to be reimbursed. If reimbursement is arranged, it must take place immediately once the Treasurer is presented with a receipt if the receipt is presented on campus within school hours. If the receipt is presented outside school hours or at an off-campus location, reimbursement must occur on the Treasurer's next day of attendance at school. The Treasurer must ensure that anyone carrying out financial transactions obeys any guidelines set out by the corporation or School Meeting.

6.5.2.2 is ultimately responsible for maintaining the corporation's financial records, including Petty Cash transactions, in a manner which is approved by the Financial Committee. If the Treasurer is not certified to use the Petty Cash system, he or she may be supervised by someone who is. Lack of Petty Cash certification does not excuse a Treasurer from carrying out his or her Petty Cash responsibilities in a timely manner.

6.5.2.3 is responsible for reporting money spent in the past week and what that money was spent on, if money was allocated by School Meeting. Corporations should keep separate records of money obtained through School Meeting and money obtained from other sources.

Part IV

Fiscal Procedures

A. Financial Management [see by-laws]

1. General financial management duties for the school as a whole are assumed by the Business Manager and Admin Team. The School Meeting Treasurer administers the School Meeting's finances. [see by-laws]

B. The Budget [see by-laws]

1. The general budget is under the direction of the Business Manager. School Meeting's budget is administered by School Meeting. [see by-laws]

2. Each year, a draft School Meeting budget will be given to School Meeting in June and will be approved in September.

C. General Rules

1. Anything that is consumed by School Meeting is the financial responsibility of School Meeting, to be taken from the School Meeting account.

2. Clerks who are allocated money in the School Meeting budget must go through the School Meeting Treasurer to request access to their funds before actually spending money in their account.

3. SM members who have acquired money through SM have until the end of the school year to spend it. In the meantime, if money allocated is not being spent in a

timely manner, anyone may bring that issue to SM.

4. A 10% overage is considered to be acceptable when making SM-authorized purchases. This overage would come out of the SM's Emergency Fund, not the general SM budget.

5. People who make personal long-distance telephone calls must record their name, the time and the date, so they can reimburse the school when the phone bill comes in. The School Meeting will pay for necessary long-distance calls to parents or guardians.

Part V

School Meeting Clerks

A. Duties of Clerks

1. At the discretion of the School Meeting, committees of School Meeting members may be formed to assist with any clerk's responsibilities.

2. Duties of clerks:

2.1 Attendance clerk

2.1.1 checks posted attendance sign-in at noon Monday to Thursday, and follows up by telephone with any full-time student who has not showed up and not called in

2.1.1 checks the posted sign-in/sign-out list periodically to make sure it is being used responsibly

2.1.3 keeps Attendance Clerks' attendance list and uses it to record School Meeting members' verbal checking-in/checking-out

2.1.4 selects and posts name of back-up Attendance Clerk on sign-in/ sign-out board if leaving campus

2.1.5 ensures part-time and full-time students are fulfilling their attendance requirements

2.1.6 updates school voice mail to inform families of emergency school closures

2.1.7 in cases of violations to Family Restrictions to the Open Campus Policy, arranges a meeting between the student, his/her parents, and a school representative

2.1.8 when SM members indicate they will be absent for 5 or more consecutive school days, posts this information

2.1.9 writes up to the JC (or arranges for someone else to write up to the JC) School Meeting members who fail to attend school within the guidelines set out by School Meeting

2.1.10 writes up anyone who has broken a rule around signing in or out, unless the Attendance Clerk feels that the rule infraction was not that person's fault (i.e. the person is new and doesn't know the rules or someone else has agreed to sign them in or out, etc.), in which case the Attendance Clerk must talk to him/her about it instead

2.1.11 writes up anyone who has broken a rule around signing in or out, unless the AC feels that the rule infraction was no the person's fault (ie. The person is new and doesn't know the rules, or someone else has agreed to sign them in or out, etc.), in which case the AC must talk to him/her about it instead.

2.2 Communication clerk

2.2.1 ensures regular publication of newsletter for families and other interested individuals updating them on school events, exploring philosophy, etc.

2.2.2 organizes PR for school as needed to maintain/increase enrollment, recruit potential staff and resource people, etc. [Assumed by Business Manager]

2.2.3 maintains list of resource people in various subject areas

2.2.4 arranges or makes sure someone else is arranging for resource people (either

on list or off) if requested by student

2.2.5 serves as contact person for both resource people and students (for feedback, complaints, etc.)

2.2.6 serves as contact person between The Beach School and members of the community such as official authorities or neighbours [Assumed by Business Manager]

2.2.7 sorts mail, checks telephone messages and checks school e-mail messages regularly

2.2.8 administer the Parent and Tot Program

2.2.9 serve as a liaison between the Parent and Tot Program and the School Meeting

2.2.10 may authorize, on a case-by-case basis, exceptions to our visitor policy and related rules, if time constraints make it difficult to pass the exceptions through School Meeting

2.3 Safety and aesthetics clerk

2.3.1 reports items that need repair to School Meeting and makes arrangements for necessary repairs or physical improvements (eg. painting, etc.) to school as recommended by School Meeting

2.3.2 Chairs Safety and Aesthetics committee meetings and takes minutes, if there are any agenda items on the posted Safety and Aesthetics agenda at the appointed meeting time

2.3.3 Serves as spokesperson for Safety and Aesthetics issues, including conveying information relevant to general Safety and Aesthetics from individual SM members to the Safety and Aesthetics committee or School Meeting and reporting recommendations of the Safety and Aesthetics Committee to School Meeting

2.3.4 Arranges for purchase of items on the Safety and Aesthetics shopping list

2.3.5 Ensures that the freezer is defrosted and the water cooler cleaned on a regular basis

2.3.6 is in charge of the school beautification effort before school events involving non-School Meeting members that happen in the core campus

2.3.7 is in charge of the school beautification effort before school events involving non-SM members that happen in the core campus

2.3.8 is in charge of maintaining the chore wheel and choosing chore partners each month

2.3.9 is in charge of school-wide cleaning

2.4 Elections clerk (2 elected)

2.4.1 ensures smooth running of elections for clerkships and staff, according to the election procedures set out by School Meeting

2.5 School Meeting Chairperson [see by-laws]

2.5.1 ensures smooth running of School Meeting and correct application of School Meeting procedures (Robert's Rules of Order, etc.)

2.5.2 tries to ensure that SM resolutions are carried out in practice by addressing situations where this is not the case

2.6 School Meeting Secretary [see by-laws]

2.6.1 posts agenda before each School Meeting

2.6.2 takes minutes at School Meeting

2.6.3 files minutes for future reference by any School Meeting member in the school files

2.6.4 makes sure The Book is kept up to date in the school files

2.6.5 posts signs indicating certifiable items, along with a list of who is certified to use the item and the qualifications for certification

2.6.6 works with the administrator of the school's website to ensure School Meeting minutes and a current copy of The Book are posted on the Assembly section of the website.

2.6.7 makes sure The Book and Management Manual are kept up to date

2.6.8 maintains school files

2.7 Judicial Committee Chairpeople (2 elected twice a year, for Sept-Jan or Feb-June)

2.7.1 ensures smooth running of Judicial Committee according to procedures set out by School Meeting

2.7.2 presents Judicial Committee sentences to School Meeting for review, and refers serious cases to School Meeting, as set out by Judicial Committee procedures

2.7.3 records Judicial Committee procedures and decisions for future reference

2.7.4 brings motion to School Meeting to form a new Judicial Committee at end of current Judicial Committee's term

2.7.5 are responsible for making sure that all JC-related paperwork is kept up to date

2.8 Donations Clerk

2.8.1 reviews new school acquisitions (donations or purchases) to see if they require certification for School Meeting members to use them, and makes recommendation for review by School Meeting

2.9 Emergency Procedures Clerk

2.9.1 maintains first aid kit

2.9.2 recommends emergency procedures to School Meeting and ensures these procedures are known throughout the school community (what to do in case of fire, medical emergency, etc.)

2.9.3 makes sure fire drills are conducted in accordance with the Fire Code

2.10 Supplies Clerk

2.10.1 Purchases or arranges for purchase of school supplies (including cleaning supplies, office supplies, water and anything else mandated by SM for general use)

2.10.2 maintains and purchases office supplies as authorized by School Meeting and arranges for purchase of items listed on shopping list

2.11 Technology Clerk

2.11.1 Is responsible for looking after the school's computers and related equipment (including fax, printer, VCR, TV, DVD player, video camera, router, modem, computer cables and internet connection)

2.11.2 Makes sure all clocks in the school (including computer clocks) are synchronized within a minute and show the correct time

2.12 School Meeting Treasurer

2.12.1 In charge of administration of School Meeting funds, including keeping track of funds and administering petty cash

2.12.2 Reports to School Meeting once a month on the status of the School Meeting accounts

2.12.3 Keeps School Meeting account records up-to-date on a weekly basis

2.13 Birthday Clerk

2.13.1 Keep track of the dates of every SM member's birthday

2.13.2 To make sure appropriate celebrations are planned for each SM member's birthday (or for another day chosen by the birthday person if the birthday is not a school day)

B. Election Procedures

1. Clerkship nominations shall be opened at the first regular SM of the school year, and closed at the second regular SM of the school year, at which point positions will be

voted upon by secret ballot. The previous year's clerks will serve until the election of new clerks. SM recommends that people who are considering running for a clerkship help the previous year's clerks before the election, so that they can understand the job better. For the first week of the new clerkships, the old clerks will act as advisors to the new clerks (although the new clerks are ultimately responsible for the jobs).

2. Clerkships are open to all SM members, including all staff and the Business Manager.
3. All clerks and other School Meeting officers will be elected by the School Meeting.
4. The Elections Clerks are responsible for supervising the elections.
5. School Meeting members requiring help in filling their ballots shall be assigned a helper. The helper shall not be a candidate for office in the current election.
6. The Elections Clerks post a signed copy of the results and submits a copy for publication as an Announcement in the School Meeting agenda for the session following the elections. Newly elected officials assume their duties the day following the posting .

C. Vacancies and Removals

1. If a person holding a School Meeting office becomes unable to perform his/her duties either temporarily or permanently, School Meeting will elect another person to fulfill those duties in the meantime. The exception is the Attendance Clerk, who must assign and post the name of a back-up whenever he or she is off-campus or otherwise unavailable.
2. A School Meeting official may be removed from office for cause by a 2/3 vote of the School Meeting.

Part VI

Admin Team – Business Clerkships

(See by-law sections 4.6 and 5 for information on the election of Business Clerks and their relationship to the Business Manager, the School Meeting, and the Assembly.)

A. General

1. All business clerks are encouraged to form committees of Assembly members to help them. Each clerk is responsible for the work of their committee. The clerks are responsible for communicating with other school bodies (clerks, SM, Assembly, Business Manager, Board etc.) as appropriate.

B. Duties of clerks

1. Staff Clerk:

- 1.1 seeks out possible candidates
- 1.2 preliminary screening
- 1.3 oversees staff hiring as outlined in The Book
- 1.4 able to arrange (with SM) any training as needed/requested by staff (i.e. mediation training, CPR/First Aid, communications skills, etc.)
- 1.5 determines staffing needs and recruits appropriately

2. Marketing Clerk:

- 2.1 coordinates all publicity/marketing efforts
- 2.2 makes sure website is maintained
- 2.3 explores joint marketing possibilities with other organizations

3. Site Clerk:

- 3.1 is the contact person with current landlord (TCDSB)
- 3.2 is familiar with current lease and status/history of TBS relationship with landlord
- 3.3 works to improve current site
- 3.4 seeks out other options for site

4. Fundraising Clerk:

- 4.1 resource person for fundraising (SM and Assembly as a whole)
- 4.2 supports charitable foundation project (with Terry Watada)
- 4.3 pursues "in kind" donations

5. Admissions Clerk:

- 5.1 oversees admissions process, as spelled out in the by-laws and The Book (including initial contact, follow-up, visits, admissions interview, visiting period, enrollment, 2-month follow-up meeting, orientation etc.)
- 5.2 review current enrollment procedures and revise if necessary
- 5.3 "customer service" person: helps manage the relationship between TBS and families (i.e. concerns, expectations, SVS philosophy questions, safety issues etc.); is the "go-to" person for parents

6. Finance Clerk:

- 6.1 coordinates bookkeeping, accounting and treasury functions (including payroll, bill payments, bank deposits and investment of surplus cash)
- 6.2 prepares financial statements and (with input from other clerks and School Meeting) budgets
- 6.3 co-ordinates bank signing authorities
- 6.4 co-ordinates tuition payments
- 6.5 works with families (as necessary) on alternate tuition arrangements to be presented to SM

Part VII**The School Meeting****A. General Rules**

1. The instructions of School Meeting must be obeyed.
2. Regular meetings are held once a week on Tuesday afternoon at 1:00 pm.
3. Special School Meetings may be called at any time by the Chairperson, or by three School Meeting members. To call a special meeting, a notice signed by the Chairperson or at least 3 School Meeting members must be posted at least 2 hours before the meeting, indicating the time, and specific subject of the meeting.
[see by-laws]
 - 3.1 Special School Meetings shall have the regular Secretary and Chair. They must be notified upon the calling of the meeting.
 - 3.2 If the School Meeting secretary or the chair is unable to attend a School Meeting (regular or special) they are responsible for finding a substitute.

4. People who are doing non-School Meeting activities in the room where School Meeting is happening must be relatively quiet. The School Meeting chair may determine the appropriate level of volume.

4.1 The TV must be kept at a minimal volume when SM is in session if SM takes place in the room where the TV is located. The School Meeting chair may determine what is an appropriate volume.

B. The School Meeting Agenda

1. The School Meeting publishes an official School Meeting Agenda for each regular session of the School Meeting. It is the responsibility of the School Meeting Secretary to publish and post this agenda at least 2 hours before the meeting. [see by-laws]

2. When a Special School Meeting is called, whoever makes the motion which causes the meeting to be called is responsible for making sure the agenda is put together and posted at least 2 hours before the meeting takes place, and also for notifying the Chair and the Secretary that the meeting will take place.

C. Procedures

1. There is no quorum for regular or special School Meetings.

2. The School Meeting operates according to Robert's Rules of Order, except where other rules have been adopted by School Meeting. [see by-laws]

3. Motions passed by the School Meeting take effect on the school day following the meeting at which they are adopted, unless otherwise specified in the motion.

4. The School Meeting may require attendance of any member by majority vote.

4.1 If people are summoned to School Meeting, this should be voted upon before the discussion to which they are being summoned begins. There will be a short synopsis of why the people are being summoned which will be given before the vote.

4.2 When someone is told that School Meeting has voted that they come to the meeting, and it is physically possible for them to come (ie. not on the phone or in the bathroom), and they do not come, the Secretary must write a JC complaint about them.

5. Every School Meeting member in good standing (ie. not suspended) -- including the Chairperson, and including members whose direct interests may be at stake -- may participate in any vote on the School Meeting floor.

5.1 Any SM member who wishes to vote on a motion at SM must be present for the whole discussion on that motion at SM on the day when it is voted upon. Any SM member who wishes to vote on the motion must be non-disruptive and paying attention during the discussion. The SM chair has the discretion to decide if an SM member has been disruptive or inattentive and whether or not they have been present.

5.2 If the School Meeting Chair thinks that some people who appear to be attending School Meeting are not actually participating in the meeting, then the Chair will not only ask people to put up their hands to vote for a motion, but also to vote against it or to abstain. People who don't put up their hands for any of these 3 options will not be counted in the total vote.

6. Everyone at School Meeting must face the Chair and speak to the Chair, not each other, when they are discussing reports, motions, and other items.

7. If TBS receives a complaint about one or more SM members from the school board or its employees, there shall be an immediate SM at which a motion for suspension of the relevant SM members shall be discussed and voted upon.

D. Adoption of New Motions

1. All motions must have two readings, at two consecutive School Meetings, before being voted upon. All motions presented for a first reading must be published in the School Meeting Agenda for the meeting at which the motion is to be read or made from the floor at that meeting. At the first reading, the motion is debated and is then set aside when debate has ended. At the second reading, the motion is voted upon after debate has ended. Exceptions may be made through 2-reading motions carried by School Meeting.

2. If a School Meeting member making a motion is not present at the School Meeting when that motion is to be discussed or voted upon, that motion will be thrown out.

3. Persons who are not School Meeting members may place material before the School Meeting, by giving such material in writing to the School Meeting Secretary. The Secretary is responsible for letting non-School Meeting members know what action was taken on their requests.

4. People who wish to request that School Meeting money be spent on something must determine total cost of that item, including taxes and any other expenses, as well as whether it is practically possible to bring that item into the school, before the motion to spend this money is voted upon.

4.1 Special School Meetings which take place on Fridays may not vote to allocate School Meeting money to anyone or anything.

4.2 When School Meeting votes on money for a class, included in that motion must be the name of the person or people in the class who will facilitate the communication between the class members, the teacher, the School Meeting treasurer, the book keeper, and the School Meeting regarding financial and scheduling issues.

5. When a motion is passed by School Meeting, the Secretary shall be responsible for choosing an appropriate location to insert it into The Book.

6. When a person makes an announcement, motion or a point for discussion at SM that person will get a chance to speak first in order to explain their item.

7. Motion makers must attend both the first and second readings of their motion, and School Meeting members may raise points of clarification at the first reading, to be discussed with the motion maker in between the two meetings.

8. If a motion arises out of another motion in second reading, then the second motion may be voted on before the first, and requires only one reading.

9. Motions to open nominations for elected positions will not take two readings, as long as the election is not held at the same meeting as the motion to open nominations is made.

E. Order of Business at Regular Meetings

1. Before proceeding to the first item of business, the School Meeting approves accurate minutes of the previous meeting and then approves the agenda of the current meeting.
2. The first agenda item is Announcements, and is open to any announcement by any School Meeting member or visitor.
3. The second agenda item is the Report of the Judicial Committee and any other clerks or committees who have business which needs School Meeting attention.
4. The third agenda item is second readings of main motions.
5. The fourth agenda item is consideration of new motions.
6. The fifth agenda item is open discussion of any item presented from the floor.
7. The sixth agenda item is the time and date of the next meeting.
8. The seventh agenda item is a motion to adjourn.
9. If an Assembly member needs to call into SM they will be given a time when their item should be discussed. If it looks like SM will miss this time by more than 15 minutes, the agenda will be rearranged to accommodate the call on time.

F. Staff Hiring Procedures

1. Consideration for Nomination to the Staff Pool

1. People who are not current Staff and who wish to be considered for the Staff Pool must undergo the following selection procedure with the Staff Recruitment Committee:

1.1 If candidates are confident of their knowledge and support of The Beach School philosophy of education, then they are encouraged to submit a Letter of Introduction and Resume (with three references). The Letter of Introduction should include answers to the following questions:

- 1.1.1 What is it about this educational model that interests you?
- 1.1.2 What do you have to offer this school?
- 1.1.3 How would a student benefit from having you at the school?

1.2 Based upon the Letter of Introduction and Resume, as well as the current staffing needs of TBS, the Staff Recruitment Committee may contact potential candidates for an interview. After the interview is complete, the Staff Recruitment Committee will make a recommendation to the School Meeting whether or not the candidate should be considered for Staff Elections.

1.3 If the Staffing Committee recommends the potential candidate for consideration in Staff Elections, the candidate will be asked to visit the school and observe for at least one day – except Fridays.

2. Staff Elections

2.1 A motion to open nominations for Staff may be made, and voted on, at any School Meeting. This would be a one reading motion. Such a motion must be passed before the third last regular School Meeting of the current school year. If passed, written nominations may be submitted by any member of the School Meeting to the Secretary anytime before the next week's meeting. At that meeting, candidates may speak and field questions from the floor. A vote will then take place by secret ballot, supervised by the Elections Clerks. Each ballot will be marked 'Yes' or 'No' for each

candidate. Candidates with more 'Yes' votes than 'No' votes are elected to the Staff Pool.

2.2 School Meeting members requiring help in filling their ballots shall be assigned a helper by the Elections Clerks. The helper shall not be a candidate for Staff.

2.3 The Clerks see that the vote is tallied within a day of the election. A ballot containing invalid entries (erasures or errors) is void for the entry or entries that are invalid. Both Elections Clerks must do the tallying.

2.4 The Clerks announce the results as soon as possible, and this is recorded in the SM minutes. The Clerks also notify the candidates of the results.

3. Hiring Staff from the Staff Pool

3.1 Once the Staff Pool has been announced, the Staff Recruitment Committee or the Staff Recruitment Clerk may begin to offer contracts to successful candidates that include: salary, disbursement, time commitment, services to be required, and other terms, subject only to budgetary constraints set by the Assembly. The contracts which are accepted will be announced to SM and recorded in the minutes.

3.2 In the event that the Staff Pool may be larger than contracts to be offered, the School Meeting must determine an order of preference for contract offers at a Special School Meeting called before the end of the current school year. At that meeting, a vote will take place by secret ballot supervised by the Election Clerks. Each ballot will contain the names of the successful candidates and a space to enter a numeric value next to each name. Voting members will then be instructed to place a number next to each name and they may only use the number once. Each number represents the order of preference for contract offers with '1' representing the voter's first preference, '2' their second preference, etc. until all candidates have a number beside their name. The Election Clerks will treat the rankings as whole numbers and add all of them in order to determine a total for each candidate. The candidate with the LOWEST total will be first ranked on the order of preference for contract offers; the candidate with the second lowest total will be second; and so on until the candidate with the highest total will be ranked last. In the event of a tie, the candidate with the most number of '1' votes will win the tie (or number of '2' votes, etc. in the absence of '1' votes or if there are continual ties). In the event of a tie after this procedure, the Staff member with more seniority through year's employment (or first day of inquiry for new Staff) shall win the tie.

3.3 School Meeting members requiring help in filling their ballots shall be assigned a helper by the Elections Clerks. The helper shall not be a member of the Staff Pool.

3.4 The Clerks see that the vote is tallied within a day of the election. A ballot containing invalid entries (erasures or errors) is void for the entry or entries that are invalid. Both Elections Clerks must do the tallying.

3.5 The Clerks announce the results to the SM and to the Staff Recruitment Committee as soon as possible, and the results are recorded in the SM minutes. The Staff Recruitment Clerk will notify the candidates of the results.

3.6 Before signing a contract, new Staff Members must provide a copy of a Criminal Background Check (of the sort required by the TDSB) valid no longer than 12 months prior to the date of being hired. Returning Staff Members must sign a declaration that their criminal background status has not changed in the last twelve months. New Staff Members are also required to complete a Standard First Aid Basic Rescuer CPR Course paid by The Beach School, prior to the start of work. In addition, any new Staff Members must complete an Internship prior to their contract and/or a Probationary Period of no less than one month as part of their contract and would be considered for

full Staff Membership by the SM after such period was finished. The Probationary Period may be extended up to six months and anytime during the Internship or Probationary Period, the School Meeting may make a motion for early termination.

G. Executive Committee

1. At its last session of June each year, the School Meeting shall establish an Executive Committee, consisting of as many members in good standing (ie. not suspended) as the School Meeting sees fit. The Executive Committee, in partnership with the Board of Directors, shall be responsible for supervising school affairs through the summer until the beginning of school in the Fall. The Executive Committee shall have the authority to take such actions as necessary to meet the school's immediate needs during the summer and in preparation for re-opening of regular school in the fall, except for the hiring of staff. The Executive Committee shall decide all questions by majority vote; it shall determine for itself its mode of operation.

Part VIII

The Judicial System

A. Membership

1. One or two Judicial Committee Chairs will be elected by School Meeting to serve for five months, either September to January, or February to June.

2. There must be one older student and one younger student on the Judicial Committee as members. At the beginning of each new term for JC members, the Chairs will ask if anyone wants to volunteer. If not, the JC clerks are responsible for randomly picking the JC members. All students should serve on JC for roughly equal amounts of time.

3. One staff member must serve on the committee. If there is no staff as either a member or the Chair of the committee, a staff person on duty that day must serve as an extra member. Staff on duty that day should work this out amongst themselves.

4. The Judicial Committee may arrange substitutes for absent members. They shall make a reasonable attempt to maintain the usual age mix.

5. The following people have a vote during a JC investigation of any given case: the JC Chairs, the JC student and staff members, the complainer(s) and the complaine(s). Witnesses and observers do not have a vote.

5.1 There must always be (unless physically impossible) 3 voters for JC who are not involved in the case. If a JC member is part of a complaint, then some other bodies should fill in.

B. Powers and duties of the Judicial Committee, and related expectations for School Meeting members

1. SM members must make a reasonable attempt to resolve conflicts by talking to each other before going to the JC or SM. If someone seems to be trying to talk to you about a conflict, you must make a reasonable attempt to participate in the discussion. This can be done either through conversation or through mediation.

2. JC has priority use of the small alcove in the big room. When JC is meeting in the alcove, noise in the big room must be kept at a moderate level as determined by the JC chairs. JC has priority in the LEN when discussing sensitive issues. Furniture used to construct the alcove needs SM permission to be moved.

2.1 The zoo animal couch may never be allowed to go into the JC room while the JC meeting is going on.

3. The Judicial Committee Clerks have the authority to run Judicial Committee meetings as they see fit. Judicial Committee proceedings must be respected. JC forms must be respected.

4. The Judicial Committee may compel the presence of any School Meeting member that the Judicial Committee considers to be involved in or witness to any complaint that it is investigating. JC clerks have the authority to summon people to the JC.

4.1 All SM members in attendance at school must be in the core campus and available to come to JC during the time JC is happening. If you are not sure if you will be needed, check with the JC clerk running the meeting that day before you leave. If you are out of the core campus or do not attend the meeting when called, and you are making a complaint, your complaint will be dismissed. If you are needed in another capacity and you are not available or do not come when called, the JC will immediately vote on a consequence for your failure to attend the meeting, and the case will be dealt with the next day at JC. This does not apply if you are absent from school for the day.

5. The following behaviour is expected of everyone in a JC meeting:

5.1 Come immediately when called.

5.2 Do not leave the JC unless you get permission from the JC Chairs.

5.3 Do not make a mockery of the JC process.

5.4 Put up your hand before you talk and don't interrupt. (It is okay to talk while the chairs are writing.)

5.5 Do not talk about things that are off-topic during the meeting.

5.6 Do not do things during the meeting that will be too noisy or distracting to other people.

5.7 If you want to go behind the curtains or under pillows, or do any other hiding behaviour, check with the Chairs first.

5.8 Check with the Chairs before bringing objects to play or fiddle with into the meeting.

5.9 If you think something that happens in JC is unfair, talk about that with the Chairs after the meeting.

6. JC members must act in an unbiased way during JC meetings.

7. JC may interpret what the wording of a rule means.

7.1 If JC feels it cannot interpret a rule and refers this to SM, the JC may institute consequences in the interim if the situation involves the possibility of bodily harm.

8. JC has the power to decertify someone who is not using certifiable items correctly, even if the item is the responsibility of a committee or corporation. If someone who has been decertified by the JC appeals the decertification to SM, the JC may temporarily suspend that person's certification immediately until SM is able to rule on the case.

C. Judicial Committee Procedures

1. The Judicial Committee Chairperson makes sure complaint forms are available in a place known to all School Meeting members. Any School Meeting member may write a complaint against any other School Meeting member about any situation at school that

is bothering them. Forms should ask the name of the person complaining, the name of the person being complained about, and what happened. Filled forms are left in the assigned place to be investigated the next day.

2. The Judicial Committee meets regularly at the discretion of the clerks. They must give 2 hours' notice of the meeting time to all School Meeting members present at school. Generally, JC will meet at a regularly scheduled time and last for a specific duration known to all SM members.

2.1 An emergency JC meeting may be called by the Chairs at any time without notice if there is a serious threat to safety at school that needs to be addressed immediately. If the regular JC members are not present, the Chairs will find others to fill in for them. The JC Chairs may compel someone to serve as a member at an emergency JC meeting if there are no volunteers. The Chairs will try to preserve the usual age mix.

3. JC may be cancelled for any 1 day at the discretion of the clerks. A sign must be posted 2 hours in advance. SM members can protest the cancellation, in which case JC must be held at the regular time. If JC goes late, SM members may decline to attend.

4. Only one JC clerk must be present at a JC meeting as long as they are comfortable running the meeting on their own. Both can be present. Clerks can arrange their schedule between themselves.

5. JC Chairs who are involved in a case as either the complainer or the complainees are not allowed to chair that case (unless it is physically impossible for someone else to do it, for example if the case involves all School Meeting members).

6. The Judicial Committee keeps records of every complaint, including JC story, problems/rules broken, and agreements/warnings/consequences.

7. When a case comes to the JC and new information comes to light in the JC meeting which implicates another person, the JC may decide by discussion and vote to include this person in the complaint, even if the original writer of the complaint does not want to include them.

8. JC meetings are discussion-based. They are not run on Robert's Rules of Order. However, if things begin to get out of hand, (e.g. people start talking at the same time, people start getting upset, etc.) the Chair will call for silence, which must follow immediately, and then give people turns in which to talk. Things will then resume to normal. If things are going nowhere, it is up to the Chairs to move things along.

9. Order of business in JC:

9.1 When the Judicial Committee receives a complaint, it investigates by receiving testimony from the complainer, the complainees, and any witnesses. The Chair will read the complaint aloud and then ask the complainer to tell what happened. That person will proceed to answer. Anybody can ask questions. Once the Chair feels that everyone has said their piece, he/she will ask the complainees to tell what happened. Same procedure for this discussion. Once the Chair feels that everyone has said their piece, someone will suggest the story. Anyone can suggest an amendment to it which the people present must agree whether or not to accept before the story is voted upon. The Chair writes the story down. If not all evidence is available, the matter may be tabled until another meeting.

9.2 After voting on the story, those present will state what happened in this situation that they are not okay with. (A rule broken can be one of the things someone is not okay with). Once the chair feels that everyone has said their piece, he/she will

summarize it and, once everyone is in general agreement, will write it down.

9.3 Once problems have been noted, the Chair will ask the complainer, and then the complaine, what they think they can do so this situation does not happen again, and what they would like the other to do. Once they have devised an agreement, (with or without the assistance of the JC), the Chair will write it down and both will sign. If the JC feels that this is really serious and one or both should get a warning or consequence, then during the 'agreement' discussion, one will be discussed. Once the Chair feels everyone has said their piece, a motion will be made and voted on. Anyone can suggest an amendment to the motion which the people present must agree whether or not to accept before the outcome is voted upon. The Chair writes down the Committee's final decision and the complaine signs to indicate he/she understands the outcome. All details of a consequence should be decided before the person is asked to sign the form agreeing to carry out the consequence.

9.4 No one may make a motion at JC for a complaint to be withdrawn. There are only 2 ways for a complaint to be withdrawn at JC:

-The person who wrote the complaint may decide to withdraw it if they no longer wish to discuss the situation. This is their own decision and does not require a vote. JC clerks must adopt complaints withdrawn by the writer if they feel the situation is serious and should be discussed.

-The JC clerks may decide that the JC will not process a complaint they feel is frivolous (e.g. complaints writing up inanimate objects). Again, this is their own decision and does not require a vote. Frivolous complaints which are not processed at JC must still be included in the JC report at SM.

The JC as a whole may decide that there are no problems or outcomes for any given complaint but, except in the two situations above, the story must be determined for each complaint and the possibility of problems and solutions discussed.

10. Outcomes of JC cases:

10.1 Consequences generally take effect the next school day.

10.2 JC consequences must be carried out by the person to which they are assigned in the time specified by the JC. They must have this verified by a second party who will indicate that the consequence has been carried out by signing the JC consequence form.

10.3 If the complaine disagrees with the Judicial Committee about the outcome of a case, he/she can decide not to sign for the outcome and instead refer the case to School Meeting for debate and vote by the larger school body. In this case, the outcome decided upon by the Judicial Committee will not take effect until after the School Meeting has reviewed and possibly modified it.

10.4 The Judicial Committee can also defer assigning a consequence for any case it chooses and refer the matter to School Meeting instead.

11. JC reports to SM:

11.1 The Judicial Committee Chairperson must report the Judicial Committee's findings to the next School Meeting for review. Consequences which have already happened obviously cannot be revoked but the School Meeting may make recommendations to the Judicial Committee for next time.

11.2 When JC refers a person to School Meeting, they and the person who chaired the original complaint should come to School Meeting. If the person who was referred to School Meeting decides not to show up, School Meeting is allowed to discuss and rule on this person's case in their absence.

11.3 If any SM member has an objection to a JC report that is delivered at SM (i.e. they wish to appeal a case other than one involving them that they themselves have referred to SM from the JC), they may put forward a one-reading motion for the case to be reviewed. There are 3 options for the way the case may be reviewed:

11.3.1 It may be reviewed by the JC clerks for their own future reference only (i.e. without the outcome of the case being changed).

11.3.2 It may be reviewed by SM on the spot, possibly including a re-evaluation of the consequence, if all parties involved in the case are available to come to SM. (The parties involved include at least the complainee, the JC clerk who originally dealt with the case, and the person appealing the decision.)

11.3.3 It may be reviewed at a later JC meeting, possibly including a re-evaluation of the consequence, if not all parties involved are available to come to SM.

12. 'Get Out of Chore Free' cards:

12.1 A person may earn a 'Get out of Chore free' card by washing all unclaimed dirty school dishes in the core campus. Another person must check to see that all dishes are collected and washed. It is not necessary to wash dishes that other parties make dirty while washing is in session. You may wash in partners. The card may be given to the JC if you are written up for not doing your chore, and will get you out of JC without having to do a consequence.

12.2 Two administrators are chosen by School Meeting to administer the 'Get out of Chore Free' cards. They will check that have all been collected and washed and will hand out cards.

D. Suspension Procedures

1. Offences deserving serious consequences such as suspension or expulsion need to be referred to School Meeting for decision. Suspension or expulsion requires a 2/3 majority vote of all School Meeting members present at the meeting. [see by-laws]

2. Before a motion for suspension is considered at School Meeting, School Meeting members are encouraged to explore the avenues of mediation and/ or JC. Generally, a motion about the suspension of any School Meeting member should arise from a JC report. A form will be filled out when a suspension is voted upon which will include the rationale for the suspension.

3. If the JC refers a case to SM because it feels the case is serious enough possibly to merit suspension, the JC must submit to the School Meeting its recommendation for the length of that suspension. This recommendation may be amended in the ensuing discussion at School Meeting, but gives a guideline from which to start. Any motions made at SM about suspension must include a specification regarding the length of the suspension and whether it is indefinite or not.

4. In all cases of suspension, before the person suspended may return to school, two school representatives elected by the School Meeting (or by the JC, in the case of a pre-suspension meeting) shall meet with him/her (and his/her parents, if s/he is a minor or is 18 years of age or older and lives at home) for a conference at which his/her judicial record, and the School Meeting's concerns with regard to that record, are discussed. If possible, the representatives shall include a student and a staff

member. The meeting shall be arranged at the earliest mutually convenient time for all parties involved.

5. Every suspension committee shall bring to its conference the following information:

5.1 the suspension form recording the rationale for the suspension as voted upon at School Meeting (or at JC, in the case of a pre-suspension meeting),

5.2 a copy of The Book, or the relevant sections which apply in this case,

5.3 relevant examples from the JC records of the person in question.

6. Before a suspension of more than 5 school days' length may be voted on at School Meeting, a meeting must take place between 2 school representatives, the student in question and his/her family. This meeting may be scheduled after the JC has referred a case to SM with a recommendation for suspension longer than 5 days, or it may be scheduled after the SM has voted on a short suspension with the recommendation that a longer one be considered. The 2 school representatives may be voted on at JC or SM. If possible, the representatives should include a student and a staff member. The purpose of the meeting is to inform the family of the circumstances, and to provide them with an opportunity to bring up any information they feel would be relevant to the discussion and vote at SM regarding the longer-term suspension. The 2 school representatives are responsible for presenting this information at SM along with the student in question.

7. For suspensions of more than 5 school days, the 2 school representatives present at the pre-suspension meeting are responsible, in conjunction with the student in question, for communicating the results of the vote at SM regarding the long-term suspension to the family. If the suspension was carried, the representatives may meet again with the family to discuss next steps. If all parties involved feel that their initial discussion was enough, it is not necessary to have a second meeting.

8. In the case of suspensions of 5 school days or less, the family meeting will take place after the SM discussion and vote, and will be attended by 2 school representatives selected at that SM.