

# The Clearwater School Rulebook

## Introduction

The Clearwater School rulebook is a living document, created and altered through School Meeting to reflect the culture of our organization. The rulebook will be updated online and in the rules binders on the first school day of each month. The rules protect the freedoms of all members of the School Meeting (SM), and define our expectations that each person acts with respect for each other and for the school community as a whole.

Clarifications to the rules and unstated expectations for behavior are addressed as needed through the Community Norms section of School Meeting. Discussions are held to hear the full range of opinions about what actions are acceptable to others. A show of hands may be called to quantify the majority opinion on an issue.

The rulebook codifies the range of individual behavior accepted while in attendance at school, whether on or off campus. Each person is expected to follow and help enforce the rules and help promote the general welfare of the school, by maintaining an atmosphere of freedom, respect, fairness, trust, and order.

The rules are based on respect for all members of the school community. All students have the freedom to determine their activities without interference. Everyone shares the responsibility to ensure that their actions do not interfere with others' freedom.

The Clearwater School is committed to the diversity, equity and inclusion of all students, staff, and families. The school recognizes socio-cultural and socio-economic factors and acts from an analysis of power, privilege, and oppression to make our campus a welcoming and accessible place for individuals of all backgrounds and marginalized identities.

The school shows commitment to this task by establishing a tuition assistance program, enforcing school rules around hate speech, challenging hiring bias, procedural checks and balances, annual staff anti-bias and oppression literacy and toolbox trainings, fostering relationships with the greater Bothell and Seattle communities including the indigenous peoples of the area and organizations that specifically target those most impacted by oppression, and student and staff recruitment and outreach to marginalized communities. Our staff acknowledge and are working to dismantle power dynamics based in age, race, class, gender, sexual orientation, ability, religion, citizenship status, and the intersections thereof.

The Clearwater School values the freedom of all students and we believe that *“no one is free until we are all free”* - Dr. Martin Luther King Jr.

# Clearwater Bylaws

[A link to the Clearwater Bylaws can be found in the online document.](#)

## Clearwater School Rules

### **A) Cleaning**

1. All School Meeting members are expected to follow the cleaning procedures defined by the Cleaning Clerk and School Meeting.
2. Closing staff members and the Cleaning Clerk have the authority to prohibit any activity that would make a mess after cleanup.
3. Everyone is responsible to clean up after themselves when finished with an activity. Do not leave things unattended for more than 15 minutes.
4. Committees attached to rooms are responsible for cleaning those rooms. Rooms without committees attached will be cleaned by volunteers from among people who use those rooms most frequently.
5. People planning events at school are required to create and carry out a plan for cleaning. The plan must be approved in advance by School Meeting.
6. Personal belongings should be stored in acceptable places as defined by SM or responsible committees and not left unattended.
7. Open or perishable food should never be left overnight outside of the refrigerator. Food in the refrigerator should be labeled with name and date. All food must be removed by Friday unless arranged through the kitchen committee.
8. Everyone is expected to pick up litter.
9. Recyclables such as paper, plastic, and glass should be thrown out in the recycling—not the garbage.
10. Any SM member whose birthday falls on a school day may be excused from cleanup on their birthday.
11. All students must clean up their personal belongings at 3:15 every day.

### **B) Respect for Others**

1. The Community Norm is defined as what is widely accepted by the majority of SM members. Engaging in behaviors that violate the Community Norm is against the rules. Community Norms issues are discussed during Mandatory School Meeting, as needed. Appeals to the charge of breaking Community Norms are addressed during Mandatory School Meeting.
2. No one may verbally, physically, or sexually harm or harass anyone.
3. Stop Rule: Individuals may ask others to stop behaviors that are dangerous,

- disruptive, or offensive. People who are asked to stop must either stop or request mediation. The Stop Rule always applies in games, especially rough house games. If someone uses the Stop Rule it must be respected immediately.
4. Individuals may play in physical ways if everyone agrees. With mutual consent, hitting, throwing, wrestling, and other activities are allowed.
  5. All individuals are expected to communicate, through words, their intentions and interests. In addition, all individuals are responsible to listen to what other people communicate to them. For example, listen to see if people say stop, no, or yes.
  6. When being informed of the rules, everyone is expected to give equal weight whether they are being informed of the rules by staff or by students.
  7. Nudity is not allowed on campus or off campus while people are at school. Swimsuits and leotards are acceptable. Indecent exposure is not allowed, as defined by community norms. Shirtlessness is only acceptable if those around you feel comfortable. Mooning, flashing, and streaking are not allowed.
  8. Writing or drawing obscenities in public areas of the school is not allowed. Public areas include, but are not limited to: signs, sign-up sheets, whiteboards, and computer desktops.
  9. Verbal obscenities should be used with sensitivity to people who are offended by the language.
  10. No one may engage in romantic physical behavior in school that would not be acceptable as defined by community norms. (Example: light kissing, hand holding, and hugs are OK. Crass gestures and sexual posturing are not OK.)
  11. For the health of students and staff with fragrance sensitivities, SM members are encouraged to avoid applying fragranced products at school that are not medically necessary, if possible. Non-medically necessary fragranced products with a spray application (such as aerosol deodorant, perfume, and cologne) and nail polish must only be applied outdoors. Non-aerosol deodorant and other body products may be applied anywhere at school.
  12. Ask the people in the room before turning the lights on or off. In the event of a dispute about the lights being on or off, a majority vote by the people in the room will determine the status of the lights.
  13. No kissing games at school.
  14. Written or verbal misrepresentation of the rules, policies, and certifications of the school is not allowed. (Ex. Forging certification, erasing or writing over a written rule or policy, lying to another SM member about what the rules are or who is certified)

## **C) Respect for Property**

1. People can only use other people's property with the owner's permission.
2. Do not pick any plants or parts of plants other than dandelions, buttercups and other weeds. Do not harm any of the plants or trees at school.

3. People who damage school property or other people's property at school are expected to pay for repair or replacement.
4. Damaged items or property should be reported to a staff member immediately.

## **D) Roughhouse Play**

1. Roughhouse play includes physical contact, running or moving quickly in any manner, and loud play.
2. Roughhouse play is only allowed in the Sun Room and outside, and only with people who agree to play.
3. Borderline (noisy) activities and games such as hide and seek are sometimes played in other areas besides the Sun Room and outside, but only if the games do not disturb other people in those areas. If asked, the players of the games should move to an area of the school where others are not disturbed.
4. Balls may not be used inside the buildings, but may be stored in the buildings. Soft squishy balls are allowed in the Sun Room. Skilled juggling is allowed inside.
5. People who rough house inside (except in the Sun Room) can be sent outside or to the Sun Room, whichever they choose, for 30 minutes on the spot. If they are supposed to be cleaning or attending a School Meeting or JC, they should go outside after they finish.

## **E) Safety**

1. Do not participate in dangerous activities during the school day, on or off campus.
2. First aid kits, located in the office, the playroom, and most bathrooms, shall be accessible at all times.
3. Call 911 in case of an emergency.
4. No one may climb on or in the cubbies.
5. No one may hit, kick, or throw anything over the chain-link fences.
6. Open flames are not allowed on campus without supervision by staff.
7. No one may sit or stand on school windowsills. No one may exit or enter through windows, except during an emergency.
8. No one may stand on tables, with the exception of repair work or other needs to use tables to reach a higher area.
9. Throwing sticks or rocks is not allowed at school, inside or out. Frisbees, balls, and soft objects may be thrown in the parking lot and playground. Do not throw anything on or under buildings.
10. Do not crawl under, over, or on buildings without permission of the grounds clerk.
11. Do not go into any body of water without a staff member present.
12. Do not play with, on, or in dumpsters.
13. Caps and cap guns are banned from the school.

14. Only people certified by the Creek Committee may go to the creek without supervision of a certified person.
15. Do not go on any of the eroded banks along the creek.
16. If you witness unsafe behavior, use the stop rule and/or get a staff immediately.

## F) Use of the Materials, Building, and Grounds

1. When there is conflict about the use of school resources and space, the people involved should try to reach an agreement that is fair. In general, the people who can move most easily should accommodate the others.
2. The whiteboard in the house is to be used exclusively for announcements and scheduling. If you write something on the board, you are responsible for keeping it up to date and erasing it when necessary.
3. Protect and support the natural habitat.
4. **(This rule does not apply during the COVID-19 Pandemic. See Room Reservation Certification.)** The conference room is designated as a quiet room used for conferences, meetings and silent activities. JC and Family Conferences are given priority when reasonable. Sign-ups may only be made for ½ an hour up to 1 hour at a time. Groups or individuals may not sign up back to back unless their previous sign-up has expired. If it is 10 minutes past the hour and the person who is signed up has not arrived for their turn, you can take their sign-up. Otherwise you cannot erase anyone's sign-up. Special reservations can be made through School Meeting.
5. No one can monopolize school materials, rooms or spaces. Reservations can only be made with School Meeting approval (including special rules).
6. Toys from the Playroom can not be taken out of the Playroom, except for use for a special event, and under the supervision of a responsible person.
7. Office supplies are controlled by the office clerk.
8. Anyone who finds property damage at school should tell a staff person immediately.
9. No one may play in the bathrooms.
10. No one may play in the supply shed or tool shed. Use of the sheds must be authorized by the Grounds Clerks.
11. People who are exceptionally messy or dirty will not be allowed in the buildings. A change of clothes can be left at school.
12. Immersing yourself in mud is not allowed. Closing staff are allowed to ask students to stop playing in the mud.
13. Individuals may store bikes and scooters at school overnight, but the school is not responsible for lost property.
14. Cubbies may not be used to store stuff over the weekend. You can go through School Meeting to get permission to put your name tag on a cubby and store stuff for an extended period of time.

15. Do not use food, drinks, or other messy materials, such as makeup and art materials in the Sun Room, the music room, or the computer room; near computers; or on library shelves.
16. Balls may not be used inside the buildings, but may be stored in the buildings. Soft squishy balls are allowed in the Sun Room. Skilled juggling is allowed inside.
17. Ping Pong/Table Tennis and variations on this game may be played inside by following certification that is specified and includes procedures for personal safety and cleaning.
18. School rules apply during events held after school hours. Parents are expected to supervise their children when present after school hours. School Meeting members who break rules while on campus after school hours can be written up.
19. All insects brought into school buildings must always be stored in a container. All animals must be supervised at all times.
20. Assembly members may use the Clearwater School facilities for personal events. They must make arrangements in advance, attend to security, give a donation for the use, and take responsibility for opening, cleaning, and closing. Requests are reviewed by the Grounds and Maintenance clerk with oversight by School Meeting.
21. Closing staff and/or event staff are authorized to decide which rooms may be opened during events. No one may use the computer or music rooms during Clearwater events, unless a certified person is available to supervise their use and closing/event staff have approved opening the room.
22. All use of the kitchen is overseen by the Kitchen Committee.
23. The Cleaning Clerk or cleanup team leaders have the right to close rooms or partially close rooms that are left messy—for any length of time. Room closure may not be used in a way that violates the spirit of the rule.
24. Wheeled objects can only be used in the parking lot, unless certified for use on ramps or in the courtyard. Skateboards/hoverboards/longboards must be stored safely out of walkways with the wheels up—or leaned against the wall.
25. Sports equipment (including balls, mitts, bats, etc) may be stored in the school storage area if they are labeled with the owners' name. Current storage is in the bin in the office. TCS sports equipment must be labeled.
26. Sticks may not be brought into buildings or left directly outside of doors.
27. Definition of Quiet Spaces: Small group conversations are allowed in a whisper only, large group conversations are not allowed, headphones must be used for electronic devices.
28. Darts and balls used for 'nerf' guns or other guns are banned.
29. Art on Walls
  - a. Individual's art may only be posted on designated art areas in the school.
  - b. All art must be in compliance with school rules and community norms.
  - c. Designated areas are assigned by the decorating committee.

30. School Meeting members may reserve whiteboard space for extended periods of time relating to their activities as authorized by School Meeting.
31. If someone is in the cupboard (and it is clearly posted) no one can open the door of the cupboard without the consent of the person in the cupboard. If someone knocks on the closet door, the person inside has to respond.
32. People making a score attempt in the cupboard have priority use of the cupboard.
33. Students who have been in the cupboard for over 5 hours can skip their cleanup job that day to continue their record in the cupboard. Students must get out of the cupboard by 3:50.
34. School Meeting members can't use the lofts in the Sun Room during Mandatory School Meeting.
35. You must keep your shoes on during mandatory school meetings in the Sun Room.
36. Slime is banned until a certification is made.
37. Plastic spider webs are banned.

## G) Freedom Eating

**(These rules do not apply during the COVID-19 Pandemic. See COVID-19 Eating Policy.)**

The right of Freedom Eating is extended to School Meeting members who eat responsibly. Everybody starts with Freedom Eating status. Without Freedom Eating status, you may only eat in the kitchen or outside, you must eat on a labeled tray, and food can not be left unattended. Freedom Eaters may eat anywhere except near any school computer or in the Sun, Computer, and Music Rooms. Freedom eaters must follow these rules:

1. No one may eat on the couches or other upholstered furniture.
2. If you lose Freedom Eating status, you must appear before the JC to request recertification.
3. In order to protect the right of Freedom Eating, everyone must be more aware of food messes and write up JC cases.
4. Kitchen Committee may remove freedom eating.
5. Freedom Eating status may be revoked by the JC if you:
  - Leave a mess out.
  - Do not put away lunch containers.
  - Do not clean up your spills.
  - Engage in unacceptable food behavior.
  - Witness someone engaging in activities that would result in the revocation of Freedom Eating, without speaking up or taking other action.

## H) COVID-19 Eating Policy

These rules apply to all School Meeting Members during the COVID-19 Pandemic.

1. Eating must be done outside, in the Kitchen, fireplace room in the Basement, or in the Conference Room (See Room Reservation Rules.)
2. The kitchen may be fully reserved by one person at a time in order to eat indoors or for private meetings. If you are eating in the kitchen and someone wants to come in briefly, you have to put your mask on and allow them to do that. The kitchen is designated as a quiet room. See kitchen certification rules for other rules about the kitchen.
3. **Rules 3-5 are not currently in place due to a motion on 1/11/23** *(The kitchen is an eating area open to multiple people at a time from 11am-2pm with a sign in process to track close contacts and no room capacity limit, mandated distancing, or time limit. The Kitchen is for eating only during eating hours, not playing or hanging out.*
4. *If you ate in the kitchen at the same time as someone who tests positive, you must quarantine for 5 days and then take a PCR test on day 4 or 5 of exposure. Everyone in the kitchen during eating hours must sign in and out. Even if you are just passing through, you must also sign in and out. The sign in sheet will be maintained by opening and closing staff. The medical clerk will talk to all of those who signed in to assess their risk and whether they must stay home for 5 days at a time. People who were signed in for 2 minutes or less may not have to stay home for 5 days under the discretion of the medical clerk.*
5. *Staff should not eat in the kitchen unless they are alone the entire time they are unmasked.)*
6. The fireplace room in the basement is a reservable eating area for one person at a time. Other people may be in the other rooms of the basement without interacting with the person in the eating area.
7. Eating is allowed anywhere outside without requiring social distancing. Outdoor eating areas exist as socially distanced eating spaces for those who wish to use them.
8. You must wash or sanitize your hands before eating.
9. Everyone must clean up after themselves when done eating and not leave their food out. Those who make a food mess may have their “freedom eating” taken away by JC and be required to eat only at the outdoor eating areas.

## I) Playroom

1. Food in the Playroom **(These rules do not apply during the COVID-19 Pandemic. See COVID-19 Eating Policy.)**
  - a. Food may only be eaten on tables—using trays.
  - b. Do not eat on the upholstered couch or chairs, the floors, or office desks.
  - c. Food may be left out if it is on a tray on the food table.
  - d. Clean up spills as soon as possible—get help if needed.
  - e. Clean up after yourself—or get help if needed.
  - f. Personal items on the floor will be taken to the Playroom lost and found.
  - g. Food items not on trays can be thrown away.
2. Playroom Rules
  - a. Wet clothes and shoes



- b. No shoes on mats
  - c. No throwing blocks
  - d. No roughhouse play
  - e. Clean up 3:00pm
  - f. No jumping
  - g. Noise level
  - h. Foam blocks on mats
  - i. Items stored in cubbies or hooks
  - j. Language
  - k. Food must be eaten on tray on table
  - l. Towers that you are playing with can not be higher than your head, measured from the floor
3. People who break Playroom rules can be asked to leave the room for 15 minutes at a time.
- a. If students break Playroom rules during Play Group, they can be asked to leave and they must leave for the entirety of Play Group instead of just 15 minutes, with the exception of eating their lunch or using the bathroom.

## J) Basement Rules

1. Only students age 8 and up may occupy the basement.
2. The basement priorities are for things that can only be done in this space. Examples include 3-D printing, prop making, activities using the stage.
3. Noise levels: When possible the basement is a quiet space to allow concentration. People in need of the most silence should be able to set the volume of noise permitted, but this must be balanced with activities that can only happen in the basement. Mediation and consultation with committee members and staff should be utilized if there is a conflict over use and volume.
4. Food is not allowed until the committee comes up with a better policy. Drinks are allowed according to school rules (ie no drinks near computers)
5. You can not touch equipment including props, laser guns, lights, sound, and anything else that is not your personal stuff unless authorized by the committee in charge.
6. Certification for equipment is required for:
  - a. Entering the tech booth and touching anything in there.
  - b. Touching the lights or speakers.
  - c. Use of the 3-D printers.
7. Staff or committee authorization is required for:
  - a. Entry into the toxic closet.
  - b. Access to the sump pumps.
  - c. Use of tools.
8. Room reservations: The room can be reserved for activities that can only occur in this space. Reservations for ongoing activities should go through School Meeting.

Other basement spaces will be closed when the theater is in use for rehearsals and movie viewings that need silence.

9. Basement lights need to be kept on while the basement is occupied. Lamps, lighting instruments, or movies on the screen can substitute for overhead lights as long as people can see the exit.

## **K) House Rules**

1. No shoes on couches.
2. No food or beverages on or near couches except water.
3. The scheduling whiteboard is for scheduling only.
4. No rough house play.
5. No backpacks and personal items stored on floors.
6. No running through the house (in one door and immediately out another door).
7. No playing in the bathroom.
8. Quiet hours during School Meeting and JC.

## **L) Music Room Rules**

### **Sign up rules:**

- You can sign up as many times as you want if no one else is using the room, but you cannot sign up if you have an active sign-up. You must wait until your sign-up is over to sign up again.
- You can sign up as a group or an individual, but groups cannot sign up as individuals to extend time in the room.
- Sign-ups in the music room are in 30 minute increments. If it is 10 minutes past the hour and the person who is signed up has not arrived for their turn, you can take their sign-up. Otherwise you cannot erase anyone's sign-up.
- For two weeks leading up to the winter concert, spring concert, Whistlepig, or any other school music event you can only sign up for the music room if you are using it for music. You can use it if no one is in it, but you cannot sign up.

### **Small Music Room rules are as follows:**

- You must be certified to be in the Small Music Room.
- No food or drink allowed in the Small Music Room.
- The Music Room and school owned equipment may only be used by individuals who are certified by the Music Room Committee (MRC).
- Student owned instruments may only be used with permission of the owner.
- Do not tune or otherwise adjust school instruments without proper training.
- If you want to store musical instruments in the Music Room, you must ask a member of the MRC.

- When you are finished using a musical instrument, put it away neatly along with any other equipment you used. If you don't know where to put something, ask a member of the MRC.
- Follow all school rules. It is especially important to leave the room clean and show respect.
- Do not remove instruments from the room without permission from an MRC member. If you take an instrument out of the music room with Music Room Committee approval, you and the Music Room Committee member who approved your request are responsible for making sure the instrument gets returned safely.
- If you wish to take an instrument home, a Music Room Committee meeting must be held to approve and decide the parameters of the borrowing.
- Activity with the instruments takes priority over all other uses of the room.
- If you break something or find anything broken, report it to the MRC or a staff person.

### **Big Music Room rules are as follows:**

1. No food or drink in the Big Music Room.
2. You do not have to be certified to be in the Big Music Room, but you do have to be certified for the instruments to play them.
3. If you are making music in the Big Music Room and someone with a sign-up in the Small Music Room asks you to be quieter or put on headphones then you have to do so.
4. Instruments have to stay in the Big Music Room unless permission has been granted by a Music Room Committee member. If you take an instrument out of the music room with Music Room Committee approval, you and the music room committee member who approved your request are responsible for making sure the instrument gets returned safely.
5. If you wish to take an instrument home, a Music Room Committee meeting must be held to approve and decide the parameters of the borrowing.
6. If you're storing your personal instruments in the Big Music Room, they have to be labeled and a Music Room Committee member needs to be notified.
7. If there is a dispute or the space is being monopolized, a Music Room Committee member who is not part of the conflict can be consulted to mediate.

## **Fort Building Rules**

1. If you leave a fort for more than 15 minutes, it's not your fort anymore.
2. No destroying forts while people are in it.
3. If you're using all of the fort making supplies and someone wants to make a fort then you have to share some supplies.
4. Ask before taking people's blocks and fort making stuff.
5. No building forts on the top levels of the Sun Room lofts.

6. No rough housing in the fort.
7. Clean up your fort after you're done using it.

## **Sustainability Committee Environmentally Hazardous Materials and Practices Ban:**

The purpose of these rules is to make the school safer and less negatively impactful on our local and global environment.

The restrictions on environmentally harmful materials and practices are split into three sections: schedule one, schedule two, and schedule three. Exemptions can be requested on an individual basis through School Meeting.

### **Schedule One:**

These items and practices are not allowed at school without an exemption, and they may not be otherwise purchased or funded by School Meeting.

- Glitter
- Plastic sequins and beads less than 5 mm in length
- Polystyrene and formaldehyde foams (styrofoam, and floral foam)
- Canned aerosols (including, but not limited to: air fresheners, spray paints, hairspray, spray on shampoo or conditioner, lubricants, degreasers, and other cleaning and disinfectant sprays)
- Canned refrigerants (dusters for computers)
- Monofilament fishing line
- Cryptocurrency mining

### **Schedule Two:**

These items and practices cannot be purchased or funded by School Meeting, but they can be brought to school by School Meeting members.

- Plastic Halloween spiderwebs, and other non-reusable and non-compostable, festive decorations.
- Microfiber cloth, rags, towels
- Incandescent lights
- Soap and detergent with microplastic scrubbing agents
- Nail polish and nail polish remover (application- exemption for "nontoxic" nail polish)

### **Schedule Three:**

These can be purchased by School Meeting, and brought to school by School Meeting members, but use should be limited as much as possible, and alternatives should be considered.

- Acrylic paints
- Polymer clay
- Disposable wet wipes
- Permanent markers
- Single use plastic utensils and dishes.
- Fluorescent lights
- Plastic bags (including ones marked “biodegradable”; if it feels like plastic, it is plastic)
- Plastic Weedwhacker line
- Nonrechargeable alkaline batteries
- Single use nitrile and vinyl gloves

## **Certifications**

School Meeting uses certifications to specify rules for the use of school areas and materials. Certifications are developed to protect the materials and/or ensure safety. Current certifications include:

- Art Materials Certification
- Board Game Rules
- Computer Certification
- Creek Certification
- Kitchen Certification
- Music Room Certification
- Nerf Certification
- Parachute Certification
- Parking Lot Certification
- Room Reservation Certification
- Tree Climbing Certification
- Library Certification
- Use of Wheeled Objects Certification

### **Art Materials Certification**

To become certified, individuals must demonstrate the ability to follow the certification rules to the satisfaction of the Art Materials Clerks. If the certification rules are broken, individuals lose their certification and must become recertified by the Art Materials Clerks.

1. Only certified people can use art materials independently. People who are not certified must be supervised by an Art Materials Clerk.
2. To become certified an individual asks for supervision to complete an art project and the Art Materials Clerk then checks their clean-up job. If they demonstrate adequate cleaning and safety rules they become certified. For each level, you need to demonstrate your ability for that level. All School Meeting members start with level 1 certification but can be uncertified.
3. Art Materials Clerks may revoke certification if rules are broken, and re-certify when individuals demonstrate a renewed ability to follow the rules.
4. Individuals who are certified for art materials must assume responsibility for taking care of the art supplies such as cleaning the brushes correctly, not breaking crayons, and not wasting paper, tape, paint or other materials.
5. Art materials must be used safely and carefully and not be left out for others to use. Never leave art supplies unattended. Get instructions from the art materials clerks for materials being used for the first time, especially level 3 art materials.
6. You must be able to clean up the materials and area that you use. Art supplies should be put away immediately and the work area cleaned without a reminder. All art projects must be cleaned up by 3:30pm.
7. Art supplies may not leave the Common Room without permission from an Art Materials Clerk.
8. Dry art on top of cubbies or in cubbies in the common room where it won't be touched by others. Sign your art with your name or identifiable pen name if you're leaving at school overnight to dry.
9. To have your art displayed at school, place it in the art submission bin to be reviewed by the Art Committee. Art must have your name on it or an identifiable pen name and must follow school rules and community norms.
10. Unclaimed or unsigned art will be placed in the unclaimed art box. The box will be emptied when full.
11. Anyone can be on the Art Committee and attend Art Committee meetings. Art Materials Clerks are elected in School Meeting. Art Materials Clerks are responsible for:
  - o Keeping the art materials clean, organized, and restocked.
  - o Being certified for all art supplies.
  - o Certifying and supervising others for art materials. Only art clerks can supervise, certify, and decertify people.
  - o Reminding people of the rules, writing people up, and decertifying people when necessary.
  - o Making sure the Common Room is clean everyday at 3:15 P.M.

# Art Materials Certification Levels:

## Level 1 certification:

- Markers, crayons, colored pencils, paper, stickers, glue sticks.
  - Individuals must understand all rules, be able to clean up after themselves, and not waste materials.
  - Do not purposefully break, over-sharpen or sharpen both sides of the crayons and colored pencils. Do not sharpen crayons in the electric pencil sharpener.
  - Put the cap back on markers after each use. Be sure to match the correct lid to the correct marker.
  - Put the cap back on glue sticks after each use.
  - Do not put stickers on anything that doesn't belong to you except school owned paper.

## Level 2 certification:

- Small scissors, glue, tape, tempera and watercolor paint, popsicle sticks, regular beads.
  - Individuals must understand all rules, be able to clean up after themselves, and not waste materials.
  - Do not leave any of these materials unattended.
  - Only use scissors to cut paper, string, and other appropriate materials. Do not use scissors to cut crayons, hair, other people's belongings, or any other inappropriate materials. Do not use scissors for pretend play, only for their intended purpose.
  - Use a tray under any art projects using liquid glue. Clean up glue before it dries. Do not purposefully use glue on your skin.
  - Use tape sparingly.
  - Always place something between the table and the canvas when painting (e.g. tablecloth, tray, etc). Only use up to an ice cube tray cup of paint at a time. Clean paint brushes, water cups, palettes and trays thoroughly before paint dries. Check the floor for paint when cleaning up. The drying rack, sink, walls, and cabinets should be clear of paint after cleaning up.

## Level 3 certification:

- Acrylic and oil paints, charcoal, pastels, pigment powder, origami and other specialized paper.
  - Individuals must understand all rules, be able to clean up after themselves, and not waste materials.
  - Individuals must demonstrate a high level of skill and responsibility at not leaving their materials unattended and cleaning up properly.

- Individuals must demonstrate a high level of safety and cleanliness.
- Do not leave any of these materials unattended.
- Acrylic and oil paints are permanent! Always place something between the table and the canvas when painting (e.g. tablecloth, tray, etc). Only use up to an ice cube tray cup of paint at a time. Clean paint brushes, water cups, palettes and trays thoroughly before paint dries. Check the floor for paint when cleaning up. The drying rack, sink, walls, and cabinets should be clear of paint after cleaning up.

**Melty Bead Certification:**

1. Only certified people can use melty beads independently. People who are not certified must be supervised by an Art Materials Clerk.
2. Individuals who are certified for melty beads must assume responsibility for taking care of them, keeping project areas clean, and putting away all materials and tools. You must be able to clean up the materials and area that you use. Melty beads should be put away immediately and the work area should be cleaned without a reminder. All melty bead projects should be cleaned up by 3:30.
3. Melty beads should not be used outside.
4. Melty beads should be used for melting only and should not otherwise be wasted.
5. To become certified you must be supervised by an Art Materials Clerk while using the melty beads to demonstrate your ability to follow the rules.
6. If you are certified for melty beads but not for the iron and can't find someone to melt your beads, you may label and store your creation on top of or inside the cubbies in the Common Room for 48 hours. If you do not claim your melty beads for melting within 48 hours, they will be put away with the rest of the beads by an Art Materials Clerk.

**Iron and Hot Glue Gun Certification:**

1. The iron and hot glue guns must remain off and be replaced safely out of the way when not in use. If the iron or hot glue gun is plugged in, make sure that it is not a tripping hazard and that there is no one near it who is not certified even while it is unplugged and cooling.
2. The iron and hot glue guns should always be in the possession of the person using it until it has cooled off. The person using it is responsible for making sure it stays out of the reach of others.
3. Let the iron and hot glue guns cool before putting it away (do not leave unattended while cooling). Be cautious not to get hot glue on your skin while gluing.
4. Only beads meant for melting can be melted with the iron. Do not attempt to iron or melt anything that is not meant to be ironed.
5. There must be parchment paper or wax paper between the iron and the melty beads when they're being melted.



6. Melty beads must be ironed on a table, out of the way of people and objects.
7. Only certified people can use the iron. Art Materials Clerks cannot supervise an uncertified person using the iron unless they are in the process of being certified.

## Music Certifications

### Small Music Room:

Members of the Music Committee can certify you to use the Small Music Room.

To be certified, you must know the rules, leave the room in better shape than you found it, and make sure other people in the room follow the rules. Your certification is an agreement to take care of the room and the resources in the room.

1. No food or drink in the Small Music Room.
2. You may use the Small Music Room as a meeting space, but use of the room for music takes priority. If you are using the room for something other than music and someone would like to use the room for music, you must find another space to use.
3. Certifications for the Small Music Room and specific equipment in the room can be removed by a tribunal—three members of the committee. Recertification is obtained by at least a tribunal.
4. If you lose your certification 3 times you cannot get it back until the next school year.
5. If you have a volume or noise dispute talk to a Music Room Committee member. If an MRC member is involved in the dispute, they must call upon a second member to solve the issue.
6. Do not take instruments out of the room without an MRC member's permission

### Piano and keyboard:

1. Do not bang on the keys.
2. Cover the keys with the dust cover after playing if possible.
3. Notify an MRC member if you notice any issues with the instrument.
4. Turn off keyboards when you are done using them.
5. Do not lean or sit on the piano.
6. Keep all four legs of the piano bench on the ground.
7. Do not touch the strings inside the piano.
8. Make sure keyboards are on a sturdy surface while playing.
9. Do not take keyboards out of the room without permission from an MRC member.
10. No touching the power cords of the keyboards without an MRC member present.

### Guitar and ukulele:

1. Never lean the guitar against anything, always put it on a stand or hook on the wall. If you absolutely need to put it somewhere other than one of those places, lay it flat on the ground.
2. Do not attempt to restring a guitar without asking a Music Room Committee member.

3. Tuning is part of string instrument certification. If you do not know how to tune, ask an MRC member to help you.
4. Amps and cables: cables need to be wrapped, not tied, in the natural curve of the cable (as demonstrated during certification) and then placed on a hook.
5. Amps need to be turned off when finished.
6. Bases and acoustic-electric guitars cannot be plugged into electric guitar amps because too much low end could damage the speaker. They can be plugged into bass amps or acoustic-electric amps.
7. Amps with a standby switch: flip the standby switch up at least 15 seconds before turning the amp on.

#### **Drums:**

1. Don't hit the drums so hard that you tear the heads.
2. Leave the drums on their stands and put them back in the standard position if you move them.
3. Do not adjust any of the drums or cymbals without consulting a Music Room Committee member.
4. If drums need cleaning, talk to an MRC member.

#### **Cello:**

1. Try not to bump the instruments into anything.
2. When finished, put the instruments back into their cases, laying on their backs.
3. Never lean these instruments against anything, lay them flat on the ground or preferably back in their cases if you're not currently playing them.
4. Do not attempt to restring or tune without a Music Room Committee member.
5. Bows and rosin: try not to touch the hair of the bow with your hands. Apply rosin if necessary (it only needs to be applied once a month or so). If there is a powdery texture on the strings, it does not need any more rosin. Wipe the strings with a cloth and loosen the strings when you're done.

#### **Wind instruments (trumpet, sax, and flute):**

1. Not currently available
2. Before and after use, spray the mouthpiece with cleaner and wipe it down.

#### **Electronic drum kit:**

1. Don't hit the mesh heads too hard.
2. Only hit the drum heads with appropriate drum sticks.
3. Don't touch the power supply.
4. Loosen the bolts before adjusting the drums.
5. Don't remove the aux cable, ipod shuffle, or instrument cable.
6. You must use headphones while using the electronic drum kit.

7. Make sure the volume is turned all the way down before plugging into an amp.
8. Turn off the electronic drum kit when done.

## Board Game

### Rules

1. Play with the board game gently. No throwing pieces, no bending cards, etc.
2. Clean up after you are finished with the game or puzzle. This includes: all pieces put away orderly in the box and maintaining the game closet.
3. Leave no food mess on the game. Be sure to not have greasy fingers or get crumbs in the box.
4. Group games: make sure everyone playing the game is certified or is being supervised by an appropriate person. If you choose to stop playing a game, pick up your pieces, notify other certified players that you are finished and ask that they be responsible for cleaning up. If no one wants that responsibility, you must end the game and clean up together.
5. Be sure you do not lose puzzle or game pieces.
6. If you break any of the rules, you may immediately be uncertified.
7. Board game committee members can certify you to supervise others. To do this you must exhibit the ability to follow all the board game rules and the ability to hold other people accountable to following the rules. You also must organize the game closet before becoming a supervisor.

## Computer Certification

You must be certified by a Computer Committee member to be able to use the computers alone.

To be certified, you must first read and understand these rules:

- Follow all school rules, most importantly Respect for Others.
- If you don't understand something, ask a Computer Committee member.

### Handling Computer Hardware and Furniture

- Do not shut down the computers, press any buttons on the computer tower or monitor, or touch the monitor screen.
- Ask a Computer Committee member before plugging in any peripherals (like: your own mouse, keyboard, headphones, microphone, etc.)
- Ensure your hands are clean before touching the keyboard or mouse. Food or drink is not allowed near computers.

## **Using the computers and the Internet**

- **NEVER** give out any personal information (name, age, location, etc.) on the Internet!
- **ASK A COMPUTER COMMITTEE MEMBER** before installing any apps or games on the computers!
- Do not click on any ads or links that could be malicious.
- If you have an account on the computers, you can use that to save your own files and personalize your desktop as long as it follows all school rules.

## **How to sign up to use the computers**

On the whiteboard, there is a timetable. Each computer has a name written on the front.

Choose a computer you want to sign up for, and find it on the timetable. Write your name on the time slot you want to use the computer.

If someone is still using the computer during the time you have signed up for, you may politely ask them to get off the computer. If they refuse, please ask a Computer Committee member for help.

You may only have one current or future sign-up at a time.

If your sign-up expires, you must wait 10 minutes before making another sign-up on the same computer.

## **Supervision and Certification**

All school meeting members may be supervised by a Computer Committee member to use the computers. After being supervised for at least 1 usage, if they have shown to be proficient in usage of the computers, and demonstrated full understanding of the rules, a Computer Committee member can certify them to sign-up and use the computers alone.

## **Powers and duties of the Computer Committee:**

The Computer Committee is responsible for maintaining and regulating usage of the computers in the Computer Room, including enforcing and maintaining all rules outlined in this document.

### **Computer Committee members have the authority to:**

- **Certify school meeting members after 1 supervisory use period, and decertify certified people at any time.**
- **At any time require people to re-read the rules or have the rules read to them.**
- **Ban people from the Computer Room for up to 1 day.**

**Computer Committee members will consult with other members when enforcing computer related policies if another member is available.**

## Creek Certification

The goal of the certification is to ensure care and safety for the grounds and persons using the creek area.

### Creek Clerkship

The Creek Clerk is elected through School Meeting and may be a shared position. The Clerk is responsible for maintaining safety along the Creek and has the authority to close the Creek area as needed. The Clerk orients each certified person to the rules. You do not have to be certified for the creek to be a creek clerk but you cannot go to the creek without supervision if not certified.

### Certification Process

Students must attend School Meeting to request certification. If School Meeting approves they are granted temporary (trial week) approval and there is a vote the following week. Following School Meeting approval, they must be oriented by the Creek Clerk, complete 30 minutes of community creek service and agree to follow all rules.

School Meeting will consider requests based on judgment that the individual possesses the required skills. Final approval is dependent in part on each individual's conduct during the trial week. The Creek Clerk can revoke certification, recertify individuals after the initial School Meeting approval, or refer any individual back to School Meeting for recertification.

### Required Skills:

1. Must be able to follow rules.
2. Must judge themselves as mature and responsible and has a JC record that supports this assessment.
3. Look out for others - take responsibility for the safety of people around them.
4. People using the Creek area are responsible for informing others of the rules, and enforcing the rules.
5. Able to use sound judgment and solve problems independently.
6. Willing and able to follow all school rules while at the Creek.

### Creek Rules

1. Do not go in the Creek—on purpose or accidentally—unless you are being supervised by a staff member or a lifeguard. You must have minimal impact on creek ecology while inside the creek.
2. Sign off on the Creek sign out sheet and sign back in when you return.
3. Care for the environment. Do not do ANYTHING that hurts or could hurt the creek, grounds, plants, and animals.

4. Do not throw rocks (consistent with general School Rules).
5. Look out for other people at the Creek.
6. If you see a stranger at the Creek—tell a staff immediately.
7. Stay on the trails at most times. If you go off trail, be especially careful of the plants. Do not hurt the plants.
8. Participate in Creek maintenance as needed.
9. People who never help take care of the Creek area may lose their certification, and may only regain it after completing some work.
10. After 3:30pm, people may only go to the Creek with permission of the closing staff.

## **Creek Supervision**

1. Creek Supervision is granted through School Meeting.
2. People with Creek Supervision may supervise others at the creek.
3. People who supervise others assume full responsibility for the person they are supervising.
4. The decision to supervise should be made with great deliberation as the supervisor could lose their own certification if the person they are supervising breaks rules.

## **Creek Eating**

1. Creek Eating certification is granted through School Meeting.
2. You can only eat in low traffic areas or when no one else is there.
3. You must stay 12 feet away from people while eating.
4. No littering and take care of trash if you see it.
5. While you eat you have to look out for people. If someone approaches, you have to stop eating until they are gone. Other people have the right of way.
6. You must have creek certification to be certified for Creek Eating.

## **Kitchen Certification**

To become certified, individuals must demonstrate the ability to follow the certification rules to the satisfaction of the Kitchen Committee. By becoming certified you agree to resolve all kitchen related issues as they are brought to your attention by Kitchen Committee members or others. If an individual breaks the certification rules, they lose their certification and must become recertified.

You must be certified to use: Dishes, Cups, Flatware, Microwave & Toaster Oven, Cooking Equipment, Knives

1. Only certified people can use kitchen materials independently. People who are not certified must be supervised by a Kitchen Committee member.
2. Individuals who are certified for kitchen supplies and equipment must assume responsibility for taking care of the kitchen supplies and equipment, keeping project

- areas clean, and putting away all materials.
3. In order to cook and use cooking related supplies, individuals must demonstrate the ability to:
    - Clean
    - Care for all related items
    - Use items safely
  4. The kitchen can be used for cooking with the permission of at least two Kitchen Committee members that aren't involved in the project. Only certified people can cook unless supervised by a Kitchen Committee member. Mask rules remain in effect.
  5. You must have something under your food when cooking it in the oven, not placed directly on the rack.
  6. The kitchen cannot be reserved for cooking between 11 A.M. and 1 P.M.
  7. When finished using the kitchen and equipment, clean everything. Pots and pans must cool before being cleaned and put away, and cannot be left unattended while cooling. Kitchen supplies and equipment other than pots and pans must be put away immediately. Clean up without a reminder.
  8. Please clean well. If you don't know where to put something, ask a member of the Kitchen Committee.
  9. Most kitchen items may ONLY be used in the kitchen. Check with a Kitchen Committee member before taking any items out of the kitchen. These items are exceptions: Dishes, Flatware, and Cups.
  10. Use materials safely. Get instructions from the Kitchen Committee for materials being used for the first time.
  11. Storage: ONLY food, lunches, and food related items may be stored in the Kitchen. If you wish to store food or materials in the Kitchen for a longer period of time, you must label them with your name and ask a member of the Kitchen Committee for approval. No items may be stored on the floor. food items and materials may be stored in the cupboards and fridge if labeled and will be disposed of either on Friday (fridge) or after expiry date (cupboard)
  12. Refrigerator Use: Lunch bags and boxes are only to be stored in the refrigerator. All ITEMS WILL BE REMOVED from the refrigerator on Friday at clean up time. Exception- People may get kitchen committee permission to store items longer.
  13. Posted Signs: All persons using the kitchen must follow all posted signs in the kitchen.

### **Cups**

After using cups, they must be rinsed out in the sink, then placed neatly on the top shelf of the dishwasher. If the dishwasher is full or clean, notify a kitchen committee member immediately.

### **Dishes**

After using dishes, they must be rinsed off in the sink, then neatly placed on the bottom shelf of the dishwasher. Food trap must be emptied. If the dishwasher is full or clean, notify a kitchen committee member immediately.

### **Flatware**

After using flatware/utensils, rinse off in the sink then place neatly in the dishwasher. Food trap must be emptied. If the dishwasher is full or clean, notify a kitchen committee member immediately.

### **Microwave**

Metal, shelled eggs, sealed containers and styrofoam are not allowed in the microwave. All items in the microwave must be covered during use except mac n cheese cups or other pasta cups that may overflow. Microwave must be wiped inside and out after every use. If someone left a mess, notify a kitchen committee member immediately. Make sure containers are microwave safe before using. and do not microwave anything that isn't food without permission from a kitchen committee member.

### **Cooking Equipment**

TBD: coffee maker, blender, crock pot, hot plate

### **Toaster Oven**

You must not leave the toaster oven unattended while your food is cooking. If your food finishes before the timer goes off, turn the toaster oven off. Place your food item on the tin foil covered tray, replace the tin foil if soiled after you're finished (do not place a paper towel in the toaster oven!). Use an oven mitt or metal tongs to remove the hot tray from the toaster oven. Clean up any crumbs or other food mess that falls into the toaster oven or outside of it. Do not use the toaster oven to bake nonfood items or popcorn.

### **Electric Kettle**

Do not under or over fill. Only fill with water. Do not make any modifications to keep the switch held down in order to orchestrate a "keep warm" function that the electric kettle does not have. Do not touch or let others touch the sides of the kettle while it is hot. Set the kettle back on its base when you're done pouring. Be careful when pouring boiling water into glass as some glass may shatter. Do not use boiling water for non food or drink related reasons without kitchen committee permission.

### **Oven**

You must be certified or supervised to use the oven. Set a timer and do not leave the oven unattended for more than 5 minutes while it's on. When you're done you have to turn the oven off. Clean up all mess safely. Make sure that no one is near the oven when you're opening or closing it to prevent injury. To bake something in the oven that is not food (such as clay), you



need permission of all kitchen committee members. You must have something under your food when cooking it in the oven, not placed directly on the rack. You must use an oven mitt to remove items from the oven.

### **Stove**

You must be certified or supervised to use the stove. Do not leave the stove unattended while it's on. When you're done you have to turn the stove off. Clean up all the mess safely. Make sure that no one is near the hot burners where they could burn themselves.

### **Pots & Pans**

Only wood or plastic utensils may be used in nonstick pots & pans (no metal utensils). After use, pots and pans must be washed inside and out with soap, not left in sink to soak (if you are waiting for a pot or pan to cool down before washing, you must stay in the kitchen until it's been cleaned) and placed in the drying rack Food trap must be emptied. All surfaces used must be wiped down, including prep and cooking areas. No boiling things that aren't food without permission.

### **Ice**

Ice is for beverages or first aid, all other uses need to be supervised or given permission by a kitchen committee member. If you wish to make ice, use an ice cube tray. Do not freeze the schools cups or bowls.

### **Knives and other sharp objects**

Knives must be used on a cutting board only and only for use of cutting food items. you must not leave a knife unattended. After you're finished with a knife, do not put it in the dishwasher, wash it in the sink then dry it and put it back in the knife box (if you do not dry it, it may rust). No knife supervision unless you're a kitchen committee member. If you notice a knife is dull or rusty, let a kitchen committee member know.

### **Supervising**

Anyone who is certified can supervise for the things that they are certified in (ie. people certified for cups can supervise for cups but not for plates if they are not certified for plates) with the exception of knives, stove, oven, and toaster oven. If you are supervising someone, you are responsible for making sure that they clean up their mess and that they are being safe.

### **Ramen**

No one may cook or eat ramen or other instant noodle products without being certified. To become certified you must demonstrate to a kitchen committee member 3 times that you are capable of cleaning up after you eat.

## Nerf Certification

To be certified you need to find one of the committee members. They will tell you the rules and you need to pass a test that shows you can follow the rules.

To stay certified you need to follow the rules and you need to clean up after yourself. If you were shooting you should look for and pick up your nerf darts. If you cannot find your nerf darts ask for help from anyone certified, the committee, and staff.

You have three warnings if you break the rules.

- First warning is a reminder of the rules.
- On your second warning, you are banned for one day.
- On your third warning, you lose your certification.
- After your third warning, you can get your certification back by being supervised by a committee member.

### Rules:

1. You have to clean up the nerf bullets.
2. No head shots.
3. No aiming above the chest or in the privates.
4. Ask the committee to start a nerf war, where multiple people are having a full-on battle royale or free for all that takes up a lot of space.
5. By agreeing to be in a nerf war, you take on the risk of being hurt and agree not to blame people who are playing by the rules.
6. If someone is hurt, laying down, or leaves the game you have to stop shooting them.
7. No tricking unless it is a fun trick.
8. Short-range guns you need to stay 12 feet away.
9. Long-range guns you need to stay 20 feet away.
10. You cannot steal nerf darts. If it has been abandoned on the ground, you can pick up an unclaimed dart.
11. Do not go into the basement to get a nerf gun. Ask a person who is authorized to get them.

## Parachute Certification

The goal of the certification is to ensure a long life for our aging parachute and promote safe play.

### Parachute Clerkship

The Parachute Clerk is elected through School Meeting. The clerk is responsible for: certifying people for parachute use, maintaining and updating the parachute certification, recording the people who are certified for parachute use, and overall safety of the parachute.

## **Certification Process**

A person wishing to become certified to use the parachute must demonstrate to the Parachute Clerk that they understand the rules and that they are capable of following the rules.

## **Parachute rules**

1. Only certified people may check out the parachute.
2. A certified person must be present and supervising the use of the parachute at all times.
3. No people may be lifted with the parachute.
4. People should avoid walking on the parachute.
5. The parachute should only be used in an area free of obstructions.
6. After use, the parachute should be checked for new tears and put away.

## **Parking Lot Certification**

The goal of the certification is to ensure safety for drivers and pedestrians using the parking lot as a mixed-use area.

## **Parking Lot Clerkship**

The Parking Lot Clerks are elected through School Meeting. The clerks are responsible for maintaining safety in the parking lot and have the authority to close the parking lot as needed. The clerks orient each certified person to the parking lot rules and boundaries. You must be certified for the parking lot in order to be a parking lot clerk.

## **Certification Process**

Students may be granted temporary parking lot approval from the Parking Lot Clerk followed by a vote in School Meeting the next week for final approval.

School Meeting will consider requests based on judgment that the individual possesses the required skills:

1. Ability to see and respond to traffic.
2. Know when to stop, look, and proceed and consistently use these skills.
3. Look out for others - take responsibility for the safety of everyone in the parking lot.
4. People in the parking lot are responsible for informing others of the rules.
5. Follow all the Parking Lot rules.

Parking lot certification levels:

1. Temporary parking lot approval - You can only enter the parking lot with other certified students.
2. Parking lot certified - You can enter the parking lot when it's open without supervision.
3. Parking lot certified + supervision - In addition to the above, you can supervise

non-certified students.

## **Parking Lot Supervision Certification**

1. In order to be a parking lot supervisor, you must co-supervise for at least three days with a Parking Lot Clerk before it can go to School Meeting for a vote.
2. Supervisors must use discretion when supervising non-certified students.
3. Supervisors are responsible for the actions of uncertified students and may lose their supervising certification if School Meeting or the Parking Lot Clerks determine that rules have been broken.

## **Parking Lot Rules**

1. Parking lot is open for play during the hours of 10:15 am-3:30 pm or as defined by a clerk.
2. Individuals must be able to interrupt and alter behavior in response to cars entering and exiting the parking lot.
3. Cannot play on, under, or in vehicles during the school day.
4. No playing on the dumpster.
5. Do not move cones unless directed by a clerk.
6. Cars in the parking lot are considered off campus. Individuals must indicate "car" on the off campus whiteboard.
7. Students cannot go in cars with guardians other than their own.
8. Students are responsible for the cleanliness and safety of the parking lot by keeping the parking lot clear of obstructions and litter.

## **Four Square Rules**

1. Follow school rules.
2. Using rules to harass others is against the rules.
3. No kicking or throwing the ball in anger.
4. If a rule is broken the player must stop playing for 15 minutes.

## **Ping Pong Certification**

To become certified, individuals must demonstrate the ability to follow the certification rules to the satisfaction of a member of the Ping Pong Committee. If the certification rules are broken, individuals lose their certification and must become recertified by a member of the Ping Pong Committee.

There are two levels of certification for ping pong: certification for playing and certification for setting up and taking down the ping pong table.

In order to be certified for playing, you must demonstrate your ability to follow the playing rules to the satisfaction of a member of the Ping Pong Committee.

### **Playing Rules:**

1. If you are only certified for playing, you must find someone who is certified for setup and who is willing to take responsibility for setting up and taking down the table after you are done playing.
2. If you are only certified for playing and you want to play after somebody who is already playing, you must check in with the person who is currently taking responsibility for taking down the table.
3. Don't sit, lean, or otherwise put weight on the table.
4. Don't hit or scratch the table with paddles.
5. Do not use the ping pong equipment for games other than ping pong.
6. Take care not to lose balls.
7. Don't try to set up or fix the ping pong net other than by straightening the net.
8. Ask a Committee member for help if you don't know what is wrong with the table.
9. Do not monopolize the ping pong setup. A good guideline is to finish the game you are playing or take turns of about 20 minutes. If there is a dispute about monopolization of the ping pong setup, find a Ping Pong Committee member.

In order to be certified for setting up and taking down the ping pong table, you must observe a member of the Ping Pong Committee demonstrate setup and takedown and then demonstrate your ability to follow the setup rules to the satisfaction of a member of the Ping Pong Committee.

### **Setup Rules:**

1. Put the table away properly when you're done playing. If someone else wants to play after you, they take responsibility for putting the table away. If they are not certified to put the table away, they must ask somebody who is to take responsibility.
2. The table can only be taken outside with permission from a Ping Pong Committee member.
3. Put the ball, paddles, and net away properly when you're done playing.

## **Tree Climbing Certification**

The goal of the certification is to ensure long lives for our trees and promote safe play.

## **Tree Climbing Clerkship**

The Tree Climbing Clerk is elected through School Meeting. The clerk is responsible for: certifying people for tree climbing, maintaining and updating the tree climbing certification, recording the people who are certified, and overall safety of the trees that are climbed.

## **Certification Process**

A person wishing to become certified to climb trees must demonstrate to a tree climbing clerk that they understand the rules and that they are capable of following the rules:

1. Only certified people may climb trees at school.
2. While climbing trees you may not climb on branches smaller than your wrist.
3. Do not climb on branches that cannot support your entire body weight.
4. Respect the trees you are climbing.
5. Only ask for help when you need it.

## **Library Certification**

The purpose of Library Certification is to make sure TCS library books stay in good condition, are put back on appropriate shelves, and do not get lost. All community members must have a library certification to take books off the shelves. To become certified you have to read the rules or have them read to you and be oriented by a Library Committee member.

## **Rules**

1. Do not intentionally damage the books
2. After you are done using a book, put it back on the shelf in the same category where you found it.
3. To take books off campus you have to sign the book out by writing your name, the name of the book, the author's name, and the date in the sign-out-binder.
4. You may sign out a book for as long as needed during the school year but cannot keep books over the summer.
5. No monopolizing of books: if two people need a book at once try to come up with an appropriate agreement.
6. Tell a library committee member if a book is damaged or lost.
7. Certified community members take on responsibility to make sure other community members are following the rules.

## **Process for damaged or lost books**

- Library committee members should meet with whoever was in possession of the book when it was damaged or lost.
- Determine how and why the book was damaged/lost.

- Talk with the community member about ways to ensure they don't damage/lose another book in the future.
- Library Committee members replace/repair the book if needed--and/or ask for a donation from the person who damaged/lost it.

## **RWOOC: Responsible Wheeled-Objects Operating Certification**

Certification would be acquired through School Meeting to allow people to wear skates in certain areas of the school (other than the parking lot), such as in the courtyard and bathrooms. To acquire certification, put it on the SM agenda, attend one meeting for questioning and SM can grant provisional certification. The final vote will happen the following week.

## **Medical Authority Clerk**

The medical authority clerk is responsible to meet with students who have health concerns in order to assess, understand and ensure that the school can meet those needs.

The medical authority clerk is a resource for first aid and triage/assessment.

Responsibilities include:

- Meeting with students and their families with health concerns.
- Interfacing with other health care providers if needed.
- Working with the family and managing care plans—including communication with staff and other people who need to be aware of special health needs.
- Maintaining a storage system for medications.
- Working with students to develop plans for the administration of medications during school hours.
- Ensuring the school is equipped with first aid and necessary training of staff. Arranging training as needed.
- Researching relevant laws, and community standards that influence the scope of care the school can provide for specific health conditions.

Scope of practice is determined by the credentials of the individual in this position. For example: an RN may act within the scope of nursing practice. The individual in this position should clarify the scope of practice and authority taken by themselves and the school as an institution.

## **Facilities Clerk**

The facilities rental clerk is elected through School Meeting and may be a shared position. The clerk is responsible for knowing the laws for nonprofits and event insurance, etc. and following

them accordingly while renting out the campus to other organizations. The clerk creates the guidelines for rentals with the approval of school meeting. The facilities rental clerk coordinate day of activities which could include opening and closing and monitoring the event and cleanliness. The clerk is responsible for making sure that the organizations renting follow through with their cleaning plan and the clerk keeps track of fees, deposits and scheduling. Events not affiliated with the school and any events taking place in the summer go through the facilities rental clerk to be approved, scheduled, and followed up on.

**Policies and procedures:**

- A contract is required for all events, signed in advance.

## Clearwater School Policies

### **Animals/Wildlife Policy**

Respect wild and domestic animals and protect their habitat. Wild animals should not be harmed. They should be disturbed as little as possible. Animals may be observed, and at times handled—but always with the utmost care and respect possible.

Service animals (animals which are trained or in training to do specific tasks for students in need of assistance) and emotional support animals or therapy animals (pets that are not trained to do specific tasks other than comfort, owned by people who have a prescription from a mental health provider) are allowed on campus without SM approval. Pets, or other relevant animals, may visit school with prior SM approval. SM approval must define specific circumstances, including but not limited to, pet care, dates, and times of visits.

- All animals must be either kept in an enclosure or supervised at all times.
- Owners must make sure that the animal does not disrupt school activities.
- The animal's owner must immediately clean up any messes that the animal makes and dispose of waste safely.
- People who have allergies or phobias of certain animals may request accommodations.

### **Attendance Policy**

1. All students age 8 and older are required to attend school five days per week, 5.5 hours per day. Students ages 4-7 may attend part time for 3 or 4 days per week, until their 8th birthday.
2. Students' attendance records are available to their parents at all times.
3. Students may request variations to their attendance pattern by discussing their request at School Meeting. Approval will be determined through a majority vote of the School Meeting.
4. Part time students may alter their days of attendance in light of sickness or holidays



- with a day's notice. Exceptions to the notice requirement can be approved by consensus of the scheduled staff.
5. Part-time students may arrange to add days on an occasional basis with advance arrangement with the attendance clerk. A daily fee is charged based on the current year tuition rate.
  6. Students must sign in and out each day. People who are absent or late must notify the Attendance Clerk(s) by 11:00 am (and by 10:30 am on School Meeting day).
  7. Student and staff vacations must be communicated to the Attendance Clerk(s).
  8. Students must collect their belongings from closed rooms and be ready to leave by 4:15 pm, or earlier if asked by the closing staff.
  9. All students must be picked up from school by 4:15 pm. Parents who pick up their children late will be charged a late fee. A staff member will stay with students who need supervision.
  10. Students may attend extended care from 8:00 am to 9:00 am for an additional fee. Morning extended care must be arranged in advance with the opening staff.
  11. The Attendance Clerk is expected to notify violators of the Attendance Policy if their violations become a problem for the school. Violations include: inadequate attendance, failing to sign in or out, and failing to notify the Attendance clerk of absences and late arrivals by 11:00 am.
  12. At the Attendance Clerk's discretion, students in violation of the Attendance Policy may be required to meet with the Clerk, go to JC, or be referred to School Meeting.
  13. In order to be eligible for graduation a student must have attended Clearwater for two years at 22 hours per week minimum. Current students as of 12/12/2019 are exempt.

## COVID-19 Policy

1. All students and staff must be fully vaccinated against COVID-19. Medical and religious exemptions are accepted, philosophical exemptions are not accepted. Students and staff who are eligible for a booster shot must receive a booster shot within 1 month of becoming eligible.
2. All students, staff, and visitors, regardless of vaccination status, must wear approved masks while indoors on our campus. Approved masks are:
  - a. Two surgical masks
  - b. One surgical mask and one cloth mask
  - c. KN95 or equivalent
  - d. N95 or equivalent
  - e. If none of the above work for a student, staff may be able to work with them to find an alternative that fits well and is of appropriate thickness.

3. Masks are optional outside while the 7-day case average is below 225 cases per 100k in both Washington State and King + Snohomish County (combined). Anybody following close contact policies or policies that require them to take a rapid test to attend school must mask outside.
4. Masks are required while attending School Meeting
5. People must respect social distance and preferences of masked people.
6. Only students, staff, and approved visitors may enter campus during school hours, after a symptom interview.
7. Everyone has the ability to request that others keep 6 feet of social distance from them, or express that a room has too many people in it, and everyone has an obligation to keep in mind that everyone has different comfort and to keep distance from those who need it.
8. All students and staff are required to receive a COVID-19 test on a weekly basis. These tests are available at school and upon request. If a student is absent on testing day, they may receive a test on another day of the week.
9. School meeting members may not spend time in enclosed spaces without proper ventilation and may not create situations without proper ventilation.
10. As part of the sign-out procedure, School Meeting members must log all other School Meeting members they have been in close contact with that day, for contact tracing purposes.

### **COVID-19 Room Specific Rules**

1. Each room must have at least two HEPA filters in it, running every day during school hours.
2. Windows must remain open in all rooms, weather permitting. In case of weather emergencies, staff have the power to relax room rules for safety; e.g. relaxing room occupancy, closing windows, relaxing social distancing.
3. No active play indoors, including but not limited to: chasing, screaming, wrestling, running.
4. Only 12 people may be in the Computer Room at one time.
5. Conference Room:
  - a. The conference room is the COVID priority room to be used for the following priority uses (in order):
    - i. COVID isolation room for symptomatic people
    - ii. Isolation room for non-COVID emergencies (illness, anxiety attacks, etc.)
    - iii. COVID testing administration and management of COVID testing
    - iv. Scheduled Appointments or Conferences
    - v. Medical authorities clerk workspace use
    - vi. Reservations for other workspace use
    - vii. Use as a dedicated eating space in emergency situations when other locations are not available (for one person at a time or siblings)

- b. Use of space conflict should refer to the priority order above or the medical authorities clerk.

### **Screening Procedure**

1. Students must screen for symptoms and stay home if you are not feeling well.
2. If you have COVID symptoms that are not explainable by another condition please follow our quarantine procedure (below). Symptoms can include:
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea
3. If a member of your household is sick, you must contact the school to go over next steps for safety based on your specific situation.

### **In case of symptoms developing at school**

1. The symptomatic person will be isolated immediately and sent home as soon as possible.
2. Staff interacting with symptomatic students will wear additional PPE.
3. Staff will administer a COVID-19 test with consent from the student and their guardian.
4. Family members may be tested when they pick up students if desired.
5. The health department will be notified of positive test results by the testing agency.

### **Notification of positive test**

1. The school will announce if a School Meeting member (student or staff) has tested positive for COVID, but will not release individual names unless authorized by the individual and their guardian.
2. The school must notify the Health Department on learning of a student or staff with a positive COVID case or of a school outbreak, defined as three or more cases.
3. Snohomish County Health Department will conduct contract tracing as needed.

### **Quarantine procedure**

If a person tests positive for COVID-19 by a molecular or antigen test, they can return to school when the following criteria are met:

- 10 days since symptom onset, or since positive test specimen collection date if no symptoms are present (up to 20 days for those who are severely ill or severely immunocompromised), **AND**
- 24 hours after fever resolves without the use of fever-reducing medications, **AND**
- Symptoms have improved

This isolation guidance applies regardless of vaccination status.

### **Close contacts**

A person is a close contact if they spent 15 accumulated minutes over a 24 hour period within 6 feet of the person who tested positive for COVID. This includes the infectious period which is two days prior to showing symptoms. This applies regardless of masks being worn.

- Close contacts should monitor their symptoms and take extra caution for 10 days after the last close contact with the person.
- Close contacts must take a PCR test 5 days after close contact exposure, or on their first day back to school after 5 days.
- Close contacts must wear masks outside except when eating at an eating area.
- Close contacts who are up to date on their COVID vaccinations for their age group, OR who have tested positive for COVID-19 less than 90 days ago, AND who are symptom-free, may return to school as long as they receive a negative rapid COVID test every day that they attend school for 5 days.
  - Students who share a household with a symptomatic COVID-positive person should remain home regardless of the above policy.

### **Transition to online school**

Under the following circumstances, Clearwater will close in-person school and move to online offerings. Childcare will be provided on campus if staffing availability allows, by arrangement with the staff. Most online offerings will take place via Zoom.

- If the Snohomish County Health Department advises staff to close in-person school, staff will follow their guidance and school will transition to online school for as long as they recommend.
- If there are 2 cases of COVID among students or staff who live in separate households, a School Meeting will be held to determine whether or not to close school, depending on factors such as timing, community spread, and identity of the positive cases (if disclosed). Staff are authorized to close in-person school for a day to allow for School Meeting to be held virtually.

- If there are 4 cases of COVID among students or staff who live in separate households, staff are authorized to close in-person school for up to 10 calendar days.
- If there is not enough staff availability to staff school, staff are authorized to close in-person school until staff are available. The guidelines we will be following for sufficient staffing are:
  - 66-88 students in attendance - 4 staff, including intern
  - 44-66 students in attendance - 3 staff, including intern
  - All other numbers 2 staff, except if there are 5 or fewer students during extended care, **not** including intern

## Drug, Alcohol, and Tobacco Policy

1. The selling, bartering, use, or possession of drugs, alcohol, tobacco, or related paraphernalia directly prior to and during school hours by students and staff is prohibited on and off campus with the exception of tobacco use by persons over the legal age of tobacco consumption, 200 feet from the school and 200 feet from other school meeting members.
2. All incidents of selling, bartering, use or possession of drugs, alcohol, tobacco or related paraphernalia prior to and during school hours by students and staff must be addressed through the JC Committee or School Meeting according to the procedures outlined in this document.

### **Considerations:**

- A. The safety of individuals and the community should be considered in decision making throughout the process outlined below without shame, with attention to the underlying causes of youth drug, alcohol, and tobacco use, and with a focus on harm reduction, prevention, and repair.
- B. The JC has the authority to contact students' parents, send them home, or have a special school meeting to decide further actions.
- C. Students will have input into any decisions made about actions to be taken, and will have understanding of any such actions, unless the student opts out of involvement in JC or School Meeting.
- D. All relevant student and staff prescriptions and administration plans must be filed with the Medical Authorities Clerk.

### **Procedures for Drug and Alcohol Related Incidents:**

1. In the incidence of suspected intoxication or substance use before or during school due to verbal admittance, the smell of cannabis or alcohol, or symptoms such as unusually impaired motor function, an emergency JC will be held as soon as possible to assess the situation.

- a. If the individual is not able to keep themselves and others safe while they are intoxicated on campus, their parent or guardian may be called to pick them up. If they are a staff member, they may be asked to create a plan to leave campus safely. Intoxicated individuals who do not have a safe place to go or way to leave campus will not be asked to leave.
  - b. If the student or staff accused of intoxication at school refuses to attend JC, they may not be allowed to return to school until they participate in JC, SM, or a support conference related to their case.
  - c. All evidence and decision making processes must be documented thoroughly by the JC. Wrongly accused students or staff may contest the JC's decision in their JC case or by requesting a Special School Meeting.
  - d. The JC may use discretion to choose whether or not to contact a student's family after a case of intoxication at school.
2. If there is reasonable evidence that an individual is in the possession of, or involved in the sale or barter of prohibited items, the case must be written up for immediate JC review.
    - a. Visible drugs, alcohol, and paraphernalia must be removed from campus promptly and may be disposed of. Individual's belongings may only be searched with consent of the individual.
    - b. The Judicial Committee and/or a Mandatory School Meeting will be used to determine the findings and actions to take. All evidence and decision making processes must be documented thoroughly by the JC. Wrongly accused students or staff may contest the JC's decision in their JC case or by requesting a Special School Meeting.
    - c. If the student accused of possession, sale or barter of prohibited items on campus refuses to attend JC, they may not be allowed to return to school until they participate in JC, SM, or a support conference related to their case.
    - d. The JC may use discretion to choose whether or not to contact a student's family after a case of the possession, sale, or barter of prohibited items at school.

**Procedure for tobacco-related incidents:**

1. All persons who are over the legal age for tobacco consumption are expected to refrain from using tobacco products within 200 feet of the school or within 200 feet of other school meeting members. Those who do not abide by this expectation must be written up for JC.
  - a. Any tobacco or tobacco paraphernalia possessed by people over the legal age for tobacco consumption must not enter campus. Paraphernalia belonging to those over the legal age for tobacco consumption that is found on campus will be properly disposed of unless promptly removed

from campus by the owner. In accordance with school rules as of 2022, personal vehicles are considered off campus.

2. Students and staff who are under the legal age of tobacco consumption who consume tobacco products during school hours on or off campus must be written up for JC.
  - a. Visible tobacco paraphernalia possessed by those under the legal age of consumption must be removed from campus promptly and may be disposed of. Individual's belongings may only be searched with consent of the individual.
  - b. All evidence and decision making processes must be documented thoroughly by the JC.
  - c. A support conference may be scheduled for anyone involved in a tobacco related JC case.

## Open Campus / Off Campus Policy

Students may be authorized to go off campus without staff members by a 2/3 majority vote of School Meeting.

Students who are certified for off-campus are free to leave campus throughout the day. While off campus, students are expected to act in safe and responsible ways. They must follow the school rules and the rules of the community.

Anyone going off campus must sign out legibly with their name and their time of departure on the off campus sign out sheet, and sign back in with their time of return when they return.

Anyone requesting off campus from SM must review the rules before their request will be addressed by SM. The following rules must be followed:

1. Off-campus behavior of all SM members should reflect well upon the school.
2. Students may not go into any body of water without a staff member present.
3. No one may trespass on private property.
4. No one may enter anybody else's home, even with permission.
5. You must be back on campus in time to perform your cleanup responsibilities.
6. You must be back on campus when it is time for you to be picked up.
7. Students must have a signed release (included in the registration forms) in order to go off campus with a staff member. This release form includes spontaneous or planned field trips with staff members. Some field trips and special events require special arrangements and/or abilities; these will require that an additional specific release form signed by a parent or guardian is returned in order to attend.

8. Students may not leave campus with Clearwater volunteers or other adults unless a staff member is also present, the adult is a current Clearwater student, or the adult is the student's parent or legal guardian.
9. Students who are under the age of 18 may not meet up and spend time with adults off campus, with the exception of visiting businesses or other routine interactions, unless a staff member is also present, the adult is a current Clearwater student, or the adult is the student's parent or legal guardian.
10. Students who go off campus should know how to respond to adults who ask why they aren't in school. Students should say that their school has an open campus policy, direct people to the school website or phone number, and not engage further.
11. Students shall not spend prolonged amounts of time off campus as defined by community norms.
12. Cars in the parking lot are considered off campus. Nobody can play on, under, or in vehicles during the school day. Students cannot go in cars with Clearwater volunteers or other adults unless a staff member is also present, the adult is a current Clearwater student, or the adult is their parent or legal guardian.

## **Staff and Volunteer Policy**

1. All new staff members must complete fingerprinting and a background check with the Washington State Patrol before their first day of work at Clearwater.
2. Clearwater volunteers or any other adult may not go off campus with students on spontaneous outings unless a staff member is also present; except that parents may take their own children off campus during the school day.
3. Volunteers will not take on a supervisory role with students.
4. At least one Clearwater staff member must be on campus at all times during school hours.

## **Safety Policy**

School Meeting has the responsibility to ensure the school is safe for each student and the institution as a whole.

1. A Safety Clerk is elected annually or as needed by SM. The Safety Clerk is responsible for developing, maintaining, and implementing safety protocols; making sure school grounds, buildings, and equipment are safe.
2. Staff members are expected to always consider the safety of each individual and the school as a whole. If staff break rules in order to ensure safety, the JC should review the situation in light of these conflicting priorities.
3. School may close due to weather conditions. If school closes midday, families will be notified by email and phone. Parents are expected to complete arrangements to pick up their children as quickly as possible.
4. Safety Drills are conducted bi-monthly, including fire, earthquake and other potential



disaster drills.

## **Snow & Extreme Weather Policy**

1. Off campus is closed with the exception that staff may need to go off campus to obtain materials.
2. Parking lot is closed.
3. Shoes must be worn while in the snow.
4. Any school meeting member can tell another to go inside to get warm and be safe.

## **School Meeting Fund Request Guidelines**

The Clearwater School allocates funds for educational materials each year as part of the annual budget. These funds are created to cover emergent needs for educational materials and may be accessed by groups and individuals through proposals to School Meeting.

### **Definitions**

Educational materials include both physical materials and experiences. We trust and expect groups and individuals to define “educational” for themselves. Examples include:

- Committee and club budgets: music, art, computer, kitchen, decorations, special interest
- Supplies for individual pursuits and projects
- Classes and/or resources that are not readily available at school
- Field trips
- TCS Events

### **Funding Request Procedure:**

1. Funding Requests are considered when a complete proposal is presented to School Meeting. Requests for greater than \$100 cannot be passed at the same School Meeting they are proposed and require student co-signers.
2. Proposals should include
  - a. Description of materials/experience/fees requested
  - b. How they will be used
  - c. Who will use them
  - d. Cost
  - e. Explanation of arriving at the cost--including research that was conducted to arrive at the “best price.” (For example, donations sought first, group/student rates obtained, prices compared through online search)
  - f. The selected vendor(s) for item(s)
3. School Meeting will take into account the following considerations in the approval process:
  - a. The value to the individual and the value to the school

- b. The lifespan of the materials purchased
  - c. The demonstrated interest of the larger student body
  - d. The fund request history of the person/entity making the request
  - e. Whether there is an alternate (e.g. less expensive) source for the materials or experience
4. Once funding requests have been approved, purchases should be made through the school whenever possible. Alternatively, receipts of purchases must be kept and remitted to the administrative staff.
  5. Do not misuse funds allocated from School Meeting.

## Parent Drop-off & Pick-up Guidelines

At Clearwater, we encourage people to operate independently. Students are expected to coordinate pick-up and drop-off with their parents, to sign themselves in and out, and to take responsibility for their belongings. We recognize that autonomy develops over time; if students need assistance, staff are here to help as an intermediate step to being autonomous. Several aspects of this policy are intended to assist parents to support development of personal responsibility -- and apply especially to our newest and youngest students.

We ask that parents and guardians do not enter campus unless otherwise arranged, due to COVID-19. If necessary, you are welcome to use the outside bathrooms between the kitchen and music room with permission from a staff member. Please understand that the immediate needs of our students and School Meeting are our priority during school hours.

### **Drop-off:**

Parents should drop off students at the front gate. Staff are available to assist with drop-off between 9-10 am. If there is not a staff at the front gate after 10 am, feel free to call the school and a staff member will be there shortly to check students in. Staff are resources to support children who experience strong emotions when parting from their parents. We can work with parents and students to make a support plan for these transitions (i.e., staying close, holding them, saying goodbye together, witnessing their emotions). We find establishing rituals to be helpful and may have ideas that could work for you.

It's helpful for many to keep a regular schedule that aligns with the rhythm of the school day, but we can accommodate changing arrival and departure times. Let us know if you need support outside of the 9-10am and 3-4:15pm windows.

### **Pick-up:**

We view students as responsible for communicating with their parents to arrange a time to be picked up. Students are also responsible for collecting their items, completing their clean-up, and being prepared to leave. Staff will provide assistance with students that need help, with the intent that students eventually gain responsibility over these tasks.

To aid in developing a smooth transition home, we recommend that parents pick up their students between 3:30 p.m. and 4:15 p.m. to allow time to finish cleaning and gathering their personal belongings. Staff are available to help between 3:00 pm-4:15 pm. Please work with us if your student needs assistance at other times.

- Students must not delay the pick up process for themselves or others. Students must be ready to leave within 5 minutes of their parents arriving on campus.

These suggestions help students develop responsibility for the transition home.

- Communicate with your children about your plans for picking them up at the end of the day and let them and/or the school know if your plans change.
- Keeping track of belongings is another concrete way that students develop personal responsibility. To help students master this process we recommend that staff help students locate their lost items.
- When items remain at school overnight, encourage your student to check the lost and found boxes.

Students follow this afternoon schedule and are responsible for arranging an alternate cleaning job if they leave earlier in the day. Parents can support their student by being aware of the schedule, but do not need to assume responsibility for it:

- 3:15 p.m. - Personal clean-up.
- 3:30 p.m. - Cleaning time. Cleaning Clerks and staff participate in all-school cleaning.
- 4:15 p.m - Rooms may be locked after clean-up at the discretion of Cleaning Clerks and closing staff. All students are expected to leave by 4:15 p.m. unless extended care has been arranged in advance.

If your schedule changes, or you encounter unforeseen events, please contact/phone or text your students or the closing staff. If your student requires assistance please meet with the staff so we can develop a plan together. If you need help notifying your student of your arrival, please call the school phone number or text the closing staff.

## **TCS Visitor and Campus Safety Policy**

The Clearwater School is a student-centered space in which youth and adults have equal rights and responsibilities. In order to preserve the freedom and ensure the safety of the

members of our School Meeting, we need to limit visitors' presence on our campus. The visitor policy aims to set clear expectations of visitors to our space. Please ask staff members or members of the Guest Committee if you need clarification or have questions.

### **Visitor Policies**

Anyone who is not a staff or student is a visitor to the school and must abide by the following policies. Adult visitors must be supervised by a staff at all times.

### **Parents and Guardians**

We ask that parents and guardians spend no more than 5 minutes on campus unless otherwise arranged. Parents are welcome to use the outside bathrooms between the kitchen and art room. Staff are often available to assist parents who have questions during the day, however the immediate needs of our students and School Meeting are their priority during school hours.

### **Meetings**

When possible please schedule meetings and time on campus in advance. However, we are aware that situations arise where immediate assistance and communication is preferred. Staff will do their best to accommodate these requests as quickly as possible and schedule meetings on the spot if needed.

### **Graduates**

Graduates may visit school on an occasional basis, preferably with 24 hours notice. Graduates must follow all current school rules and may not go off campus with students. If Clearwater students want graduates to visit more frequently or for a specific activity at school, they must present a proposal to be approved by school meeting.

### **Youth Visitors**

Students and staff can sponsor graduates and youth (under 18 years old) visitors for one day on an occasional basis. School meeting members are responsible for the actions of their visitors. Youth visitors may not go off campus without staff supervision. These visits should be arranged at least 1 week in advance and scheduled through the Guest Committee. If a youth wishes to visit for more than 1 day in a row, the request must be approved by school meeting and a charge will be incurred. Youth visitors must complete a Student Visitor Form and in person or telephone contact with parent or legal guardian is required.

### **Tours**

Clearwater offers tours to families pursuing enrollment and others who are interested in learning about the school model. These tours and meetings last no longer than 1 hour and must be arranged by a staff person. Tours and meetings must have at least one staff person

present. Visitors must be supervised on tours the entire time they are on campus. Staff are responsible for enforcing school rules, ensuring the safety of our students, and preserving our student-centered environment.

### **Other Visitors**

On occasion an adult visitor may be approved by School Meeting. We ask for at least one week advance notice when scheduling these visits. Adult visitors must be supervised by a staff at all times.

### **Contract Employees**

In order for a contracted employee to be unsupervised on campus, they must pass a background check.

### **Service Providers**

Service providers include delivery drivers, construction workers, landscapers, etc. All service providers must schedule their visits and check-in with a staff person upon their arrival. All service providers must be supervised by a staff member or schedule their work outside of school hours. Rooms may be closed to students to allow work to take place. Deliveries must be dropped off in the office. If a package requires a signature, the delivery driver should wait in the office and call the school phone number.

### **Staff, Interns, and Volunteers**

All staff, interns, and volunteers must be approved by School Meeting and complete a background check prior to being unsupervised with students. Interns and Volunteers may not supervise students off campus.

### **After school events**

School Meeting sponsors several events outside of school hours. Some events are for currently enrolled students and their families only while others are open to the public. Please be aware that unless otherwise stated, the school does not assume responsibility for students outside of school hours. During TCS events guardians are responsible for supervising their student(s). School rules apply to students anytime they are on campus and incidents that take place on campus outside of school hours will be addressed by our JC system. Two adults must be present for after school events. These adults will be staff by default, but events may go through SM and create a permission slip to waive the requirement and allow any two adults.

### **TCS Guest Committee**

The role of the TCS Guest Committee is to manage and supervise the TCS Visitor and Campus Safety Policy. The committee is responsible for determining the level of supervision and the length of time visitors can be on campus. The committee should consist of at least three SM members. One member should be an Attendance Clerk, or if not possible, an

Attendance Clerk should be consulted prior to making decisions. Decisions will be made by a simple majority vote. At least 3 members must be present to vote. All members of the committee on campus should be consulted when votes are made.

## Procedures

### **Justice and Compassion Committee (JC)**

The Justice and Compassion Committee (JC) is responsible for enforcing the rules of The Clearwater School, and is expected to solve problems through a fair and effective process.

The following rules govern JC processes:

1. Anyone who is called to the JC in the course of investigating a case must attend and participate in the meeting until released by the JC. To help students adjust to JC, the JC Chair may modify the meeting procedures on a case by case basis—to work with the needs of the people involved.
2. The School Meeting will elect a JC Chair every three months, or as needed throughout the year, by a majority vote during the SM. The JC Chair may be a shared position.
3. The Chair's responsibilities include:
  - Creating a JC schedule, time and place for meetings.
  - Assigning JC members and delegate roles of members.
  - Convening regular and special JC meetings.
  - Chairing or designating a chair for each meeting.
  - Keeping records and creating record-keeping systems as needed.
  - Reporting all cases each week to School Meeting as needed.
  - Participating in parent conferences as needed.
4. The JC shall consist of a minimum of three School Meeting members.
5. The JC may recuse or remove any member (including the Chair):
  - By oneself due to conflict of interest.
  - By members of the JC if found to be biased.
  - For disruptive conduct.
6. A JC decision may be appealed through a special or regularly scheduled School Meeting. The School Meeting may suspend or alter any JC sentence.
7. Any School Meeting member may ask the JC Chair to call an emergency JC meeting for safety concerns. or, in the absence of the JC Chair, through a staff member.
8. JC records are not official school records. They are available for review by all School Meeting members. They are not open or accessible to others unless the School Meeting or JC grants permission.
9. At JC Meetings all JC Complaints will be reviewed by the JC members. The following actions may be taken:

- Cases may be referred to Mediation.
  - Cases may be heard by the JC at this or a later meeting.
  - Cases may be referred to the School Meeting.
  - Other actions deemed necessary.
10. When the JC convenes, the JC Chair calls JC to order, calls all people involved in the case—together or one by one. Individuals may bring an advocate to help represent themselves. The JC may suspend order while waiting. Three steps are followed: determine what happened, determine which (if any) rules are broken, determine the action (sentence) to take.
  11. In JC everyone is expected to tell the truth. It is against the rules to lie or withhold information that may harm the school or other people.
  12. Discussion shall be conducted in a civil and respectful manner. Objections should be voiced to the chair. The chair may demand that people only speak when called on.
  13. The JC is responsible to communicate actions to other people or entities in the school that may be affected (i.e. SM or Computer Committee).
  14. Records are kept of all proceedings.
  15. The JC cannot suspend or expel students, but may refer a recommendation to School Meeting to suspend or expel a student. (See School Meeting Rules)

## **School Meeting (SM)**

The School Meeting (SM) is the entity responsible for the school as a whole. The SM is responsible for creating all school rules, approving all expenditures, and making all other major decisions that affect the welfare of the school as a whole.

The term SM refers to the collective membership of the meeting—all Clearwater staff and students—as well as the weekly meeting held to conduct school business. SM time and location is designated by a majority vote of the membership present at the meeting—generally set on an annual basis. The time, meeting day, and location may be changed from time to time by a majority of the members present. The SM elects a chair and assigns a secretary.

The Chair is responsible for posting the agenda of the meeting, running the meeting and maintaining order. The Chair may adjust meeting procedures as needed.

The secretary is responsible for recording the minutes of the meeting, making corrections to previous minutes, preparing the list of votes for the next meeting and transcribing all passed votes into the rulebook. The minutes are stored online and in the School Meeting record kept in the school office. Each year's minutes are archived.

### **Weekly Meeting Procedures**

1. The meeting begins with mandatory items (if present), JC report, community norms and reading of the day's agenda and votes.

2. SM must have a quorum of 10% of school meeting members in attendance that day must be present to convene the meeting. The quorum must consist of at minimum 50% students.
3. School Meeting has priority over any other activities in the designated location.
4. Only Clearwater students and staff may bring Agenda items to the School Meeting. Issues can be added to the posted agenda anytime during the week or added during the SM.
5. Long agenda items may be written and posted for members to review before the meeting. If an agenda item has not been thought out or written out, the SM may ask to delay discussion.
6. A member of SM may present requests to SM that involve non-members for any reason. The SM may request that the non-member attend a meeting. These requests are subject to the same debate as any Agenda item and require a motion and second in order to be voted upon.
7. In order to vote on any issue, the members of SM voting on the issue must be present during the discussion of that issue.
8. In order to have an item heard, the original poster must be present, or have an individual present to represent them.
9. All motions will be voted on the week after initial introduction, unless 100% of those present at SM agree to a special request to vote that day.
10. Votes that provide an interim rule until a new rule is passed, may be approved and put in place immediately, only if there are no objections.
11. Special SM (Mandatory or Non-mandatory) may be scheduled with the approval of 10% of the school population by posting notice at least one day in advance.
12. Mandatory meetings for **safety issues, suspension, expulsion and JC issues** may be called, without notice, by anyone at any time.
13. Mandatory Special SM may be dismissed by a simple majority of SM membership to become a Non-Mandatory SM, after sponsors of the Mandatory meeting announce the topic and rationale for calling the meeting.
14. Students who have a significant reason to not attend the Mandatory section of Weekly Meetings may go to School Meeting to request exemption. Exempt students are expected to read the agenda or have the agenda read to them.

### **Order of business at regular SM**

1. Call to Order, Roll Call.
2. Adopt Minutes of previous meeting
3. JC Report (as needed).
4. Community Norms Discussions (as needed).
5. Mandatory Announcements, Votes and Discussions.
6. Reading of Agenda and Votes.



7. Regular Votes.
8. Regular Agenda.

## **Debate and voting**

Debate and voting on main motions and substantive amendments to main motions must follow this procedure adapted from Robert's Rules of Order:

1. Reading of the main motion per the Votes list.
2. Open Debate.
3. Entertaining amendment. Approval from the motions' sponsor is required to entertain an amendment.
4. Closing debate and calling the question.
5. Vote by a show of hands, verbal or closed ballot as determined by the members present.

During the Mandatory section of Weekly Meetings, debate and voting on main motions and substantive amendments to main motions must follow this procedure adapted from Robert's Rules of Order:

1. Reading of the main motion per the Votes list.
2. Debate is opened to speakers for the motion and speakers against, for a limited period of time per speaker. The number of speakers and length of speaking allotment would be at the discretion of the chair, but the default assumption is 2 speakers on each side, for roughly 2 minutes per speaker.
3. If more discussion is desired after the first round of speakers, and the vote is neither time-sensitive nor of utmost importance (e.g. suspension/expulsion), discussion is automatically moved into non-Mandatory SM. If the vote is time-sensitive or all discussion must be mandatory, the chair recognizes additional speakers in the for/against format or chooses to move to a more informal discussion style, at their discretion.
4. Entertaining amendment. Approval from the motions' sponsor is required to entertain an amendment.
5. Closing debate and calling the question.
6. Vote by a show of hands, verbal or closed ballot as determined by the members present.

## **Tabling and discussing motions**

A main motion may be tabled or delayed by majority vote according to the following process:

1. A motion to table or delay a vote does not end discussion of the main motion.
2. When discussion of the main motion closes, a motion to table or delay may be

- seconded and voted on.
3. The vote to delay or table the main motion is held before the vote on the main motion.
  4. Motions may be tabled by assent, only if there are no objections.
  5. Competing motions may not interrupt a main motion. A new motion and second is only allowed after the current main motion and any other standing votes are completed.

### **Procedure for requesting expenditures**

Requests for special expenditures must be presented to the SM and may contain at least the following information:

1. Who is making the request?
2. What the money is for and when it will be spent.
3. The amount requested, or an upper ceiling.
4. Who will assume responsibility for the purchase?
5. Why there is a need for the expenditure.
6. Why the amount requested is a fair price.

### **Committees**

The School Meeting may create committees at any time, as needed to address school needs. Committees may be granted powers, responsibilities and operating budgets, and are directly accountable to the School Meeting. Any concerns or complaints about Committee operations will be addressed by the School Meeting.

### **Suspension and Expulsion of Students—Special JC School Meeting**

School Meeting considers suspension through a JC referral, or through an emergency request of School Meeting to address immediate safety concerns. Motions for suspension or expulsion may be presented at a regularly scheduled, mandatory, or emergency School Meeting.

The School Meeting follows the procedure of a Justice and Compassion Committee meeting:

1. Review what happened in the case, or in the pattern of cases.
2. Review rules found to be broken. Discuss how the rules broken or pattern of behavior affect the entire school. Discuss the harm experienced by the school community and the student.
3. Determine if the behaviors(s) are considered outside of what is generally acceptable for the school community.
4. Articulate, as a community, the expectations of how the individual's behavior needs to change to re-align with the school norms.
5. Consider actions to take, including but not limited to suspension and expulsion.

## **Decision to suspend or expel**

1. All decisions to suspend or expel a student can only be made by School Meeting, with a 2/3 majority vote of the members present at the School Meeting. The individual being considered for suspension may vote in the case.
2. When School Meeting members are suspended, a family conference is scheduled as soon as possible. When possible, a conference committee is formed during the School Meeting when the decision is made. The conference includes parents, the student and the conference committee appointed by School Meeting. A record of the conference should be added to the JC Record.
3. The student's JC Record is generally released (in part or in full) to family members as a result of a Suspension. The record is available to read and discuss during the Conference. Care should be taken to protect the privacy of other people (or obtain their permission to discuss their names) included in any JC report when possible. (For example, omitting the names of other people when reading the report.)
4. Simple majority is required for a student to be released from a suspension.

## **Enrollment Policies and Procedures**

1. There must be either two staff or a staff and a student in every orientation or enrollment conference.

## **Office Procedures during Covid-19**

### **Office Clerk**

- The Office Clerk (elected by SM) may define acceptable behavior in the office and has the right to request quiet, silence, or private use of the office space.
- Office clerks are responsible for keeping the office tidy and making sure that office supplies are stocked reasonably.

### **Office Rules**

1. The office is a space currently reserved for the Admin and Staff only due to Covid-19.
  - a. Permitted uses of the office:
    - i. School office work--bookkeeping, reports, phone calls, correspondence
    - ii. Confidential conversations
  - b. Priority uses of office:
    - i. Administrative work
    - ii. Other Staff needs
  - c. Phone use:

- i. The office phone may be used for brief out-going non-business calls that do not interfere with business calls (conducted on the office porch, or another outdoor area)
  - ii. Only staff can answer the phone
2. No food or drink near computers or on couches.
3. Rolling chairs in the office are for office use only. Do not play on or remove office chairs. (Current chair is the Admin's personal property.)
4. Office supplies may only be used with the permission of the office clerk.
5. Do not use the outside office door to get to other parts of the house. The exception is access to bathroom, printers, and files by staff.
6. Persons using the office are responsible for greeting visitors and representing the school in a positive light.

## **Cleaning Procedure (see also Cleaning Rules)**

1. A Cleaning Clerk or multiple Cleaning Clerks is elected by SM. The Cleaning Clerks are responsible to make sure the school is kept clean and are authorized to create, organize, implement, and change cleaning procedures as needed. Cleaning Clerks have the power to ask SM members to help clean up after 3:30 pm as needed.

## **Lost and Found Procedure**

1. Lost and found items should be placed in the Lost and Found bins, except valuable or electronic items which should be taken to the electronic lost and found.
2. Lost and Found items will be disposed of on the last Friday of the month. Emails will be sent out every month to remind parents to check the lost and found.

## **TCS Guest Committee**

1. The role of the TCS Guest Committee is to manage and supervise the TCS Visitor and Campus Safety Policy.
2. The committee is responsible for determining the level of supervision and the length of time visitors can be on campus.
3. The committee should consist of at least three SM members. One member should be an Attendance Clerk, or if not possible, an Attendance Clerk should be consulted prior to making decisions.
4. Visitors are approved via a unanimous vote consisting of all committee members.

# TCS Sexual Harassment Policy

The Clearwater School is committed to maintaining a respectful environment free from harassment, including sexual harassment. Our community members have the right to have their physical and emotional boundaries respected by others. It is the responsibility of every community member to conduct themselves safely and with consideration of others while on campus. Everyone is expected to demonstrate an awareness of others' boundaries and comply with the limits being set.

## **Definitions**

**Sexual Harassment:** The Clearwater School rulebook outlines sexual harassment, physical harassment, and verbal harassment as breaches of the rule 'respect for others.' These rules are altered from time to time and may define sexual harassment in general or more specific terms as needed. In cases where someone's sexual or romantic behavior offends someone, is directed at another School Meeting member without their agreement, or harasses or intimidates others, it breaks the respect for others rule and is handled through JC.

For the purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, adult to adult, student to student, or can be carried out by a group of students. This policy focuses on student-to-student harassment.

## **Under federal and state law, the term "sexual harassment" may include:**

- Acts of sexual violence
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's peaceful existence or creates an intimidating, hostile, or offensive environment
- Unwelcome sexual advances
- Unwelcome requests for sexual favors
- Sexual demands when submission is a stated or implied condition of educational or social benefits
- Sexual demands where submission or rejection is a factor in school-related decisions affecting an individual

JC findings such as "sexual harassment" are not legally binding. See the "procedure" section below for when and how law enforcement would become involved. Federal and state law's outline of sexual harassment guides our findings but behavior that falls under the rule forbidding sexual harassment is not limited to this list. While sexual harassment is widely understood as malicious and predatory sexual behavior, in some cases the sexual harassment rules and sexual posturing rules are broken in ways that aren't targeted or intended to harm

but do constitute harassment. Because these constituent behaviors contribute to a culture in which sexual harassment is perpetuated, any instances of sexual harassment will be processed through JC but not every instance will trigger the investigative procedures outlined in this policy.

**Hostile Environment:** A “hostile environment” has been created for a student when harassment interferes with the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment, if the incident is severe, violent, or egregious.

## **Response**

The Clearwater School responds to all reports of sexual harassment with the intent of holding our community accountable to work together to build and maintain a culture that is safe and supportive for all. To this aim, we work actively to make sexual harassment something that we can discuss openly as a community in order to continuously build a more positive culture. This work includes education, prevention, and mechanisms for healing and recovery.

**Address Promptly.** All members of our community are expected to report allegations of sexual harassment using the processes outlined in this document.

**Focus on Behavior.** The intention of naming sexual harassment in our rulebook as a special class of harassment is to draw attention to behaviors that may create a hostile environment. Our intention is to prevent isolated behaviors from escalating into a hostile environment, while at the same time, taking each incident seriously. As aligned with the ethic of the JC, the focus is placed on the effect of one’s behavior rather than labeling a person as a “sexual harasser” or “predator.”

**Hostile Environment.** Allegations of a hostile environment are addressed promptly and comprehensively. The School will ensure that due process is used and elevate the steps as needed to draw in outside resources. When possible, individuals who are contributing to a hostile environment will be given an opportunity to change their behavior. However, one incident of sexual harassment may result in being removed from the school and the school community.

**Authority.** The School Meeting may place restrictions on School Meeting members who engage in sexual harassment contributing to a hostile environment. This may include: restriction of freedom while at school, suspension, and/or restriction of the ability to attend school events.

**Outside authority.** In cases involving outside authorities, The Clearwater School will cooperate with DCYF and law enforcement investigations. This cooperation may supersede school rules.

**Nondiscrimination policy.** Sexual harassment on the basis of any protected class is also strictly prohibited. The discriminatory nature of such acts will be addressed and remedied, engaging additional resources and investigations as needed.

### **Retaliation**

Students who receive unwanted sexual attention have the right to set boundaries that are respected without retaliation. Any individual who in good faith reports sexual harassment is protected from retaliation, and any attempts at retaliation will be addressed promptly by the JC and SM processes outlined in this document.

### **Procedure**

The Clearwater School responds to all reports of sexual harassment through the following procedures.

**JC:** Allegations of breaking the sexual harassment rules are written up and heard through the JC system. It is important to note that JC findings of sexual harassment do not indicate that a hostile environment has resulted from the rules being broken. Behaviors that fall under the definition of sexual harassment may be written up even if no one feels harmed. These cases often serve as an educational or preventative measure for individuals involved and serve to inform the adoption of cultural norms by the greater school community.

**School Meeting:** Allegations and/or findings of sexual harassment will be elevated to School Meeting under the following circumstances:

- The JC seeks input from the larger community.
- An individual feels they are not being served fairly by the JC.
- Other members of the community (10% of total School Meeting members) call a special School Meeting to address their concerns with how the case is being processed.
- Suspension or expulsion is suggested by the JC committee.

The School Meeting will create a process to address the case that may include:

- Appointing a special JC.
- Seeking outside investigation services from Clear Risk Solutions, our insurance partners.
- Addressing the case during the School Meeting.

All the individuals involved will be advised of the process and asked to participate.

- Individuals who are unable/unwilling to be in proximity to each other will be provided with mechanisms to appear separately.

The School Meeting process is charged with:

- Making a judgment about what happened, using witnesses when necessary, and identifying areas of convergence and divergence between reports.
- Taking into account the larger context, including history of interactions between the parties involved and other patterns of behavior.
- Identifying instances of bias and taking action to recuse members from the process as needed.
- Maintaining a respectful atmosphere throughout the process.
- Issuing a report that includes what happened and rules broken.
- Determine if the rules that were broken indicate that a hostile environment has been created through a pattern of behavior or the severity of an isolated incident.
- Determine if laws have been broken, or if further investigation is needed to determine if laws have been broken.

#### School Meeting Solutions:

When possible, the School Meeting looks for solutions that address the needs of all parties and that support a change in behavior. Actions should balance the need for protection with the need for restoration, and include sensitivity for all parties involved. Solutions are determined through discussion and vote--with procedures altered if the parties involved cannot be in the same space. Actions suggested include:

- Restriction of freedom.
- Requirement for education about sexual harassment.
- Plan to directly address and stop the behaviors identified.
- Create a support plan to help individuals change their behavior.
- Create a protection plan to ensure the recipient of sexual harassment feels safe and is safe at school.
- When possible, solutions are designed to be acceptable to all parties, but if the parties are unable to agree then the decision(s) will be made by the School Meeting.

#### **Parent Notification**

Parents will be notified of a sexual harassment case involving their child only with the permission of their child except in incidents where the sexual harassment has led to a hostile environment or if laws were broken, in which case parent notification is required. Students are encouraged to talk with their parents about their case and often the JC will require a parent conference as part of their problem solving.

#### **Hostile Environment Investigation**

Allegations of a hostile environment may be handled through JC and/or School Meeting as outlined above, or a special investigation may be requested. Special investigations will be handled by our insurance partners, Clear Risk Solutions. The ways to initiate a special investigation include:



- JC may request upon hearing a case that it be immediately referred to a special investigation instead of School Meeting. Reasons for this may include: severity of actions, state of the individuals involved, or inability to determine what happened.
- School Meeting may determine, upon receiving the case, or at any stage of investigating the case, that the case requires a special investigation.
- The person writing the case may request a special investigation.
- The person written up may request a special investigation.
- Staff members may request a special investigation if they discover:
  - that the students involved only feel comfortable talking to staff.
  - the allegations are reportable to DCYF.
  - the allegations suggest illegal activity.

Authorization for special investigation can be given by the JC or School Meeting. If authorization is given by JC, it will be reported to the next School Meeting that a special investigation is being conducted. The JC may withhold the names of the people involved and/or the nature of the investigation to maintain confidentiality. School Meeting will authorize a group to handle communications with the special investigation.

Findings of the special investigation will be addressed by School Meeting, a special process designed by School Meeting, or the JC, per the advice of the investigators.

## TCS Inclement Weather Policy and Procedures

Our first consideration in school closure decisions is the safety of our students, families, and staff. We close the school or alter the schedule if inclement weather or other emergency conditions make occupancy of, or transportation to or from, school unsafe. During winter storm events, we aim to provide as much advance notice of school closures as possible. However, the unpredictable Northwest weather can change rapidly. We watch the weather closely and take into account schedule changes made by surrounding school districts (Northshore, Seattle, Edmonds, etc). Weather and road conditions can vary dramatically from neighborhood to neighborhood—students are encouraged to alter their attendance by staying home, arriving later, or leaving early if weather concerns would make it dangerous to attend.

The Clearwater School considers the decisions of the neighboring school districts in the broad range of places where our families reside when making decisions about school closures. School closures, late arrivals, and early dismissals will be communicated to the Assembly via email in a timely manner and posted on the top banner of the website.

In the case of emergency school closures during the school day, we will send out an email and follow up by phone to reach all families as quickly as possible. If we need to close the school mid-day, we ask that parents work together to assist with carpools in order to get everyone safely home. A staff person will stay with students until all are picked up.

In the event of inclement weather which does not cause the school to close, these guidelines apply:

1. **All weather:** If students must remain inside for safety reasons, COVID procedures may be relaxed to make sure all students are safe. As much distance and ventilation will be maintained as possible. Masks will still be required.
2. **Ice and snow:** If the roads and sidewalks surrounding school are icy, off-campus will be closed until the ice has thawed and travel is deemed to be safe by the Safety Clerk. Off-campus closures apply equally to students on foot and students with cars. The parking lot and creek may also be closed during snow and ice at the discretion of the Safety, Parking Lot, or Creek Clerks. In the case of snow and ice, students should come to school prepared for off-campus to be closed; specifically, students should make sure to bring lunch.
3. **Lightning:** School Meeting members should remain indoors during lightning storms and until thirty minutes after the last lightning bolt strikes.
4. **Rain, wind, and flooding:** In the event of high winds resulting in downed trees or power outages, students may be asked to stay inside. If the power is out and does not return, school will close early. The parking lot and creek may also be closed at the discretion of the Safety, Parking Lot, or Creek Clerks.
5. **Wildfire Smoke:** In cases of wildfire smoke or other high-pollutant events, staff are responsible to monitor air quality, inform and remind students, and suggest activity limitations in cases of unhealthy air. With air readings at or above a 10-minute average of 150aqi, staff will inform all school meeting members that active play is suspended and school meeting members are required to remain indoors unless going between rooms. Off campus will be closed except to people who are going off campus in vehicles or people who are using public transportation if they minimize their time outside to the extent possible and wear a mask at least at the level of N95 or KN95. Staff will supervise indoor eating areas. Staff will notify parents/guardians to take home students who refuse to stay inside when the ten min average air quality is over 150aqi, followed by a discussion with parents about student's ability to stay inside during poor air quality on subsequent days.

Closures of off campus, the creek, parking lot or any other part of school are not limited to the reasons above and can be closed at any time based on the judgment of the elected Safety Clerk. If there are any disputes about closures, they can be appealed to JC by SM members.

# **Whistleblower Protection Policy**

The Clearwater School requires students, staff, trustees and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of The Clearwater School we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally to the Justice and Compassion Committee (JC) or School Meeting (SM) so that The Clearwater School can address and correct inappropriate conduct and actions. It is the responsibility of all students, staff, trustees, officers, employees and volunteers to report concerns about violations of The Clearwater School's code of ethics or suspected violations of bylaws, laws or regulations that govern The Clearwater School's operations.

## **No Retaliation**

It is contrary to the values of The Clearwater School for anyone to retaliate against any student, staff, trustee, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Clearwater School. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **Reporting Procedure**

The Clearwater School has an open-door policy and suggests that employees and students share their questions, concerns, suggestions or complaints with the Justice and Compassion Committee (JC) or School Meeting (SM). If the person is not comfortable speaking with JC or SM they are encouraged to speak with a staff member they are comfortable with or request that the Trustees review the concerns. The entity chosen will help complete the requirement that School Meeting members report complaints or concerns about suspected ethical and legal violations in writing to the Justice and Compassion Committee and/or School Meeting. Investigation of complaints will be assigned to a person who will be authorized to investigate all reported complaints. You and/or the school may request the complaint be investigated by the team at our insurance company or another outside entity. Expenditures for any investigation must be approved in advance by School Meeting.

## **Justice and Compassion Committee**

The Clearwater School's Justice and Compassion Committee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Justice and Compassion Committee will advise the School Meeting of all complaints and their resolution.

## **Financial Committee**

The School Meeting is responsible to monitor the financial activities and state of The Clearwater School and will report at least annually to the Trustees and the Assembly on compliance activity relating to accounting or alleged financial improprieties.

## **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant by writing an anonymous JC complaint. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The School Meeting will authorize an individual to notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Staff Elections Policy**

### **School Meeting Authority to Offer or Deny Employment**

Staff contracts are annual and are not a guarantee of continuing employment. Staff are elected by students each year at the staff elections. The School Meeting of TCS has sole power to hire or fire any Clearwater staff, intern, or admin. Service providers such as utilities, maintenance, bookkeepers and cleaners may be hired and fired by staff at SM discretion.

## **Hiring Committee**

The Hiring Committee is authorized by School Meeting to process applications and employment interviews and to make suggestions on hires to School Meeting, but can neither offer nor deny contracts to current or potential hires.

## **Staff Feedback and Accountability**

At the behest of School Meeting, Staff Feedback Days will occur quarterly throughout the school year. These meetings are opportunities for students to offer their thoughts on how individual staff are doing and on dynamics or patterns within the current staff team as a whole. Staff Feedback Day meetings start as mandatory and then become nonmandatory after the agenda is announced and the staff are dismissed from the meeting. Staff Feedback Days are overseen usually by the School Meeting Chair but another person may be voted in to facilitate the meeting. Meeting minutes are then presented (or digitally shared) to all staff.

Staff are encouraged to meet individually between Staff Feedback Days with each other and with willing students to talk about their feedback and goals.

## **Staff Elections**

The first School Meeting of May is the annual Staff Elections Day. Staff are elected according to the procedure below:

### *Staff elections procedure:*

1. A mandatory School Meeting is called.
2. Quarterly staff feedback from the past year and beyond, as available, is reviewed in the SM, giving consideration to staff “patterns of behavior” (either positive or negative) based on repeated feedback.
3. Staff give a two minute speech on why they want to continue working at TCS, what they think they did well as a staff this year and what they’re working on to improve as staff members moving forward.
4. Staff are then asked to leave and students discuss their experiences of the staff and their thoughts on the staff’s speeches and take notes on feedback to give to the staff.
5. Using paper ballots, students cast votes for the staff that they would like to continue on in the next school year. Staff need  $\frac{2}{3}$  majority vote of the ballots counted to continue with a new contract. Staff, and students who are not present at the meeting, may vote using an absentee ballot filled out prior to Staff Elections Day and given to a student SM chair or secretary. Students filling out an absentee ballot must be given the option to review the previously recorded staff feedback.
  - a. In the event of school being held virtually ballots will be collected and counted using anonymous digital and accessible ballots
6. The ballots are counted only by the School Meeting chair(s), SM secretaries, and/or JC chair(s) and secretaries. Staff must recuse themselves from the ballot counting process.

If a student SM chair or SM secretary are not available, or additional ballot counters are needed, student substitutes may be voted in to count the votes at the School Meeting prior to Staff Elections Day.

7. The School Meeting chair presents the staff with a statement of who they would like to rehire and who they would like to let go of on the same day as the election if possible.
8. The election results are announced at the next School Meeting.
9. Staff prepare and sign one year contracts for the next school year by the end of the current school year.
10. If a staff member is not re-elected, they are expected to finish out their current contract and work with SM to create a plan to transition out of their position. If necessary, the hiring committee may start a hiring process for a new staff member. A substitute may be utilized for staffing purposes before an additional staff member is hired.

Covid Policy Changes That Result in Staff Break in Contract:

- 12/7/22 - Covid policy changes that cause staff to quit have a one month period before they're implemented or we will pay the staff who is leaving for one month of working from home and start the policy immediately

## **The Clearwater School Conflict of Interest Policy**

### **Article I: Purpose**

The purpose of the conflict of interest policy is to protect The Clearwater School (the Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II: Definitions**

1. Interested Person(s): Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

- A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
3. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
  4. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III: Procedures

### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### 3. Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the

Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV: Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V: Compensation**

A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI: Annual Disclosure**

Each director, principal officer and member of a committee with governing board delegated



powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Article VII: Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Article VIII: Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.