



## Family Handbook

Welcome to Sego Lily School! The policies and procedures included in the Family Handbook are designed to familiarize your family with relevant information regarding the running and maintaining of our school community. Most questions you would have about how the school is run, and how the staff and students interact with families and the greater community, will be answered in these pages. If you cannot find an answer to a question, please talk with a staff member. After you have familiarized yourself with these policies, please sign and return the family handbook receipt form that you received.

*Please be aware that policies can be changed or added regularly – the most updated versions can be found in the office in the binder marked “Handbook” and copies of new policies will be distributed to all families as needed.*

***Preamble to the School’s Law Book:***

***All School Meeting Members are responsible for the general welfare of the school, through actions that contribute to preserving an atmosphere of freedom, respect, fairness, trust, safety, and order that is the essence of the school’s existence.***

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## **Admissions**

Sego Lily School excitedly welcomes new students ages 4-18 to this exceptional learning community. We welcome racial, ethnic, religious, gender identity, sexual orientation, and family diversity.

To attend Sego Lily School, all applicants must go through an interview process with the Admissions Committee (AC). This is an opportunity for families to learn more about our school and for the AC to ensure that Sego Lily School is an appropriate environment for the prospective student(s). A \$100 tuition deposit is required at the time of application. This fee is non-refundable, but will be credited towards the first month's tuition. This fee includes a copy of "*Trusting Children*".

Students can be enrolled after completion of the interview process with the AC. If the AC finds that Sego Lily School is not the appropriate environment for a prospective student, they may decline the request for enrollment. If the AC is unsure about whether or not a prospective student should be at Sego Lily School, they can have the prospective student and his or her family sign a provisional contract for the first 1-4 weeks of attendance. The School Meeting may decide that a student should no longer be part of Sego Lily School, thus ending his or her provisional or regular contract. Sego Lily School will not refund tuition that has been paid if for any reason a child is no longer attending Sego Lily School.

Sego Lily School admits students of any race, color, national and ethnic origin, gender identity, and sexual orientation to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, gender identity and sexual orientation in administration of its tuition discount policy and other school administered programs.

## **Assembly**

The Assembly is the larger voting body made up of students, staff members, parents, and community members (such as the Board of Directors and alumni). The Assembly makes decisions that affect the community as a whole, such as annually adopting a budget, making changes in tuition rates, or changing school hours. Assembly meetings are generally held twice a year, in the Fall and Spring. A pot-luck dinner is usually held an hour before these meetings as an opportunity for parents to socialize with one another and the staff.

## **Attendance**

As a private school, Sego Lily School is able to set our own guidelines for attendance. We generally follow Utah guidelines for public schools. Students ages 6 and over as of September first of the year must attend school an average of 5 hours per day. All students are required to be on campus by 9:45am, in order to be present for our 9:45 Daily Meeting. Pick up should happen after Closing Meeting & chores, no earlier than 3:15\*. You may receive occasional notices as to the number of hours your child has attended, or how far behind this recommendation your child has fallen. Extracurricular activities may be counted toward attendance hours, please notify the attendance clerk to have the hours counted. *\*If you need to pick up your child before 3:15, please arrange with them to do chores BEFORE 3:15/closing meeting.*

Part Time options are available for students ages 4-6, and over 16, except by special approval from the School Meeting. It should be noted that, according to Utah law, if your student is over the age of 6 as of September first of the school year & not enrolled Full Time, they should also be registered as a home-schooler with the state. This is the responsibility of the family and is not overseen by Sego Lily School.

## **Certifications**

In order to use certain things in the school, such as the computers, tools, the microwave, or hammocks, students and staff need to be certified. The certification process helps instill respect and proper use of our equipment and establish safe procedures. Certification procedures and lists are posted around the school and in the certification book on the entryway shelf. There are “certifiers” for specific certifications who can certify others in that area. If someone does not follow certification guidelines, he or she may lose their certification through the School Meeting, Aesthetics Council, or Culture Committee unless the activity in question poses an immediate safety threat for that individual or others, in which case a staff member can suspend certification until the daily meeting can address the issue.

## **Child Abuse or Neglect**

Sego Lily School will report any suspected abuse or neglect of a minor to the Department of Child and Family Services as required by Utah state law 62A-4-501.

## **Community Service Time**

Students who do not sign in/out, do not complete chores, interrupt or miss required meetings, etc may be assessed Community Service Time (CST). Weekly, there will be a Community Service Project. All students with outstanding CST will be required to participate until their time is fulfilled. Any students may participate to bank time for the future, or simply out of a desire to contribute! Projects may include weeding, cleaning, building, and more.

## **Culture Committee**

The purpose of the Culture Committee (CC) is to maintain and grow a positive, nurturing culture in the school. Culture Committee members are chosen by the School Meeting body, and are considered trusted members of the community. The CC will meet as needed to discuss matters of importance to the school’s culture and to handle pressing issues.

All CC members are trained in mediation, using our 5-step PHEW! mediation process. Any CC member can mediate an issue between 2 or more SM members. As needed, the School Meeting will give the CC items/rules/topics to discuss, with the purpose of bringing proposed solutions back to the School Meeting.

From time to time, the CC may need to follow what was previously our Judicial Committee structure. These are issues that were not resolved through steps 1-3 of our conflict resolution process (see 4-step process, below), OR issues involving violence, safety, or major problems. In those cases, a Culture Committee form is filed, and the CC will meet with the parties involved. Our goal is to find powerful, positive, and empowering solutions to issues that cannot be addressed through our mediation process.

## **Daily Meeting & Closing Meeting**

Each day, there will be a short (10-15 minute) meeting in the front room at 9:45am. ALL School Meeting Members are required to attend this meeting. We will discuss pertinent topics, give rule reminders, handle complaints that can be addressed quickly as a community, and make important announcements. Larger issues will be handled at the weekly school meeting. There is also a short (5-10 minute) closing meeting at 2:45pm. This meeting is optional EXCEPT on Tuesdays, when it is mandatory for all SMMs and is for needed announcements as well as celebrating our day. We usually do a short team building game or listening exercise during this meeting. Students not participating in the meetings are required to begin their chores; students in the meeting are released to do chores immediately following this meeting.

## **Directory**

Annually, a school directory will be compiled, posted and available upon request, including the names of each student and his/her parents. A phone number and email addresses will be included in this directory. Please note that this directory should only be used for personal and school activities, such as contacting other students for play dates or organizing school activities. Please see our privacy policy for further clarification.

## **Drugs**

No drugs are allowed on campus. It is a felony and cannot be tolerated. If there is suspicion of a school meeting member having drugs on their person, in their bag, etc, staff have a legal right to search them. Possession of drugs on a school campus is reason for immediate expulsion. Coming to school intoxicated is reason for suspension & possible expulsion. This puts you, others, and the school community in danger.

## **Emergency Kits**

Emergency Kits are kept on campus, one per student, and will only be used in the case of a true emergency (such as those outlined below). Kits are provided free of charge, and are the property of Sego Lily School. You are welcome to add items to your child's kit, such as allergen-free food items, comfort items, etc. We also recommend providing a spare change of clothing which can be kept in this kit.

## **Emergency Procedures**

### ***Building Evacuation***

Should the building need to be evacuated due to fire, gas leak, or any other reason, the following procedures will be in effect:

- All SM members will meet outside the front door
- A staff member will bring the sign-in sheets, as well as an emergency call sheet (phone numbers for parents)
- Staff members will bring their cell phones with them if possible
- SM Members will walk to Maverick (Corner of 4800 South and 5th West), and attendance will be checked when we arrive
- In the event that Maverick is not accessible, we will proceed to the Jordan Parkway Park on the south side of 4800 South. Parents will be called, advised of our location, and asked to pick up students if necessary/possible.

### ***Fire***

In case of fire, a SM Member will pull the fire alarm, notifying the fire department of the emergency. The following procedures will then be in effect:

- Evacuate the building according to the procedures outlined above
- One staff member will stay behind to communicate with authorities.
- It is up to the judgment of the staff member staying behind as to whether or not they feel comfortable attempting to extinguish the fire.

### **Earthquake**

In the case of an earthquake, the following procedures shall be in effect:

- All SM Members shall go outside if possible
- As soon as it is safe, the fire alarm will be pulled, and evacuation procedures shall begin
- We will proceed to the Jordan Parkway Park, as other indoor locations may not be safe

### ***Weather Emergencies***

In case of inclement weather, we will close school when/if Murray School District closes school, or at the discretion of staff members. Parents will be advised to check the local news for school closures in the district. A staff member will call families to alert them of school closures whenever possible.

### ***Weather Emergencies while at school***

In the case that weather, or other forces, causes us to be stuck in the school building, and especially if it is unsafe for parents to pick up their children, the following procedures will be in effect:

- Call all parents to let them know the status of their students if possible
- Have on hand, for such emergencies:
  - Flashlights
  - Emergency Food Supply
  - Water Purification Tablets
  - Blankets
  - Emergency Kits, 1 per person

### ***Medical Emergency***

If a medical emergency should arise, the following procedures shall be in effect:

- Call 911 immediately for extreme emergencies
- Administer basic first aid/CPR if possible and appropriate
- As soon as it is safe to do so, one staff member shall alert the parents
- The student's file should be pulled to alert emergency personnel of any allergies or medications
- An incident form will be filled out, and a copy given to the parents

### ***Dangerous Intruder***

If a dangerous intruder should come into the school building, a staff member should:

- Evacuate the building if possible
- Discreetly contact law enforcement if possible
- Remain calm, and follow the instructions of the intruder

### **Field Trips**

Most field trips taken during regular school hours do not require additional permission from parents, and instead fall under our Open Campus Policy. However, if a field trip requires a waiver or specific permissions, no student will be allowed to attend without said permissions. We strive to give as much advanced notice as possible, particularly when additional expense to the family is required for a field trip. When the school pays for events, SMMs that sign up for the event and choose not to attend need to either find someone to take their spot or reimburse the school for the event price. This is under the jurisdiction of the field trip organizer.

### **Four-Step Process**

When issues or problems happen at Sego Lily School, there is a 4-step process in place to help School Meeting Members solve these problems. Step one: Stop, Breathe, Think. We ask that SMM's take a moment to reflect and relax before addressing any problems. By doing so, the "charge" of the issue can often be lessened. Step two: Communicate, Ask for Help. This may mean speaking with the person(s) with whom you have a problem, or speaking to another SMM for assistance. We urge students to speak to one another directly about the problems that arise, while understanding that sometimes it does not feel safe to do so. Step three: Mediate. Culture Committee Members are trained to follow a 5-step mediation process to resolve disputes. The goal of mediation is to have the involved parties solve the problem together. Step four: Culture Committee. When things cannot be resolved, even through mediation, a form can be filed with the Culture Committee. The CC will meet with all involved parties and

help find solutions. These can include proposing new rules, imposing sanctions/sentences on involved SMM's, or suspending students (in extreme cases). Note: a CC form can be filled out without following the 4-step process if the incident involves violence (physical or verbal), safety issues that cannot wait to be addressed, or rule violations deemed to be "extreme" by 2 or more CC members.

### **Friday Footnotes**

Weekly, the school sends an email entitled "Friday Footnotes". This email contains updates on upcoming events, requests for donations/needed items, and important information. Please be sure to read these emails, as they are a primary method of communication about what is happening at the school.

### **Graduation Requirements**

Sego Lily School offers a graduation certificate to students that have successfully completed the thesis process and have demonstrated they have taken responsibility for preparing themselves to be effective adults in the larger community. Students who wish to graduate must have attended Sego Lily School at least two years and be at least 16 years of age. Students that are 17 and older must have attended Sego Lily School at least one year.

#### ***The Thesis Process***

Students may either write a thesis or do a project in conjunction with a written thesis. Projects and theses demonstrate that students have taken responsibility for preparing themselves to be effective adults in the larger community. Project ideas include an art show, community service project, internship, poetry, etc. When completing a project, the written thesis explores the purpose and process of completing it.

The thesis process includes the following steps:

1. The student notifies the Records Clerk (RC) that he or she would like to begin the thesis process.
2. Student chooses a mentor and together they publish a call for a Graduation Committee (GC).
3. The student submits a written proposal in person to the School Meeting that includes the content, mentor, timeline for completion, and necessary resources.
4. When the student has completed a significant portion of his or her thesis and/or project, then he or she meets with the mentor for a Check In. The Check In is for general discussion about the student's progress and to provide necessary support. These check-ins are not mandatory, and can happen as often as the student wishes.
5. The student submits a final draft to the Records Clerk. The RC gives the thesis to all of the members of the GC.
6. The student meets with the GC for a final round of feedback.
7. The student makes any necessary changes.
8. The student presents his or her thesis to the Assembly. The Thesis Presentation includes a question and answer period. Concluding the presentation, the GC votes on whether or not the student's work merits a graduation certificate.

Guidelines:

1. Any Thesis Presentation that does not yield a graduation certificate may be resubmitted in thirty days. A student may submit a thesis proposal throughout the year. However, they must submit their proposal to the School Meeting at least two and a half months before they plan to graduate.
2. Guests may attend the Thesis Presentation.
3. While the Assembly hears the Thesis Presentation, only the Graduation Committee has voting rights to grant or deny the graduation certificate.
4. Students that are 16 or 17 years old need to submit written parental permission for graduating with the thesis proposal: In accordance with Utah Code 53A-11-102 and 53 A-15-102, a student that has "completed all required courses or demonstrated mastery of required skills and competencies may, with the approval of the student, the student's parent or guardian, and an authorized local school official, can graduate at any time."
5. Students ages 16 or 17 years old that receive a graduation certificate will also receive a certificate that exempts them from further compulsory education.

6. The purpose of the mentor is to help the student with ongoing feedback, discussion, and general support. The mentor can be anyone the student chooses so long as that person is at least 16 years of age.
7. There will be a graduation ceremony at the Assembly Meeting at which the graduate(s) are presenting their theses. All students that have successfully completed the thesis process that year may participate. It is the responsibility of the families of the graduates to organize any celebration such as food, music, etc. The staff will support this celebration as much as they are able.
8. The GC consists of any Assembly Member that wants to be a part of it. The GC will be assembled at the Fall Assembly Meeting each year, as needed.

### **Holiday Celebrations**

Holiday celebrations are often created by our students, and you may be asked to support these events by providing snacks or other materials. Often, these are created with little advanced warning, as the children may decide to have a holiday party with only a day or two's notice. This is part of our self-directed atmosphere! You are welcome to bring in treats for your child's birthday. Please check with staff for advice regarding student allergies.

### **Hours**

Sego Lily School is open from 8:30am –3:30pm. Students are required to be on campus from 9:45-3:15. This allows us to schedule meetings and activities, as well as having a structure to our daily flow. All rooms except our front room & bathroom close at 3:15pm. Students will gather their belongings after completing chores so as to be ready to leave on time. Parents arriving after 3:45 will be charged \$1 per minute late fee. If you have an emergency, please call so that we know when to expect you, our staff members often have other obligations after 3:30pm.

### **Immunizations**

Students attending school in the state of Utah are required to have immunization records on file in the school office. Segoe Lily School accepts copies of immunization forms, or a letter stating that the student has not been immunized due to medical, religious, or philosophical reasons. Please note that in the case of an outbreak such as chicken pox, all non-vaccinated students will be sent home until the outbreak is over. This is a state health code regulation.

### **Lost & Found Policy**

All non-school property found misplaced or abandoned goes into the Lost & Found. Lost and Found items will be sent home each Thursday. To remove items before Thursday, students can pay \$0.25 per item or complete a Community Service Chore. A Lost & Found monitor is assigned to be responsible for the Lost & Found. Items left for more than 2 weeks are placed in our Yard Sale donations box.

### **Lunches**

Sego Lily School does not provide lunches for students. Children are welcome to keep lunches in the refrigerator and can be certified to use the microwave and toaster oven. All students should have a water bottle for water. A staff member or certified School Meeting Member will be available to heat lunches for uncertified School Meeting Members at approximately noon each day. Your child may also keep food in the fridge so long as it is marked with their name. Lunch items and snacks are often available for purchase through the school store, however their availability is not guaranteed. Items left opened or unlabeled in the refrigerator will be thrown away.

## **Media Viewing**

All media with a rating of PG-13, or equivalent, or a stronger rating must be viewed in a closed room with a sign on the door stating the rating of the media being viewed. Segó Lily School does not undertake a duty to “police” media viewing, however staff may remind students of the appropriateness of media if they have a concern (i.e. a younger student watching or playing a T rated video game). M/R rated games & media are not allowed unless approved by the School Meeting.

## **Mission Statement**

We are a school where children love to be. Segó Lily School is a democratic learning environment, a place of self-discovery, where imagination and education meet. Here children are invited to freely dream, create, and pursue their passions.

## **Non-Discrimination**

Segó Lily School admits students of any race, color, national and ethnic origin, gender, gender identity, and sexual orientation to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, gender, gender identity, age, and sexual orientation in administration of its tuition discount policy or other school administered programs.

## **Open Campus**

Segó Lily School offers families a choice of three open campus options. Our campus is defined as the physical building, fenced in play yard and school garden at 447 W 4800 S. It is the responsibility of each family to choose the option that best suits each student, and to make the student aware of their limitations.

By choosing options 1-3, you are giving permission for the student to participate in spontaneous excursions while at school (for example: trips to the Children’s Museum or Humane Society, the theatre, apprenticeships, parks, and surrounding areas). You also acknowledge the possibility of coming to pick up your student and them being off campus. It is your responsibility to communicate pick-up times with your student.

Option 1: The student may come and go freely from school all day. The student agrees to be responsible for his/her behavior while off campus, and to be an ambassador of the school at all times.

Option 2: The student may come and go freely from school all day, as long as they do so with at least one other person of a designated age (this age must be indicated on the Open Campus Form).

Option 3: The student may come and go freely from school all day so long as they do so with at least one Staff Member or Substitute Staff Member.

**The open Campus Policy does not change the student’s responsibility to attend school.**

Any student leaving campus at any time is required to sign out on the Off Campus List, indicating where they are going and the time they left. This includes students leaving for spontaneous excursions, park visits, or any other destination off the school campus.

**The school and its representatives do not undertake a duty to supervise students while off campus, and also take no institutional or personal responsibility for students who leave campus on planned or spontaneous outings, even if accompanied by a Staff Member, School Meeting Member, Parent or Guardian of a School Meeting Member, Substitute Staff Member, or School Meeting Authorized Volunteer.**

***Of Special Note: The Jordan Parkway is a beautiful, easily accessible area that our students will want to explore. However, the Parkway also has its own hazards, such as fast-moving water, dangerous animals such as snakes, and many people who are not affiliated with the school. Because we want our students to be safe, NO STUDENTS are allowed to access the Jordan Parkway without special certification that MUST be approved and***

*signed by a parent or guardian.*

In addition, field trips are often taken during the normal school day. You will receive advanced notice of field trips in the Friday Footnotes email, and they will be posted on the calendar (in the front room) as well. Segó Lily School does not collect permission slips for individual field trips, except when special permissions are needed. By choosing an Open Campus Option and signing the transportation permission slip you are giving your child permission to attend these trips.

### **Open Campus on Field Trips**

By choosing options 1-3, you may be giving permission for the student to have open campus while on a field trip, which means they may be free to explore the area/venue without a staff member or a substitute staff member within the confines of that field trip (i.e. the student would be free to explore the zoo but not leave the zoo grounds). Staff will specify appropriate protocol for open campus students on field trips.

Option 1: Yes, the student may have open campus on field trips.

Option 2: No, the student may not have open campus on field trips.

Option 3: The student may have open campus on a case by case basis.

### **Parent Meetings, Training, & Discussion Group**

A monthly parent's meeting may be held to support parents in the school community. These meetings are optional but are highly recommended. A staff member will be in attendance at each meeting. The primary purposes of these meetings are: to allow parents to ask questions and voice concerns, to build community among parents and families, and to create a forum in which parents can be directly involved in supporting the school. Discussion of the school model will be a part of each meeting. Dates and times will be announced as meetings are scheduled.

### **Pets**

We welcome pets in school with the following conditions. No dogs (except service animals) or cats are allowed in the building or in contact with any of the students. All animals must be manageable and safe. The person that brings the pet needs to either stay with it at all times or find someone willing to watch it (caged pets can be left in the office). To arrange a pet visit, speak with the Pet Corporation. If any School Meeting Member has any issues or fears about pets they are encouraged to speak with the Pet Corporation in order to find resolution.

### **Photos**

Pictures are often taken of our students while engaged in daily school activities. Unless you specifically state otherwise, these photos may be used in our newsletters, brochures, websites, and other promotional activities. Please note that we use code names, chosen by the SMM's, in our blog and Facebook pages. To opt out of having your child's photos used for these purposes, please check the appropriate statement on the Family Handbook Receipt Form.

### **Privacy Policy**

Segó Lily school respects the privacy of its students, parents, and staff. The files containing personal information are confidential and are to be accessed by staff and substitute staff only. Segó Lily has a public directory that may include student's name, home address, and birthday as well as parent's cell and home phone numbers. When signing your Family Handbook Receipt Form you will have the opportunity to opt out of being listed in the directory. We will discuss personal information with outside agencies and private parties only with parental consent or legal obligation. If parents have agreed to such release, we prefer to interact with such agencies or private parties in person with applicable identification by appointment.

## Rules

Rules, otherwise known as school laws, are created and governed by the School Meeting and the Culture Committee. Any School Meeting Member can propose additions or changes to the Law Book at regularly scheduled School Meetings.

Because our Law Book is an ever-changing body of policies, it is not included in this handbook. However, the Law Book is posted in several prominent locations throughout the school and is kept in a folder in the entry way.

Significant laws may also be posted in relevant areas, such as rules governing computer use in the computer room. You will receive a copy of the Law Book when your child registers, and annual updates will be made available.

## School Meeting Procedures

*(A more detailed version of the SM policy is available in the office)*

The school meeting will be held weekly at 1:00 PM in the Front Room. The day of the week will be decided annually at the first School Meeting. No school meeting shall extend beyond 2:45 PM except by special motion (We strive to keep SM to one hour or less).

Special School Meetings (often referred to as Emergency School Meetings) may be called at any time by the School Meeting Chairman, or by three school meeting members, acting by written instrument and signed by them. A call for a special meeting must state the time, place, and specific subject matter of the meeting, and must be posted to the bulletin board at least **one hour** before the meeting is scheduled to be held. Notice must also be given by word of mouth at the time of the posting that the posting has been made to all School Meeting Members who are on campus. Submissions for the school meeting agenda must be turned in by 10 am on the day of the meeting. The School Meeting publishes an official School Meeting Agenda for each regular session of the School Meeting. The Secretary of the School Meeting is responsible for the contents of the agenda and must make sure the record is published for the School Meeting.

The School Meeting may require the attendance of any School Meeting member by majority vote. Every School Meeting member in good standing – including the Chairman – may participate in any vote on the School Meeting floor.

All motions and amendments for rule changes and/or new policies must have two readings, at two consecutive School Meetings, before being voted upon. At the first reading, the motion is debated and is then set aside when debate has ended. At the second reading, the motion is voted upon after debate is complete. Business items need only one reading.

Any motion requesting funds from the School Meeting for expenditures must include: \*Who is making the request, and who is to spend the money; \*The exact amount requested, or an upper ceiling, and when the money will be spent; \*Why there is a need for the expenditure; \*Why the amount requested is a fair price. Motions for expenditures do not require a second reading; however, these motions can be held over for a second reading, if desired, by majority vote.

The School Meeting Chairman is the Chief Executive Officer of the School Meeting. The chairman presides at School Meetings and is charged with overseeing the functioning of the School Meeting and seeing that the will of the School Meeting is carried out in practice. The School Meeting Secretary keeps written minutes of every session of the School meeting. These minutes contain an accurate report of all actions of the School Meeting, plus any other documentation that the Secretary sees fit to include. The School Meeting Secretary is the person generally responsible for communicating decisions of the School Meeting to those persons who need to know about them, and for transmitting communications to the School Meeting members that are intended for them. Last revision 4/18 by JS & KC Page 12

School Meetings are for school meeting members only. All visitors must be approved in advance by a school meeting majority vote. Visitors may be asked to speak at meetings but will not be given a vote in any motions heard while they are present. Visitors may also be asked to leave the meeting if issues of privacy are of concern.

### **Sick Day Policy/Absences**

Please do not send your child to school sick. A staff member may contact you to pick your child up from school if your child has any of these symptoms: vomiting, fever, coughing and/or sneezing, runny nose, or a general feeling of being ill. You are not required to contact the school when your child will be absent, but we do appreciate knowing that your child is OK! Please inform a staff member if your child will be missing school for an extended absence due to illness, travel, or other reasons. Also, please inform the school if your child contracts a contagious illness such as Chicken Pox, so that we can inform the community.

### **Staff**

Staff members at Segó Lily School have been hired through a process supervised by the school meeting. All staff members have a background check on file and have met the requirements set forth by the SM (the staff hiring policy is available in the office). Annual staff elections are held to determine the staff for the upcoming year, and a staffing committee creates the staff member's schedules. If you are interested in staffing, or substituting at SLS, please see a current staff member.

### **Staff Duties**

Each staff member has taken responsibility for certain clerkships in order to have our school run smoothly. In general, staff members will work to answer your questions and solve problems, but they may refer you to other staff members for specific issues. The following is a basic list of the duties of each staff member.

Jen – Human Resources, Odyssey Program

Rebecca— Admissions, SM secretary, Community Outreach & Marketing

Nick – Maintenance, Tuition

Ki – Office, Records, Official Authorities

Gordon – TBD

Student Clerkships – Elections Clerk, SM Chair

Parent Clerkships – Volunteer Coordinator

Fundraising - ALL

### **Transportation**

Field trip transportation can take place by bus, Trax, staff or parent vehicles. For more information, see the transportation permissions in our admissions paperwork.

### **Tuition**

Segó Lily School offers a variety of tuition assistance options in order to make the school available to students from diverse socioeconomic backgrounds. There are sibling discounts, the Tuition Work Trade Program, Needs-Based Tuition, and a one-time payment discount.

Tuition is paid on a monthly basis, at the rates below, by automatic withdrawal managed by Segó Lily School through FACTS Tuition Management on the 5th of each month. Each family will be charged the annual FACTS automatic withdrawal fee of \$46 per family on their first tuition invoice.

Tuition paid on a monthly basis is \$650 for full time. The part time monthly tuition rates with no assistance are: \$525 for four days a week, and \$400 for three days a week. Segó Lily School does not, *under any circumstances*, refund paid tuition if a student does not complete the time that was previously paid.

FACTS charges a returned funds fee for late payments. Please check your FACTS agreement for details.

### ***Needs-Based Tuition (NBT)***

Families who wish to attend Segó Lily School but cannot afford full-tuition based on economic hardship may apply for NBT by writing a letter to the School Meeting stating the basic reasons why they would like reduced tuition. The rates for NBT are: full-time, \$410/month; 4-day week, \$360/month; 3-day week, \$335/month. Families receiving NBT may also participate in our Work Trade Program and complete up to 4 hours of Work Trade per month. This lowers the cost to \$350, \$300, and \$275 respectively.

### ***Sibling Discounts***

Segó Lily School offers sibling discounts for families enrolling more than one child. The first child's tuition rate is \$650 per month, and each additional child's rate \$325. These figures reflect full time enrollment. For part time enrollment, the rates for siblings are 50% of the first child's tuition rate.

### ***Tuition Work Trade Program (TWTP)***

For a detailed account of TWTP, please speak with a staff member. Essentially, a student's tuition may be discounted up to 20% through work trade valued at \$15/hr (or \$60/month for students receiving Needs Based Tuition). If families utilizing TWTP are also using another tuition assistance option, then the TWTP discount is taken off the adjusted tuition rate.

### ***One Time Payment Discount***

Families that pay their tuition in full by the end of the first week of the school year (or within one week of enrollment if starting after the beginning of school) receive a 10% discount.

### ***Late Tuition Policies***

Families whose tuition is more than 45 days past due will not have voting rights in the Assembly. Students whose tuition is more than 45 days past due must pay their own fees for any activity (field trip, etc). Students whose tuition is more than 60 days past due will no longer be able to attend school. We are committed to working with each family in spite of your financial difficulties; please speak with the Tuition Clerk if you are having trouble paying your tuition.

## **Visitors**

We welcome and encourage visitors to our campus. We ask that while here visitors respect our model, the preamble to our law-book\*, and the sense of self-direction, responsibility, and community we nurture.

\*Preamble: All SMM are responsible for the general welfare of the school through actions that contribute to preserving an atmosphere of freedom, respect, fairness, trust, safety and order that is the essence of the school's existence.

The following visitors are welcome at any time: family members of students and staff; friends of staff; alumni in good standing; prospective students and their families; community members such as journalists, educators, and education students; and those members of the community who may stop by the school to visit or find out about our school. We require all visitors to read our basic visitor's policy, and to sign in before their visit. In the interest of safety, student autonomy, and the general welfare of the community, all visits (not including longer scheduled visits and tours) must be limited to approximately 20 minutes. A staff member must be present with all non-SM members at all times (that is, no visitor may be behind closed doors with students).

Anyone who is interested in an extended visit (defined as more than a 20-minute visit) must come before the School Meeting to explain the purpose of the visit, answer questions posed by School Meeting Members, and have the visit approved by majority vote in the School Meeting. If, for any reason, a potential visitor is not able to come before the School Meeting (for example, someone coming from another school out of state), any School Meeting Member may make a presentation to the School Meeting for purpose of vote and approval. Visitors who are approved for extended visits must read and sign our "Visitors Guidelines," and must agree to abide by the rules of the School.

Meeting at all times during the visit. Any visitors who will be unsupervised with students MUST have a background check on file.

## **Volunteers**

Volunteers are an integral part of Segó Lily School, and as such are welcomed into our community. The following guidelines are set forth in order to ensure the well-being of our students and the welfare of our school.

- All volunteers, regardless of the amount of time to be spent at school, must read and sign a volunteer application form, which includes guidelines and tips for volunteering at Segó Lily School. This form will be kept on file for the remainder of the school year.
- Volunteers must sign in and out on the Volunteer/Visitor sign-in sheet.
- All volunteers at Segó Lily School must be 18 years of age or older (for exceptions, see the school meeting for approval).
- People at school for the purpose of fulfilling Work Trade hours do not fall under this volunteer policy.

There are two categories of volunteers at Segó Lily School.

**Community Volunteers (CV's):** This category consists of any community member (including people from the community at large) who will be volunteering one time, for a specific project, or sporadically; these volunteers must be supervised by a Staff Member or Authorized School Meeting Volunteer at all times (that is, no CV may be behind closed doors with students). Examples include but are not limited to: teaching a one-time class or workshop for one day only; volunteering for building maintenance, such as construction or yard work; working in the school, with or without students, on any one-time project, such as creating a darkroom, planting a garden, or assisting with a fundraising project. CV's do not need approval from the School Meeting in order to volunteer, and are not required to submit a background check since they will be working in direct contact with a staff member at all times; however, the School Meeting may vote to revoke volunteer privileges from CV's at any time; the SM may also require a background check be submitted if for any reason there are concerns about the volunteer.

**Authorized School Meeting Volunteers (ASMV's):** This category consists of anyone who will be volunteering at Segó Lily School on a regular basis. This is defined as one or more times per week for one month or longer –OR– more than five hours per week for 2 or more consecutive weeks. Anyone who is interested in becoming an ASMV must receive a majority vote in the School Meeting; the School Meeting can revoke volunteer privileges at any time. In addition, ASMV's must: have a background check on file in the office; have a Staff Mentor, who will support the volunteer with any questions or issues that arise; and meet with their Staff Mentor at least every two weeks for the first 3 months of volunteering. ASMV's may NOT take students off campus (for example, to the park) without a Staff Member present UNLESS they have been volunteering for a minimum of three months and they have been approved by majority vote for off-campus supervision by the School Meeting.