

Magic Valley Commonwealth School (MVCS)

Policies and Procedures

*Pertinent sections from the Bylaws in italics below**

Format:

ARTICLE FROM THE BYLAWS

1. Section/subject
 - a. Pertinent Policies and Procedures

ARTICLE I - NAME, PURPOSE, PHILOSOPHY, CURRICULA

1. The name of the organization shall be Magic Valley Commonwealth School or MVCS
2. Student Discipline:
 - a. Students are expected to participate in class and be respectful to both peers and mentors. If problems arise, mentors will discuss the problem with the student, and if necessary, contact the student's parents to resolve issues. If this does not resolve the problem the Board will intervene.

ARTICLE II - MEMBERSHIP AND VOTING

1. For items requiring a vote, each family has one vote.
2. See P&P for Article V

ARTICLE III - BOARD OF DIRECTORS

1. Sound financial practices. *"III.9.4 c) Treasurer: The board will create and maintain P & P for sound financial practices."*
 - a. Two people sign checks
 - b. The deadline for mentors to submit class budgets is two weeks before the start of classes each semester
 - c. Class budgets equal a maximum of half the class member tuition fees per semester (or per year, for year-long classes)
 - d. Expense reimbursement deadlines
 - i. Sept 30 is the deadline for expense reimbursements for LEMI trainings and the opening social.
 - ii. Jan 31 is the deadline for expense reimbursements for fall semester class expenses, and any other expenses related to the recently-completed semester.
 - iii. May 31 is the deadline for expense reimbursements for spring semester class expenses, mentor gifts, the closing social, the Shakespeare play (if applicable), and any other expenses related to the recently-completed school year.
2. III.9.5 d) The executive Board will train other Board members.
3. Nomination and election process. *"III.12.4 The details of the nomination and election process will be written in P & P and publicized to the membership as appropriate to prepare them for the election."*
 - a. See Bylaws, Article III.12.1-4
 - b. Nominations: The Chair selects a board member to take nominations for all board positions that expire that year. All members are notified two weeks in advance of the election meeting and one week in advance of the nominees. Candidates may also be nominated from the floor at the election meeting.

- c. Voting: Unless the position is uncontested, all voting is done by secret ballot. Each family gets one vote. At least ½ of the member families must vote to make an election valid. Candidates are elected by a simple majority of the vote. Members who cannot be at the election meeting may provide a written proxy-- provided to the board at the election meeting--for another member to vote for them.
4. Other
- a. Care should be taken in communications with member families, to convey necessary information but not to be overwhelming in length or volume.
 - b. Care should be taken to preserve privacy, including using "bcc" when sending a mass email.

ARTICLE IV - MEMBERSHIP MEETINGS

ARTICLE V - CALENDAR, REGISTRATION, SCHOOL GROWTH

1. Registration. *"V.2: Registration, Fees.The board will create and maintain P & P for registration"*
 - a. **Family Applications:**
All families that were not part of the MVCS last year will need to submit a Family Application and submit a \$55 application fee. These are due each year on a specific date (announced each summer with at least two weeks' notice) between *August 1st and August 15th*. The MVCS Board will review the applications. If the family is not accepted the \$55 will be refunded. If the family is accepted the \$55 will be applied to the Annual Family Registration fee.
 - b. **Annual Family Registration Fee:**
For families who were members of MVCS the previous year, the \$55 Annual Family Registration Fee is due *August 1st*. Registrations received after this date will be charged a \$10 late fee.
 - c. **Registering for Classes and Tuition:**
Class Registration and Tuition (\$50 per regular class and \$30 per hour-long class) is due **2 weeks before the first class** of each semester (see Calendar for dates). A \$7.00 late fee per class will be charged after this day. Some classes may have a maximum number of students allowed. Students will be registered for those classes on a first-registered-and-paid, first-served basis. Student will not be able to attend class if tuition is not paid before the 2nd class session. Classes may be cancelled or changed, or students may be turned away, depending on the registration responses.
 - d. **Waiting List**
Any student that registers for a class that is full will be placed on a waiting list. If other students drop the class or more room is made available students will be added to the class based on a first-registered-and-paid, first-served basis.
 - e. **Refunds:**
A student may drop a class and receive a full tuition refund if the class is dropped before the 2nd class. A 50% refund will be given if the class is dropped after the 2nd but before the 4th class. This will include registration fees and may include class fees but will not include any late fees. There will be no refunds after the 4th class. If New Family Applicants are not accepted into MVCS, those fees will also be refunded.
 - f. **Other Fees:**

Some classes have additional costs for such things as supplies or books. These costs are not included with registration or tuition. These additional family costs will be made known during the registration process.

- g. In rare circumstances, and with Board approval, tuition may be divided into four equal payments, with a \$10 surcharge added to each payment. Payments will be due the 15th of each month, starting on the first month of school, for a total of 4 payments per semester.
2. Ages of students
- a. MVCS focuses on students who are in the pre-scholar phase of learning. Ideally, students will be 12 years old by the time school starts, though those who will turn 12 prior to December 31 of a given year may register for classes that year.
 - b. Some classes have a minimum age requirement.
 - i. Sword of Freedom: Students who will turn 14 prior to December 31 of a given year may register for this class.
 - ii. Age requirements for other classes will be communicated in advance.
3. Class size and school growth. *"V.3: Class Size. Class mentors will ultimately determine the size limits for their own classes, in consultation and cooperation with the board prior to registration proceedings. The board will ... create P & P to deal with class size and school growth."*
- a. With the support of the Board, mentors will determine size limits for their classes
 - b. MVCS seeks like-minded families to join its membership. We also realize that growth up to a reasonable size is desirable. Growth beyond a reasonable size may necessitate discussions of changing the school philosophy or dividing into two entities.

ARTICLE VI - MENTORS AND INTERNS

1. Mentor compliance. *VI.1: Mentor Volunteer or Recruitment. Mentors are responsible to provide instruction and oversight of student classes and must be at least 21 years of age. Whenever possible, a minimum of two adults age 21 or older will attend MVCS classes and activities, but at no time will an MVCS mentor or adult be alone with a single (non related) student. Potential mentors may volunteer or be recruited. Mentors are not required to have MVCS membership. All mentors will be approved by board vote and are expected to comply with the most current by-laws and P & P.*
- a. See Article VI.
 - b. Mentor expectations
 - i. Remember that the mission of the School is focused on the children, helping them receive a "leadership education."
 - ii. Always follow our Bylaws and the Safety Policy of our facility (posted on our website), which includes having two-deep adult leadership at all times.
 - iii. Be sure to come prepared to class.
 - iv. If you are unable to attend, please find a substitute to take your place. Please also notify your co-mentor, and a member of the Board (typically the mentor liaison).
 - v. You will be most effective as you help the students discuss and discover as they learn. Avoid lecturing or dominating the discussion.
 - vi. We are all free to have opinions, including about politics and the government, but we must refrain from expressing disparaging opinions about our government or its leaders; or of people, groups, religions or races, etc.

- c. Guest Speakers: If a mentor invites a guest into the classroom that is not a member of the commonwealth they need to have board approval.
 - d. The last mentor(s) out of the building each school day needs to empty the garbage cans into the dumpster, turn out the lights, close the classroom doors, and lock the outside door.
- 2. Mentor compensation and reimbursement. *"VI.2.1: Compensation and Reimbursement. Mentors will be compensated via tuition credits for each semester of teaching. Tuition credits may be transferred to other MVCS families or returned to MVCS in a general scholarship fund. Tuition credits may not be exchanged for cash or other assets. The handling of mentor compensation credits will be outlined in P & P."* and *"VI.2.2 Compensation for mentors who are not MVCS members will be outlined in P & P. Mentors will receive reimbursement of reasonable expenses according to the budget as outlined in P & P."*
 - a. There must be 2 adults in every class. When both adults take an essentially equal and active part in teaching the class, both will receive two tuition credits. If the second adult in the class is not a mentor, he or she will receive one tuition credit.
 - b. Each tuition credit is equal to half the tuition amount for the class taught.
 - c. If the budget for a class is not covered by the tuition fees because of an inadequate number of students registered for class, one or more of the following actions may apply:
 - i. The students may be charged a lab or supply fee
 - ii. The mentor might not be compensated with tuition credits
 - iii. The class may be cancelled
 - d. Tuition credits for mentors who are not MVCS members may be transferred to other MVCS families with Board approval, or returned to MVCS in a general scholarship fund, the dispersion of which (whether based on merit or need) is up to the discretion of the Board.
- 3. Standards for mentor training. *"VI.3: Training. The board will outline standards for mentor training in P & P. Training may be done by board-selected MVCS members, or may be done by recruitment of trainers outside MVCS. Mentors may be sent to training courses as approved by the board, and mentor reimbursement considerations will be stated in P & P."*
 - a. All mentors ideally will receive LEMI or similar training. At the very least, all potential mentors should have read and be familiar with A Thomas Jefferson Education, and ideally listen to a LEMI lecture about mentoring.
 - b. MVCS will reimburse training fees—up to the early bird LEMI training price—for all MVCS members who are willing to serve as mentor for at least one year. The amount will be reimbursed after the training has occurred. Annual adjustments to this policy may be necessary based on budgetary restraints. When possible, MVCS may also pay up to half the early bird price for those taking a second LEMI training course, or for member parents—even if they will not be mentoring an MVCS course.
 - c. Additional mentor orientation and training will be provided by the Board prior to each school year. For example, see the document [Mentor Expectations and Orientation: Asking Questions and Generating Discussion](#) on our website.
 - d. Even if both mentors contribute essentially equally, with Board consultation, one mentor will be clearly designated the lead mentor, and at least one member of the Board will meet with the mentors together before the first class. That conversation will include discussion about conflict resolution.
- 4. VI.4.2 A mentor may be removed from his or her position by majority board vote according to P & P.
 - a. According to III.9.2 a) of the Bylaws.

5. VI.6: Interns.
 - a. An intern will function in capacities as indicated by P & P.
6. Mentors with children who are too young to register for MVCS
 - a. If the children can be unobtrusive and not interfere with the class, mentors may have their own children in the class with them.

ARTICLE VII - CONCERNS/COMPLAINTS

ARTICLE VIII - AMENDMENTS

1. *"VIII.1: Amendments. The bylaws may be amended by 2/3 majority of the membership. This can be done by secret ballot at a membership meeting or by written response to the board. A proposed amendment must be submitted to the Chair and the board must give majority approval for it to be publicized and prepared for voting. The board will create P & P to direct the amendment process."*
 - a. Any member may write up an amendment to the ByLaws. It should be written just as it will appear in the ByLaws. It should be given to the chair of the board. The board will vote whether to approve it for a membership vote. The board will then schedule a membership meeting where the amendment can be voted upon by the membership. This vote will be governed by the same rules as our elections. For an amendment to pass 2/3 of the members must approve it. An amendment that is approved will take effect immediately unless otherwise stated in the amendment.
 - b. Otherwise, the same procedures will be followed as in a normal membership meeting
 - c. The Board will distribute the proposed bylaw changes to the membership with adequate notice
 - d. Normal notice for the meeting (14 day) as per **IV.4.1**

ARTICLE IX - RATIFICATION

** "Updates to P & P will be made by board vote and these updates will be communicated to MVCS families in the regular minutes as well as when annual membership information is updated...."*
—Bylaws, III.6.5

Note: These Policies and Procedures were unanimously approved by the MVCS Board at a meeting on January 14, 2017. The refund policy was updated and approved by the Board on 6/26/18.