**South Columbia Family School**

**Handbook**

**![scfslogo[1]]()**

2018 - 2019

34555 Berg Rd.

Warren, OR 97053

Office: 503-366-9009

Principal Ray Brown

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*Welcome to the family!*

**MISSON STATEMENT**

**South Columbia Family School is a charter school where students, parents, staff, and the community partner to set high academic standards to be achieved through home, individual and group instruction.**

**Dear Families:**

**As the principal of South Columbia Family School, I take great pride in being associated with students and families who want their children to have the best opportunity to succeed in life. I, also, am truly impressed with the staff at SCFS. They have the children’s best interest at heart.**

**This year, we want to work diligently to provide a sound foundation for learning for your children, specifically in reading, writing, and mathematical skills. We also want the students to enjoy their experiences at the school by engaging in our enrichment activities.**

**This school has functioned well for fifteen years. That old adage “Don’t fix what isn’t broken” certainly applies to this school. However, some changes may always be necessary due to state requirements or local student needs.**

**As the school year progresses, I want to be an integral part of the school, visiting the classrooms, observing the students at recess and lunch, while keeping the school fiscally and educationally sound.**

**Please don’t hesitate to contact me if needed.**

**Sincerely,**

**Ray Brown**

**Principal**

**503 366-9009**



We believe in teamwork and open communication.

**Board of Directors**

Eliza Ferrin Board Treasurer

Kellie Follett Board Chair

Melissa Castellano Board Member

Sandi Curelo Board Member

Samantha Cousins Board Member

**Meetings: 2nd Wed. of the month from 11:45 a.m. – 12:45 p.m. at the SCFS Office.**

**Part-Time Staff**

All SCFS staff work part-time. Families will receive a directory, which lists contact information for each staff member. Families may also call our office 503-366-9009 to contact staff.

##### Mondays & Fridays the office is closed Community Day &

Office Hours **Conferences**

Monday Please phone Monday Conferences/tutoring

Tuesday 8:00-4:00 Tuesday Conferences/tutoring

Wednesday 8:00-4:00 Kinder Community Day at 8:45 – 12:00

Thursday 8:00-4:00 Grades 3-5 Session 1 8:45 – 2:45

Friday Please phone Wednesday Conferences/tutoring

 Thursday Gr. 1-8 Community Day

 8:45 a.m. to 2:45 p.m.

 Friday Enrichment TBA/tutoring as arranged

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ABOUT SOUTH COLUMBIA FAMILY SCHOOL

SCFS is a non-profit charter that receives public school funding for its operations. We opened in the fall of 2004. SCFS is governed by a board of directors and operates according to a charter agreement with its sponsor, Scappoose School District.

As a charter school, SCFS is granted a specific amount of freedom (determined by state law and the charter) from federal and state requirements concerning the structure, curriculum, and educational emphasis of the school.

In return for this freedom, the school will demonstrate accountability for the achievement and performance outcomes of the students who are enrolled. The result is an innovative and creative learning option for students and families**.**

##### OUR EDUCATIONAL PROGRAM

South Columbia Family School provides a unique learning environment that is designed for families who want to be actively involved in their children’s education. In this public school of choice, parents are considered learning coaches and work with staff to help their children progress academically and behaviorally. Enrollment is open to any family residing in Scappoose, St. Helens, and other school districts as enrollment openings allow.

An integral component of the SCFS educational program is the Individual Learning Plan (ILP). Families at SCFS will work collaboratively with teachers and education coordinators to craft an ILP that is customized to meet individual needs and interests, as well as outline the student’s learning goals and outcomes. In conjunction with the ILP, SCFS will also provide the following learning options for elementary students.

# LEARNING COMMUNITIES

Learning Communities will provide students the opportunity to progress through coursework in a cohesive learning community. Group-based learning in core content areas will be provided by a licensed teacher weekly. We have blended classrooms with small class sizes (target ratio 20:1). We offer Kindergarten, Primary, Intermediate, and Middle School Learning Communities.

Learning coaches follow up on lessons in the home to correspond with classroom experiences. Optional enrichment classes may be offered at the school to supplement the core curriculum.

##### COMMUNITY DAY SCHEDULES

##### Tuesdays: KINDERGARTEN

8:30 Teachers arrive. Planning time for staff.

8:45 Grades 3-5 (Tuesday group) begins

 Kindergarten

9:00 Conferences begin

12:00 Kindergarten dismissal

2:45 3-5 dismissal. We appreciate prompt pick-up of your child.

***Thursdays: Grades 1-8***

8:30 Teachers arrive. Planning time for staff.

8:45 School starts. Please arrive as closely to 8:45 as possible. We like to start promptly.

10:30 Morning recess

12-12:30 Lunch break. We do not have a cafeteria. Students bring cold lunches and water bottles from home.

2:45 Gr. 1-8 dismissal. We appreciate prompt pick-up of your child.

# CONFERENCES/TUTORING

Each family may receive 30-60 minutes of conferencing/tutoring per student with an education coordinator. Tutoring sessions may have more than one student. The purpose of these weekly meetings is to individualize each students’ program, provide tutoring and support for the student and family, and to assess student’s progress. Conferences are set up mutually by the education coordinator and the parent and occur weekly (preferably) or bi-weekly.

**ENRICHMENT COURSES**

Enrichment courses may begin in September. Please watch for information and registration forms, which will be communicated via email, sent home, or will be available in the family room and office. We welcome your input regarding preferred classes and activities. Please let us know if you are interested in teaching courses.

##### HOW TO ENROLL at SCFS

1. Call the school 503-366-9009 for an enrollment appointment with the principal.
2. Fill out an application and sign the Family Contract. Applications and contracts are available at South Columbia Family School and our website. www.scfamilyschool.com. The Family Contract states the expectations for families enrolled in the school and the roles and responsibilities of SCFS staff and learning coaches.
3. A lottery will be held in May if needed to determine which candidates are chosen if the enrollment exceeds 70.

WHAT MATERIALS DO WE SUPPLY?

We provide curriculum that meets the standards for each grade level. Grade-level curriculum lists are available.

* Student textbooks
* Teacher's guides/editions (TE's) on a limited basis
* Workbooks (handwriting and grammar)
* Resource books
* Curriculum resource books (for example: literature units, science ideas, math drills, and seasonal units; black-line masters of maps)
* Use of computers and iPads on-site
* Any extra resources are to be purchased by the parent for personal home use.

PARENTAL RESPONSBILITY

Parents are the learning coaches and are expected to:

1. Abide by SCFS school policies. Policies are available through our office;
2. Affect student achievement and other performance outcomes by closely adhering to the educational program provided by South Columbia Family School;
3. Be responsible for the portion of schooling that occurs in the home and appropriately facilitate lesson plans, coursework and other school activities as directed by the education coordinator;
4. Be responsive to the direction of the education coordinator and other staff and to communicate respectfully and consistently with SCFS staff regarding pertinent matters related to the education of their children;
5. Recognize that staff members have the responsibility to direct parents and students as necessary to comply with health and safety regulations and to maintain an environment that is conducive to learning for all students*.*

SCHOOL CLIMATE

We hope you’ll find a positive, supportive environment within SCFS School. Our main goal is to provide a wholesome, stimulating, and productive learning environment conducive to academic achievement and personal growth. To provide a pleasant and satisfying school situation within which your children can live and work, SCFS will promote and maintain these guiding principles:

**Guiding Principles for Behavior**



**We respect our personal dignity and that of others.**

**We respect the rights and needs of ourselves and others.**

**We respect our property and property of others.**

**We value our personal health and safety and that of others.**

**BEHAVIOR GUIDELINES**

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**Is it kind?**

**Is it respectful?**

**Is it safe?**

 **If it is, you can do it.**

 **RESPECT**

**R espect yourself and others.**

**E xercise good judgement.**

**S how your good side.**

**P lease and Thank You are good words use.**

**E liminate unkind words and actions.**

**C ommon sense.**

**T reat others the way you want to be treated.**

**CLASSROOM BEHAVIOR**

1. Students and teachers will work out a mutual plan whereas students know under what conditions they are able to leave the classroom.
2. Teachers post basic classroom rules. They will frequently discuss and explain their purpose.
3. Damaged and lost books are the responsibility of the person losing them. Charges are determined by replacement costs.
4. Dress should be appropriate for the grade level.
5. Tennis shoes for PE.

**RAINY DAY INDOOR RECESS**

Our morning recess break is only 10 minutes. Students may bring boxed games from home for use in their classrooms. We encourage quiet games, such as Chess, Connect Four, Checkers, etc. Students may also bring books, crayons and paper, etc. Students may bring electronic games and in doing so assume responsibility for them.



**BEHAVIORAL CONSEQUENCES**

Knowing and following school procedures will help students make responsible choices about their activities at school. The majority of our students will have little difficulty following school guidelines. Occasionally, we may have a student whose behavior is disruptive. We believe that this plan will help students use responsible behaviors and feel more positive about themselves.

We expect students to use common sense. We realize that we cannot cover every situation in this document. In addition to the guidelines outlined below, the principal may employ any part of the procedure for any behavior.

**Group 1 -** **These behaviors will be managed within the classroom.**

Behaviors may include:

1. Refusal to do work
2. Disrespect toward anyone
3. Abuse of learning materials
4. Classroom disruption

Consequences may include:

\* Redirection

1. Removal from activity
2. Explanation of violation
3. Problem-solving in the classroom
4. Implementation of classroom management plan
5. Student repairs damage (i.e., tapes torn page in the book)
6. Time-out in the classroom

**Group 2** - **Continued classroom management & parents are notified.**

Behaviors may include:

1. Continued Group 1 behavior
2. Inappropriate language or gestures
3. Rumor spreading/name calling
4. Sexual or racist language
5. Harassment, taunting

Consequences may include:

1. Problem-solving in the classroom
2. Paper work (i.e., written apology, problem solving sheet)
3. Recommendation for a meeting which may include teacher, parents, & student

**Group 3** - **Involvement of additional staff members in cooperation with parents and teacher**

Behaviors may include:

1. Continued Group 1 & 2 Behaviors
2. Extreme constant behavior disruptions
3. Out of control behaviors
4. Threatening students or staff
5. Stealing
6. Defiance of authority

Consequences may include: In- or out of school suspension at discretion of principal and staff. Team meeting which may include parent, student, staff, and community agencies.

1. Group 2 consequences may also be given in addition to the above.

**Group 4 - These behaviors will involve the principal, community agencies, parents & staff.**

 Behaviors may include: Consequences may include:

1. Continued Group I , II & III Removal to a safe place

 behaviors 911

\* Destruction of property i.e., Calling parents for immediate

 breaking furniture, window suspension of student.

1. Violence or threat to another’s safety Follow-up meetings.

## **SUGGESTED BASIC SUPPLY LIST**

The following lists are just the basics. If additional supplies are needed, your child’s teacher will notify you. **Family donations**, such as paper towels, file folders, or cleaning wipes are always welcome.

**SUPPLIES**



Grades K-2 Water bottle, 2 #2 standard size pencils, 3 glue sticks, 1 ream of white copy paper, water colors, 1 box tissue, 1 Elmer’s white glue, Crayola watercolors 16ct.

Grades 3-5 Water bottle, 4 glue sticks, 1 ream of white copy paper, 1 box water colors, 2 composition notebooks, 1 box broad tip markers, 1 box fine tip markers,

 1 spiral graph notebook (Gr. 4 & 5)

Grades 6-8 Water bottle, 12 pencils, 2 packages of college-ruled paper, colored pencils, 2 reams of white copy paper, 1 box tissue, graph paper (dual quad 4x4” on front, 5X5” on back), 1 glue stick, 1 container disinfecting wipes

## **THE HOME COMPONENT**

**CAN WE TEACH COOPERATIVELY?**

Yes, sometimes families get together for one or two subject areas, alternating locations once each week or every other week. Sometimes each learning coach covers different subject areas, and the students go to different homes 2 to 3 days each week. They may even work together in one home or the library. Let us know of your interest, and we can inform you of who is enrolled that may also be interested in such an arrangement.

**HOW DO I KNOW WHAT TO TEACH?**

All students will be assessed at the beginning of the school year. Your student’s teacher/education coordinator will review the results with you during a conference and together you will plan your student’s Individualized Learning Plan.

Each family will receive a copy of the state common core standards as a guide. Students are expected to meet or exceed these standards. Learning coaches should follow the education coordinators’ plans and work with their children to and beyond these standards. A general syllabus will also be provided by your child’s education coordinator. Your child may also indicate what she or he wants to learn; involving them helps develop responsibility for their own learning.

**CAN I LEAVE MY CHILD HOME ALONE TO DO THEIR SCHOOLWORK?**

Learning coaches are responsible for the supervision of their student(s) during the normal school day.

**HOW MUCH TIME SHOULD I SPEND EACH DAY TEACHING MY CHILD?**

Minimum Required Hours Per Grade Level

|  |  |  |
| --- | --- | --- |
| **GRADE** | **FULL DAY**  | **HALF DAY**  |
| **Kindergarten** | **NA** | **3 hours** |
| **Grade 1 – 8** | **5 1/4 hours per day**  | **3 hours** |

Spend as much time on the material as needed to ensure understanding and mastery. Ask your child to show his or her understanding by explanation and documentation. Use this as a guide…How much time would your child spend if she or he were attending public school? The difference for the week is that you have flexibility to work with your child in the evenings or on the weekends.

WHAT ABOUT PE/MUSIC? (SEE HOUSE BILL 3141)

Yes, physical education and music are important. For PE, the time you spend with your student on a walk, a bike ride, a game of basketball, catch, mark your sidewalks and play hopscotch, 4-square, roller blade, or skateboard, all count. You may also count your child’s participation in a community sports program. Mark your selected activity in your daily lesson plan. Check out a health book and complete a unit. Write the activity each day in your lesson plan.

If your child participates in music lessons (i.e. piano, dance, etc.), please document those times. Have your student write his or her own music, learn to play the guitar or other instrument, sing songs to other siblings, or even participate in a community musical.

Document how much time you spend on PE.

State requirements: K – Grade 5 150 minutes per week

 Grades 6-8 225 minutes per week

Your students may also participate in PE/music classes in your resident district. Please call your resident school’s principal to discuss this option. It is allowable, depending on class-sizes.

**COULD MY FAMILY BE TERMINATED FROM THE PROGRAM?**

South Columbia Family School has policies concerning student enrollment and participation. We will make every effort to help students succeed in our program and will communicate with families should any issue arise. If a student isn’t making progress in our program, a meeting with families may be needed to determine if SCFS is the best fit for his or her needs. The learning needs of the student are our top priority. If attendance (at home work, community day, and conferencing) is neglected, the family will be sent a yellow letter home. If poor attendance is continued, the local truant officer will be notified.

**GENERAL INFORMATION**

**ATTENDANCE ON COMMUNITY DAY**

Regular attendance for Grades K-12 on Community Days is required unless other arrangements between parents, teachers, and the administrator have been made. This time allows for interaction with peers and for assisting students to meet and/or exceed state standards.

If a student is ill, it is better to be at home until a full recovery is made. Parents, please communicate with us via phone, email, or a written note as to your child’s absence.

We would appreciate it if parents made dental/doctor appointments on days other than Community Days if at all possible. If a student has a dental/doctor appointment (or needs to leave school for another special reason), we request a note as a reminder and for attendance purposes. The student should show it to the homeroom teacher, then check out through the office. Parents are requested to pick up their children at the office and sign them out on the form provided. Students are never to leave the school grounds during school hours without signing out at the school office.

If a child is to be absent for an extended time, please consult with your child’s teacher during the weekly conference time.

It is the responsibility of the parent to take daily attendance for scheduled school days for each of their children enrolled in SCFS and to report that attendance on a weekly basis to the education coordinator. This year we have added an online option in hopes it will facilitate easier record keeping for all.

A student who is absent must still fulfill the school’s requirements and students must complete coursework as assigned in lesson plans and the ILP.

**BICYCLES**

Students who live within a reasonable distance may ride bicycles to school, with written permission from their parents. Bicycle riders must observe safe and lawful practices, which include wearing a helmet as required by law. Bicycles must be parked in a designated area on school grounds and should be locked. SCFS assumes no responsibility or liability for loss or damage to bicycles.

**CARE OF SCHOOL PROPERTY**

It is each student’s responsibility to show respect for all school and district property. Any student who willfully, maliciously, and/or negligently damages or defaces school property will be held accountable.

The Board declares its intent to hold students and their parents responsible for loss or damage of school or district property. Curriculum/instructional materials are property of SCFS. Please take care of these materials. They will be used the following year (as applicable). Fees will be assessed for damaged or missing materials**.**

**CONFERENCES/TUTORING**

Required weekly conferences are held for the purpose of tutoring, goal setting, planning for achievement, and accountability. Other conferences are held at the request of parents or teachers. Please contact the school any time you have a question or concern about your child’s educational program. If you cannot attend a conference, please notify your child’s education coordinator. If more than one conference is missed, makeup conferences will be scheduled.

**DRESS AND GROOMING**

Students are encouraged to practice dress and grooming in good taste. Student’s grooming should be modest, neat, clean, and in keeping with health, sanitation, and safety practices. Clothing that is affiliated with gangs is not allowed.

Parents and students will be notified if a student’s clothing or grooming causes a disruption to the educational process. The administration reserves the right to determine judgments concerning inappropriate dress or grooming.

**EMERGENCY PROCEDURES**

If we have a major disaster, such as an earthquake, many procedures should be followed. Depending on the severity of the event, the following procedures will be considered:

1. Parents have the option to pick up children at school.

2. Children will be sent home or to the emergency contact if school transportation is available and warranted. Please be sure our office has updated contact information.

3. The last option would be to retain the child at school until the parent or emergency contact person can pick up the child.

Parental responsibility includes:

1. Discuss with the child what to do in the event of an emergency.
2. It is imperative that parents make sure school is kept informed of current home, work, and emergency contact phone numbers.
3. Listen to the radio for updates and information.
4. Refrain from calling the school and tying up telephone lines.

Student safety and security remains our primary concern. Earthquake drills and safety are practiced at school as are other emergency situations.

**ENRICHMENT AND FIELD TRIPS**

Educators occasionally plan learning experiences which take place outside of the classroom. Specific objectives are formulated for the trip and follow-up activities take place upon return. Transportation will be provided by parents (or staff with written parent permission). Staff will notify parents of field trips in advance. Parents/learning coaches should plan to attend. If not, please make arrangements with another learning coach to supervise/be responsible for transportation and supervision on the trip.

**IMMUNIZATIONS**

Parents must submit evidence of immunizations or waivers at the time of registration.

**INCLEMENT WEATHER/DELAYED OPENING**

If school is to close or have a late opening due to inclement weather, please watch your local TV stations or listen to your local radio stations for school closures. Announcements will be made between 6:00 and 7:30 A.M. Watch and listen for both St. Helens and Scappoose School Districts.

Since many of our students reside in St. Helens and Scappoose School Districts, **if EITHER school district closes OR has a late opening, then the SCFS facility will be CLOSED for the day.** Families should continue with lessons at home, so it will still count as a day of school.

**EARLY DISMISSAL**

If students are to be dismissed early on Community Day, parents will be expected to pick them up. Please listen to media reports. We will also try and notify parents from the school. It is the parents’ responsibility to keep the school informed of current phone numbers and/or emails.

**INDIVIDUAL LEARNING PLANS**

At the beginning of each school year, each family enrolled in SCFS will workcollaboratively with a teacher/education coordinator to develop an Individual Learning Plan (ILP) that is customized to each student’s learning style and needs. The ILP is your student’s report card.

Academic goals and time-lines will be delineated in the ILP, which can be modified throughout the school year to best meet the learning needs of each student. It is expected that families will work diligently to achieve the goals and timelines as described in the ILP and will consistently document these goals and timelines.

**PETS**

Pets may not be brought to school due to Scappoose School District policy.

**SPECIAL PROGRAMS – Special Education and ESL**

The district in which a charter school is located or provides sponsorship is responsible for providing any required special education and related services to public charter school students identified as students with disabilities under the IDEA. Scappoose School District and SCFS work together to provide special education services for students with disabilities attending our charter school. The school district’s responsibility to provide a free appropriate public education is the same for children with disabilities in public charter schools as for other children with disabilities attending other public schools in the district.

ESL students will also be served by SSD and/or SCFS. Please call us if you have questions or concerns.

**TARDIES/ABSENCES**

Students are expected to be on time for Community Day and conferences. Parents, please try to have your child here promptly on Community Days and inform staff if you know your child will be late or absent. By law if we have no communication with you regarding your child’s absences over ten days, your child will no longer be enrolled at SCFS.

**TRANSPORTATION**

Parents are responsible for providing transportation. However, transportation may be provided by your resident/home school district provided bus routes include service to Warren Elementary School. Keep in mind, SCFS provides supervision only between 8:45 a.m. and 3:00 p.m. on Community Days. Parents are responsible before and after those hours.

**WEAPONS/AGGRESSIVE BEHAVIOR**

Students are not to bring guns, knives, or any other weapon to school. Any weapons brought to school will be confiscated. Any weapon brought to school and used in a menacing manner or flashed will result in automatic suspension. Aggressive behavior on school premises will have immediate consequences.

**WEBSITE**

Visit our website…http://www.scfamilyschool.net.

**WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to withdraw from SCFS for any reason, the family should notify our office or education coordinator immediately, schedule an “exit conference” with the education coordinator, and submit a withdrawal notification form to the school that has been signed by the parent/legal guardian.

Upon withdrawal from the school, the family must return all materials that were provided by the school to the student. This includes all curricular and instructional materials. An exit conference with the teacher is required. A final ILP should be signed.

If you have any questions or concerns, or if you have ideas for school improvement, please feel free to contact the principal at any time. Thank you!