

South Columbia Family School Handbook



2010-2011

**Location:
34555 Berg Rd.
Warren, OR 97053**

**Office: 503-366-9009
Fax: 503-366-9010
Principal Ott: 503-369-4696**

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Welcome to the family!

MISSION 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 Students and Parents,

Welcome to South Columbia Family School. We are looking forward to sharing an exciting year with you. South Columbia Family School is dedicated to open communication with our learning community and to maintaining a healthy, happy, and positive school and home partnership.

Our focus is on student achievement and helping our children establish a love for learning. We look forward to getting to know each student, establishing goals, and celebrating each student's successes.

South Columbia Family School provides a unique concept in schooling your child. Families are actively involved in their children's educations. Parents are their children's learning coaches and work with our staff to help students progress academically and behaviorally.

This family handbook has been prepared to give you information about our school. We hope you find it helpful. If you have any questions or concerns, please feel free to call us at our office 503-366-9009.

Sincerely,

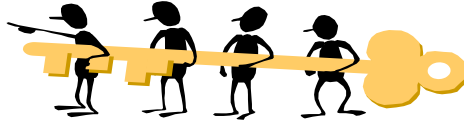
Anita F. Ott

Anita F. Ott

Principal

503-369-4696 School Cell

SCFS



We believe in teamwork and open communication.

Board of Directors

Kim Keller	Chair	503-366-1822
Pete McHugh	Board-elect	503-201-7284 C
Eliza Ferrin	Board-elect	503-397-3202
Lea Pedro	Board-elect	503-543-5774

Meetings: 2nd Tuesday of the month 9:30-10:30 in at Fresh Start Espresso.

Part-Time Staff

Anita Ott	Principal	503-369-4696	Principal's Mobile
Vickie Weaver	Office Manager	503-366-9009	SCFS Office
Valena Taber	Primary Educator/Education Coordinator (Gr. K-3)		
Sonja Morton	Intermediate Community Day Educator (Gr. 4-5)		
Lisa Bishop	Intermediate Instructional Asst. /Tutor (Gr. 4-5)		
Gretchen Landin	Middle School Educator/ Education Coordinator (Gr. 6-8)		

Staff may be reached at 503-366-9009 or 503-369-4697 (school mobile). Our Education Coordinators/Community Day teachers will share their email addresses with our families.

Office Hours

Monday	9:00-3:00
Tuesday	8:00-3:00
Wednesday	9:00-3:00
Thursday	8:00-4:00
Friday	Please phone

Community Day & Conferences

Monday	Conferences by appointment
Tuesday	Kindergarten 8:35-11:35
	Middle School Community 8:35-2:20
Wednesday	Conferences by appointment
Thursday	Primary & Intermediate 8:35-2:20
Friday	Lesson follow-up in the home

Please note: We are expanding our facility during this school year, therefore Community Day and Conferences may be rescheduled once the new facility is completed. Community Day for Gr.1-8 students will be scheduled on Thursdays. Kinders will remain on Tuesdays.

Office hours for Mondays once the new facility opens will be announced.

ABOUT SOUTH COLUMBIA FAMILY SCHOOL

SCFS is a non-profit charter that receives public school funding for its operations. It 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 the Scappoose and St. Helens School Districts. 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 or St. Helens School Districts.

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 and meet individual needs and interests and outlines 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 or registered charter school teacher weekly. 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 staff's 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

KINDERGARTEN & MIDDLE SCHOOL STUDENTS - TUESDAYS

PRIMARY AND INTERMEDIATE STUDENTS - THURSDAYS

8:00 Teachers arrive. Planning time for staff.

8:35 School starts Gr. K-8. Please arrive as closely to 8:35 as possible. Teachers need their planning time from 8:00-8:35. We would like to start promptly at 8:35.

11:35 Kindergarten dismissal. We appreciate prompt pick-up of your child.

12:25-12:55 Lunch break. We do not have a cafeteria. Students bring cold lunches/water bottles from home.

2:20 Primary, Intermediate, and Middle School dismissal. We appreciate prompt pick-up of your child.

IMPORTANT NOTE: As the new facility is completed, middle school students will attend community day on Thursdays. Kindergarten will remain on Tuesdays.

CONFERENCES/TUTORING

Each family may receive 45-60 minutes of 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 October. Please watch for information and registration forms, which will be sent home via your student or will be available in the office. We welcome your input regarding preferred classes. Please let us know if you are interested in teaching courses.

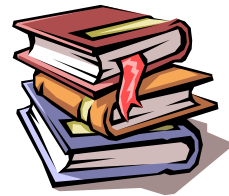
HOW TO ENROLL

1. Attend an informational meeting or call the school for an appointment with the principal.
2. Fill out an application and sign the Family Contract. Applications and contracts are available at South Columbia Family School. The Family Contract clearly 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 to determine which candidates are chosen if the enrollment exceeds 60.

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 on-site



Any extra resources are to be purchased by the parent for personal home use.

PARENTAL RESPONSIBILITY

Parents are the learning coaches...

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 that are 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 authority and 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



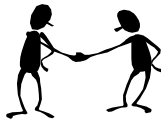
We respect our personal dignity and that of others.

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



Is it kind?

Is it respectful?

Is it safe?

If it is, you can do it.

RESPECT

Respect yourself and others.

Exercise good judgement.

Show your good side.

Please and thank you's are good words use.

Eliminate unkind words and actions.

Common sense.

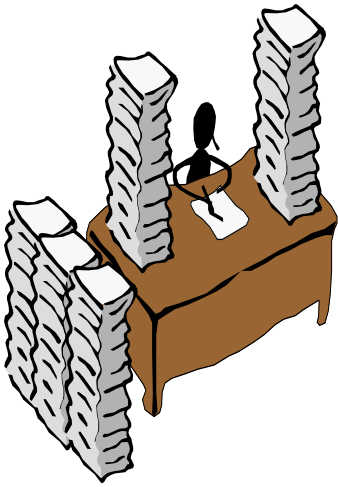
Treat others the way you want to be treated.

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.

RAINY DAY INDOOR RECESS

Our 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:

- * Refusal to do work
- * Disrespect toward anyone
- * Abuse of learning materials
- * Classroom disruption

Consequences may include:

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

Group II Continued classroom management & parents are notified.

Behaviors may include:

- * Continued Group 1 behavior.
- * inappropriate language or gestures.
- * Rumor spreading/name calling
- * Sexual or racist language.
- * Harassment, taunting

Consequences may include:

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

Group III Involvement of additional staff members in cooperation with parents and teacher.

Behaviors may include:

- * Continued Group I & II Behavior
- * Extreme constant behavior disruptions
- * Out of control behaviors
- * Threatening students or staff
- * Stealing
- * Defiance of authority

We have a no tolerance policy for racist comments, violence, and threats of violence.

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.

- * Group II consequences in addition to the above.

Group IV These behaviors will involve the principal, community agencies, parents & staff.

Behaviors may include:

- * Continued Group I, II & III behaviors
- * Destruction of property i.e., breaking furniture, window
- * Violence or threat to another's safety

Consequences may include:

- Removal to a safe place
- Restraint
- Call 9-1-1
- Call parents for immediate suspension of student. 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 Clorox wipes are welcomed.

Grades K-3

- Water bottle
- 6 pencils, #2, standard size
- 4 glue sticks
- 1 bottle Elmer's White Glue
- 1 box crayons (48) regular size
- 1 container baby wipes
- 1 ream of white copy paper
- Eraser tops



Grades 4-8

- Water bottle
- 6 pencils, #2, standard size
- 1 box crayons or colored pencils
- 2 erasers, pink pearl
- 4 glue sticks
- 1 box water colors
- 1 ruler, metric and standard measurements
- 1 pkg. loose -leaf paper & 1 spiral notebook
- 1 pkg. 1 cm. grid paper
- 1 box Kleenex
- 1 ream of white copy paper
- 1 pkg. 3 x 5 note cards (100 per pkg.)

THE HOME COMPONENT

CAN WE TEACH COOPERATIVELY?

Yes, sometimes families come together for one or two subject areas, alternating locations once each week or every other week. Sometimes each parent 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. 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 of our students will be assessed using the Scantron Education Performance Series 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 standards. Students are expected to meet or exceed these standards. Learning coaches should follow up on our education coordinators plans and work with their children to and beyond these standards.

Your child may indicate what s/he wants to learn. Help them to be responsible for their own learning, too.

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

Learning coaches are responsible for the supervision of your student during the normal school day.

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

Spend as much time on the material to ensure understanding and mastery. Ask your child to show understanding by explanation and documentation. Use this as a guide...How much time would your child spend if s/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.

Minimum Hours Per Grade Level		
Grade	Full Day	Half Day
Kindergarten	NA	3 hours
Grade 1 - 8	5 hours per day	3 hours

WHAT ABOUT PE/MUSIC?

Yes, physical education/music are important. For PE, simply go on a walk, take a bike ride, play a game of basketball, catch, mark your sidewalks and play hopscotch, 4-square, roller blade, or skateboard. You may also count your child's participation in a community sports program. Mark your selected activity in your daily lesson. 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.), you may document those times. Have your student write his/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/music activities. General guidelines:

Kindergarten 20 minutes 2 times per week
Primary 25 minutes 2 times per week
Intermediate 30 minutes 2 times per week
Middle School 45 minutes 2 times per week

Your students may also participate in PE/music classes in your resident district. Please call the school to discuss this option with the administrator.

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 you succeed in our program and will communicate with families should any issue arise.

GENERAL INFORMATION

ATTENDANCE ON COMMUNITY DAY

Regular attendance for Grades K-8 on Community Days is a requirement. 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 permission. 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, except by permission through 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.

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 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 disciplined.

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

Weekly conferences are highly encouraged and 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.

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. Hats are not to be worn the the school building. 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.
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.

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. Staff is assisted on field trips by volunteer parents. Transportation will be provided by parents or staff with written parent permission. Staff will notify parents of field trips in advance.

Parents may want to arrange field trips with other parents. If so, those parents then are responsible for their children.

IMMUNIZATIONS

Parents must submit evidence of immunizations 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. The following radio stations will carry the information: KUIK-1360, KPAM-1410, KXL-750, KGW-620, KEX-1190, and KWJJ-1080. Announcements will be made between 6:00 and 7:30 A.M. Watch and listen for both St. Helens and Scappoose School Districts.

Since 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 are encouraged to continue with lessons at home, so we will still count it as a day of school.

EARLY DISMISSAL

Should students 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 work collaboratively with a teacher/education coordinator to develop an Individual Learning Plan (ILP) that is customized to each student's learning style and needs.

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 be brought to school with the teacher's permission. We ask that parents make personal contact with the classroom teacher to arrange the date and time. Parents must stay in the classroom while the pet is visiting and take it home with them directly after the presentation.

SPECIAL PROGRAMS – Special Education and ESL

The resident school district is responsible for providing any required special education and related services to public charter school students identified as students with disabilities under the IDEA. The resident school district also remains responsible for providing special education services for students with disabilities attending a charter school located in another district. The resident 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 students' resident districts. Please call your resident district.

TARDIES/ABSENCES

Students are expected to be on time for Community Day. Parents, please try to have your child here promptly at 8:35. Please let your Community Day teacher know if 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 9:00-3:00 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 not be tolerated.

WEBSITE

Visit our website...<http://www.scfschool.org>.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school for any reason, the family must notify SCFS immediately by submitting a withdrawal notification form to the school that is 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.

Upon withdrawal students will not be eligible for continued participation in our educational program.

