**SCMC Policies and Procedures**

Stillwater Charlotte Mason Community exists to support, educate, encourage and equip Christian families in homeschooling their children according to Charlotte Mason’s time-tested methods. We are excited to offer learning experiences to enhance the educational process for our children. Group classes stimulate children to learn proper group behavior and socialization, as well as giving kids and parents the opportunity to make friends and have fun while learning new things. Our community classes in the Fine Arts expand a child’s understanding of the world around them, increasing the desire to learn and developing their creative intelligence. As Charlotte said, “The question is not, --how much does the youth learn when he has finished his education – but how much does he care? And about how many orders of things does he care? In fact, how large is the room in which he finds his feet set? And, therefore, how full is the life he has before him?”

As a Christian Home School Group we hold to Biblical standards of behavior. We desire for SCMC learning day to be a positive, non-threatening learning experience.

The following policies and procedures are designed to ensure a smooth-running, productive class environment so that all kids can learn to respect other students, their teachers, and the learning facility. It is not our desire to foster an atmosphere of judgment or condemnation. We know that we all make mistakes and we want to teach our children how to give and receive God’s grace and forgiveness. Nonetheless, it is helpful for everyone to have a set of expectations so that we are all working toward the same goals.

Expectations of Adults:

1. It is the responsibility of parents to oversee the behavior of their children while involved in any SCMC event. If children are dropped off for classes or an event, you must escort them to class and designate another adult present to oversee the behavior and well-being of your children. If children are creating a disturbance, please escort them outside until things improve.
2. The teachers and parent helpers will work together to maintain an atmosphere of learning. We are able to maintain high standards at a low cost because parents are involved in the learning process. Please feel free to assist students or teachers and help in any way necessary. Adults should strive to exemplify a Christ-like ‘servant-leadership’ attitude before children.
3. One of the great benefits of coming together as Christian families is the potential for support and encouragement. As parents, we will build up others with our words and actions and not tear others down. We will bear with one another in love, remembering that though we may have differences, we are all important to our mutual Creator. We will foster a spirit of humility, forgiveness and grace in community with one another.
4. Adults are expected to pay tuition on or before the due dates listed on the SCMC calendar. Tuition is $35 per student ages 4-14. Families with 4 or more children enrolled receive a discount of $10 for their 4th child onward. Please pay by cash, check, credit card, or Paypal on or before the first day of each term. Prompt payment ensures that purchases of supplies and curriculum can be made in a timely manner, and with a minimum of interruption. If there is a financial difficulty, please contact us.
5. Please arrive for class on time, with your students prepared for the day. Parents should minimize adult conversation in class, as it tends to distract the children and give them the impression that attentiveness to the teacher is not necessary. If parents urgently need to discuss something, they should step into the hall to do so.

Expectations of Students:

1. Children should listen and be attentive to the teachers and parent helpers, maintaining a teachable spirit. Children are expected to participate in activities to the best of their ability and to obey teachers without argument.
2. Children will address adults with proper terms of respect and forms of address requested by the adult, such as Mr., Mrs., Miss, or ma’am or sir. This reinforces the concept of obedience and respect. Class day also affords an excellent opportunity to reinforce courtesy by use of such terms as ‘please’, ‘thank you’, ‘may I’, etc.
3. Children will show respect for the church facility. This means that no defacement of church property, running in the halls or slamming doors, or leaving messes at the end of class will be allowed. Students are not allowed to wander the halls unsupervised at any time. Teachers and parent helpers will work with the children to leave the church cleaner than we found it! Remember that we are guests in this facility and very blessed to be able to use it for our meetings.
4. Children will respect other students. Absolutely no bullying, name-calling, teasing, or physical violence will be allowed. Students will support each-other’s work and will not enter into a ‘competitive spirit’ by criticizing the work of other students or boasting about their own work. Students will not form ‘cliques’ or purposely exclude other children from group activities or play.
5. Children should raise their hands and wait to be called on before speaking, or allow the teacher to recognize them before they proceed. They will listen respectfully to others’ comments, narrations, presentations, or recitations. Courtesy will be the hallmark of the classroom environment.
6. Children will ask for permission to leave the classroom for any reason. Children are not be allowed to be in the church unattended, therefore an adult helper or parent must escort children to the bathroom, between classes, to get supplies, etc. This guideline ensures the safety of our children.

Disciplinary Strategies:

1. If excitement has caused the learning environment to become unruly, teachers will count to 5 or employ a repetitive phrase to help students regain orderliness.
2. If two children are being inattentive either because of conflict or over-friendliness, they will be seated separately from each other for the remainder of the day.
3. If there is a wrong behavior, an adult will speak quietly and privately to the child, explaining the problem and warning them of a consequence.
4. For continued wrong behavior, the child’s parent will be asked to give the child a ‘time-out’ away from the other children.
5. If wrong behavior persists, the teacher and parent will discuss alternate methods of correcting the behavior, such as: home discipline, missing a community day, apologizing to those offended by the behavior, etc.
6. SCMC is a privilege. Unfortunately, those who continue in continued wrong-doing may have to be asked to step out of the community until the child is better able to follow the guidelines of community. Please remember that it is never our desire for this to happen, and we will take every available step to work with you in helping your child abide by the rules. However, in order for all students to learn good habits of learning and group dynamics, it is necessary to maintain an atmosphere of respect and order.

We look forward to an amazing year of mutual support and encouragement in our educational efforts and family life. We ask that you keep all the families of SCMC regularly in your prayers.

*Thank you!*