

## 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.

### Code of Conduct and Expectations of Parents and Guardians:

- It is the responsibility of parents or guardians to oversee the behavior of their children while involved in any SCMC event. A parent or guardian must remain on campus during Community Day. You must escort your students to class and leave them in the classroom only if the teacher is present and ready for students. You will need to pick your students up from each classroom at the end of the day or work out some form of escort with another adult. Students are not allowed in the halls or classrooms unsupervised.
- 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. Adults should strive to exemplify a Christ-like 'servant-leadership' attitude before children. The primary teaching parent or guardian is required to hold a teaching position or other assignment for SCMC throughout your enrollment. Teaching positions include a tuition discount.
- 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.

- Adults are expected to pay tuition on or before the due dates listed on the SCMC calendar.
  - Tuition is \$35 per student ages 1 year (by September 1<sup>st</sup>) and up for each 6-week term.
  - Families with 4 or more children enrolled receive a discount of \$10 each for their 4<sup>th</sup> child onward per term. This does not stack with a teacher's tuition discount.
  - 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.
- Please arrive for class on time, with your students prepared for the day. Parents should minimize adult conversation in classrooms and at opening, 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.
- It is common for our host facility to ask every family to sign a liability waiver. Refusal of the waiver means that you cannot participate in SCMC as long as we are located at that facility.
- Parents will adhere to all other SCMC policies and procedures, including illness guidelines and inclement weather plans.

#### Code of Conduct and Expectations of Students:

- 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.
- 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.
- Children will show respect for the church facility. This means that no defacement of church property, running or yelling in the halls or slamming doors, or leaving messes at the end of class will be allowed. 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.

- Students are not allowed in the halls unsupervised at any time. Hall monitors, teachers, and parent helpers will escort students during breaks, at opening, and at closing. Students will ask permission before leaving a classroom and not “sneak out.”
- 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.
- 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 other people’s comments, narrations, presentations, or recitations. Courtesy will be the hallmark of the classroom environment.

#### Classroom Disciplinary Strategies:

- 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.
- 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.
- If there is a wrong behavior, an adult will speak to the child outside the classroom, explaining the problem and warning them of a consequence.
- For continued wrong behavior, the child’s parent will be asked to give the child a ‘time-out’ away from the other children for the opportunity to regain composure before re-entering the classroom.
- 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.
- SCMC is a privilege. Unfortunately, those who continue to disrupt or disrespect will be asked to step out of the Community until the child is better able to follow code of conduct. 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.

## SCMC Directors Responsibilities

- SCMC Directors will ensure the safety of everyone on campus during Community Day with the following measures:
  - All teachers will receive training regarding safety measures, disciplinary strategies, code of conduct expectations, and all other SCMC and facility policies and procedures. Teachers will provide information required for a background check if the facility requests it.
  - SCMC will strive for “two-deep leadership” meaning that two adults will always be present with the students in the classrooms, hallways, or gathering spaces while classes are in progress.
  - No teacher or adult, other than a parent, should be alone with a single student in a private area such as a closed classroom or bathroom. Transparency will be maintained even when the situation calls for some privacy and discretion.

## Enrollment Information

- Primary enrollment for SCMC is students who are 5 years old by September 1<sup>st</sup> of the school year and older.
- Nursery and Preschool classes are offered for siblings ages 0-4 of those enrolled students.
- Tuition will be required for all students who are age 1 by September 1<sup>st</sup> of the school year and older. For students under one year of age, the parent can decide with the nursery workers whether to leave the child in nursery or have that child stay with the parent.
- We do not have an upper age limit for students, however, SCMC does not consider our oldest class to be high school equivalent. The final class at SCMC is at the 8<sup>th</sup> grade level, typically 13-year-olds.
- Parents will work with the SCMC Director to place children in the most appropriate classroom. Typically, this will be based on age with very few exceptions. Students will remain in their classroom placement for the duration of the school year.
- Classroom sizes will be limited to 8 children for Nursery, 10 children for the 4 & 5-year-olds classroom, and 15 children for all other classrooms.

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!*