



**FAMILY HANDBOOK
AND
CALENDAR**

2011-2012



Original *Griffin* artwork created by SWCS 5th grade student Monika Kovacs (2008)
Graphics by Jerry Rundorff, Ford Graphics

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OUR MISSION

The fundamental philosophy of Southwest Charter School is to create a community of learners who are deeply involved in developing a sense of place. By fostering relationships within and beyond the classroom, we will help our students to cultivate a closer connection with the world in which they live and create an appreciation for their natural surroundings.

We believe that “place” is defined and extended by a partnership among children and their families, teachers, and an educational environment rich in inspiration. Our teachers are committed to fostering and exemplifying life-long learning by sharing in the joy of meaningful, hands-on experiences. Developmentally appropriate challenges will create a safe environment in which even our youngest students may thrive.

CONTACT INFORMATION

School Address: 0680 SW Bancroft Street
Portland, OR 97239

School Phone: 503-244-1697

School Fax: 503-244-1709

School Website: www.swcharter.org

Staff

Education Director - Anne Gurnee	annegurnee@swcharter.org
Office Manager- Marlene Dorfman	marlenedorfman@swcharter.org
KG Teacher-Amanda McAadoo	amandamcadoo@swcharter.org
Gr. 1/2 Teacher- Michael Martin	michaelmartin@swcharter.org
Gr. 1/2 Teacher - Monica Vogel	monicavogel@swcharter.org
Gr. 3/4 Teacher - Bre Austin	breaustin@swcharter.org
Gr. 3/4 Teacher Christopher Yucho	christopheryucho@swcharter.org
Gr. 5/6 Teacher – Joseph Carr	joecarr@swcharter.org
Gr. 5/6 Teacher - Lisa Colombo	lisacolombo@swcharter.org
Gr. 7 Teacher – Paul Banta	paulbanta@swcharter.org
Gr. 8 Teacher - Sarah Anderson	sarahanderson@swcharter.org
Teachers Assistant/Before School Enrichment Instructor - Kathy Price	kathyprice@swcharter.org
Teachers Assistant – David Lessem	aaronlevinson@swcharter.org
After School Enrichment Coordinator – Fawn Morosky	ASE@swcharter.org
Physical Education Coordinator – Rochelle Hagnas	rochelle@crossfitportland.com

PARENT INVOLVEMENT & VOLUNTEERS

Volunteerism is an integral part of our home/school partnership at Southwest Charter School. Family and community members extend and enhance classroom learning.

As a small school, parental involvement is the key to our success. Even more, community involvement and civic responsibility is something we actively teach. We believe that every family has a way to contribute to our community. Some parents may have the ability to help in the classroom; others may have experience in fundraising or writing newsletters. Children feel a stronger connection to their school and community when they know that their parents are involved. Please make your talents and experience known to the staff!

Southwest Charter School is a non-profit organization that contracts with the State of Oregon Department of Education to run the school. As such, the Board of Directors is responsible for the day-to-day management of the school. Seats on the Board are volunteer positions and can be filled by parents or other interested and qualified community members.

Board meetings are held monthly to conduct the business of the school. They are open to all community members. Please contact the school or visit the school web site for an up-to-date schedule of Board meetings.

Classroom Volunteers: Background checks are required for every volunteer. Criminal Background Check forms are available in the school office.

Our teachers welcome help in the classroom, but each teacher has different ways of managing their room volunteers. Please talk to your child's teacher for more information about how to help.

DAILY SCHEDULE

	Start	Dismissal
Full-Day K-8th Grade		
Monday-Thursday	8:20 am	3:00 pm
Friday	8:20 am	1:30 pm
Half-Day K		
Monday-Thursday	8:20 am	11:45 am

Office Hours are from 8:00 am to 4:00pm

SCHOOL PROCEDURES

Arrival and Departure of Students

School doors open at 8:20 am daily. Unless your child is enrolled in the Before School Enrichment Program, there is no adult supervision of children before 8:20am. Students arriving before doors are opened must wait outside the front of the building.

Student Drop-Off

We recommend dropping off your child on the east side of SW Bond in front of The Old Spaghetti Factory's fence and parking lot. We will have people available at the corner of SW Bond and SW Bancroft to help students across the street as we did last year.

Check-out

Once students arrive on the school grounds, they must have parental permission and be checked-out of school through the office when leaving any time prior to dismissal. Inform teachers by written note when it will be necessary for you to check-out your child. When picking up your child early, please report to the front desk (if occupied) or office and your child will meet you there. We will ask you to sign your child in and out during the school day. Whenever possible, please arrange your schedule so your child will not miss school. Written parental permission is required whenever families would like someone who is not listed on the enrollment form to check out their child.

Attendance

Regular attendance is necessary for students to be successful in school and is **important to our school's funding**. Classroom teachers monitor attendance daily. If a child has a chronic attendance or tardiness problem, Southwest Charter School staff will contact parents to determine the cause and find solutions so that the child may attend school on time on a daily basis. Persistent attendance problems are referred to the education director.

Absences, Tardies, & Medical/Dental Excuses

The tone of the day is set during the first half-hour of school when directions are given and opening activities are held. It is most important that each child be at school on time and not tardy for these activities. Please help your child establish a habit of being on time to school each morning.

If your child is going to be absent for the day or is late, please call the school office as early as possible. You may, as a courtesy, also inform the teacher via email, but it is critical that you call in the absence or tardy students. We will call home before the end of the school day if the school office has not received a phone call or email explanation of an absence. Whenever possible, advance notice of planned absences is appreciated. If your child must have a medical or dental appointment during school hours, send a written excuse with your child.

End of Day Pick-up for Children

At the end of the school day, dismissal is supervised by the classroom teachers. Students are dismissed from the sidewalk on the east side of SW Bond. Parents should pull into the parking spots and staff will help identify & load your student(s). You may also park in a legal street parking area (parking fees apply) or in the white-lined parking spaces in The Old Spaghetti Factory lot (for a maximum of 15 minutes) and walk to the pick-up area. Please supervise your child carefully upon returning to your car. When it is necessary to enter your child's classroom after school, meet your child in the designated area and then accompany your child to the classroom once the teacher has returned.

Transportation

Parents are responsible for the transportation of their children who attend Southwest Charter School. Due to the fact that parking is limited around the school, as well as environmental concerns, we encourage carpooling whenever possible.

Arrangements for going home with friends after school must be made in advance of the planned activity. As much as we would like to accommodate students making last minute arrangements, we are unable to do so. The school is not responsible for supervision of various after school student activities or for children playing on the school grounds before or after school hours.

Students who are not picked up within 15 minutes after their class ends will be charged \$8/hour for participating in the After School Enrichment Program.

Transporting Children Other Than Your Own

Written parent permission is required for a student to leave or ride with someone other than persons listed on the enrollment form or to go to someone else's home after school. School telephone may not be used to make after school arrangements.

Inclement Weather/Late Openings

When bad weather arrives, SWCS follows the Portland Public Schools' plan for closure or delay. If PPS schools are closed or delayed, we will be closed or delayed. If PPS calls for a closure or delay for Westside schools, we will be closed or delayed accordingly.

On late opening days, there will be a two-hour delay in school opening. Please do not send your children to school before this time. There is no Before School Enrichment on these days. Early dismissal may also be called. It is imperative that your child knows what to do in case of an early dismissal and that emergency contact information is kept current at the school.

Finding our school closure can be confusing but we will ALWAYS FOLLOW PORTLAND PUBLIC SCHOOLS. Do not try to find SWCS under CHARTER SCHOOLS; we will not be listed. You may access current information regarding schedule changes on the Portland Public Schools' website: www.pps.k12.or.us.

The following radio/TV stations also carry PPS schedule change information:

FM--KBPS 89.9; KOPB 91.5; KGON 92.3; KXL 95.5; CHARLIE 97.1; KUPL 98.7; KWJJ 99.5; KKRZ 100.3; KINK 101.9; KKCW 103.3; KXYQ 105.1; KMJK 106.7
AM--KGW 620; KXL 750; KWJJ 1080; KEX 1190; KUPL 1330; KBPS 1450; KMJK 1550; KFXX 1520
TV--KATU TV-CHANNEL 2; KOIN TV-CHANNEL 6; KGW TV-CHANNEL 8

Lost and Found

The Lost and Found is located in the Great Room. To avoid losing items, we suggest that your child's name be placed on items that can be misplaced including coats, jackets, hats, backpacks, water bottles & lunch gear. Please check it often. Because our space is limited, we will donate lost items to charity frequently.

Photos of Students

Students at SWCS are photographed regularly to document work & activities. Some of these photos are used in promotional materials, presentations and on our web site. If you do not want your child included in photos or other media, please contact the school office in writing.

IN THE CLASSROOM

Field Work

A permission slip will be sent home for school sponsored field work. We must have a signed permission slip by a parent/guardian to allow a child to leave school for field work. We cannot accept handwritten notes or phone calls in place of the field work permission form.

At times, parents will be asked to chaperone field work. We value parent participation in the field work and hope that all parents can join in the learning with their students. Sometimes there is a limited amount of room on field work for parents. If there are more parents wishing to chaperone than spots available, a lottery drawing will be held to choose chaperones.

Staying within the philosophy of our school, the students will be out of the classroom and in the community often. A Walking Field Work permission slip must be signed for your student to partake in this part of the curriculum. The permission slip is in the Back-to-School packet and will be kept on file in the office.

Students engaged in field work represent SWCS. We expect students to demonstrate safe and respectful behavior at all times. Students failing to act safely or respectfully at school or during field work may lose the privilege of participation in future field work.

Email Correspondence with Staff

The staff at Southwest Charter School welcomes the chance to communicate with parents via email. In order to make efficient use of time, please keep your emails short and to-the-point, and our staff will do their best to respond in a concise and timely manner. All staff members' e-mail addresses are included on page 6

Support Services

Students who qualify for special education assistance in reading, writing, and/or math are eligible to receive services from our staff and from specialists from Portland Public Schools. Supplemental instruction is provided to students, which is coordinated with teachers and with other support programs.

Classroom Celebrations

Classrooms may choose to have a few parties during the year. Please notify your child's teacher if for any reason you do not want your child to participate. Alternate activities will be made available. **All classroom celebrations must first be approved by your child's teacher.**

Birthday & Holiday Celebrations

Because of food allergies and other food restrictions, birthdays and other holidays are celebrated without edible treats from home. Teachers will decide what non-food celebrations work well for their grade level and teaching style. Suggestions for birthday celebrations include:

- Read stories or poems to class
- Share a craft or science experiment with the class
- A “compliment circle” kits sit in a circle and give the birthday child a compliment or birthday wish
- Five extra minutes of recess
- Take a Polaroid /digital photo of class with the birthday child
- Birthday child sits by teacher for lunch or read-aloud
- Birthday child gets to conduct “Share & Tell”
- Class signs a card, poster or autograph book for the birthday child

Before & After School Enrichment

Southwest Charter School offers *Before and After School Enrichment Programs*. These programs allow students the chance to work on school projects or homework, engage in enriching activities and relax and have fun with school friends. Please call or visit the office for details.

Homework

Each teacher at SWCS determines the appropriate homework for his/her class. Generally, we encourage students to read or be read to daily for at least 15 minutes each day for grades K-2 or 30 minutes each day for grades 3-8. Teachers attempt to make homework relate to on-going projects which might include assignments that cannot be done at school e.g. interviewing a family member, tracking the phases of the moon, etc. Sometimes teachers will assign students homework when they have not completed their school work during class time or when they have been late or absent from class.

Conferences

At SWCS, we have parent conferences twice each year in fall and early spring. Teachers will share sample of the student’s work and discuss academic progress. Your teacher will inform you whether students are expected to attend the conferences. We encourage all families to take part in the conferences! They are an important time to touch base with your child’s teacher to learn about your child and ask questions.

Helping Your Child Succeed

Parents often ask what they can do at home to help their children be successful at school. Here are a few suggestions:

- Read to and with your child every day.
- Follow and discuss news and current events.
- Pay attention to your child’s nutritional needs.
- Ensure that your child gets sufficient sleep.
- Help your child learn to cope with emotions.
- Listen to your child, and seek to know him/her as a unique individual.
- Encourage your child to talk about activities, feelings, and concerns.
- Let him/her know that you believe he/she can succeed.
- Acknowledge and affirm efforts as well as success-small and big efforts, small and big successes.
- Discipline lovingly and consistently.
- Show a strong interest in school.
- Make homework or school projects a priority.
- Attend school activities.
- Give your child responsibilities at home.
- Help your child set realistic goals.
- All children develop differently – avoid comparisons.
- Read books, go to the library, and play educational games together.
- Be selective in the type and amount of TV and other media your child watches.
- Enjoy and treasure each and every moment of these precious childhood years!

HEALTH & SAFETY

School Safety

The safety of your child is of the utmost importance to us. If unsafe practices or events are observed by parents, please contact the school office immediately so the concern can be addressed in a timely manner. There are earthquake, fire and lock-down drills throughout the year.

All visitors are asked to check-in at the front desk or office upon entering the building, wear a Volunteer or Visitor badge, and check-out when leaving. This identifies you as a “safe person” for children in our building, and allows us to account for who is in the building at all times. This procedure is not used for parents who enter the building at the end of the day to pick-up children from ASE or for evening events. For this reason, it is very important that teachers walk students to designated waiting areas.

Nutrition Services

At this time, SWCS does not provide a lunch program. We ask that students bring a daily, nutritious lunch & snack for Full-day K through 8th grade. Half-day K students should bring a healthy snack only. Good nutrition improves mental and behavioral performance in students. Due to limited space and concerns about indoor air quality, we ask that you limit the number of food items that you send that require heating in the microwave. Students are not allowed to share their lunches with other children.

In preparing for the school day, we ask that each child come to school ready to learn. Eating a healthy breakfast can help with this. Eating breakfast may improve cognitive function related to memory, test grades, and school attendance. Breakfast in combination with an overall healthy diet and lifestyle can make a positive difference in a child’s health and well-being.

Food in the Classroom

Because of food restrictions and allergies, we ask that you do not bring any food into the classroom for general consumption without the teachers’ permission. Please discuss plans with your child’s teacher in advance of bringing food into the classroom. Teachers may include food in their lessons from time to time. Whenever food is prepared for broad consumption, we ask teachers and parents to follow basic guidelines for producing food safely.

Gum or candy is not to be consumed by students in the classroom, however, one or two small pieces of candy are allowed during lunch. Candy or gum is not allowed to be distributed to other students on school grounds.

We have several students with severe peanut and nut allergies. To protect these students, we ask that parents avoid sending nuts, nut butters or other foods containing nuts.

Health Emergencies

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. Please be sure the emergency phone numbers on the registration form are properly listed and updated when necessary. When parents or the emergency contact person cannot be reached and the nature of the accident or illness is serious, we will call 911 for paramedic treatment, transportation to a medical facility, and/or further recommended treatment.

Please notify the school office of any change in emergency contact numbers, home address, email and telephone number of parent’s home or work.

If a student becomes ill during school hours, the student must be signed out at the front desk or office before going home. Our office will contact parents or other designated persons before sending sick youngsters home. A child may not be sent home unless someone is contacted. We

must have alternate phone numbers for places to call. Unfortunately, the school does not have the resources to take care of sick children except on a very short-term basis. Please keep your child at home until they are free of fever 100 degrees F or higher for 24 hours.

Medication at School

Oregon law requires that all medication administered at school, prescription as well as over-the-counter medications, be dispensed from an original labeled container, be accompanied by written consent from parent, and written instructions from your physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. Aspirin, acetaminophen, throat lozenges, cough drops, etc. are not available from school personnel. The school office cannot dispense naturopathic medication at school. Students may not keep medication with them unless they have been designated as a self-manager, authorized by a health professional, or cleared by the director to do so.

All medicine, including inhalers for asthma, must be secured in the office and distributed by the education director, office manager, or a designee. Please contact the office before requesting that medicine be administered at school. The required medication form is available in the school office.

Pets

Pets are not allowed at school except on special, pre-arranged occasions. The most tame and domesticated animal can become excited and inadvertently bite or scratch a child. Also, some students have allergic reactions to pet hair. An adult family member must remain with the animal at all times. Students must have permission from their teacher prior to bringing pet to the classroom.

Head Lice

Because head lice are highly communicable, anyone can become affected. Be alert to this condition in your own children by watching for signs such as severe scratching of the scalp. It is a good practice to check

your child's hair regularly for lice. Children with head lice will have tiny bugs and/or grayish white dandruff-like particles that seem glued to the hair shaft. If you detect this:

- Keep your child at home until treatment is completed and nits are removed.
- Notify the school so we can alert the teacher to look for other cases.
- Contact the school office or your health care provider for information about treatment.

If we find lice on your child's head, we will inform you before the end of the school day. Students may return to school following proper treatment of the environment and the use of a special shampoo. A statement is required from parent that treatment has been given. Removing all nits from the child's head has proven very effective in preventing the spread and/or reoccurrence of the condition and should be your goal. We will check your child's head upon return to school. If we find nits, we will inform you so that treatment can be repeated. While head lice are certainly inconvenient, it has nothing to do with health or housekeeping practices.

Immunizations

For attendance in Oregon schools, the law requires that students must be fully immunized, in the process of receiving immunization, or having a signed statement of exemption on file at school. Students enrolling in school for the first time or enrolling from another country must present evidence of at least one dose of each vaccine. Students transferring from other schools have 30 days for records to be received. Children born in countries with a high prevalence of tuberculosis must present a certificate of clearance before attending school.

Any students lacking up-to-date immunizations, or having incomplete records, will not be allowed to attend school. SWCS will notify parents directly of needed immunization and when children will be excluded if shots are not updated. If a child has not been immunized, parents will be required to keep your child home if there is a disease outbreak.

Immunization Schedule

The table below summarizes the 2011-2012 School Immunization requirements for the State of Oregon. If for any reason these requirements are modified during the school year we will inform you of any changes.

Vaccine Required	KG-Grade 3	Grades 4-6	Grades 7-8
Diphtheria/Tetanus/Pertussis DaTP	5 doses	5 doses	5 doses
Tdap	n/a	n/a	1 dose
Polio	4 doses	4 doses	4 doses
Measles	2 doses	2 doses	2 doses
Mumps	1 dose	1 dose	1 dose
Rubella	1 dose	1 dose	1 dose
Hepatitis B	3 doses	3 doses	3 doses
Hepatitis A	2 doses	n/a	n/a
Varicella (Chickenpox)	1 dose	1 dose	1 dose
If vaccinations are needed call 503-988-3816 for Multnomah County locations.			

When to Keep a Child Home

The following are the general recommendations to follow to determine when a child should go home or stay home:

- Fever greater than 100.5
- Vomiting
- Stiff neck or headache with fever
- Any rash with or without fever
- Unusual behavior change, such as irritability, lethargy, or somnolence
- Jaundice (yellow color or skin or eyes)

- Diarrhea (3 watery or loose stools in one day with or without fever)
- Skin lesions that are “weepy” (fluid or pus-filled)
- Colored drainage from eyes
- Brown/green drainage from nose with fever of greater than 100.5 F
- Difficulty breathing or shortness of breath
- Serious, sustained cough
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever
- Student requires more care that the school staff can safely provide

Multnomah County Health Department School Attendance Policies for Communicable Diseases

Chicken Pox	Exclude immediately	Return to school after all chicken pox have scabbed over
Common Cold	Exclude if illness interferes with child's performance	
Head Lice	Exclude immediately No Nit Policy	Return to school 24 hours after child and family has been treated; statement from parent that treatment has been given.
Hepatitis	Exclude immediately	Return to school with physician's permit.
Impetigo	Exclude immediately	Return to school with physician's permit.
Influenza Flu	Exclude if illness interferes with child's performance	Return to school after child is fever-free 100 degrees or higher for 24 hours.
H1N1 Swine Flu	Exclude immediately	Return to school after child is fever-free 100 degrees or higher for 24 hours.
Measles, Mumps, Rubella	Exclude immediately	Return to school with physician's permit.
Pink Eye	Exclude immediately	Return to school with physician's permit.
Ringworm	Exclusion not required; Encourage treatment immediately	
Scabies	Exclusion required	Return to school with physician's permit.

We are governed by the health policies of the Multnomah County Health Department, whose general policies regarding absences for communicable diseases are listed on the chart above.

It is the policy of the County Health Department that children with undiagnosed skin conditions must remain out of school until the condition is completely cleared up or until a statement is presented from a physician or the Health Department that the condition is non-communicable.

Safe Handling of Body Fluids

Southwest Charter School has adopted procedures for the safe handling of body fluids in a school setting for the prevention of spread of disease. Every person's body fluid is treated as though it is potentially infectious. You may observe school personnel in some of these practices as you visit school or hear your child discuss them:

- Disposable gloves are worn whenever there is contact with body fluid.
- All staff and students are encouraged to care for their own bleeding or draining injuries or lesions, if possible.
- Good hand washing practices are encouraged and reinforced.
- Body fluid spills are properly cleaned and disinfected.
- If garments are blood-stained, we will request clean clothing from home or attempt to provide clean shirt/pants.
- If your child has any toilet training issues, please notify the teacher and provide a change of clothing including underwear.

STUDENT EXPECTATIONS

At Southwest Charter School, one of our schools' goals is to teach students to be responsible for themselves and their behavior. We strive to provide students with learning opportunities, encouragement, and logical consequences that help them develop behaviors which support academic success, positive social interactions, and safety. Students are also taught to recognize behaviors that interrupt the instructional process, hurt others, and/or are not in their own best interest.

We believe that children's appropriate behavior is a result of parents, staff and students working together to build skills that increase our children's ability to:

- Solve problems successfully
- Develop positive relationships with others
- Become productive individuals
- Recognize when their actions are interfering with the rights of others
- Recognize and exercise their rights within the limits of society
- Understand and appreciate other cultures, ethnic groups, and belief systems
- Take responsibility for their actions and accept the consequences of their behaviors
- Succeed in school and develop a life-long love of learning

Student Dress

Our students are outdoors a lot. Please have them wear comfortable clothes that are appropriate for the weather (boots, rain gear, sun hats, etc.). Please be especially attentive to the footwear your children wear to school. Our students run, engage in PE classes, walk long distances

and on uneven terrain while at school. Make sure their feet will be comfortable and dry in the shoes they wear. Students not wearing appropriate footwear may be asked to not participate in field work, recess and/or PE.

Dress and grooming are a primary responsibility of students and parents. However, students are expected to wear clean and appropriate clothing to school. Their appearance should not distract others from learning. Please review the following guidelines with your child.

- Sagging or low cut pants are not permitted. The beltline needs to be near the waist and cover all undergarments.
- All clothing needs to be free of alcohol or drug references including tobacco and sexually suggestive, derogatory or violent messages, or foul language.
- Hat or headwear in the classroom is allowed only at the discretion of individual teachers. Any headwear that is distracting must be removed during class work.
- Shorts, skirts, and dresses need to be mid-thigh length. This includes any athletic wear or slits in skirts or dresses.
- Boys may not wear sleeveless shirts with wide armholes.
- Girls' tops need to have shoulder straps that are at least 2 inches wide. Bare midriffs are not permitted.
- Pajama wear is not permitted except for school-sponsored pajama days.
- "Flip-flop" sandals are not allowed for safety reasons.
- Developing girls should wear appropriate undergarments.
- Students that wear inappropriate clothing may be asked to change their attire, wear a belt or, if necessary, be sent home to change clothes.

School Property, Books & Library Books

Students damaging or defacing school property or any property they visit in their field work are responsible to repair or replace such property. Any textbook or library book damaged or lost by a student will be the student's responsibility to replace. Invoices for the repair or replacement cost will be sent to the student's home.

Cell Phones & Other Personal Items

Students are not allowed to have cell phones or any other electronic devices in the classroom. Students must bring them to the office or turn them into their teacher for safe keeping. If you need to reach your child during the day, please use the school number (503-244-1697), and we will get the message to your child, or if urgent, have him/her come to the office to speak with you.

Students are discouraged from bringing any valuables or toys from home. They can create a distraction in the classroom as well as be lost, stolen or damaged. If your child would like to bring something of value for sharing with the classroom, please make arrangements with your child's teacher. Teachers will explain their classroom sharing guidelines at the beginning of the school year.

Student Behavior Expectations

Attendance/Punctuality: Students are expected to attend school and classes regularly and on time.

Drug- or Alcohol-Related Activity: Students will not use, possess, or sell/transfer alcohol and illegal drugs in the schools, on school grounds, at school activities, or during school hours.

Tobacco: The use of tobacco products is prohibited in school buildings or on school grounds at all times.

Protection of Property: Students are expected to recognize the property rights of staff members, other students, and the public by:

- Using property & equipment only for its intended purpose without damage to property or equipment
- Obtaining permission to use property or equipment belonging to others
- Reporting to school staff situations which may result in damage to, loss of, or misuse of property.

Protection of Physical Safety and Mental Well-Being: Students are expected to respect the educational climate and the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem solving techniques, and when needed, with assistance by staff members.

Appropriate Learning Environment: Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruption.

Student Discipline

Teachers and staff teach these guidelines and expectations throughout the year. Reinforcement, review, and practice are provided periodically. Students are acknowledged for following the school guidelines and acting in a responsible, kind, and respectful manner in accordance with their classroom rules. In the event a student does not monitor his/her own behavior, the following interventions will be applied:

- Non-verbal or verbal warnings

The following options may be employed:

- Removal from the group while remaining within hearing and seeing distance of the activity. Student rejoins group after talking with the teacher.

- Student completes a “Problem Solving” sheet about what happened, other choices, and a plan for what he/she will do differently. Student and teacher review the sheet together
- Teacher applies logical consequences to the behavior (e.g. student is required to clean-up a mess he/she made).
- Teacher and student make a behavior contract. Copy of contract goes home with student to be signed by student, teacher and parent and returned to school. Teachers will contact parent to follow-up.

If the problem persists

- Severity of matter or repetition results in student conference with education director and education director contacts parent to review matter or to arrange a Parent-Teacher-Student conference to determine further interventions and/or plans.
- Possible suspension and/or expulsion.

Parents are contacted for serious issues or when a child persists in a pattern of behaviors after appropriate teaching and lower interventions have been given. Serious behaviors which warrant immediate parent contact and education director referral include: violence, vandalism, harassment, intimidation, false accusation, cyber harassment, racial slurs, and weapons.

Communication between staff, teachers and parents is essential. If you have any concerns regarding behavior of your child or another child, please do not hesitate to contact your child’s teacher. All staff members’ e-mail addresses are included on page 6 to facilitate communication.

Students learn best by our example. A partnership of mutual respect and cooperation between home and school maximizes each student’s opportunity for meaningful learning, growth, and success in all aspects of school.

Problem Solving Skills

Students are given the opportunity to learn and practice problem-solving strategies for small problems involving other students and/or their own behavior. We would like to teach students how to resolve conflicts between each other, on their own through communication. Learning to deal with conflict in a positive manner is a lifelong skill. Students should try first to work out conflicts on their own. If this is not possible, they should go to a teacher or staff member for help in resolving the conflict. If students use the ideas in this problem solving section, they can help find solutions to solve any problem.

Try at least 2 of these ideas when you have a conflict:

- Choose another activity
- Share and take turns
- Ignore it
- Walk away
- Make a deal
- Talk it out
- Apologize
- Tell them to stop
- Wait and cool off

For intimidation, inappropriate language, or fighting, students must report this to a teacher or staff member immediately.

Informing a teacher or staff member of any of the above actions is not “tattling.” It is the student’s responsibility to ensure a safe learning environment.

SWCS Guidelines for Success

- Be responsible
- Always try
- Cooperate with others
- Do your best
- Treat everyone with respect, including yourself

SWCS EVENTS CALENDAR 2011/2012

SCRIP and eSCRIP	All Year
Student Picture Days	September 22 & 23, 2011
Parent Night	September 22, 2011
NWEA MAP Testing	September 26-30, 2011
Run 4 the Arts	October 5, 2011
Oaks Testing	April 16-20, 2012
NWEA MAP Testing	May 14-18, 2012
Field Day	June 13- Last Day of School

SWCS TRIMESTER CALENDAR 2011/2012

Event	Date(s)
SWCS Office Reopens	August 22, 2011
Professional Development & Planning	August 29 - September 2, 2011
Labor Day - School Closed	September 5, 2011
Professional Development & Planning	September 6, 2011
First Day of School for Grades 1-8	September 7, 2011
Kindergarten Assessments & Home Visits	September 7 - 9, 2011
First Day of School for Kindergarten	September 12, 2011
Statewide Inservice Day - No School for Students	October 14, 2011
Planning Day - No Students	November 10, 2011
Veteran's Day Holiday - School Closed	November 11, 2011
Conferences - No School for Students	November 21 & 22, 2011
End of First Assessment Period	November 22, 2011
Thanksgiving Holiday - School Closed	November 23 - 25, 2011
Student's Last Day before Winter Break	December 15, 2011
Winter Break - School Closed	December 16, 2011 - January 3, 2012
Teacher Planning Day	January 3, 2012
Student's First Day Back After Winter Break	January 4, 2012
Martin Luther King Holiday - School Closed	January 13 - 16, 2012
President's Day Holiday - School Closed	February 17 - 20, 2012
Conferences - No School for Students	March 1 - 2, 2012
End of Second Assessment Period	March 2, 2012
Teacher Planning Day	March 5, 2012
Spring Break - School Closed	March 23 - April 2, 2012
Teacher Planning Day	April 13, 2012
Memorial Day Holiday - School Closed	May 25 - 28, 2012
Last Day of School for Students	June 13, 2012
End of Third Assessment Period	June 13, 2012
Snow Make-up Days	June 14 & 15, 2012
Last Day for Teachers (w/o Snow Days)	June 15, 2012
SWCS Office Closes for Summer	June 22, 2012

