



STUDENT AND PARENT HANDBOOK

2015-2016

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Mission Statement

Stafford Academy exists to partner with parents in the training and education of their children with a Biblical worldview through quality, Christ-centered education.

Core Values

We purpose to encourage a child's full spiritual, mental, social and physical development.

We purpose to employ highly qualified staff who are proficient in providing skilled instruction from a Biblical worldview.

We purpose in providing excellence in all of our efforts – curriculum, learning styles, facilities, etc.

We believe these core values help to make a great school!

Who We Are

Stafford Academy is a ministry of the Neighborhood Church. Neighborhood Church is a fellowship of Christian believers in the greater Portland area and is a member of the Oregon Ministry Network of the Assemblies of God.

Founded in 1933, Neighborhood Church has a history in education. Through the years the church has operated daycare and preschool ministries, an elementary grade school and a school for children with learning disabilities. In 1986, the congregation made a significant decision to relocate south of Portland.

In 1994 the church began constructing facilities on 30 acres southwest of the Interstate 205 and Stafford Road intersection. The campus was sufficiently developed to begin Stafford Academy in the fall of 2004. Excellent classrooms, common spaces, and play areas make a great campus for preschool through 1st grade classes.

One of Stafford Academy's goals is to be a great blessing to our community and a wonderful ministry of The Neighborhood Church.

Doctrinal Statement

We believe:

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in his sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the blessed hope...the rapture of the Church at Christ's appearing.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- In water baptism by immersion.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting separation from God.

Stafford Academy will not stress doctrinal positions that create division. Rather, we believe that in essential beliefs we should have unity, in non-essential beliefs we should have liberty, and in all our beliefs we should show charity. We believe any evangelical Christian will be satisfied with the efforts we make in this area.

Parent and Student Information

Financial Arrangements

Registration fees are due when the registration application is submitted to the school. This fee is non-refundable unless it is determined that the student does not meet enrollment requirements or if there is insufficient enrollment to offer the class for which the student is enrolled. Class fees are due with the registration and are used to help cover the cost of participation in the Stafford Academy program.

A discount is offered for those who pay in full by July 10th, or for those who register after July 10th and pay in full within 5 working days.

For those who choose the 10-month payment plan, payments are to be made by the 1st of each month, with the first payment due August 1st and the final payment due May 1st. * If the 1st falls on a weekend, payment needs to be made by the Friday prior to the due date. A late fee of \$15 will be added for any student account not paid in full by the 10th of the month.

Multiple student discounts will be given as follows for children in the same family: Full tuition price for the first student, 15% off tuition for a second student.

There may, from time to time, be nominal fees charged for field trips and other school activities.

If financial difficulty arises, please contact the school office immediately. Every effort will be made to assist in a mutually agreeable arrangement.

Payments may be brought to the school or, if you choose to do so, please mail payments to our mailing address at P.O. Box 2000 Wilsonville, OR 97070.

Early Withdrawal

For their convenience, parents may make monthly tuition payments. However, in all cases, full tuition is an annual fee charged to have a student enrolled in the school. In the case of withdrawal of a student before the end of the school year, the entire payment for the month in which he/she is withdrawn will be owed in full. In addition, the following withdrawal fees will be assessed; \$350.00 for First grade, \$300.00 for kindergarten, and \$200.00 for preschool. Early withdrawal fees will apply regardless of whether tuition is paid in a lump sum or on a monthly basis. A reimbursement check for prepaid tuition, less the withdrawal fee, will be mailed within 30 days of the student's last day. No other monies/fees will be reimbursed.

Fee & Tuition Schedule (effective 1/1/15)

Annual Registration & Class Fees:

Mommy & Me	\$100.00
Child Care, Preschool, Pre-K	\$225.00
Kindergarten (half or full), First Grade	\$325.00

Annual Tuition

Mommy & Me	W	\$950.00	(\$95.00 per month x 10 months)
Preschool (2 days)	T/TH	\$2,310.00	(\$231.00 per month x 10 months)
Preschool (3 days)	M/W/F	\$2,688.00	(\$268.80 per month x 10 months)
Pre-Kinder (half)	4 days	\$3,412.50	(\$341.25 per month x 10 months)
Pre-Kinder (half)	5 days	\$3,832.50	(\$383.25 per month x 10 months)
Kindergarten (half)	5 days	\$4,095.00	(\$409.50 per month x 10 months)
Kindergarten (full)	5 days	\$5,145.00	(\$514.50 per month x 10 months)
First Grade	5 days	\$5,775.00	(\$577.50 per month x 10 months)

If tuition is paid in full at time of first billing Stafford Academy offers a 3% discount on annual tuition amount.

New Student Referral* (New family must notify the school at time of registration that you were referred to Stafford Academy and by which family referred you. Discounts will be applied to final tuition payment):

Preschool & Pre-Kindergarten Student Referral	\$250.00 off your tuition
Kindergarten & First grade Student Referral	\$500.00 off your tuition

Note When registration takes place after the start of the school year, the first month's tuition may be prorated to insure that monthly tuition payments are completed in May. In no case will payments extend beyond June 1st. Exceptions to the tuition schedule may be made on a case by case basis.

Drop Off & Pick-Up Times

All morning classes will begin at 8:45 AM. Preschool, half-day Pre-K and half-day Kindergarten will be dismissed on their appropriate days at 11:45 AM. Full-day Kindergarten and First grade will be dismissed at 3:15 PM.

Students should not be dropped off before 8:30 AM. This will assure that daily *teacher staff meetings, devotion time and class preparation time is uninterrupted. Before and after school care is available with a drop off time of 8:00am, and a pick up time of no later than 5:15pm.*

We ask that parents arrive on time each day to pick up their children after classes. Attention to this will prevent any concern or distress on the child's part and allows our staff to maintain their schedule.

Children remaining at the conclusion of car line will be escorted to the after school program, and applicable rates will be due when they are picked up, this rate is \$7.50 per hour.

Attendance/Tardiness

Parents are **urged** to establish patterns of consistent and punctual attendance for their students. Reliability and faithfulness are important qualities and are fundamental to school success, where most learning is incremental and cumulative. Tardiness means that a student has missed an important start to his learning day and a portion of the curriculum. By regularly arriving on time, students learn an important life-lesson of punctuality that can carry over into all aspects of life. Arriving on time also shows courtesy to fellow classmates.

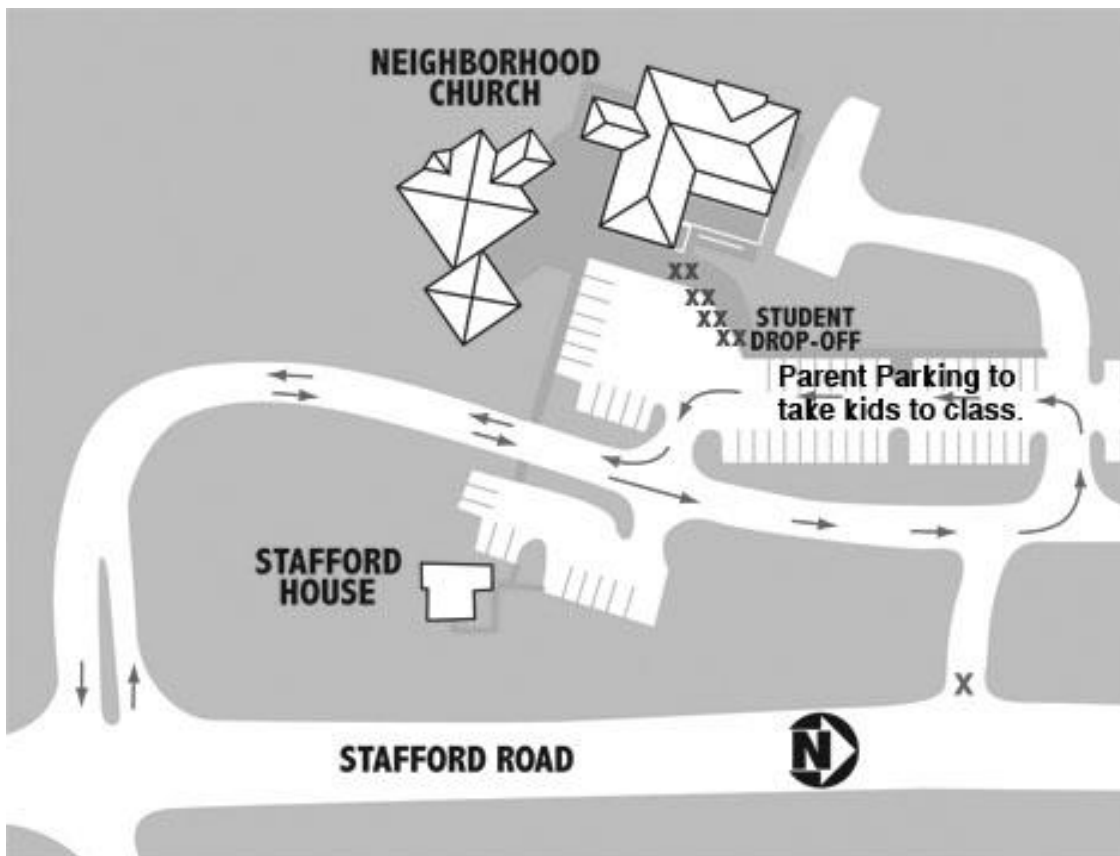
Car Line Procedure

All parents **must** sign their child in and out daily. Morning drop off begins at 8:30AM with pick up times scheduled at 11:45AM (preschool, half-day Pre-K, Kindergarten) and 3:15PM (all-day K and First Grade). **Please comply with drop off times. Before and after school care is available 8:00am – 5:15pm.**

All vehicles must enter and exit the property via the main driveway as marked (see map below). Please follow the arrows on the map. No student is to get out of the vehicle in car line until a staff member opens the door for him/her. Due to the safety of our children, the speed limit on the premises is 10 MPH and no one is to pull their vehicle out of the car line to pass other cars.

If a parent chooses not to use the morning car line, they must park in a designated parking spot and escort their child into the classroom. If a parent arrives after the conclusion of the morning car line, they must sign their child in at the upstairs school entry and walk them into the classroom. Parking in the drop off area is not allowed, nor is parking in handicapped spaces without a permit.

A name plate will be provided for you with the first and last name(s) of the child(ren) you will pick up in the car line. Please place this plate in your front windshield when you come to pick up your child(ren).



Homework Philosophy

Homework is an integral and beneficial part of the school program. Teachers assign homework using professional judgment and in consideration of the grade level taught. Obviously, students who are less efficient in the classroom or work at a slower pace than is average, may have class work to complete in addition to assigned homework. Students are required to complete and return homework in compliance with the due dates given.

Supplemental homework may be provided upon parental request.

Homework is given for the following purposes:

- *Drill* - Most students require regular drill to master essential material.
- *Practice* - Following classroom instruction and explanation, illustration, and drill on new material, homework is given so the skill may be repeatedly rehearsed, increasing the likelihood of student mastery.
- *Remedial Work* - As instruction progresses, various weak points in a student's grasp of a topic may become evident. Homework is given to aid the student to have additional rehearsals in and thereby overcome any such difficulties.
- *Special Projects* - Book reports, compositions, special research assignments and projects are some of the activities useful in extending and enhancing learning beyond the limitations of the study of the basic text and classroom discussion only.

Conditional Enrollment Status

When a student enrolled at Stafford Academy struggles scholastically, modifications to and/or adaptations of the school's regular curriculum may be appropriate and desirable. These changes can be needful for a short time or for the entire duration of enrollment. The aim in all cases, however, shall be to stimulate growth of any given student to his/her full potential, with the ultimate hope that many will be sufficiently helped to be enabled to return to the rigors of the standard program of study.

When it is agreed by the classroom teacher and principal that long-term alterations are advisable, however, the school and student's parents will enter into an Accommodated Curriculum Agreement. This agreement both provides for the student's needs at school and also insures specific support (i.e., insuring homework will be completed and returned as assigned, timely daily arrival to class, reduced absences, etc.) from the parents as determined beneficial on a case-by-case basis.

At this point, the student's enrollment becomes conditional, with long-term registration contingent on the cooperative efforts as listed in the agreement.

Curriculum Accommodation Process

When it becomes apparent that a student would benefit from alterations in the regular curriculum for more than occasional assignments, teachers will notify parents and progress through the following documented process:

1. Notify principal of concern for specific student.
2. Teacher will contact parent personally and send home a completed Adaptations/Modifications notice. A copy of said notice will be provided to the school office for the student's file.
3. If insufficient improvement is noted, the principal is updated no later than two weeks before the end of the current grading period. The advisability of requiring an Accommodated/Modified Curriculum Agreement which establishes conditional enrollment is determined by a panel including the parties above and an additional member of the Stafford Academy School Council.
4. If recommended, a meeting with the student's parents to sign the aforementioned agreement is arranged. Participants include the classroom teacher and principal. The agreement is temporarily filed in the student's school folder. Grades earned for the period the agreement is in effect will be starred on the child's report card indicating "Grade is reflective of growth in accommodated curriculum which may or may not be at grade level."
5. A review of progress and adherence to the agreement is scheduled on 4 week intervals for the duration of the school year. The agreement and conditional admission will remain in effect as long as necessary.

Code of Conduct

Respect for God, parents and other people, including authorities, is the fundamental consideration for all guidelines of conduct at Stafford Academy. Honesty, dependability, cooperation, cleanliness and individual responsibility are encouraged. Our hope is that the following rules help students to rehearse and value positive actions and attitudes, leading to admirable behaviors both in and out of school. (See Romans 13:1-2, Phil. 1:2-4, Prov. 17:17, and Prov. 12:17)

Therefore, students are expected to:

- Exhibit Christ-like actions and words.
- Treat one another with kindness and friendliness.
- Obey the teachers and staff of Stafford Academy.
- Respect school and church property.
- Behave safely by refraining from hitting, kicking or engaging in any violent behavior.

- No weapon of any kind is to be brought on to the school property. No items or toys that can be mistaken for a real weapon should be brought onto the property.
- Use good manners and be courteous.
- Respect the learning environment by using “inside” (quiet) voices and walking in the classrooms and hallways.

Dress Code

Stafford Academy strives to create a comfortable and non-distracting environment where children can learn. In order to enhance this, we ask that parents assist by supervising their child’s appearance. Romans 12:2 encourages us not to be conformed to the world, but to be separate from it. Therefore, students are expected to dress modestly and neatly. Cleanliness is always encouraged.

In addition, parents are encouraged to consider the activities of the classroom; for example, painting may be a regular activity in your child’s class. For these times, and when outside activities are scheduled, adjustments in basic attire may be necessary.

While perhaps appropriate at other times and settings, please avoid the following for school:

- Bathing suits (except for swim sessions)
- Any clothing or jewelry with gang inferences
- Spaghetti straps or halter tops
- Clothing that promotes lifestyles, entertainment, or attitudes not in alignment with Scriptural mandates
- Clothing that reveals undergarments or midriffs. Immodestly short or tight clothing. Baggy/low hanging pants.
- Unnecessarily torn or dirty clothing
- Hats and sunglasses are not to be worn in the building
- Flip-flop shoes (unsafe on playground)

Playground Rules

Students are expected to:

- Play with outdoor equipment only in designated areas.
- Take turns on all equipment.
- Go down the slide seated on his/her bottom, feet first.
- Swing in a back-and-forth motion.
- Listen to instructions or line up in an orderly way when the whistle blows.

Students may not:

- Twist, lie down, stand on, or jump from a swing.
- Go down the slide on his/her stomach, feet, knees, or head-first.

- Hit, kick, bite, “rough-house”, or bully other students or teachers/staff.
- Intimidate or make threats to other students or teachers/staff.
- Be disrespectful to each other or teachers/staff.
- Back talk or be defiant toward a teacher or staff member.
- Misuse materials, supplies, equipment, or deface property in any way.
- Cheat, lie or steal.

Discipline

Discipline is basically training in the right direction (Proverbs 22:6), and consequences for failure to follow the rules are aids in that training. The goal of discipline at Stafford Academy is to teach positive and God-honoring behaviors, and is always motivated by and implemented with love and respect.

In order to do so, the following pro-active practices are utilized:

- Clear communication of expectations
- The use of positive guidance and redirection.
- Discussing and modeling correct behaviors and attitudes
- Addressing issues early on, before they become escalated.
- Establishing and fostering an environment of mutual respect by words and deeds.
- “Think times” and “break times” to calm down and rethink choices.

“Think times” or “taking breaks” are often used when children have chosen to break a known rule or make poor behavior choices. “ Think times” give the child the opportunity to think through his/her behavior and how to correct his/her actions.

Teachers and school administration will be providing the positive discipline and redirection.

When a rule is broken by a child or a child is unkind or disrespectful, the behavior of the child is addressed and corrected.

Children are reassured of our care and concern for them.

Correction is used to teach the why’s, what’s, and how’s of appropriate behavior.

Our desire is to help teach and train children to make positive and responsible choices, develop self – control, self – esteem, respect for others, and assume responsibility for their behavior.

Corporal punishment will never be used such as hitting, slapping, shaking, striking with hand or instrument, pinching, tying or binding, or inflicting any other

form of corporal punishment. The child's parents will always be kept informed of all actions and remediation.

Illness and Prescription Medication

A student with a communicable disease shall be excluded from school for his/her own welfare and the welfare of the other students. The child should not return to school until he/she is no longer contagious. **If your child has had a fever, vomited, or has had diarrhea, they must be kept home for 24 hours before they may return to school.**

Please notify the office of any communicable disease, i.e. chicken pox, lice, strep throat, whooping cough, pink eye, etc. Please call the office early in the day if your child will not be in attendance that day.

The following may be helpful in determining whether to keep your child home from school:

- Tired/pale
- Drainage from eyes or pink eye
- Temperature more than 100 degrees
- Chronic cough
- Excessive drainage from nose
- Sore throat/swollen glands
- Diarrhea
- Vomiting
- Rash
- Ear Infection

Since a school nurse is not on staff, students who become ill during the school day must go home. The school will notify the parents or, if unable to reach a parent, the emergency contact person will be called to pick up the child from school. Make sure to give contact information to the office if you will be leaving your child in the care of anyone else (ie. during vacations or business trips).

The school office will be the holding place for the sick child. Every effort will be made to keep the child comfortable until someone comes for him/her.

The school will not administer medication to students without a signed form on file in the office. Any necessary prescriptions must be given to the office in original packaging, with doctor's instructions and a description of the medication, the dosage amount, and a time schedule included. No over-the-counter medications, or ANY form of herbal or home remedies may be brought to school, taken by students, or distributed to other students at any time.

Immunizations

By law, all students must complete an Oregon Immunization form to attend school. These forms must be completed and returned to Stafford Academy at the start of the school year. It is the parent's responsibility to fill out and keep updated. The records of all preschool students will need to be updated annually until they are "complete" at age 5. An Oregon Health Department Report is filed in January of each year. If immunizations are not complete or up-to-date, exclusion orders are filed with the State and enforced in February.

Divorce Policy

It is the policy of Stafford Academy to honor the rights of parents in stewarding the children which God has so richly blessed them. Therefore, we have no restrictions upon the rights of individual parents to have access to their child(ren)'s educational process.

Where divorce or separation occur, we will continue to honor all parental rights until an official document of the court is placed in the student's file. This court order will be followed in its entirety where applicable to your child's attendance, parental access and education.

Parent / School Relationship

When issues arise involving parent / school relations it is our goal to employ clear and amiable communication. When necessary conflict resolution will be employed.

General School Information

Birthdays

It is a privilege to help celebrate your student's birthday. We ask you to contact your student's teacher at least one week in advance to set a date and time for the party. For your student's personal birthday party, birthday invitations may be passed out at school, providing all students in the class are receiving one. This avoids unnecessary hurt feelings.

You are welcome to bring special treats to share with your child's class, as arranged ahead of time with their teacher. Any food item(s) brought to be shared must be store-bought. Home baked items are not allowed. Please check with the teacher regarding any food allergies in the students.

Chapel

Stafford Academy is vitally interested in the spiritual development of its students. This gathering together of the Stafford Academy family allows for times of spiritual growth, sharing of needs, and hearing different guests, ministers, and speakers. Parents are invited to attend chapels. No prior arrangements need to be made.

Christian Service

Students at Stafford Academy are encouraged to participate in Christian service throughout the school year.

Church Attendance

We highly recommend and encourage faithful church attendance for all Stafford Academy families. (Hebrews 10:25)

Classroom

The classroom is a Bible-based, Christ-centered learning environment relevant to the student's world. It is teacher-structured and pupil-oriented providing an environment which motivates the student to his/her maximum spiritual and intellectual development.

Classroom Observation

We want to provide prospective parents with an opportunity to view the classroom. Classrooms are available for observation when scheduled through the administration.

Class Size

We attempt to maintain small, personal classes in each of our grade levels. Individual class size is determined by the administration.

Computer Lab

Currently, we provide a computer lab that is available for students to use as arranged by the classroom teacher. Students are supervised and filters to restrict access to inappropriate internet sites are utilized.

Curriculum

The curriculum is Christ-centered and progressively developed, providing a variety of methods and materials to meet individual needs. It is designed to stimulate the student intellectually and to lead him/her into a new life of growth in Christ. This is encouraged by providing opportunities for total, personal response to Christ as He is revealed in His Word and world.

Curriculum is also designed to enable each student to integrate the Word of God with each subject area, as well as to maintain a definite period for the exclusive study of God's Word. The individualized packet approach to instruction is used where expedient. Individual or small group attention is directed toward students demonstrating special skills, talents, or needs. Stafford Academy maintains a high quality academic program drawing on a number of curriculum publishers.

Annual reviews are conducted to ensure the quality and efficacy of curriculum.

Distribution of Materials

Pamphlets, leaflets, newspapers, and other material may not be distributed or posted by students or non-students on the Stafford Academy campus without the express permission of the administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. This precaution is taken so that the administration can have a positive influence in anything advertised to the student, and to eliminate any materials that may conflict with the purpose and nature of the school and needs of its students.

Flag & Bible Pledges

It is a regular practice in all classrooms to say a pledge to the American Flag, Christian Flag, and the Bible each morning. The words to the pledges are as follows:

American Flag - I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Christian Flag - I pledge allegiance to the Christian Flag, and to the Savior, for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.

Bible - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Fundraising

We collect the "Box Tops for Education" labels from General Mills items. Other fundraising projects may arise from time to time, but all projects must be approved in advance by the administration.

Field Trips

All school-sponsored trips are considered an extension of the classroom; therefore, students are expected to follow all school rules for conduct and attitudes while on field trips or representing the school in other fashions. Students are to treat chaperones with the highest respect. All Stafford Academy students must wear a Stafford Academy wrist band or other identifiers on every field trip.

Each teacher will be arranging the field trips for his/her own class. We will not take field trips without adequate supervision. Please make yourself available to make field trips successful for your child's class. Siblings or small children are not to accompany chaperones on any field trip. Permission forms will be sent home

for each field trip and must be returned prior to the day of the trip. Children who do not turn in a permission form will not be allowed to attend the field trip.

Fire and Earthquake Drills

Fire Drills - Fire drills will be conducted on a regular basis. When the siren sounds, students should immediately walk through the nearest outside exit. All students must leave the building regardless of their activity and assemble quietly with their class, following all instructions given by their teacher. The last person from the room should always turn out the lights and shut the door. Students may not return to the building until instructed to do so by their teacher or school administrator.

Earthquake Drills - When the siren sounds three times, students should respond immediately in the procedure of drop, cover, and hold. After 2 or 3 minutes of silence, students may return to their seats for review of earthquake characteristics.

Gifts

Financial gifts to the school are necessary to continue general improvements, maintain a high quality of instruction, and to help keep tuition from being prohibitive to families desiring a Christian education for their children. All gifts are gratefully received and wisely used. Donations are tax deductible. Further information can be obtained by calling the school administration at 503.638.8765.

Inclement Weather

In the event of severely inclement weather, it may be necessary to postpone or cancel school for the day. Stafford Academy will follow the decision made by the West Linn-Wilsonville School District.

There are several ways you can check to see the status of our school day in the event of inclement weather:

- Check the school website at www.staffordacademy.org
- Call the school at 503.638.8765 to receive a recorded message.
- Watch KATU 2, KOIN 6, KGW 8, or KPTV 12.

If school is delayed by an hour or more, preschool, half-day Pre-K and half-day Kindergarten classes will be cancelled completely.

Lost & Found

Articles of clothing, and students' personal property should be marked with the students' name. Their name or identifying marks may be placed on labels with permanent ink, sewn, or embroidered on items.

Students' personal property, coats, lunch items, and backpacks must be taken home regularly. Items found lying around, left behind, or misplaced will be placed in the lost and found. The lost and found is located on a shelf in the commons area. You may come to retrieve them before or after school. Items remaining in lost and found for extended durations will be donated to a nonprofit organization.

Parental Involvement

The encouragement and support of parents is actively sought. At Stafford Academy, we value the God-ordained responsibility and role of the parent as chief educator, guide, and protector of the child. We seek to partner with our parents to nurture and teach each student to his/her God-ordained potential.

Parents are encouraged to be involved in their child's education and we welcome parents (grandparents, aunts/uncles, etc.) to visit or volunteer in their classroom. Please schedule a time with your child's teacher. A volunteer background must be filled out and approved. If you wish to have a conference with the teacher, these appointments can be set up after school hours.

In order to promote the optimal operation of the school, we ask that parents do the following:

- Explain to the child and endorse the relevant contents of this handbook.
- Promote positive traits such as, but not limited to, punctual and consistent attendance, thoughtfulness, courtesy, neatness, organization, and honesty.
- Supervise prompt completion and return of homework.
- Practice open communication with the administration and teachers, including information regarding unusual stressors a student may be experiencing.
- Refrain from voicing negative comments within the child's hearing.
- Consistently watch for and read all communications.
- Volunteer to help:
 - in your child's classroom or to assist the staff with clerical tasks.
 - drive for approved outside activities.
 - by being a guest speaker, teach a special lesson in an area of your personal expertise, or help with reading groups.

Check with your child's teacher for ways to help in the classroom or see the administrator for ways to get involved in general.

Please be proactive in finding ways to volunteer. We will try to notify you of needs within the school through notes sent home, newsletters, phone calls, etc. However, all volunteer assignments are made according to the discretion of the classroom teacher or school administration.

Parent Support Group

A Parent Support Group, designed to provide a broader, more organized base of unified support, may be developed. The group's mission would be to bolster the primary goal of Stafford Academy---the provision of Christ-centered education. Through a variety of means, including scheduling volunteers, fundraising projects for identified school needs and enhancements, prayer, Bible and/or Christian parenting study groups, Stafford Academy may be enriched. The group's goal would be to stimulate and provide appropriate appreciation and recognition, and help to promote community familiarity with the school by "spreading the word."

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled at the end of the first and second trimesters. This is an invaluable time to meet with your child's teacher and discuss your child's academic progress. A parent, teacher, or the principal may call additional conferences as needed throughout the school year.

Personal Items

To limit conflict in the classroom, students are not allowed to bring toys or other items from home that are not directly related to the learning environment of the classroom. Teachers may have individual show-and-tell policies for their classrooms which would override this policy on those days.

School Equipment

School equipment is not to be used without the specific permission of those who are in charge of the equipment. It should always be used in accordance with school policies. Any malfunction during use should be reported when the equipment is returned. Please be courteous and do not leave a surprise malfunction for the next person who needs to use it.

School Parties

Classroom parties may be arranged by teachers to coincide with holidays throughout the school year. As extra help is often needed for parties, your student's teacher will have sign-up sheets or contact parents for help.

School Pictures

Each year, pictures of individual students are made available for purchase. Individual pictures are usually received before Thanksgiving. Class pictures are taken at the same time as individual portraits.

Security

Stafford Academy strives to create the safest possible environment for your child. Aside from normal drop-off and pick-up times, the school doors will be locked and the school can be accessed through the upstairs office. You will be given a badge identifying you as an authorized visitor when you sign in.

Sign-Out Procedure

Stafford Academy is a closed campus and students are expected to remain on the Stafford Academy campus from their time of arrival until the end of the day. Students leaving during the school day for any reason require parent permission in advance of leaving and must be signed out by the parent at the front office. Any exceptions to this policy require administrative approval. Any student leaving and then returning to school during the school day must be signed back in by the parent at the front office upon returning to school.

Snacks

Stafford Academy will allow a nutritional snack time for the students in Preschool through First grade each day during school hours. Because of allergies and special diets, we ask that parents furnish snacks for their child on a daily basis. This should be something which does not require refrigeration and can be eaten in about five minutes. Healthy snacks with little or no sugars are preferable.

Preschool classes may have a rotating snack schedule where one family purchases snack for the entire class each day. Please check with your child's teacher regarding their classroom policy.

State Registration

Stafford Academy is registered with the Oregon State Department of Education. Registration with the State of Oregon is a voluntary process meant to assure that private education institutions provide adequate educational programs in healthful and safe surroundings.

Being a school and having frequent contact with children, Oregon State law does require the teachers and staff to report suspected cases of child abuse and neglect to the appropriate authorities. Neither the State of Oregon nor Stafford Academy intends to interfere with reasonable parental discipline and child raising practices that are not injurious to the child.

Student Records

Each teacher will keep records of attendance and tardiness. All academic records are kept in the school office. Parents of all new students (K-6th Grade) need to complete a "Records Request" form to have their student's records transferred to Stafford Academy. All students must have an up-to-date immunization record on file to be admitted to class.

Student Transfer Procedure

Parents finding it necessary to withdraw their child from school any time before the end of the year will observe the following procedure:

1. Written notification to the administration stating the date and reason for withdrawing from school and requesting an exit interview with the principal.
2. A checkout sheet will be prepared by the teacher.
3. Turn in all books to the child's teacher.
4. The checkout sheet will be signed and returned to the office. Bookkeeping will be notified, and a final statement prepared. Any balance owing on an account and the appropriate early withdrawal fees will be due upon receipt of the final statement. (Please refer to the Early Withdrawal policy in the financial section of this handbook) If there is a refund due, it will be processed by our bookkeeping department as soon as the above procedure has been completed.
5. Exit interview.

Supplies

Each student is expected to furnish his/her own basic school supplies. It is unfair to count on borrowing pencil, paper, etc. from other students. It is the student's responsibility to inform parents when supplies begin to run low, as teachers will expect students to be equipped for work at the start of each class. During the summer (typically in July), you will be mailed a supply list for your child's class. Certain supplies (Kleenex, glue sticks, etc.) may be collected by the teacher and used throughout the year as a collective classroom supply.

Note: Individual teachers may elect to personally purchase some specific class supplies for their individual students. This saves parents time and insures that each student has the exact items needed. If your child's teacher has chosen to do this, a small fee will be shown with the other general class supplies on the list.

Visitors

Except for special events where family members are expected to attend, all other visitors or volunteers should sign in and wear a badge while on the premises. When the individual leaves the premises, they should sign out and leave the badge at the front office.