



STAFFORD
— **ACADEMY** —
EDUCATION FOR LIFE

**STUDENT AND PARENT
HANDBOOK
2019-2020**

21065 SW Stafford Road • Tualatin, OR 97062
P.O. Box 2000 • Wilsonville, OR 97070
503.638.8765 • Fax 503.638.6316
www.staffordacademy.org

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 6th grade classes.

Paul Owen, our Senior Pastor since 2013, believes Stafford Academy will be a great blessing to our community and a wonderful ministry for this congregation.

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 both 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.

The successful operation of Stafford Academy requires the respectful cooperation of students, parents, community, and staff.

Parent and Student Information

Financial Policy

Your registration at Stafford Academy is viewed as an annual commitment for the entire year. Decisions regarding staffing, room assignments, curriculum, and equipment purchases are projected on the basis of annual enrollment. As a result, the following financial policies have been put into place. Please read and note them carefully. If you have questions, please contact the school office for clarification.

Fees & Payments:

- Non-refundable registration and class fees are due and payable when the application is submitted.
- All tuition is charged on an annual basis.
- A tuition discount will be given if paid in full by August 1st, or for those who register after August 1st and pay in full within 5 business days.
- Tuition payments may be made on a 10-month basis and are due on the 1st day of the month. Payments begin July 1st, with the final payment due April 1st.
- Multiple student discounts will be given as follows for children in the same family: full price for the student in the highest grade, 15% off tuition for the student in the next highest grade, and as follows.
- From time to time there may be nominal fees charged for field trips and other school activities these will need to be made in cash, as we pay for our field trips directly with those monies.
- A late fee of \$35.00 will be added for any student account not paid in full by the 10th of each month, a payment must be placed in the drop box in the office by 5:30pm on the 10th.
- For students enrolling after July 10th, the first prorated payment for that month is due immediately, with the remaining payments due as stated above.
- For Students enrolling after July 1st, and the beginning of our 10 month billing cycle, tuition will be prorated for the remaining months of our 10 month billing cycle.
- For Preschool/Daycare monthly tuition is due on the 1st of the month and is year round beginning the month you enroll your student.

- Please make your checks payable to **Stafford Academy**. Payments can be dropped off in the school office or mailed to Stafford Academy, P.O. Box 2000, Wilsonville, Oregon 97070. Your envelope may be marked **“Attention: Stafford Academy.”** **Please do not offer tuition payments to staff members or send in backpacks.**
- A \$35.00 return check charge will be assessed if your check is returned for any reason. This is a charge in addition to any late fees that might be incurred for the first offense. Second offense a \$50.00 fee will be assessed, if 3 or more occurrences arise we will no longer be able to accept checks as form of payment, we will require a cashier’s check or cash for further payments.

Early Withdrawal

As stated above, tuition is an annual fee assessed to enroll each student. In the case of withdrawal of a student before the end of the school year, the entire payment of the month they withdraw will be owed in full. In addition, **the following withdrawal fees will be assessed; \$350.00 for Kindergarten/Elementary grades, \$250.00 for Pre-K, and \$200.00 for Preschool/Daycare.** We understand that from time to time financial circumstances necessitate special arrangements. Please call the School office by the 1st of the month if you anticipate difficulty in making a timely payment. Stafford Academy reserves the right to revoke any special monthly arrangement with 30 days prior written notice. A student may be discharged from school if payments are more than 30 days in arrears. Reinstatement will be considered on a case-by-case basis by the administration and/or the school board. A reinstatement fee of \$50.00 will be charged per occurrence.

Financial Policy Daycare

Your registration at Stafford Academy is viewed as an annual commitment for the entire year. Decisions regarding staffing, room assignments, curriculum, and equipment purchases are projected on the basis of annual enrollment. Stafford Academy must also meet state requirements for teacher/student ratios. As a result, the following financial policies have been put into place. Please read and note them carefully. If you have questions, please contact the school office for clarification.

Fees & Payments:

- Non-refundable registration and class fees are due and payable when the application is submitted.
- All tuition is charged on a monthly basis beginning the month that you enroll.
- The first month that you enroll may be prorated based on the day that your student begins.
- A tuition discount will be given if paid in full for the year by the end of the month your child is enrolled.
- Multiple student discounts will be given as follows for children in the same family: full price for the student in the highest grade, 15% off tuition for the student in the next highest grade, and as follows.
- From time to time there may be nominal fees charged for field trips and other school activities. these will need to be made in cash, as we pay for our field trips directly with those monies.
- For Preschool/Daycare monthly tuition is due on the 1st of the month and is year round beginning the month you enroll your student.
- A late fee of \$35.00 will be added for any student account not paid in full by the 10th of each month, a payment must be placed in the drop box in the office by 5:30pm on the 10th.
- In order to staff correctly any changes in status must be given in writing two weeks prior to the changes requested and will be changed based on enrollment and availability to make the needed change.
- If you withdraw or are inactive for two months or more and choose to re-enroll the full registration fee will reapply.
- A renewal registration fee of \$75.00 will be assessed every May.
- Stafford Academy is open from 7:30am – 5:30 pm a \$1.50 per minute charge will be assessed for any child remaining at school past the allotted time.
- Families may have one week total of vacation credit toward their monthly billing per 12 month billing cycle. A two week notice must be submitted in writing and approved by the Director.
- Please make your checks payable to **Stafford Academy**. Payments can be dropped off in the school office or mailed to Stafford Academy, P.O. Box 2000, Wilsonville, Oregon 97070. Your envelope may be marked **“Attention: Stafford Academy.”** **Please do not offer tuition payments to staff members or send in backpacks.**
- A \$35.00 return check charge will be assessed if your check is returned for any reason. This is a charge in addition to any late fees that might be incurred.

Early Withdrawal

As stated above, tuition is an annual fee assessed to enroll each student. In the case of withdrawal of a student before the end of the year, the entire payment of the month they withdraw will be owed in full. In addition, **the following withdrawal fees will be assessed; \$200.00 for Preschool/Daycare.** We understand that from time to time financial circumstances necessitate special arrangements. Please call the School office by the 1st of the month if you anticipate difficulty in making a timely payment. Stafford Academy reserves the right to revoke any special monthly arrangement with two weeks prior notice. A student may be discharged from school if payments are more than 30 days in arrears. Reinstatement will be considered on a case-by-case basis by the administration and/or the school board. A reinstatement fee of \$50.00 will be charged per occurrence.

Fee & Tuition Schedule

Annual Registration & Class Fees:

Daycare, Preschool & Pre-K	\$225.00
Kindergarten	\$325.00

Annual Tuition

Preschool (2 1/2 and 3's class)		
2 1/2 year olds (Ratio 1 to 5)	\$3,000.00	(\$300.00 per month x 10 months)
Preschool (2 Days TU,TH)	\$2,800.00	(\$280.00 per month x 10 months)
Preschool (3 Days M,W,F)	\$3,270.00	(\$327.00 per month x 10 months)
Pre-Kindergarten 4 days	\$4,140.00	(\$414.00 per month x 10 months)
Pre-Kindergarten 5 days	\$4,600.00	(\$460.00 per month x 10 months)
Kindergarten (half) 5 days	\$5,000.00	(\$500.00 per month x 10 months)
Kindergarten (full) 5 days	\$6,200.00	(\$620.00 per month x 10 months)

New Student Referral*

New family must notify the school at time of registration which family referred them to Stafford Academy. To earn the referral credit the referred student must attend a minimum of 9 months, and the credit will apply to the referred family on the 10th tuition payment. If the referred student attends less than the 9 month minimum, the referral will be addressed case by case.

Preschool or Kindergarten Student Referral	\$250.00 off your tuition
Elementary Student Referral	\$500.00 off your tuition

*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 May 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, Pre-K, half day Kindergarten will be dismissed on their appropriate days at 11:45 AM and full-day Kindergarten and elementary grades will be dismissed at 3:15 PM.

Students should be dropped off no more than 15 minutes prior to the start of class. This will assure that daily teacher staff meetings, devotion time and class preparation time is uninterrupted.

Daycare families have the opportunity to drop off their child(ren) beginning at 7:30am and pick up no later than 5:30pm.

We ask that parents arrive on time each day to pick up their children in order to prevent any concern or distress on the child's part.

Note \$1.50 per minute charge will be assessed if student is not picked up by 5:30pm.

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/her 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. A student will be marked Tardy if they arrive past 8:50am. If your child will be tardy, absent or picked up early, please notify the school office directly, as messaging your students teacher may not be received or seen by the teacher until the end of the day.

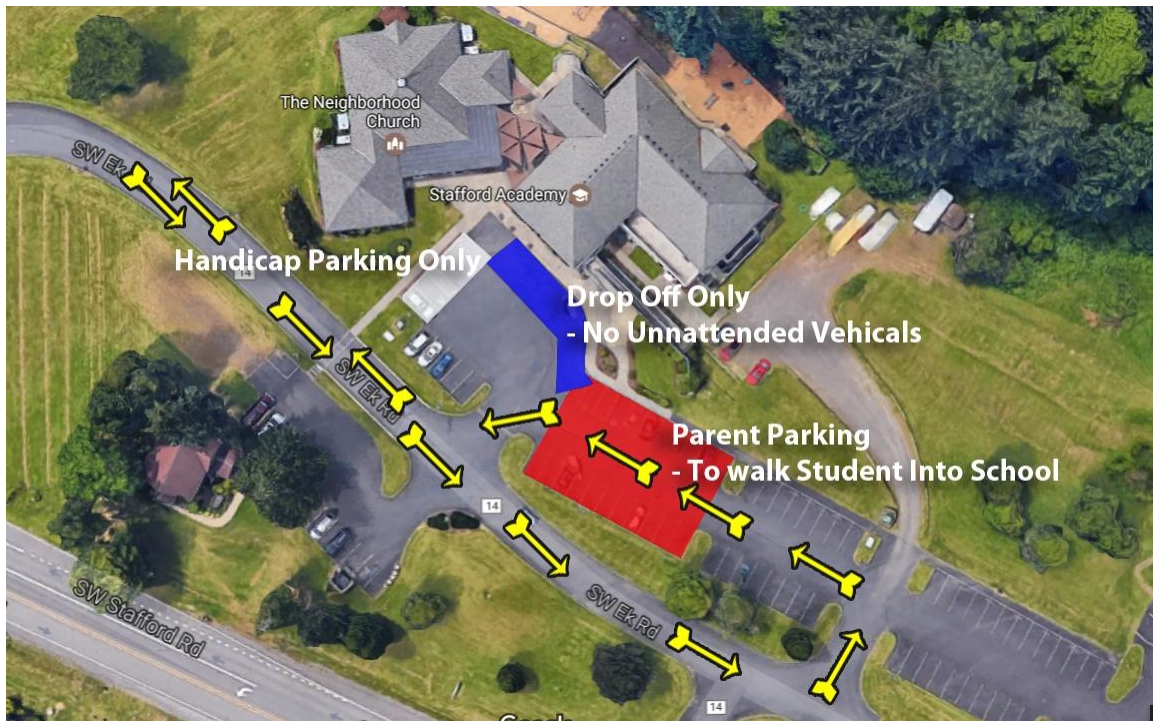
Car Line Procedure

All students must be signed in by the parent/guardian if your child attends Daycare, Preschool, and Pre –K. Kindergarten – Elementary families may use the car line system and drop off their child(ren) at the front door. Morning drop off starts at 8:30AM with pick up times scheduled at 11:45AM (Preschool, Pre-K, half-day Kindergarten) and 3:15PM (full-day Kindergarten and elementary). **Please comply with drop off times.**

All vehicles must enter the property via the main driveway, as marked (see map below). Please follow the arrows on the map. Due to the safety of our children, the speed limit on the premises is 5 MPH and no one is to pull their vehicle out of the car line to pass other cars.

Parents may personally escort their child to and from class (see designated parking on map below). If you choose not to use the car line, the parent must walk the student into the building. This procedure is required by any and all individuals dropping off/picking up students. All vehicles must exit from the premises as shown on map below.

If you leave your vehicle at any time during the drop off or pick up time, you must park in the allotted parking spaces. Please do not leave your vehicles in any other spaces.



Grading

At Stafford Academy, our report cards recognize academic achievement along with individual effort and the personal development of each student. In obedience to the Lord and His Word, Stafford Academy strives to develop individual excellence in each of these aspects and to report how well a student is using the talents given him/her. (Matthew 25:14-30) It is understood that all learning is built on the foundation of positive learning behaviors; thus, at each level, they are emphasized and evaluated on an age-appropriate basis.

The following policies are generally accepted by educators as being applicable to grading procedures. They should serve as a framework within which each teacher will detail his/her own specific grading procedures:

1. Each student's performance in the educational program of the school is his/her major responsibility.
2. Achievement of the class objectives should determine grades.
3. Minimum standards should be such that all students enrolled in the class can accomplish them. However, a minimum accomplishment will deserve a minimal passing grade.
4. Minimum standards of citizenship goals and objectives will be established for each course and explained to the student.
5. The relative value of class work, assignments, tests, and examinations will be established in relation to expectations for grade levels.
6. Midterm progress reports will be sent home indicating the direction of the student's achievements.
7. Class absence and tardiness may naturally result in less instruction time and will potentially have a negative impact on the mastery of the curriculum.
8. The letter grades A, B, C, D, and F are used (along with Pass / No Pass for some subjects) to designate approximate achievement standing for grades 4th and above. The teacher may use a "+" "or" "-" at his/her discretion, but these are not included on the permanent record. The letter grade represents the following achievement levels:

A=Excellent or superior work	(100-93%)
B=Above Average	(92-83%)
C=Average	(82-73%)
D=Below average	(72-63%) *Minimum passing grade
F=Failing	(62%-)

The F grade is given to any student who makes NO effort to master the subject areas or who has not accomplished a minimum amount of work. Sufficient communication to the parents will precede any failing grade.

9. For grades 1-3, number grades 1, 2 and 3 are used in conjunction with letter grades E, S+, S and N to designate approximate achievement standing as follows:

1 = Above Grade Level	E=Excellent or Superior Work
2 = At grade Level	S+=Above Average
3 = Below Grade Level	S=Average
	N=Below Average, Needs Improvement

10. The letters E, S, D, and N are used to designate achievement standing in grades Preschool, Pre-Kindergarten, and Kindergarten as follows:
- E = Excellent
 - S = Steady Growth
 - D = Developing the Skill
 - N = Needs Improvement

Promotion to Next Grade

All promotions to the next grade will be based upon the approval of your child's current Stafford Academy Teacher and the Administration.

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 may have class work to complete in addition to assigned homework and may work at a slower pace than is average. Students are required to complete and return homework in compliance with the due dates given.

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 become evident. Homework is given to aid the student to have additional rehearsals in and thereby overcome 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 administrator 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 administrator 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 administrator 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 administrator. 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 and parents, other people - including authorities, and safety are the fundamental considerations for all guidelines of conduct at Stafford Academy. Likewise, 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:

- Use good manners and 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 keeping their hands, feet, and other objects to themselves and by following playground rules.
- 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, warmer or more 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
- Baggy pants
- Clothing that promotes lifestyles, entertainment, or attitudes not in alignment with Scriptural mandates
- Clothing that reveals undergarments or midriffs
- Excessively tight clothing
- Unnecessarily torn or dirty clothing
- Immodestly short 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.
- Bring to school any toys resembling guns, knives, or weapons.
- Bring to school any real guns, knives, or weapons of any kind.

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 reinforcement
- Discussing and modeling correct behaviors and attitudes
- Addressing issues early on, before they become major
- Establishing and fostering an environment of mutual respect by words and deeds

Teachers and school administration may use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. If a student causes a problem, he will “own” that problem and will be actively involved in its resolution. A student will always be given the opportunity to explain his version of the problem. The corrective measures to be employed to help the student work out his/her problem and correct his/her misconduct will be determined by the teacher or administrator involved.

The discipline process initially provides intervention, giving the student an opportunity to change or modify his/her subsequent behavior. Failure to modify would result in the next level of intervention. The goal of discipline is to produce changed behavior (redundant). Disciplinary methods can include, but are not limited to, the following: apology (written or oral), loss of recess or playtime, parent conferences, non-participation in extra-curricular activities (i.e., parties or field trips), and school service tasks. If a resolution to problems cannot be reached, and as a last resort only, a student may have his/her enrollment status revoked.

Corporal punishment will never be used and the child's parents will always be kept informed of all actions and remediation.

Corrective Procedures

According to Proverbs 3:12, "For the Lord corrects those He loves," correction is actually an expression of Christian love. When a student's action demonstrates a lack of love for God, his neighbor, and/or himself, correction calls him to change his mind (repent) and respond to God's love with a different attitude and/or behavior (behavior is an outgrowth of attitude and thinking). The final objective is loving submission to Christ as Lord and to those whom He provides to give us educational leadership. Misconduct has been classified into three levels, depending on the severity of the violation.

Level 1: These offenses are typically, those that are associated with non-rebellious behaviors, yet prevent or impede order and instruction in the classroom.

- **Corrective Action:** Most of these situations will be handled in the classroom as they occur. Offenses may result in additional work, loss of privileges, a parent-teacher conference, student-administrator conference, or Level 2 consequences for recurrent offenses.

Level 2 (Minor Offenses): These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Level 1 rules. For example: Excessive talking, failure to turn in homework, writing and passing notes, repeated inappropriate behaviors, small damage of property, disrespect for adults, threats, discourtesies or insolent behavior toward others, scoffing, cheating, violation of dress code, etc.

- **Corrective Action:** When a child's behavior continues to prevent classroom instruction or constitutes a more serious offense, the administrator will become involved. The student will have a conference with the administrator and the student's parents will be notified of their actions. In the unfortunate event that a student's behavior does not improve, more serious consequences will follow in accordance with the offense(s) that are taking place.

Level 3 (Major Offense): These are activities that are in violation of federal, state or city laws; that seriously threaten the safety of other students; that show blatant lack of respect for authority or property; or that violate Biblical moral codes and conduct. For example, theft, cheating, possession of illegal substances or weapons, immoral behavior, fighting, **threatening or bullying**, pornography, blatant disrespect etc. Frequent and repeated violations of Level 2 rules would also be considered a major offense.

- **Corrective Action:** These problems will result in some type of suspension and, if deemed appropriate by the administrator, may result in immediate expulsion. The length of suspension varies according to the severity of the offense, attitude and repentant spirit of the offender, frequency of problem, and student's school behavioral records such as citizenship, attendance, tardy infractions, etc. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of all major offenses.

Personal Property

In order to insure a climate in our school which maintains safety and welfare for all, Stafford Academy does not tolerate the presence of illegal or dangerous items (see below). Desks, lockers and cabinets belong to the school and students are allowed to use these appropriately for their convenience, but never to store illegal, unsafe, or disruptive items. Though students are assured of their rights as individuals, these rights will always be balanced with the needs of the school and student body. Therefore, the following procedure will be observed:

1. A search of a student's belongings and person is occasioned but limited to a situation where there is probable reason to believe that the student is secreting evidence of an illegal act or school violation.
2. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
3. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
4. All personal electronics are prohibited from being at school.

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 without medicine before they may return to school.**

Please notify the office of any communicable disease, i.e. chicken pox, lice, strep throat, 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 100.4 degrees
- Chronic cough
- Excessive drainage from nose
- Sore throat/swollen glands
- Diarrhea
- Vomiting
- Rash
- Ear Infection

Since no school nurse is available, 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. 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, as well as ALL other 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.

Conflict Resolution

At Stafford Academy we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with others in private or within the Christian Church. (I Cor. 6:1-8; Matt. 18:15-20).

1. Matters of concern should first be handled between the individuals involved in accordance with the Lord's commands in Matthew 18.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the Administrator
3. Further examination may be requested from the School Council in cases involving serious disagreement, to determine the necessity for external mediation. Step #3 is appropriate only when Steps #1-2 have failed to bring resolution to the matter.
4. External mediation will be sought through steps suggested by the Christian Legal Society. This would include an agreement to binding arbitration between the parents and the school, should an impasse arise that cannot be resolved.

General School Information

Back To School Night

we will be hosting a Back to School Night. You will have the chance to meet the school staff, talk with your child's teacher, and get an overview of the school year.

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.

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.

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.

If you would like to volunteer to attend one of your students field trips or would like to volunteer in the classroom, we ask that each volunteer submits a volunteer background check annually (due each September).

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. Students may not return to the building until instructed to do so by their teacher or school administrator.

Earthquake Drills – When alerted, students should respond immediately in the procedure of drop, cover, and hold. When the all clear signal is given students may resume their activities.

Lock in/ Lock out Drills - When alerted, students should respond immediately in the procedure of the specified drill. When the all clear signal is given students may resume their activities.

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 administrator 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/ or be notified to see the status of our school day in the event of inclement weather:

- Check the Stafford Academy Facebook page.
- An email will be sent in the event of any changes in normal operating hours.
- Watch KATU 2, KOIN 6, KGW 8, or KPTV 12.

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

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 to visit or volunteer in their classroom. Please schedule a time with your child's teacher. 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.
 - prepare instructional materials or complete clerical tasks as needed by our staff.
 - drive for approved outside activities.
 - by being a guest speaker to teach a special lesson in an area of your personal expertise.

Parents in the Classroom

Parents are encouraged to be involved in their child's classroom. It is most beneficial for the teacher and the parent if a special visit or volunteer time in the classroom has been scheduled and pre-approved by the teacher.

If you would like to volunteer to attend one of your students field trips or would like to volunteer in the classroom, we ask that each volunteer submits a volunteer background check annually (due each September).

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 administrator 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, electronics 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. The only access to the school during regular school hours is through the main entrance for the church and school. If the church/school office door is locked a phone number will be posted as a way for you to communicate with a staff member to pick up/ drop off your child. There is also a doorbell at the bottom of the stairs located on the side of the building that you may ring to have a staff member give you access into the school.

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 Daycare - through Elementary 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. All snacks need to be healthy.

Daycare/Preschool, and Pre-K classes will have monthly sign –up sheets where families can provide snack to contribute to community style snack time. If your child does have an allergy or food restriction, please provide them with a specified snack daily.

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 (Elementary) 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.

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 (July or August), 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.