



STAFFORD PRIMARY SCHOOL

2016-2017

This information is provided to our Stafford families to answer many of your questions about the operation of our school. Safety and quality of student learning are our top priorities. If you have additional questions please call the Stafford office at 503-673-7150 and we will try to direct your call to the person who can help you.

Office Staff:

Sara McCarney

Meg Leonard

Laura Barbour

Lisa Alexander

Mi Lynn Crollard

Principal

Instructional Coordinator

Counselor

Office Manager

Registrar & Enrichment Coordinator

STAFFORD SCHOOL PROCEDURES

OUR VISION

Stafford is a place where...

We believe in the potential of all students to find their greatness by honoring each individual child's strengths and experiences.

We model and nurture a deep love of learning and wonder of discovery.

We are brave learners who take risks and see our mistakes as beautiful opportunities to grow.

We develop and sustain strong relationships within our school community through our culture of kindness and gratitude.

We embrace work that is joyful, creative, and challenging.

We cherish time-honored traditions and cultivate new ones.

SECURITY

To insure the safety of children, Stafford Staff wear name/picture badges every day so students and families can identify staff members. Parents and other visitors will again be required to sign in and wear identification badges when coming into the building to pick up children. All but one exterior door will be locked during the school day and non-staff will be required to use the front door and sign in at the office. The front door will be the only one open during the day.

We add these safety procedures to those already in place as a precaution.

While we do not expect we will be faced with threats to safety, we choose to be prepared.

BUS NOTES

If a student will be leaving school other than on the bus that brings them to their home address, they must bring a completed "Memo to School" form in the morning. By law, and for your child's protection, we must have the request in writing. It is not possible for us to take schedule changes by telephone.

- The office will maintain a list of students who have a predictable pattern of bus changes. Teachers will have a printed list of regular bus changes for their class.
- If your child will be delivered to a sitter or daycare situation after school on a regular basis, a note for the year will effect this change throughout the school year. Be certain to indicate that this is a permanent situation.

In case of an emergency or abrupt change in your plans, please contact our office by telephone and we will try to accommodate that change.

STUDENT CHECKOUT / PICKING STUDENTS UP FROM SCHOOL

If a student must leave school before the end of the day, they would bring a completed “Memo to School” form indicating the time of early dismissal. It is helpful if the student is aware of the time to be picked up. Your cooperation in these procedures adds to your child’s safety. When you come to pick up the student prior to the end of the school day, we ask that you come to the school office and sign the student out of school on the clipboard marked “Student Check In/Out.” If the teacher has not sent the student to the office by the time you arrive, we will call the classroom and your student will meet you there.

If at the end of the day you need to pick up a student who normally rides a bus home, please send a completed “Memo to School” in the morning. Please only call in changes after the school day begins if absolutely necessary. If there is an emergency, we would be very happy to accommodate your schedule. It is especially difficult in the last two hours of school to arrange such changes in routine. Please understand that it means disrupting the classroom and may be unsettling to the child to receive such a change.

If you are picking up a student at the end of the school day, please meet them in the MPR, and sign them out with the staff member on duty at dismissal time. If the student has not been picked up by the time all the buses leave, he/she will go to the office to await pick up. Please do not park near the bus loading area when picking up students at the end of the school day. Children are not allowed to meet parents at their vehicles.

For the safety of all the students, we ask that no students be removed from school at any time before proper sign-out procedures have been followed.

ABSENCE FROM SCHOOL

If your child will be absent from school, please call the office (not your child’s teacher) at 503 673-7150 before 7:30 a.m. and provide the following information:

- Child’s name
- Child’s teacher

- Reason for absence
- Day(s) of absence

If the absence exceeds the number of days initially expected, please keep the school office informed. Whenever your child’s absence is unexplained, an automated phone system will try to make contact via phone and email. Please help avoid unnecessary calls whenever possible.

Prior to a planned absence, such as an appointment or vacation, please call the office as well as notifying your child’s teacher.

It would be very helpful if you would send your child’s teacher a brief message regarding a student’s absence. This is helpful in planning for your child’s return to school.

STUDENT ARRIVAL AT SCHOOL

Supervision at Stafford begins at 7:30 a.m. Please do not drop students off at school before that time. Students must go to the Multi-Purpose Room or to the playground whether dropped off by parents or arriving by school bus. Please do not leave a child unattended on the playground or in the Multi-Purpose Room. We are concerned about the safety of your child and need your support. Students may go to their classrooms at 7:50 a.m. and need to be in class and ready for the school day at 7:55 a.m. They are considered tardy after 7:55 a.m. If a student arrives after 7:55 a.m. they must be signed in at the office on the clipboard marked “Student Check In/Out.” If this procedure is not followed, the student may be marked absent, and we will follow it up as an unexplained absence.

SCHEDULE

Grade	Students to Classrooms	Dismissal
Kindergarten-5	7:50 a.m.	2:10 p.m.

SCHOOL NEWSLETTERS

School newsletters are sent out every two weeks by Friday morning via listserv. We encourage you to check for papers sent home in your child’s backpack on a daily basis, if possible, but please keep a particular eye out for the newsletter in your inbox. Our newsletter is our primary means of communicating happenings at the school and contains a calendar of upcoming events. We may also ask for your participation and support from time to time. Drop our office a note if you have news or wonderful ideas to share. The deadline for contributions to the newsletter is 4:00 p.m. the Tuesday before publication.

SCHOOL CURRICULUM AND TEXTBOOK / PROGRAM ADOPTIONS

The curriculum and materials used in our school follow district-wide adoptions in all subject areas. The adoptions are based on the work of curriculum committees composed of teachers and administrators. Through the adoption process we study best educational practices, survey current education research, review materials endorsed by the State Textbook Commission, consult with the public, and make recommendations to the West Linn-Wilsonville School Board. Programs adopted by the School Board are then implemented in all primary schools throughout the district. Please see classroom teachers or the Principal for more information about instructional materials or the curriculum.

PURCHASE OF LUNCHESES

The school district offers lunches for students at \$3.20 per lunch and \$0.50 per drink. Stafford Primary has an automated lunch payment program with mealsplus. www.k12paymentcenter.com Each student has a lunch account with ID #. Money is deposited into this account to allow the student to purchase lunches or drinks.

- To deposit money in your child's account, please send in a check in an envelope labeled with your student's name. Please do not send loose cash or checks.
- Please make school lunch checks payable to West Linn-Wilsonville School District. We encourage monthly or weekly deposits to your accounts.
- You are expected to keep your child's account paid and up to date. If you fall 2-3 days behind, a notice will be sent to you with the expectation that you will take care of the matter quickly.
- If you need assistance to learn about the free/reduced lunch program, please contact the school office at 503 673-7150 or the Food Service Department at 503 673-7992.

STUDENT BELONGINGS AT SCHOOL

In order to protect your child's belongings, we request that students keep their toys at home. There really is no time for toys during the school day and they are likely to be broken or lost. Please label clothing and other personal belongings with your child's name—especially if it is an outer garment. Children often take off jackets or sweatshirts and leave them lying around the school grounds. The label helps us to return the item to the child.

Cell phones, digital cameras, and other electronic devices should not be brought to school. However, if you have a reason to bring them, it is important to remember that they need to remain in backpacks and should not be seen out anywhere during the school

day. The only exception is if one of these items is being used for a class project. Our school cannot be responsible for loss or damage to technology from home.

LOST AND FOUND

If your child has lost an item, there are two locations you should check. Small miscellaneous items such as glasses and watches are kept in the office, and our office staff will be happy to assist you in checking for those things. Coats, jackets, sweaters, and other clothing will be hung on the Lost and Found rack in the hallway outside our Gym. Unclaimed items will be donated to a local charity during the winter and spring breaks and in June after the closure of school.

PARTY INVITATIONS

Please send these invitations by mail. Their distribution can be very disruptive to the classroom environment, and we have many hurt feelings when children are excluded from parties. We want to avoid such situations as much as possible. This directory includes names, addresses and telephone numbers of our students.

FOOD FOR CLASS PARTIES / SCHOOL FUNCTIONS

Health department regulations require all food brought to school for distribution to students must be prepared in a regulated commercial kitchen and remain in its original packaging. Unfortunately, homemade food is not allowed.

Playground Guidelines

- 1. Be Safe.**
Follow directions and recess rules.

- 2. Be Kind.**
Treat others with kindness.

- 3. Be Respectful.**
Respect the rights and needs of others.
Treat all property with respect.

- 4. Be Yourself.**
Have fun at recess!

The following playground guidelines reflect the principles stated above. Please follow these guidelines so that you and **everyone else on the playground have a safe and pleasant experience.**

General Guidelines

1. We stay in sight of playground teachers for safety and fun. Areas behind the fences and buildings are out of bounds. If you can see the playground teacher or the playground structure, you are in an okay place.
2. We stay inside the fenced area. If a ball goes beyond the fence, please ask a playground teacher to help you retrieve the ball. If you are in the field, you stay inside the track.
3. Poles, fences, trees or backstops are not safe to climb.
4. Bark chips stay on the ground.
5. Keep your hands and feet to yourself. Respect the space of other students.
6. Play “fighting” games often end up in unsafe behavior. We do not play unsafe games or use unsafe words.
7. Two short whistles mean stop and look at the playground teacher.
8. A long whistle means recess is over. Please line up and wait quietly and calmly for your teacher.
9. When appropriate, put all equipment safely on the ball rack. Throwing the balls onto the rack isn’t necessary and may be unsafe.

EQUIPMENT AT RECESS

Balls

1. Use the appropriate ball for each game (soccer ball for soccer, bouncy ball for 4 square and kickball)
2. Balls thrown on the roof or rafters can be unsafe.
3. Kicking balls on the blacktop is allowed during kickball games only.
4. Balls may be kicked in the fields.

Swings

1. Only one person should use a single swing at a time.
2. Use swings safely and appropriately—Please no bailing out or twisting swings.
3. Only three people should use the tire swing at one time.
4. Sit up straight and keep legs in the tire swing
5. Avoid bumping the top railing of the tire swing with the tire.

Slides

1. Use only the steps to go up the slide.
2. Slide down the slide feet first one person at a time. Running or chasing up the slides is unsafe.

Play Structure

1. Please do not jump off the structure.
3. Tag or chase games are best played on the ground and not on the play structure.
4. Cherry drops (ask your student about these) are dangerous.

Mandatory Office Referrals

Playground teachers will handle behavioral difficulties on the playground. Notes will be sent to teachers for serious or repeated breaking of these rules so they can work with teachers or other staff members to help students improve unsafe or unacceptable playground behaviors. However, the following behaviors will result in automatic referral to the principal or instructional coordinator:

Continual verbal harassment

Disrespectful behavior towards playground teachers

Physical aggression

Profanity

Revised 10/16