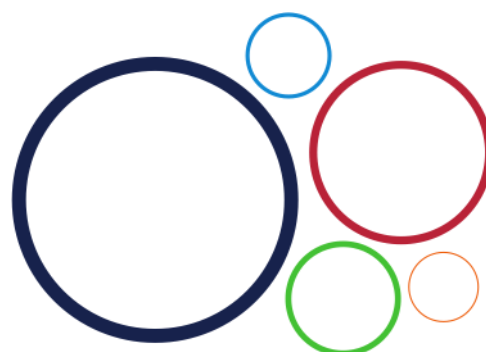




**STRATFORD  
SCHOOL**

*“Connecting students to their unique futures”*

# **Parent/Student Handbook 2022/2023**



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## **Welcome to Stratford School!**

At Stratford, we believe that education, next to family, is the most important influence in the life of a child. Our founding goal was to create a school that inspired children to achieve an excellent academic education, while discovering their individual passions.

Children love to learn, and the earlier and more often we give them opportunity to acquire knowledge, the greater their growth. This is true of an infant learning to walk, a preschooler learning the alphabet, or a middle school student coding an application. Each strives to learn something new, and as they eventually succeed, they experience the joy of achievement and endeavor for more. This yearning to move forward and make progress is fundamental to the process of education.

Our teachers and administrative staff are committed to giving your child the best possible learning environment to prepare them for their unique futures by fostering creativity, critical thinking, communication and collaboration in a fun, disciplined and safe learning environment.

Stratford programs feature an excellent academic curriculum where tradition meets 21<sup>st</sup> century skills. We encourage children's natural curiosity to reach for things they don't yet understand and to unleash their courage to grasp opportunities others don't yet see.

## **Admissions Policy**

Stratford School serves students in preschool through eighth grades. Students should be at least two years and six months old and toilet-trained upon enrollment to the preschool program. At select campuses, students may enroll in an early preschool program beginning at age two through age two years six months, and do not have to be fully toilet-trained; although, they must be using pull-ups.

Stratford does not discriminate on the basis of national or ethnic origin, gender, race, color, mental or physical disability, or religion in the administration of its educational programs and admissions policies. The offering of all programs is subject to sufficient enrollment and classroom space. Stratford may request personal interviews with applicants and parents and/or require a pre-enrollment assessment to determine an applicant's grade level readiness. A non-refundable pre-enrollment assessment fee is due prior to or at the time of the pre-enrollment assessment for new kindergarten through eighth grade students. New elementary students, except students entering transitional kindergarten or kindergarten for the first time, will be requested to submit a school recommendation form from their current school. Siblings who meet all admissions qualifications are given priority consideration.

Upon receipt of a completed application and a non-refundable application fee as noted in the application, Stratford will make an admissions decision subject to space availability and the additional criteria outlined above. If an applicant is approved for enrollment, Stratford will provide an enrollment contract to the applicant's parents. The enrollment contract must be re-submitted to Stratford and payment made for the designated fee(s) in the stipulated time frame in order to guarantee enrollment.

## **Stratford Tuition and Fee Policies**

Stratford requires the payment of a one-time non-refundable application fee with each application and a non-refundable pre-enrollment assessment fee, due prior to or at the time of assessment, for each new kindergarten through eighth grade applicant.

Please refer to your child's enrollment or re-enrollment contract for tuition, applicable fees, payment plan options, tuition refund plan insurance (if applicable), tuition management service, and policies related to his/her enrollment at Stratford.

## What Do You Need to Do Before School Begins?

1. Sign and submit the Stratford enrollment contract and additional required paperwork and pay the non-refundable tuition payment and any required fee(s) as stipulated.
2. Choose a payment method and input or update payment information with Stratford's third party tuition management service.
3. For preschool and pre-kindergarten, the following forms must be on file:
  - Personal Rights & Parents' Rights
  - Student Pre-Admission Health History
  - Family Emergency Information
  - Consent for Medical Treatment
  - Student Physician Form (Waiver of Physician's Form is not acceptable) and Student Immunization Record

For transitional kindergarten through eighth grade, the following forms must be on file:

- Family Emergency Information
  - Consent for Medical Treatment
  - Health Examination for School Entry (Waiver of Health Exam Form is not acceptable) and Student Immunization Record.
  - TB Risk Assessment Form, if required by the County
4. As part of a child's school health exam, the child's physician is to perform a TB risk assessment and, if indicated, a TB test. This information is to be input on the appropriate school Physician's Form or Report of Health Exam. If a TB test is given, then the date given, the date read, and the results are required. In some counties, a separate risk assessment form may be required depending on the grade level of the child.
  5. Students must adhere to the California State Immunization requirements at all grade levels and will not be able to attend should immunizations not be up-to-date as per those regulations.
  - 6.. Stratford will provide preschool and pre-kindergarten students with a Stratford School bag for bringing artwork and other papers home each day. Stratford will provide your child with all necessary learning materials. Elementary and middle school students should provide their own backpack or rolling backpack; however, please note that rolling Zuca or Zuca-like backpacks or rolling suitcases are not allowed.
  7. For preschool and pre-kindergarten, parents should prepare an extra change of clothing to include undergarments, pants, top, and socks. Put the clothing in a zip-lock bag with the child's name written on the outside of the bag. This extra change of clothing will remain at the school to be used as necessary.
  8. For nap time, parents of full day preschool and pre-kindergarten students are required to purchase a rollee pollee nap sac in red or blue from the Rollee Pollee Co., <http://rolleepollee.com/category/stratford-school/>. This fleece bedding is comfortable, easy to use, washable, and has a built in pillow. The cost of the nap sac is nominal and paid directly to the company by parents

when ordering. Each Friday, the child's rollee pollee will be sent home from school to be cleaned and returned to school the following Monday.

9. All preschool and elementary students should bring a "comfort kit" on the first day of school in case of an emergency. The "comfort kits" will remain in the classrooms during the school year and be returned to the students on the final day of school. The following items should be placed in a freezer-size Ziploc bag and the bag labeled with the student's name: one small bottled water; one small juice box (single serving); one protein bar (high energy food)\*; one family photo; one 5" x 7" card with name of parents, address, home phone number, work phone number, cell phone number, and email address; one space blanket or large plastic garbage bag (preschool and pre-kindergarten students may only include the space blanket for safety considerations); and one small flashlight with new batteries. \*If the student's campus or classroom is designated as nut free, please include a nut free protein bar.

## **Preparing Your Child for the First Days of School** (Preschool/Pre-kindergarten)

It is very typical for preschool and pre-kindergarten students to experience separation anxiety during the first few days of school. Please visit the school with your child prior to the first day of class to help him/her become acquainted with the new environment. As often as possible, speak positively and with encouragement to your child about his/her new school experience. Focus on the excitement and fun of school, not the apprehension.

It is important to discuss the school procedures with your child. Inform your child that you will not be staying in the classroom with him/her. Some students may need time to adjust to school. For most children, the adjustment is quick. Tears will usually disappear after parents/guardians leave the classroom. Do not plead with your child. It is important that you remain confident and positive! If you cry or display anxiety, it will intensify your child's anxiety. Exude confidence about the school, staff, and administration. Your attitude greatly influences your child's feelings about school. Praise your child for his/her efforts. Talk about the child's day and review their daily masterpieces. This will build confidence and self-esteem. Positive comments include:

- Tell me about your day? I'm sure you had a great day!
- I'm so excited to hear about your day at school.
- What fun things did you do today?
- Tell me about your nice teacher.

Always begin and end each school day with a positive comment about your child's experience at school.

## Parental Visitation

Parents and other family members are always encouraged and welcome to visit anytime at Stratford. For the first two weeks of school, students are adjusting to their new surroundings, so during this time we ask visitors to be cognizant of this transition period should they visit during this time period.

When visiting, please be respectful of the learning environment and do not disturb the students or teachers. Prior to each visit, we require all visitors to sign in at the school office and obtain a visitor's sticker to be worn while visiting. Visitors must sign out at the conclusion of each visit.

As a safety precaution, the Stratford playgrounds and field areas are closed for outside visitation during normal school hours. We thank you for your cooperation.

## Communication to Parents

Parent communications and updates are sent via email or designated classroom management tools, so please ensure that the campus has your most current email address on file.

Our goal is to keep parents up-to-date on important school news and events using a variety of electronic means, electronic sign in/out vendor, email, social groups, etc.

In the event of an adverse or emergency situation affecting a Stratford School campus, communication may be sent to parents using an automated emergency notification system. This communication will be sent to primary phone numbers and email addresses the parents/guardians have provided to Stratford, so it is essential that these are current. Should a parent/guardian need to update their child's demographic information (address, phone, email) they may use the Stratford Connect link on our school website or go into their child's campus office to update their child's emergency form.

We strongly recommend that parents do not 'unsubscribe' to communications sent by Stratford School as this is the only way we may be able to reach you in the event of an adverse or emergency situation at your child's campus.

## **Guiding Principles and Standards of Good Practice**

Stratford School supports a safe and positive learning environment for everyone. These guiding principles and standards have been established to define and maintain expectations and standards of behavior for students and parents/guardians.

### **Guiding Principles**

Stratford School is a place that promotes responsibility, respect, civility, academic excellence, and a safe learning environment.

All students, parents, teachers, and staff have the right to a safe and disciplined school community. With this right, comes the responsibility and accountability to promote a respectful school environment for all.

- All members of the school community are treated with respect and dignity.
- Stratford School will present its philosophy, program, and practices to parents prior to enrollment.
- Stratford School will seek and value the parents' perspective.
- Stratford School will communicate with parents through conferences, progress reports, school calendars, and school newsletters.
- Teachers, administrators, and other staff members are accessible to parents and will model candid and open communication.
- Stratford School will encourage parental involvement to support the learning environment.
- Members of the school community are expected to respect the rights of others and accept responsibility for their actions.
- All members of the school community are expected to use non-violent and non-threatening means to resolve conflicts.
- Insults, disrespect, petitions, inappropriate chat rooms, and other hurtful acts disrupt the learning and teaching in a school community.
- All members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a civil and respectful manner.
- All members of the school community will follow the guiding principles and standard practices.

To ensure excellence and accountability for the overall school community, the above guiding principles and practices are the expectation.

## Parent Responsibilities and Expectations

Stratford School recognizes that effective parent partnerships are essential in building a collaborative and shared school community. As such, we recognize the importance of a shared commitment, open lines of communication, mutual respect, and a common vision. It is a joint responsibility and can build a rewarding home and school connection. It is the parent's responsibility to:

- Ensure their children attend school regularly and on time.
- To know and support the school's guiding principles and standards of good practice.
- To behave consistently according to our guiding principles and standards of good practice.
- Help their children understand the school rules, and insist that their children adhere to the Stratford Student Code of Conduct.
- Convey to their children a positive and supportive attitude toward education and the school.
- Build a good rapport with teachers, staff, students, and other parents by using non-aggressive behavior to resolve conflict.
- Treat one another with dignity and respect at all times, especially when there is a disagreement.
- Respect differences in people, their ideas, and opinions.
- Cooperate with the school to develop a positive school community, refraining from the use of vulgar language, inappropriate use of email and chat rooms, petitions, and other types of negative behavior.
- Inform the school of changes in the home situation that may affect student conduct or performance.
- Arrange and sustain a consistent homework routine.
- Work with the school to correct student misbehavior.
- Participate in their children's education and school events.

### Protocol for Expressing Parental Concerns:

- Make an appointment to see the teacher and discuss the matter. We are committed to the process of communication being safe and respectful, without retaliation.
- If after discussing the matter with the teacher, the parent is not satisfied, please make an appointment to see the campus leader about the matter.
- The campus leader will discuss the matter with the teacher and, if necessary, a meeting with all parties will be arranged. As campus leaders are the key decision makers for their campus, we strongly encourage parents and campus leaders to work closely to resolve any concerns.
- If the matter is still not resolved, and a mutual consensus cannot be reached, it may be in the best interest of all parties to end the relationship.
- All communication is expected to be direct, candid, timely, and respectful.

## **Parent Partnership and Volunteering**

Building a strong and supportive partnership between home and school is the hallmark of a Stratford education. Stratford has always believed this relationship is an essential contributing factor to the positive development and overall success of its students. Stratford provides many opportunities and welcomes parents to become actively involved in any chosen area(s) of interest. These may include:

- Planning and organizing class and school-wide events
- Classroom presentations and demonstrations (special talents, cultures, occupations (science, math, engineering, medical, community service, education, etc.)
- Participation in the school-wide parent committee
- Planning, organizing, and managing our annual book fairs
- Making costumes and props for winter/spring programs or the middle school play
- Serving as chaperones on field trips
- Volunteering for lunch and rainy day supervision
- Help advertise and support student council events and community outreach programs
- School beautification projects
- Promote and support the campus leaders' and parent gatherings
- Managing the uniform exchange
- School sponsored family events

Stratford appreciates the willingness of parents to be involved members of our school community and values its parent volunteers. Our Volunteer Handbook contains important information and guidelines for our volunteers and is available from the campus leader.

## **Family Involvement and Special Events**

Parents are invited to attend special events throughout the year, such as the Spring Musical, Art Show, and social events for middle school students and holiday parties, multi-cultural weeks, school picnics, winter and spring programs, and other social events for preschool through fifth grade students. Please review the school calendar/school newsletters to remind you of these fun events.

Birthday celebrations are welcome. If your child has a birthday that falls on a weekend or holiday, we can celebrate it on the closest school day before or after the actual birthday. Please make special arrangements with your child's teacher regarding scheduling a birthday celebration and providing nutritious, store-bought snacks/treats.

Parents are encouraged to participate in the Stratford Parent Committee at each of our campuses! This is a great way for families to meet and have fun! The committees will host special events throughout the year, welcome new families, support school activities (e. g., book fairs, family picnics, teacher appreciation week, etc.) and build a stronger Stratford School community. The committees are not permitted to sell or offer for sale any items.

## **Guidelines for Gifts of Appreciation to Staff**

It is important that both parents and staff model for their children, our students, that showing appreciation comes from the heart and reflects our school's philosophy and values. We wish to create a comfortable situation for students, parents, and staff by trying to keep things as simple as possible and employing the "less is really more" philosophy when it comes to staff appreciation. Gift giving is about thoughtful appreciation rather than monetary value. The gifts most cherished by those caring for children are those that the children create.

At times, parents may desire to give one class group gift. In these cases, please remember that the participation by each student's family is purely optional and a nominal dollar amount per student should be employed. Initiating parents are encouraged to send only one communication amongst themselves of the wish to give a class gift, and in no case should anyone feel pressure or any awkwardness in their desire to, or to not, participate toward a group gift.

We thank all parents in advance for their thoughtfulness in appreciating those who care for their children and for following these guidelines.

## **Arrival and Departure Procedures**

To maintain safety and security, it is imperative that all parents follow Stratford's arrival and departure procedures as discussed at the Parent Orientation. Students will only be released to parents and other authorized individuals listed on the emergency information form. Students will not be released to a parent or any other authorized person who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up.

All preschool and pre-kindergarten students are required to be signed in and out, using our electronic system or by use of our paper system with a complete legible signature (no initials), on a daily basis upon their arrival and departure. Elementary students are not required to be signed in and out of their classrooms upon their arrival and departure, unless they are participating in extended day. Extended day students are to be signed in and out in the designated extended day classroom with a complete legible signature (no initials). Middle school students are not required to be signed in and out of their classrooms upon their arrival and departure. Those middle school students who participate in school sponsored after school activities are required to be signed out and those students who ride the school sponsored shuttle bus are required to be signed on and off.

Late pick up charges are \$5.00 for every five minutes beyond the scheduled departure times. Payment will be billed as indicated on the late pick up slip. Elementary and middle school students arriving late to class will need a tardy pass from the office. Please make every effort to have your child arrive on time. If you need to pick up your child early, please go to the office to sign your child out.

Please obey the posted speed limits and use caution at all times, as many of our campuses are located in residential areas. It is extremely important that all parents follow our arrival and departure procedures to ensure the safety of all. Please be patient, especially during the first two weeks of school. Please notify the office of any changes in authorizations or emergency information.

## **Student Behavior Policy**

Children find security and direction where there is consistent guidance and routine. It is the teacher's role to assist the child in conducting his/her behavior in a positive manner.

The teacher is a "classroom manager," facilitating, observing, and correcting behavior. Our goal is to teach students to exhibit self-control, while managing his or her emotions and anger by providing the lifelong skills needed to think about actions prior to acting on them. This will serve our students well as they grow and are faced with other difficult situations in and out of school.

Our innovative approach can only be accomplished by a consistent, firm, and loving approach. We use the following methods to educate children in this area:

- Redirect behavior and teach conflict resolution skills.
- Teach children the classroom rules.
- Encourage children to 'talk out' their problems and discover a solution.
- Use positive phrases to redirect behavior.
- If negative behavior continues, 'stop and think time' (for preschool and elementary students) will be used to gain the child's self-control. Children will be asked why they are on 'stop and think time' and how he/she can correct his or her behavior.
- Continued negative behavior will require a parent conference.
- If a child's behavior does not improve, the child may be placed on detention, suspension, probationary enrollment, or expulsion.
- No corporal punishment, including but not limited to spanking, hitting, slapping, tapping, and pulling on any part of the body, will be used.

## **Attendance**

Regular attendance and punctual daily arrival is the key to academic success, and is ultimately the responsibility of the parents. Every attempt must be made to schedule appointments during school holidays. Absences and tardies are recorded daily, and become part of a student's school record. Elementary and middle school late arrivals must report to the office to obtain a tardy pass before proceeding to the classroom. A student will have one day for each absent day to submit missed assignments.

At Stratford School, we recognize the need for students to maintain optimum attendance in order to gain maximum benefit of class instruction time. Students benefit immensely from hands-on learning through daily teacher and student interactions, by participating in engaging and interesting discussions, and from opportunities presented in class to ask and answer questions. These experiences significantly contribute to a deeper understanding of important concepts. We, therefore, strongly encourage parents to plan vacations during school holidays, as excessive absences cause students to miss these valuable experiences, which could adversely affect their overall performance at school. Although students may be able to make up written work, there is no substitute for the high-quality, conceptual instruction that our teachers offer in the classroom each day!

## Homework Policy

At Stratford, we believe that homework is an essential part of the educational process. Homework focuses on meaningful applications of the lessons learned in class and fosters individual responsibility. We believe in PDF, Playtime, Down Time and Family Time, as coined by Dr. Denise Pope and Stanford's Challenge Success Program. We recognize, that children need time to participate in non-academic activities as part of their healthy growth and development. For this reason, Stratford focuses primarily on language arts and mathematics in the assignment of homework with less emphasis on other subjects. The goal is to make sure that Stratford students can read, write, and do math as well as anyone; however, also have time to play soccer and practice the piano. We want excellent students and well-rounded children.

<b>Homework Time by Grade Level</b>	<b>Average Time</b>
Preschool and Pre-kindergarten	None
Transitional Kindergarten <small>(beginning in January)</small>	15 minutes
Kindergarten and First Grade	30 minutes
Second and Third Grade	45 minutes
Fourth through Fifth Grade	60 minutes
Sixth through Eighth Grade	90 – 120 minutes

If you find your child consistently takes longer than the average times posted above, we encourage you to meet with the classroom teacher and the campus leader, if needed, to discuss homework strategies to assist your child.

## **Progress Reports**

Preschool and pre-kindergarten students will receive two progress reports, one in December and the other in June. Elementary and middle school students will receive trimester progress reports.

Parent/Teacher conferences for all students will be held in October and March. During parent-teacher conferences, students will not be in school (please refer to the Stratford School Calendar). Additional conferences with teachers and/or the campus leader are available upon request. Please do not request a conference during the first two weeks of school since it is very difficult to properly assess your child's progress this soon. Children may take two weeks or more to adjust to the new environment.

## Stratford School Uniform and Dress Code

Our mission at Stratford is to provide a secure, safe, and supportive learning environment for our students.

The school uniform and dress code policy supports the classroom learning environment so all students have the opportunity to learn, grow and discover their sense of self during their years at Stratford. Being well-groomed and appropriately attired for school, and all school related activities, is an important step in helping nurture students' confidence in themselves, their academic pursuits and personal achievements as part of our Stratford community and beyond.

### Preschool

Preschool students should wear comfortable clothing. The clothing should not impair the student's ability to use the toilet. Shoes with rubber soles and closed toes are best for playground play, so please avoid sandals, flip-flops, and plastic soled shoes.

### Elementary and Middle School

Elementary and middle school students (transitional kindergarten through eighth grade) are required to wear the Stratford School uniform as described below, with the exception of Spirit Days and occasional middle school free dress days. It is mandatory that students attend school each day neatly dressed and wearing a properly fitting uniform that is clean and free from stains. Students are not permitted to alter their uniform (e.g., shortening a skirt with rolling at the waistband, letting pants sag, etc. or otherwise altering the general intended look of the uniform). Clothing must be modest and in good taste at all times. The uniform code will be strictly enforced. If a student is out of dress code, a uniform compliance notice will be sent home for the parent's signature and must be returned the next day. After three violations, disciplinary action may be taken. **Please label all sweaters, jackets, as well as P.E. uniforms for middle schools students.**

Dennis Uniform is our authorized vendor for uniforms and spirit wear. Please refer to the Dennis Uniform website for required and optional uniform and spirit wear items ([www.dennisuniform.com](http://www.dennisuniform.com)). Some uniform items are grade level specific, so please review their website carefully. Please also note the following:

- Items noted as **REQUIRED**: These may be worn at any time and must be purchased through Dennis Uniform. These items are required to be worn for special events/assemblies and the campus leader will advise parents of the dress code requirements for these events.
- Items noted as **OPTIONAL**: You may piece together any of the optional items for a look for your choice. With the exception of shoes and accessories, all optional items must be purchased through Dennis Uniform.
- Items noted as **ACCESSORIES**: These items are not required to be purchased through Dennis Uniform.
- All shirts and polos must have the Stratford logo.
- Shorts are allowed year-round; however, the recommended wear is during warm weather only.

- If the need should arise, students may wear a sweater, sweatshirt, or coat with a Stratford logo in the classroom.

Elementary students must also adhere daily to the following standards:

- Crew length socks, anklets, sports socks, knee highs, cotton/lycra tights (all in solid navy, black or white) or dark navy leggings worn with anklets are acceptable to wear. Please note that the dark navy leggings must be purchased from Dennis Uniform only. One of these above options must be worn at all times. No footless tights are allowed.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots and plastic soled shoes are to be avoided.
- Brown belts, although not required to be purchased through Dennis Uniform, must be worn for students in first grade and above with all pants and shorts that have belt loops.
- Hair with extreme cuts (i.e., mullets, fauxhawks, Mohawks, etc.), styles, or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Makeup and bright nail polish are not suitable for elementary students.
- No dangling earrings, body piercing, or tattoos.
- Bangle bracelets should not be worn.

Middle school students must also adhere daily to the following standards:

- Skirts/skorts must be no more than 2 inches above the knee.
- Alterations to the uniform are unacceptable; i.e., shortening skirts, rolling, or other types of alterations.
- Clothing must fit, which means no sagging, no shortening of length, or too tight.
- All students must wear a brown belt with pants.
- All shirts must be tucked in.
- All students must wear their Stratford P.E. uniforms for each P.E. class. Refer to the Dennis Uniform website for information on required P.E. uniform items. The school logo is required on P.E. uniform wear.
- All outerwear must be hung on hooks upon entering a classroom.
- Designated and acceptable sweatshirts may be purchased from Dennis Uniform. The school logo is required. Other sweatshirts are not appropriate.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots and plastic soled shoes are to be avoided.
- Students' faces must be clean shaven.
- Hair styles with extreme cuts, styles or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Socks must be navy, black or white. Sports socks are acceptable. No bright stripes or patterns. Dark navy leggings may be worn with anklets. Please note that these leggings must be purchased from Dennis Uniform only. No footless tights are allowed.
- No bright or dark nail polish or extreme make-up.
- No dangling earrings, body piercing, or tattoos.
- Jewelry that inhibits P.E. participation is not to be worn.

- Baseball caps, visors, and hats must be worn outside only. When caps and hats are worn, the bill of the cap must be facing forward. Bandanas and knit caps are not permitted.
- All outerwear must be free from inappropriate slogans or pictures. We recommend the Dennis Uniform outer wear with the Stratford logo.
- Dirty, torn and ill-fitting uniforms must be replaced.
- Bangle bracelets should not be worn.

#### Free Dress Code for Middle School Students:

- Plain colored shirts without graphics, logos, and lettering are standard dress.
- Clothing cannot promote or advertise rock groups, alcohol, tobacco products, violence, foul language, or other offensive symbols.
- Skirts and dresses must not be higher than 2" above the knee – no exceptions!
- Backless attire and/or off the shoulder, halter, spaghetti straps, or low cut necklines are not permitted.
- Tight form-fitting shirts and pants will not be allowed.
- Shirts must be long enough to cover the stomach and back when arms are extended above the head. Absolutely no midriffs, sheer, or see-through clothing permitted.
- Low-rise pants are not permitted.
- No camouflage clothing permitted.
- Undergarments may not show.

#### Consequences for Dress Code Violations for Middle School Students:

- 1<sup>st</sup> offense: Change clothing.
- 2<sup>nd</sup> offense: Change clothing and detention.
- 3<sup>rd</sup> offense: Change clothing and possible suspension.
- During special functions such as a school dance, the student will be asked to go home and change.

#### **Stratford Spirit Days for Elementary and Middle School Students:**

To show our school spirit, we have designated certain school days as official Stratford Spirit Days (refer to school calendar). On these designated days, elementary and middle school students may wear their school uniform, or their Stratford shirt or polo (Stratford logo required) with jeans or khakis. Jeans are not required to be purchased through Dennis Uniform.

## COVID-19 Health Information

Stratford School has implemented safety protocols and training in accordance with relevant regulations to mitigate the risk of the spread of Coronavirus SARS-CoV-2 (“COVID-19”). These safety protocols and training do not indicate that there is no risk of transmission, and there is still much to learn about COVID-19, especially its effects on the younger population.

Parents are also responsible for mitigating the risks that the student may present to his or her own health or the health of others at the school. Parents and legal guardians should consider the risks and their concerns with their pediatrician or other health care providers. More information on COVID-19 is available here: [www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/)

All students and their families must comply with the safety protocols and decisions made by the school. Should there be any need for accommodations to participate in the school programs with the safety protocols in place, please let the school leaders know as soon as possible.

The safety protocols implemented at the school may include, but are not limited to:

- Temperature checks before entering the school building. If the student has a fever of 100.4 or above, or shows other symptoms of illness, he or she will be isolated and must be picked up by a parent or authorized person within one hour.
- If a student is sent home, he or she cannot return to school until he or she is symptom-free and fever-free without medication for 72 hours. A Covid 19 test may be required as per the County Public Health Guidelines.
- Staff members are required to wear face coverings while in the school building. All students are encouraged to wear face coverings and the students in certain age groups may be required to wear masks.
- Class sizes are limited for all programs and indoor seating is spaced according to applicable distancing guidelines.
- Only staff members and authorized personnel are allowed inside the school. Pick-ups and drop offs will take place outside of the school building.
- Frequent handwashing and/or hand sanitizer application are required throughout the day.

The School reserves the right to modify safety protocols in its sole discretion in accordance with applicable regulations or current guidelines.

Parents/legal guardians are also required to monitor the student’s health each day and keep him or her at home when experiencing a fever at or above 100.4 degrees, a cough, fatigue, and/or any other physical symptoms that require observation, health isolation, or medical treatment.

If a student or a family member residing in the same home has tested positive for COVID-19, come in contact with someone who tested positive for COVID-19, or recently returned from air travel or a cruise trip, parents/legal guardians should communicate this to the school leaders before the student returns to campus and comply with any school directives regarding returning to campus.

All financial and tuition policies remain in place while the school provides educational services to the students. If the school's on-site classrooms close due to orders from the federal, state, or local government, the students will enroll in distance learning and tuition will continue at standard rates.

## Health Information

Stratford will notify parents when students have been exposed to a communicable illness or disease once Stratford has been notified. It is also important that parents notify the school office of any contagious illnesses or conditions, such as, but not limited to:

- Chicken pox
- Rubella
- Mumps
- Strep throat
- Measles
- Head lice
- Fifth disease
- Whooping cough
- Pink eye

If a child becomes ill at school, the child will be isolated from other students, and a call will be placed to the child's parent. Stratford will contact the parent first, and if they are not available, a call will be placed to other emergency contacts as listed on the child's emergency form. Students are not permitted to re-enter school until they are **symptom free for 24 hours**.

Staff will check students daily. If the following symptoms are exhibited, the parent will be notified to pick up his/her child. Please make every effort to pick up your child within sixty minutes of notification.

- Green discharge from the eyes or nose
- Watery, inflamed eyes
- Crusty eyelids
- Deep cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unusual irritability
- Rash or other open sores
- Flushes appearance, clamminess
- Fever

Rule of thumb! If your child is not well enough to participate in class activities, he/she should not be at school.

Stratford teachers and staff are only permitted to dispense medications/products (prescription and/or over-the-counter) to students who have a fully completed Prescription and Over-the-Counter Consent and Instruction Record, a fully completed Physician's Official Statement or Food Allergy Action Plan (action plan required if the medication is for a food allergy), and a fully completed Nebulizer Care Consent and Inhaler/Nebulizer Physician's Instructions (for preschool/pre-kindergarten students if the medication is an

inhaler or nebulizer) on file with the school. New forms must be completed and submitted at the beginning of each school year. The Physician's Official Statement must include all information as noted on the Stratford Student Medication/Over-the-Counter Product Guidelines for Parents.

Medications/over-the-counter products will be maintained in the school office, unless requested otherwise in writing by the physician, and they must be in the original container bearing the student's name. Stratford staff will do their best to administer these items as close as possible to the time frames noted in the physician's instructions; however, Stratford is not responsible for missed dosages or dosages not administered within the specified time frame. Parents are welcome to come to the school and administer any needed medications/over-the-counter products to their child in the school office to ensure dosages are given at required times. Students are at no time permitted to have any form of medication/over-the-counter product in their possession, including but not limited to, vitamins, cough drops, lotion, and sunscreen.

In the case of a medical or dental emergency, depending on the severity, an ambulance may be called at the expense of the parent.

***Please notify the school office of any changes to your child's emergency information and make sure your contact numbers are current and operable.***

## **Licensing Plan of Operation – Incidental Medical Services** (Preschool/Pre-kindergarten)

### Types of Medical Services Provided:

- Dispense prescription and non-prescription medication, including EpiPens, inhalers and nebulizers.
- Dispense prescription and non-prescription medication for diabetes, with the exception of insulin or Glucagon injections that are not pre-loaded auto-injectors, and monitor blood sugar levels.\*
- Dispense oral or topical prescription and non-prescription medications for seizures.\*
- Dispense/apply over-the-counter products.
- Render first aid, as needed.
- Calling 911 in the event an EpiPen is administered.

### Records Obtained and Maintained:

- Parent's written consent, release and instructions.
- Physician's written instructions.
- Completed Food Allergy Action Plan, if allergy requiring medication/over-the-counter product is due to a food allergy.
- Appropriately completed Licensing forms.

### Storage of Prescription Medication and Over-the Counter Products:

- Stored in individual containers labeled with student name, birth date, name of medication/over-the-counter product, expiration date. Each item in container has student name affixed.
- Individual student containers stored in the school office. The storage location is a space not accessible by preschool-age children. If a physician provided written instructions that a prescription medication/over-the-counter product is to be stored in a student's classroom, the storage container will be stored in a space not accessible by preschool age children. If medication/over-the-counter product requires refrigeration, it is stored in the 'student only' medication refrigerator or it is stored in another refrigerator in a separate container that is marked and easily accessible.
- First aid supplies are stored in the school office in a space not accessible by preschool age children. Each classroom has a first aid kit, and it is stored in a space not accessible by preschool age children.

### Staff Training:

- All opening and closing staff are certified in CPR/Pediatric First Aid training, campus leaders, office administrators and lead extended day staff are also trained and receive certification in CPR/Pediatric First Aid every two years by an organization certified in such training. Although not mandatory, preschool teachers are offered CPR/Pediatric First Aid training every two years by an

- organization certified in such training. This training also includes training in EpiPen usage, safety protocol, blood borne pathogens disposal, how to put on and remove gloves, and proper hand washing protocols.
- Parents of students that require inhalers/nebulizers will personally provide training to office administrators, campus leaders and teachers (as needed). Documentation of this training is noted on Licensing Form LIC 9166.
  - Parents of students that require glucose monitoring and/or medication for diabetes will provide training, at their cost, to office administrators, campus leaders and teachers as determined by Stratford.\*
  - Parents of students that require oral or topical medication for seizures will provide training, at their cost, to office administrators, campus leaders and teachers as determined by Stratford.\*
  - At least one staff member who has received training will be on site at all times.

#### Field Trips:

- Preschool students do not participate in field trips.

#### Transportation of Medication/First Aid Equipment in a Disaster:

- Office administrators are responsible for securing medications in the office in the event of a disaster and relocation, provided the office itself is safe to re-enter per responding emergency personnel. In the event office administrators are not available, the campus leaders pre-assign back-up staff members for this task as part of the school's disaster plan.
- Teachers are responsible for securing medications stored in their classrooms provided the classroom itself is safe to re-enter per responding emergency personnel.
- If teachers are out on the playground during a disaster situation and unable to return to the buildings, office administrators, or assigned back-up staff, would make every attempt to obtain medication from classrooms provided it is safe to re-enter per responding emergency personnel.

#### Notification to Parents:

- Parents are contacted, no matter how minor, if an injury is sustained during the day.
- If a child sustains an injury to the neck or head area, a call is placed as soon as possible to the parent.
- If a child is given an inhaler/nebulizer treatment, the parent is contacted and that information is noted on the child's Administration of Medication/Over-the-Counter Product Log.
- Parents are contacted immediately should an EpiPen or Glucagon auto-injector be used on their child. Parents are expected to pick up their child for further medical attention.

#### Notification to Licensing:

- Preschool Director calls the Department of Social Services Community Care

Licensing within 24 hours of providing emergency medical services to a child in our care.

- Preschool Director files a written Unusual Incident Report with the Department of Social Services Community Care Licensing within 7 days of providing emergency medical services to a child in our care.

*\*Stratford is generally willing to offer these services at campuses after determining the reasonableness of any individual request based on the particular facts and circumstances.*

All campuses will comply with the required procedures for incidental medical services to the children within our care. When applicable, the school administration will fulfill all reporting requirements as outlined in Title 22 to the local licensing agency. The Department of Social Services Community Care Licensing will be notified of any changes/updates to this plan.

## **Library Services**

### **Elementary Library Services**

Book check-out period is for approximately 12 days.

All books are to be returned to the book return drop box on campus.

Please do not have students bring their books to the library to turn them in.

If a student does not return his/her library book, he/she may borrow a book; however, it will be held by the teacher until the late book is returned.

If a book is lost, then a parent may purchase a replacement to clear the student's record.

### **Middle School eBook Library**

An eBook library is available for middle school students to access both fiction and non-fiction books that support our curriculum. This library is accessible 24/7, and book checkouts are for 21 days for all enrolled middle school students. Students may access the eBooks from any device that will connect to the internet, and they are able check out a book on one device and access it again from another device.

## Field Trips

Elementary and middle school students will be permitted to participate in engaging, curriculum-focused field trips provided venues are available, if the parent gives written authorization. Stratford School will contract with a service to supply transportation for these student field trips. Depending on the venue, Stratford will cover all, or a portion of, the field trip cost and campuses will provide details once trips are scheduled.

The middle school field trips are several days long and students stay overnight at the locations with teachers and, at times, with parent chaperones. Sixth grade students typically attend science camp at YMCA's Camp Campbell (Northern California students) and Astrocamp (Southern California students). All seventh grade students usually visit the Yosemite Institute in Yosemite, and all eighth grade students typically fly to Washington, D.C. to visit our nation's capital, museums, and points of historical significance.

Field trips are not offered for preschool and pre-kindergarten students.

## **Stratford's Carpool Program**

We partner with a third-party vendor for our carpool program. Striving to reduce traffic congestion at our campuses, continuing our Good Neighbor policy, and assisting our families in finding a way to reduce their transportation costs have all been key values of our program, as well as emphasizing the “green” benefits of carpooling.

Additional program specific information is communicated to parents prior to the beginning of each school year.

## **Technology Equipment, Textbooks and Curriculum Materials**

Students are responsible for the care of all technology equipment, textbooks, library books, and curriculum materials. Books used in middle school must be covered at all times.

If lost or damaged, parents are required to reimburse the school for replacement of technology equipment, books and/or curriculum materials.

The technology fee paid by students participating in the 1:1 Chromebook program includes accidental damage insurance provided by a third-party vendor. Please see additional information on insurance coverage for this 1:1 program in the Technology at Stratford section in this handbook.

## **Confidentiality/Sole Ownership of Curriculum Language**

We hereby acknowledge that the curriculum and related materials supplied to students at Stratford Schools, Inc. ("Stratford") are considered and/or contain intellectual property and are, and remain, the sole and exclusive property of Stratford. We also acknowledge that in some instances, certain information and materials provided or used by Stratford constitute or contain intellectual property owned by third parties, and that Stratford's use and distribution of such information and materials is pursuant to a license. We understand that because of such license, neither we nor any of our family members may use or distribute such information or materials other than for use in connection with our children's attendance and participation in Stratford classes and activities.

In addition, we understand that from time to time, Stratford may provide us with access to or distribute certain additional information, documents, or materials. We understand that we are receiving these materials only because one or more of our children is enrolled in and attending Stratford. Accordingly, we agree to keep this information and these documents and materials confidential and to use them only for authorized Stratford purposes. These confidential materials include such items as the parent/student directory, which is distributed or made available as a convenience to parents and their children attending Stratford. Unauthorized distribution of any such materials could result in invasion of another family's privacy, and/or result in action against us.

## **Publication Rights**

At Stratford School, we are very proud of our students and their many academic and personal accomplishments. Over the course of the school year, students and their schoolwork may be included in pictures, videos or articles promoting Stratford School. Stratford reserves the right to use photographic images (video or still), verbal statements and school related work (e.g., art, written work) of students, parents and staff in school publications, the school website, social media, other marketing collateral or school related materials. Parents and students recognize that they will not receive monetary consideration and that Stratford may continue to use such collateral in subsequent years after the student is no longer enrolled at Stratford School.

Parents wishing not to have their child photographed for news media or school communication/publicity purposes should contact their campus leader and complete the Stratford School Opt-Out Form. Please be aware that should students participate in any school or public event in which other parents, the community, or media are present, Stratford School has no control over photographs or video taken.

Also, while we do our best to monitor media coverage of Stratford, please be aware that from time to time media companies and individuals over whom we have no control may take photos or videos of the school, students, faculty, and parents, both on and off campus. If asked by the media to speak about Stratford School, please politely explain that you are not a spokesperson for the school and refer them to Stratford's home office.

## Video Release

Posting of any videos showing or depicting Stratford School, its students, teachers, or other school personnel by any person or company on the internet via sites such as, but not limited to, YouTube, is strictly prohibited unless a video release form has been received from Stratford School and all persons shown in said video.

Stratford School is not responsible in the event others post videos and a release form has not been obtained from Stratford and all persons shown in said video.

## Privacy Policy

In accordance with its policies, the School may not provide access or release educational records or personally identifiable information contained therein ("Protected Data") to the public or other students and parents. The School may provide "directory information" to the School community. The directory information includes, but is not limited to, the student's name, parents' electronic email address, grade level, participation in officially-recognized activities and sports, awards or placement in School-sponsored or School-related competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition).

The School stores Protected Data on servers housed in the U.S. with several layers of protection and access to Protected Data is restricted on a need-to-know basis to School personnel and central office staff who work directly to support School personnel. Third party vendors receive only the Protected Data they need to perform their specific function and with contractual confidentiality obligations. Protected Data is de-identified to create anonymous, aggregated results prior to being shared across the School's network or with external parties, such as outside investors, testing partners, media outlets, and prospective families through the website and brochures.

## **Codes of Conduct and Technology Responsible Use Agreement**

The Student Codes of Conduct (transitional kindergarten through eighth grades) and the Technology Responsible Use Agreement (kindergarten through eighth grades) are located at the end of this Parent/Student Handbook.

Parents are required to review these respective codes with their elementary and/or middle school student. Students and parents are expected to adhere to these documents throughout the school year.

## **School Policies that Relate to Employee Interactions with Pupils**

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide the section on employee interactions with pupils in its code of conduct, to parents and guardians of enrolled students on the School's website. The following shares portions of the School policies, which are included in the School's Employee Handbook, including language relating to interactions between pupils and employees.

### Appropriate Professional Boundaries with Children

Employees, especially those who work with children, are expected to conduct themselves in a professional manner and maintain appropriate physical, emotional and sexual boundaries at all times. Employees are never to be alone with a student, and it is expressly prohibited to connect with students using social networking sites, cell phones, or texting. Keeping children safe and providing a safe environment for the School's students is an essential part of our responsibility as employees. Violation of professional boundaries with children and incidents of misconduct involving children are taken seriously and will be addressed in a prompt, confidential and thorough manner through the school, the Human Resources Department, or the appropriate local authority.

### Child Abuse and Sexual Molestation Prevention

The safety and well-being of our students is our highest priority at the School. All staff have the responsibility of preventing and reporting suspected child abuse and sexual molestation. Child abuse and neglect are against the law and so is the failure to report it. Child abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

### Reporting Procedure

An employee suspecting child abuse is expected to use the following procedures:

- Do not confront the suspected abuser/molester.
- Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a "need to know" basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
- You must file a report when you have a "reasonable suspicion" that a child is being abused or neglected.
- Contact the school's Head of School, Principal, or Regional Director. Contact local law enforcement (e.g. the county sheriff or local police) for abuse occurring outside the family.
- Contact your local child welfare agency for abuse occurring inside the family.
- If the child is in immediate risk/danger, call local police or the sheriff immediately.
- Leave the investigation to the experts!

## Molestation Prevention at School

The School expects all employees to limit the opportunities for molestation by responding quickly and appropriately to suspicious situations, and by taking actions or filing a report when warranted. Employees are expected to adhere to the following guidelines:

- Avoid any occasion of being alone with a child. Always have another teacher or adult present or be in an open, public area.
- Monitor volunteers and visitors to ensure they are never alone with a child.
- Report any misconduct or questionable behavior.
- At least two chaperones should accompany students on trips away from school.

The School will not knowingly employ anyone who has been convicted of child abuse or sexual molestation. We require, as part of our pre-employment process, a background check to be conducted on all candidates who are (conditionally) offered a position. Periodic follow-up background checks are also conducted as part of continuing employment.

## **Modifications for Acts Beyond the School's Control**

Parents agree that in the event of any failure, delay, or modification in Stratford's performance or delivery of its program resulting from causes beyond Stratford's reasonable control and occurring without its fault or negligence, including without limitation, acts of nature, fire, pandemic, U.S. government restrictions, wars, and insurrections, the tuition obligations under this enrollment contract shall continue and Stratford shall not be liable for any such failure or delay in its performance. Parents understand Stratford schedules may be shortened or extended due to any delay so caused and/or classes may be conducted via distance-learning basis and/or weekend classes may be scheduled, at Stratford's discretion.

## Miscellaneous

1. Stratford School will supply all daily snacks for preschool and pre-kindergarten students. If your child has food restrictions or allergies, please note it on the appropriate forms and notify the school office and your child's teacher. In the event of a severe allergy, parents may bring a snack in for their child that is similar to what Stratford is providing each day.
2. Full day preschool/pre-kindergarten students are provided nap time for two hours. After forty-five minutes to one hour, students who are not sleeping are allowed to quietly look at books on their cots.
3. Due to severe allergies by a portion of our student and staff populations, some Stratford campuses are nut and/or seafood free. Other campuses have nut sensitive policies. Please check with your child's teacher and/or the campus office to ascertain the policy at your child's campus. Thank you for adhering to the policy for the safety of all students and staff.
4. The last school day of each week for preschool and pre-kindergarten will be sharing day during which children may share an item from home with their classmates. Children will develop solid speaking and social skills by sharing.
5. Stratford offers an extended day program at specific preschool/elementary campus locations that enables students to arrive as early as 7:00 a.m. and depart as late as 6:00 p.m. Additional fees apply. Please refer to the student's contract.
6. Students are expected to adhere to Stratford's compartment code during the various school sponsored after school activities, extended day and extracurricular club activities.
7. Students are not permitted to bring to school electronic devices, such as but not limited to, iPods, video games, MP3 players, or CD players. All types of trading cards should remain at home.
8. Preschool and elementary students are not permitted to bring cell phones to school. Middle school students may bring cell phones to school; however, they must remain off during the school day and must be kept in student lockers. They may be used after school for emergency purposes only.
9. Stratford may offer child care for transitional kindergarten through fifth grade students at specific campus locations during certain school break periods. Additional fees would apply if a program is offered.
10. Stratford does not provide transportation to and from school for preschool, pre-kindergarten, and elementary students.
11. Information on extracurricular clubs is available on our school website and/or in the campus offices. Parents who children participate in extracurricular clubs agree to promptly pay the required club fees.
12. Full day students may either bring lunch or purchase a lunch from our optional lunch service provider (available at most campuses). Information on the optional lunch program is available in the office and on the school website. Stratford School, at its sole discretion, may provide information to the school lunch vendor regarding the names of students, their classroom numbers, teachers' names, and contact information for purposes of daily lunch lists and collection purposes of "emergency" lunches. Parents whose children receive

“emergency” lunches agree to promptly pay the amount owed directly to the lunch vendor.

13. Stratford School, at its sole discretion, may provide information to third party vendors, such as but not limited to, school yearbook companies, school photography companies, and third party tuition management services, regarding the names of students and parents, students’ classroom numbers, teachers’ names, and email and/or demographic information for purposes of setting up accounts for viewing items for purchase by parents or the set-up and maintenance of account information.
14. Stratford School uses no outside consultants or community resources, but reserves the right do to so based on the individual needs of the students.

## **Handbook and Policy/Procedure Changes**

Stratford School reserves the right to change its policies and/or procedures at any time and will notify parents of changes as soon as reasonably practical.

Changes to policies and/or procedures relating to prevailing community health or other concerns may be subject to State, County or local Public Health Department or other regulatory agency's regulations and/or guidance. Since Stratford campuses are located in varied geographic regions, it is important for parents to follow policies and guidance as directed by their child's campus.

## Elementary School Student Code of Conduct

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve to the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be courteous and respectful at all times. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing teachers and other students. I will not disrupt the learning of others in words or actions.
3. I will attend school every day unless excused by illness. I will be a well-groomed Stratford student by arriving to school in a clean Stratford uniform.
4. I will arrive to school on time, prepared to learn. My homework will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the school.
8. I will take great pride in keeping the school grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restrooms clean, and keeping my work environment clean.
9. I will exhibit self-control. I will not engage in violent behavior such as: hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others.
10. I will obey the school rules, setting an example for others to follow.
11. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.
12. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.
13. I will not run in the hallways.
14. I will not bring portable electronic devices to school (cell phones, iPods, MP3 players, electronic games, etc.).
15. I will promote safety.

It is the goal of Stratford School to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Depending upon the offense, other disciplinary measures include the following:

1. Verbal warning and/or redirection

2. Removal from the classroom or school activity
3. Written notification to parents
4. Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
5. Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
6. Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or parents.

## Middle School Student Code of Conduct

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve to the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be courteous and respectful at all times. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing teachers and other students. I will not disrupt the learning of others in words or actions.
3. I will attend school every day unless excused by illness. I will be a well-groomed Stratford student by arriving to school in a clean Stratford uniform.
4. I will arrive to school on time, prepared to learn. My homework will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the school. I will take great pride in keeping the school grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restrooms clean, and keeping my work environment clean.
8. I will exhibit self-control. I will not engage in violent behavior such as: hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others. I will promote safety.
9. I will obey the school rules, setting an example for others to follow.
10. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.
11. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.
12. I will not run in the hallways.
13. I will not bring portable electronic devices to school (iPods, MP3 players, electronic games, etc.). I will keep my cell phone turned off and in my locker during the school day. I understand that it can only be used after 3:00 p.m. for emergency reasons.
14. If participating in the shuttle service, I understand that I am expected to follow this Code of Conduct and failure to do so may result in disciplinary action.

It is the goal of Stratford School to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Depending upon the offense, other disciplinary measures include the following:

1. Verbal warning and/or redirection.
2. Removal from the classroom or school activity.
3. Written notification to parents.
4. Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
5. Suspension – Student is sent home for severe or continual student misconduct.
6. During the suspension, the student cannot make-up class assignments or missed tests.
7. Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or parents.

## Technology at Stratford School

Our vision is that all students will learn to manage digital tools in powerful and ethical ways to meet their educational goals and further their understanding of the world. In today's society, the use of technology has become an integral part in the lives of our children, both in and out of school. The internet, digital information, and communications technologies are powerful tools, which have opened up many new ways to learn and communicate with one another. These technologies can stimulate discussion and contextual learning while promoting creativity.

As educators and parents, teaching our children what it means to be a good digital citizen and how to be responsible in the use of these new technologies in the 21<sup>st</sup> century is paramount. Our children have an entitlement to safe internet use; it is our collective responsibility to ensure their safety.

### Student Devices

#### Chromebooks in the Classroom (Kindergarten - grade 5)

Students in grades 1-5 will have access to Chromebooks that have been assigned to the classroom teacher. These Chromebooks will be used while at school and will not go home.

#### 1:1 Chromebook Program (Grades 6-8)

The mission of the 1:1 program for Stratford School is to provide a modern learning environment through the utilization of district approved technology for all students. This environment will enable and support students and staff to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users at school and at home as students will be able to take home their devices on a daily basis. Students will transition from consumers of information to creative producers and owners of knowledge.

- **Technology Fee**

Stratford School will collect a one-time technology fee for incoming grade 6 students and new students joining Stratford in grade 7. This fee will cover the cost of a Chromebook and device setup and management. Students will use this device throughout the duration of their career at Stratford and will keep their device upon graduation or after withdrawing from Stratford.

\*Please note that current students in grade 8 will not incur a technology fee charge. They will continue to use Chromebooks that are already in our environment and will return them at the end of each school year.

- **Chromebook Care**

Students are responsible for the general care of the Chromebook they have been issued by the school and will spend time reviewing the "Chromebook Care

Guidelines” in detail with their teacher(s). Students with Chromebooks that are broken or fail to work properly must take the device to one of the Chromebook support areas within the school as soon as possible so that they can be taken care of properly. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their locker.

- **Lost and Stolen Devices**

Families are fiscally responsible for any intentional damage to devices. Student devices will be periodically checked for physical condition and acceptable use. Should a device fail during the school year and require repairs, a loaner device may be issued to a student for the time it takes to repair the original device. As part of this process, it is important to remind students to regularly save all personal files to an external source or cloud storage. The school is not responsible for any student data. Some insurance companies offer coverage against theft – check with your insurance agent for details. Families will be responsible for full replacement value of any device lost or stolen.

- **Accidental Damage**

We understand that accidents do happen. Accidental damage insurance provided by a third-party vendor is included in the technology fee. This includes damage from handling and liquid spills. In the event that the insurance vendor does not cover the cost to repair or replace the Chromebook due to gross negligence or otherwise, the parent is responsible for the replacement of the device. Please note that the insurance covers the original device. If a claim is made and approved, the insurance will need to be purchased again for the new device.

- **Probationary Student Privileges**

Students who violate any Use Policy during the current or previous trimester may have “take home” privileges revoked and will be required to turn in their Chromebooks at the end of each day for a period to be determined. Students without “take home” privileges are required to arrive at school early enough to check-out a device for class before school begins. Likewise, students must take the time to return devices before departing for home each afternoon. Each school will establish detailed procedures for day-users.

## **RESPONSIBLE USE AGREEMENT**

This Responsible Use Agreement (RUA) is intended to help support that our children will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. Stratford School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT) as this is their future. In return, Stratford School expects the students to agree to be responsible users.

Students will review the following applicable documents with their teacher(s) and will then bring home to review and sign with parent/ guardian.

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I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my own personal safety:**

- I will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at school.
- I understand that the school has the right to monitor my use of the ICT systems, email and other digital communications.
- I will protect my username and password information and keep it private, and will not access others' accounts
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not steal someone's identity or create a fake online identity.

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I understand that if I damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, I will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- I understand that I am responsible for returning all technology equipment provided to me by Stratford School, or I will be responsible for the replacement cost of the technology equipment.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. I will not use strong, aggressive, or inappropriate language, and I appreciate that others may have different opinions.
- I will not participate in cyber-bullying (to harass, threaten, embarrass, target or exclude another person using various communication technologies).
- I will not take or distribute images of anyone without their permission.

- If in grades 6 – 8, I will follow the Stratford Middle School Honor Code when it comes to use of technology.

**I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school. As a responsible user:**

- I understand the risks and will not try to upload, download or access any materials which are inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I understand that I will not enter chat rooms at any time.

**When using the internet for research or recreation, I recognize that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school, and where they involve my membership of Stratford School.
- I understand that if I fail to comply with this Responsible Use Agreement, I will be subject to the loss of ICT privileges.

## 1:1 PROGRAM ACKNOWLEDGEMENT FORM

**FOR REFERENCE ONLY - THIS WILL BE REVIEWED WITH YOUR STUDENT IN CLASS AND STUDENT WILL BRING HOME TO REVIEW AND SIGN WITH PARENT**

Please sign and return (grades 6-8)

<b>The following items reiterate some of the most important points covered in the Chromebook 1:1 Program</b>	<b>Student Initial</b>	<b>Parent Initial</b>
I understand that the school will collect a technology fee for incoming 6th graders and new students joining Stratford in grade 7. Upon completion of the 8th grade year or withdrawal from Stratford, students will keep the Chromebook.  8th grade students will continue to use the Stratford Chromebook and will return their Chromebook at the end of each school year or upon withdrawal from Stratford.	N/A	N/A
I understand that the school has the right to monitor my device at any time for safety purposes.	N/A	N/A
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as the Chromebook, external hard drive, flash drive, or cloud storage).	N/A	N/A
I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the Chromebook should my device become lost or stolen due to "gross negligence" as determined by administration.	N/A	N/A
I understand that my family is financially responsible for full cost if damage occurs to the Chromebook, if not covered by insurance.	N/A	N/A
I will report any problems with my Chromebook to my teacher in a timely manner.	N/A	N/A
I will follow all Chromebook Care guidelines including keeping the lid fully closed whenever it is moved from one point to another.	N/A	N/A

- I have read the 1:1 Chromebook program documentation and acknowledgement above and agree with the stated conditions.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I have read the 1:1 Chromebook program documentation and acknowledgement above and agree with the stated conditions.

Parent/ Guardian Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_