STRATFORD SCHOOL

The Best Preparation for a Lifetime of Learning

Parent/Student Handbook
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Welcome to Stratford School!

At Stratford, we believe all children love to learn and that success in school and life depends on developing a strong foundation for learning early in life. Our teachers and administrative staff are committed to giving your child the best preparation for a lifetime of learning.

Stratford programs feature an excellent academic curriculum including phonics, mathematics, music, art, and science. Through our stimulating and fun classroom environment, we encourage your child to achieve self-confidence, emotional maturity, and a lifetime love of learning.
Admissions Policy

Stratford School 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. Students are admitted on the basis of space availability in each class. Stratford may request personal interviews with applicants and parents and/or require pre-enrollment testing to determine an applicant’s grade level readiness. A nonrefundable pre-enrollment testing fee is due at the time of testing for new kindergarten through eighth grade students. New elementary students, except students entering transitional kindergarten or kindergarten for the first time, will be required to submit a school recommendation form. Siblings who meet all admissions qualifications are given priority consideration. Students should be at least two years and nine months old and toilet-trained upon enrollment to the preschool program.

Upon receipt of a completed application and a nonrefundable application fee as noted on 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 along with payment for the designated prepaid tuition deposit amount in the stipulated time frame, and an account set up by the parent with Stratford’s third party tuition management service in order to guarantee enrollment.
What Do You Need to Do Before School Begins?

1) Sign and submit the Stratford enrollment contract and prepaid tuition deposit.
2) Set up an account with Stratford’s third party tuition management service.
3) Sign and submit a Stratford automatic payment authorization, if required.
4) For preschool and pre-kindergarten, the following forms must be on file:
   - Personal Rights & Parents’ Rights
   - Student Health History
   - Family Emergency Information
   - Consent for Medical Treatment
   - Student Physician Form & Student Immunization Record

For transitional kindergarten and kindergarten, the following forms must be on file:
   - Student Health History
   - Family Emergency Information
   - Consent for Medical Treatment
   - Health Examination for School Entry & Student Immunization Record
   - TB Form, if required by the County

For first through eighth grades, the following forms must be on file:
   - Student Health History
   - Family Emergency Information
   - Consent for Medical Treatment
   - New Student Evaluation Form
   - Health Examination for School Entry & Student Immunization Record
   - TB Form, if required by the County

5) Parents are informed of Stratford’s requirements for TB Mantoux (PPD) skin tests at the time of enrollment or upon receiving the appropriate Physician’s or Report of Health Examination form to complete and submit. All seventh grade students and new-to-Stratford 8th grade students are required to provide written evidence prior to the start of school that they have received a Tdap pertussis booster shot on or after their 7th birthday.

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. 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) Full day preschool and pre-kindergarten students should bring a fitted crib sheet and blanket or small sleeping bag, and a small pillow for nap time purposes. Each Friday, this bedding will be sent home from school to be cleaned and returned to school the following Monday.

Rev. 12/15/14:ENR
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 number, work 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 Mommy and Daddy 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 welcome at Stratford. After the first two weeks of school, we encourage you to stop by and visit any time you like.

When visiting, please be respectful of the classroom 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

In our efforts to continually enhance communication to parents, we will post the school calendar, newsletters, memos, etc. on our web portal at www.stratfordschools.com/mystratford. Through this online community, parents will receive reliable and timely information.

Access to the School Portal is password protected and available to parents 24/7. Basic campus features may include news, announcements, events, downloads, links, photos and much more. Parent communications and updates are sent via email, 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 while minimizing our impact on the environment by reducing the quantity of paper-based communications we send home to parents.
Progress Reports

Preschool and pre-kindergarten students will receive two progress reports, one in December and the other in June. Conferences with teachers and/or the principal 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.

Elementary and middle school students will receive trimester progress reports. Parent-teacher conferences will be held in October and March. During parent-teacher conferences, students will not be in school (please refer to the Stratford School Calendar).
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 and holiday parties, multi-cultural weeks, school picnics, winter and spring programs, and other social events for preschool through fifth grades. 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 and providing nutritious snacks or 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.
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
- 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 principals’ and parent gatherings
- Managing the uniform exchange
- School sponsored family events

Stratford appreciates the willingness of parents to be an involved member 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 school principal.
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. Children will only be released to parents and other authorized individuals listed on the emergency information form.

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 care. Extended care students are to be signed in and out in the designated extended care 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 through the parent’s account with Stratford’s third party tuition management service. 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.
Stratford's Share-a-Ride Program

We partner with Ride4all as our service provider for our Share-a-Ride 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 Share-a-Ride program, as well as emphasizing the “greener” benefits of carpooling. To register and participate in our Share-a-Ride program, please visit our portal page at stratford.ride4all.com.

Some wonderful benefits of this program are: No paperwork for parents to complete, no verification of ridership, 24/7 access to the stratford.ride4all portal page, register anytime during the school year, and view potential gas and carbon footprint savings. Bikers, walkers and those using public transportation may register and view their potential savings, too!

Stratford is committed to its mission of a lifetime of learning, and thus, our foremost commitment with the Share-a-Ride program is to assist in educating our students and families of the ecological and resource savings that can result from simply walking/biking to school or sharing a ride with a friend.
Health Information

Stratford will notify parents when students have been exposed to a communicable disease within the school. It is also important that parents notify the school office of any contagious illnesses or conditions, such as:

- 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 the child. Please make every effort to pick up your child within thirty 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
- Flushed 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 Medication Consent and Instruction Record, a fully completed Physician’s Official Statement or Food Allergy Action Plan (if the medication is for a food allergy), and a fully completed Nebulizer Care Consent and Inhaler/Nebulizer Physician’s Instructions (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 Guidelines for Parents and Required Paperwork Checklist. The medication/over-the-counter product will be maintained in the school office, unless requested otherwise in writing by the physician, and it must be in the original container with an unaltered label bearing the student’s name. Students are at no time permitted to have any form of medication/lotion in their possession, including, but not limited to, vitamins, cough drops, and sunscreen. In the case of a medical 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.
Stratford School Discipline 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. This can only be accomplished by consistent, firm, and loving methods. We use the following methods of positive discipline:

- Redirect behavior
- Teach children the classroom rules
- Encourage children to “talk out” their problems and discover a solution
- Use positive phrases to correct behavior
- If negative behavior continues, “thinking time” (for preschool, pre-kindergarten, transitional kindergarten and kindergarten students) will be used to gain the child’s self-control (usually one minute per year of age). Children will be asked why they are on “thinking time” and how he or 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 in the discipline of children.
Codes of Conduct and Technology Responsible Use Agreements

The Student Codes of Conduct (transitional kindergarten through eighth grades) and the Technology Responsible Use Agreements (first 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.
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. In the spirit of respectful communication, all members of our school community have the responsibility to refrain from gossip, insults, inappropriate chat rooms, and other hurtful acts that can disrupt the learning and teaching environment. It is the parent’s responsibility to:

- Ensure their children attend school regularly and on time.
- Convey to their children a positive and supportive attitude toward education and the school.
- Help their children understand their school responsibilities and work with them to correct misbehavior.
- Participate in their children’s education and school events.
- Establish a consistent homework routine.
- Inform the school of changes in the home situation that may affect student conduct or performance.
- Build a good rapport with teachers, staff, students, and other parents.
- Treating them with dignity, respect, and candor at all times.

Protocol for Expressing Parental Concerns:

- Make an appointment to see the teacher and discuss the matter.
- If the parent is not satisfied after discussing the matter with the teacher, make an appointment to see the principal.
- The principal will discuss the matter with the teacher, and a meeting with all parties will be arranged if necessary.
- If the parent is not satisfied with the outcome of this meeting, the parent may discuss the matter with the Regional Director assigned to their campus.
- All communication is expected to be direct, candid, timely, and respectful.
Stratford Tuition and Fee Policies

Stratford requires the payment of a one-time nonrefundable application fee with each application, and a nonrefundable pre-enrollment testing fee, due at the time of pre-enrollment testing, for each new kindergarten through eighth grade applicant.

Stratford requires the payment of a nonrefundable prepaid tuition deposit with each enrollment. The prepaid tuition deposit will be credited toward the final scheduled tuition payment for the school year. If the final tuition payment is not made for any reason, including withdrawal or termination, the prepaid tuition deposit will not be credited toward payment of any remaining fees.

Stratford utilizes the services of a third party for processing of tuition and/or other school related fees and for collection services. Parents, as part of the enrollment and re-enrollment process, are required to sign up for an account with the third party management service, choose a payment method, and provide their payment information prior to their child’s enrollment or re-enrollment being considered complete.

Please refer to your child’s enrollment or re-enrollment contract for specific school year payment dates, as well as the tuition and fees applicable to the specific school year noted therein.

Stratford has three tuition payment plans, referred to as the “ONE”, “TWO”, and “TEN” plans. The ONE and TWO plans offer discounted tuition for pre-payment. Parents are obligated to make all tuition payments by the stated due dates.

The ONE plan requires a single payment on or before June 1. The prepaid tuition deposit will be credited toward this single payment, which funds services to your student throughout the upcoming school year.

The TWO plan requires two payments, the first on or before June 1 and the second on November 1. The June 1 payment made prior to the start of the school year will fund administrative services for your student that are necessary for the school year. The prepaid tuition deposit will be credited only toward the second and final tuition payment.

The TEN plan requires ten payments, each on the first day of the month for ten months beginning on July 1 and ending on April 1. The prepaid tuition deposit will be credited only toward the final tuition payment due. Payments made prior to the start of the school year will fund administrative services for your student that are necessary for the school year.

Stratford offers sibling discounts for families with more than one child enrolled at Stratford concurrently. Stratford will charge tuition for the oldest sibling at the regular rate and will discount tuition for the second sibling by ten percent. Tuition for the third or more siblings will be discounted by twenty percent. The sibling discount will be calculated based on the rates charged in the selected tuition payment plan. To be eligible for the discount, siblings must
attend concurrently, parents must make all tuition payments on time and all siblings must complete the school year at Stratford. The sibling discount, if applicable, will be credited only toward the final scheduled tuition payment for the school year. The sibling discount applies to extended care as well.

Withdrawal and Refund Policy
Parents may withdraw their student from enrollment upon prior written notice to Stratford. If Stratford receives written notice on or before June 30, Stratford will not charge the July 1st payment. However, the prepaid tuition deposit will not be refunded. Notification of withdrawal after June 30 must be received on or before the 15th of any month in order for the withdrawal to be effective for the calendar month of the withdrawal date stated in the notice. Notification received after the 15th of any month will be deemed effective in the next calendar month, unless a longer period is expressly stated in the notice. Notification of withdrawal received after March 15 will not entitle parents to any refund of tuition.

Written withdrawals from extended care submitted through the first day of the school year will be granted a full refund of extended care payments already made provided no extended care is used. After that time, withdrawals from extended care will be subject to the same policy as that of tuition payments.

Without exception, parents are responsible for all tuition payments due up to and including the month in which withdrawal is effective. No refunds will be granted for period(s) of absence from school prior to the effective month of withdrawal. Tuition is not refundable in the event of earthquake, flood or other acts of God or circumstances beyond the control of Stratford. Parents on the TEN payment plan will be charged tuition for the month in which notice of withdrawal or a termination of enrollment is deemed effective, will not be entitled to a refund of tuition payments already made, and will not receive a credit for the prepaid tuition deposit, which will be credited only toward the final scheduled tuition payment.

Parents on the ONE or TWO payment plans will be refunded the difference, if any, between the amount paid and the amount that would have been paid under the TEN plan up to and including the month in which the withdrawal is effective.

Termination of Enrollment/Late Payments/Late Enrollments/Changes to Payment Plans
Stratford reserves the right to terminate a student’s enrollment at any time for any violation by the student or the student’s parent(s) of Stratford’s policies and procedures or if Stratford, in its sole discretion, determines that a student’s enrollment is not in the best interest of Stratford and/or the student. Reasons for termination shall include, but not be limited to: a) failure to make scheduled tuition payments by the due dates; b) failure to be sufficiently toilet-trained; c) parental behavior that is uncooperative with Stratford policies and procedures; d) severe or persistent misbehavior; and e) poor academic performance. In the event of termination, parents will be responsible for tuition payments through the effective month of termination, as determined in accordance with the Withdrawal and Refund Policy set forth above.

Payments not received on or prior to the due date will result in a late fee of 1.5% of the amount due. If the late payment and late fee are not received within 30 days of the due date, the student’s
enrollment shall be subject to termination, and Stratford may pursue recovery of amounts due for
services rendered. Payments processed by Stratford will be assessed a $25.00 charge for all
returned checks. Parents may change payment plans during the school year. However, the
discount available from switching to the ONE or TWO plan is significantly reduced each month
after the first tuition due date (ask the office to calculate the prorated tuition if you are interested
in changing plans). Students who are enrolled prior to the beginning of the school year but who
delay their start until after the school year has begun are still responsible for the full school year
of tuition and tuition will not be prorated. Tuition for students who enroll after the first day of
the school year will be prorated based on the number of school days remaining in the school
year. Parents will receive a written notice at least 30 days in advance of any change in tuition
rates. No deduction in tuition is available when transferring between programs after April 1.
Homework Policy

At Stratford, we believe that homework is an essential part of the educational process. It not only reinforces the learning that occurs during school but also fosters individual responsibility. We recognize, however, 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.

<table>
<thead>
<tr>
<th>Homework Time by Grade Level</th>
<th>Average Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool and Pre-kindergarten</td>
<td>None</td>
</tr>
<tr>
<td>Transitional Kindergarten (beginning in January)</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Kindergarten and First Grade</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Second and Third Grade</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Fourth through Fifth Grade</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Sixth through Eighth Grade</td>
<td>90 – 120 minutes</td>
</tr>
</tbody>
</table>
Technology Equipment, Textbooks and Curriculum Materials

Students are responsible for the care of all technology equipment, textbooks 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.
 Stratford School Uniform and Dress Code

Students should be well-groomed and appropriately attired for school and all school related activities.

Preschool students should wear comfortable clothing. The clothing should not impair the student’s ability to use the toilet. Please avoid wearing sandals, flip-flops, and plastic soled shoes. Shoe soles with rubber are the best for playground play.

Elementary and middle school students (transitional kindergarten through eighth grades) are required to wear the Stratford school uniform as described below, with the exception of occasional free dress days for middle school students. It is mandatory that students attend school each day neatly dressed and wearing a properly fitting uniform that is neat, clean and free from stains. Students are not permitted to alter their uniform (e.g., shortening a skirt with rolling at the waistband 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). 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 principal will advise parents of the dress code requirements for these events.
- Items noted as HIGHLY RECOMMENDED: Stratford recommends these items be purchased; however, they are not required.
- Items noted as OPTIONAL: You may piece together any of the optional items for a look of 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.

All elementary students must also adhere daily to the following standards:
- Boys must wear crew length socks (solid navy or white). No sports
socks are allowed.

• Girls may wear anklets, knee highs, cotton/lycra tights (solid navy White) or dark navy leggings worn with anklets. 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 sports socks or footless tights are allowed.

• Students must wear closed-toe dress shoes (navy, brown or black) or neutral color athletic shoes.

• Brown belts, although not required to be purchased through Dennis Uniform, must be worn with all pants and shorts that have belt loops.

• Hair styles with extreme cuts, styles, or unnatural colors are not permitted.

• Boys’ hair styles must not extend below the middle of the ear. No extreme haircuts allowed (i.e., mullets, fauxhawks, Mohawks, tails, etc.).

All 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.

• On designated Spirit Days, students may wear their school uniform, or a Stratford spirit wear top (Stratford logo required) with jeans or khakis.

• 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.

• Neutral colored shoes must be worn at all times. Please avoid sandals, flip flops,fad footwear, Ugg boots and plastic soled shoes. Rubber soled tennis shoes are required for P.E.

• No hats or caps may be worn indoors. Bills of hats must be worn facing forward. Bandanas and knit caps are not permitted.

• Boys may not wear their hair longer than the middle of the ear, over the eyebrow, or past the top of the shirt collar. The face is to be clean shaven.

• Hair styles with extreme cuts or unnatural colors are not permitted.

• Socks must be navy, black or white. 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.
- Boys – no earrings, body piercing, or tattoos.
- Girls – no dangling earrings, body piercing, or tattoos.
- Girls should not wear jewelry that will inhibit P.E. participation.
- Boys may not wear earrings.
- 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. Dirty, torn and ill-fitting uniforms must be replaced.
- All outer wear must be free from inappropriate slogans or pictures. We recommend the Dennis Uniform outer wear with the Stratford logo.
- Girls should avoid fad jewelry or dangling earrings as this poses a safety risk to students.
- Bangle bracelets should not be worn.
- Make-up and bright nail polish are not suitable for elementary girls.

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, 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:

- 1st offense: Change clothing
- 2nd offense: Change clothing and detention.
- 3rd 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 or khakis are not required to be purchased through Dennis Uniform.
**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!
Bookmobile/Library Services

E-Book Library:
An e-book online 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. Students may access the e-books from any device that will connect to the Internet and are able check out a book on one device and access it again from another device.

Elementary Library Services:
- Check-out and renewal period is for three weeks.
- All books are to be returned to the book return drop box. Please do not have students bring their books to the Bookmobile to turn them in.
- To renew a book, students should ask their teacher to email library@stratfordschools.com with the student’s name. Books should not be put in the book return cart, even though the due date has passed. Renewing a book fulfills the one book allowance.
- If the student does not return their book(s), library privileges are revoked for following Bookmobile visits until all outstanding books are returned or replaced.
- If a book is lost, the student’s parent must replace the book by purchasing a new copy and placing it in the book return drop box. A note should be placed on the book with the student’s first and last name.
- Each student is allowed to check-out one book, assuming that they have no overdue books. If students do not return their book by the due date, but return it on or before the assigned classroom time, they are permitted to check-out a book. Once the assigned classroom time has passed, students with overdue books cannot check-out a book. The only exception to this rule is for late or absent students.
Field Trips

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

Elementary students will be permitted to participate in field trips if the parent gives written authorization. Stratford School will contract with a service to supply transportation for these student field trips.

Each year, middle school students experience hands-on learning through engaging field trips. Sixth grade students attend YMCA’s Camp Campbell for science camp. Seventh grade students visit the Yosemite Institute in Yosemite. Eighth grade students fly to Washington, D.C. to visit our nation’s capital, museums, and points of historical significance. These trips are several days long and the students stay overnight at the locations with teacher and parent chaperones. Stratford covers the full cost of the sixth and seventh grade field trips. For the eighth grade field trip to Washington, D.C., parents will be responsible for half of the field trip cost. The field trip fee is due on or before February 15th each school year. Students will be permitted to participate in field trips if the parent gives written authorization. Stratford will contract with a service to supply transportation when necessary.
Unusual Circumstances

In the event that school is closed due to circumstances beyond Stratford’s control (e.g., earthquake, storm, fire, power outage, etc.), Stratford may schedule make up time at its discretion.
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, the Stratford Times Blog, 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 has graduated.

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.
Miscellaneous

- 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 the child’s teacher.
- 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.
- 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.
- Stratford offers an extended care 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 your enrollment contract.
- Students are expected to adhere to Stratford’s comportment code during the various school sponsored after school activities, extended care and extracurricular club activities.
- Students are not permitted to bring electronic devices such as iPods, video games, MP3 players, or CD players to school. All types of trading cards should remain at home.
- 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.
- Stratford offers child care for preschool through fifth grade students at specific campus locations during school breaks except on major holidays and designated conference days. Additional fees apply. Sign-ups begin in the fall.
- Stratford does not provide transportation to and from school for preschool, pre-kindergarten, or elementary students.
- Information on extracurricular clubs is available on our school website and/or in the office. Parents whose children participate in extracurricular clubs agree to promptly pay the required club fees.
- 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.
- 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
information for purposes of setting up accounts for viewing of items for purchase by parents or the set up and maintenance of account information.

- Stratford School uses no outside consultants or community resources, but reserves the right to do so based on the individual needs of the students.
Handbook Changes

Stratford School reserves the right to change its policies at any time and will notify parents of changes as soon as reasonably practical.
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. 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 (cell phones, iPods, MP3 players, electronic games, etc.).

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 principal impose 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.
Elementary School Technology Responsible Use Agreement

New technologies in today’s society have become an integral part in the lives of our children, both in and out of our schools. 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 21st century is paramount. Our children have an entitlement to safe internet use; it is our collective responsibility to ensure their safety. 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.

RESPONSIBLE USE AGREEMENT

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 understand that the school has the right to monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person’s username and password.
- 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 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 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, or target another person using various communication technologies).
- I will not take or distribute images of anyone without their permission.

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 copy it “word for word” into my own work. I will summarize and paraphrase while citing all sources I used.
- 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 the
Stratford School Community.
- I understand that if I fail to comply with this Responsible Use Agreement, I will be subject to the loss of ICT privileges.
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 principal impose 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.
Middle School Technology Responsible Use Agreement

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. The internet, digital information, and communications technologies are powerful tools, which open up new learning opportunities. These technologies can stimulate discussion, promote creativity and stimulate contextual learning.

As educators and parents, teaching our children digital citizenship and responsible use of this technology in the 21st century is paramount. Young people have an entitlement to safe internet learning, and it is our collective responsibility to ensure their safety. This Responsible Use Agreement (RUA) is intended to support that young people 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.

RESPONSIBLE USE AGREEMENT

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 not share my username and password, nor will I try to use any other person’s username or password.
• 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 with their permission.

• 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 agreements, when I am out of school, and where they involve my membership of the Stratford School Community.
- I understand that if I fail to comply with this **Responsible Use Agreement**, I will be subject to the loss of ICT privileges.