

STRATFORD ACADEMY

Family Handbook

2020-2021



Logan Bowlds, Head of School

Stratford Academy

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Macon, Georgia 31220

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One of the most complex and continuously challenging problems in school administration is the ever-present need for efficient and effective communications. The Stratford Academy Family Handbook is published as one means of communication with parents of Stratford Academy students. This handbook contains information of recurring interest to parents and students. It is primarily a policy-driven document and will be supplemented by other means of communications throughout the year. Parents are encouraged to view our school's website at www.stratford.org and their own parent portals when seeking additional information about all areas of school life.

Stratford Academy does not discriminate on the basis of sex, race, color, religion, or national origin in the administration of its educational programs, admissions policies, financial aid policies, employment practices, or other school-administered programs.

Where To Go For Answers

The following is a list of faculty/staff members who can assist parents in answering some of your questions.

Academics	the specific teacher or division head	
Admissions	Lori Palmer	lori.palmer@stratford.org
Advancement	Kathleen Medlin	kathleen.medlin@stratford.org
Alumni	Kathleen Medlin	kathleen.medlin@stratford.org
Athletics	Mark Farriba	mark.farriba@stratford.org
Booster Club	Donna Kay McGoldrick	donnakay.mcgoldrick@stratford.org
Cafeteria/FLIK	Josh Nowell	joshua.nowell@compass-USA.com
Celebrating ART	Kathleen Medlin	kathleen.medlin@stratford.org
College Office	Jackie Guy	jackie.guy@stratford.org
Communications	Elizabeth Avant	elizabeth.avant@stratford.org
Discipline	the specific teacher or division head	
Eagle's Nest	Meredith Bridges	meredith.bridges@stratford.org
Financial Aid	Mollye Treadway	mollye.treadway@stratford.org
Guidance/Counseling		
Upper School	Alex Minor	alex.minor@stratford.org
PS, LS, & MS	Gena Chalfa	gena.chalfa@stratford.org
Learning Support Center	Patsy Hayslip	patsy.hayslip@stratford.org
Lower School	Kelly Causey	kelly.causey@stratford.org
Middle School	Jennifer Sweat	jennifer.sweat@stratford.org
Media	Elizabeth Avant	elizabeth.avant@stratford.org
Preschool	Kelly Causey	kelly.causey@stratford.org
SIP	Kathryn Manley	kathryn.manley@stratford.org
Sports Information	Terry Sowell	terry.sowell@stratford.org
Student Records	Marilyn Walker	marilyn.walker@stratford.org
Technology	John Hamner	john.hamner@stratford.org
Upper School	Theresa Ferrari	theresa.ferrari@stratford.org
Yearbook	Juleen Thomas	juleen.thomas@stratford.org

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Stratford Academy
2020-2021 Board of Trustees

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2020-2021 Executive Committee

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Mr. Jason I. Reaves '88, Secretary
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History

Introduction

Stratford Academy was founded in 1960 by a group of Macon parents who felt that the Middle Georgia area needed an independent college preparatory school. In September of 1960, the school opened its doors to 117 students and 17 faculty members in the antebellum Overlook Mansion on Coleman Hill in Macon's historic district. Thirteen students became Stratford's first alumni in 1962, and since that time more than 3,200 young people have graduated from the school.

The current facilities were built in 1974 on more than seventy acres of wooded land in northwest Bibb County. The school completed its move when the Lower School and kindergarten came to the campus in 1978. The new buildings represent a contemporary contrast to Overlook Mansion and house the four school divisions: Preschool, Lower School, Middle School, and Upper School. Completed in August 2000, the 17,500 square foot Olson Library continues the tradition of excellence by providing a state-of-the-art facility that creates a superior learning environment and provides the best in educational experience for Stratford students.

Stratford is a member of the Southern Association of Colleges and Schools (SACS), the Georgia Independent School Association (GISA), the Southern Association of Independent Schools (SAIS), The College Board and the National Association of Independent Schools (NAIS). In 1982, Stratford earned accreditation from the Southern Association of Colleges and Schools.

Organization

Stratford Academy is governed by a Board of Trustees which delegates the management of the total school program to an appointed Head of School. The Board of Trustees sees its primary functions as follows: the establishment of the philosophy, the broad goals, and the overall policies of the school; the employment and evaluation of the Head of School to operate the school within those goals and aims; and the preservation and enhancement of the assets of the school, including land, buildings, endowments, and regular income.

Once policy has been established, the Board of Trustees chooses not to interfere with the daily operation of the school; therefore, it directs all inquiries to the Head of School and his staff.

Stratford Academy is divided into four main academic divisions, each with a division head who administers the affairs of the division and reports to the Head of School: the Preschool (Beginners, PreKindergarten, and Kindergarten), the Lower School (1-5), the Middle School (6-8), and the Upper School (9-12).

Mission Statement

Stratford Academy is an independent, non-sectarian, college-preparatory school for students in pre-kindergarten through grade twelve that challenges its students to achieve their full potential by providing a superior education for students with diverse backgrounds and talents and developing responsible, ethical, life-long learners.

Core Ideology

Excellence - We demand the highest level of effort.

Integrity - We foster an atmosphere of trust.

Freedom - We value academic, religious and personal freedom.

Responsibility - We demand individual, communal and fiscal responsibility.

Community - We foster a sense of belonging, comfort and care at Stratford and beyond.

Purpose - Stratford challenges our students to achieve their full potential.

Stratford Alma Mater

*Where the sun lifts mists of morning; Where the eagle flies,
Bright new future ever dawning - That's where Stratford lies.
Onward Stratford, Onward Eagles, Ever higher soar
We, your loyal sons and daughters, Praise you ever more.*

2020-2021 School Calendar

August 11	New Faculty Orientation
August 12-14, 17-18	Faculty Pre-Planning
August 18	New Student Orientation - LS/MS/US
August 19	First Day MS/US (Noon Dismissal)
August 20	First Day LS (Noon Dismissal for LS)
August 21	PS Orientation
August 24	First Day PS
August 31	Eagle Night
September 7	Labor Day – School Closed
September 9 & 10	Picture Days
October 7	LS Conference Day
October 12-13	Columbus Day Holiday – Fall Break – School Closed
October 14	PSAT Grades 9-11; No School for Seniors
October 19	MS Conference Day
October 20 & 21	US Conference Days (noon dismissal both days)
October 20-24	Celebrating ART
November 2	Stratford Hosts GISA Conference – No School
November 11	PS Conference Day
November 20	PS Pow Wow
November 23-27	Thanksgiving Break – School Closed
November 30	Classes Resume
December 17	Last Day before Winter Break for PS (Noon Dismissal)
December 18	LS Holiday Program
December 18	Last Day before Break for LS/MS/US (Noon Dismissal)
December 21 - January 4	Winter Break – School Closed
January 4	Faculty In-service Day
January 5	Classes Resume
January 18	MLK Holiday – School Closed
February 11	US Scheduling Conference Day
February 15	Presidents Day – School Closed
February 16	Faculty In-service Day – No School for Students
February 24	PS Conference Day
March 3	LS Conference Day
March 17	MS Conference Day
March 19	Grandparents Day
March 22 – March 26	Spring Break – School Closed
March 29	Classes Resume
March 29 – April 2	ITBS (Grades 3-8)
May 21	US Honors Day (Noon Dismissal for PS/LS/MS)
May 27	Last Day of PS Classes (Noon Dismissal)
May 28	LS Honors Day / MS Honors Day / Graduation
May 28	Last Day of LS/MS/US Classes (Noon Dismissal)
May 31	Memorial Day - School Closed
June 1-2	Post Planning

Administration

Logan Bowlds – Head of School

Elizabeth Avant – Communications Coordinator

Jennifer Sweat – Head of Middle School

Theresa Ferrari – Head of Upper School

Kelly Causey – Head of Preschool & Lower School

Jackie Guy – Director of College Counseling

Mark Farriba – Athletic Director

Willis Kallay – Assistant Head of Middle School & Upper School

John Hamner – Director of Technology

Patsy Hayslip – Director of the Learning Support Center

Marilyn Holton-Walker – Registrar

Kathryn Manley – Assistant to the Head of School

Karen McCue – Gifts and Records Coordinator

Donna Kay McGoldrick – Human Resources Director

Kathleen Medlin – Director of Institutional Advancement & Alumni

Beth Parker – Director of the Olson Library

Lori Palmer – Director of Admissions

Robin Schorr – Assistant to the Upper & Middle School

Terry Sowell – Sports Information/Summer Camps Coordinator

Mollye Treadway – Chief Financial Officer

Hours of Operation

Regular School Hours

Beginners and PreKindergarten	8:20 a.m. to 12:00 p.m.
Kindergarten	8:20 a.m. to 3:00 p.m.
Grades 1-5	8:20 a.m. to 3:15 p.m.
Grades 6-8	8:25 a.m. to 3:15 p.m.
Grades 9-12	8:25 a.m. to 3:20 p.m.

Administrative Offices/Switchboard

School Year, Monday through Friday	8:00 a.m. to 4:00 p.m.
Summer, Monday through Thursday	9:00 a.m. to 2:00 p.m.

Olson Library

Monday through Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:00 a.m. to 4:00 p.m.

Daily Schedules

Daily Class Schedule for Middle School Grades 6-8

Stratford's Middle School works on a seven-day rotating schedule, allowing for variety in the school week and a more equitable distribution of prime instructional time.

MIDDLE SCHOOL SCHEDULE							
2019-2020	A	B	C	D	E	F	G
8:25-8:35	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:40-9:25	1	2	3	4	5	6	7
9:30-10:15	2	3	4	5	6	7	1
10:15-10:35	Break	Break	Break	Break	Break	Break	Break
10:40-11:25	3	4	5	6	7	1	2
11:30-12:15	4	5	6	7	1	2	3
12:15-12:50	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:55-1:40	5	6	7	1	2	3	4
1:45-2:30	6	7	1	2	3	4	5
2:35-3:15	7	1	2	3	4	5	6
3:20-3:45	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial

Daily Class Schedule for Upper School Grades 9-12

Stratford's Upper School works on a seven-day rotating schedule, allowing for variety in the school week and a more equitable distribution of prime instructional time.

UPPER SCHOOL SCHEDULE							
2019-2020	A	B	C	D	E	F	G
8:25-8:35	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:40-9:25	1	2	3	4	5	6	7
9:30-10:15	2	3	4	5	6	7	1
10:15-10:35	Break	Break	Break	Break	Break	Break	Break
10:40-11:25	3	4	5	6	7	1	2
11:30-12:15	4	5	6	7	1	2	3
12:20-1:05	5	6	7	1	2	3	4
1:05-1:40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:45-2:30	6	7	1	2	3	4	5
2:35-3:20	7	1	2	3	4	5	6
3:20-3:45	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial

Admissions

Enrollment

Stratford Academy seeks students from all ethnic, cultural, racial, religious, and socio-economic backgrounds who can benefit from a challenging academic program and make positive contributions to the school community. Students are admitted on the basis of academic achievement, citizenship, academic testing, interviews, and teacher recommendations. In addition, extracurricular interests and talents are integral parts of the admissions profile.

One of the factors considered in the admissions process is the applicant's legacy status. Children of alumni, siblings of alumni, and siblings of students currently attending Stratford are all given preference for admission whenever possible. The overriding consideration, however, is the critical decision of what is best for the overall development of each individual student.

The payment of tuition is a condition of enrollment. Parents may elect to pay tuition in one, two, or twelve installments. The Business Manager is responsible for arranging payment terms and for collecting all tuition and fees associated with each student's account.

Re-enrollment

Students are re-enrolled on an annual basis subject to an evaluation of their academic achievement and conduct. Re-enrollment agreements will be available online in early February to all students deemed eligible for re-enrollment. A student's re-enrollment may be held for disciplinary, academic, or financial reasons.

Admissions Procedures

- The Director of Admissions mails the application packet to the family. The application is also available on our website at www.stratford.org.
- After receiving the completed application and fee, the Admissions Office establishes a file on the student.

- Transcripts, previous school records, and teacher recommendations are sent by the applicant to the Admissions Office.
- The Admissions Office arranges testing and an interview with the applicant.
- The Admissions Office, the Head of School, and the appropriate division head review the application, and then the Admissions Office informs the applicant of the school's decision.
- Once the signed enrollment agreement and deposit are returned, the Business Office establishes an account for the applicant.
- Records are then sent to the appropriate division head's office. Each division then will be responsible for scheduling, placement, and communication with the prospective students' families.

Variable Tuition Model

Stratford Academy is committed to admitting qualified students regardless of a family's ability to pay the full cost of education. All awards are based on a family's demonstrated need and are made available to students beginning in preschool through twelfth grade.

Stratford Academy subscribes to the School and Student Service for Financial Assistance (SSS), a division of the Educational Testing Service. The function of SSS is to provide independent schools with unbiased need analyses for families applying for assistance.

In order to assess a family's financial need, the school requests specific information, including the previous year's federal tax returns with all attachments, and a Parent's Financial Statement (PFS). The PFS is the form issued by SSS and is available online as early as November.

All families applying for variable tuition for the first time should go to www.sssbynais.org in November to complete an application for the following school year. Families currently receiving an award must submit a new application each year.

The school will make awards in the spring based upon the evaluations by the SSS, as well as its own analyses of the data submitted.

Variable Tuition is based on need and is not given for the purpose of interscholastic competition.

Immunization, Health, and Other Required Forms

Georgia law requires that all students entering Georgia schools for the first time have an up-to-date Georgia Department of Public Health Certificate of Immunization (Form 3231) on file at the school no later than the first day of school.

All **Beginners and Prekindergarten** students must have an up-to-date Immunization Form 3231 on file in the Registrar's office. Also required are copies of his/her Birth Certificate and Social Security card.

All **Kindergarten** students must have an up-to-date Form 3231, as well as Form 3300 (Georgia Department of Public Health Certificate of Vision, Hearing, Dental, and Nutrition Screening) on file in the Registrar's office. Also required is a copy of his/her Birth Certificate and Social Security card.

All students entering **7th grade (new and current)** must have a "Complete for grade 7 or higher" Form 3231 on file in the Registrar's Office no later than the first day of school.

All **new** students (grades 1 – 12) must also have an up-to-date immunization form 3231, a copy of his/her Birth Certificate, and a copy of his/her Social Security card on file in the Registrar's Office no later than the first day of school.

For more information or to get these forms, please contact your local health department or your physician.

Please send an updated copy of your child's immunization form to the Registrar whenever additional vaccines are administered.

All students, Beginners – 12th grade must have a completed Stratford Academy Medical Information and Release Form on file in the Registrar's Office. This form is available on your parent portal. Copies are also available at the school. All student athletes must also have an Athletic Medical Release Form on file with the Athletic Department.

Academics & Curriculum

Preschool

The “work” of Preschoolers is play, and our faculty provide a variety of fun, engaging, creative curricula and activities that target not only academic but physical, social, and emotional growth. Stratford Academy’s Preschool staff is committed to providing a unique balance of challenging academic programs within a student-centered environment. It is important for a school to provide experiences that are enriching and challenging, as well as to help children to develop habits of attention and effort that will stand them in good stead throughout life.

The curriculum is developmentally appropriate, and the teachers instill values of respect and responsibility and honesty.

The Preschool day is structured to build a solid foundation for later learning. The Preschool curriculum addresses five areas of readiness:

- Language and literacy development
- Mathematical and scientific thinking
- Physical and motor development
- Personal and social development
- The arts

The staff attempts to ensure that Preschool children establish through experiences the foundation necessary to approach academic work later. Children must develop memory skills; learn to follow directions; persist at a task; identify the materials and steps needed to carry out an activity; and evaluate and correct their own work.

Parents are asked to come to school for conferences in the fall and spring to discuss their child’s progress.

If other conferences are desired, preschool parents should contact the teacher or the Head of Preschool.

In addition, narrative reports are written and given to parents three times a year – November, February, and May – along with a checklist of skills and developmental milestones. A copy is put in the school’s permanent records at the end of the school year.

Lower School

Assignment of Grades for Academic Performance

Lower School parents will receive a written report card every 12 weeks. Grades are based on an integrated evaluation of homework, daily quizzes, reports, written assignments, effort, teacher-made tests, and textbook skill inventories.

Grades are also assigned for work habits, citizenship, and cooperation as well as in enrichment subjects, such as art, Spanish, Science, music, band and physical education.

First graders receive feedback in math, reading, language arts, art, computer, music, science, social studies, Spanish, physical education, and personal and social development as follows:

S Satisfactory

N Needs improvement

U Unsatisfactory

Students in **second and third grade** are evaluated in math, reading, spelling and language arts as follows:

A+, A, A- Excellent

B+, B, B- Good

C+, C, C- Needs Improvement

D Failing

F Failing

Second and third graders receive feedback in art, computer, music, science, STEM, social studies, Spanish, physical education, and personal and social development as follows:

S Satisfactory

N Needs Improvement

U Unsatisfactory

Fourth and fifth graders are given the following letter grades in math, language, reading, science, Spanish, spelling/vocabulary, and social studies

A+, A, A- Excellent

B+, B, B- Good

C+, C, C- Needs Improvement
D Failing
F Failing

Fourth and fifth graders receive feedback in art, music, science, physical education, computer, and personal and social development as follows

S Satisfactory
N Needs Improvement
U Unsatisfactory

Evaluating and Reporting Student Progress

Parents are asked to come to school for conferences in the fall and spring to discuss their child's progress. If an additional conference is desired, Lower School parents should contact the teacher.

Report cards are prepared three times during the academic year to reflect the three grading periods. At least twice during the school year, Lower School faculty will write comments on the report card.

In the Lower School, signed papers are sent home every Thursday. This is an excellent way to see how your child is doing in his/her class and to receive any communications/information from the school. Any parent who is concerned about low grades on papers brought home should call or email the teacher at school, or send a note inquiring about his/her child's progress. Additionally, parents should feel free to schedule conferences with teachers at any time during the year.

Homework

Preparation for college requires both effective in-class learning and effective out-of-class preparation. Students should have a quiet, well-lighted place to study. Parents may sometimes be asked to help with drill, but never to supply answers. Mistakes in homework point out a need for some review in class; correcting mistakes at home disguises this need. Weekend homework will be make-up work and/or project work only. In addition to assigned homework, all Lower School students should plan for at least 15-20 minutes of pleasure reading each night.

Summer Reading

Like other skills, reading is a skill that requires practice; therefore, it is essential that the student maintain acquired reading skills throughout the summer. Lower School publishes a reading list on the Stratford website under the Academics tab that contains suggested reading. Fourth and fifth graders have a summer reading assignment. It is important that children embrace a love of reading, and summer is an excellent time for your children to experience reading for pleasure. A continued exposure to books will maintain and advance their reading abilities as well as foster an appreciation for and love of reading in general.

After-School Tutorial

In the Lower School, tutorial will be scheduled a day in advance and may be requested by the teacher or the parent. Tutorial is a time for students to make up missed work, to ask questions, and to receive individual explanations or extra help. Tutorial is not an in-depth remediation program.

Stratford Academy supports the classroom teacher as the primary agent in the learning process. Most Stratford tutoring is done by the classroom teacher during tutorial time. A student who is completing class assignments and attending tutorials with his/her teacher but is still in need of assistance may qualify for participation in the academic tutoring program available through the Learning Support Center. Tutoring is conducted by qualified tutors and teaching specialists who work with students in specific subject areas and is scheduled during the school day or immediately after school. These tutors maintain close contact with the student's classroom teacher as they monitor student progress. For information about enrolling in the program, please contact the Learning Support Center.

Make-up Work after an Absence – Lower School Policy

Make-up work is the student's responsibility. After an excused absence, a student will normally have two days to make up missed work. The teacher will offer reasonable support and has the discretion to assign make-up work to be

completed before the student leaves or after the student returns. It is best for make-up work to be picked up from the teacher at the end of the school day.

Middle School

The Middle School at Stratford Academy consists of the 6th, 7th, and 8th grades. Students in each grade level participate in unique transitional activities as they move from grade to grade and also take part in fast-paced academic classes. In addition to their core classes in math, science, English and history, students are placed in a rotating schedule to cycle through robust enrichment courses. The enrichments offered at the middle school level include art, chorus, computer programming, personal finance, digital citizenship and more.

Criteria for Math Placement

Every math course is a foundation for the next, and placement in math classes is critical. This is especially true when considering acceleration in math. Not every child is ready for acceleration, so we use a variety of criteria to determine placement. These include year-end grades, ITBS math and reading scores, CogAT scores, readiness assessments, and teacher recommendation.

Repeating a Math Class

Teachers may recommend that a student repeat a math class if that student struggles during the year, fails the end of year math exam, or exhibits lack of math confidence. Repeating a math class allows students the opportunity to gain confidence as well as to reinforce math skills and knowledge.

Tutorial

In the Middle School, a short, after-school tutorial is available Monday through Thursday from 3:15 until 3:45 p.m. Tutorial is not an in-depth remediation program but rather a time for students to ask questions, to receive individual explanations, or to do additional guided practice.

Homework

Homework is an important part of the learning process and an invaluable tool for improving the performance of students. Homework provides opportunities for review and reinforcement of key information, applying skills and knowledge learned in class, and preparing for discussions and assignments to come. The nature of assignments varies from class to class, and Middle School students have a variety of short and long-term homework types, including reading, reviewing, and writing.

Since each student approaches assignments differently, the amount of time an individual student takes to complete homework will also vary. An approximate guide for daily homework is twenty to thirty minutes every weeknight for each core course.

It is unlikely that a Middle School student will have no homework, since each night Middle School students should be reviewing and refreshing material covered.

Middle School Make-Up Work

Make-up work is the student's responsibility. After an excused absence, a student will have one day to make arrangements concerning his/her work missed. Teachers will offer reasonable support and have the option to extend the make-up period beyond the regulation time of one day per each day absent. In cases of extended illness, the student may enlist the aid of the homeroom teacher and/or counselor in setting up a make-up schedule. Middle School students will receive an F for missed projects, quizzes, or tests during an unexcused absence.

Grading System

Numerical grades can have a negative effect on teaching and learning. Such grading tends to foster an over-dependence on tests, particularly on short answer tests whose results easily translate into numbers. We feel the letter-grade system facilitates the use of more creative testing as well as making possible the use of

evaluation criteria other than tests, such as homework, in-class assignments, research papers, essays, reports, and term papers.

This grading system is used for all Middle School content-area classes. The letter grades and their corresponding levels of achievement are as follows:

A+, A, A-	Excellent
B+, B, B-	Commendable
C+, C	Satisfactory
C-	Needs Improvement
D, F	Failing

In Stratford's Middle School, a grade of D is a failing grade. **Therefore, a student who earns a year end grade of D in Math, English, Science, or History will be advised to repeat the course or remediate through an approved summer school curriculum. Students who earn Ds in multiple classes may be required to repeat the grade.**

A grade of Incomplete (I) must be changed within 10 school days of the reporting date or it will become an F unless the classroom teacher makes a written request for an extension.

The student and parent bear the responsibility of making proper arrangements with the teacher and counseling office for an extension.

Evaluating and Reporting Student Progress

At least twice during the school year, Middle School teachers formally contact parents about student performance with a written narrative on a Mid-Quarter Progress Report or a Report Card.

Teachers regularly convey to students a report of progress through returned homework and tests. We encourage parents to check with their Middle School students on a regular basis to see returned work.

During the school year, unsatisfactory student performance may be communicated to the parents by the teacher, counselor, and/or Head of Middle School. The intent of such communications is to help parents recognize a

student's learning or behavioral difficulties early so that the student, parents, and school can work together toward a resolution of any such problems.

Grade Point Average

A+	4.5
A,A-	4.0
B+	3.5
B,B-	3.0
C+	2.5
C,C-	2.0
D	1.0
F	0.0

A Middle School student's grade point average (GPA) is computed by assigning a numerical equivalent on a four-point scale. The Middle School does not report class rank. In calculating a student's cumulative grade point average, all regular academic courses will count at face value. Fine Arts courses, Enrichment courses, and P.E. courses are not counted in the GPA.

Honors and High Honors

The Middle School honor roll is published at the end of each semester. In order to be included on this list, students in grades 6 through 8 must meet the following criteria:

For Honors: A first semester or final Grade Point Average of 3.75 or greater

For High Honors: A first semester or final Grade Point Average of 4.0 or greater

Conferences and Communication

Communication between teachers and parents is critical to the success of Middle School students. Parents should never hesitate to confer with teachers at any time, respecting the responsibility of teaching, planning, and supervising students that each teacher has. We ask parents to email teachers with requests for conferences, as teachers will not be available for drop in conferences. Brief communications to the teachers may be handled through e-mail.

The school will often initiate communication and conferences, but parents who sense a change in a student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to contact the student's homeroom teacher for an appointment.

Parents are asked to come to school for conferences in the fall and spring to discuss student progress.

Summer Reading

Like other skills, reading is a skill that requires practice; therefore, it is essential that the student maintain acquired reading skills throughout the summer. All school divisions provide summer reading lists that contain suggested and/or required reading. The required reading is closely coordinated with the regular academic program. It is most important for a student to have read the required reading prior to the opening of school. At the beginning of the school year, students will discuss and write about summer reading selections in some of their classes.

Tutoring

A student who is in need of assistance may qualify for participation in the academic tutoring program available through the Learning Support Center. Tutoring is conducted by qualified tutors and learning specialists who work with students in specific subject areas and is scheduled during the school day or immediately after school. These tutors maintain close contact with the student's classroom teacher, monitor student progress, and integrate their instruction into

Stratford's curriculum. For information about enrolling in the program, please contact the Learning Support Center. All Stratford after-school activities will be scheduled so that students can participate in tutorial.

Middle School Awards

The Middle School end of year Honors Day celebrates student successes with a number of Stratford awards. They are as follows:

- **Grade level content area awards:** These awards are selected by grade level content teachers. Recipients are those students with the highest average in the class and who exhibit great enthusiasm for the subject material.
- **Scholar Award:** Selected by each grade level teaching team, this award is given to the student or students in each grade who exhibit perseverance, diligence, and exemplary effort regardless of the circumstances.
- **Citizenship Award:** Selected by each grade level teaching team, this award is given to the student or students in each grade who exhibit compassion and empathy; show respect to others and him/her-self; are honest, fair, and responsible; make good judgments; show courage in standing up for beliefs; contribute to the School community.
- **8th grade Spirit Award:** Selected by the eighth grade teaching team, this award is given to the student or students in eighth grade who embody Eagle spirit/pride, love Stratford, possess a strong personality, and have exemplary character.
- **Eagles of Distinction:** Students who are selected for this award are eighth graders who have maintained a GPA of 4.0 or better for the entire year and who make positive contributions to the life of the school.
- **Eagle Ambassador:** The Eagle Ambassador is selected by eighth grade teachers. The recipient consistently exemplifies good citizenship in combination with outstanding academic performance. The teachers believe that this student best represents Stratford's values to the greater community.
- **Outstanding student:** Each grade level has one outstanding student award recipient selected by each grade level teaching team. The selection is based

on the highest academic GPA and, in the event of a tie, discussions of other merits such as citizenship and participation in the life of Stratford.

Upper School

Advisory

Each student is assigned an advisor who works on an individual basis with advisees and their parents to keep them informed of the student's progress. The advisor directly assists students in finding success in each year of high school and in planning their schedules for the coming year.

Graduation Requirements

Minimum course credits to graduate is 22.

A student may receive credit only once per academic course. If a student repeats an academic course for which credit has been granted, the repeated course will have N/C (no credit) indicated on his or her transcript.

No more than four credits may be earned in credit recovery programs and applied towards graduation requirements, and no more than one recovery credit can be earned in any given content area. Any credit recovery or summer school credits to be applied toward a Stratford Academy diploma must be approved in advance by the Head of Upper School

Specific minimum course credits in each discipline (one semester equals 1/2 unit):

- 4 units of English
- 4 units of mathematics
- 3 units of social studies (beginning with the class of 2024, the requirement will be 3.5 units of social studies to include 0.5 unit of U.S. Government or 4.0 units of social studies to include AP U.S. Government)
- 4 units of science
- 2 units of foreign language (must be the same language and taken beyond 8th grade)

- 5 units of electives (beginning with the class of 2024, 1.0 unit of the electives must be in fine arts)
- Successful completion of a Senior Project
- 75 hours community service

Course Placement Policy

Stratford Academy reserves the right to place students in a course or courses when first-choice requests cannot be honored or when the student's previous academic achievement and learning characteristics are better served by an alternate level of study. The school, based on the student's mastery of basic skills, previous achievement, and maturity, makes the final placement decision.

Grading System

Stratford Academy feels that the use of numerical grades has a negative effect on teaching and learning. Such grading tends to foster an over-dependence on tests, particularly on short answer tests whose results easily translate into numbers. We feel the letter-grade system facilitates the use of more creative testing and encourages the use of evaluation criteria other than tests, such as homework, in-class assignments, research papers, essays, reports, and term papers.

This grading system will be used for all Upper School classes. The letter grades and their corresponding levels of achievement are as follows:

- A+, A, A- Excellent
- B+, B, B- Commendable
- C+, C, Satisfactory
- C- Needs Improvement
- D/F Failing

In Stratford's Upper School, a grade of D is a failing grade. A grade of D at Stratford yields one point for the GPA, but no credit is earned. A grade of D does not recommend a student for the next course in Stratford's course sequence nor for the work required in college. Therefore, a student who earns a D in any course required for graduation from Stratford will be obliged to repeat the course.

Grade Point Average

An Upper School student's grade point average (GPA) is computed by assigning a numerical equivalent on a four-point scale. The Upper School does not report class rank.

In calculating a student's cumulative grade point average, the following systems apply:

- A+ 4.5
 - A, A- 4.0
 - B+ 3.5
 - B, B- 3.0
 - C+ 2.5
 - C, C- 2.0
 - D 1.0
 - F 0.0
- All regular academic courses will count at face value. Fine arts courses (with the exception of AP Studio Art and AP Music Theory) and PE courses are not counted in the GPA.
 - Advanced Placement courses which follow a prescribed, college-level curriculum receive an extra weight of .5 points.

Academic Eligibility (*These eligibility rules meet or exceed the requirements established by GHSA*)

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth-grade students

Exception 2: A cheerleader who is academically ineligible for the spring semester may try out if she is passing ALL classes at the time of the tryout. The window of

opportunity to try out under these conditions is available only during the ten (10) days that the school sets aside for tryouts.

- (a) Passing is a grade of C- or higher
- (b) Students participating in junior varsity competition must meet all scholastic requirements
- (c) If an eligible student transfers from a school that uses a block-schedule format to a school using a traditional format (or vice versa) and that student cannot get a full schedule of classes with equivalent credit in the semester of the transfer, the school may petition the Executive Director of the GHSA for a waiver of this rule for the first semester after the transfer occurs.
- (d) For schools offering courses with yearlong grading, eligibility must be computed for each semester
 - 1. At the end of the first semester, students must be passing 2.5 units
 - 2. The second semester grade will be the grade given for the entire course.

Students gain or lose eligibility on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport.

Exception 3: Students who successfully complete an online credit recovery course during the summer in order to maintain eligibility become eligible when the school receives a copy of the transcript from the online course provider indicating that the student has passed the course. Credit recovery grades do not replace the grade earned for the same course at Stratford.

- (a) A maximum of two (2) credits earned through an online credit recovery program may be counted for eligibility purposes.

(b) Summer credits earned in non-accredited home study programs, non-accredited private schools, or from non-accredited online course providers may not be used to gain eligibility. Accreditation recognized under the rule shall be from the Georgia Accrediting Commission (GAC) or a regional accreditation agency (such as SACS) or the Georgia Private School Accreditation Council (GAPSAC).

(c) An independent study course taken through an online credit recovery program must be regionally accredited and accepted by the school system for graduation credit.

Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. Example: night school classes, correspondence courses, etc.

Students must accumulate units toward graduation according to the following criteria:

(a) First-year students (entering 9th grade) are eligible academically. Second semester first year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.

(b) Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.

(c) Third-year students must have accumulated eleven (11) units in the first and second years AND passed courses carrying at least 2.5 units in the previous semester

(d) Fourth-year students must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.

(e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

Honors and High Honors

The Upper School honor roll is published at the end of each semester. In order to be included on this list, students in grades 9 to 12 must meet the following criteria:

- **For Honors:** A first semester or final Grade Point Average of 3.75 or greater.
- **For High Honors:** A first semester or final Grade Point Average of 4.0 or greater.

Graduation Honors Determination

To be recognized in the yearbook as an honor graduate at Stratford, a student must have earned a cumulative grade point average of 3.75 at the end of the third grading period of the senior year. A student who has not earned the requisite GPA by the end of the third marking period, but who achieves a 3.75 by the last day of classes in April will be recognized as an honor graduate at honors day and at graduation. Only students who have attended Stratford Academy for three years in the Upper School are eligible to be salutatorian or valedictorian. Only grades earned at Stratford are used to determine honor graduates, salutatorian or valedictorian.

GPA grading scale to be used for valedictorian, salutatorian, and special honors

Beginning with the class of 2022, the following scale will be used in determining valedictorian, salutatorian, and some special honors awarded on Honors Day. GPA calculations for college admissions, for honor roll, and for honor graduate will not change.

A+ = 10 points

A = 9

A- = 8

B+ = 7

B = 6

B- = 5

C+ = 4
C = 3
C- = 2
D = 1
F = 0

AP classes will receive a .5 bump. Accelerated chemistry, accelerated algebra 2, and accelerated English will receive a .25 bump. Every course taken (with the exception of band and PE) over the required 5 will receive a .25 bump per semester. Fine arts courses taught during the regular school day will count in this special GPA calculation.

Advanced Placement

The Advanced Placement Program (AP) is a cooperative educational endeavor of the College Board with secondary schools and colleges across the country. Through the program, secondary school students can complete college-level courses and may receive credit for them from the colleges they plan to attend. The amount of credit offered to the student varies from college to college.

Stratford offers, according to demand, AP courses in English, Biology, Environmental Science, Physics, Psychology, Geography, Calculus, Statistics, Chemistry, U.S. History, European History, World History, French, Latin, Spanish, Art, Comparative Government, U.S. Government & Politics, Music Theory, Computer Science, and Economics.

Students in AP courses follow programs of study based on guidelines suggested by the College Board. In May of their yearlong courses, AP students take a nationally administered test (approximate cost: \$100.00). In early July, students receive notice of their scores:

5-extremely well qualified

4- well qualified

3-qualified

2-possibly qualified

1-no recommendation

Advanced Placement courses are designed to serve both talented and highly motivated students. Students interested in AP courses should discuss the course with the instructor and receive permission from the department chair to be admitted to the course. A student's score on the College Board AP Exam does not affect in any way his/her grade in the course nor the amount of credit Stratford awards. Students who wish to take an AP course through independent study must have that course approved by the Head of Upper School. A student who takes an AP course independently without permission of the Head of Upper School will not be allowed to take the AP exam at Stratford and that course will not appear on the student's Stratford transcript.

Summer Work

Like other skills, reading is a skill that requires practice; therefore, it is essential that the student maintain acquired reading skills throughout the summer. All school divisions provide summer reading lists that contain suggested and/or required reading. The required reading is closely coordinated with the regular academic program. It is most important for a student to have read the required reading prior to the opening of school. At the beginning of the school year, students will discuss and write about summer reading selections in some of their classes.

Summer Session

Summer school credit to be applied toward a Stratford Academy diploma must be approved in advance by the Head of Upper School.

Academic Study from Programs Outside Stratford

Stratford supports students' enriching their education through travel and study abroad. These experiences should take place during the summer months, so that students are not required to be absent from class during Stratford's regular

school terms. Stratford strongly discourages students' arranging international travel and study during regular school terms.

Students who wish to participate in an outside program of study that is offered only during Stratford's regular school term must obtain prior permission from the Head of Upper School as well as approval for all courses to be taken, if those courses are to be transferred back to Stratford for credit toward graduation. Students should receive permission and approval of courses before accepting a place in any outside program.

Students who wish to apply for AP courses at Stratford, which they will take in an outside program during one of the two semesters of the academic year, will not receive high priority consideration for admission into those AP classes here at Stratford since they will be away for one half of the year.

Students requesting leave of one semester from Stratford to participate in outside study opportunities will be expected to pay tuition in the amount of \$2500 for the semester they are away.

Homework and Assessments

Upper School students should expect to spend an average of 2-3 hours a week on homework for each course. When a student has more than two long-range assignments or tests occurring in one day, the student may request from teachers an extension of the deadline so that no more than two occur on the same day. The request must be made prior to the day the multiple assignments are due.

After-school Tutorial

In the Upper School, tutorial is available Monday through Thursday from 3:20 to 3:50 p.m. Tutorial is a time for students to make up missed work, to ask questions, and to receive individual explanation, enrichment, or extra help. Teachers may require students to attend tutorial. Tutorial is not an in-depth remediation program.

Stratford Academy supports the classroom teacher as the primary agent in the learning process. Most Stratford tutoring is done by the classroom teacher during

tutorial time. A student who is completing class assignments and attending tutorials with his/her subject teacher but is still in need of assistance may apply for assistance in the academic tutoring program available through the Learning Support Center. Tutoring is conducted by qualified tutors and learning specialists who work with students in specific subject areas and is scheduled during the school day or immediately after school. These tutors maintain close contact with the student's classroom teacher, monitor student progress, and integrate their instruction into Stratford's curriculum. For information about enrolling in the program, please contact the Learning Support Center.

All Stratford after school activities will be scheduled so that students can participate in tutorial. Students in the Upper School may begin after school activities at 4:00 p.m.

Drop/Add Policy

Selecting courses that are at once interesting and appropriately challenging is critically important in order for students to be engaged and successful. Stratford students are asked to give careful thought to the course requests they make each spring. Requests to change courses after the registration process is complete can create a myriad of problems for the student as well as for the entire scheduling process. For that reason, Stratford has established some guidelines and policies for dropping and adding courses once the registration period has passed.

Requesting a course change during the drop/add period

Students are allowed to request appropriate changes to their schedules during the drop/add period. The drop/add period at Stratford begins on the first day of the semester and extends to the end of the first full week of school. Students who offer a compelling reason for requesting a schedule change will be allowed to make the change, master schedule and class numbers permitting. Students in AP classes will be bound by an additional set of guidelines for dropping AP classes.

Requesting a course change after the drop/add period

In cases where a student feels overwhelmed academically or otherwise ill-placed in a course and wishes to drop after the drop/add period is over, the student should speak first to the teacher. If the teacher agrees that the student is not well placed in the course, the teacher will initiate a request to the Head of Upper School for a course change. If the teacher believes that the student is well placed, the teacher will confer with the Head of Upper School. The Head of Upper School, in consultation with the teacher, the student and the student's parents will render a decision on the request for a schedule change.

All course changes should be made before the end of the first quarter. Any courses dropped after the end of the first quarter will be noted on the transcript with a "W."

Course changes made after the first quarter deadline but at the request of the teacher will **not** be noted on the transcript.

Dropping an AP Course

Students who wish to drop an AP course must speak first to the teacher. If the teacher agrees that there are compelling reasons for a student to drop the course, the teacher will initiate a conversation with the Head of Upper School. If the teacher believes that the student is well-placed in the course, the teacher may encourage the student to remain in the course for a mutually agreed upon time, after which the student and teacher will re-evaluate the student's position. In some cases the teacher may deny the student's request to drop and refer the student to the Head of Upper School. Unless the teacher and the Head of Upper School believe the course is clearly out of reach for the student academically or acknowledge some other extenuating circumstance that would make dropping the course advisable, students who request, are accepted into and register for AP courses should plan to complete them.

Taking an AP Course Not Offered at Stratford

Students who wish to take an AP course not offered at Stratford may only do so with permission from the Head of Upper School. If an approved student registers for and completes an AP class online and has received permission to have the transcript for that class included with his/her high school transcript, then that student may take the AP exam at Stratford.

Evaluating and Reporting Student Progress

Parents are invited to come to school for conferences in the fall and spring to discuss their child's progress. If an additional conference is desired, parents should contact the advisor, the Head of Upper School, or the guidance office.

The school year is divided into two terms, each term consisting of two reporting periods (quarters) of approximately 9 weeks each. At both mid-quarter and end of quarter, the student will receive electronic grade reports. These reports constitute the official progress record at Stratford Academy. Only final grades will appear on the student's transcript.

All teachers will communicate with parents at least twice per year to discuss the student's strengths and weaknesses in each class. At least one of the contacts will be a written narrative evaluation of the student's progress. Also, teachers regularly convey to students a report of progress as they return graded homework and tests. If any of these reports create questions or concerns, the student and parents are encouraged to contact the student's teacher and/or advisor for explanation.

Administration/Exemption of Mid-term and Final Examinations

Exams are required of all students in grades nine through eleven at the end of the first and second semesters. Any deviation from the exam schedule must be approved in advance by the Head of Upper School. Midterm exams are required of all seniors at the end of the first semester. Seniors in good academic standing (grade of C or better) who have satisfied all behavioral and attendance guidelines may exempt spring exams.

Senior Projects, Honors, Exams, and Graduation

Senior Projects

Senior Projects represent an attempt on the part of the school and its faculty to recognize the special needs of seniors who are approaching graduation, to provide these students with an opportunity to use some of what they have learned during their time at Stratford in the world outside of school, and to acknowledge and reward the talent, responsibility, and maturity that they have demonstrated in completing the school's academic and service requirements for graduation. That same maturity and responsibility are expected of our students when they are involved with their project, representing themselves, their parents, and Stratford Academy.

The term "Senior Project" covers a variety of educational experiences. Essentially, the program calls upon individual students to arrange and pursue special activities away from the Stratford campus in a project to be undertaken during May of the senior year. Each project will be an independent, student developed, in-depth educational experience culminating in a formal presentation to an evaluation committee. Successful completion of the Senior Project is a requirement for graduation.

Senior Exam Exemption

Midterm exams are required of all seniors at the end of the first semester. Seniors who have earned a grade of C or better at the end of the second semester and who have satisfied all attendance guidelines may exempt the spring exams. Seniors will lose the exam exemption for yearlong courses if they are tardy to school 40 times. They will lose the exam exemption for semester courses if they are tardy to school twenty times during the second semester. Any senior who has missed more than eight class periods from a semester class or more than fifteen class periods from a yearlong class is not eligible to exempt the final exam regardless of his/her grade in the course. These rules apply to AP courses as well. In certain courses, the teacher may determine that an examination is essential for an accurate evaluation of all students. The class will be notified well in advance if all students are expected to take the final exam.

Graduating Seniors

Those seniors who take part in graduation will be seniors in good standing who have fulfilled all of the requirements for graduation from Stratford Academy. Seniors who have failed to complete their community service hours or who have failed to pass their senior project will receive their diplomas when they have fulfilled all of their graduation requirements.

The College Office

The college counselors assist students in preparing for and selecting colleges best suited for their individual talents, interests, and needs. They begin by counseling freshmen about course selection, graduation requirements, and extracurricular activities. In February, the College Office invites freshmen, sophomores and their parents to an academic planning night designed to help students plan their academic program for the tenth, eleventh, and twelfth grades. In the spring of the junior year, counselors meet with each junior and his or her family to begin the college selection process. Through the senior year they write senior letters; mail applications, transcripts, recommendations, and other materials to colleges; and arrange for college representatives to visit campus.

Seniors and their parents should note that seniors must turn in all college applications to the College Office according to the Stratford application schedule and no later than one month prior to the deadline set by the college. The Stratford College Office will mail each student's application with the required supporting documents (transcripts, recommendations, school profile, etc.) in one complete packet.

College Visitation Policies

A college visit is unexcused unless expressly approved by the college counselor and the Head of Upper School. A college visitation form must be completed at least two days in advance of the trip. Students are encouraged to use holiday periods for such visits. The College Office will keep track of absences for college visits. Students are expected to maintain class attendance as a highest priority throughout the senior year.

Community Service Program

The Stratford Community Service Program exemplifies our commitment to broadening students' experiences, building youth leadership skills, and contributing to the community. Through regular, service-oriented work with local community groups and non-profit, non-partisan agencies and other organizations, students learn the value of service to others and develop a sense of community and responsibility.

Students must keep in mind the distinction between volunteering and community service. Simply working for an organization without payment may or may not involve service to the community and, consequently, may or may not qualify in the program. In general, organizations must be recognized as charitable 501(c)(3) organizations by the IRS. All hours are subject to approval by the community service director.

Students should treat agreements with organizations as work contracts. Unexplained and unexpected absences are hardships to volunteer groups and reflect poorly on both the student and our school community. Students are expected to find a replacement if an absence is unavoidable; notification must also be made to the director of the service organization. Students may incur penalty hours for unexplained absences from scheduled community service engagements.

Community Service Program Requirements

In 4 years of Upper School each student must accumulate 75 hours. Students must complete 20 hours by May 1 of their ninth-grade year. Students must have a cumulative total of 40 hours by May 1 of their sophomore year and 60 hours their junior year. Seniors must have a cumulative total of 75 hours by May 1 or by the start date of Senior Projects, if this date is before May 1.

Ordinarily, students may receive no more than five hours credit per year in service to Stratford. In light of Covid-19 restrictions, however, this limit is increased to no more than 10 hours credit in service to Stratford for the 2020-

2021 school year. Furthermore, students will be notified if total cumulative hours are reduced for the 2020-2021 school year as a result of Covid-19 restrictions.

Students may receive no more than five hours credit per year in service to faith-based organizations or other partisan organizations such as political parties.

Students who are working on their Eagle Scout Award or Girl Scout Gold Award may count up to 5 hours of their time in the year the project is undertaken. Other students who are not earning an award, but who are helping a friend complete an Eagle/Gold project may submit all the hours worked.

Hours that exceed the 5-hour limits as outlined above may be turned in and will be added back in once the student has completed the 75-hour graduation requirement.

Students may work ahead but not fall behind the yearly requirement.

Hours must be submitted on Stratford's Community Service forms and signed by a supervisor or sponsor of the work.

Accumulated hours become part of a student's final transcript.

No transcripts will be released to the student, parents or any other educational institution until the community service requirement has been satisfactorily met.

Participation in Stratford extracurricular activities during the summer months may be suspended until the requirement is met. Promotion to the next grade and graduation from Stratford are also dependent upon fulfillment of required hours.

Deadlines

October 1: Last day to turn in forms for service rendered during the preceding summer. Summer hours submitted after October 1 will not be recorded toward a student's requirement.

May 1: Last day to turn in forms for service rendered during the school year. Hours not completed after the May 1 deadline are penalized by the addition of $\frac{1}{2}$ again the number of hours not completed. For example, a student who is short

four hours of service will be required to complete six. Participation in Stratford extracurricular activities including summer sports/band camps may be suspended until the penalty hours are successfully served and the required paperwork is handed in. Students who do not participate in any Stratford summer activities must complete their hours and hand in the appropriate paperwork before they may start school in the fall. Seniors in penalty will not receive their diploma nor will their final transcript be mailed to their college of choice until they have completed their penalty hours.

Transferring students are not excused from the community service requirement. A student who transfers in the Upper School is responsible for earning community service hours only during the years he or she is enrolled at Stratford.

Attendance – Upper and Middle School Policies

Absence Policy

No student at Stratford Academy may accumulate more than twenty absences from school per year. This policy applies to excused absences as well as unexcused absences. In order for a student to take full advantage of the educational opportunities at Stratford Academy, attendance is crucial. School-sponsored outings (field trips, class retreats, athletic contests, etc.) will NOT count towards the twenty-absence total. Students are considered as being officially in attendance under such circumstances.

At the Upper School level where academic credits ("Carnegie Units") are awarded, a student who misses more than twenty days in any yearlong academic course will not receive an academic credit for that course. (The limit will be ten days for a one-semester course.)

Appeal Policy: A student or parent may appeal the twenty-absence policy in writing by sending a letter to the appropriate division head, with a copy to the Head of School. That letter should ask that the twenty-absence limit be waived and should explain the reason(s) for the request. In the case of an extended illness or injury which prevents attendance at school, support documentation from a physician should accompany the request for waiver.

Attendance and Tardy Procedures

Stratford students are required to attend all classes unless excused by the division head or assistant division head. Attendance records are completed in advisory each morning and are sent to the office. The school reserves the right to follow up with reported absences. The school keeps records of all student attendance (absences, tardiness, and early dismissals). Additionally, attendance is taken in each class period throughout the day. Students' daily attendance records appear on the school transcript.

Regular classroom attendance is essential to a student's learning at any grade level. Absences for causes other than illness or emergency are therefore to be avoided with firm resolve. Parents can be most helpful by refraining from scheduling vacations beyond those times allotted in the school calendar. Parents are also urged to arrange doctor, dental, and orthodontic appointments for students after the school day. Signing out from school for non-medical appointments is frowned upon and is unexcused.

- Tardiness is arrival to school after 8:25 a.m. for upper school. Band members have an earlier arrival time and students will be considered late for school if they arrive after the designated time.
- Students who arrive to school after advisory must sign in with Robin Schorr and receive a pass prior to going to class.
- Students with a written excuse from a doctor's office will not be marked tardy.
- In upper school, students who are tardy to school five times within a semester will be assigned a Thursday Afternoon Detention (TAD).
- A student who misses four or more class periods in a day will be counted as missing a full day's absence.
- If the late student fails to bring in a note from home or from the appropriate doctor's office, the absence will be counted as unexcused. The absence will remain posted as unexcused until the student brings a legitimate note explaining the absence.
- A student who signs in late and misses a test or quiz will be expected to make up that work after school that same day.
- Tardies to class during the day are dealt with by the individual classroom teachers.

Extracurricular Eligibility in Relation to Attendance

- A student must be in attendance by 9:25 a.m., not leave before 2:30 p.m., nor be gone from school for more than one class period in order to participate in an extracurricular event, practice, or performance that day.
- Partial absences due to medical appointments are exempt from this policy if students, when they return to school, bring a note from their doctor. This policy does not apply to seniors properly exercising their off-campus privileges.
- The student bears the primary responsibility for alerting coaches, advisors, and sponsors of extracurricular activities that he/she cannot participate, practice, play, or perform on the day when he/she has not been in attendance for the required number of hours. The School Office will also attempt to notify the coach or activity sponsor when a student is ineligible to participate on a particular day.
- A student who is ineligible to participate on a given day but who reports to a practice, activity, rehearsal, game or performance and does not advise the coach or advisor of his/her ineligibility is guilty of an honor violation and subject to appropriate penalties. Honor violations are major infractions and are punishable by a suspension.
- Tardiness due to extenuating circumstances will be reviewed by the division head.

Sign-Out Procedures

A sign-out sheet will be kept in the school office. A student who leaves campus for any reason during the school day must sign out at the time of departure and sign in immediately upon return. Upper School students who fail to receive permission and sign out to leave campus from the appropriate personnel before leaving the campus will be considered truant from school, which is punishable by suspension.

Illness/Family Emergency

When a child will be missing school for any reason (illness, funeral, etc.) parents must contact the upper School Office by 8:45 a.m. to report the absence. Call Robin Schorr at the school number 477-8073 ext. 217 or send her an email at: robin.schorr@stratford.org. When returning to school, the student should bring a

written parental excuse for the absence. All absences are recorded as unexcused until the office receives an appropriate note from a parent or physician. In the case of illness during the school day, the student will go to the sick room, and the school office will notify the parent. Except in the case of emergency, a student must have prior permission from a teacher to go to the sick room, counselor, office, etc. If a student is absent from class without permission, appropriate disciplinary action will be taken.

Excused Absences

Individual written requests for excused absences, personal days, college visits, or early dismissals for reasons other than illness or family emergency must be made in writing to the division head or assistant division head at least 2 school days in advance of the absence. (For example, the request must be made on Wednesday for a Friday absence.) For such absences, upper school and middle school students will be given a form signed by the division head or assistant division head notifying teachers of the impending absence and allowing for make-up work for an excused absence. The student should have a planned absence form initialed by every teacher whose class he/she will miss. All completed planned absence forms are to be turned in to Robin Schorr before the planned absence. Failure to submit a planned absence form with all of the appropriate signatures may result in a loss of privileges or other disciplinary consequence.

The following are considered excused absences:

Note: Teachers do not have the authority to approve absences or excuse tardies. All requests for excused absences must be granted by the division head or assistant division head.

- Absence due to illness or family emergency confirmed by a parental note,
- Absence for religious holidays,
- Absence for medical appointment necessarily falling within school hours and confirmed by a doctor's note,
- Absence for approved college visits,
- Absence for a field trip, off-campus performance, or team trip (such an absence counts as a full attendance day),
- Absences for personal days (requested in writing at least two days in advance).

During absences, students will consult class syllabi, classmates, the student portal, or teachers for assignments. In cases of prolonged absences, families should contact the Director of Guidance.

On the first day of return to school, the student should confirm the make-up of scheduled work with each teacher. Generally, students have one day for every day absent to make up missed work. Failure to make up scheduled work within the allotted time frame may result in loss of credit for the work. Any make-up schedule may involve time after school and therefore may preclude participation in extracurricular practices. Tests or quizzes missed due to an absence must be made up in After-school Study Hall.

Make-up work is the student's responsibility. The teacher will offer every reasonable support and understanding and has discretionary power to extend the schedule beyond the regulation time.

Unexcused Absences

Absences for reasons other than those stated above are considered unexcused. Any *unexplained* absence, whether for a full day or part of a day, will be considered *unexcused* if proper documentation (e.g., note from a parent or doctor's office) is not received by the school within 48 hours of the absence. This includes instances when a student signs out as sick. Students who miss work due to unexcused absences will receive an F for any missed work. They should not expect to receive any additional help from their teachers for going over concepts covered during the absence.

Note that truancy from school is punishable by suspension. Excessive truancy will be reported to the Department of Family & Children's Service.

Personal Days

Though the school does not ever encourage a student to be absent, we recognize that situations do arise occasionally when students need to miss school for reasons other than those officially excused by the division head or assistant division head. In order to provide students and families with some flexibility and to ensure that students are not punished academically in these special situations, the school allows each student two personal days each year. These days may be taken at any time during the academic year,

but they must be approved 2 school days in advance by the division head or assistant division head. A student who is planning to take more than two days away from school must claim the first two days as personal days. The remaining days will be unexcused. In exceptional cases, an appeal may be made to the division head for additional days. Students will follow the same rules for making up work that they would follow for any other absence.

Field Trips, Off-Campus Performances, or Team Trips

Group trips, such as field trips or off-campus performances, and team trips count as full attendance on office records. To receive accommodations as a result of such an absence, students must confirm the upcoming absence with teachers using a planned absence sheet and prepare with them for the absence as much in advance as possible. Students participating in academic or athletic team events are not required to submit a planned absence sheet. A teacher may specify at the time a long-term assignment is given that the assignment must be turned in before students depart on school-sponsored group trips. Otherwise, make-up work will occur on the same schedule as with regular excused absences.

Senior Privileges – Upper School only

Seniors in good standing academically and behaviorally are allowed certain privileges with parental consent.

- Seniors may sign in no later than 9:25 a.m. with Mrs. Schorr on mornings when their study hall falls at the first period of the day. Seniors must pay attention to the printed schedule and to schedule changes that occur during the year in order to be present for assemblies and classes that start at irregular times.
- Seniors whose study hall falls during the period directly before break may sign out at 9:30 a.m. for breakfast. They must sign back in with Mrs. Schorr before the start of break at 10:15 a.m..
- Seniors may sign out at 2:30 p.m. with Mrs. Schorr when their study hall falls at the last period of the day.
- Seniors may sign out at 1:05 p.m. on days designated for their off-campus lunch. Seniors going off campus for lunch must sign back in with Mrs. Schorr before the start of the next class period.

- Once study hall rosters have been finalized and permission has been granted, seniors in good academic standing do not have to sign out of study hall. They may go directly to the library, Help Desk, the cafeteria, the outdoor seating areas between the library and the science building, the science building atrium, and the tented patio area. Seniors are still responsible for cafeteria cleanup when their study hall falls directly after break.
- Seniors are allowed to wear jeans on Fridays as long as they are not torn or revealing. Jeans that resemble leggings are also inappropriate.
- A senior whose grades begin to pose a threat to his/her graduation may be confined to study hall by the Head of Upper School until the Head of Upper School, the student's teachers, and the student's advisor feel the privilege should be reinstated.

Junior Privileges – Upper School only

Juniors in good standing academically and behaviorally are allowed certain privileges. Once study hall rosters have been finalized and permission has been granted, juniors in good standing do not have to sign out of study hall. They may go directly to the library, Help Desk, the cafeteria, the outdoor seating areas between the library and the science building, the science building atrium, and the tented patio area. Juniors are still responsible for cafeteria cleanup at their assigned time.

College Visitation Policies – Upper School only

A college visit is unexcused unless expressly approved by the college counselor and the Head of Upper School. A college visitation form must be completed at least two days in advance of the trip. Students are encouraged to use holiday periods for such visits. The college office will keep track of absences for college visits. Students are expected to maintain class attendance as a highest priority throughout the senior year.

Uniform Code

The primary goal of the Stratford uniform is for our students to present a neat, coordinated, and modest appearance for school. Adherence to the dress code is a community responsibility, and we trust our families to accept and abide by the uniform

guidelines. The school expects that parents and students will work with the school to uphold Stratford's dress code standards.

The school makes the final determination of acceptable and appropriate dress. If their apparel does not conform to the uniform guidelines, students may be asked to arrange for other attire to be brought to school.

Stratford Academy uses Lands' End as its uniform vendor. To purchase Stratford uniform items, a personal shopping account must be set up at www.landsend.com. To do this, click on the **SCHOOL** tab and then **FIND YOUR SCHOOL**. Stratford's school number is **900182916**.

A profile may be created for each student with his/her gender and grade level. When shopping for that student, select his or her name after logging in and then only the appropriate clothing choices for that division and gender will be displayed. Discounts and specials offered by Lands' End may be applied to school uniform purchases, but not to logos and monogramming.

Under Armour polo shirts with the Stratford logo are approved for wear under Stratford's uniform policy and are available for purchase in the Eagle's Nest.

General Guidelines – All Divisions

For the 2020-2021 school year, masks/facial coverings that cover the nose and mouth will be required for students in grades 3-12 (and encouraged for students in Beginners-2nd grade) while we are in Phase Orange of our Return to Campus plan. These masks/facial coverings must be solid color or plain patterns with no logo, writing, pictures, or symbols, with the exception of the Stratford Star.

Clothing

- All clothes must be neat, clean, and in good repair (without holes, frays, etc.).
- Boys' shirts must be tucked in at all times.
- Boys must wear a belt (optional in preschool only). Belts should be leather or canvas with appropriate buckle.

- Cargo and sporting style shorts and pants (e.g., PFG, AFTCO) are not allowed.
- Shorts and skirts/skortis must be no more than 5 inches from the top of the knee.
- Students may wear long or short-sleeved white, navy, or gray shirts under their uniform shirts provided no writing can be seen through the uniform shirt.
- Tights or leggings worn under skirts/skortis must be solid white, navy, or black and without cut-outs or designs.
- Hats may not be worn in school buildings.

Jewelry

- Jewelry should be conservative and unobtrusive in keeping with the uniform look.

Tattoos

- No visible tattoos are allowed during the school day or while participating in school activities such as athletic events.

Piercings

- Girls may have no more than two earrings per ear.
- Boys may not wear earrings.
- Nose, tongue, or other facial piercings are not allowed.

Hair

- Hair must be neat and well-groomed.
- Boys' hair must be off the collar and eyebrows and not below the middle of the ear
- Unnatural hair color and extreme hair designs are not allowed.
- Facial hair is not permitted.

Additional Specific Guidelines – Preschool and Lower School

- Students must wear navy Stratford outerwear, jackets, vests, sweatshirts, and sweaters purchased from Lands' End. This Lands' End outerwear must be worn to and from school and inside classrooms in Preschool or Lower School. Other brands and colors of outerwear, jackets, vests, sweatshirts, and sweaters are not permitted in Preschool or Lower School. The options for appropriate outerwear choices for Preschool and Lower School are included on the Lands' End website when you create a student profile.
- Footwear for Preschool and Lower School students must be flat, closed toe and heel, and navy, brown, or black. Tennis shoes may be any color. Students may wear Ugg-style boots, but they should be unadorned and a solid color. When the weather calls for it, students may also wear rain boots. Any students who attend ASAP must have on tennis shoes. Students in Preschool and Lower School may not wear cowboy or western boots. Any shoes that light up in any way, make any noise, or have wheels in the heels are strictly prohibited. If shoes are determined to be a distraction to the learning environment, the students will be asked not to wear those shoes again.

Additional Specific Guidelines – Middle and Upper School

- Girls wearing skirts or skorts that are deemed by the administration to be too short will be given a demerit and loaned a dress code compliant uniform to wear for the remainder of the day to be returned at the end of the school day.
- Boys wearing shorts or pants that are deemed by the administration to be out of dress code will be given a demerit and loaned a dress code compliant uniform to wear for the remainder of the day to be returned at the end of the school day.
- Students may wear sweaters, sweatshirts, hooded sweatshirts, and jackets in school as long as they are solid brown, black, navy, gray, or white and have no adornments such as images or words other than those on Stratford apparel.

Outerwear of any other color may be worn to and from school but must be removed inside school buildings. Blankets are not acceptable outerwear.

- Footwear must have a closed toe and heel and a modest heel height.

Spirit Day Dress Code (officially declared)

- Students may wear any team shirt, Eagle Night Shirt, any Stratford shirt purchased in the Eagles Nest, or any Stratford Club or Activity Shirt (ex: Key Club) that identifies the club or activity as an official Stratford one.
- Stratford shirts and other apparel worn on Spirit Days may not be faded, ripped or frayed.
- Students are allowed to wear appropriate jeans in good repair (no holes, rips, etc.) and other non-uniform apparel on Spirit Days.
- Students may wear open-toed shoes and sandals, excluding flip flops.

Students *may not* wear the following on Spirit Days:

- Jeggings, leggings, sweat pants, yoga pants, or pajama bottoms.
- Tights with a regular shirt, T-shirt, sweatshirt, tunic, or the like.
- Athletic apparel other than team shirts.
- Swim attire.

First Friday Attire – Middle and Upper School

First Friday Jeans Day is designed to give middle and upper school students and their teachers a break in the routine! With that in mind, middle and upper school students may wear Spirit Day attire on the first Friday of each month.

Student Conduct and Honor Code

Technology Code of Conduct

Stratford's link to the Internet offers a wealth of resources and provides students and faculty access to computers and people all over the world. Such broad access poses the problem of availability of material that may be considered inappropriate in the context

of the school setting. Despite Stratford's encouragement of on-campus internet use through the BYOD (Bring Your Own Device) policy, the school must set some limits.

Stratford has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials, and an industrious user may discover and access such information.

Students are counseled in appropriate uses of the Internet and are required to abide by Stratford's Technology Code of Conduct. Students who use computers in full compliance with the Code should not come into contact with objectionable material. Consequences of violating the Code include restrictions on the use of computing facilities as well as other disciplinary action.

Terms and Conditions

Acceptable Use

The use of the Internet must be in support of education and research and be consistent with the educational objectives of Stratford Academy. Students are expected to follow the requirements of the Honor Code and the school's discipline code with regard to technology use.

During class times, students may use only the technologies designated or permitted by their instructors for a particular activity. Any audio or video recording of class activities is at the teacher's discretion. Under no circumstances can such recordings be shared with others or posted on the internet without the express permission of the instructor. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying also is prohibited.

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators will deem what is

inappropriate use, and their decision is final. The administration, faculty, and staff of Stratford may request the system administrator to deny, revoke, or suspend Internet privileges.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. Stratford Academy's rules concerning hazing, bullying and harassment apply equally to the use of technology as they do to face-to-face interactions.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number nor those of other students.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Rule of thumb: anything you feel you need to hide from a parent or a teacher should not be created, accessed or reproduced.

Warranties/Responsibilities

Stratford Academy makes no warranties of any kinds, whether expressed or implied, for the service it is providing. Stratford will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Use of any information obtained via the Internet is at your own risk. Stratford Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the school network. This includes, but is not limited to, the uploading or creation of computer viruses.

Computer Games

All non-educational games are off-limits on computers that are used on campus. Students found playing non-educational games will run the risk of having their device confiscated. Downloading computer games to the user's network drive is a serious infraction of the Technology Code of Conduct and may result in denied access to computer and Internet access or other consequences.

Videos

Non-educational videos are not to be streamed or watched during school hours. Failure to abide by this rule will result in the loss of computer privileges or other consequences.

Internet Censoring

To protect the users of the Internet on Stratford Academy campus, many sites have been blocked. The use of any means to get around blocked sites by Stratford Academy is a severe infraction of the Technology Code of Conduct and could mean suspension from school.

Social Networking Sites

Social networking sites may be blocked on campus at the school's discretion. The technology staff highly recommends that students who use these sites off campus place nothing on these pages that would in any way cast a bad light on them as a student. These sites are visible to colleges, universities and potential future employers.

Behavioral Expectations for Stratford Students

Preschool Behavioral Expectations

Stratford Academy seeks to educate its students toward living moral, virtuous lives and to cultivate habits of everyday living that are characterized by honesty, integrity, generosity, and concern for the well-being of others. To this end, we join with parents in a partnership of mutual respect and trust, endeavoring to respect those values held by our parents and school community and encouraging parents to work in concert with the school to provide appropriate and consistent limits.

We believe that children respond best to clearly stated expectations and rules of discipline. Children will be expected to treat others with kindness and respect – adults and peers alike. If problems arise, the classroom teacher will contact parents in order to work out a plan of action to remedy the situation. The welfare of each child is our primary concern.

Because we believe that our students represent the school, even when not directly involved in a school-sponsored event, we seek to encourage students to exercise good citizenship and integrity at all times.

Students should feel safe and protected when they come to school, and that the learning environment remains positive. Preschool is a time to play and grow and learn. If a child does exhibit negative behavior, the teacher will address this behavior appropriately. The parents may be contacted and/or a conference scheduled if the negative behavior continues. Stratford will not disclose disciplinary consequences imposed upon a student to anyone other than that student's parent/guardian.

Lower School Behavioral Expectations

Stratford Academy seeks to educate its students toward living moral, virtuous lives and to cultivate habits of everyday living that are characterized by honesty, integrity, generosity, and concern for the well-being of others. To this end, we join with parents in a partnership of mutual respect and trust, endeavoring to respect those values held by our parents and school community and encouraging parents to work in concert with the school to provide appropriate and consistent limits.

We believe that children respond best to clearly stated expectations and rules of discipline. Children will be expected to treat others with kindness and respect – adults and peers alike. If problems arise, the classroom teacher will contact parents in order to work out a plan of action to remedy the situation. The welfare of each child is our primary concern.

Because we believe that our students represent the school, even when not directly involved in a school-sponsored event, we seek to encourage students to exercise good citizenship and integrity at all times.

Students should feel safe and protected when they come to school, and that the learning environment remains positive. If a child exhibits negative behavior, the

teacher will address this behavior appropriately. The parents may be contacted and/or a conference scheduled if the negative behavior continues.

Stratford Honor Code

A Stratford student will not lie.

A Stratford student will not steal.

A Stratford student will not cheat.

A Stratford student will not plagiarize.

Lying is the falsification or denial of fact or the creation of a false impression.

Stealing is the taking of personal or school property.

Cheating is the giving or receiving of unauthorized information in schoolwork. It is also the representation of another's work as one's own.

Plagiarism is the use of someone else's material or ideas as if they were one's own.

Use or Possession of Dangerous Weapons

The possession of dangerous weapons at school or at any school-sponsored event will not be tolerated. Students who have questions concerning personal items that will be permitted on campus are to contact the Head of Lower School's office for clarification before bringing questionable items onto the campus. In addition, students are not permitted to bring toy guns, toy knives, matches, lighters, pocketknives, fireworks, sharp pointed objects, or any potentially threatening objects to campus. Students may be suspended or dismissed for such behaviors.

Bullying, Threatening Remarks, or Fighting

Any bullying, threatening remarks, or fighting are considered major infractions and will not be tolerated. Students will receive appropriate punishment or may be suspended or dismissed for such behaviors. Stratford will not disclose

disciplinary consequences imposed upon a student to anyone other than that student's parent/guardian.

Classroom Behavior

Students are expected to exhibit responsible behavior at all times. Respect should be demonstrated toward teachers, substitute teachers, administrators, other school staff, and peers at all times. Students should value and be sensitive to the feelings of peers. Students not respecting adults or causing a disturbance which impedes the learning environment of others will receive appropriate punishment, including possible suspension or dismissal for repeated offenses.

Cafeteria Expectations

Standards of conduct in the cafeteria are determined by each of the school divisions. Each Lower School class is responsible for leaving its section of the cafeteria clean and ready for the next class. After a Lower School student turns in his or her tray, he or she will remain in the cafeteria until the class is dismissed by the teacher on duty.

Racial, Gender, Ethnic, and Religious Tolerance

Stratford is committed to cultivating a climate of tolerance and respect for individuals of every race, ethnic origin, and faith. To this end, Stratford students will be presented with appropriate opportunities for the discussion of the harmful effects of demeaning expressions or improper characterizations. The ultimate goal is to develop genuine appreciation for the diversity within our school community.

Campus Limits

No student may ever leave campus without being escorted by a parent or appropriate guardian. Wooded areas, streets, parking lots, and playgrounds are off-limits to Lower School students at all times unless the students are under adult supervision. The Preschool playground is off-limits to all Lower School students not in the ASAP Program from 2:00 p.m. to 6:00 p.m. This is due to State Day Care regulations.

Careless Treatment of Property

Intentional or careless abuse of property will not be tolerated. Students will be asked to clean up and, in some cases, to pay for items defaced or damaged. Students will be asked to share the load in daily classroom and lunchroom cleaning and maintenance. They should take pride in the appearance of all areas of the school.

Food or Drink

Students are not allowed to have food or drinks outside the cafeteria unless permitted by a supervising faculty member. Students should complete breakfast food before entering the building.

Use of Gum

Students are not allowed to chew gum in school buildings.

Toys and Non-Educational Items

Toys, games, trading cards, or other non-educational items brought from home are not permitted in a student's possession unless permission is specifically given by the teacher for sharing purposes. The Head of Lower School or any teacher has the right to collect items brought to school that interfere with the learning process.

Cell Phones and Devices

Lower School students do not have a need for a cell phone at school. Cell phones will not be used in classrooms in the lower school at any time during the instructional day. If you do provide your child with a cell phone, it must be put away in the child's backpack from the time they get out of the car in the morning until they need to use it after school hours to contact a ride during afternoon carpool. Students will not be allowed to call or text on a device at all during school hours. Devices will not be allowed for games during carpool. Devices

must be turned off when waiting in the carpool area and will only be allowed to be used with express permission from a faculty member. Lower school students may not wear smart watches or any watches that text or make phone calls at any time during the school day.

Computer Games

All non-educational games are off limits on the school's computers and network. Failure to abide by this rule will result in the loss of computer privileges or other consequences.

Description of Punishment

Committing infractions of the rules listed can result in punishment deemed appropriate by the school. Repeated infractions of any type will result in more serious consequences including possible suspension or dismissal.

In-School Suspension

Repeated or serious disciplinary infractions may result in the student's serving an in-school suspension. In-school suspension consists of individual confinement away from the classroom. The suspension may be a partial day, the entire school day, or multiple days. The student is responsible for making up any work missed during an in-school suspension. A parent will be notified of the suspension.

Out-of-School Suspension

An out-of-school suspension is considerably more serious than an in-school suspension. Serious disciplinary infractions may result in the student spending a day or days away from all school activities. The student is responsible for making up any work missed during an out-of-school suspension. A parent will be notified of the suspension.

Dismissal

Students may be dismissed from the school for a grievous offense or repeated offenses.

Middle School Behavioral Expectations

Communities like Stratford Academy need standards and expectations to promote a safe, productive learning environment. Our Mission, Honor Code, and Code of Conduct help define our community as a place of cooperation, respect, and truthfulness. The School operates under the assumption that all community members will conduct themselves with a high level of personal integrity, on and off campus, reflecting the School's values of Excellence, Integrity, Freedom, Responsibility, and Community.

The Honor Code

Stratford Academy expects its students to behave honorably and with personal integrity; therefore, the School has established an Honor Code for its students to uphold.

We believe that differentiating between right and wrong is a fundamental human responsibility and that when a single member of the community violates the Honor Code, the entire community is affected. It is a rare privilege for a person to live and work in an atmosphere of trust and mutual respect, and each student is expected to guard that privilege diligently.

The Stratford Honor Code states:

A Stratford student will not lie.

A Stratford student will not steal.

A Stratford student will not cheat.

A Stratford student will not plagiarize.

Lying is the falsification or denial of fact or the creation of a false impression.

Stealing is the taking of personal or school property.

Cheating is the giving or receiving of unauthorized information in schoolwork. It is also the representation of another's work as one's own.

Plagiarism is the use of someone else's material or ideas as if they were one's own.

Students are reminded that the use of stored information in a calculator or laptop during a quiz, test, or exam may constitute cheating. To avoid this situation, a student using a calculator or laptop on a test or exam should have nothing stored in that calculator or laptop that would not be approved if printed openly on a sheet of paper on the desk. Instructors allowing calculators or laptops to be used during tests may randomly check calculators or laptops for such stored information and may request that the memory of the calculator or laptop be cleared of certain programs prior to the test.

The Honor System

To instill the meaning of the Honor Code, each school division has established a system whereby students learn the value of the code in their daily lives. At all grade levels, students experience both the privileges associated with adherence to the code and the consequences of violating the code.

All Middle School students write and sign the honor pledge on all tests, quizzes, and assignments submitted for grading: "*On my honor, I have abided by the Stratford Honor Code.*"

Middle School teachers explain the code and the system to their students and clarify to them those assignments on which they may work together and those assignments on which they must work individually. In the Middle School, violations of the Honor Code are submitted to the Head of Middle School who investigates and determines necessary disciplinary action.

Student Responsibility When Observing Honor Code Violations

Allowing a violation of the Honor Code to go unchallenged weakens the effectiveness of the code. Students should not, therefore, remain passive when observing or being made aware of an Honor Code violation.

The student who has observed an honor offense should go to a teacher, the counselor, or the division head and report the incident. These people will then investigate the matter. The Stratford Honor Code works to the benefit of students, faculty, and school community. Any breakdown of that trusting relationship must be addressed by students and faculty, for it places in jeopardy the entire educational process

Middle School Code of Conduct

Our Code of Conduct ensures the success of our community members and is important for the day-to-day and long-term order of our community and the safety of our community members. The Conduct Code also functions to support the School's values of excellence, integrity, freedom, responsibility, and community.

Middle School students are expected to exhibit responsible and respectful behavior at all times, not only toward teachers, administrators, and other school staff, but also toward their peers.

Violations of the School's expectations for behavior break the trust that the School gives its students and result in sanctioning.

Middle School students always should do the following:

- Follow all published school rules.
- Arrive in class on time and prepared for work.
- Treat all members of the class with respect and expect it in return.
- Listen to and follow the teacher's instructions the first time they are given.
- Learn procedures and routines of each teacher and follow them every day.

Inappropriate behavior in a class is addressed by the teacher. If the negative behavior continues, a progressive disciplinary process begins, and this is administered by the individual teacher, Head of Middle School, and/or counselor. A conference with the parents and students may be required.

In cases of repeated and/or severe disciplinary infractions, the disciplinary process may result in serious measures up to and including dismissal.

Unacceptable Behaviors and Penalties

This section contains Stratford Academy's rules and regulations. No list of rules can be all-inclusive, but Stratford finds the following conduct particularly unacceptable in and for our community. Failure to abide by these rules can result in serious sanctions including suspension, probation, or dismissal. Stratford will not disclose disciplinary consequences imposed upon a student to anyone other than that student's parent/guardian.

Honor Code Violations

Any Stratford student who commits an incident of lying, cheating, stealing, or plagiarizing is subject to punishment as determined by the Head of Middle School.

Threatening Remarks, Hazing, or Bullying

No one may interfere with another's emotional well-being as this affects an individual's ability to learn. Bullying is unwanted, aggressive behavior among school aged children that involves a power imbalance. The behavior is repeated, or has the potential to be repeated, over time (stopbullying.gov). Bullying is intentional, unprovoked, and hurtful. It occurs when one or more students uses a written, verbal, or electronic expression or a physical act or gesture or any combination that creates an unwelcome, uncomfortable, intimidating, or hostile environment for the target. Hazing is similar to bullying, but it normally involves two or more students placing a student in a humiliating position through verbal or physical intimidation. Bullying and hazing, whether committed in person or through electronic sources such as cell phones or computers, are considered severe infractions and will not be tolerated.

Bullying includes, but is not limited to the following: hazing; stalking; threats or intimidation; social alienation such as shunning, spreading rumors, rating/ranking of personal characteristics, or manipulating friendships; physical

aggression such as pushing, hair pulling, or excessive tickling; coercion; offenses towards another's race, religion, disability or other medical issue, ethnic origin, gender or sexual orientation; display of offensive or demeaning material; and sexual or other harassment.

Bullying also includes behaviors that cause damage to the targeted student's property, infringes on the rights of the targeted student, including rights at school, or disrupts the educational process or the orderly operation of the school.

Certain acts associated with bullying are considered criminal offenses.

Parents/Guardians and students should be aware that a response from the School cannot and does not preclude a legal response from the parents/guardians of an offended student.

Cyberbullying is bullying through use of technology or electronic devices such as telephones, cell phones, computers, cameras, fax machines, and the internet, including but not limited to email, instant messages, text messages, and internet postings, including social media, whether on a webpage, in a blog, or otherwise.

Cyberbullying is a crime and may be prosecuted under applicable laws related to cyberbullying. *Parents/Guardians and students should be aware that a response from the School cannot and does not preclude a legal response from the parents/guardians of an offended student.*

Bullying and cyberbullying are prohibited at all times, including at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Alcohol, Drugs, and Other Substances

The school's primary concerns are the safety, health, and well-being of individuals as well as the entire school community. In the event of an incident

involving substances, depending on its nature and the school's legal disposition, the school may make any number of recommendations and suggest courses of action including a professional assessment, counseling, or possible withdrawal from the school. The school will treat as a medical issue, and not a disciplinary issue, students who voluntarily indicate that they are struggling with a drug or alcohol problem prior to being caught violating Stratford's rules surrounding these issues. The school's ability to work effectively with and support such an individual may affect his/her eligibility to remain at the school.

Any Stratford student who misuses legal drugs or who sells, uses, or possesses illegal drugs or alcohol while at school or under the school's jurisdiction may be suspended or dismissed. Depending on the nature of the incident, federal and local laws may also apply.

Use or Possession of Firearms, Knives, Explosives, or other Dangerous Weapons

The aforementioned items will not be tolerated at school or at any school-sponsored event. Infractions of this rule may result in dismissal. In addition, students are not permitted to bring toy guns, toy knives, matches, lighters, jackknives, fireworks, sharp pointed objects, or any potentially threatening object, in appearance or reality, to campus.

Threatening Remarks and Fighting

These transgressions are considered major infractions and will not be tolerated. Students may be dismissed for these or other bullying behaviors.

Vandalism and Stealing

These transgressions are considered major infractions and will not be tolerated. Students may be dismissed for such behaviors.

Racial, Gender, Ethnic, and Religious Tolerance

Stratford is committed to cultivating a climate of tolerance and respect for individuals of every race, ethnic origin, and faith. To this end, Stratford students

will be presented with appropriate opportunities for reflection and discussion of the harmful effects of stereotyping, sexual harassment, gender bias, demeaning expressions, or otherwise improper characterizations of racial, gender, ethnic, or religious groups. The ultimate goal of such programming is to develop genuine appreciation for and celebration of the diversity within our school community.

A Stratford student will not engage in any behavior or activity that might dishonor the race, gender, ethnic origins, or religious beliefs of another. Such activities constitute the highest level of misconduct and will incur disciplinary consequences, including possible suspension, or dismissal.

Tobacco

The use, sale, or possession of any tobacco or nicotine product, including but not limited to cigarettes, e-cigarettes, vaping devices, and smokeless tobacco is prohibited on campus, while a student is under the school's jurisdiction, or at a school event. Any Stratford student who is found using or in possession of such products while at school or under the school's jurisdiction may be suspended or dismissed.

Campus Limits

No student may ever leave campus without permission and without first signing out at Robin Schorr's office. Leaving campus without permission is a major infraction and is punishable by suspension.

Some areas of the campus are off-limits to Middle School students at all times: the Lower School circle; the Preschool and Lower School playgrounds; and the wooded areas and parking lots. At 3:15 p.m., unless attending tutorial, students must leave the building and report to carpool pick-up stations in front of the main building where they must be seated until their ride arrives.

Gambling

Students are not allowed to gamble on the Stratford campus or while under the school's jurisdiction. This infraction is punishable by suspension.

Careless Treatment of Property

While school employees carry the major responsibility for maintenance, it is prudent economically and sound educationally for students to share the load. Intentional or careless abuse of property will not be tolerated. Students will be asked to clean up and, in some cases, to pay for items defaced or damaged. Serious vandalism is an extremely serious offense and is punishable by suspension.

Food or Drink

Students are not allowed to have food or drinks outside the cafeteria unless permitted by a supervising faculty member, e.g., during break. Students should complete breakfast food and drink before entering school buildings. Outside drinks (from fast food restaurants, convenience stores, coffee shops, home, etc.) are prohibited and may not be brought into the school buildings. Students may bring water bottles that seal.

Use of Gum

Students are not allowed to chew gum in school buildings.

Personal Electronic Devices

Students are not allowed to use personal CD players, iPads, or similar electronic devices during school hours without the direct and specific permission of a teacher or administrator.

In the Middle School, the use of tablets and laptops is allowed in classes at the discretion of the teachers. Students are reminded that the School expects them to follow the Acceptable Use policy.

Cell Phone Use

Now that middle school students are encouraged to bring a laptop to class, the necessity of having a cell phone in the classroom no longer exists. Between 8:25

and 3:15, students are not allowed to have a cell phone with them at any time. If you need to get a message to your student, please email or call Robin Schorr or Jennifer Sweat. Any student found using a cell phone or having a cell phone on their person will be issued a demerit and the phone will be confiscated.

The School requests that parents please assist us with this policy. Parents should not call or text their children during the academic day. Students who need to make a phone call or text a parent should ask a teacher or administrator for permission.

Displays of Affection

Students are expected to refrain from inappropriate displays of affection.

Written Public Announcements

Outdoor signs and posters are not to be displayed without approval from the director of the physical plant. Restrictions as to content, size, number, and duration of display will apply.

Celebrations at School

Celebrations in the Middle School are restricted to break time and lunchtime with one's homeroom and/or class. We ask parents to please talk with their middle schoolers' homeroom teachers to coordinate a celebration.

Consequences

To help enforce rules, the middle school uses a "demerit" system similar to the one used in upper school. Students who violate a behavioral expectation will be assigned a demerit. After two demerits, students will be assigned two teacher-monitored silent breaks; after four demerits, four teacher-monitored silent lunch periods; and after six, five days of silent snack and lunch periods. Additional consequences will be assigned to students who do not correct their behavior.

In-School Suspension

Serious disciplinary infractions, repeated violations of the behavioral guidelines, or multiple detentions may result in the student's serving an in-school

suspension. Students in an in-school suspension will report to the Head of Middle School at 8:00 a.m. The student will be assigned to a designated area of the school to work on assignments throughout the school day. In-school suspension will end at 3:15 p.m. During an in-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus.

Out-of-School Suspension

During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with the Head of Middle School to reinstate the student the morning after an out-of-school suspension.

Probation

Probation means that any subsequent significant disciplinary transgression is likely to result in dismissal. Students may be placed on disciplinary probation for a specified period of time. Probationary status may also jeopardize the student's eligibility to participate in or attend school activities.

Dismissal

Dismissal is the permanent removal of a student from the Stratford Academy community.

Upper School Behavioral Expectations

Stratford seeks to educate its students to live moral, virtuous lives, by cultivating in them habits of everyday living that are characterized by honesty, integrity, generosity, and concern for the well-being of others. With this as our goal, we join with parents in a partnership of mutual respect and trust, endeavoring to respect those values held by our parents and school community and encouraging parents to work in concert with the school to provide appropriate and consistent limits. These parameters provide an atmosphere conducive to education, help keep children safe, and engender in them the qualities of self-discipline and personal responsibility that mark the lives of successful adults.

Because we believe that our students represent the school, even when not directly involved in a school-sponsored event, we seek to encourage students to exercise good citizenship and integrity at all times. The school will respond with the appropriate disciplinary measures when misconduct occurs at a school event on or off campus.

The Stratford Honor Code states:

A Stratford student will not lie.

A Stratford student will not steal.

A Stratford student will not cheat.

A Stratford student will not plagiarize.

Stratford Academy expects its students to behave honorably and with personal integrity; therefore, it has established an honor code for its students to uphold. We believe that differentiating between right and wrong is a fundamental human responsibility and that when a single member of the community violates the honor code, the entire community is affected.

Delineations and Definitions of the Honor Code

Lying is the falsification or denial of fact or the creation of a false impression.

Stealing is the taking of personal or school property.

Cheating is the giving or receiving of unauthorized information in schoolwork. It is also the representation of another's work as one's own.

Plagiarism is the use of someone else's material or ideas as if they were one's own. It may occur in any field or activity, from the sciences and business to artistic endeavors such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes.

Specific Information Related to Plagiarism and Cheating

Graphing Calculators, Laptops/Tablets and other Electronic Communication Devices

In testing situations, the use of stored information in a calculator, laptop, tablet or any other electronic communication device may constitute cheating and is, therefore, an honor code violation. A student using a calculator, laptop, tablet, or any other electronic communication device should have nothing stored in the device that would not be approved if printed openly on a sheet of paper on the desk. Instructors allowing calculators, laptops, tablets, or other electronic communication devices may randomly check for such stored information and may request that the memory of the device be cleared.

Foreign Language Department's On-line Research Policy

Illicit use of on-line translators is a violation of the honor code. Students enrolled in foreign language classes may use on-line dictionaries any time and may use on-line translators to research a topic for a project/paper that will be written in English. Students may not use on-line translators to write anything in the target language, to translate an assigned passage, or to get help in reading or answering questions about an assigned passage. If there is a question about the legal use of any on-line site to assist with an assignment, the student should ask the teacher beforehand.

Definitions for clarification

On-line dictionaries provide definitions for words or phrases; an on-line translator provides English or foreign language translation of entire sentences (or paragraphs).

The Honor System

The honor code is a student initiative. Each year, members of the honor council will review policies and procedures regarding the honor system with a goal of educating all students as to the value and meaning of the honor code.

Upper School students will write and sign the honor pledge on all tests and assignments submitted for grading. The pledge is: ***On my honor, I have abided by the Stratford Honor Code.***

Violations of the honor code may be submitted to the honor council to be heard and tried under the direction of a faculty advisor.

Student Responsibility When Observing Honor Code Violations

It is in every student's best interest to help maintain a culture of integrity and honor at Stratford. Therefore, a student who has observed an honor offense should go to a teacher, the honor council chair, or an administrator to report the incident.

Honor Offenses

Upon report of a possible honor code violation, the student suspected of the offense will be called to meet with the Assistant Head of Upper School. The student will be informed of the allegation and given an explanation of the honor council procedures. If a student confesses wrongdoing at this juncture, the Assistant Head of Upper School will assign an appropriate disciplinary action.

If a student denies the allegations outright or admits to the action but believes the action should not be considered an honor offense, the student may appear before the honor council to plead his/her case.

The honor council is comprised of the honor chair, two student representatives from each upper school class, and a faculty advisor. Every effort is made to convene and complete the honor council process as soon as possible. A recording of the proceedings is submitted to the Assistant Head of Upper School.

A student appearing before the honor council should follow these guidelines:

- Discuss the matter immediately and completely with parents.
- Be fully honest with the faculty and administration in discussing the matter.
- Do not discuss the case with other students.

- Be candid with the council and let them know everything relating to the case.

Honor Council Procedures

When the council is convened, the council chairperson emphasizes the absolute need for confidentiality to the council members. Evidence in the case is presented. The accused student is brought before the council. The statements of confidentiality and due process are repeated to the student. Council members then question the student. After the council's questions have been answered, the student may comment on any matter regarding the accusation. Also, the student may ask a faculty member to speak on behalf of the student as a character witness.

The council then deliberates to decide whether the student has violated the honor code and how they believe the offense should be classified. Factors such as premeditation, degree of involvement, involvement of other students, or potential benefit from the alleged violation are among the factors that the honor council might consider in classifying the offense. The honor chair delivers the council's verdict to the Assistant Head of School. The Assistant Head of School will inform the student of the verdict and will make a decision about the appropriate consequence.

Appeals of honor council decisions may be made to the head of school in two circumstances only: the student believes that appropriate protocols were not followed prior to or during the honor council hearing or the student believes that evidence which might have a strong bearing on the council's decision was not introduced during the hearing. Dissatisfaction with the honor council's ruling does not constitute a basis for appeal. A student who wishes to file an appeal must do so within 72 hours of the original ruling of the honor council. The assistant division head will provide the student an appeals form; the completed form must be returned within 72 hours of the original verdict. The head of school will review the appeals form and meet with the student and his parents, and at the head's discretion, with members of the honor council. The head of school will call for a second review by the honor council if he establishes that appropriate procedures, as outlined in the Student and Parent Handbook, were not followed or that critical evidence was never presented at the honor hearing.

A student found guilty of an honor violation will generally face suspension from school unless the gravity of the offense warrants dismissal.

Students who have violated the spirit of the honor code but whose offense is not considered a clear violation may be assigned an "honor warning." Honor warnings may be assigned in situations such as the following:

- The student made errors in judgment that create the appearance of an honor violation, but the honor council is unable to reach a decision regarding the student's guilt or innocence.
- The student inadvertently created a situation that has helped another student cheat.

Honor warnings will remain on the student's record for the remainder of the semester and the semester that follows. If a student is found guilty of an honor offense during one of those semesters, the student will be treated as if it is his/her second offense.

Any student serving in the student government, on the honor council, or as a mentor will resign that office immediately if found guilty of an honor violation or any other offense for which he/she was suspended. A suspended student will not be allowed to run for a student government position or serve on the honor council in the academic year that follows a suspension.

School Rules

Below are listed major school rules. Failure to abide by these rules can result in dismissal, suspension, probation, or other appropriate punishments. Repeated infractions will result in more serious consequences. Stratford Academy will respond appropriately to any acts of misconduct, those listed here and others that are not. Stratford will not disclose disciplinary consequences imposed upon a student to anyone other than that student's parent/guardian.

Severe Infractions

Alcohol, Drugs, and Other Controlled Substances

The school's primary concerns are for the safety, health, and well-being of individuals as well as the entire school community. In the event of an incident involving controlled substances, the school may make any number of recommendations and suggest courses of action including a professional assessment, counseling, withdrawal from the school or expulsion. The school will work with students who voluntarily indicate that they are struggling with a drug or alcohol problem prior to being caught violating Stratford's rules. Stratford will treat these cases as medical issues and not as disciplinary issues as long as the school is able to work effectively and support the student with a drug or alcohol problem. If the school is unable to work effectively to support the student, the student will not be allowed to remain at Stratford.

Any Stratford student who misuses legal drugs, or who sells, uses or possesses illegal drugs or alcohol while at school or under the school's jurisdiction may be suspended or dismissed. Depending on the nature of the incident, federal and local laws may also apply.

Campus Limits

No student may ever leave campus without permission and without signing out. Leaving campus without permission is a major infraction and is punishable by suspension and loss of driving privileges.

All buildings in the main complex and the outside areas immediately adjacent to them are considered within campus limits. Unless authorized or supervised by a faculty member, the following areas are off limits: middle, lower and preschool buildings, elevators, gymnasiums, locker rooms, athletic buildings, athletic fields, wooded areas, parking lots, playgrounds, and the outdoor classroom. Due to state daycare regulations, the preschool playground is off limits to upper school students at all times. Failure to remain within the approved campus limits during the school day is a severe infraction and may result in a suspension.

Fighting

Physical confrontations between students are not acceptable. Fighting on campus is a severe infraction and may result in suspension or dismissal from school.

Gambling

Students are not allowed to gamble on the Stratford campus or while under the school's jurisdiction. This infraction is punishable by suspension.

Racial, Gender, Ethnic, and Religious Intolerance

Stratford is committed to cultivating a climate of tolerance and respect for individuals of every race, ethnic origin, and faith. To this end, Stratford students will be presented with appropriate opportunities for reflection and discussion of the harmful effects of stereotyping, sexual harassment, gender bias, demeaning expressions, or otherwise improper characterizations of racial, gender, ethnic, or religious groups. The ultimate goal of such programming is to develop genuine appreciation for and celebration of the diversity within our school community.

A Stratford student will not engage in any behavior or activity that might dishonor the race, gender, ethnic origins, or religious beliefs of another. Such activities constitute the highest level of misconduct and will incur disciplinary consequences, including possible suspension or dismissal.

Misuse of Technology

Misuse of technology may result in loss of technology privileges or other consequences. Please see the technology section for further information on the school's technology code of conduct.

School personnel may confiscate student-owned electronic communication devices (ECD) when they have reasonable cause to believe that ECDs have been used for cheating, to bully or harass other students or employees of the school, or to create a material disruption of school activities or a substantial interference with the rights of other students or of school personnel.

Threatening Remarks, Hazing, or Bullying

No one may interfere with another's emotional well-being as this affects an individual's ability to learn. Bullying is unwanted, aggressive behavior among school aged children that involves a power imbalance. The behavior is repeated, or has the potential to be repeated, over time (stopbullying.gov). Bullying is intentional, unprovoked, and hurtful. It occurs when one or more students uses a written, verbal, or electronic expression or a physical act or gesture or any combination that creates an unwelcome, uncomfortable, intimidating, or hostile environment for the target. Hazing is similar to bullying, but it normally involves two or more students placing a student in a humiliating position through verbal or physical intimidation. Bullying and hazing, whether committed in person or through electronic sources such as cell phones or computers, are considered severe infractions and will not be tolerated.

Bullying includes, but is not limited to the following: hazing; stalking; threats or intimidation; social alienation such as shunning, spreading rumors, rating/ranking of personal characteristics, or manipulating friendships; physical aggression such as pushing, hair pulling, or excessive tickling; coercion; offenses towards another's race, religion, disability or other medical issue, ethnic origin, gender or sexual orientation; display of offensive or demeaning material; and sexual or other harassment.

Bullying also includes behaviors that cause damage to the targeted student's property, infringes on the rights of the targeted student, including rights at school, or disrupts the educational process or the orderly operation of the school.

Certain acts associated with bullying are considered criminal offenses.

Parents/Guardians and students should be aware that a response from the School cannot and does not preclude a legal response from the parents/guardians of an offended student.

Cyberbullying is bullying through use of technology or electronic devices such as telephones, cell phones, computers, cameras, fax machines, and the internet, including but not limited to email, instant messages, text messages, and internet postings, including social media, whether on a webpage, in a blog, or otherwise.

Cyberbullying is a crime and may be prosecuted under applicable laws related to cyberbullying. *Parents/Guardians and students should be aware that a response from the School cannot and does not preclude a legal response from the parents/guardians of an offended student.*

Bullying and cyberbullying are prohibited at all times, including at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Tobacco

The use, sale, or possession of any tobacco or nicotine product, including but not limited to cigarettes, e-cigarettes, vaping devices, and smokeless tobacco is prohibited on campus, while a student is under the school's jurisdiction, or at a school event. Any Stratford student who is found using or in possession of such products while at school or under the school's jurisdiction may be suspended or dismissed.

Unexcused Absence from Class

Students are expected to attend all classes, including PE, internships, and study halls unless officially excused. Failure to attend class without excuse may result in a suspension.

Use or Possession of Weapons

Firearms, knives, explosives, or other dangerous weapons will not be tolerated at school or at any school-sponsored event. Infractions of this rule may result in dismissal. (Students who have questions concerning personal items that will be permitted on campus are to contact the Head of Upper School's office for clarification before bringing questionable items onto the campus.) In addition, students are not permitted to bring toy guns, toy knives, matches, lighters,

jackknives, fireworks, sharp pointed objects, or any potentially threatening object (in appearance or reality) to campus.

Vandalism

Vandalism is defined as damaging or destroying school property or property belonging to another student. Vandalism is considered a severe infraction and will not be tolerated. Students guilty of vandalism will be expected to make appropriate reparations in the form of money or labor or both as directed by the Head or Assistant Head of Upper School.

Other Offenses

Careless Treatment of Property

While school employees carry the major responsibility for maintenance, it is prudent economically and sound educationally for students to share the load. Intentional or careless abuse of property will not be tolerated. Students will be asked to clean up and, in some cases, to pay for items defaced or damaged. (Vandalism is a major offense and punishable by suspension or expulsion.)

Computer Games

Playing games not assigned by teachers for educational purposes on the school's computers and network is not allowed. Failure to abide by this rule will result in a demerit and the loss of computer privileges or other consequences.

Cell Phone Use

Upper school students may use their cell phones during break and lunch. Otherwise, use of cell phones is prohibited unless permitted by a teacher for educational purposes in class. Students who are found using a cell phone outside of these designated times will be issued a demerit and may be required to surrender their cell phones for the remainder of the day.

Electronic Devices

Electronic devices such as laptops, cell phones, and iPads, etc. may be used in class or in study hall for schoolwork with teacher approval. Students risk confiscation or other disciplinary consequences when using any of these devices, except as defined above.

Food or Drink

Students are not allowed to have food or drinks outside the cafeteria unless permitted by a supervising faculty member, e.g., during break. Students should complete breakfast food and drink before entering school buildings. Outside drinks (from fast food restaurants, convenience stores, coffee shops, home, etc.) are prohibited and may not be brought into the school buildings unless in an approved Stratford cup with a lid. Students may bring water bottles that seal.

Driving and Parking

- Any car driven to school by a student must be registered with the Assistant Head of Upper School.
- Upon registration, students will be given a car tag that must be placed in the front windshield.
- Observe the campus speed limit of 15 mph. Watch for and allow pedestrians the right-of-way throughout the campus. Park only in student-designated parking spaces before, during, and after school.
- Do not park on the grass, sidewalks or curbs at any time. Do not return to your vehicle during school hours without permission from the administration.
- Lock your vehicle and hide valuables out of sight at all times on campus. Stratford is not responsible for the safety of your vehicle, nor items contained within it while it is parked on school property.
- Enter the campus through the entrance only and exit the campus through the exit only.

The school may withdraw driving privileges from any student who fails to register his/her car, violates the student driver agreement, parks in unauthorized areas, or drives recklessly on campus.

Public Displays of Affection

Students are expected to refrain from inappropriate displays of affection.

Use of the Copying Machine

Students may use the school copy machine if they are working for a teacher as an intern. They may also make copies of class materials if given explicit permission by a teacher. Use of the school copy machine for activities related to clubs or other student activities is permitted with permission of the activity sponsor and the Head or Assistant Head of Upper School. Personal use of the copy machine for purposes unrelated to school is a violation.

Use of Gum

Students are not allowed to chew gum in school buildings.

Written Public Announcements

Outdoor signs and posters are not to be displayed without approval from the director of the physical plant. Restrictions as to content, size, number, and duration of display will apply.

Responses to Inappropriate Behavior

Demerits

Any violation of school rules in "Other Offenses" will be classified as a demerit and may be accompanied by an additional consequence as assigned by the Assistant Head of Upper School. Each time a student has accumulated three demerits in a semester, he/she will be assigned a Wednesday Morning Detention. If the student continues to accumulate demerits, then that student may be asked to appear before the Disciplinary Committee and may face more severe disciplinary actions.

Thursday Afternoon Detention (TAD)

Detention is held on Thursday afternoons from 3:30 p.m. until 4:15 p.m. Students assigned to detention or work detail will be required to miss other obligations including extracurricular activities, athletic practices, and tutoring sessions. Students may defer their detention for one week in order to attend organized group help sessions or school competitions if the Head or Assistant Head of Upper School approves. Students who miss detention without prior permission are assigned a work detail. During TAD, students will be required to complete a writing assignment related to their offense(s) or complete a work assignment on the school grounds. Students who fail to complete the assignment in an appropriate manner will be assigned an additional penalty.

Work Detail

Students involved in serious infractions of school rules or who accumulate excessive demerits will be assigned a work detail.

Communication with Parents/Disciplinary Report

Parents of students involved in serious infractions of school rules but who are not suspended will be contacted by the Assistant Head of Upper School, and the student may be given a disciplinary report or warning. If the student avoids other serious infractions for the remainder of the semester as well as the semester that follows, no permanent record of the infraction will be kept on file and the student need not report the infraction as a major offense to outside institutions. In place of or in addition to a work detail, other responses to serious infractions might include research or reflection papers, detentions or work details more specifically related to the offense committed. Students who commit a second serious infraction of school rules during the same semester or the semester that immediately follows one in which a disciplinary report has been issued may be suspended from school.

Parents should contact the Assistant Head of Upper School at any time if they have questions regarding disciplinary decisions or procedures.

Suspension

Typically, suspensions will be served at school, but the administration may decide that a student needs to serve the suspension at home. At-home suspensions are reported no differently than in-school suspensions. No academic penalty applies to the work a student misses during a suspension. If the infraction is directly related to the student's schoolwork, a penalty will be applied to the work in question. A suspended student is not allowed to attend or participate in any extracurricular activities on the day(s) of the suspension. A suspended student will not be allowed to run for a student government position, serve on the honor council or be eligible to be a peer mentor in the academic year that follows the suspension. A student who is currently a member of the student government, the honor council or a peer mentor must resign his/her position immediately.

Probation

A student who is suspended during the academic year may be placed on disciplinary probation for the remainder of that year. The student's eligibility for re-enrollment will be reviewed by the Head of School and the division heads at the year's end. If the division heads and Head of School believe a student's behavior poses potential problems, the student's probation may be extended into the next academic year. If the division heads and Head of School believe a student's behavior poses a significant problem, the student may not be invited to return to Stratford.

For a student on probation, any subsequent significant disciplinary transgression is likely to result in dismissal. Students may be placed on disciplinary probation for a specified period of time. Probationary status may also jeopardize the student's eligibility to participate in or attend school activities.

Dismissal

When a student's behavior has been deemed to be detrimental to the welfare of the school community, the administration may dismiss a student from Stratford Academy. Dismissal may occur after a student has not responded appropriately to other consequences for previous behaviors or after a single event that is

considered serious enough to warrant immediate dismissal. While recommendations for removal from school may come from the division heads or the Discipline Committee, the Head of School will make the ultimate decision regarding dismissal.

Discipline Committee

Purpose

The purpose of the Stratford Academy Discipline Committee is to make decisions regarding incidents that do not involve Honor Code violations but are seen as potentially detrimental to the school community. Most cases will fall into one of two categories:

- Major disciplinary cases (particularly those involving groups of students)
- Students who consistently demonstrate behavior that is unbecoming of members of the Stratford Academy community

Composition of the Committee

The Discipline Committee will be composed of three faculty members (depending on availability) and three students: the class president from the same class as the student(s) appearing before the committee, one senior, and one junior. Members of the Discipline Committee will be selected by the Head or Assistant Head of Upper School.

The Assistant Head of Upper School will chair the committee.

Procedure

Any faculty member or administrator may request a meeting of the committee when he/she deems it appropriate. With the help of the faculty and student members, the Assistant Head of Upper School will lead the investigation and gather all pertinent information concerning the case. All of the gathered information will be given to the members of the committee.

The student will be informed by the Assistant Head of Upper School that a meeting is being called concerning him/her. The student may ask his/her advisor (or another teacher) to join the meeting to act as an advocate or to offer support.

Before meeting with the student(s), the committee will review all information that has been gathered, including the student's statement. Then, the committee will meet with the student concerning the incident(s). Following a question and answer period with the student, the committee will consider appropriate consequences.

The Discipline Committee does not make decisions regarding guilt or innocence. The committee's primary purpose is to make recommendations about appropriate consequences after guilt has been established. Recommendations for the student(s) can range from writing assignments to work details, or in more extreme cases, suspension or even dismissal from school. When making recommendations, the Discipline Committee will always be mindful of what is best not only for the student but also the school community. The Discipline Committee will make these recommendations to the Head of School and to the Head of Upper School for their approval.

Students' Disciplinary Records

As a member of the National Association of College Admissions Counselors (NACAC), Stratford supports the NACAC "Statement of Principles and Good Practice." Therefore, our college counselors will ensure that students truthfully and accurately answer questions posed by certain colleges regarding high school academic and disciplinary records. Furthermore, the college office will notify colleges of any significant changes in a student's academic or personal status between the time of application and graduation. This includes, but is not limited to, a significant drop in grades, honor violations, suspensions, and dismissal.

General Information

Emergency Situations

Notification of Medical Emergency and Accidents

School officials will make every attempt to reach a parent or guardian in the event of an emergency. If the parent or guardian cannot be reached, Stratford will notify the person(s) designated on the Medical Information and Release form.

Parents and guardians should always leave instructions for being reached in emergencies. The Medical Information and Release form contains authorization and consent for the school, through a qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances. All physical injuries will be examined as soon as possible. In case of an emergency requiring immediate medical care, the school, if unable to notify the parents, is authorized to have the child treated by a qualified physician at the nearest emergency clinic.

Emergency Closing of School

Severe weather, utility problems, or health emergencies may necessitate the closing of the school. When such closings can be foreseen, an announcement will be made as early as possible. For weather closings, the decision will be made by 6:00 a.m., if possible, and will be broadcast over Cumulus Broadcasting (all local radio stations) and Channel 24, WGXA TV. A phone message from the school's all-call system will be made to every family's preferred number.

When emergency conditions cause the closing of school during the school day, Stratford will immediately notify local radio and television stations. Students who must wait for rides for more than forty-five (45) minutes will report to the cafeteria. Teachers and administrators will remain with students until their safety is assured.

If weather conditions outside the immediate school area are a serious threat, parents from those areas may call in and pick up their children early.

Fire, severe weather, and other emergency procedures have been established.

Parents are encouraged to review periodically with their children the school's procedures and the family's procedures for possible emergencies.

Lockers

Lockers are the property of Stratford Academy, and there can be no expectation of privacy. *The School reserves the right to inspect any locker without prior notification to students or parents.*

Students should feel free to decorate the insides of their locker. Locker decorations must not be permanent. Maintenance costs or repair of lockers caused by vandalism or carelessness will be billed to the student.

No exchange of lockers may occur without the consent of the division head.

All notebooks, books, and purses should be kept in the locker when they are not in use. Each student is responsible for his/her locker and its content throughout the school year. The School expects students to keep their lockers organized and tidy. Periodic inspections by faculty or administration may be made, and students may be required to clean out their lockers.

Stratford Academy cannot accept responsibility for personal belongings brought to school. Students must clean out their lockers by the last day of school, because the school will not take responsibility for articles left in the lockers. Parents are encouraged to label all articles brought to school.

Inspection of Lockers, Book Bags, and Other Items

Stratford Academy strives to respect the privacy of its students to the extent practicable.

In this respect, it is not the routine practice of Stratford Academy to inspect lockers, book bags, and other items in the possession or control of students.

However, Stratford Academy also strives to provide a safe and orderly environment for its students, its faculty and its visitors. Thus, in the event any administrator has reason to believe that any student is in possession or control of (a) any item that could be a

threat to the safety of a student, a faculty member, a visitor or any other person, (b) any item that could be a threat to the orderly operation of our school, (c) any illegal item, or (d) any item that is prohibited by the rules of Stratford Academy, any administrator of Stratford Academy may inspect any locker, book bag, or any other property on the campus and take possession of any item that could pose a threat to the safe or orderly operation of the school.

Items Brought from Home

Items brought from home which create a nuisance or an undue distraction at school or cause a potential safety concern, such as laser pointers, water pistols, skateboards, and the like are not permitted at school. These items will be collected and held in the division head's office. All items from home should be clearly marked with the student's name.

Students should not bring large sums of money or valuable items to school. The school will not assume responsibility for such items if they are brought to school.

Items Left at Home

In an effort to teach our students personal responsibility, Stratford asks that parents not bring to school items that students forget and leave at home. Students should not call home for items that they have forgotten and ask that they be brought to school during the school day. Students who are able to drive may not sign out to retrieve items left at home without permission from the upper school office.

The school asks that parents cooperate with us in our efforts to encourage our students to be responsible for getting to school with the items they need.

Lost and Found

Articles such as book bags, books, notebooks, jackets, and other personal items left in or around the main building area after school will be collected and stored in Lost and Found. Efforts are made to return items, other than PE clothes, that are labeled with student names. Clothing/items with no names that are unclaimed will be held for a reasonable length of time, after which they will be delivered to a local charity/collection center.

Visitors

All visitors to Stratford should report to the reception desk upon arrival. Student visitors should receive advance permission from the Admissions Office before planning a visit to the school.

Messages from Home

Messages will be delivered to students in class only when there is an emergency. Messages that do not fall into this category are not delivered directly to students. Non-emergency messages will be forwarded, when possible, to the students' teachers.

We appreciate your efforts to make your daily arrangements with your child before leaving home in the morning whenever possible. Messages to teachers are best delivered by email. Teachers check their email each day.

Flower, Gift, or Candy Deliveries

Stratford Academy does not allow flower, gift, or candy deliveries to students. If an item is delivered to the school it will be held at the front desk until the end of the school day and the student can pick it up there.

Parking and Traffic Flow

- All traffic on campus is one-way traffic, with ENTRY ONLY from the lower gate (football field side of campus), and EXIT ONLY from the upper gate (soccer field side of campus).
- During peak drop-off and pick-up times, traffic officers will be stationed at the exterior gates, and school personnel will assist with the flow of traffic on campus.
- The use of cell phones by drivers is PROHIBITED during carpool drop off and pick up. We appreciate that all members of the Stratford community will take the safety of our students, faculty, and other school community members into account.
- Please make yourself familiar with the carpool/campus map located on the Portal for drop off and pick up times and locations for each division.

- In order for carpool to run smoothly, we need everyone to cooperate by following the procedures. Even a small handful of cars not following these guidelines can cause backups and delays for hundreds of others.
- Please remember that the yellow curbed areas throughout campus are always “no parking/no stopping zones.” Cars left unattended, even for a moment, along the yellow curbed areas, can create havoc.
- All drivers are expected to adhere to directions and instructions from any faculty member regarding driving, parking, and carpool while on campus.
- Please help us by making sure that babysitters, grandparents, and other drivers who come to pick up your children during carpool are familiar with all of the guidelines. Feel free to print a copy of the map and give it to them.
- Please join our staff in encouraging your children to move to their cars in a timely fashion, and to never cross the car pool lane between two cars but rather to use designated crosswalks if it is necessary to cross for any reason.
- During carpool drop off and pick up times, the RIGHT LANE of traffic (next to the curb) is the lane where drivers will line up to drop off and pick up students, and it will move slowly and stop frequently. The LEFT LANE of traffic is for travelling about the campus and exiting after drop off.

Preschool students will be dropped off and picked up in front of the Preschool building.

Lower School students will be dropped off and picked up in front of the entrance to the Cantrell Lower School building. The front door will be locked at 8:20 a.m. Any student arriving after 8:20 a.m. must be signed in at the front desk by the parent or guardian.

Middle/Upper School students will be dropped off and picked up along the sidewalk outside the band room and the Tommy Robinson Memorial Garden/Fountain.

At the exit from campus, there will be a LEFT TURN ONLY lane and a RIGHT TURN ONLY lane.

Drivers should drive slowly and yield to pedestrians.

In an effort to combat wear and tear of various surfaces here on campus and to avoid accidents and injury for skateboarders and pedestrians, skateboarding is not allowed at any time.

Guidance Office

The Guidance Office staff works with individuals and/or small groups of students, coordinates standardized testing, and works with teachers and parents. The classroom teacher (Preschool and Lower School), or advisor (Middle School and Upper School) is an essential part of the support system provided for Stratford students in all divisions.

The Learning Support Center

Stratford Academy is committed to providing opportunities for students to develop their individual abilities and skills within the context of a rigorous curriculum. The Learning Support Center (LSC) offers academic support for students who need additional instruction and practice in specific subject areas or who may be experiencing learning difficulties. The underlying goal of the LSC is to prepare students to become successful, independent, life-long learners.

Students who have diagnosed learning differences may receive one-on-one and/or small-group assistance from a learning specialist through the Comprehensive Program of the Learning Support Center. This support focuses on the overall academic progress of the student and communication with the student's teachers regarding classroom accommodations or special circumstances. It may also include some subject-specific academic tutoring.

Students who are experiencing academic difficulty may receive one-on-one tutoring in one or more subjects through the Academic Tutoring Program of the Learning Support Center. To qualify for this service, the student must be attending teacher tutorials in the subject area for which help is sought; the in-school tutoring is intended to offer

additional support to students and is not meant to replace regular tutorials with the academic teacher(s).

Students may be referred to the Learning Support Center by division heads, teachers, or the guidance office. New students may enroll in the Learning Support Center by recommendation of the Admissions Office. Parents may refer a student by contacting the Director of the Learning Support Center. These services are offered in support of and parallel to regular classroom tutorials.

Appropriate fees will be assessed and billed through the Business office. A separate fee schedule is available from the Director.

Stratford provides reasonable and appropriate accommodations for students identified with specific learning differences. The Academic Support Committee periodically reviews the Written Plan of Accommodations for individual students with teachers and parents to provide an updated educational outlook.

The Director of the Learning Support Center serves as the Coordinator of Services for Students with Disabilities for the College Board. Further information about appropriate testing accommodations for the PSAT, SAT and AP exams is available by contacting the Guidance Office or the Learning Support Center.

After School Activities Program (ASAP)

The After School Activities Program (ASAP) is available for Beginners through fifth grade. The schedule consists of age-appropriate planned programs that include outdoor activities, art projects, movies, and study/reading sessions. Snacks will be served.

This program offers an opportunity for children to develop further social skills, try out new ideas and friendships, and gain independence and self-confidence. Hours are between noon and 6:00 p.m. For additional information concerning schedules, policies and fees, please contact the Director of the After School Activities Program, Betty Ann Jennings at bettyann.jennings@stratford.org.

Beginners and Pre-kindergarten children not picked up by 12:15 p.m., Kindergarten children not picked up by 3:10 p.m. and Lower School children not picked up by 3:30 p.m. will be taken to ASAP, and parents will be billed at an hourly rate. Parents of children not picked up by 6:00 p.m. will be assessed an additional fee per minute late. In case of emergencies after 4:30 p.m., call 477-8073, ext. 235 or 254.

After School Supervision Policies

Students in pre-kindergarten through grade 5 will be released only to parents or guardians during carpool time. They may be picked up by high school siblings if the sibling is taking them off campus. They may not be on campus at practices or games unless supervised by parent or guardian. Students in grades pre-kindergarten through grade 5 who are here after car pool MUST be in ASAP.

Middle and Upper School students who are still on campus after tutorial may wait in the Olson Library, supervised, until 4:30 p.m. Monday through Thursday and until 4:00 p.m. Friday. After 4:30 p.m., Stratford does not provide supervision for Middle or Upper School students on campus and is not responsible for their safety. All students not participating in ASAP, tutorial, or a school-sponsored after-school activity or sport must be off campus by 4:30 p.m.

Athletic Policies

Stratford Academy takes pride in its athletic teams and programs, which encourage student participation, support, and total physical effort on the fields of play. Stratford encourages winning, but does not emphasize it as the cornerstone of its sports programs. Stratford students are scholars first, then scholars who know the joy of physical exertion and tough competition.

Students are encouraged to attend as many athletic events as possible and should display good school spirit. Both players and fans should exhibit appropriate behavior and show respect to the officials, opponents, and their fans. Younger students should not be “dropped off” at games and left unsupervised; consequently, Lower School students may not attend athletic events without an adult. Students must remain in the

stands during the event; they are not permitted on the playing field, track, or stadium railings.

Participation

Stratford has a diverse athletic program that permits participation by a large percentage of our student body. Stratford feels that athletic participation promotes strength of body and character while providing exciting competition. In an effort to assure the health and safety of our student athletes, we require all Stratford athletes and their parents or guardians to complete and sign a Stratford athletic medical information and release form. This form authorizes emergency treatment if needed. These forms must be complete and on file before a child is allowed to participate.

Although participation in supervised interscholastic athletics is generally safe, these activities do involve the potential for injury that is inherent in any type of sport. Students who cannot provide proof of insurance may not participate. Participants have the responsibility to help reduce the chance of injury by obeying all safety rules, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their equipment daily.

Tryouts

Information concerning tryouts for athletic teams in the Middle and Upper Schools are announced in assemblies, included in morning announcements, and often emailed to parents. Tryouts are held prior to each sports season, and while all interested students are encouraged to try out, the final selection of teams rests with the coaches.

Physicals

All students who wish to try out for and participate in school-sponsored interscholastic athletic programs must have their current physical examination record on file at Stratford prior to the first regularly scheduled practice in any sport. It is extremely important that all students in the fall sports programs ensure that their forms are on file at Stratford, since their tryouts may begin prior to the first day of school.

Facility Regulations

Each athletic area and facility has specific regulations for its use. Scheduling of these facilities is the responsibility of the Athletic Director, and formal or informal use of a facility must be checked with the Athletic Director prior to its use. All members of the Stratford community are expected to adhere to the regulations.

Sportsmanship

Both students and spectators should keep in mind that the highly excitable atmosphere of an athletic event should never justify rudeness or excessive complaints about officiating or the outcome of an event. It is the duty of the coach to speak, in a sanctioned manner, with officials about unclear or questionable calls. Players should not become embroiled in disagreements with officials, opponents, or fans. Spectators are reminded that the badgering of an official is a self-defeating activity and is never appropriate. It is also unbecoming for teams to blame the lack of success on the poor performance of an official.

Well-mannered teams, coaches, and fans need not be associated with a lack of competitive spirit or enthusiasm. Honest, hard play coupled with strong and loyal support for the team and coaches from spectators are the cornerstones of Stratford athletics. Poor sportsmanship, on the other hand, discredits the school and its students and may lead to a player's removal from the game or team or to a spectator's removal from the gym, stadium, or other area. The GHSA may sanction a coach, player, or spectator if ejected from a game.

Commitment

All Stratford Academy athletic programs require either a five- or six-day per week commitment from the student. Games, practices, and weight training may be scheduled on weekends, school holidays, individual vacations, and summer break depending on the level of the team or the particular sport in question. Team members and managers are required to attend all practices and games during the season.

Rules Regarding Substance Abuse

Athletes who use alcohol, illegal drugs, tobacco, or smokeless tobacco cannot perform up to their potential. In addition to damaging themselves, such abuse results in diminished athletic performance, hurting their teammates and Stratford Academy. Of course, all Stratford regulations concerning drug and alcohol use and/or possession apply to Stratford athletes as well. Additionally, however, Stratford's coaches enforce the following rules for any Stratford athlete who is caught using, selling, or possessing any of these substances away from the campus. Any suspensions from athletic activities will be at the discretion of the Athletic Director.

Alcohol, Tobacco, Nicotine, and Other Illegal Drugs

On the first offense, students may be suspended from participation on their teams. Stratford athletes who violate school policies when their sport is not currently in season may be suspended from team activities when that team's season begins again.

- Cheerleading: Same as the sport for which cheering
- Football: Next two games
- Softball: Next four games
- Soccer: Next four matches
- Cross Country: Next two meets
- Basketball: Next four games
- Wrestling: Next two matches
- Baseball: Next four games
- Track: Next two meets
- Golf: Next three matches
- Tennis: Next three matches
- Swimming: Next two meets
- Volleyball: Next two matches
- Lacrosse: Next two games
- Shooting Sports: Next two matches

On the second offense, students may be suspended from participation on any Stratford athletic team for one year, beginning at time of detection. Both offenses are subject to dismissal from Stratford Academy, depending on the circumstances.

Detection of violations of these substance abuse rules will be restricted to the following:

- Observation of student use, sale, or possession by any Stratford faculty or staff member
- Verification by law officer of student use, sale, or possession.

If a student admits use prior to detection and asks the school for help, he or she will not be subject to penalty providing the use is discontinued and the school's suggestions are followed.

We believe that these rules will continue to make our students better and our school stronger. The rules above are in effect year-round.

Athletic Philosophy of Commitment

Stratford coaches will support the "Stratford sport in season" by encouraging the athlete to give priority for practice and games to the Stratford sport. Stratford Academy competition/performances take priority over practices/rehearsals.

Stratford athletes who are participating in an "in season sport" should have a commitment to the Stratford sport.

A Stratford athlete is expected to participate in all practices and games except in the case of an emergency or illness. A request for an excuse to miss a practice or a game must be presented to the coach in advance.

Penalty for not adhering to the above rule will be at the coach's discretion.

Students in good academic standing are allowed to participate in more than one Stratford team or group activity (sports or extracurricular academic endeavors) during the same "season." When conflicts arise, students are allowed to miss sessions of either activity without penalty. However, coaches and academic advisors should be notified of

the conflicts well in advance so a mutually acceptable decision can be made on behalf of the student. Coaches and academic advisors are required to cooperate with this policy and help coordinate schedules to accommodate students' participation in multiple activities.

Over the years, the success of Stratford athletic programs has been largely dependent upon the participation in more than one Stratford sport by student athletes. The trend developing in recent years has been for students to focus on one sport year round. If this trend continues, the Stratford student athlete and athletic program will suffer.

The philosophy behind commitment to the sport in season involves:

- Fairness to other members of a team, including the coach
- Concern over physical and mental exhaustion
- Academic performance
- Lack of free time for student athlete

Stratford's athletic program's continued success is dependent upon commitment to the sport in season for a variety of reasons:

- A school with Stratford's enrollment number depends heavily upon students' participation in more than one sport. Numbers of participants increase the probability of success in a program, and one of Stratford's objectives is to continue to be competitive in every sport.
- We want to encourage and provide varied athletic opportunities in a high school setting for the individual
- We are not a training ground for professional sports.
- Success is led by unity of a coaching staff.

The development of this philosophy is perpetuated by coaches encouraging commitment to the sport in season at Stratford. If an athlete chooses to participate in an out of season sport, his commitment has to be to the Stratford sport that is in season i.e., practice and games should not be missed.

This philosophy of commitment is supported by the school administration, academic leadership, and coaching staff. The continued success and unity of our athletic programs depends on the support of this philosophy by our students and parents.

Booster Club

The Booster Club is composed of interested families who provide support for Stratford's extended athletic program. The Booster Club Board of Directors, assisted by the Athletic Director and Head of School, uses these funds raised by the club for numerous projects. The Booster Club seeks the participation of all Stratford families

Stratford Interested Parents (SIP) – Our Parent Volunteer Organization

SIP is Stratford Academy's parent volunteer organization. SIP's purpose is to enhance each student's school experience and to support the school, faculty, and administration through a variety of planned events during the school year. Participation is open to all interested parents or guardians of students enrolled at Stratford Academy. The annual dues are \$35.00 which funds all of the activities and programs sponsored by SIP.

Some of the activities that SIP coordinates are the *Open Houses for Preschool, Lower, Middle and Upper Schools, Tailgate Parties, Daddies' and Special Friends' Breakfast for Preschool and Lower School, Field Days for Preschool, Lower and Middle Schools, Middle School Fall and Spring Dance, Upper School Winter Dance, and Faculty Appreciation Days*. Volunteers also work with the faculty and administration in support roles as needed throughout the year. All Stratford students benefit from SIP supported events.

The SIP Board of Directors consists of six Council Chairs who oversee all SIP sponsored committees, events and grade-level Parent Representative activities. Each SIP sponsored committee and event is led by Chairs with assistance from Co-Chairs and a group of volunteers. The grade representatives are a wonderful resource to new parents while performing as a liaison between Stratford, SIP and all parents of their respective grade.

All of the activities and programs of SIP are coordinated by the SIP Board using the talents and generosity of many involved Stratford parents. If you would like to volunteer your time at Stratford, please contact Kathryn Manley, Stratford Academy SIP Liaison (478-477-8073, ext. 209) or kathryn.manley@stratford.org .