

# Stratford Elementary Handbook

## 2022-2023



## **SCHOOL ATTENDANCE**

Attendance is the most important single factor in student success at school. There are times when it is necessary to be absent. They would include: a) sickness or injury to the child; b) serious illness or death in the immediate family; c) medical or dental appointments; and d) unique or special situation which may arise occasionally and for which an excuse has been secured beforehand from the principal.

When it is necessary to be absent, it is the responsibility of the parent / guardian to provide the office, through a note or phone call, an excuse for the absence. If the office does not receive a note or a phone call the absence will be considered unexcused.

A child may not be excused by a parent for more than 10 times in a school year under Wisconsin State Statute 118.15(3)(c). An absence counts as an occurrence whether it is for a day or any part of a day. After ten occurrences, the state requires a parent or guardian to provide medical documentation verifying the student's absence. The principal may waive this requirement with sufficient reason (extended illness, family emergency, funerals, etc.). Students attending a medical appointment are encouraged to obtain an appointment slip from their medical provider to excuse their absence as a medical excused absence rather than one of their 10 parental excused absences.

### **TRUANCY**

"Truancy" means any absence of a part of or one or more days from school, during which the school hasn't been notified of the legal cause of such absence by the parent or guardian of the absent student.

### **HABITUAL TRUANT**

A habitual truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester. If a student meets the definition as a habitual truant, Marathon Country truancy laws will apply.

## **TARDY PROCEDURE**

All students are allowed in the building at 7:55 a.m. A student will be counted tardy if he/she is not in their classrooms by 8:05 a.m. After that time, students must come to the office and sign in to obtain a late pass - which is given to their classroom teacher. An explanatory note or telephone call from parents will be necessary for frequent tardiness.

## **SCHOOL ARRIVAL AND DEPARTURE TIMES**

School hours for students are from 8:00 a.m. to 3:10 p.m. Outside supervision begins at 7:45 a.m. and ends at 3:15 p.m. Students should not arrive earlier than 7:45 or remain on the campus later than 3:15 p.m. unless they are participating in a supervised school activity. Please cooperate with the school in regard to these times because they are designed for the safety and well-being of your children.

## **EMERGENCY PROCEDURES**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic emergency procedures are executed to make sure that our elementary students learn proper safety procedures and adhere to all safety guidelines. They include fire and tornado drills, building evacuation and lock-down procedures. Students will follow their teacher's instructions and proceed to their assigned areas during a drill.

## **EMERGENCY CLOSING OF SCHOOL**

Announcements concerning the emergency closing/cancellation of school due to inclement weather or other reasons will be listed on Channel 7 (WSAU) and Channel 9 (WAOW) Wausau. A district-wide phone call / email will be sent out to alert parents / guardians about any cancellations or early dismissals. Parents should also have a plan of action as to what their children should do and where they should go when there is an early dismissal or emergency closing of school. These directions should be updated and listed on the "Early Dismissal Form" so that the classroom teacher and the child can review the steps when necessary.

## **LUNCH PROGRAM**

Hot lunches are served every day. Free or reduced-price lunch is available to those who qualify. Forms are sent out at the beginning of the year or may be obtained anytime by calling the office. **LUNCH MONEY SHOULD BE PAID IN ADVANCE.** The School District of Stratford does not allow family lunch account balances to drop below zero. If your account is at zero (or below), the District reserves the right to receive a payment before students will be eligible to receive any lunch.

## SCHOOL DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your homework. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and do not endanger the safety of themselves or others. Dress that tends to disrupt the class or contributes to a safety hazard in class will result in a telephone call to parents asking that they bring a change of clothing for their son or daughter. To save your child embarrassment and discomfort, please discuss this policy with your child and help him/her with proper selection.

1. Elementary students should wear shoes that allow them to run and play outside in a safe manner.
2. Short-shorts are undesirable. They are too tight and do not function well with the active elementary child.
3. Halter tops, tops without straps and/or backs and cut-off t-shirts are inappropriate for elementary-age children on the school campus.
4. T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages, or drug related messages are not allowed.
5. Wearing caps or hats inside the building will not be allowed unless under special circumstances.

## VANDALISM

If any student commits an act of vandalism (breaks, defaces or in any way destroys school property) the appropriate action will be taken by the school and parents will be held financially responsible for all damages.

## BRINGING PERSONAL ITEMS TO SCHOOL

The only time students should bring personal items to school is when their teacher instructs them to do so. We would appreciate it if items such as household pets, cell phones, radio, headphones, hand-held gaming devices etc., stayed at home. ***If parents do allow their child to bring these types of things, balls or other toys, the objects should be clearly labeled with the child's name. The school is not responsible for lost or stolen personal objects.***

## CELL PHONES AT SCHOOL

Cell phones are strongly discouraged for elementary students at school. If a student does bring a cell phone to school they should keep the cell phone either in their backpack, locker or with the teacher for safekeeping. Cell phone use is not allowed during the school day without teacher permission.

## LOST AND FOUND

Clothing collects in the lost and found box during the year and some items are never claimed. We feel that you should take the responsibility for your clothing. Make sure that your clothes are hung properly in the hall and that your boots and other items are kept in order. If you think you have lost an item of clothing, etc., tell your teacher and check the lost and found box. Inform the office, also.

## VISITATION

For the protection of the students and security in the school, all visitors are asked to report to the Elementary Office when they first come into the building. We encourage parents to visit our school at any time, by appointment or other times. Parents are discouraged from sending pre-school children to school with older students.

## PARENT PICK-UP

Any parent that is picking up his/her child during school hours is requested to come to the Elementary Office and sign his/her son or daughter out. We will then contact the classroom teachers who will send the student to the office. For safety reasons, we will **NOT** allow a child to wait outside for the pick-up.

## SCHOOL GROUNDS

All students are expected to stay on the school grounds during school hours. They should not go uptown after getting off the bus in the morning or before getting on the bus in the afternoon. Students must have a signed excuse from parents to leave for medical and dental appointments if it involves walking off the school grounds during school hours.

## ILLNESSES

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school to pick up your child. That is why it is so important that we have an updated, working phone number on the emergency contact card to reach you.

## INJURIES AT SCHOOL

Students should notify the playground or room supervisor immediately of any injuries while participating in school activities. First aid to meet the immediate emergency will be given. Parents are then contacted either by telephone or letter to inform them of the incident. An accident report will be completed by the supervisor, which will be kept on file in the Elementary Office.

## MEDICATION

If a child is to receive any prescription medication during the school day, the parent or guardian **MUST** fill out a "School Medication Permission and Instructions" form and have it signed by the physician. The medication will be stored in the office and dispensed according to the parent and physician's instructions. **Medication WILL NOT be given if both the parent and physician do not sign this form. If a child is to receive nonprescription medication (Tylenol, cough drops etc) during the school day, the parent or guardian must fill out a "School Medicine Permission and Instruction" form. Nonprescription medication must be provided by the parent. Stratford Elementary does not provide nonprescription medication.**

## **WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles or school buses, or at school-sponsored activities except as otherwise specifically provided. This includes firearms, whether operable or inoperable, loaded or unloaded, BB, spud and pellet guns, explosive devices, ammunition, knife, razor, martial arts equipment, metal buckle, chains, etc. Disciplinary measures will be the responsibility of the building principal and will include suspension, referral to law enforcement authorities, and referral for expulsion.

## **GUIDELINES FOR LICE in SCHOOL**

- If we become aware of any cases of head lice, a letter will go home to the parents of children in the class with the student that has head lice. The student will not be identified.
- The student will be checked for live lice / nits by the health aide or school nurse upon the district becoming aware of the issue. The child will be rechecked in approximately 9-10 days.
- The district will not conduct head checks of entire classes unless there have been 3 or more cases of head lice within a month in that particular class.
- Confidentiality will be maintained at all times.

## **BUS AND BUS DISCIPLINE**

Safety on the buses is the prime consideration and students should be reminded frequently about the rules for good behavior on the bus. When problems occur, the bus driver should be contacted first and then the bus contractors. If the problem continues, the school will be notified and the problem will be handled at the office level involving the student, parents, bus driver and bus contractor. Consequences will vary depending on the severity of the violation.

**Stratford Schools and the bus company have worked together to help improve our bus service. Over the past few years there has been some confusion regarding where students are to be picked up or dropped off. To help alleviate some of this confusion, we are asking that parents of students that have more than one pick-up or drop off spot, fill out a form letting us know the two consistent addresses that will be the pick up or drop off points. The bus company will no longer allow students to ride more than the two specified busses. The bus company will also no longer allow students to be transported to other students homes after school for sleep-overs, birthday parties etc... parents will be responsible for that transportation. As our district enrollment increases, our busses are becoming more and more full and cannot accommodate extra students. Please feel free to call the school district or the bus company with any questions.**

## **Stratford Elementary ROARS program**

The ROARS program focuses on establishing school wide expectations and teaching those expectations to the students. It is a research based framework for teaching and supporting positive behaviors for all students. This proactive school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

### **At Stratford Elementary School:**

- We have identified expected behaviors for the common areas (see our matrix)
- All staff members will use this consistent set of behavior expectations and rules.
- We will continue to teach, model, and practice what those behaviors look like, sound like, and feel like to behave appropriately in every setting during the school day.
- We will reward positive behaviors that we see in our school.



## Stratford Elementary Major/Minor list

Minor offenses are dealt with in the classroom. Major offenses are dealt with by administration. Repeated minor offenses could result in an office referral.

### Minor Offense

Defiance

Disrespect

Disruption

Tardy

Inappropriate language

Physical contact/Aggression

Property misuse

Technology violation

Other

### Major Offense

Inappropriate language

Bullying

Defiance

Disrespect

Disruption

Dress code violation

Fighting

Forgery/Theft/Plagiarism

Harassment

Inappropriate location

Lying/cheating

Physical aggression

Property damage/vandalism

Tardy






Technology violation

Other



# STRATFORD ELEMENTARY ROARS!



|  | Hallway   | Bathroom  | Cafeteria   | Bus   | Playground  | Classroom  |
|--|---|---|---|---|---|--|
| <b>Respect</b><br>          | -Level 0 voice<br>-Walking feet<br>-Hands and feet to yourself<br>-1,2,3...that's enough for me | -Level 0 voice<br>-Allow privacy<br>-Wait your turn   | -Level 2 voice<br>-Wait to be dismissed   | -Level 1 voice<br>-Hands and feet to yourself   | -Level 3 voice<br>-Take turns<br>-Share equipment                                     | -Follow directions<br>-Respect differences<br>-Wait your turn<br>-Respect peers, teachers, and aides<br>-Follow voice levels |
| <b>Ownership</b><br>        | -Apologize for mistakes<br>-Accept consequences   | -Clean up your mess<br>-Flush the toilet<br>-Apologize for mistakes<br>-Accept consequences | -Clean up your area<br>-Take what you eat, eat what you take<br>-Apologize for mistakes<br>-Accept consequences | -Follow driver instructions<br>-Follow all bus rules<br>-Apologize for mistakes<br>-Accept consequences | -Line up when bell rings<br>-Apologize for mistakes<br>-Accept consequences           | -Do your own work<br>-Apologize for mistakes<br>-Accept consequences   |
| <b>Attitude</b><br>        | -Silent greeting<br>-Be helpful<br>-Use good manners  | -Silent greeting<br>-Use good manners   | -Use kind words<br>-Use good manners  | -Use kind words<br>-Greet the driver<br>-Be a role model<br>-Use good manners                           | -"It's your choice"<br>-Be a good sport<br>-Use kind words<br>-Use good manners       | -Accept differences<br>-Be ready to learn<br>-Try your best<br>-Use kind words<br>-Use good manners                          |
| <b>Responsibility</b><br> | -Be where you need to be<br>-Keep hallway clean   | -2 minutes<br>-2 pumps<br>-2 pulls of paper towel<br>-2 points                              | -Follow to your spot<br>-Gather your things and go outside  | -Report problems to the bus driver  | -Use equipment properly<br>-Report problems to recess aides<br>-Keep playground clean | -Use materials and technology properly<br>-Stay on task<br>-Keep classroom clean   |
| <b>Safety</b><br>         | -Walking feet<br>-Eyes forward<br>-Hands at sides<br>-Keep to the right                         | -Keep water in the sink<br>-Wash hands  | -Walking feet with eyes forward<br>-Keep your body to yourself<br>-Eat your own food<br>-Leave aisles open      | -Walking feet<br>-Bottom in the seat  | -Stay inside Playground areas<br>-Ask an adult for help<br>-Play safe                 | -Use materials safely<br>-Walking feet<br>-Keep your body to yourself  |

The matrix is a list of our expectations. The staff will teach and enforce these expectations.  
When an expectation is not met, staff will follow our procedures listed below.

## **When Expectations are Not Met**

### **Minor**

#### **1<sup>st</sup> offense: Re-teach**

The teacher will discuss and practice desired behavior with the student

#### **2<sup>nd</sup> offense: Teacher Intervention**

Teacher will use an intervention strategy to help student get behavior corrected. These may include (but are not limited to) a visual prompt, modifying the task, taking a break, teacher proximity, and having a mini conference with the student.

#### **3<sup>rd</sup> offense: Think Sheet**

A student will have to stop the classroom activity to fill out a think sheet. The think sheet will be completed by the student with teacher guidance. It will be sent home to parents and a signature will be required. The think sheet should be sent back to school on the next day of that child's attendance.

### **Major**

- 1. Student will be sent to the office**
- 2. The administrator will determine a consequence and communicate that to the student**
- 3. The administrator will follow through on the consequence and contact the student's parent/guardian**
- 4. The administrator will communicate the consequence to the student's teacher.**

### **Notes:**

-At any time during the consequence process, it is acceptable to make an office referral at the discretion of the teacher.

-Repeated minor offenses may result in additional consequences

-Every day starts with a clean slate

## **Student Acknowledgements**

Throughout the school year, we will be acknowledging student's good behavior in a variety of ways. Some of the acknowledgements will be on an individual basis handed out by Stratford Elementary staff as we see good behaviors occur. Some of the acknowledgements will be school-wide celebrations to acknowledge the efforts of all students and staff to help create a positive learning environment for everyone

## **Playground Expectations**

At the end of the school day, if being picked up, students are expected to wait in the designated area on the West side of the school. The playground area is not supervised after school, and is not open to students unless they have adult supervision. Students being supervised by a parent on the playground after dismissal from school, should follow all playground rules. There may be students and teachers on the playground after 3:00 for particular learning activities at a variety of times during the year.

## **Cold Weather Guidelines**

We intend to go outside every day as long as the temperature (with wind chill) is above 0 degrees and there is no precipitation. If the temperature/wind chill is below 0, we will stay inside. Temperatures will be determined by the weather report found on the Stratford School District website.

Students are required to wear items under the “must wear” list based on the temperature. If they do not have these items at school, students will need to borrow from the extras we have at school if available.

### **Between 1 and 25 degrees, children must wear:**

Winter coat, snow pants (Pre-K thru 2<sup>nd</sup> grade), closed shoes or boots, stocking cap, and gloves

### **Between 26 and 40 degrees, children must wear:**

Winter coat and closed shoes or boots

\*stocking caps and gloves are recommended, but not required

### **Between 41 and 50 degrees, children are encouraged to wear:**

Winter coat or heavy jacket

\*stocking caps and gloves are optional

### **Between 51 and 60 degrees, children are encouraged to wear:**

jacket/sweatshirt, hoodie or long-sleeve shirt

### **Playground General Safety Rules:**

1. Always play safe by being careful and showing respect. **STRATFORD ROARS!**
2. Keep your hands and feet to yourself. If playing a game where tagging or touching is included, see those specific game rules below.
3. Trading cards are not permitted. Electronic devices are permitted, but the school is not responsible for lost or stolen items. All personal items should be labeled.
4. Students are not permitted on the playground without adult supervision during the school day.
3. Leave extra clothes and items you don't need in a designated spot away from the playground equipment.
4. Listen to and respect the teachers on duty. Follow their directions the first time they are given.
5. Always get permission from a teacher to enter the school.
6. Only play in the designated areas (see MAP below for specifics).
7. If something you are using goes outside the play area, one student can retrieve the item only with an adult's permission.
8. After the bell rings, if you are on the school playground, pick up your belongings and any small equipment you were using and LINE UP IMMEDIATELY.
9. Wear proper clothing (see guidelines below). Make sure your shoes are tied. Be careful as necklaces, scarves, drawstrings and very loose clothes could get tangled.
10. When you get off equipment make sure there isn't anyone in the way. If you jump, always bend your knees slightly and land on two feet.
11. Be careful of equipment that is wet because the surface will be slippery.
12. If you go to the playground in the summertime, make sure the equipment is not too hot.
13. Sit properly on equipment and do not overcrowd. If a piece of equipment has a handrail, make sure you hold it at all times.
14. Ask an adult for help if there is a problem or someone is hurt (See "Do I Need to Tell the Teacher" notes below).
15. Stay off trees, planters, railings, drain pipes, and poles.
16. Leave rocks, bark, sticks and other dangerous objects alone. Other than balls, there should be no throwing of objects of any kind.
17. Real or pretend fighting and rough play are not allowed.
19. Show pride in your school and neighborhood by keeping the building and grounds litter-free.
20. Stay out of puddles and muddy areas when necessary.
21. Solve Conflict Peacefully (See Kelso's Choices Poster below).

\*\* Follow all of the Expectations listed in the PLAYGROUND column of our school matrix.

### **Rules and Reminders:**

**Attire:**

- Follow cold weather guidelines

**Slides:**

- Students may only go down the slides facing forward, and seated on their bottom, knees, or belly.
- They may not climb up the slides nor climb on top of the tube covering one of the slides and may use the slides one at a time only.
- Blocking or plugging the slide is not allowed.
- On hot days, feel the slide with your hand before climbing to the top. If the side is too warm, don't play on it.
- Be fair and patient with each other at all times.

**Quatro See Saw and other rocking equipment:**

- These pieces of equipment are for students in Grades 4K - 2 only.
- Be fair and patient.
- The quatro seesaw can seat 4 students and other equipment only can hold 1 student each.
- Standing is not allowed, ride in a sitting position at all times.

**Parallel / Monkey Bars:**

- Only one student can swing across the center bar, monkey bars at a time.
- Students may not sit on top of the bars.
- Students need to always have their hands on the bar while they are sitting on the side bars. If they choose to hang upside-down they need to continue holding on with both hands!
- Be fair and patient with each other at all times.

**Climbing Equipment / Rock Wall**

- Hands should stay well behind the person in front or above you and beware of swinging feet.
- Never reach for bars or steps that are too far away.
- Do not sit on top of the rock wall.
- Be fair and patient with each other at all times.
- Do not pull or push people off the wall at any time or do anything that may cause a person to fall.

- Students should not jump from the climbing wall unless they are no more than a foot from the ground.
- When you drop from the bars or rock wall make sure you have enough room to not hit the equipment and hurt yourself. Bend your knees, land on both feet and try not to touch others.
- Don't overcrowd the equipment. Everyone start from one side or the bottom and move in the same direction. When climbing down watch out for those climbing up.
- Always stay in line, take turns and never push or try to touch others.

### Small Equipment / Seasonal Tote Items – (balls, skipping ropes, hoops, chalk, bubbles, etc.)

- Use this equipment in a designated space away from the large equipment (See MAP below).
- Be careful using this equipment so that you don't interfere with others. Try to stay in your own small space.
- When you share a ball with others, be sure to take turns and play safely. No rough play allowed!
- If you are using a ball and it goes outside this play area, ask an adult for permission to get it.
- Pick up all of the items you take out as soon as the bell rings.
- Jump ropes can only be used on hard surfaces such as the blacktop or cement.

Do I need to tell the teacher?



There is danger.   
 Someone is hurt.   
 Someone is sick.   
 Someone is fighting.   
 There is a bully. 



It was just in accident.   
 I'm okay.   
 I can try Kelso's Choices 



