

**MINUTES OF THE MEETING**  
**Woodstock Academy Board of Trustees**  
**October 20, 2009**

**PRESENT:** M. Beckwith, G. Carabeau (E), E. Cartier (P), B. Child, H. Folsom, K. Ford (W), S. Fredrickson, G. Garabrant, J. Gerardi-Voccio (B), E. Higgins, K. Johnston, J. Kaeding, P. Kelly, P. Lynn, J. Miragliuolo (P), D. Morse (7:22), Joe Musumeci, P. Paquette, J. Rauh, A. Spalding, T. Stokes, C. Swenson (W), S. Young

**ADMINISTRATION:** J. Campbell, K. Caron, A. Cormier, J. Grossman, H. Singleton

**GUESTS:** Dr. Frank Baran, Mrs. Merry Burke, Ms. Sara Dziedzic, Mr. William Loftus, Mrs. Katherine Smith

**ABSENT EXCUSED:** H. Barlow, R. Blackmer, Jeri Musumeci, D. Teed

**ABSENT:** R. Holland, M. Lyons (B), K. Page (E)

**1. Call to Order**

The meeting was called to order by President Sandra Fredrickson at 7:12 p.m.

**2. Citizen's Participation**

None.

**3. Nominating Committee**

Mr. Kelly reported that the committee met prior to this evening's meeting to consider the application and nomination by the Woodstock Board of Education of Mr. Kevin Ford as their representative to the Board of Trustees to replace Mr. Loftus.

**MOTION:** (Kelly, Swenson) To recommend the appointment of Mr. Kevin Ford as the sending town representative to the Board of Trustees from the Woodstock Board of Education.

**UNANIMOUS**

Mrs. Fredrickson welcomed Mr. Ford and invited him to join the meeting. She thanked Mr. Loftus for his service over the past several years. She also thanked Mrs. Swenson and Mr. Miragliuolo, who will be finishing their tenure on their respective boards of education in Woodstock and Pomfret, and therefore, as a Trustee.

**4. Faculty Report**

**a. Faculty Report**

Mrs. Katherine Smith reported on behalf of the faculty. The National Honor Society inducted 21 new members on September 29<sup>th</sup>. Members of both NHS and Earthsave volunteered this past weekend at the Roseland Craft Fair; NHS assisted vendors and Earthsave collected recyclables. Mr. Peter Lusa and Ms. Christina Sinnamon of the Science Department attended the Fifth Annual New York State Science Olympiad Coaches Workshop at the Holiday Inn Hotel & Conference Center in Fishkill, NY October 16<sup>th</sup>-17<sup>th</sup>. They had the opportunity to learn from the experts and to get tips first-hand from the State Event Supervisors. This experience will help in preparing our Science Olympiad and Science Bowl teams as they gear up for this year's competition. The Science Olympiad competition will take place March 27<sup>th</sup> and the Science Bowl, Math 20<sup>th</sup>. Mrs. Sandy Pratt attended the Northeast Regional Meeting of the American Chemical Society Pre-college Teacher Symposium on Saturday, October 10 at the Connecticut Science Center in Hartford. She attended workshop sessions on the Chemistry of maple syrup, Issues in AP Chemistry, Barriers to Student Success in First Year Chemistry and A Demo a Day. She also learned about dyes allowed in food by the FD & C in United States vs. dyes allowed in other countries. She was able to tour the science center after the symposium. This past weekend, 23 students participated in UCONN's Model UN conference with advisors Ms. Kate Field and Ms. Sara Dziedzic. Topics included world food prices, peace and development in Sierra Leone, and micro-financing and trade agreements. All students represented their positions and the Academy well. Seven of our students won Best Delegate awards, the most of any school who participated: Blake Willis, Amy Lusa, Siri Rosendahl, David Carter, Danielle Strandson, Katrina Glover, and Mary Roto. Mrs. JoAnn Johnson's Individual & Family Development classes have heard two speakers – Ms. Kathy Chase, WA Social Worker & Ms. Renee Plaisance, Early Intervention Specialist. Some

students have begun their internship hours by attending the Fall Foliage Fling. More internship time is planned at Westview Health Center, Creamery Brook Retirement Village & Gilman Funeral Home.

**b. Senegal Exchange**

Mrs. Burke, Diversity Coordinator and one of the coordinators of the Senegal Exchange presented a slide show of photos of the recent visit by students and faculty of the Mirama Ba School on Goree Island, Senegal. She thanked the Board for their ongoing support of the exchange and all those involved in making it a success. Academy students and faculty will participate in the second half of the exchange with their trip to Senegal in April.

**5. Correspondence**

A letter was received from Dr. Baran regarding the appointment of Mr. Ford as sending town representative for Woodstock, which the Nominating Committee has acted upon.

A letter was received from sending town Superintendents regarding the special education services provided at the Academy. They have requested that a study committee be formed to review programs, staffing, costs, billing, collaboration with sending districts, and the EASTCONN management of the current special education services. Mrs. Fredrickson suggested that the Executive Committee be delegated to determine the makeup of such committee.

A letter was received via email from Mrs. Meredith Konesni, thanking the Board for their recognition of her 15 years of service and reception that was hosted to honor faculty and staff.

**6. Secretary's Report**

Mr. Carabeau noted that he did not abstain from the vote on the concept of forming a foundation at Woodstock Academy and would like his vote recorded in the affirmative in the minutes.

**MOTION:** (Swenson, Johnston) To accept the minutes with Mr. Carabeau's correction as indicated.

**Abstained – Ford  
All Others in Favor**

**7. Administrative Reports**

**a. Headmaster**

**1) Interim Teaching Dean**

Mr. Caron announced the appointment of Mrs. Amy Favreau as the interim teaching dean for the remainder of the 2009-2010 school year. He stated that this appointment addresses the recent recommendations by NEASC, properly aligns the administrative responsibilities at the Academy, and supports social and academic performance. He stated that it is anticipated that at the close of the school year, the position will be posted as a permanent position.

**2) Director of Pupil Services**

Mr. Caron updated the Board with respect to EASTCONN's hiring of a replacement for Mrs. Ann Mitra, Director of Special Education. They have interviewed candidates and finalists are coming to visit on Monday and meet with Mr. Caron. He will update the Board as the process progresses.

**b. Assistant Headmaster**

**1) Policy Work**

Mr. Cormier reported that he met with the Policy Committee on the policies being brought forward for a first reading this evening. There are several additional policies that will be brought forward in the next several months. The committee will be meeting bi-monthly.

**2) Updates**

Mr. Cormier reported that the Scholar Athletes for 2009-2010 were recently announced: Emily Swenson and Cody Semmelrock. Undergraduate Convocation took place on October 1<sup>st</sup> with a large number of students being recognized for their academic achievements last year. The Campus Climate Committee continues its work; the Counseling Office held a Financial Aid Program on October 15<sup>th</sup>; the Career Center hosted a Partners in Education Recognition Program on October 16<sup>th</sup>; Open House for 8<sup>th</sup> graders will be held on October 25<sup>th</sup>; and recognition by the State Board of Education for Teachers of the Year will be held at CCSU on October 29<sup>th</sup>. Mrs. Carrie Riendeau will be recognized as Woodstock Academy's Teacher of the YEAR, with Mr. Cormier and Mr. Caron attending as well.

**c. Dean of Curriculum**

**1) NEASC October 1<sup>st</sup> Reporting**

Mrs. Singleton reported that the October 1<sup>st</sup> report to NEASC was completed and sent. The special report was requested as part of the evaluation and specifically to address progress on the sewer project. Mrs. Singleton stated that progress was identified along with supporting documentation and also to report that that Academy was looking into alternative routes for the sewer line. She stated that NEASC work continues and committees are starting to look at areas that were identified in the report this Friday.

**d. Dean of Students**

Mr. Grossman reported on club activities, recent and upcoming: Science Olympiad currently has 30 members who are preparing for the March competition; Latin Honor Society is preparing for Latin Day in November at UCONN and working on their theme for Trick or Treat Street; Spanish National Honor Society has begun offering tutoring for beginning Spanish students, are planning their trick or treat street theme and a Spanish themed event at WA; the French National Honor Society is preparing for their crepe fundraiser and planning ways to raise awareness about the malaria in Africa; NHS volunteered at the Roseland Cottage Craft Fair, serving as runners and will return to help with annual raking and other lawn care activities; the Senior Class is planning their homecoming dance, prepping for their Trick or Treat Street, and selling Christmas wreaths and creating senior shirts; the Junior Class is beginning to plan for their Junior Prom, which will be held in March and planning for their Trick or Treat Street room; the Sophomore Class is gearing up for the class ring presentation in November, starting their calendar fundraiser and planning for Trick or Treat Street; the Freshman class is planning for Trick or Treat Street and their first dance; Chess Club is active again this year, with approximately 15 members; Yearbook Club has chosen a theme for the yearbook, Inspire, counting the ballots for senior superlatives and faculty dedication, and designing a cover. They are in the process of soliciting advertisements and announcements; Library Club is in the process of starting their first book discussion group, and planned and created a display for teen read week in the library; Debate Club has begun; History Club members are beginning to start their research and projects for the Connecticut History Day competition. This year's theme is Innovation in History: Impact and Change; Earthsave coordinated recycling activities at the Roseland Cottage Craft Fair this past weekend; Intramurals had over 70 participants in its first activity, kickball. Currently, 30 students are playing in the wiffle ball tourney and a flag football competition is being planned; SOS has volunteered at the Why Me Sherry's House fundraiser last week and picked apples which they donated to the Daily Bread. Upcoming events include; the Best Seat in the House fundraiser at the Pep Rally, volunteering at the Woodstock Elementary school Halloween party and ringing bells for the Salvation Army during the holiday season; Amnesty International is planning a movie night in November in hopes to educate the student body on genocide and are planning fundraisers to support an orphanage in Haiti.

Mr. Grossman also reported on recent and upcoming events. The Freshman Lock In was held on October 16<sup>th</sup> allowing all the freshman to get together, meet other freshman and have controlled good time from 8 pm on Friday to 7 am on Saturday. Approximately 230 freshmen attended and 30 upper classmen volunteered their time to help in many aspects of the event; the Music Department Walk-A-thon was held on October 17<sup>th</sup>; Homecoming activities started Monday and will continue through Saturday. A schedule of events was included for the Board. Members of the 2009 Woodstock Academy Homecoming Court are Danielle Derrico, Melissa Incera, Amy Lusa, Mary Roto, Maya Tarabishy, Rich Baker, John Bartolotta, Mike Green, Cody Semmelrock, and Scott Spalding. A King and Queen will be selected at the dance on Saturday.

Mrs. Fredrickson noted that this is a fine representation of all that there is for students to do at the Academy.

**e. Business Manager**

Mr. Campbell reported that the financial report for the end of September was included in the Finance Committee minutes distributed this evening. We are on track with expenditures and the rebound with investments continues. The alternate engineering plan has been completed that provides for a route that falls with the DOT purview of Rte. 169. It will require no easements. The plan has been provided to the WPCA's engineer for preliminary review. Mr. Campbell is looking forward to meeting with him and to continue the application to construct the system. The alternate route has been discussed with the

USDA and the preliminary indication is that there should not be a problem with continuing funding of the project. Mr. Campbell also reported that it was anticipated that we would hear from the Army Corps of Engineers with regard to the Bentley project. They have indicated further delay and were waiting for the DEP to review the project, which has apparently not happened. They will not render their decision until this is done. Mr. Campbell stated that contact is being made with the DEP to try to move this project along.

Mr. Musumeci asked how the Army Corps got involved in the first place. Mr. Campbell stated that it was a condition placed by the town that they be asked if they wanted to review the project and their answer was yes, that they were going to.

## **8. President's Report**

### **a. Educational Summit Review**

Mrs. Fredrickson summarized the recent Ed Summit meeting. The Framework for Advancement was reviewed at that meeting. The group seemed pleased that the Academy had a good plan moving forward that will help guide all of our decision making. She stated that Mr. Dibiasio, the Superintendent of Eastford, suggested that a statement of independence be included. He felt that this was one of our great strengths. Mrs. Fredrickson stated that enrollment management was also discussed and concerns about establishing a cap and how it would affect sending towns, as well as balancing tuition students and sending town students. They also discussed the new communication tool Edline, available for parents, students and faculty, and how it would work most effectively for each town. The Academy will work with them individually on their issues.

### **b. Board Retreat**

Mrs. Fredrickson stated that the Board retreat would be held on Saturday, December 5<sup>th</sup> at the Mansion at Bald Hill. The agenda is being compiled and will concentrate primarily on development and fundraising.

## **9. Old Business**

None.

## **10. New Business**

None.

## **11. Committee Reports**

### **a. Finance Committee**

Mr. Kelly reviewed the minutes. The committee discussed the 2010-11 budget preview and how to provide greater transparency of the Academy budget to sending towns. Greater detail of enrollment projections, and line item breakdowns will be provided. The committee also received preliminary information on health care costs for the upcoming budget.

Mr. Kaeding asked about the change in the budget presentation and what it will look like. Mr. Caron stated that it would provide a more concise document to refer to, including some narrative, introduction of the Academy and services, budget overview with major budget drivers, budget increases and reductions, bottom line and impact to all sending towns on one sheet, detail by object, and narrative by object to explain increases and decreases in those objects. He stated that it would obtain the same level of detail for major areas along the same format as our audit. Tuition data would be included and comparisons with regional districts and other towns. There would also be a space for commentary.

Mr. Campbell stated that on behalf of the Finance Committee, a resolution for the signature authority for Putnam Bank needs to be made due to the change in Headmaster (see attached).

**MOTION:** (Johnston, Carabeau) To adopt the corporation resolution for authorization for Putnam Bank as presented.

Mr. Musumeci asked who the authorized persons were. Mr Campbell indicated that authorized signatures are the Headmaster, President of the Board of Trustees, Assistant Treasurer, and Treasurer.

**Vote on the Motion:  
UNANIMOUS**

**b. Resource Development Committee**

Mrs. Beckwith reviewed the minutes distributed. The committee took some time to review a list of priorities for the Academy and has focused on the top two, being space needs at the Academy and support of development for funding. These items will be addressed at the retreat. The committee is also continuing its work on establishment of a foundation. The subcommittee has been meeting and will meet again next week to discuss details that need to be addressed to get started. The goal is to have a board of directors of a foundation in place by March 2010. Composition and make-up will also be a topic for the retreat. The committee felt that it would be important for the full Board to be involved in this discussion.

**c. Executive Committee**

Mrs. Fredrickson reviewed the minutes. The committee approved a resolution to be sent to the Inn at Woodstock Hill and forwarded it to Trustees for their approval to include their name on the resolution. The resolution is being forwarded to the Inn via certified mail tomorrow. The committee also discussed agenda building and received various updates from the Headmaster.

**d. Academic Committee**

Mrs. Paquette reported that the committee met last evening. Minutes were not available for the Board at this time. She stated that the committee reviewed and accepted a proposal for Italian 4 by Ms. Onofrio that will be extended to ACP students and not just honor level students. There has been a fall-off in enrollment of 3<sup>rd</sup> and 4<sup>th</sup> year students. The department would like to encourage student to continue. Italian and French are somewhat beleaguered languages, not only at the Academy, but across the state. The committee supported the idea of helping to build the program back up. The committee also discussed the proposed change in Individual and Family Development with respect to its inclusion in a student's GPA. The committee discussed colleges' primary interest in students' academic core subjects. This raised discussion in the committee regarding all of the courses that do contribute to a students' GPA and the criteria that determines this. The discussion about Family Development was tabled until the committee has the opportunity to look at all of the courses.

Mrs. Swenson suggested benchmarking with colleges and universities and noted that many colleges recalculate GPA anyway to compare it to their own standards. Mrs. Paquette stated that there was a sense from Mr. Green, Director of Counseling, that the academy is aligned with what the colleges and what they do but the committee will look into it. Mrs. Singleton noted that it has been some time since GPA was looked at and this would be a good opportunity to do so.

Mrs. Paquette stated that the committee also discussed reading scores, which are of concern and the committee was presented a list of things being done.

Mr. Musumeci asked why Italian was not being offered to general level courses and just ACP or Honors. Mrs. Singleton stated that it is mostly ACP students enrolling in the classes. She stated that from year 3 to 4, rigor changes. Students are choosing not to continue. She stated that the bigger question is looking at languages and how we offer them to other levels of students. We are taking small steps and are in the second year of moving toward SCP level students.

**e. Negotiating Committee**

Mr. Young reported that the negotiating teams have exchanged packages for WAEA negotiations. A series of five meetings has begun. There will be some discussion regarding negotiations in Executive Session.

**f. Policy Committee**

Mrs. Spalding reported that the committee met and is presenting three policies as a first reading. Mr. Cormier reviewed the rationale for each policy.

**1) First Reading - Enrollment Policy**

Mr. Cormier stated that the policy is new for the Academy and places current practices into policy. The policy addresses four areas of concern: students from sending towns who are moving up to the Academy in the normal process, students moving into the area, tuition students, and expelled students. Requirements for enrollment to the Academy are prescribed for each case with additional considerations for special needs, placement, and home school students.

**2) First Reading – Disenrollment Policy**

Mr. Cormier stated that this is also a matter of procedures being firmed up into policy so that everyone is aware of the process. This policy discusses the necessary dialogue with superintendents for students moving out of sending towns, withdrawal signatures, transfer of records, and process of notification to sending towns. It also clarifies the role of the Academy and sending towns with regard to student withdrawal.

Mr. Musumeci asked about the October 1<sup>st</sup> student census and if it was the same used for billing purposes. Mr. Campbell stated that it was. Mr. Musumeci asked what happens with respect to a withdrawal after October 1<sup>st</sup> and if it should be clarified in the policy. Mr. Campbell stated that the policy has been such that if a student is in attendance at the Academy on October 1<sup>st</sup> and is properly resided with a sending town, the town is responsible for tuition. Mrs. Fredrickson stated that it is a contractual issue with the sending towns and she did not think that we should be including language in this policy that is about a contractual issue. Mr. Musumeci asked if the reason for the policy is to be more transparent with the October 1<sup>st</sup> number. Mr. Caron stated that what the enrollment and disenrollment policies are intended to do is to ensure that we have proper procedures in place before we enroll and disenroll a student. He stated that it becomes sensitive with the October 1<sup>st</sup> date with billing purposes. These policies are intended to go beyond that and ensure the accuracy of our enrollment on a regular basis. He stated that it is outlined in administrative procedure where we would provide census information to sending towns on a regular basis so that they can be checked. He stated that as we go through a cycle, there is more trust in those numbers and the disputes would decrease.

Mr. Miragliuolo asked about the evidence of successful completion as a prerequisite in the enrollment policy and how it was defined – by Academy or sending towns. Mr. Caron stated that it is by the sending towns. Mr. Kaeding suggested that for tuition students, the same entrance requirements as other students would be spelled out.

### 3) **Bullying**

Mr. Cormier stated that the change in the policy is in line with recent legislation and now looks at behavior against a student in with a broader definition. Administrative regulations are being modified to implement this policy, including reporting forms. He stated that the intention and effort is for prevention and intervention.

Mrs. Paquette expressed concern that cyber bullying was not addressed in the policy. Mr. Caron stated that a separate policy is on Mr. Cormier's to-do list. The Administration has looked at it and it will go to the committee next. Mr. Lynn asked for clarification of a 2<sup>nd</sup> incident of bullying and if it needed to be directed at the same person to constitute a violation. Mr. Cormier stated that it could be any combination of individuals.

**MOTION:** (Garabrant, Lynn) To move to Executive Session at 8:30 p.m. to discuss personnel matters and WEA negotiations.

### **UNANIMOUS**

A personnel matter was discussed. WAEA negotiations were discussed. The meeting returned to Regular Session at 8:45 p.m.

**MOTION:** (Johnston, Musumeci) To adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Kristen Willis  
Board Secretary

## FIRST READING

10/20/09

### STUDENT ENROLLMENT

The mission of the Woodstock Academy is to prepare all students for a lifetime of learning by providing academic rigor, a safe environment, and a diversity of educational experiences which will foster a sense of respect for self and others, and will encourage active investment in family, school, community, and the world.

In light of this mission, Woodstock Academy (WA) considers its primary responsibility to be providing quality educational services to all eligible students from the sending towns who have designated the Academy as a secondary high school. Therefore, the WA Board of Trustees maintains facilities, grades nine through twelve inclusive, for the purpose of providing a high school education to all eligible students. The WA Board of Trustees may permit private tuition students from school districts outside of the sending town area to enroll at WA on a case-by-case basis and at the discretion of the Headmaster/Superintendent or designee. Furthermore, the WA Board of Trustees, at their discretion, may enter into agreements with any established sending town, or other towns, for practices and procedures regarding student enrollment. In the event of any conflict between this policy and any agreement with any town, such agreement shall control. Woodstock Academy does not discriminate against any person who is member of any class by the Constitutions or the laws of either the United States or the State of Connecticut.

#### Enrollment

A. For students entering the ninth grade directly from an established sending town public school, or directly from a parochial school within the established sending town area, so long as the student is a resident of an established sending town, Woodstock Academy shall require the following:

- Evidence of successful completion of the eighth grade.
- Grade reports from middle/junior high school.
- The results of the eighth grade Connecticut Mastery Test, if applicable, and/or any other standardized achievement tests, if available.
- The appropriate immunization and medical records as required by state law and WA policy.
- Submission of the WA Data Entry form and the Ninth Grade Course Selection form.
- Any other records and information, including but not limited to special education records, pertinent to educational planning.

B. For students requesting enrollment in grades nine through twelve inclusive and who have recently established residency within the established sending town area, Woodstock Academy shall require the following:

- A parent/guardian appointment with the WA Registrar or designee and completion of the WA Data Entry form.
- A copy of the student's birth certificate.
- Completion of the sending town Residency Affidavit/Voucher form.
- Evidence of successful completion of the eighth grade and/or high school records, whichever is applicable.
- Grade reports from middle/junior high school and/or high school transcripts, whichever is applicable.
- The appropriate immunization and medical records as required by state law and WA policy.
- The results of the eighth grade Connecticut Mastery Test, if applicable, and/or any other standardized achievement tests, if available.
- Any other records and information, including but not limited to special education records, pertinent to educational planning.
- Any other information that is required by state and federal law.

C. The enrollment of private tuition students at Woodstock Academy serves to broaden the academic, artistic, cultural, geographic, and socioeconomic diversity of the school. The WA Board of Trustees may permit students from school districts outside of the sending town area to enroll in Woodstock Academy on a case-by-case basis and at the discretion of the Headmaster/Superintendent or designee. The Academy may consider requests for the enrollment of private tuition students under the following conditions:

- When school and class enrollment will accommodate the addition of private tuition students without undue crowding.
- When the acceptance of the private tuition student will not place a hardship on the resources or finances of the Academy.
- When there are established and available programs provided at the Academy that meet the educational needs of the private tuition student. No additional costs shall be incurred by the Academy and the Academy shall not be required to add additional classes or programs to accommodate the needs of a private tuition student.

- Any other criteria deemed appropriate by the Headmaster/Superintendent in his sole discretion.

The acceptance of private tuition students at Woodstock Academy should, in no way, be considered student recruitment for athletic purposes in conflict with Connecticut Interscholastic Athletic Conference (CIAC) regulations. The Academy will fully comply with CIAC regulations in the administration of all athletic programs.

D. Whenever a student age sixteen or older voluntarily terminates enrollment from a school and subsequently seeks admission to Woodstock Academy, the administration may deny admission for up to ninety school days from the date of such termination. Moreover, Woodstock Academy may honor the full term of an expulsion from another school or school district. The expelled student shall be enrolled at the conclusion of the term of expulsion.

#### Placement

Students who apply for initial enrollment to Woodstock Academy will be placed in the appropriate class/year based upon of the number of years the student has spent in high school; the appropriate grade is determined by high school credits earned. Placement of home-schooled students will be addressed on a case-by-case basis according to the procedural process specified in the Administrative Procedure for Student Enrollment and Placement (see document). Students who have previously attended four years of high school shall be referred to the Superintendent/designee of the sending school district for enrollment consideration. Students who have attained the age of nineteen or older and cannot acquire a sufficient number of credits for graduation by age twenty-one shall be referred to the sending school district for an alternative placement.

The administration may require a conference with the parent/guardian and/or student and with sending town personnel, if essential, for the purpose of determining the appropriate educational program prior to the student's enrollment. If this conference is required it shall be held in a timely manner.

#### Exceptions

Exceptions to the enrollment policy may be made by the Headmaster/Superintendent or designee on the basis of supporting physical, psychological, and/or educational evidence. If a special education student is being considered for an exception to the enrollment policy, a Planning and Placement Team, including a representative from Woodstock Academy, shall be convened by the sending town.

Legal Reference: Connecticut General Statutes

See Also: The Woodstock Academy Tuition Policy

The Woodstock Academy Policy for Disenrollment of Students

Policy Proposed: 10/20/09

**FIRST READING**  
**10/20/09**

**DISENROLLMENT OF STUDENTS**

The Woodstock Academy Board of Trustees views regular attendance to school as the responsibility of each student and the student's parent/guardian(s). Regular school attendance is an integral part of the learning process and vital to student success. Additionally, the Board of Trustees understands the importance of maintaining accurate student enrollment data to the current and long range planning of Woodstock Academy. Therefore, the administration shall implement the necessary procedures to ensure accurate student enrollment data through the timely removal of those students no longer attending and/or eligible for services at Woodstock Academy (WA).

The procedure for the disenrollment of students shall include but is not limited to the following components.

- Procedures shall be in place to monitor and document individual student school attendance and to investigate reasons for non-attendance.
- Any enrolled student shall not be withdrawn from the school attendance rolls without reasonable attempts to obtain the parent/guardian(s) signature, or the signature of the student age eighteen or over, and the reason for the withdrawal on the established WA withdrawal form.
- After reasonable attempts to obtain the parent/guardian(s) signature, or the signature of the student age eighteen or over, and the reason for the withdrawal on the established WA withdrawal form, the school administration shall send a letter by certified mail to the last known address of the student. The letter shall include a residence inquiry and an adequate timeline by which the parent/guardian(s) of the student, or student age eighteen or over, shall contact the school or face withdrawal from the school attendance rolls.
- Parent/guardian notification and request for the transfer of records to a school district outside of the WA sending town area shall be cause to remove the student from the WA attendance rolls. The school administration shall document this information on the established WA withdrawal form.
- The notification of enrollment and request for the transfer of school records from a school district outside of the WA sending town area shall be cause to remove the student from the WA attendance rolls. The school administration shall document this information on the established WA withdrawal form.
- In the event of a residency issue, the administration shall notify the Superintendent or designee of the sending school district of any dispute involving the residency of a student prior to the withdrawal from the WA attendance rolls. The administration shall not withdraw from the WA attendance rolls any student involved in a residency dispute without the approval of the Superintendent or designee of the sending school district.
- Procedures shall be in place to ensure the accuracy of the October 1 student census report.
- Procedures shall be in place to report student census information to the Superintendent or designee of the sending school districts on a regular basis.
- Procedures shall be in place to notify the Superintendent or designee of the sending school district of any student withdrawal from their particular district.

Legal Reference: Connecticut General Statutes

See Also: Woodstock Academy Policy for Student Enrollment

Woodstock Academy Policy for Student Attendance

Policy Proposed: 10/20/09

**FIRST READING**  
**10/20/09**

**Instruction**

**5131.911**

**Bullying Behavior**

The Woodstock Academy promotes a secure and productive school environment conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. In accordance with state law, it is the policy of the Board of Trustees that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

The Headmaster/Superintendent or designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall:

- (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports,
- (2) enable the parents or guardians of students to file written reports of suspected bullying,
- (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing,
- (4) require school administrators to investigate any written reports and to review any anonymous reports (except that no disciplinary action shall be taken solely on the basis of an anonymous report),
- (5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying,
- (6) provide for the inclusion of language in student codes of conduct concerning bullying,
- (7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting,
- (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education,
- (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and
- (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Such regulations may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA").

For purposes of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Trustees.

For the purposes of this policy, "Prevention and Intervention Strategy" may include, but shall not be limited to:

- implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education,
- a school survey to determine the prevalence of bullying,
- establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy,
- school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts,

- adequate adult supervision of outdoor areas, hallways, the student commons and other specific areas where bullying is likely to occur,
- inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school,
- individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff,
- school-wide training related to safe school climate, and
- promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion.

As of the date of acceptance, this policy and the applicable regulations shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

Legal References:

Conn. Gen. Stat. § 10-222d  
Conn. Gen. Stat. §§ 10-233a through 10-233f  
Public Act No. 08-160

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Woodstock Academy Board of Trustees