

WELCOME TO WOODSTOCK ACADEMY

We hope that your summer has been one of rest and relaxation. We look forward to your return for the 2009-2010 school year.

This student calendar/handbook has been prepared to make you and your parents aware of the services, events, academic requirements and policies that apply to all Woodstock Academy students. It is important that you review these materials and check through the calendar for important dates that might affect you and your parents. Should there be any questions concerning the Academy's services or policies, please feel free to call to talk with a member of the Academy staff.

Over the summer, the Academy Counseling Office and Administration have spent extensive time reviewing student schedules and programs. Hopefully this effort will assist you in having a productive and successful year at Woodstock Academy. We urge you to participate fully and enthusiastically in the community life and traditions of Woodstock Academy.

The Academy community looks forward to the start of the new school year. We hope that you and your family find this document informative.

Best wishes for a successful school year.

Kim Caron, Headmaster
Al Cormier, Assistant Headmaster
Jonathan Grossman, Dean of Students
Holly Singleton, Dean of Curriculum & Instruction
Joseph Campbell, Director of Business Operations

EDUCATIONAL MISSION, PURPOSE, GOALS AND OBJECTIVES

Mission Statement

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.

Vision Statement

Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community and characterized by the highest global values of a rapidly changing world.

Purpose

Woodstock Academy is an independent four-year, nonselective, co-educational secondary school serving the towns of Woodstock, Eastford, Brooklyn, Canterbury, and Pomfret. The Academy welcomes additional students from other area towns on a tuition basis.

The primary purpose of the Academy is to create an educational environment which fosters fundamental skills, critical and creative thinking, questioning, practical problem solving, active learning and social awareness.

Goals and Objectives

Goal 1 - Motivation to Learn

Students must be motivated to learn. Woodstock Academy students will respond to the high expectations of their parents, teachers and school administrators and to their own inherent need to grow and develop as individuals by:

- Developing self-understanding and a positive self-concept;
- Understanding and striving to fulfill their own personal aspirations; and
- Developing positive feelings of self-worth which contribute to responsible behavior, personal growth, health and safety.

Goal 2 - Mastery of the Basic Skills

Proficiency in the basic skills is essential for acquiring knowledge and for success in our society. Woodstock Academy students will:

- Learn to communicate effectively;
- Read with understanding;
- Acquire knowledge of, and ability in, mathematics;

- Demonstrate decision-making skills; and
 - Explore, develop and express their own uniqueness and creativity.
- Goal 3 - Acquisition of Knowledge
Acquiring knowledge leads to fuller realization of individual potential and contributes to responsible citizenship. Woodstock Academy students will:
- Acquire the knowledge of science and technology, mathematics and social studies;
 - Acquire an understanding and appreciation of the values and the intellectual and artistic achievements of their culture and other cultures.
- Goal 4 - Competence in Life Skills
As adults, students will be challenged to function successfully in multiple roles: as a citizen, family member, parent, worker and consumer. Woodstock Academy students who complete secondary level studies will:
- Demonstrate an ability to make informed career choices;
 - Understand the responsibilities of family membership and parenthood;
 - Demonstrate the skills, knowledge and competencies required for success in meaningful employment; and
 - Be qualified to enter post-secondary education.
- Goal 5 - Understanding Society's Values
To be responsible citizens and contribute to positive change, students must understand and respect the diversity of society. Woodstock Academy students will:
- Respect and appreciate diversity;
 - Understand the inherent strengths in a pluralistic society;
 - Understand and respond to the vital need for order under law;
 - Demonstrate the ability to undertake the responsibilities of citizenship, to live in harmony with the environment and to practice conservation of natural resources; and
 - Respect the humanity they share with other people and develop interpersonal skills.

STUDENT OUTCOMES

STUDENTS WILL BE EXPECTED TO BECOME COMPLEX THINKERS BY DEVELOPING THE ABILITY TO:

- Determine when a problem exists and consider the parameters of the problem;
- Approach problems from multiple perspectives and identify options in the development of solutions;
- Analyze problems, recognizing the potential effects of the options to be implemented;
- Use a variety of creative formats in reaching conclusions;
- Reflect on and delineate the process used when synthesizing information and when screening for relevant and irrelevant information; and
- Utilize suitable technology and resources in solving problems, where appropriate.

STUDENTS WILL BE EXPECTED TO BECOME EFFECTIVE COMMUNICATORS BY DEVELOPING THE ABILITY TO:

- Use a variety of forms of expression (such as: computer, oral, written, art, music and performance) to successfully communicate to varying audiences;
- Address a small or large group appropriately;
- Recognize, identify and employ appropriate non-verbal communication;
- Demonstrate the organizational skills necessary to express themselves; and
- Alter the method of communication in order to effectively enhance the desired outcome.

STUDENTS ARE EXPECTED TO BECOME RESPONSIBLE CONTRIBUTORS TO SOCIETY BY DEVELOPING THE ABILITY TO:

- Utilize school and community resources, individual and group talents to apply problem solving to achieve a common goal;
- Recognize, distinguish and apply the appropriate technology ethically to the tasks of daily life;
- Adapt to the changing technological and socio-economic developments in the world;
- Demonstrate that shared decision making can only be achieved through collaborative efforts with an emphasis on consensus and the accomplishment of a common task;
- Make informed choices by analyzing, interpreting, and utilizing information;
- Demonstrate tolerance for all people and respect for the uniqueness of all individuals; and
- Describe, identify and assume the multiple adult roles of productive, responsible citizens in today's society.

STUDENTS WILL BE EXPECTED TO BECOME SENSITIVE TO THE AESTHETIC WORLD BY DEVELOPING THE ABILITY TO:

- Recognize and express the relationship between people and their environment;
- Recognize and identify the importance of the arts in the development of the humanistic individual;
- Acquire knowledge of civilization's heritage and recognize the interrelationship of aesthetic and cultural development;
- Engage in activities which provide opportunities to apply knowledge and aesthetic judgment to personal life, home and/or community;
- Express individual perceptions, experiences, ideas and feelings through a variety of media; and
- Experiment with materials and processes to foster self-expression.

STUDENTS WILL BE EXPECTED TO BECOME HEALTHY, BOTH PHYSICALLY AND MENTALLY, BY DEVELOPING THE ABILITY TO:

- Recognize the importance of physical and emotional health in contributing productively to society;
- Recognize the connection between physical fitness and mental well being;
- Habitually engage in regular physical activity;
- Make choices that are beneficial to the physical and mental health of the individual; and
- Recognize the symptoms of stress and develop strategies to manage it.

STUDENTS WILL BE EXPECTED TO BECOME EFFECTIVE PROCESSORS OF INFORMATION BY DEVELOPING THE ABILITY TO:

- Develop strategies which allow them to clearly, concisely and consistently organize information;
- Collect and compile data from a variety of sources;
- Read with acceptable understanding, recognizing key elements of the information utilized;
- Use the writing process to create documents suitable to the given task;
- Recognize and use current technology to assist in improving the format and quality of written information;
- Apply fundamental computational skills to assist in interpreting and utilizing information, when appropriate;
- Synthesize information resulting in a coherent thesis (hypothesis); and
- Process sensory perceptions in order to design and create.

ASBESTOS MANAGEMENT PLAN/NOTIFICATION

In accordance with 40 C.F.R. § 763, "Asbestos-Containing Materials in Schools," and §19a-333-1 through 13 of the Regulations of Connecticut State Agencies, "Asbestos Containing Materials in Schools," we are required to inform you that an asbestos management plan is available, which confirms that no asbestos-containing materials were used in the construction of the school building.

NON-DISCRIMINATORY POLICY

It is the policy of Woodstock Academy not to discriminate on the basis of sex, orientation, race or creed in its educational programs, activities or employment policies. Inquiries regarding compliance may be directed to the Headmaster.

STUDENT GRIEVANCE PROCEDURE

The Headmaster shall develop regulations for hearing student grievances. Student grievances will be processed in an organized manner at the lowest level at which a resolution is likely to occur. The Dean of Students receives and processes student grievances that rise to an administrative level.

ACCEPTABLE USE POLICY

Woodstock Academy has an Acceptable Use Policy (AUP) that all students and parents must read before a student may use any of the computers at Woodstock Academy. The AUP is designed to maintain the integrity and security of all computers and network functions. Woodstock Academy filters the Internet per order of the Children's Internet Protection Act. Any student in violation of the AUP is subject to disciplinary action and may result in loss of computer privileges. The inappropriate use of school computers or the Internet is outlined in the following categories:

1. Intentionally attempting to access obscene material. Loading a personal program onto school computers/network. Using another person's account/password.

MINIMUM LEVEL	INTERMEDIATE LEVEL	MAXIMUM LEVEL
2 or 3 Hour Detention Loss of Internet 3 Weeks Administrative Discretion Parent Notification	1-3 Day In-School Suspension Loss of Internet 6 Weeks Administrative Discretion Parent Notification	3-5 Day In-School Suspension Loss of Internet 9 Weeks Administrative Discretion Parent Notification

2. Intentionally attempting to engage in illegal activities such as hacking into a network, uploading a malicious program, or participating in other activities considered to be a crime under state or federal law.

Zero Tolerance:

MINIMUM LEVEL	INTERMEDIATE LEVEL	MAXIMUM LEVEL
	External Suspension Parent Conference Permanent loss of Computer Priviledges Possible referral to State Police	Expulsion

ACADEMIC INFORMATION

The aim of all those who work at Woodstock Academy is to give you the opportunity to learn and to be prepared to choose and be successful at a vocation when your school days are completed. This section will explain the academic services we offer and what is required for graduation.

CREDIT REQUIREMENTS

1. All students must earn a minimum of 24 credits in order to graduate. To participate in graduation exercises each student must have earned the minimum credits, and must include the following:

English 1, 2, 3, 4 / Electives	4	
Mathematics	3	
Science	3	- (Freshman Science & Biology Required)
Social Studies	3.5	- (World, U.S. 19/C, U.S. 20/C & Civics)
Fine Arts/Humanities	1	
Physical Education / Health	2	
Electives	7.5*	*A one-credit computer course is required
Total Credits	24	
2. All students attending Woodstock Academy must carry a minimum of three (3) credits per semester each year. A passing grade in at least five academic subjects in each year is required for promotion to the succeeding grade level. Seniors must carry a minimum of six (6) credits and must pass a minimum of five (5) to be eligible to graduate in addition to the total and distribution requirements as outlined above. Exception may be granted to fifth year students following discussion with administration and counseling staff.
3. Transfer students, having successfully completed high school level academic work, must present *certified* transcripts from *accredited* high schools or agencies where work was completed for Academy evaluation. Credits, reflecting previous accomplishments, will be evaluated for individual students in selecting a course schedule that meets Academy total and distribution graduation requirements. Following the completion of two semesters at Woodstock Academy, the student will be placed into the GPA and rank structure determined by all certified, accredited high school level academic core courses completed. Any transfer credits factored into the Woodstock Academy GPA and rank structure will not be factored at levels higher than the academic course levels available to Academy students. Current and previous academic course levels are compared and evaluated in determining student class standing.

All students must satisfy both the minimum credit requirements and the minimum performance standards to be awarded a Woodstock Academy diploma.

WOODSTOCK ACADEMY CALENDAR 2009-2010

AUGUST (0)					SEPTEMBER (21)					OCTOBER (21)					NOVEMBER (16)				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
3	4	5	6	7	D	B	2	3	4	5	6	7	8	9	2	3	4	5	6
10	11	12	13	14	14	15	16	17	18	19	20	21	22	23	9	10	F	12	13
17	18	19	20	21	21	22	23	24	25	26	27	28	29	30	16	17	18	19	20
24	25	26	27	28	A	28	29	30							23	24	G	H	H
DECEMBER (17)					JANUARY (18)					FEBRUARY (15)					MARCH (23)				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
	1	2	3	4	4	5	6	7	8	1	2	3	4	5	1	2	3	4	5
7	8	9	10	11	11	12	13	14	15	8	9	10	11	12	8	9	10	11	12
14	15	16	17	18	21	22	XX	XX		M	M	M	M	M	15	16	17	18	19
21	22	J	J	J	J	26	27	28	29	22	23	24	25	26	22	23	24	25	26
J	J	J	J		L										29	30	31		
APRIL (15)					MAY (20)					JUNE (16)					Note: <input type="checkbox"/> Professional Level. (No School) <input type="checkbox"/> Professional Level. (1/2 Day) ** 182 Days				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F					
			1	N	3	4	5	6	7	1	2	3	4						
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11					
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18					
P	P	P	P	P	24	25	26	27	28	XX	XX	23	24	25					
26	27	28	29	30	Q					28	29	30							

Key:	
A Aug. 31, 2009	1/2 Day - Freshmen Orientation, 1/2 Professional Development
B Sept. 1, 2009	All Students Return
C Sept. 4, 2009	1/2 Day
D Sept. 7, 2009	Labor Day - No School
E Oct. 12, 2009	Columbus Day - No School
F Nov. 11, 2009	Veteran's Day (observed) - No School
G Nov. 25, 2009	1/2 Day
H Nov. 26 & 27, 2009	Thanksgiving Break - No School
I Dec. 23, 2009	1/2 Day
J Dec. 24- Jan. 4, 2010	Winter Break - No School
K Jan. 18, 2010	Martin Luther King Day
XX Jan. 21 & 22, 2010	Exams - 1/2 Days
L Jan. 19, 2010	Transition Day
M Feb. 15-19, 2010	February Break - No School
N April 2, 2010	Good Friday - No School
P April 19-23, 2010	April Break - No School
Q May 31, 2010	Memorial Day - No School
XX June 21 & 22, 2010	Exams - 1/2 Days
** June 22, 2010	182 Days

Each school cancellation will consecutively move the last day of school forward. Graduation is scheduled for Sunday, June 27, 2010.

CEEB/SAT/ACT CODE WOODSTOCK ACADEMY - 070975				
TESTING CENTER CODES SAT I & SAT II 2009-2010				
CENTER CODE	W. ACAD 07-750	KILLINGLY 07-175	PUTNAM 07-500	POMFRET 07-495
OCT.	X	X		X
NOV.	X	X		X
DEC.	X	X		X
JAN.	X			X
MAR.	X	X		
MAY	X	X		X
JUN	X	X	X	X

COLLEGE TESTING - 2009-2010			
SAT® Program The College Board 2007-2008 Examination and Test Dates			
National Test Dates	Test	Registration Deadline	Late Deadline
* Oct. 10, 2009	SAT I & II	Sept. 9, 2009	Sept. 23, 2009
* Nov. 7, 2009	SAT I & II	Oct 1, 2009	Oct. 15, 2009
* Dec. 5, 2009	SAT I & II	Oct 30, 2009	Nov. 12, 2009
* Jan. 23, 2010	SAT I & II	Dec. 15, 2009	Dec. 30, 2010
* Mar. 13, 2010	SAT Only	Feb. 14, 2010	Feb. 18, 2010
* May 1, 2010	SAT I & II	Mar. 25, 2010	Apr. 8, 2010
* June 5, 2010	SAT I & II	April 29, 2010	May 13, 2010

* Woodstock Academy Test Center Dates

PSAT/NMSQT	Advanced Placement (AP) Examination	
Test Date * October 17th, 2009 Saturday (\$20.00 fee)	Exam Dates May 3-7, 2010 Monday Through Friday May 10-14, 2010 Monday Through Friday	
<ol style="list-style-type: none"> Online registration (http://www.collegeboard.org) is available for all national test dates. Refer to the 2008-2009 SAT Program Registration Bulletin for more information. The SAT II: Language Tests with Listening will be offered at designated test centers at the November administration. Students taking one of these tests in November must bring their own battery-operated, personal, single cassette player with earphones (and backup batteries and cassette players, if desired). 		

ACT Program 2009-2010 Exam and Test Dates		
Test Dates	Registration Postmark Deadline	Late Registration Postmark Deadline
*Oct. 24, 2009	Sept. 18, 2009	Sept. 19 - Oct. 2, 2009
*Dec. 12, 2009	Nov. 6, 2009	Nov. 7 - 20, 2009
*Feb. 6, 2010	Jan. 5, 2010	Jan. 6 - 15, 2010
*Apr. 10, 2010	Mar. 5, 2010	Mar. 6 - Mar. 19, 2010
*June 12, 2010	May 7, 2010	May 8 - 21, 2010

* Woodstock Academy Test Center Dates Center Code: **155690**

ACT website: <http://www.act.org>

GRADUATION PERFORMANCE STANDARDS

1. **Reading Performance Standard**

A student will read a variety of texts (i.e., literary, informational, and persuasive) and describe their general content.

2. **Writing Performance Standard**

A student will produce an essay which: 1) employs appropriate process; 2) has a beginning, middle, and end; 3) adequately develops a clear thesis; and 4) adheres to the conventions of standard written English.

3. **Mathematics Performance Standard**

A student will analyze a mathematical problem and apply strategies and processes that will yield an appropriate solution. The student will either explain in writing or in a pictorial, graphical, or algebraic representation how she/he arrived at each solution or justify each solution.

4. **Science Performance Standard**

A student will analyze a scientific problem; apply strategies and processes that demonstrate use of experimentation and scientific reasoning to realistic problems.

DEMONSTRATION OF PERFORMANCE STANDARDS

Students may demonstrate achievement of the performance standards as follows:

Reading/Language Arts

Achieve a score at levels 3, 4, or 5 on the CAPT Reading Across the Disciplines; **or**
Achieve a minimum score of 45 on the Verbal portion of the PSAT, or 450 on the Verbal portion of the SAT 1, or 19 on the ACT Reading Test; **or**

Earn an overall minimum C- average in Freshman and Junior English or a C- average in Developmental Reading; **or**

Achieve a minimum Degrees of Reading Power percentile rank for spring grade 10 (at an independent level or P=90) of 70% which will be administered by the Dean of Curriculum and Instruction or Literacy Coach and scored by the Graduation Performance Standards Committee.

Writing

Achieve a score at levels 3, 4, or 5 on the CAPT Writing Across the Disciplines; **or**
Achieve a minimum score of 45 on the Writing portion of the PSAT, or 450 on the Writing portion of the SAT 1, or 450 on the SAT II Writing Test, or 19 on the ACT English Test; **or**

Earn a minimum grade of C- in Sophomore Writing Workshop or U.S. History through the 19th Century; **or**

Produce an essay that is focused, organized, elaborated, and edited for Standard English convention, earning a minimum rating of 7 on a CAPT rubric, which will be part of a performance portfolio reviewed by the Graduation Performance Standards Committee.

Mathematics

Achieve a score at levels 3, 4, or 5 on the CAPT Mathematics; **or**
Achieve a minimum score of 45 on the Mathematics portion of the PSAT, or 450 on the Mathematics portion of the SAT 1, or 19 on the ACT Mathematics Test; **or**

Earn an overall minimum C- average in a three credit sequence of mathematics courses. If the student has not earned an overall C- minimum average, they must take and pass a fourth problem-solving course from the following list: any fourth math course, Record Keeping, Accounting, Woodworking, Building Construction, CAD, Family Foods and Nutrition, or Intro to Fashion and Textiles.

During this time, the Dean of Curriculum and Instruction will provide him/her the opportunity to complete at least two multi-step mathematical problems that require demonstration of basic math operations, including fractions and decimals, and earn a minimum rating of 2 on a CAPT rubric which will become part of a performance portfolio reviewed by the Graduation Performance Standards Committee.

Science

Achieve a score at levels 3, 4, or 5 on the CAPT Science **or**
Achieve a minimum score of 19 on the ACT Science Reasoning subtest **or**
Earn an overall minimum C- average in Freshman Science, Biology, and a third science course. If the student has not earned an overall C- minimum average, they must take and pass a fourth science course. During this time, the Dean of Curriculum and Instruction will provide him/her the opportunity to complete at least two science performance tasks earning a minimum rating of 2 on a CAPT rubric, which will be come part of a performance portfolio reviewed by the Graduation Performance Standards Committee.

NOTIFICATION

Students: Juniors who do not meet the CAPT performance standard will be notified in writing. At the beginning of the senior year, each senior shall be notified by their counselor of their status relative to meeting performance standards for graduation.

Parents: The Counseling Department will notify in writing parents of seniors who have not met the performance standards by November 30, February 10 and April 15.

Teachers: At the beginning of the school year, teachers (in subjects with required performance tasks) will receive a list of all seniors who have not met a performance standard.

EXEMPTIONS

- ELL students may be exempt from the graduation performance standards if they have received instructions in English for fewer than three years or other factors for exemption exist as determined by their counselor and the Dean of Curriculum and Instruction.
- Special Education students may be exempt from the graduation performance standards if they do not participate in grade level CAPT or as determined by a PPT.
- Transfer students may be exempt from the graduation performance standards if they have completed fewer than four semesters at Woodstock Academy.

APPEAL PROCESS

- There is no appeal to the scoring of the CAPT, SAT or ACT or course grades on the transcript.
- The scoring of exhibitions in the performance portfolio may be appealed to the Assistant Headmaster in writing no later than May 1st. The appeal must specify which exhibitions are in question and specify the reason. The Assistant Headmaster will appoint a three-member panel to review the portfolio in question and make a recommendation. The Assistant Headmaster will render a decision within ten school days.
- The Assistant Headmaster's decision may be appealed to the Headmaster in writing within five days if the student believes there has been a procedural violation. The appeal must specify the violation. The Headmaster will review the records and render a final decision within five days.

CLASS STANDING

In addition to graduation requirements, you must achieve a minimum number of credits to progress to the next grade. The following credits must be completed:

- a) to enter the Sophomore Class - 5 credits
- b) to enter the Junior Class - 10 credits
- c) to enter the Senior Class - 16 credits

COURSE CHANGES

There is a 10 day add/drop period for schedule changes on a space-available basis. After the first 5 days of the add/drop period, changes will be made with counselor, student, parent, and teacher input. Beyond the 10 days, all changes must have administrative approval. English elective course changes must be made during the first five days of each quarter. All schedule and program changes are subject to administrative review.

COURSE WITHDRAWAL

In the event a student withdraws from a semester course, the following practice will be followed by the Counseling Department:

- 1) **Withdrawal on or before the close of the "first marking period grades" of the semester** as indicated in the school calendar: the course will be removed from the student schedule and no notation will appear on the student transcript record.
- 2) **Withdrawal after the close of the "first marking period grades" and on or before the close of the "second marking period progress report grades"**: the course will remain on the student schedule with an indication of withdrawn and the student will receive a notation of "W" on the final course grade column of the student transcript record. The "W" will not be computed into GPA.
- 3) **Withdrawal after the close of the second marking period progress report date:** the course will remain on the student schedule with an indication of withdrawn and the student will receive a notation of a "WF" on the final course grade column of the student transcript record. The "WF" will be considered as an F in the computation of GPA.

REPEATING A COURSE

In the event a course must be repeated, both grades will be reflected on the student's transcript and calculated into the cumulative GPA and rank. However, students will only be awarded one credit toward meeting graduation and distribution requirements.

GRADING POLICY

At the beginning of each of your courses, your teachers will distribute an outline of the course and grading requirements. These may differ from course to course, but will outline the criteria needed to succeed in class. Remember that we use a numeric grading system with 60 as the minimum passing grade. (See Summer School)

GRADE POINT AVERAGE

Grade Point Average (GPA) is based on a student's cumulative performance in the academic "core" curriculum at Woodstock Academy. The academic "core" curriculum is comprised of course offerings that are generally associated with the Departments of English, Mathematics, Science, Social Studies and World Language. Specific courses that are included in determining GPA fall under the following guidelines:

ENGLISH - All courses with the exceptions of Theatre Workshop.

MATHEMATICS - All courses including Recordkeeping*, Accounting I*, College Accounting I*, and College Accounting II* (*course listed under business)

SCIENCE - All courses.

SOCIAL STUDIES - All courses including Law (listed under business).

WORLD LANGUAGES - All courses.

New curricular offerings that are extensions of the academic "core" curriculum will be reviewed on a case by case basis.

Grade Point Average is computed by adding the proper value from the following table for 1.0 credit GPA courses (one-half the value for .50 credit courses) and dividing the total by the core credits attempted.

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
AP/HN	4.75	4.5	4.25	4.0	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0
ACP	4.25	4.0	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5
GPA Base	4.0				3.0			2.0			1.0	
SCP	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0
GEN	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0	0.75	0.5

CLASS RANK

Class Rank is based on the rank order of the Grade Point Averages (GPA) computed for students in a given graduating class at set intervals. For underclassmen, Class Rank is computed at the end of each academic year and includes two semesters. The sophomore rank is a four semester cumulative rank; the junior rank is a six-semester cumulative rank. Because of senior placement requirements, along with the various deadlines in naming award and scholarship recipients, seniors are ranked at three separate times during their final year. A seven-semester cumulative rank is computed at the close of the first semester. A cumulative rank is again computed at the mid-point of the second semester when first quarter grades are posted (15 quarters). No other rank is computed prior to graduation.

This 15-quarter cumulative rank is used to name a **valedictorian**, the highest ranking senior, and **salutatorian**, the second highest ranking senior, for each graduating class. A student must have completed two semesters at Woodstock Academy to be considered for these awards. The valedictorian and salutatorian award recipients are announced in early May. Other graduation scholarship and award decisions, named by various committees, departments and other individuals, are also based on this 15-quarter cumulative rank. Following graduation ceremonies, once all second semester work/grades have been submitted, an eight-semester final class rank is computed for transcript entry. Transfer student academic transcripts are evaluated by counseling and administrative staff members before granting GPA rating values. Transfer students are ranked at the end of each academic year once two semester results are complete. Transfer seniors are ranked at the end of their first semester in January.

STATEMENT OF THE ACADEMIC COMMITTEE ON STUDENT WORK LOADS AND ACADEMIC EXCELLENCE

"Assignments are designed to help students acquire knowledge and skills. While we recognize the importance of study time, we also realize that family and co-curricular time are important. We understand that students produce their best work when they have adequate time to prepare homework/assignments, etc. Sensitivity to student schedules to avoid overlapping of major assignments from other classes is advisable. Overburdensome amounts of homework do not allow students to excel. We do not suggest compromising standards nor jeopardizing the academic integrity of any courses. Students have a responsibility to limit their commitments so they may adequately fulfill their obligations."

HOMEWORK

You will receive a grading and homework policy from each of your teachers. **DO IT!** Home study is a very important part of your program.

The development of responsibility in completing assigned work outside of class is important in the educational philosophy of Woodstock Academy. Our experience is that consistent home study is necessary for attaining proficiency in academic disciplines. Assignments cannot normally be done entirely during the school day, and as a general guideline, most students should spend approximately two hours outside of the classroom on academic endeavors.

It is expected that homework will be assigned by teachers and that students will complete these assignments by the due date. Parents are urged to see that there is regular study time at home.

GRADING SYSTEM

To receive credit in each subject, a passing grade (D-) must be earned. The numerical equivalents of letter grades are as follows.

SUPERIOR WORK	AVERAGE WORK	OTHER GRADES
A+ 97-100	C+ 77-79	P Special Grade for Credit Only
A 93-96	C 73-76	X Medically Excused
A- 90-92	C- 70-72	I Incomplete
		W Withdrawn
		- WP Withdrew Passing
		- WF Withdrew Failing
QUALITY WORK	MARGINAL WORK	FAILING
B+ 87-89	D+ 67-69	F Below 60
B 83-86	D 63-66	
B- 80-82	D- 60-62	

Marks are recorded on report cards which are issued quarterly. Progress reports are issued at the mid-point of each quarter reflecting approximate progress in each course. At the end of first and second semester, final examinations are administered in each subject. Each examination will count for no more than twenty (20) percent of your semester mark. The final mark for each course is the average of the first quarter, second quarter, and final exam marks. (See Summer School)

HONOR ROLL

The Academy Honor Roll has no correlation with class rank but recognizes students for achievement in their chosen program of study for each marking period.

High Honors - receive no more than one grade below A, but not less than A-.

Honors - receive no more than one grade below B+, but not less than B.

Recognition - receive no more than one grade below B, but not less than B-.

GRADUATION HONORS

Summa Cum Laude- a cumulative GPA of 3.89 or above

Magna Cum Laude- a cumulative GPA of 3.77 to 3.88

Cum Laude- a cumulative GPA of 3.65 to 3.76

INCOMPLETES

Within the school year, incompletes must be made up in the **two weeks** following the close of the marking period. Counselors must be consulted if extenuating circumstances exist.

MAKE-UP WORK

Students absent for unavoidable reasons are entitled to make up work within a reasonable period by special arrangement with the teacher. Students who are suspended must be allowed the opportunity to make up work. Students who have been truant from school or cut a class will not be allowed to make up work for credit.

HOMEBOUND AND HOSPITALIZED INSTRUCTION

This service is arranged and monitored by the student's school counselor. Homebound and hospitalized instruction shall be provided only when the following conditions apply:

1. A physician has certified in writing that the child is unable to attend school for medical reasons and has stated the expected date the child will be able to return to the school program.
2. The child has a handicap so severe that it prevents the child from learning in a school setting, or the child's presence in school endangers the health, safety or welfare of the child or others.
3. A special education program recommendation is pending and the child was at home at the time of referral.
4. The child is pregnant or has given birth and a physician has certified that homebound or hospitalized instruction is in the child's best interest and should continue for a specified period of time.
5. Expulsion: as directed by the Board of Trustees.

Length of Absence

Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence of at least **three weeks duration**. Provided nothing in the child's condition precludes it, such instruction shall begin no later than two weeks from the first day of absence.

Time and Place

Homebound or hospitalized instruction shall be provided for at least two hours per day or ten hours per week for children in grades nine through twelve. Where evaluative data indicates that these time requirements are too great for the child, the planning and placement team may decrease instruction time. Instruction shall be provided in the setting of the child's home, the hospital to which the child is confined, or an agreeable alternative.

TUTORIAL

The Academy faculty has a commitment to provide tutorial services to those who need it. We urge all students who are having difficulties to see teachers for help beyond the regular classroom. The teachers are available during regular hours and after school by appointment.

Extra tutorial services are provided by members of the Holt Chapter of the National Honor Society. This service is arranged and monitored by the student's school counselor.

PROGRESS REPORTS

A progress report is a notice sent to parents in the middle of each marking quarter to indicate the student's current academic performance. Teachers may send progress reports at other times if they deem it necessary. Parents are urged to reply to the teacher as soon as possible after receiving the report.

SUMMER SCHOOL

Woodstock Academy students considering enrollment in summer school session(s) are advised that credit **may** be granted for courses failed by earning sufficient grades in authorized summer school classes or course credit makeup. The calculation used to determine credit by summer school participation is as follows: twice the yearly failing numerical grade added to the summer school numerical grade and divided by three (3); if final figure is 60 or better, credit will be awarded.

Example: 50 yearly average
 50 yearly average
 80 summer school grade
 180 ÷ 3 = 60 (credit awarded)

CONTROVERSIAL ISSUES

If an issue is pertinent to the subject being taught, it is discussed. All views are admissible. No one is downgraded because of an interpretation, belief or theory as long as the evidence for it is presented. The evidence itself (facts at issue) is graded. If an issue is not germane to the subject, any discussion of it is purely a private conversation. The students' attention should be held to the subject at hand.

STUDY HALLS

Study halls provide time for homework assignments, studying for tests, reading and generally preparing for classes. These halls are set up to be quiet and conducive to study. You are expected to bring study materials with you.

WITHDRAWAL FROM THE ACADEMY

If it is necessary for a student to withdraw from the Academy because of relocation or other reason during the school year, a parental note should be presented to the school counselor indicating the particulars of the withdrawal. All books, materials, athletic and other equipment must be returned or paid for. No transcript of grades will be sent to another school until all financial obligations have been met. A student must also complete a checkout sheet obtaining signatures of all present teachers on a withdrawal/transfer form. These checkout sheets are available from Academy counselors.

Any student under the age of 18 who voluntarily terminates must have written parental consent to withdraw from school. Any student, 18 years or older, who voluntarily terminates enrollment at Woodstock Academy and seeks readmission, may not do so for a period of 90 days from the date of formal withdrawal or, if no formal withdrawal is on record, from that date which administration has determined has been the last day of formal attendance.

POLICIES AND PROCEDURES FOR EDUCATION RECORDS

DEFINITIONS

For the purpose of these policies and procedures for education records, Woodstock Academy has used the following definitions of terms:

Confidential Records

Education records to which access by school officials and by other parties identified in Section 99.31 of the Family Educational Rights and Privacy Act (FERPA) regulations should be strictly limited by the need to know. The confidential records maintained by Woodstock Academy include psychiatric evaluations, family assessments and child abuse reports.

Disclosure

To permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Education Records

Any information recorded in any way (e.g. handwriting, print, tape (audio or video), film microfilm and microfiche) that is (1) directly related to a student and (2) maintained by Woodstock Academy or by a party acting for Woodstock Academy, except:

- Personal records that are kept in the sole possession of the school staff member who made them and that are not accessible to or revealed to any other person except the staff member's temporary substitute;
- Employment records that are used only in relation to the student's employment by Woodstock Academy; and
- Alumni records that contain information about a student after he or she is no longer in attendance at Woodstock Academy; these records do not relate to the person as a student.

Eligible student A student or former student who has reached 18 years of age or is attending an institution of postsecondary education or is an emancipated minor.

Parent

A parent of a student, including a natural parent, a legal guardian or an individual acting as a parent in the absence of a parent or a guardian.

Party

An individual, agency, institution or organization.

Personally Identifiable Information

Information that includes, but is not limited to:

- the student's name,
- the name of the student's parent or other family members,
- the address of the student or student's family,
- a personal identifier, such as the student's social security number or the student's school identification number,
- a list of personal characteristics that would make the student's identity easily traceable, and
- other information that would make the student's identity easily traceable.

Student

Any person who attends or has attended Woodstock Academy.

ANNUAL NOTIFICATION OF RIGHTS

Parents and eligible students are notified annually by Woodstock Academy of the rights accorded to them by the Family Educational Rights and Privacy Act (FERPA) of 1974 by the publication of these rights in the Academy student handbook.

The annual notification of rights informs eligible students and parents that they have a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent;
4. File with the United States Department of Education a complaint concerning alleged failures by Woodstock Academy to comply with the FERPA regulations; and
5. Obtain a copy of the Woodstock Academy policies for student education records. Copies of these policies are located in the Office of the Headmaster, in the Office of the Assistant Headmaster, and in the Counseling Office.

PROCEDURE TO INSPECT AND REVIEW EDUCATION RECORDS

Eligible students and parents of students may, upon request, inspect and review the student's education records. Eligible students or parents must submit to the custodian of records or to his or her designee a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized official of Woodstock Academy will notify the parent or eligible student of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible

students to inspect and review the student's education records will be accommodated within a reasonable period of time but, in no case, no more than 45 calendar days after the receipt of such requests. As required by Section 10-76(d)-18(b) (1) of the Regulations of Connecticut State Agencies, requests by parents of students requiring special education and related services will be accommodated within ten school days of the receipt of such requests, within three school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding. This written request should be made to the local special education director of the town of residence.

When a record contains information about students other than the eligible student or parent's child, the eligible student or parent will not be allowed to inspect or review the portion of the record that pertains to other students.

REFUSAL TO PROVIDE COPIES OF EDUCATION RECORDS

Woodstock Academy does not provide to an eligible student or parents a copy of the student's education records unless failure to do so would effectively prevent the eligible student or parent the right to inspect and review such records. An exception to this policy is made, however, for the parent or students requiring special education and related services. As required by Section 10-76(d)-18(b) (2) of the Regulations of Connecticut State Agencies, one free copy of the student's education records will be provided, within five school days of written request, to the parents of students requiring special education and related services. The official custodian of these records is the Special Education Director of the town of residence.

FEES FOR COPIES OF RECORDS

The fee for copies of the student education records is 25¢ per page. As required by Section 10-76(d)-18(b) (2) of the Regulations of Connecticut State Agencies, one free copy of the student's education records will be provided, within five school days of a written request, to the parents of students requiring special education and related services. After one free copy is provided by the school district to the parents of students requiring special education and related services, the standard fee per page will be charged for any additional copies of the student's education records.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

TYPES OF RECORDS	GRADES	LOCATION	CUSTODIAN
Cumulative School Records	Grades 9 to 12	Counseling Office Woodstock Academy 57 Academy Road Woodstock, CT 06281	Director of School Counseling
Attendance Records	Grades 9 to 12	Academy Office 57 Academy Road Woodstock, CT 06281	Assistant Headmaster
Discipline Records	Grades 9 to 12	Academy Office 57 Academy Road Woodstock, CT 06281	Assistant Headmaster
Special Education	Grades 9 to 12	Local Educational Agency Representative Office (L.E.A.)	Director of Special Education Services of the Local Educational Agency (L.E.A.)
Health Records	Grades 9 to 12	Off. of the School Nurse Woodstock Academy 57 Academy Road Woodstock, CT 06281	School Nurse
TYPES OF RECORDS	GRADES	LOCATION	CUSTODIAN
Education Records of Students in Out-of-District Placements	Grades 9 to 12	Local Education Agency Representative Offices (L.E.A.)	Director of Special Education Services of the Local Educational Agency (L.E.A.)

TYPES OF RECORDS	GRADES	LOCATION	CUSTODIAN
Miscellaneous Education Records Not Identified Above, Which May Be Maintained In the Woodstock Academy Office or Are In The Personal Possession of A Classroom Teacher		Various Locations	Headmaster, Assistant Headmaster or other Academy staff Identified Above Will Collect These Records and Make Them Available at The Academy

DISCLOSURE OF EDUCATION RECORDS

Woodstock Academy will disclose personally identifiable information from a student's education records only with the written consent of the parent or eligible student, except:

1. To Academy officials who have legitimate educational interest in the records;
 - a. An Academy official is:
 - A person employed by the Academy as an administrator, supervisor, teacher, teacher aide, administrative assistant, secretary or clerk.
 - A person employed by or under contract to Woodstock Academy to perform a special task (e.g. attorney, auditor or medical consultant).
 - b. An Academy official has a legitimate educational interest if the official is:
 - Performing a task or responsibility that is specified in his or her job description, position description or contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit to the student and/or the student's family including, but not limited to, health care, parent effectiveness training and homebound instruction.
2. To officials or another school, school system or institution of postsecondary education in which the student seeks or intends to enroll;
3. To authorize officials of the U.S. Department of Education, the Comptroller General of the United States and state and local educational authorities, provided the disclosure of the information pertains to state-supported or federally-supported education programs and meets the requirements of Section 99.35 (b) (1) and 99.35 (b) (2) of the Family Educational Rights and Privacy Act of 1974;
4. To state and local authorities or officials, if a state statute adopted before November 19, 1974, specifically requires disclosures to those authorities and officials;
5. To organizations conducting studies for, or on behalf of, Woodstock Academy to:
 - develop, validate or administer predictive tests, or
 - improve instruction.
6. To accrediting organizations to carry out their accrediting functions;
7. To parents of an eligible student who claim the student as a dependent for income tax purposes, as defined in Section 152 of the Internal Revenue Code of 1954;
8. To comply with a judicial order or lawfully issued subpoena;
9. To appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RECORD OF REQUESTS FOR DISCLOSURE OF EDUCATION RECORDS

Woodstock Academy will maintain a record of all requests for and/or disclosures of personally identifiable information from a student's education records. The record will indicate:

- a. The names of the parties who have requested or received personally identifiable information,
- b. The names of the additional parties to which the receiving party may disclose the information on behalf of Woodstock Academy,
- c. The legitimate interest the parties, described in paragraphs "a" and "b" above, had in requesting or obtaining information.

The record of requests and/or disclosures will be maintained as long as the student's education records are maintained and may be inspected by the eligible student or parent. The procedure for recording names and legitimate interests of parties does not apply if the request for information was from or the disclosure was to:

- The eligible student or parent, or
- An Academy official, as defined under DISCLOSURE OF EDUCATION RECORDS (N.B. Page 12),

MILITARY RECRUITER RECORDS

In December 2001, Congress passed legislation which requires Woodstock Academy to provide certain information to military recruiters. The information that the school district is obligated to provide military recruiters is limited to the name, address, and telephone number of secondary school students at Woodstock Academy.

Woodstock Academy has an obligation to notify you of the existence of this legislation. It further has the obligation to advise you that if you wish to prevent the disclosure of your child's name, address, and telephone number to military recruiters, you must notify the school district in writing of your intention to deny the disclosure of these records. Woodstock Academy provides parents and guardians with an opt out form each year for this purpose.

Section 9528 of the NCLB states, "A secondary school student or parent of the student may request that the students name, address and telephone listing ... may not be released without the prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

CORRECTION OF EDUCATION RECORDS

An eligible student or parent has the right to request that education records be corrected if it is believed that the records are inaccurate, misleading or in violation of the student's rights of privacy or other rights.

Following are the procedures for the correction of student education records:

1. The eligible student or parent must request Woodstock Academy to correct the record. In requesting a correction of the record, the eligible student or parent must identify the part of the record he or she wishes to change and specify why it is believed that the part of the record in question is inaccurate, misleading or in violation of the student's rights of privacy or other rights.
2. Woodstock Academy will decide within a reasonable period of time to comply or not to comply with the request to correct the record. If Woodstock Academy decides not to comply, it will notify the eligible student or parent of its decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights of privacy or other rights.
3. Upon request, Woodstock Academy will hold a hearing within a reasonable period of time. The eligible student or parent will be notified, in advance, of the date, time and place of the hearing.
4. The hearing will be conducted by an individual who does not have direct interest in the outcome of the hearing. The hearing officer may be an official of Woodstock Academy. The eligible student or parent will be provided a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's record. The eligible student or parent may, at his or her own expense, be assisted or represented by one or more individuals, including an attorney.
5. Woodstock Academy will prepare within a reasonable period of time, a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.
6. If, as a result of the hearing, Woodstock Academy decides that the information in the education record is inaccurate, misleading or in violation of the student's rights of privacy or other rights, it will correct the record and inform, in writing, the eligible student or parent of the correction.
7. If, as a result of the hearing, Woodstock Academy decides that the information in the student's education records is not inaccurate, misleading or in violation of the student's rights of privacy or other rights, it will inform the eligible student or parent of the right to place a statement in the record commenting on the contested information in the record and/or stating why he or she disagrees with Woodstock Academy's decision. The statement will be maintained as part of the student's education records as long as the contested portion of the record is maintained. If Woodstock Academy discloses the contested portion of the record, it will also disclose the eligible student or parent's statement.

STUDENT ACTIVITIES

ELIGIBILITY FOR STUDENT ACTIVITIES

1. A student will be deemed ineligible to participate in the Academy's athletic program, theatre performances, student foreign exchanges or trips, U.N. Club, Student Council, Stage Band, Pep Band, Class Officers or other co-curricular activities having "a significant time committed by students," should that student fail more than one course in the quarter prior to the start of such activity or during the quarter(s) when their activities shall be in session.
2. Any student receiving an "F" and a "D" or two or more grades of "D" in the quarter prior to the start of such activities or during the quarter(s) when their activities are in

session, shall be placed on academic probation. This probation shall continue at the discretion of the Administration until such student shall provide documentation that serious efforts have been made to improve his/her grades. The Administration reserves the right to suspend a student's eligibility should the student fail to improve and/or a decline is documented in these courses or others. The length of suspension of eligibility shall be at the discretion of the administration.

3. All other applicable rules and regulations as defined by the Connecticut Interscholastic Athletic Conference (CIAC) shall apply where not noted in the above regulations.
4. The advisor of the effected sport or activity, the Dean of Students, and Assistant Headmaster will serve as an appeal panel to consider appeals as made by affected students.

FIELD TRIPS

Students who fail to maintain a positive disciplinary or academic record may be denied permission to participate in a field trip upon consultation with the Administration. If it is a class for credit then an equitable quality activity will be provided by the teacher.

CLUBS

Woodstock Academy has many clubs and co-curricular groups each year that allow students to develop their interests. All students are welcome to join these groups and should listen to announcements for meeting times. Activities include:

UN Club	Athletic Council	Amnesty International
Earth Save	Academy Theatre	Jazz Band
Pep Band	Hill Singers	Travel & Exchange Groups
Class Activities	French Honor Society	Latin Honor Society
Spanish Honor Society	Student Council	Fencing Club
National Honor Society	Student Outreach Service	Music Honor Society
Peer Helpers Network	Gay Straight Alliance	Bible Club
Adventure Club	TV/Radio Club	Ocean Bowl
Chemistry Olympiad	Science Bowl	Chess Club
Debate Club	Yearbook	Newspaper

STUDENT COUNCIL

You have an opportunity to participate in student government through the Student Council. The Student Council meets with Administration to discuss issues of school community concern, organizes spirit days and social events, as well as community service activities such as canned food drives, toy drives and Special Olympics. Representatives to the Student Council are elected, grades 10-12 in the spring and grade 9 in the fall. Officers are elected in April and overlap the school year. A number of at-large members are also appointed to the Council each year. An Auxiliary Council also is available to Academy students.

CLASS ACTIVITIES AND OFFICERS

Each class has two or more advisors who work with class officers and representatives to plan activities for the year such as dances and fundraisers. Sophomore, junior and senior officers are elected in the spring for the following year, while freshman officers and all class reps are elected in the fall. Anyone may help in class activities by contacting the advisor or class officers.

CLASS DUES

During your years at Woodstock Academy, your class will be involved in fundraising to provide funds for your class activities. In addition, each class member is expected to pay dues to defray class expenses, such as proms, senior party, class trip, class gift, and graduation gowns. Dues are payable in the fall of each school year.

DANCES/SOCIAL EVENTS

At various times during the school year, organizations of the Academy will sponsor Academy dances. All dances that are held by students of the Academy for students of the Academy will be held under the following set of rules:

1. The event will be held under the direction of Advisors/Faculty of the Academy. The event must have the approval of the Administration.
2. All tickets must be purchased in advance of the event. There will be NO TICKETS sold at the door. When a ticket is purchased, the name of the student will be recorded on a master list with his/her ticket number.
3. The hours of an on-campus dance are 7:00 p.m. to 10:30 p.m. Parents are expected to pick up their students promptly at the end of the event. Students must leave campus within a reasonable period of time.

4. Students may not loiter on campus during the event. They must either enter the event or leave the campus.
5. All guests must be approved by WA administration, and have a Dance Guest Permission Form filed with the Main Office by Wednesday of the event week.
6. Guests must be high school age, but not older than 20 years of age. Middle school students are not allowed. Only one guest is allowed per WA student. Guests must also present a picture ID at the door.
7. No one will be admitted after 8:00 p.m. Students may not re-enter the event once they leave, unless prior approval has been granted by the advisor in charge.
8. All school rules outlined in the Student Handbook are in effect for the event, as with all co-curricular activities. Anyone not in compliance will be dismissed from the event without benefit or refund, and subject to further disciplinary action, including the loss of event privileges.
9. Breathalyzer tests will be randomly administered upon entrance to the event. Anyone refusing to comply with the breathalyzer will not be admitted. Participants suspected of alcohol use will have his/her parent/guardian contacted and sent home. Students found to be in violation of the WA drug/alcohol use policy will face the appropriate disciplinary consequences.
10. Students must park in the Bowen parking lot only for campus events.
11. Appropriate social decorum is expected at dances and social events.

NATIONAL HONOR SOCIETY - CONSTANCE HOLT CHAPTER

The National Honor Society is an organization whose members have been selected on the basis of the commitment to scholarship, leadership, service and character. Students are invited to submit credentials if their G.P.A. is 3.65 or above. The selection committee (five voting faculty members, the Assistant Headmaster, and the N.H.S. advisors) reviews the credentials of all applicants. Weakness in two or more areas is justification for non-selection.

N.H.S. members are expected to uphold the ideals of the Society as stated in the handbook. Membership is a privilege, not a right, and is to be taken very seriously. Members must make every effort to participate in all meetings and activities. Past contributions of N.H.S. groups include peer tutoring; scholarships; food, clothing and toys for the poor; work at the local soup kitchen; and campus beautification.

INTERSCHOLASTIC ATHLETICS

Team Tryouts/Cuts

At the beginning of each season, tryouts will be conducted to determine team rosters. The tryout period will be determined by the varsity coach of each sport and it is critical that all prospective students attend. Yearly athletic physicals are required for all students who tryout and participate in interscholastic sports.

It should be clearly understood that tryouts are competitive and selective for most sports, particularly at the varsity level. The invitation to participate in interscholastic athletics is open to all students, yet it is extended within the framework of realistic and reasonable team roster sizes. Such a framework will provide team members the full opportunity to learn and exercise the skills necessary to develop their proficiency in the sport and to compete interscholastically. Because roster sizes and cutting procedures differ among individual sports and may fluctuate slightly from year to year, the varsity coach and the Director of Athletics will confer prior to each season to determine what is in the best interest of the program.

Interscholastic Sports Teams

FALL

Boys' Football (Varsity, J.V., Freshman)
 Boys' Cross Country
 Girls' Cross Country
 Boys' Soccer (Varsity, J.V., Freshman)
 Girls' Soccer (Varsity, J.V., Freshman)
 Girls' Volleyball (Varsity, J.V., Freshman)
 Cheerleading
 Unified Sports

SPRING

Boys' Baseball (Varsity, J.V., Freshman)
 Girls' Softball (Varsity, J.V.)
 Boys' Track & Field
 Girls' Track & Field
 Boys' Tennis

WINTER

Boys' Basketball (Varsity, J.V., Freshman)
 Girls' Basketball (Varsity, J.V., Freshman)
 Boys' Indoor Track
 Girls' Indoor Track
 Wrestling
 Cheerleading
 Girls' Gymnastics
 Unified Sports

Girls' Tennis (Varsity, J.V.)
 Golf
 Boys' Lacrosse (Varsity, J.V.)
 Girls' Lacrosse (Varsity, J.V.)
 Unified Sports

The goals of the Athletic Department are outlined below along with established regulations which govern student eligibility and participation and reflect certain expectations of student conduct and responsibility. Additional information on department and CIAC regulations are available in the Athletic Department manual.

Goals:

1. To encourage broad participation by the student body.
2. To develop and foster the following attributes among athletes:
 - a. Fair play and sportsmanship.
 - b. Self-control and self-discipline.
 - c. Honesty demonstrated by playing in strict accordance with the rules both on and off the court.
 - d. Respect for opposing players, coaching staff and officials.
 - e. A desire to excel.
 - f. An enjoyment and appreciation of the values inherent in learning the skills of a sport and game competition.
 - g. Team camaraderie and team spirit.

Specific regulations for a sport will be distributed by the coach at the beginning of each season.

CIAC Position on Steroids

The National Federation of State High School Associations (NFHS), the national service organization to all 50 state high school athletic and activity associations as well as the District of Columbia, prohibits the abuse of anabolic steroids and other performance enhancing substances by high school student-athletes. Such use violates legal, ethical, and competitive equity standards, and imposes long-term health risks. Further, the NFHS supports prohibitions by educational institutions, amateur and professional organizations and governmental regulators on the use of anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes. The CIAC fully endorses this National Federation position on steroids.

STUDENT SERVICES

HEALTH OFFICE

Daily health care is provided at Woodstock Academy. The nurse's office is located in the Bowen Building and, except in emergency situations, all students must have a signed pass before being admitted. Should the nurse be unavailable, students should report to the Main Office.

An ill student is not permitted to leave the Academy unless excused by the Health Office. In cases of dismissal the student must be called for by a parent or guardian. Students who use cell phones to call or text parents for dismissal will not be covered as an excused absence from the Health Office. Students who do use their cell phones to obtain a dismissal are in violation of the Electronic Device Policy. Parents are notified in case of dismissal and asked to make plans for transportation. If a student leaves the Academy without specific authorization by the Health Office for dismissal, the absence will be considered unauthorized. Students are to sign out in the Main Office.

All students must have a complete physical examination in their sophomore year, preferably by the family doctor. Freshmen will have their eyes tested. Accidents and injuries sustained during school and sports must be reported immediately to the supervising teacher and to the school nurse. Yearly athletic physicals are required for all students who tryout and participate in interscholastic sports.

Health Assessments and Immunizations

Legislation mandates that any student attending any public or non-public elementary or secondary school must present evidence that the following immunizations have been given or are in the process of being given: two (2) doses of measles, rubella, mumps, with the first dose at 12-15 months of age and a second dose prior to entering 7th grade; three (3) doses of poliomyelitis, with at least one dose given on or after the 4th birthday; Four (4) doses of DPT with one dose given on or after the fourth birthday; Three (3) doses of Hepatitis B for all 9th and 10th graders; and Varicella vaccine or medical documentation of having had Chickenpox. Exemptions from immunizations require a statement that such immunization is medically contraindicated or a statement from parents/guardians that such immunization is contrary to their religious beliefs.

The Woodstock Academy Board of Trustees recognizes the importance of periodic health assessments according to state health regulations. To determine health status of students, facilitate the removal of handicaps to learning, and find out whether some special adaptation of

the Academy program may be necessary, the Board of Trustees may request that students have health assessments. No record of any student medical assessment may be open to the public. The Board may deny continued attendance in the Academy to any student who fails to obtain the health assessments required under C.G.S. 10-206 and required immunization according to Sec. 10-204a of the C.G.S. Parents wishing their children exempted or excused from health assessments may request such exemption to the Headmaster in writing. This request must be signed by the parent or guardian.

Administering Medication

The Board of Trustees does not allow students to carry or self-administer medications, both prescription, over-the-counter medications and supplements, during the school day or at school functions. The **only** exceptions to this regulation are for the use of inhalers, insulin, or Epi-Pens. Written permission is required for self administration of an Epi-Pen, inhaler, or insulin signed by a parent/guardian and doctor. Written parental permission is required for the administration of aspirin, acetaminophen or ibuprofen. A parent needs to bring prescription medication to the health office in its original container and a permission form signed by the physician and the parent. In order to provide immunity afforded to Academy personnel who administer medication, the Board of Trustees, along with the Academy medical advisor and the Academy nurse shall review and/or revise this policy and regulation biennially and submit it to the Department of Health Services as stipulated in the Connecticut Regulations of State Agencies, 10-212a-1 to 10-212-7. The Academy nurse may administer medication to any student pursuant to the written authorization of a physician or dentist and the written authorization of a parent or guardian of such child. The Headmaster or his/her designees, following the successful completion of specific training in the administration of medication, may administer medication to any student (who has provided the aforementioned material) in the absence of the nurse.

Food Allergy Management

The Woodstock Academy Board of Trustees believes that all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. The focus of the Food Allergy Management Plan is prevention, education, awareness, communication, and emergency response.

In some cases a student's disability may prevent him/her from eating meals prepared for the general school population. Substitutions will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.

The nature of the student's disability, the reason the disability prevents the student from eating regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician.

The Board of Trustees recognizes that students with documented life-threatening food allergies are considered disabled and are covered by the Disabilities Act and Public Law 93-112 and Section 504 of the Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified students in student activities.

Woodstock Academy has a procedure for the identification and care of food-allergic students. Such guidelines include, but are not limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Readmission to school following hospitalization

In order for a student to return to school following a hospitalization of more than three (3) days, there must be a meeting with parents, administration, counselor, school nurse, school psychologist or school social worker. The purpose of this meeting is to determine the student's ability to return to a normal schedule and to determine if the school is a safe environment for the student. Parents should bring the discharge summary from the physician. Release forms can be signed at this time if needed.

Student Wellness Policy

The Woodstock Academy Board of Trustees recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to

learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The Headmaster or his/her designee shall be responsible to establish guidelines or administrative regulations to ensure compliance with this policy.

LIBRARY

The library is open from 7:00 a.to 5:30 pm every school day. Saturday hours are 1:00pm to 4:00pm. Summer and school vacation hours vary.

Since the library fulfills a unique role as both a school and public library, patrons may avail themselves of opportunities not available to most High School libraries. In addition to extended hours, the library maintains strong fiction and childrens' collections. The library also participates in the statewide interlibrary loan delivery system called C-Car. The library subscribes to Request which offers access to the holdings of most other libraries in Connecticut.

The library also offers several online based research tools accessible from school and home. The library offers an automated card catalog system and has a copy machine.

Students are financially responsible for all materials borrowed.

LIBRARY RULES AND PROCEDURES

1. The library is to be used for academic purposes only! This includes before, during & after school hours.
2. No video games are allowed on library computers. Violations of the Technology AUP will be handled according to the Student Handbook.
3. No food or drink (except bottled water) is to be brought into the library. Students with food or drink will be asked to throw it out!
4. Students who are in the library with a scheduled class have priority for computer use over students in the library with passes or privileges.
5. Students who wish to use the library during a study hall must request a pink library pass at the beginning of the block. Students must use the library for academic purposes only or they will be sent back to their study hall. Students who are given a pink pass must sign in at the library desk and are expected to stay in the library the entire block. Students who are given passes and do not show up, or who leave without permission, will be subject to disciplinary action in accordance with the Student Handbook.
6. Students who have junior or senior privileges may use the library for academic purposes only. Students must sign in at the library desk upon arrival and sign out when leaving. It is expected that students use the library for class work or research. Students not using the library for academic purposes will be asked to leave the library.
7. Students may use the library for academic purposes during their lunch block as needed. Students using the library during lunch must sign in and out at the library desk. Students not using the library for academic purposes will be asked to return to the student commons.
8. Please be sure to clean up after yourself when leaving the library. Supplies and books should be returned to the library desk, scrap paper and other garbage should be cleaned up and disposed of in the garbage/recycling bins, and chairs pushed back in place. Remember to log off the computer and pick up all printed materials from the printer.
9. Non-reference books may be checked out for 2 weeks at a time and reference book sections may be photocopied as needed.
10. When printing articles to the library printer, please remember that there is a 10 page limit!
11. If you need help finding resources, please ask for help!!
12. Students are expected to act appropriately and maturely at all times in the library. Remember, there should be an atmosphere that fosters work, study and research!

STUDENT ASSISTANCE TEAM

The Woodstock Academy Student Assistance Team, chaired by the Dean of Students, is a service supported by the social worker, the psychologist, school nurse, administrators, and counselors to deal with student problems. The program is designed to provide a systematic vehicle for identification of at-risk students, early intervention and a variety of support resources for students and their parents. We hope that this will result in higher achievement and decreased absenteeism.

Referrals may be initiated by: students, teachers, parents, administration, or other individuals in the community. The process includes a team meeting to discuss students who have been referred. Information remains confidential and does not become part of the student's school records.

If you have any questions about this program, please contact your school counselor, the nurse, faculty members, or members of the Administration.

LOCKERS

Lockers are available to all students upon request in the Main Office and provided on an availability basis. Lockers should be kept locked and clean. Lockers and desks are the property of the Academy, and they may be searched by an authorized Academy administrator when there is reasonable suspicion of danger, violation of school policy or noticeable bad smells. The search will be made in the presence of a witness and a dated log will be kept. Law enforcement personnel may assist in the search process.

Students are advised not to store valuables or money in their lockers. **DO NOT LEAVE VALUABLES IN THE LOCKER ROOM.**

LOST AND FOUND

Lost and found articles may be claimed in the Main Office. Anyone finding items around the campus should turn them in to the Main Office lost and found.

VALUABLES

Woodstock Academy is NOT responsible for personal items that are damaged, lost, or stolen. Large sums of money, jewelry and other valuables, including electronic devices, should not be brought to school or left unattended. If **necessary**, valuables should be checked in with an administrator.

WORKING PAPERS

Working papers are issued in compliance with the State of CT Department of Labor. Students must first provide a written promise of employment for a specific job, as well as his/her birth certificate. Working papers may be obtained from the Academy Main Office.

COMPREHENSIVE SCHOOL COUNSELING PROGRAM

MISSION STATEMENT

The mission is to prepare all students for a lifetime of learning through providing information and activities that focus on their academic, personal, social and career needs.

PHILOSOPHY

The program is founded on the belief that each student possesses intrinsic worth and is a unique and dynamic individual personally capable of personal growth and self-direction. Respectful of differences, the program assists and supports students as they begin to understand themselves, develop decision-making and problem solving skills, and plan for the future. The Program provides a diversity of experiences suited to the individual student's aptitudes, interest and goals while providing necessary and important information in preparing for success in further education or a career. Counseling promotes effective communication and life planning skills that help students grow into responsible adults.

DEVELOPMENTAL SCHOOL COUNSELING - *An Overview*

Comprehensive developmental school counseling is designed to respond to the developmental needs of all students as they move in a sequential manner towards self-understanding and self-enhancement. The developmental school counseling program works with all students through classroom activities and structured group experiences. It delivers a systematic approach focusing on prevention and planned orientation. The comprehensive developmental program facilitates student development in three broad domains:

- Academic Development (Learn to Learn)
- Career Development (Learn to Earn)
- Personal/Social Development (Learn to Live)

The emphasis in comprehensive counseling programs shifts from working with individuals to working with all students, from remediation to prevention and from unplanned/unstructured to systematic and accountable.

Our comprehensive developmental counseling program includes four components:

- The Counseling Curriculum
- Individual Planning
- Responsive Services
- System Support

CURRICULUM GOALS

Academic - Learning to Learn

1. *Skills for Learning*

Students will develop attitudes, knowledge and skills that contribute to life-long learning.

2. *School Success*

Students will complete school with the academic preparation essential for their chosen post-secondary plans.

3. *Academics to Life Success*

Students will understand the relationship between their academic studies and the world outside of school.

Career - Learning to Earn

1. *Investigate Careers*

Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

2. *Career Success*

Students will employ strategies to achieve future career success and satisfaction.

3. *Relationships between School and Work*

Students will understand the relationship between personal qualities, education and training, and the world of work.

Personal/ Social - Learning to Living

1. *Respect for Self/Others*

Students will acquire the attitudes, knowledge and interpersonal skills to help them understand and respect self and others.

2. *Goal Setting/Attainment Skills*

Students will make decisions, set goals and take the necessary action to achieve goals.

3. *Survival and Safety Skills*

Students will understand safety and survival skills.

CONFIDENTIALITY

We believe that the confidentiality of communications between students and counselors is a critical part of the counseling relationship.

The law requires written consent of the parent (or of the eligible student) before confidential student information is disclosed. Disclosure with written consent is not required:

1. To a "school official" of the district, if that person has a legitimate education interest in the information. 34 C.F.R. 99.31 (a)(1)
2. If a student transfers from one school district to another, records may be sent to the receiving district unless board policy requires otherwise. 34 C.F.R. 99.31 (a)(2)
3. When disclosure of educational records is made to state and local educational authorities, when such disclosure is made in an audit, evaluation or compliance review of educational programs. 34 C.F.R. 99.31 (a)(3)
4. Pursuant to a court order or subpoena 34 C.F.R. (a)(4)
5. In health and safety emergencies. 34 C.F.R. 99.31(a)(5)

COMPONENTS

1. *Curriculum*

One of the assumptions upon which the concept for comprehensive school counseling is based is that there is program content that all students should learn in a systematic and sequential way. The curriculum component consists of student competencies and structures activities presented systematically through classroom activities. The curriculum, written and delivered by counselors and other school personnel, provides instructional activities that address the three primary content areas of human development: academic, career, and personal/social development.

2. *Individual Planning*

Individual planning refers to activities that help all students plan, monitor and manage their own learning, and personal and career development. Counselors meet with students individually to accomplish specific objectives relating to all three areas. Individual time spent with a counselor ensures that each student becomes involved in their own academic, personal and career planning and receives guided consulting and advising regarding these plans from trained counselors.

3. *Responsive Services*

Responsive Services are reactions to immediate needs and/or concerns of individual students. Issues may include academic problems, personal crisis, social relationships, safety, and career information. School counselors respond or react to each situation on an individual basis, using intervention techniques that are appropriate and helpful in meeting the needs of the student. In addition, school counselors continually respond to the request of staff members, parents, guardians, and students who seek specific information.

School Counselors employ a variety of methods and strategies depending upon the specific nature of the situation. They may consult with parents, staff members, community resources, or other appropriate parties when developing strategies. This component is supportive of the school counseling curriculum and individual planning components, and requires the cooperation and support of the entire staff for successful implementation.

4. System Support

The administration, management and implementation of a comprehensive school counseling program requires an ongoing support system. The systems support component consists of management activities that establish, maintain, and enhance the total school counseling program. Activities include program evaluation, follow-up studies, school staff and community orientation to the comprehensive school counseling program, public relations, professional development activities, participation on school committees, community outreach, and planning and management tasks in support of the comprehensive school counseling program.

The second aspect of systems support relates to the support given to programs other than school counseling. This support includes, but is not limited to, supporting the school testing program, serving on Academy/district-based curriculum committees, master scheduling building, and consulting with Academy administrators and other staff regarding student needs.

CAREER CENTER

The Career Center, located in the Bracken Library, provides a resource for students, teachers, and parents in researching information about career choices and college opportunities. Classes are brought to the Career Center for career preparation and exploration activities. Students are encouraged to use the Career Center during study halls, before and after school to research careers and colleges related to their individual post-secondary planning. Video and print materials from colleges are available, as are resources for help in writing a resume, cover letter, and application for a job. Students may use the computer software to complete career inventories as part of their personal career portfolio. Workshops are offered periodically to help students in the job search process. Career Center staff members are available for assistance as required.

DEPARTMENT OF COOPERATIVE RESOURCES

This collaborative program provides services to students with identified specialized instructional needs. Services include case management, resource room support, co-taught classes in selected areas, direct reading instruction and other supports as needed and determined via the Planning and Placement Team process.

Should a student be referred for consideration, a referral form to special education is completed and a Planning and Placement Team meeting is scheduled. If the student requires testing, an individualized testing plan is arranged at that initial meeting given written parent permission. Upon testing completion, a Planning and Placement Team meeting is again called to discuss the testing results and make recommendations including if eligibility under special education is warranted.

Specific services may include:

- Case management
- Tutorial support in areas of identified need
- Specific skill development as determined
 - Reading Skills, Written Language Skills, Math Skills, Social Skills, Study Skills, Organizational Strategies, Problem Solving, Transition Planning and Advocacy
- Paraprofessional support within classroom setting
- Evaluation as appropriate
- Specialized Related Services as arranged

SECTION 504/REHABILITATION ACT

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that receives Federal financial assistance.

Requirements common to these regulations include reasonable accommodation for students with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations.

For further 504 information, contact your local special education director or the 504 coordinator at Woodstock Academy.

ALTERNATIVE CENTER FOR EDUCATIONAL SUPPORT (ACES)

The Alternative Center for Educational Support is an option for any regular education student who has had difficulty achieving academic success and will benefit from more personalized academic support. The goals of the ACES program are to promote academic achievement in a small structured study environment and to encourage students to earn a Woodstock Academy diploma and prepare for adulthood.

The ACES student profile is:

- Has the ability to succeed but has exhibited low academic performance in the traditional high school classroom.

•Will achieve success more likely with the additional support in a smaller, close-knit, structured, yet flexible study environment.

•Recognizes that an alternative approach could provide a more positive experience.

•Can make a commitment to adhering to Woodstock Academy's attendance policy and actively participate in the educational activities within the ACES program.

Counselors, teachers, administrators, parents, and students themselves may initiate referrals to the ACES program. A student's counselor is the beginning point for further program exploration.

GENERAL SCHOOL POLICIES

ACCOUNTABILITIES

Textbooks and other school property and equipment may be issued to you and will become your responsibility. You will be accountable for any damage, loss or defacement that occurs. Except for reasonable wear and tear, books or any school property used by students must be returned to the school in the condition they were issued. The cost of repairing or replacing school property will be your responsibility. **If you incur such costs, the school administration may take whatever steps are necessary including withholding records, revoking Senior Privileges, revoking parking privileges, and grade reports, until arrangements are made to reimburse Woodstock Academy for damage or loss.**

AGE OF MAJORITY

The Academy maintains contact with your parents while you are enrolled at Woodstock Academy and is responsible to your parents regardless of your age. If you are eighteen, you may request direct communication between you and the school, and your parents will be notified of that request.

ARRIVAL AND DEPARTURE

Students are required to report directly to the campus upon being discharged from the school buses or arrival by automobile or walking. Students may not loiter in parking lots or areas adjacent to the Academy. No students are to be on campus unsupervised after school hours. If students leave campus at dismissal, they are not to return to loiter. Supervised areas include teacher tutorials, library, weight room, supervised clubs, sports, and school-sponsored activities.

BUS REGULATIONS AND CONDUCT

The towns of Woodstock, Eastford, Pomfret, Canterbury, and Brooklyn transport their students to the Academy. This privilege may be denied to students who violate established bus codes. During a bus-suspension period, parents are responsible to transport their child. Regular school attendance is expected.

A resident student wishing to take a different same-town bus must bring a signed note from his/her parent to the Woodstock Academy Main Office for approval.

Each sending town is different in their procedures for non-resident riders. Please check with the Main Office for procedures for requesting approval, if any, for non-resident riders.

ACADEMY VEHICLES

Complaints relative to Academy vehicles and transportation are received and processed by the Assistant Headmaster.

FACULTY AND STAFF STUDENT TRANSPORTATION POLICY

In conformance with Connecticut General Statutes, Woodstock Academy faculty and staff will be guided by the following:

- 1) All drivers driving students to and from school sponsored events in any vehicle, (other than a school bus or service vehicle with design capacity of 10 or more persons), are required to have Endorsements "A", "V" and "S", on their Connecticut Drivers License.
- 2) If the vehicle is a service vehicle (Woodstock Academy Blue Van Buses) designed to carry 10 or more persons then all drivers of this type of vehicle are required to have Endorsement "F" on their Connecticut Drivers License.
- 3) If the vehicle is considered a school bus (Woodstock Academy Yellow Bus), then a Commercial Drivers License (CDL) is required.

CHILD ABUSE/MANDATED REPORTING

Should child abuse or a reasonable suspicion of same come to the attention of any staff member, it will be reported through the administration, or an administrative designee, to DCF.

DRESS CODE

The Academy considers any disturbance on campus during the school day or at Academy-sponsored events caused by any student's dress or appearance is sufficient indication that such dress or appearance is inappropriate. Students in violation of the dress code will not be permitted to attend classes or events until they have changed their clothing; repeated offenses

or refusal to change will result in disciplinary action per the discipline matrix. Coaches and teachers may find it necessary to impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. In discretionary matters, the administration will determine whether a student's dress is in violation. Religious or medical exceptions will be considered by the administration.

Students must comply with the following:

1. Footwear must be worn at all times. Footwear which marks/damages floors or is a safety hazard is prohibited.
2. Clothing or accessories should be free of writing, pictures, designs or insignias which are crude, vulgar, profane, or sexually suggestive, or which advocate racial (including The Confederate Flag), ethnic or religious prejudice, violence, gang or clique affiliation, or the use of alcohol, drugs or tobacco.
3. Tank tops and sleeveless shirts that have a strap width of at least 1 inch are acceptable; however, spaghetti straps, halters, backless tops, and bare midriffs are not permitted. Shirts that are low cut or see-through are not allowed.
4. Certain classes and student activities that allow for special dress and are approved by administration do provide for exceptions to the dress code (e.g., school dances, cheerleading uniforms).
5. Undergarments should not be visible or exposed, nor should visible or exposed skin be seen where undergarments customarily would cover. The bottom of one's shirt or top should cover the top of one's pants, shorts, or skirt at all times.
6. Shorts and skirts should fall no higher than the length of the student's arm, hand and fingers fully extended to his/her side. Leggings are not a substitute for pants, shorts, or skirts.
7. The fronts of shirts should fall no lower than an imaginary line drawn from tops of one's armpits
8. Head coverings of any kind, (including but not limited to hats, scarves, bandannas, caps, sweatshirt hoods), sunglasses, or masks, are not to be worn in any Woodstock Academy buildings. Hats will be permitted at athletic events.

DRUGS/ALCOHOL

Students exhibiting indications of possible use of alcohol, illicit drugs, inhalants or other mood altering substances are to be referred to the Nurse. Once an assessment has been made, the Nurse will notify the Administration. The school's breathalyzer may also be used as a means of assessment to determine the presence of alcohol. Parents will be notified and asked to come to the school for the student. The student will be subject to disciplinary procedures described in the discipline policy and referral information given to the family.

Other than violent acts perpetrated against faculty, students or staff, the use, sale, transfer or possession of alcohol or drugs on a high school campus is considered to be the most serious breach of the disciplinary code. Students exhibiting behavior of possible use of alcohol or illicit drugs, found to be in possession or possible use of alcohol or illicit drugs, determined to have sold or transferred alcohol, illicit drugs, or an item represented as a drug will be referred immediately to an Administrator. Any student found to be in possession or, in the opinion of an Administrator has participated in the sale, transfer of alcohol or illicit drugs will be referred to the local authorities for their disposition and shall face the penalties prescribed by the disciplinary policies of Woodstock Academy.

1. Students with an alcohol or drug problem as evidenced by disciplinary referral/action will be referred to appropriate helping agencies by way of their family.
2. Any physical evidence of drugs or alcohol abuse will be reported to the police via the administration, except where "voluntary disclosure" applies.

Voluntary Disclosure

- If a student voluntarily tells a staff member of a drug, alcohol or substance abuse problem:
- A. A staff member who is informed of a drug, alcohol, or substance abuse problem may, at the insistence of the student, maintain the confidence within the limits of his/her professional code of ethics and consistency with the laws of confidentiality. The staff member must, however, make every effort to guide the student to the kind of help s/he needs.
 - B. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to the student and himself/herself refer the student to appropriate local resources.
 - C. If the student will allow disclosure of the drug, alcohol or substance abuse problem, the staff member will report to the student's counselor or Dean of Students, mental health professional and the Administration.
 - D. The counselor or mental health professional will, upon confirmation of an alcohol, drug or substance abuse problem by a student under eighteen years of age, hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.

- E. Copies of the conference minutes and corrective plans will be kept in the counseling or Dean of Students professional file.
- F. The counselor or mental health professional will maintain contact with the student and his/her family regarding the problem.
- G. The administration will in all cases be informed of all activity relative to confirmation and aiding the student to solve his/her alcohol, drug or substance abuse problem.
- H. A professional employee who obtains physical evidence in the form of alcohol, drugs or illegal substances voluntarily surrendered by a student must turn the evidence over to the Administration immediately. The professional employee is not required to disclose the name of the student from whom the evidence was obtained.

Underage Drinking Law

On, October 1, 2006, a new Connecticut Law was implemented that deals with underage possession of alcohol. The law also imposes penalties on those individuals who provide alcohol to minors in "house party" situations. It is illegal to host (or be aware that your home will be used to host) a party where alcohol is provided to minors (under 21).

ELECTRONIC DEVICES -- Cell Phones

Cell Phones are to be **turned off and out of plain view** during the school day (7:30am-2:15pm). To accommodate necessary cell phone use, Woodstock Academy is implementing a "phone zone" on campus during the school day. Students are allowed to use cell phones during their lunch wave in the Founders Court area only. Students may also make an emergency call from the Main Office with administrative permission. **Students should not be contacting their parent/guardian for dismissal without the approval of Administration or the School Nurse.** This is considered a violation of the Electronic Device policy. Woodstock Academy is not responsible for lost, stolen or damaged cell phones at school. The disciplinary procedure for cell phone violations is as follows:

1. 1st – Staff will confiscate the phone for the remainder of the block; an informational referral is submitted to the office.
2. 2nd Offense – Staff will confiscate the phone and turn it over to the Student Services offices; an action referral is submitted to the office for discipline according to the discipline matrix.
3. 3rd Offense – Staff will confiscate the phone and turn over to an administrator. The phone is returned to the parent/guardian after a conference with Administration; an action referral is submitted to the office for discipline according to the discipline matrix.
4. 4th Offense – Staff will confiscate the phone and turn it over to an administrator. The phone will be returned to the parent/guardian at the end of the semester or school year; an action referral is submitted to the office for discipline according to the discipline matrix.

Students refusing to relinquish their phones will be either sent to the Main Office for insubordination and/or an action referral is submitted to the office for discipline according to the discipline matrix.

ELECTRONIC DEVICES – Music Playing Devices

Devices such as beepers, laser pointers, etc. are not to be used on the Academy campus during school hours (7:30am-2:15pm).

CD players, iPods, and MP3 players are allowed solely for audio use in study halls at the discretion of the *study hall* supervisor, and in classrooms at the discretion of the teacher for educational purposes. These music playing devices may not be used by a student while he/she is testing unless granted permission by the Dean of Curriculum & Instruction.

Students who fail to remove these electronic devices when instructed to do so by any Academy faculty or staff member will receive a referral to the office for insubordination. Woodstock Academy is not responsible for lost, stolen or damaged electronic devices at school. Refer to the above cell phone policy for the disciplinary procedure.

FIRE DRILL/FIRE

When the signal for a fire drill is given, all students are expected to get up quickly and file out of their rooms. Failure of students to report to their assigned location may result in disciplinary action. Students must remain silent and proceed to the nearest exit and then proceed to the area assigned on the common. A bell will sound when the drill is over.

CRISIS PROCEDURE

Student emergency procedures will be followed during situations as called for, such as a lock down or shelter in hallways situation. Staff and students will be notified of any changes in the procedure.

FOOD DELIVERY

There will be no delivery of food to campus without prior administrative approval.

INITIAL MORNING PROCEDURE

At 7:35 a.m. a warning bell will ring indicating that students should enter their first block classrooms. Students are to be in their first block at 7:40 a.m., at which time attendance will be taken, the Pledge of Alligiance will be read over the intercom, and the daily bulletin will be read. Students will be held responsible for information contained in the bulletin.

Any student arriving after the start of first block at 7:40 a.m. must report to the Attendance Secretary in the Main Office for a tardy pass. For further information, please refer to Tardiness to School and Class on Page 22.

INSURANCE

Low-cost accident insurance is available. Present policies cover most accidents occurring on the way to and from the Academy, during the school day, and at all activities sponsored and/or controlled by the Academy with the exception of interscholastic athletics.

All interscholastic athletic injuries must be reported promptly to the nurse and an accident report completed by the coach. The Academy carries insurance which includes coverage for participation in school athletics, however, interscholastic sports claims must first be presented to your own insurance carrier. Blue Cross, Blue Shield, or other medical prepayment plans. After the claim is paid, submit any bills rejected by your insurance company to the Academy business office. A completed insurance form can be obtained from the Academy office for reimbursement under the terms of the insurance carrier.

PASSES

We operate on a pass system and all students in the hallway during class time are required to have a pass except during their designated lunch. Teachers will give you a pass and you will sign out in the teacher's out-of-class passbook or sign-out sheet. Remember that passes are given at the teacher's discretion. During lunches, students are not to be in hallways where classes are being conducted.

PERSONAL PETS

Students **MUST** have prior administrative approval before bringing ANY KIND of animal onto the Woodstock Academy campus. Failure to obtain prior approval will be subject to disciplinary action.

SCHOOL CANCELLATION ANNOUNCEMENTS

Changes to the school day may occur due to inclement weather. Woodstock Academy, in consultation with our sending town Superintendents, will announce changes at approximately 6:00 a.m. on our website, www.woodstockacademy.org, and on these media outlets: WINY, WILI, WFSB 3, WTNH 8, NBC 30, and WICH. Depending on the severity, an automated phone call may be made to parents/guardians for informational purposes.

It is the student's responsibility to check radio, television, or the website for accurate and up-to-date notices. Please note that the Day 1 or 2 schedule is not affected by school cancellations. The day schedule remains as printed in the Student Calendar/Handbook.

SCHOOL VOLUNTEERS

The Woodstock Academy Board of Trustees recognizes that volunteers can make many valuable contributions to our school. The Board encourages the use of volunteers to:

- (1) increase students' educational attainment
- (2) provide enrichment experiences for students
- (3) increase the effective utilization of staff time and skills
- (4) give more individual attention to students
- (5) promote greater community involvement

The Headmaster or his/her designee shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender", as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, shall be used.

SMOKING

The use and possession of tobacco products, restricted substances or any other substance that endangers the health and safety of students (jimson weed, salvia, etc) is prohibited on or about Academy property during school hours, activities, or on transportation provided by Woodstock Academy. Tobacco products and paraphernalia (including but not limited to lighters, rolling papers, etc) will be confiscated.

STUDENT PARKING

There is absolutely no parking on Academy and Cemetery Roads. Permits must be obtained to use the school parking lots. Violators will be suspended and/or referred to the

police. No loitering in the school parking lots. No loitering on or about school grounds when school is not in session. All are reminded that the Covenant Church parking lot is off limits after dark and on weekends. Violators of this policy risk the loss of driving privileges.

Driving to school and parking in designated areas is a privilege extended to qualifying seniors, upon acceptance of parking application by the administration. Parking space is LIMITED. Applicants must be a Senior at the beginning of the 2009-2010 school year. Each approved student parking application will be assigned a parking permit on a first come first served basis. Approved applications require submitting all forms with the application and ALL financial obligations with Woodstock Academy must be met before August 1st. Required forms are: copy of vehicle registration, insurance, license, and signed parking application. Should parking be available after the second week of school, a notice will be placed in the daily bulletin for Juniors to apply on a first come first served basis.

Parking permits cannot be transferred from one student to another without permission from the Administration. The Administration may revoke parking privileges as part of the social probationary component.

The Administration may request that a student open his/her car while on school property for inspection should it be judged necessary.

STUDENT SEARCH

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction. Leaving the grounds and/or the building in a motor vehicle and/or on foot without permission is considered reasonable cause for conducting a search of vehicles and/or students. WA reserves the right to utilize narcotic detection canines in the school setting.

SUICIDE PREVENTION POLICY

The Woodstock Academy Board of Trustees recognizes that suicide is a complex issue and that, while the school may recognize potentially suicidal youth, it cannot make clinical assessment of at risk youth or provide in-depth counseling. Woodstock Academy will refer at risk youth to an appropriate place for such assessment and counseling. A strong commitment is made to a suicidal educational program integral to the curriculum that is effective in reaching students, school personnel and parents, integrated with other school policies and procedure and regularly reviewed and revised as needed to ensure ongoing effectiveness.

SURVEY OF STUDENTS

Surveys can be a valuable resource for schools and communities in determining students needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members, and the Board of Trustees may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. All surveys shall have the approval of the Assistant Headmaster or his/her designee prior to being administered.

SECURITY CAMERAS

Security cameras have been installed on the exterior of buildings in order to provide for a safer and more secure environment for students and adults.

UNAUTHORIZED AREAS

The area enclosed by the buildings is the "designated campus." The "designated campus" indicates the only outside area of school property where students are authorized to be during the school day. All other outside areas are considered unauthorized. Certain school activities and programs naturally provide for exceptions. Other authorization to leave the designated campus must be received from the Administration.

Neighboring property, public or private boundaries, must be respected. Do NOT trespass! While entering, leaving or during Academy events or school days, students are subject to disciplinary and legal action. This applies on or about the campus/cemetery area and also on or about the playing fields -- old and new.

VISITORS

Should a WA student wish to host a potential transfer student, s/he must obtain and complete the required paperwork from counseling and submit for administrative approval at least 24 hours prior to visit. **NO STUDENT VISITORS WILL BE ALLOWED IN THE MONTHS OF SEPTEMBER & JUNE.** Visitors should be introduced to the teacher of every class attended.

Woodstock Academy discourages non-student visitation during the school hours, with the exception of a pre-arranged appointment with a faculty or staff member. All visitors must sign in at the Main Office and obtain a visitor's pass. No visitor passes will be given during lunch time.

ATTENDANCE/TRUANCY POLICY

Connecticut Statutes (Section 10-184) requires that "each parent or other person having control of a child five (5) years of age and under eighteen (18) years of age shall cause such a child to attend a public day school regularly during the hours of and in the town where such child resides..." Effective July 1, 2001, students under the age of eighteen (18) may not disenroll without their parents' permission.

Daily School Attendance:

Attending school on a daily basis is essential for all students. Therefore, prompt and regular attendance to school, and to assigned classes, is a valid and reasonable requirement for the promotion of academic success. Students must be in attendance for two (2) blocks during the school day to be considered present for the day. In the event that a student must be absent from school, please contact the Attendance Secretary (963-6793) to verify the absence. Leave a message if the office is not open. If a phone call had not been made on the day of the absence, a note verifying the absence should be submitted to the Attendance Secretary when the student returns to school. **A verified absence is not an automatically excused absence.**

The WA attendance policy allows for a 10 percent unexcused absence rate (nine (9) unexcused absences for full semester classes, five, (5) unexcused absences for half-credit classes, nine (9) unexcused absences for every other day full year classes, and eighteen (18) unexcused absences for the school year). Credit is withheld when a student exceeds the maximum number of unexcused absences allowed (9), (5), (9), respectfully, or the school year (18).

The Academy accepts the following reasons as excused absences which do not count toward the attendance policy:

1. Personal illness with proper medical verification or injury with proper medical verification.
2. Medical appointments with proper medical verification.
3. Death in the immediate family.
4. Two per semester pre-approved visits to schools of higher learning for the purpose of a formal Interview (facilitated through the Counseling Office).
5. An interview for military enlistment (facilitated through the Counseling Office/Career Center)
6. Interviews for permanent employment (facilitated through the Career Center)
7. Court proceedings (proper verification required).
8. School sponsored field trips.

Note: "proper verification" means an official card/letter from a professional office.

Verified Absence

Absence from school that can be verified by parent/guardian with a call or note. These absences **ARE** included in the nine (9) unexcused absences.

Unexcused Absence

Absence from school without verification.

The following procedures will be implemented regarding attendance at Woodstock Academy per semester:

1. After the fifth unexcused absence, the student will be notified by mail. A parent conference will be requested at this time by the Dean of Students or designee in conjunction with the student's counselor.
2. After the eighth unexcused absence, parents will be notified by certified mail that loss of credit is imminent.
3. At the time of the tenth unexcused absence, credit will be withdrawn, and parents will be notified by certified mail.

Families are strongly encouraged to plan vacations when school is not in session. Prior notification is necessary for students to be allowed to make up work, quizzes, and tests due to time missed for a family vacation. However, the absences will count as unexcused and be counted toward the total number of unexcused absences allowed in the attendance policy. Students who are out of compliance with the attendance policy will be referred to as truant.

Truancy:

A truant is defined as a child five (5) to eighteen (18) who is enrolled in school and has four unexcused absences from school in one month or 10 unexcused absences in any school year. Truancy will result in one or more of the following:

- Disciplinary action
- Parent Meeting
- Referral to special education services
- Referral to state agencies including the court system
- Referral to physicians or mental health professionals
- Loss of credit

Early Dismissals:

1. A written request for early dismissal from school, signed by the student's parent/guardian, must be presented to the Attendance Secretary prior to the first block on the day of the dismissal.
2. The request must state the full name of the student, the date, the reason for dismissal, the full name of the parent/guardian, as well as his/her signature, and telephone number for verification. Please be certain that if parent/guardian name is different from the student, the student's full name must be listed.
3. In an emergency situation, permission for early dismissal may be granted by Administration, attendance secretary, or school nurse (medical reason) pending a parent phone call.
4. Students being dismissed early or returning to school from an appointment must sign out/in with the Attendance Secretary.
5. Students are not permitted to use cell phones for dismissal purposes. Calls for medical dismissal need to be made from the nurse's office.

Failure to follow the early dismissal procedure, as outlined above, is a violation of school policy and subject to appropriate disciplinary action.

Note: The Academy discourages recurring dismissals from study halls during the school day.

Tardiness to School and Class

As with attendance, punctuality is an extremely important habit for students to develop. Students who are not present on time for 1st block are considered tardy and must, upon arrival, immediately report to the Attendance Secretary for an admittance pass. Parents are encouraged to telephone the Academy to indicate the nature of the emergency or the appointment. The following procedure will apply:

1. A written excuse for tardiness must be presented to the secretary upon entering school. The note must state the full name of the student, the date, the reason for tardiness, etc. and the full name of the parent/guardian, as well as his/her signature. Please be certain that if parent/guardian name is different from the student, the student's full name must be listed.
2. Students who do not present a valid excuse for being late will be considered unexcused and subject to the appropriate discipline.
3. An unexcused tardy exceeding 20 minutes will be considered a class cut and subject to the appropriate discipline.
4. After the 2nd unexcused tardy per semester, the following disciplinary procedure will be followed:
 - 3rd unexcused tardy = office detention
 - 4th and 5th unexcused tardy = 2-hour extended detention
 - 6th unexcused tardy = 3-hour extended detention, loss of parking privileges for the semester, loss of junior/senior privileges, and/or social probation.

All subsequent tardies will be subject to additional extended detentions, in-school suspension and/or social probation, including extra-curricular activities at the discretion of the administration.

The following reasons are acceptable for tardiness:

- a. Verifiable emergency at home.
- b. Medical/dental appointment. Please bring in an official appointment card/letter from a professional office.

Unexcused Class Absences

Any form of unexcused class absence shall be treated as a class cut and shall result in appropriate discipline.

Student/Teacher Responsibility During Loss of Credit Period:

All teachers will continue to grade students as if credit were to be awarded to ensure continuity of the student's education. Should a student seek reinstatement of credit through administrative appeal, academic, attendance, and disciplinary records will be reviewed in the discussion to grant lost credit.

Other Ramifications

Any student who has credit withdrawn shall:

- A. Not be eligible for the Honor Roll, regardless of grades received.
- B. Not be eligible for appointment to the National Honor Society(s).
- C. Not be eligible for senior privileges.
- D. Not be ranked pending review for reinstatement of credit.
- E. Not be eligible for parking privileges.

JUNIOR PRIVILEGES

Reinstatement of Credit

Woodstock Academy recognizes that circumstances leading to poor attendance can, and sometimes do, change. To insure that students who are denied credit in accordance with this policy are afforded an opportunity to regain credit, an appeal procedure will be available.

- A. Following the withdrawal of credit, the WA counselor will meet with each student and parent to outline credit reinstatement procedures.
- B. The student and his or her parent may appeal loss of credit in writing to the Credit Appeals Committee immediately following the semester they lost credit.
- C. The Credit Appeals Committee will:
 1. Review the written appeal.
 2. Assess the student's attendance pattern from the time of loss of credit.
 3. Through the Counseling Department, conduct academic checks to evaluate the student's performance from the time of loss of credit.
 4. Render a decision prior to the close of the last marking period.
- D. In the event that the student and his/her parents are dissatisfied with the decision of the Credit Appeals Committee, a letter of appeal may be forwarded to the Academic Committee of the Board of Trustees who will render a final decision.

PERIOD ATTENDANCE

As Woodstock Academy is liable for student safety and records are required by the State Department of Education, accurate attendance records must be kept for the attendance policy. The plan that follows will provide the necessary data and some control of student attendance.

WORK OBLIGATIONS

Obligations to teachers and the school take precedence over any employment involving students. Employment on the part of any student is not considered a reason for not completing commitments to the school. Students who desire to leave at the end of the school day must conduct themselves academically and socially in such a manner so as to ensure that they will not be required to serve time after school, either to make up work or serve detentions. Attendance is mandatory and underclassmen will not be dismissed for last block study halls unless for emergencies or medical appointments.

SENIOR PRIVILEGES

Privileges are granted to senior students who have demonstrated responsibility and achievement at Woodstock Academy. Eligible seniors will be notified and would qualify for the following:

1. Late arrival and early release when they have an open block at the beginning or the end of the day. Senior privileges also allow a student to leave campus when an open block falls during the 2nd or 3rd block. **Students must sign in/out with the Attendance Secretary when arriving/returning to and leaving campus.** Failure to do so may result appropriate disciplinary action and/or loss of privileges.
2. Students leaving campus on privileges during the day are expected to return when a class is scheduled for the final block. Dismissal of a student, signed out on privileges, from a class during the last block is discouraged unless an emergency arises.
3. Seniors are allowed to spend their study block in designated areas. Students may not loiter on campus during their free block.
4. Seniors may not sign out during assemblies.
5. Seniors may **NOT** sign out during their lunch wave when a class is scheduled during the block, unless he/she is scheduled for the last lunch wave of the block.
6. Good citizenship is essential to maintain senior privileges. Privileges may be forfeited at any time for poor citizenship. This includes, but is not limited to, excessive tardiness, disciplinary issues, class cuts, and suspensions.
7. Grades will be reviewed at the completion of the 1st quarter, the 1st semester, the 3rd quarter, and at progress reports during the 4th quarter to determine continued eligibility.

The following criteria must be met during the junior year for a student to be granted privileges at the start of his/her senior year:

1. No student may receive a final grade of F in any subject during the second semester.
2. A minimum of 3 credits must be carried during each marking period.
3. A satisfactory record of student conduct and attendance.
4. A signed parental permission slip must be filed with the Attendance Secretary each quarter the student is eligible for privileges.
5. No outstanding debts owed to Woodstock Academy.

Junior privileges begin during the second semester. Eligible students are permitted to sign out of study hall and spend the period in the Student Commons, Library or appropriate designated areas. Students are not allowed to leave campus. The following criteria must be met for a student to be granted privileges:

1. A student must attain High Honors or Honors.
2. A satisfactory record of student conduct and attendance.
3. Good citizenship. Privileges may not be granted or forfeited at any time for poor citizenship. This includes, but is not limited to, excessive tardiness, disciplinary issues, class cuts, and suspensions.
4. A signed parental permission slip must be filed with the Attendance Secretary each quarter the student is eligible for privileges.
5. No outstanding debts owed to Woodstock Academy.
6. Grades will be reviewed at the end of the 3rd quarter, and at progress reports during the 4th quarter to determine continued eligibility.

All students on privileges during the lunch block are asked to leave the Student Commons when not eating lunch due to space constraints.

CODE OF CONDUCT & RESPONSIBILITIES

It is the responsibility of the entire Academy community to create and maintain an environment that is safe and orderly. Our expectation is to foster a daily climate conducive to teaching and learning.

Students at Woodstock Academy are expected to conduct themselves in a responsible manner so as to not interfere with the orderly process of education. Appropriate disciplinary action will be taken against any student who deviates from acceptable school behavior.

Eligibility to Represent the Academy

All students elected to student offices, or who represent Woodstock Academy in co-curricular activities, shall have and maintain good citizenship records. Any student who does not maintain a good citizenship record shall not be allowed to represent fellow students nor the Academy for a period of time recommended by the Assistant Headmaster or his/her designee, but in no case, except when approved by the Board of Trustees, shall the time exceed twelve calendar months.

Academic Integrity

Woodstock Academy believes that academic integrity is basic to achievement and character development. We hold students to high standards of honorable conduct. Students will reach their full potential only by being honest with themselves and with others. Woodstock Academy expects students to practice ethical behavior and respect the educational purpose underlying our mission. Students will be made aware of these expectations and instructed in proper writing and research techniques to promote academic integrity and to ensure that ignorance cannot be an excuse for dishonesty. Woodstock Academy will not ignore or condone plagiarism, cheating, or other forms of dishonesty. Anyone who engages in these offenses will be subject to consequences for such behavior.

Academic dishonesty includes, but is not limited to, the following:

1. **Plagiarism:** "...literary theft...from a Latin word meaning 'kidnapper', ranges from inept paraphrasing to outright theft." (Shaw, Dictionary of Literary Terms).
2. **Cheating:**
 - a. Copying someone else's test responses, homework, class work, project, or other assignment.
 - b. Submitting someone else's work as your own.
 - c. Submitting the same work more than once without the consent of the teachers.
 - d. Using unauthorized resources or technology.
 - e. Submitting manufactured information as factual.
 - f. Permitting another student to copy or reproduce your work, or otherwise intentionally enable another student to misrepresent work as his or her own.

Disciplinary consequences for violation of academic integrity

Plagiarism or cheating

- **First Offense (Level 2) -**
 - Zero for the assignment.
 - Teacher notification of student's parent(s)/guardian(s).
 - Notification of Administration by a disciplinary referral.
 - After-school detention with Self-Reflection packet to be completed by the student and kept on file.

- **Repeat Offenses (cumulative)-**
 - Zero for the assignment and additional reduction of the quarterly grade ranging from a loss of ten points (one letter grade) to an F for the quarterly marking period, as determined by the Administration with teacher recommendation.
 - Teacher notification of student's parent(s)/guardian(s) and school counselor.
 - Notification of Administration by a disciplinary referral.
 - Suspension of one to five days for a third offense, dependent on the nature of the incident, cooperation of the student or other factors, determined by the Administration.
 - Self-Reflection packet to be completed by the student during the detention/suspension and kept on file.

Responsibilities of Students and the Law

The primary emphasis of the Statutes of the State of Connecticut is that no student has the right to disrupt the educational process within a school.

The exercise of any student's rights cease when it infringes upon the rights of another individual. All students will have the right to due process procedures in matters of suspension, transfer or expulsion.

WOODSTOCK ACADEMY DISCIPLINE CODE

The Woodstock Academy discipline code has, as a minimum three objectives:

1. Preserve the optimum educational environment in which to deliver instructional services.
2. Respond to disruptive influences with corrective measures in a firm and consistent manner.
3. Remove, as a last resort, those that are disruptive to the instructional environment so that the majority may pursue their educational goals.

The Woodstock Academy discipline code is categorized into three levels of misconduct – Level 1, Level 2, and Level 3. The levels represent a continuum of misbehavior based on the seriousness of the infraction and the frequency of the occurrence.

The following behavior code shall act as a guide for students, parents, teachers, support staff, and administrators. However, the Administration reserves the right to escalate consequences, when in its judgment, the frequency of the infraction or seriousness warrants it.

LEVEL 1

Minimal misconduct on the part of the student is that which impedes orderly classroom procedures or interferes with the orderly operation of the school. There is immediate intervention by the staff member supervising the student or observing the behavior. An individual staff member is expected to handle this misbehavior. However, circumstances may require the intervention of other support personnel (Counseling, Social Worker, School Psychologist, Student Assistance Team, Administration, etc.). Members of the Academy community are encouraged to establish basic expectations for their students to promote individual responsibility, dignity, self-respect, and respect for others.

The following are a few guidelines to be used as a reference for behavioral expectations:

1. Expectations directly relate to creating a positive school climate (respect, responsibility, common courtesy, etc.).
2. Expectations should be concise, easily understood, and publicized.
3. Expectations should be consistent.
4. Use reasonable discretion when dealing with ambiguous areas.

VIOLATION

Classroom disturbance
Tardiness to class
Unacceptable language/gestures
Unacceptable social behavior
Nondefiant failure to complete assignments or carry out directions

ACTION

1. Verbal reprimand
2. Teacher Detention
3. Student/teacher conference
4. Parent notification- Phone call or parent conference
5. Administrative referral, if necessary, or for repeated infractions.

PLEASE NOTE:Administrative discretion may be used to modify any behavior consequences when deemed appropriate.

LEVEL 2

Misbehavior in which the frequency and/or seriousness tend to disrupt the learning climate of the classroom and/or school is classified as a Level 2 offense.

VIOLATIONS

Please see Level 2 and 3 Disciplinary Structure on pages 32 and 33.

ACTION

1. Immediate referral to the administrative team for disciplinary action.

LEVEL 3 – ZERO TOLERANCE POLICY

Level 3 infractions are criminal in nature, and so serious that they require administrative action. These infractions will result in the immediate removal of the student from school (up to 10 days), and the intervention of law enforcement authorities. (See Expulsion, page 28)

VIOLATIONS

1. Possession/use/transfer of any item of a dangerous nature determined by Administration; or weapons and explosive devices (including, but not limited to, bombs, clubs, firearms, fireworks, knives, mace, etc.) on or about school grounds, activities, or transportation
2. Possession/use/sale of drugs/ alcohol, possession of drug paraphernalia or being under their influence
3. Vandalism (major)
4. Theft (major)
5. Arson
6. Bomb threat
7. False fire alarm
8. Sexual Offenses
9. Sexual Harassment- Sexual harassment is inappropriate and unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment, for example, leering, pinching, grabbing, suggestive comments, gestures or jokes; or pressure to engage in sexual activity. This conduct violates both federal and state laws and will not be tolerated at Woodstock Academy. All complaints of sexual harassment will be investigated promptly and discreetly. Incidents of sexual harassment may result in disciplinary action up to and including expulsion.
10. Physical assault to an Academy employee or another student
11. Hazing as defined as initiating or disciplining students by forcing them to do humiliating or painful things. This violation will also result in up to a 10 day external suspension and for suspension from the athletic team.
12. Threats of Violence – The Connecticut Association of Boards of Education formally defines a threat as words or actions which deliver threatening or violent messages. Threats can range from boastful taunts, harassment, bullying, and the intent to commit deadly acts. All threats are taken seriously and assessed to determine the level of risk and danger involved. All threats must be reported to a teacher or administrator.
13. Bullying – Effective July 1, 2006, the definition of “bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus where acts are committed against any student during the school year. Such bullying policies 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.

Bullying Notification

Bullying report forms are available in the main office, counseling office, student services, social worker, and on the Woodstock Academy website. A student may make a complaint to any teacher, administrator, or staff member and request that their name be maintained in confidence by whoever received the complaint. When anonymity is requested, the Administrator shall meet with the student to review the request for anonymity and the impact that maintaining the anonymity may have on the investigation and/or possible remedial action. At such meeting the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent that such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Teachers and other school personnel who witness acts of bullying or receive student reports of bullying are to notify school administrators. All reports of bullying will be reviewed and investigated, and the appropriate action will be taken. Parent/guardians of all students involved in verified acts of bullying will be notified in writing of the school's response and any consequences that may result from further acts of bullying. The school will maintain a record of verified acts of bullying.

Detention

Detention falls into two categories: teacher assigned detention and administrative assigned detention. Detentions assigned by a teacher or administrator take precedence over other student obligations, including employment and co-curricular activities. Students are expected to attend an assigned detention, unless rescheduled in advance, for a valid reason. Failure to attend may result in additional disciplinary action.

Teacher Assigned Detention

Teachers may assign detention for violation of classroom rules. The length of the detention is left to the discretion of the teacher, but will be conveyed to the student when assigned. A student will be given a 24-hour notice so that he/she may arrange transportation. Failure to attend a teacher assigned detention will result in two Administrative Detentions. Administrative Detention takes precedence over teacher assigned detention.

Administrative Assigned Detention

Administrative/Office Detention is assigned by Administration or Student Services personnel only. They are held Monday-Thursday from 2:25pm-3:15pm. Students assigned Administrative Detention should report directly to the Main Office after school. A student is given a 24-hour notice so that he/she may arrange transportation. Failure to attend an administrative detention will result in a 2-hour Extended Detention. In the event that a detention is canceled, the student is responsible to report on the next available detention day, or reschedule with Student Services.

Lunch Detention

Lunch Detention is assigned by Administration or Student Services personnel. Students report to a designated room and spend the duration of their lunch wave in that area. Students assigned to a Lunch Detention are responsible for bringing their lunch from home.

Extended Detention

Two or three-hour Extended Detentions may be assigned for attendance issues, repeat violations, or more serious disciplinary infractions. A student assigned to Extended Detention will follow the same procedure as an Administrative Detention. The 2-hour Extended Detention is from 2:25pm-4:25pm, and the 2-hour detention is 2:25pm-5:25pm. Failure to attend a 2-hour Extended Detention will result in a 3-hour Extended Detention. Failure to attend a 3-hour Extended Detention will result in two, 3-hour Extended Detentions. Failure to attend either one of these 3-hour detentions will result in a 3 day external suspension.

Administrative Detention rules are as follows:

1. Administrative Detentions begin promptly at 2:25pm. Students tardy to detention without a late pass are not admitted, and assigned an additional hour of Administrative Detention.
2. If a student is absent from school on the day a detention has been assigned, the student is responsible to report on the next available detention day, or reschedule with Student Services.
3. The atmosphere during an Administrative Detention is one conducive to study. Students may engage in school work, pleasure reading, or sit quietly. Talking or moving about the room is not permitted.
4. Electronic devices are not to be used.
5. Students are not permitted to bring food or beverages (except water) into detention.
6. Students removed from Administrative Detention are subject to additional disciplinary consequences.

Social Probation

A student that repeatedly violates the Code of Conduct, which also includes the attendance policy, may be placed on social probation up to and including a full semester. Social Probation includes loss of school privileges or co-curricular activities. This includes, but is not limited to, participation in athletics, attendance at athletic events, clubs, dances, field trips, junior privileges, library use, parking, senior privileges, etc.

External Suspension (Out-of-School Suspension)

An authorized member of the Woodstock Academy staff may suspend a student out-of-school for behavior that endangers the student, others, or the Academy property. Any student whose conduct is seriously disruptive to the educational process and is in direct violation of publicized policy set forth by the Board of Trustees is subject to External Suspension. Depending on the severity of the conduct, a student may be suspended immediately and required to leave campus. A student suspended out of school is not permitted to:

1. Take part in or attend any co-curricular activities.
2. Be on or near the campus for the duration of the suspension without the approval of Administration.

Internal Suspension (In-School Suspension)

An authorized member of the Woodstock Academy staff may internally suspend a student whose conduct is seriously disruptive to the educational process and is in direct violation of publicized policy set forth by the Board of Trustees. Pursuant to the Public Act 08-160 which amended Section 10-233c of the Connecticut General Statutes:

Effective July 1, 2009, all suspensions from school shall be in-school suspensions, unless the administration determines that the pupil being suspended poses such a danger to persons or property or such a serious disruption to the educational process that the suspension should be out-of-school.

Effective July 1, 2009, an in-school suspension may be served in the school that the pupil attends or in any other school building under the jurisdiction of the local or regional board of education.

Students suspended internally may be placed on social probation.

Expulsion

In only the most serious cases will the administration recommend to the Board of Trustees that a student be expelled from Woodstock Academy. Reasons for consideration of expulsion are as follows:

1. Assault on a staff member of Woodstock Academy.
2. Possession, use, or transfer of alcohol/illegal drugs (including items represented as an illegal drug) and dangerous items on or about school grounds (knife, etc.), serious disruption of the educational environment, and illegal use/possession/consumption/under influence/transfer/sale of prescription drugs.
3. Continued and blatant defiance of the policies of the Board of Trustees and/or disciplinary policies of Woodstock Academy.
4. Continued and blatant disruption of the educational process, curricular or co-curricular, at Woodstock Academy.

A Woodstock Academy student SHALL/MUST be expelled for one (1) calendar year whenever the administration has reason to believe that any pupil:

1. On school grounds or at a school-sponsored activity during or outside school hours was in possession of (a) a firearm, as defined by 18 U.S.C. & 921, as amended from time to time, (b) a deadly weapon, (c) a dangerous instrument, or (d) a martial arts weapon, as defined in Connecticut General Statutes Section 53a-3, as amended; or
2. On school grounds offered for sale or distribution of a controlled substance as defined in Connecticut General Statutes Section 21a-240 (9) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes Sections 21a-277 and 21a-278.

The Trustees, subcommittee of the Trustees, or an impartial hearing panel have the discretion to modify the term of a mandatory one (1) calendar year expulsion on a case-by-case basis.

Woodstock Academy students MAY be expelled for a period up to one (1) calendar year for conduct which occurs on school grounds or at a school-sponsored activity during or outside school hours that:

1. Endangers persons or property; or
2. Is seriously disruptive of the educational process; or
3. Violates a publicized policy of the Academy.

A further discussion of suspensions may be found under Connecticut General Statute 10-233.

The Board of Trustees may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Trustees, provided that a formal hearing is held under C.G.S. 4-177 through 4-180.

1. Grounds for expulsion if occurring on Academy property, Academy transportation vehicles, or at any Academy-sponsored activity:
 - A. Willfully striking or assaulting a student or any member of the Academy staff.
 - B. Theft.
 - C. Blackmailing, threatening or intimidating Academy staff or another student.
 - D. Having in personal possession any kind of weapon, such as a pistol, knife, blackjack, etc.
 - E. Unauthorized possession, selling or consumption of dangerous drugs, narcotics or alcoholic beverages (Dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240).
 - F. Willful destruction of Academy property or property of Academy staff or other students.

- G. Any serious incident, act, or series of incidents or acts which disrupts the educational process or violates a published policy of the Trustees.
2. A special education student's handicapping conditions shall be considered before making a decision to expel.
 3. Any student under sixteen who is expelled shall be offered an alternative educational opportunity during the period of expulsion according to the terms of law. Any student between the ages of sixteen and eighteen and who wishes to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board, unless such student has been expelled for conduct endangering persons which included (1) carrying a dangerous instrument on, or introducing a dangerous instrument onto Academy property or (2) offering for sale or distribution on Academy property or at an Academy-sponsored activity a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes.

NOTE: CONTROLLED SUBSTANCE/ALCOHOL NOTIFICATION

Any student of Woodstock Academy found to be in possession or under the influence of a controlled substance or alcohol will face the following consequences:

1. Law enforcement officials will be notified. If a substance has been confiscated the substance will also be turned over to the officers.
2. Parents are notified and referral information given to them by the Headmaster or his assistant. The referral information will contain the names of agencies that are licensed to assess and treat drug/alcohol involved individuals. The name and address are as follows:

United Services, 1007 North Main Street, Dayville, CT 06241 860-774-2020

Woodstock Academy will not be held financially responsible for the assessment. The information of referral will be mailed to both students and parents.

Weapons

Connecticut statutes, Federal statutes and school policy call for prosecution of all offenders. Additionally, weapons offenders may be expelled from school without the obligation of the sending town to provide education. See "Discipline Structure" for details.

Misconduct Off Academy Grounds (Campus)

Students are subject to discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off of Woodstock Academy property and during non-Academy time.

Such discipline may result whether: 1) the incident was initiated in the Academy or on Academy grounds, or 2) even if the incident occurred or was initiated off Academy grounds, and non-Academy time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the Academy education or its process by threatening:

1. The Academy's orderly operations;
2. The safety of the Academy property; or
3. The welfare of the persons who work or study there.

Examples of the type of such off-Academy misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale or distribution of dangerous weapons;
2. Use, possession, sale or distribution of illegal drugs, alcohol, or items represented as same; or,
3. Violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of Academy property, individuals thereon, and/or the educational process.

For example, if it is determined that a student's use, possession, or sale of drugs and/or alcohol in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of such sales in the Academy, or if violent conduct in the community presents a reasonable likelihood of repeating itself in the Academy environment, or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in the Academy or of bringing retaliation or revenge into the Academy for such off-academy misconduct, the Trustees may impose discipline up to and including suspension and/or expulsion.

Certain conduct of students may be the subject of discipline by the Woodstock Academy even if it occurs off campus and does not occur at a school-sponsored activity. The most serious instances of such conduct off campus requires a severe disciplinary expulsion. It is therefore the policy of the Woodstock Academy to expel a student for one (1) calendar year if the Trustees, subcommittee of the Trustees, or an impartial hearing panel determines that a student, while off campus and not at a school-sponsored activity or event during or outside school hours:

1. was in possession of a firearm in violation of Connecticut General Statutes Section 29-35; or
2. was in possession of AND used a firearm, dangerous instrument or deadly weapon in the commission of a crime; or
3. offered for sale OR distribution a controlled substance and/or alcohol whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, or offering or administering is subject to criminal penalties under Connecticut General Statutes Sections 21a-277 and 21a-278.

The Trustees, subcommittee of the Trustees, or an impartial hearing panel have the discretion to modify the term of a mandatory one (1) calendar year expulsion on a case-by-case basis.

In addition to mandatory one (1) calendar year expulsions for serious off campus misconduct, student MAY be subject to exclusion and discipline, up to and including suspension proceedings and a formal expulsion hearing, for other types of off campus misconduct not at a school-sponsored activity during or outside school hours if the misconduct is:

1. violative of Woodstock Academy's publicized policies; and
2. seriously disruptive of the educational process at the Academy.

It is the policy of Woodstock Academy that any off campus misconduct which endangers persons or property may constitute the basis for finding that said conduct is seriously disruptive of the educational process at the Woodstock Academy and violation of this written Woodstock Academy policy if there is any nexus the off campus misconduct and the delivery of educational services to other Woodstock Academy students. As examples, but without limitation, the following types of conduct, if engaged in by Woodstock Academy students off campus and not at a school-sponsored activity, are representative of conduct which may be considered to violate a publicized policy of the Woodstock Academy and be seriously disruptive of the educational process:

1. Possession, use or under the influence of any controlled substance or alcoholic beverage or any items represented to be such, intent to sell or distribute notwithstanding;
2. Intentionally or maliciously threatening, hurting or injuring other persons;
3. Stealing property or intentionally or maliciously damaging or destroying property;
4. Commission of a serious crime under applicable state and/or federal law;
5. Participation in unlawful "hate acts" under state and/or federal law, including actions of racial or religious bigotry, intolerance or hatred;
6. Unlawful sale, use, and/or possession of a firearm, dangerous instrument or deadly weapon, as such terms are defined under applicable state and/or federal law;
7. Blackmailing, threatening or intimidating Academy staff or another student;
8. Theft;
9. Violating any other publicized policy of the Woodstock Academy concerning student conduct, including those listed in the student handbook.

If the above referenced conduct occurs on campus or at a school-sponsored activity during or outside school hours, such conduct may be considered to: (1) violate applicable state/federal laws; or (2) violate a publicized policy of the Woodstock Academy and be seriously disruptive of the educational process; or (3) endanger persons or property.

INFRACTION	MINIMUM LEVEL	INTERMEDIATE LEVEL	MAXIMUM LEVEL
Alcohol (Use/Possession/Sale)	10 Day Out of School Suspension Recommended for Expulsion Referral to State Police	Expulsion	Expulsion
Battery	3 Hour Detention Parental Notification	3 to 5 Day Out of School Suspension	Expulsion
Bullying	3 Hour Detention Parental Notification	3 to 5 Day Out of School Suspension	10 Day Out of School Suspension Recommended for Expulsion
Class Absence- Leaving without Permission	Office Detention/2 Hour Detention Parental Notification Administrative Discretion	3 Hour Detention Parental Notification	2 Day In-School Suspension
Class Absence- Partial	Office Detention/2 Hour Detention Parental Notification Administrative Discretion	3 Hour Detention Parental Notification	1 to 3 Day In-School Suspension Administrative Discretion
Class Absence- Unexcused	2 Hour Detention Parental Notification	3 Hour Detention Parental Notification	1 to 3 Day In-School Suspension Administrative Discretion
Delinquent in Following Procedures	Office Detention/2 Hour Detention Parental Notification Administrative Discretion	3 Hour Detention Parental Notification	1 to 3 Day In-School Suspension Administrative Discretion
Disruptive/Insolent Behavior	Office Detention/2 Hour Detention Parental Notification Administrative Discretion	3 Hour Detention Parental Notification	3 to 5 Day In-School Suspension Administrative Discretion
Disruptive Behavior- Hands on/Pushing/Shoving	2 or 3 Hour Detention Parental Notification Administrative Discretion	2 to 4 Day In-School Suspension Administrative Discretion	4 to 6 Day In-School Suspension Administrative Discretion
Disruptive Behavior- Incitement	2 or 3 Hour Detention Parental Notification Administrative Discretion	2 to 4 Day In-School Suspension Administrative Discretion	4 to 6 Day In-School Suspension Administrative Discretion
Disruptive Behavior- In-School Suspension	Out of School Suspension for remainder of assigned In-School Suspension Parental Notification	2 to 4 Day Out of School Suspension Administrative Discretion	4 to 6 Day Out of School Suspension Administrative Discretion
Disruptive Behavior- Lying/Forgery	2 or 3 Hour Detention Parental Notification Administrative Discretion	2 to 4 Day In-School Suspension	4 to 6 Day In-School Suspension Administrative Discretion
Dress Code Violation	Verbal Warning Change Clothing	2 or 3 Hour Detention Parent Notification Administrative Discretion	1 to 2 Day In-School Suspension Administrative Discretion
Drugs (Use/Possession/Sale)	10 Day Out of School Suspension Recommended for Expulsion Referral to State Police	Expulsion	Expulsion
Electronic Devices- Cell Phones	See Electronic Device Policy on Page 18	2 or 3 Hour Detention Parental Notification Administrative Discretion	1 to 3 Day In-School Suspension Administrative Discretion
Electronic Devices- Music Playing Devices	See Electronic Device Policy on Page 18	2 or 3 Hour Detention Parental Notification Administrative Discretion	1 to 3 Day In-School Suspension Administrative Discretion
Fighting/Altercation with Staff Member	10 Day Out of School Suspension Referral to State Police	Expulsion	Expulsion
Fighting/Altercation with Student	3 to 5 Day Out of School Suspension Administrative Discretion Referral to State Police	5 to 10 Day Out of School Suspension Administrative Discretion	Expulsion
Harassment- Non-Sexual	2 or 3 Hour Detention Administrative Discretion Parental Notification	1 to 3 Day In-School Suspension 3 Day Out of School Suspension Administrative Discretion	5 to 10 Day Out of School Suspension Administrative Discretion
Harassment- Sexual	2 or 3 Hour Detention 1 to 3 Day In-School Suspension Administrative Discretion Parental Notification	3 to 5 Day Out of School Suspension Administrative Discretion	5 to 10 Day Out of School Suspension Administrative Discretion

*NOTE: if any activity severely disrupts the educational process, the perpetrator may be expelled.

*Depending on the severity of the infraction, the level of discipline is at the discretion of the Administration.

Revised: September 2009

INFRACTION	MINIMUM LEVEL	INTERMEDIATE LEVEL	MAXIMUM LEVEL
Inappr. Language/Profanity/Obscene Gesture	2 or 3 Hour Detention Administrative Discretion Parental Notification	3 to 5 Day In-School Suspension Administrative Discretion	5 to 10 Day Out of School Suspension Administrative Discretion
Inappropriate Language- Ethnic Racial Slurs	2 or 3 Hour Detention Administrative Discretion Parental Notification	3 to 5 Day In-School Suspension 3 Day Out of School Suspension Administrative Discretion	5 to 10 Day Out of School Suspension Administrative Discretion
Insubordination	2 or 3 Hour Detention Administrative Discretion Parental Notification	1 to 5 Day In-School Suspension 3 to 5 Day Out of School Suspension Administrative Discretion	5 to 10 Day Out of School Suspension Administrative Discretion
Leaving School Grounds without Permission	2 or 3 Hour Detention Administrative Discretion Parental Notification	1 to 3 Day In-School Suspension	2 to 4 Day Out of School Suspension
Missed Detention- Office Detention	2 or 3 Hour Detention Administrative Discretion	1 to 3 Day In-School Suspension	3 to 5 Day In-School Suspension Administrative Discretion
Motor Vehicle Violation	Verbal Warning Administrative Discretion	Parking Privileges Revoked Semester/Year	Expulsion- Driving to Endanger
Plagiarism/Cheating	2 Hour Detention Reflection Packet Parental Notification	3 Hour Detention 2 Day In-School Suspension Parental Notification Administrative Discretion	3 to 5 Day In-School Suspension 4 Day Out of School Suspension
Sexual Offense	3 to 5 Day Out of School Suspension Administrative Discretion	10 Day Out of School Suspension	Expulsion
Smoking/Tobacco Policy	2 or 3 Hour Detention Administrative Discretion Parental Notification	2 Day In-School Suspension	3 to 5 Day In-School Suspension
Tardiness (Chronic)	See Tardiness Policy on page 22		
Technology- Violation of Acceptable Use Policy	See Acceptable Use Policy on page 2		
Theft/Possession of Stolen Property	2 Day Out of School Suspension Restitution	2 to 4 Day Out of School Suspension Restitution Administrative Discretion	Expulsion
Truancy	3 Hour Detention Parental Notification	1 to 3 Day In-School Suspension Parental Notification Administrative Discretion	3 to 5 Day In-School Suspension Administrative Discretion
Vandalism of School/Personal Property	2 Day Out of School Suspension Restitution	4 to 6 Day Out of School Suspension	Expulsion
Verbal Abuse	2 or 3 Hour Detention Administrative Discretion Parental Notification	1 to 5 Day In-School Suspension 3 to 5 Day Out of School Suspension Administrative Discretion	10 Day Out of School Suspension
Weapons	10 Day Out of School Suspension Recommendation for Expulsion Referral to State Police	Expulsion	Expulsion

*NOTE: if any activity severely disrupts the educational process, the perpetrator may be expelled.

*Depending on the severity of the infraction, the level of discipline is at the discretion of the Administration.

**WOODSTOCK ACADEMY
TELEPHONE DIRECTORY**

860-928-6575 or 860-963-6592(direct line)

ADMINISTRATION

118 Kim Caron, Headmaster
111 Al Cormier, Assistant Headmaster
117..... Jonathan Grossman, Dean of Students
115 Holly Singleton, Dean of Curriculum
114 Joseph Campell, Director of Business Operations

MAIN OFFICE

110..... Tammy Hollingworth, Receptionist/Secretary Main Office
124 Susan Straub, Secretary to the Administration
113 Trish Welch, Attendance/Athletic Secretary

STUDENT SERVICES

121..... April White-Goodier, Student Services Assistant
162..... Joseph Martineau, Student Services Assistant

COUNSELING STAFF

129 Peter Green, Director of Counseling
128 Leila Bowen, Counselor
127 Emily Byam, Counselor
119 Valerie Carr, Counselor
130 Amanda Rice, Counselor
126 David Walley, Counselor
154 Elizabeth Worsham, Psychologist
144 Mary Belden, Registrar/Secretary
120 Sharon Walsh, Receptionist/Secretary
156 Kathy Chase, Social Worker
112 Brenda Stockwell, Career Services Coordinator

BUSINESS OFFICE

114 Joseph Campell, Director of Business Operations
131 Lori Wajer, Financial Secretary
146 Anne Keller, Accounts Payable Secretary

TECHNOLOGY OFFICE

159..... Amanda Harrington, Technology Coordinator
147..... LeeAnn LeClerc, Technology Specialist

ALUMNI & DEVELOPMENT OFFICE

152 Kristen Willis, Director of Development & Alumni Relations
155..... Anne Carraher, Alumni & Development Assistant

ATHLETIC OFFICE

134 Christopher Coderre, Athletic Director
145 Ann Rathbone, Assistant Athletic Director
113 Trish Welch, Attendance/Athletic Secretary

NURSE'S OFFICE

122 Ellen Poirier, Nurse
143..... Kathleen Morin, Nurse

SPECIAL EDUCATION OFFICE

151 , Director
140..... Elaine Briquier, Secretary

LIBRARY

136..... Deborah Sharpe, Director
136..... Michelle Laprade, Assistant

**WOODSTOCK ACADEMY
VOICE MAIL DIRECTORY**

860-928-6575 or 860-963-6592(direct line)

YOU MUST HAVE A TOUCH TONE PHONE IN ORDER TO UTILIZE THIS SYSTEM

500 Anderson, Glenn	514 Landin, Keith
583 Ayotte, Yori	558 Leake, Jared
567 Beauregard-Waldron, Nancy	Lessig, Christine
504 Beck, Melissa	538 Lusa, Peter
581 Bissonnette, Rebecca	531 May, Frank
Blume, Donald	527 May, Valerie
505 Boshka, Jeffrey	526 McCarthy, Gail
520 Bottone, Adam	565 McClelland, Julia
506 Burke, Merry	501 Migani, Deborah
548 Carpenter, Jamie	532 Mondani, Robert
509 Chase, Nancy	540 Morin, Chris
507 Chuoke, Mark	571 Morrill, Cythnia
569 Chute, Caroline	530 Musko, Jason
554 Churchill, Lauren	559 Napierata, Jennifer
517 Collins, Jayne	551 Nester, Emily
503 Cournoyer, Karin	556 Norman, Bernie
513 Cremers, Lauren	533 Onofrio, Rosalba
534 Danielson, Kelly	574 Osterman, Victor
Derrico, Robert	511 Parkinson, Richard
510 Despres, Victoria	580 Pepe, Jennifer
582 DiMicco, Ernest	536 Phagan, Jesse
572 Dupuis, Justin	519 Powers, Prescott
502 Dzedzic, Sarah	537 Powers, Susan
525 Emerson, William	545 Pratt, Sandra
568 Fasula, Ronald	549 Pritchard, Catherine
543 Favreau, Amy	573 Riendeau, Carolyn
564 Field, Katherine	562 Ranta, Amy
583 Foley, Kevin	518 Rawcliffe, Michelle
578 Garceau, Richard	579 Reilly, Susan
566 Gray, Michelle	552 Rhault, Ronald
528 Green, Cassandra	539 Rose, Jacqueline
512 Green, John	560 Ruiz, Monica
521 Hale, Royal	577 Sandeen-Woodland, Julie
522 Hanczar, Gloria	Savistano, Emily
523 Harrington, Patricia	555 Sinnamon, Christina
557 Jalet, Kimberly	541 Smith, Greg
535 Johnson, JoAnn	542 Smith, Katherine
586 Jolliff, Chris	544 Stedman, Linda
515 Jordan, Robert	516 Telford, Richard
529 Konesni, Meredith	575 Thibodeau, Annmarie
576 LaGrow, Susan	553 Turini, Janet
	579 Zieger, Gillian

WOODSTOCK ACADEMY EMAIL DIRECTORY

All email addresses are first initial and last name @woodstockacademy.org
For example, to email John Doe: jdoe@woodstockacademy.org.

**A COMPLETE VOICEMAIL AND EMAIL DIRECTORY CAN BE FOUND AT OUR
WEBSITE: www.woodstockacademy.org**

Daily Schedule (Full Day)

Day 1		Day 2				
A	7:40 - Announce/Attend 7:50 9:14	7:40 - Announce/Attend 7:50 9:14				
B	9:20 10:44	9:20 10:44				
C	10:50 Lunch I 11:10	10:50	10:50	10:50	10:50	D
		11:08 Lunch II 11:34				
			11:32 Lunch III 11:58			
				11:56 Lunch IV 12:22		
					12:20 Lunch V 12:45	
D	12:45	12:45	12:45	12:45	12:45	
D	12:51 2:15	12:51 2:15				

Daily Schedule (Half Day)

Day 1		Day 2	
A	7:40 - Announce/Attend 7:45 8:38	B	7:40 - Announce/Attend 7:45 8:38
B	8:43 9:36	A	8:43 9:36
C	9:41 10:34	D	9:41 10:34
D	10:39 11:32	C	10:39 11:32

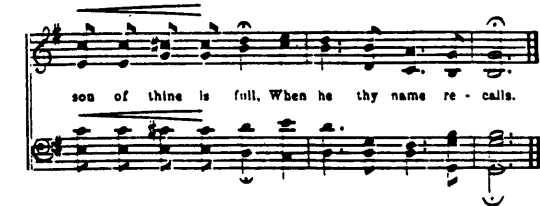
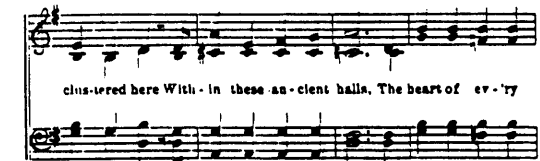
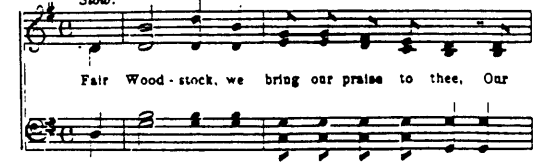
Daily Schedule (90 Minute Delay)

Day 1		Day 2	
A	9:10 - Announce/Attend 9:15 10:10	B	9:10 - Announce/Attend 9:15 10:10
B	10:15 11:13	A	10:15 11:13
C	11:13 Lunch I 11:39	11:13	11:13
		11:37 Lunch II 12:03	
			12:01 Lunch III 12:27
			12:25 Lunch IV 12:51
			12:47 Lunch V 1:13
D	1:13	1:13	1:13
D	1:18 2:15	1:18 2:15	

ALMA MATER FAIR WOODSTOCK.

A. H. HALL.
Slow.

AGNES CHILDS.



And while we have lived these years with thee
We've found thy guidance wise and kind
And all that's true
Of old and new
We've learned with thee to find.
And high ideals and aspirations pure
Thou'st held before each mind.

The years here have quickly fled away.
The work and pleasures all are passed
And now we part,
But every heart
In love to thee's bound fast.
Old Woodstock, we can ne'er forget thy name
As long as life shall last.