

## Students

### Student Enrollment and Disenrollment

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

#### Enrollment

1. For students entering the ninth grade directly from an established sending town public school, or the student is a resident of an established sending town, The Woodstock Academy shall require the following:
  - a. Evidence of successful completion of the eighth grade;
  - b. Grade reports from the previous school;
  - c. The results of any standardized achievement tests, if available;
  - d. The appropriate immunization and medical records as required by state law and/or policy; and
  - e. Any other records and information, including but not limited to special education records, pertinent to educational planning.
2. For students requesting enrollment in grades nine through twelve inclusive and who have recently established residency within the established sending town area, The Woodstock Academy shall require the following:
  - a. A parent/guardian and student appointment with The Woodstock Academy Registrar or School Counselor;
  - b. Completion of the sending town Residency Affidavit/Voucher form;
  - c. Evidence of successful completion of the eighth grade and/or high school records, whichever is applicable;
  - d. Grade reports from the previous school;
  - e. The appropriate immunization and medical records as required by state law and/or Academy policy;
  - f. The results of standardized achievement tests, if available; and
  - g. Any other records and information, including but not limited to special education records, pertinent to educational planning.
3. The enrollment of private tuition students at The Woodstock Academy serves to broaden the academic, artistic, cultural, geographic, and socioeconomic diversity of The Academy. The Board of Trustees may permit students from school districts outside of the sending town area and from around the world to enroll in The Academy on a case-by-case basis and at the discretion of the Head of School or his/her designee. The Academy may consider requests for the enrollment of private tuition students under the following conditions:
  - a. When overall enrollment will accommodate the addition of private tuition students without undue crowding;
  - b. When the acceptance of the private tuition student will not place a hardship on the resources or finances of The Woodstock Academy;
  - c. When there are established and available programs provided at The Academy that meet the educational needs of the private tuition student. The Academy shall not be required to add

- additional classes or programs to accommodate the needs of a private tuition student shall be added unless the program is built into the tuition of the student;
- d. Any other criteria deemed appropriate by the Head of School in his/her sole discretion;
  - e. The following evidence is provided:
    - i. A parent/guardian and student appointment with a member of the Admissions Staff;
    - ii. A completed application;
    - iii. Evidence of successful completion of the eighth grade and/or high school records, whichever is applicable;
    - ~~iv.~~ Grade reports from the previous school;
    - v. The appropriate immunization and medical records as required by state law and/or Academy policy;
    - vi. The results of any standardized achievement tests, if available;
    - vii. Any other records and information, including but not limited to special education records, pertinent to educational planning; and
    - viii. Any other information that is required by state and federal law, such as:
      - a. The student's birth certificate.
      - b. A copy of the student's passport

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

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

#### Placement

Students who apply for initial enrollment to The Woodstock Academy will be placed in the appropriate class/year based upon the number of years the student has spent in high school or the appropriate grade is determined by high school credits earned. Placement of home-schooled students will be addressed on a case-by-case basis. Sending town students who have previously attended four years of high school shall be referred to the Superintendent of the sending school district for enrollment consideration. Those students who are enrolling for a post-graduate year, may do so as a private tuition student using the process outlined above.

Students who have attained the age of nineteen or older and cannot acquire a sufficient number of credits for graduation by age twenty-one shall be referred to the sending school district for an alternative placement.

#### Disenrollment

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

The procedure for disenrollment shall include but be not limited to:

1. Procedures shall be in place to monitor and document individual student school attendance and to investigate reasons for non-attendance;

2. Any enrolled student shall not be withdrawn from the attendance rolls without reasonable attempts to obtain the parent/guardian(s) signature, or the signature of the student age eighteen or over, and the reason for the withdrawal;
3. After reasonable attempts to obtain the parent/guardian(s) signature, or the signature of the student age eighteen or over, and the reason for the withdrawal, the school administration shall send a letter by certified mail to the last known address of the student. The letter shall include a residence inquiry and an adequate timeline by which the parent/guardian(s) of the student, or student age eighteen or over, shall contact The Academy or face withdrawal from the school attendance rolls;
4. Parent/guardian notification and request for the transfer of records to a school district outside of The Woodstock Academy sending town area shall be cause to remove the student from the attendance rolls;
5. The notification of enrollment and request for the transfer of school records from a school district outside of The Woodstock Academy sending town area shall be cause to remove the student from the attendance rolls;
6. In the event of a residency issue, the administration shall notify the superintendent of the sending school district of any dispute involving the residency of a student prior to the withdrawal from The Woodstock Academy attendance rolls. The administration shall not withdraw from The Woodstock Academy attendance rolls any student involved in a residency dispute without the approval of the Superintendent of the sending school district; and/or
7. The superintendent of the sending school districts shall be notified when a change of address or a disenrollment is requested.

#### Exceptions

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

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The Woodstock Academy  
Woodstock, CT