

Soyul Jung Class of 2026



RESIDENTIAL LIFE POLICIES AND PROCEDURES

2026-2027

RESIDENTIAL LIFE MISSION

The Woodstock Academy strives to provide an exemplary residential life experience for the boarding population. This area will serve as an educational experience outside of the classroom to teach life skills that will assist students in their future. Our aim is to provide an experience that teaches tolerance, diversity, and interpersonal skills.

GENERAL DORMITORY PROCEDURES AND EXPECTATIONS

The dorm, much like a home, is a communal living space in which all students are expected to play a role. As a college preparatory program, students will need to learn self-discipline and responsibility in managing their time while meeting expectations. To ensure the safety of all students and staff, students best learning and living opportunities, students will always be paired with a roommate, and single rooms will rarely be provided.

WAKE UP

All students are responsible for waking up at an appropriate time. Students are expected to exit the dorm by 7:10 AM. Dorm faculty will sweep through hallways prior to classes to ensure students are up and ready for the day. Students who have consistent issues waking up may have technology and electronics restrictions, be placed on Social Probation, and lose off-campus opportunities.

ACADEMIC DAY

The residential halls are closed to students during the academic day. If students do not feel well, they must report to the health office by 7:00 AM for health review. Students may not return to the dormitory unless they have specific permission from the administration. During the Community Lunch, students are expected to remain on campus and remain out of dorms. Students are expected to participate in clubs, activities, and the numerous offerings at The Academy. This includes a full range of course.

NIGHTLY CAMPUS ROUTINE

The evening time is primarily focused on completing required study time, maintaining a healthy lifestyle, and connecting as a community. The schedule will regularly follow these guidelines on school nights:

- Dinner: 5:00 to 6:30 PM
- Open Gym: 6:00to 8:00 PM
- Study & Work Time: 8:15 to 9:15 PM
- Dorm Check-in: 8:00 pm or 9:15PM (students are to remain in-dorms after 8:00 PM weeknights)
- On Wings: 10:00 PM
- Lights Out/Silent Hours: 10:30 PM (underclassman lights out/ Upperclassman Silent hours)

During weekends and holidays, the following guidelines apply on non-school nights:

- Dorm Check-in: 11:00 PM (students are to remain in-dorms after 11:00 PM)
- On Wings: 11:15 PM
- Lights Out/Silent hours: 11:30 PM

STUDY HOURS & TIERED STUDY HALL

The Woodstock Academy is a dynamic community with students participating in a wide variety of opportunities in and around the school day. The school has long recognized that good study habits are central to high and consistent academic performance. To foster quality study time, the campus will observe mandatory quiet and study time on school nights from 8:15 to 9:15 PM.

The Woodstock Academy Residential Life Staff monitors the academic performance of all its students. Depending on each student's level of academic success, students will either be in Assigned-Room Study or Monitored Study.

These designations are reviewed every four weeks by the Director of Residential Life. Each tier has specific expectations as noted below.

ASSIGNED-ROOM STUDY: Students who are young and new to The Academy will be placed into Assigned Study for the first four to six weeks of school. Students who have not met set academic standard expectations of grades 70 and above will be placed in Assigned-Room Study Hall. Students designated in this tier meet in a predetermined location for structured study time and must remain there for the duration of study hall unless they have tutoring or an approved reason. Cell phones are not allowed, and students are expected to remain quiet and academically engaged. The Assigned-Room proctor will actively review each student's academic productivity and progress and is available to help as appropriate. The use of technology is limited to academic pursuits. Some students in this tier may also receive off-campus restrictions on the weekends and/or will not be permitted to have personal gaming devices in his/her room (i.e.: gaming PCs, game consoles, etc.). Academic progress will be reviewed every four weeks, and students who demonstrate academic success and responsibility will be moved to the Monitored Study Hall level.

MONITORED or ROOM STUDY: Students who exhibit strong academic effort and performance are assigned to Monitored Study. They are expected to study in their room with the door open. The use of technology is also limited and should be used only for academic pursuits. Students who have completed their studies for the evening may utilize this time to complete non-academic work but should not be playing video games or watching movies. It is an expectation that all students contribute to a productive campus atmosphere.

The Academy also has an after-school tutoring program. Participants in this program are expected to be on time in his/her perspective locations. Failure to arrive to either Assigned-Room Study or tutoring on time can result in disciplinary measures. Any questions regarding tutoring programs should contact the Director of Residential Life.

EXTRACURRICULAR ACTIVITIES & ATHLETICS

As an extension of the residential life philosophy and experience, residential students are expected to sign up for and participate in at least one club, activity, or sport. They are encouraged to join many and to explore all options offered by The Woodstock Academy. If students wish to start a new club, create a community service opportunity, or other activity, they should reach out to administrators.

YMCA Membership and Expectations

The YMCA is a privilege available to Residential Life students and provides an opportunity to exercise, participate in recreational activities, and engage with the local community.

Students who wish to use the YMCA are responsible for purchasing and maintaining their own active membership. Students may not enter or use the YMCA without a valid membership. Any student found attempting to access or use the YMCA without the appropriate membership may lose the privilege of participating in future YMCA visits.

While at the YMCA, students are expected to conduct themselves in a respectful, responsible, and mature manner. Students must follow all YMCA rules, policies, and staff directions, as well as all Residential Life and Woodstock Academy expectations. Students represent both The Woodstock Academy and the Residential Life community whenever they are off campus and are expected to be positive ambassadors through their behavior, language, and respect for others.

The Residential Life Office reserves the right to suspend or revoke a student's YMCA privileges at any time. Students who are serving disciplinary consequences, on campus restriction, or whose behavior indicates they are not using the privilege responsibly may not be permitted to attend the YMCA until Residential Life determines the privilege should be reinstated.

Students who choose to purchase a YMCA membership do so with the understanding that Residential Life restrictions may temporarily or permanently limit their ability to use the facility. The Woodstock Academy and the Residential Life Program are not responsible for reimbursing or refunding any portion of a YMCA membership due

to disciplinary action, campus restrictions, suspension of privileges, illness, withdrawal, or any other circumstance that limits a student's access to the YMCA.

Failure to follow YMCA rules, Residential Life expectations, or directions from YMCA or school staff may result in disciplinary action and the loss of YMCA privileges.

CHECK IN, ON WINGS, AND LIGHTS OUT

Students are required to be on their wing or hallway by 10:00 PM each school night and 11:15 PM on non-school nights. Residential Life staff will be in dorm lounges for students to check in before these times. Once checked in, students need to remain in their building for the evening. If, for some reason, a student is late to check in for legitimate reasons, the duty team must be notified.

Students are always expected to get adequate sleep. Students have mandatory lights out/silent hours at 10:30 PM. Students are not permitted to be in other students' rooms. All students are expected to respect the lights out after 10:30 PM. Violations of the check-in, on-wing, and lights-out expectations will result in disciplinary consequences.

From 10:30 PM until 6:00 AM, students can expect that the dormitory is quiet and there is minimal activity. Students are not to schedule online classes, tutorials, or video chats during this time. If there are extenuating circumstances, a student may request permission to have online classes at an alternative time.

ROOM REVIEWS

For safety reasons, the administration, or their designees, reserve the right to search rooms at any time for prohibited, illegal, or dangerous contraband.

DORM CLEANLINESS

Each dormitory wing will establish inspection times in which Residential Life Staff will conduct regular room and wing inspection to ensure that hygienic and safety standards are being met. Students will be expected to keep the rooms tidy, as well as maintain public areas (i.e., lounge, bathroom, hallways). This will require students to remove trash and vacuum both their personal room as well as assist in public areas. Much like a home, all students will share the role in maintaining communal cleanliness.

EXPECTATIONS FOR RELATIONSHIPS IN THE RESIDENTIAL SETTING

The South Campus is a community of students, staff, and families. It is important that all students understand that their conduct and presentation are examples and models for their peers and the children who live on campus. All relationships on campus should respect appropriate boundaries with the understanding that the entire campus represents a public space. This includes outdoor spaces, co-ed lounges, hallways, internal dorm lounges, wings, all bathrooms, and dorm rooms. Appropriate conduct in these spaces should be always maintained. Inappropriate conduct would include public kissing, excessive hugging, petting, sitting on or lounging on top of another person, coupling/snuggling beneath blankets, and any sexual contact. Additionally, the school's discipline matrix outlines disruptive behavior and sexual offense, and the consequences associated with these.

The goal of the Residential Life Team is to be supportive of all relationships while also drawing boundaries around shared residential spaces. The Woodstock Academy considers sexual intimacy to be inappropriate at the school and may choose to discipline certain behaviors. Factors that would warrant a possible disciplinary response from the school include, but are not limited to, age, location, and the nature of sexual intimacy. Student(s) may be referred to an appropriate adult (e.g., school counselor, Director of Health Services, Dean of Students, or Director of Residential Life) for discussion or possible disciplinary action. The school will act in partnership with parents for educating students about the responsibilities of sexually intimate relationships and by informing parents in certain cases. The Woodstock Academy has legal obligations that must be clear to all students and to all parents. Connecticut law has strict "mandated reporting" requirements to state authorities in certain cases of sexual relations among minors and in all cases of non-consensual relations, which may also involve criminal proceedings by law enforcement.

DORMITORY OVERNIGHTS

Students are required to sleep in their own room on their designated wing. If students would like to plan a sleep over or visit to another room, this must be coordinated ahead of time through the Residential Life leadership team and with support of the dorm parents and duty team.

DORM AND PUBLIC SPACE DRESS EXPECTATIONS

Students must wear clothing that is appropriate for public spaces in their residential hallways and when dorm room doors are open, especially when in lounges or transitioning to the bathroom. All dormitory hallways are semi-public areas and may have housekeeping or facilities staff at various times, in addition to residential life staff. Appropriate clothing for public spaces, including outside on campus, consists of shirts, shorts, pants, footwear, and bathrobes. Bathing suits are not considered appropriate on-campus apparel, unless there is a specific on-campus event.

DORM & PUBLIC LOUNGES

Students are expected to keep dorm and public lounges clean and tidy during and after their use. Additionally, student behavior in these spaces must reflect the family-nature of the South Campus. This includes maintaining appropriate noise levels, expectations around intimacy, and language.

DORMITORY ROOMS

The dorm, much like a home, is a communal living space in which all students are expected to play a role. As a college preparatory program, students will need to learn self-discipline, independence, and responsibility in managing their time while meeting expectations. In general, students should always expect to be housed with a roommate and be responsible to learn the skills of cohabitation. Each student is responsible for the care of their dorm room. Rooms will be inspected prior to students moving in, after they depart, and any other time it is deemed necessary to assess damage and the condition of each living space.

FURNITURE

The furniture provided in each room can only be moved if approved by dorm faculty and must adhere to certain standards. Furniture cannot block access to the doorway (egress), limit visibility in the room, or block the windows in any way. A clear walkway both in and out of the room must be evident. Also, lofting beds on top of desks or dressers is not permitted. Any damage to furniture will be charged to students and should be reported immediately. Students may not add furniture (such as desks, mattresses, chairs, tables etc.) to the room unless they have documented permission from the Director of Residential Life.

ROOM CARE

Keeping the room clean is important for both hygienic and safety reasons. It is the student's responsibility to remove trash regularly, vacuum carpets, and tidy up their living spaces. Food items must be properly stored at all times. Room inspections will occur at the designated times to ensure standards of cleanliness are being followed. Dorm cleaning may be mandated at the discretion of the dorm faculty if an issue with hygienic standards arises. Consequences and/or limitations will be assigned to students who do not keep their spaces clean.

ROOM DECOR

Students are allowed and encouraged to decorate their dorm rooms. However, there are certain rules and guidelines surrounding appropriate decorations.

The use of nails, tacks, duct tape or screws is prohibited for hanging items on the walls since it can damage the paint or wall. We recommend using sticky tack, removable mounting putty, or 3M Command Hooks due to the ease of removal.

No adhesives LED lights. Students who use these will be charged a fee to repaint walls.

Posters and pictures on the wall must be of appropriate content. Residential Life reserves the right to remove any item, decoration, display, or image without prior notice if Residential Life leadership determines it is inappropriate, offensive, unsafe, or inconsistent with Residential Life or school expectations.

Students may speak with the Director of Residential Life to discuss the removal and, when appropriate, retrieve the item. Any inappropriate image or display will be removed immediately upon discovery.

Tapestries and/or flags must have a UL-approved label and cannot cover more than 30% of the wall surfaces or be attached to the ceiling.

Upholstered furniture is not permitted in dorm rooms except for computer chairs.

Room Organization and Excessive Accumulation

Residence hall rooms must be maintained in a manner that promotes health, safety, and respect for shared living spaces. Students may not accumulate excessive quantities of personal belongings, packaging materials, food, clothing, or other items that:

- Create fire or safety hazards.
- Obstruct exits, windows, heating units, or walkways.
- Prevent staff from completing room inspections or maintenance.
- Attract pests or create sanitation concerns.
- Interfere with roommates' use of the room.
- Exceed the available storage provided by the residence hall.

Students whose rooms contain excessive amounts of personal property may be required to remove items, dispose of unnecessary belongings, or arrange for items to be shipped home at their own expense. Failure to comply may result in disciplinary action.

LAUNDRY

Every dorm is equipped with card operated washers and dryers. Cards can be acquired and reloaded in the entry of the South Campus Gym. In some dormitories, students will be assigned a day and time of the week for their floors to do laundry. Students should be considerate of others by monitoring their laundry and removing loads of laundry when completed. Students should not tamper with other students' laundry at any time. Laundry left unattended for extended period can be removed and potentially discarded.

Laundry service can also be arranged at an additional cost through E&R Laundry Service. Students may choose from a suite of options. Students who sign up for this service are required to bring their sheets and laundry to the designated location for pickup to have their items cleaned and returned on a weekly basis.

KEYS AND LOCKING DOORS

All students will receive a key and [a school-issued identification \(ID\) card](#), which will allow them access to the buildings and individual rooms. Each student is responsible for his/her own key and ID card. Losing a room key or ID will result in a \$50 replacement charge. There will be frequent checks throughout the year to ensure students have both their key and ID card. Students who cannot produce a key or ID card within 24 hours of being asked will be charged for the loss and issued a new one. Students are responsible for securing their own belongings and should not give their key and/or ID card to any other student. They may only lock the door when no one is present in the room. Students should close and lock their doors when they are not in their room. Dorm doors should remain unlocked at night or when the room is occupied for safety reasons. At no point should a student prop an external or internal door to a building or wing or allow a non-resident into a building without permission. At the end of each academic year, keys will be returned to the Residential Life office to ensure no charges are incurred.

PERSONAL PROPERTY

All students are expected to be responsible for their own personal belongings. The Woodstock Academy is not responsible for the loss, theft, or damage of a student's property; therefore, it is at the student's own risk to bring large sums of money or expensive valuables into the dorms. Students should not keep more than \$100 cash in their dorm rooms and should use debit or credit cards for safer access to funds. Gambling, sport betting, and games of risk are not permitted. Electronics must be registered with the IT office. This registration can assist in locating missing devices. All students must lock their dorm room doors when not in the room to further secure belongings. Students should not borrow money from other students or sell personal items on campus without explicit permission from both parents and administration.

PETS / ANIMALS

Students are not allowed to have pets or animals of any sort in their rooms or on their wings.

FLIK DINING

Food purchased by students in the North Campus Commons is for students' individual use only. Meals are not to be purchased for other students using this account. Daily charges for students are limited to \$25.00.

ORDERING FOOD DELIVERED TO CAMPUS

Food is offered in the dining halls on either campus for breakfast, lunch, or brunch, and dinner. Food from the dining halls is not to be packaged and taken without permission from duty staff. However, students can opt to order food from local restaurants for dinner. Delivery orders must go to the front desk. Food cannot be ordered during the academic day or after study hall begins. Therefore, students may only order from 4:00 – 7:30 PM. Food ordered in the evening must be received before 7:55 PM. Students must make sure to consider that food may take up to an hour to arrive on campus. Weekend and holiday food deliveries should be ordered by 10:00 pm and should be received by 10:30 pm. Any food delivered after the cutoff time will be kept in the Annhurst refrigerator until end of day the next day and then it will be disposed of if not collected. Food should also be stored and disposed of properly. Ordering privileges may be revoked for failure to follow these procedures.

DAMAGE

Any damage to the dormitory furniture or residential property will be charged to the student(s) involved. Below are approximate costs related to various damages. The extent of the damage will determine the final cost, but this list, which is intended to be used as a reference and is not exhaustive, can assist in understanding the monetary value of items in the dorm room. The cost of labor to repair damages is \$30/hr.

• Bed Frame	\$400	• Thermostat (Warren)	\$150
• Chair:	\$250	• Wardrobe:	\$600
• Desk:	\$500	• Window	\$500 – \$800
• Door Lock	\$250 – \$350	• Window Shade	\$150
• Light Fixture:	\$180	• Wall Damage	Variable
• Mattress:	\$275		

PROHIBITED ITEMS

All items in dorm rooms must meet school guidelines and follow all safety standards. If the school concludes that it is in the interest of the student or community, a room search will be conducted. There should be no expectation of privacy as the school reserves this right at its sole discretion. Items not allowed in dormitory rooms include but are not limited to:

- Firearms or fake firearms, including airsoft, BB, Nerf, water, and paintball guns

- Knives or other weapons
- Illicit substances (i.e. drugs, alcohol, vapes/e-cigarettes, or tobacco in any form)
- Heating or cooking devices* (i.e. hot pot, microwave, toaster, rice cooker, coffee maker)
- Heat guns
- Construction tools
- Ring cameras/recording devices
- Refrigerators larger than 2.7 cubic feet
- Candles, incense, matches, lighters
- Medications (prescription and non-prescription. Confiscated medication will be reported to health office and disposed of)
- Electric heaters, including heating fans
- Sunlamps and halogen lamps
- Sticky LED lights
- Irons or steamers
- Pets, animals of any type
- Television or monitors over 32"
- Personal mattresses, futons, sofas, and bean bag chairs
- Spray paint or other materials that could be used for vandalism

All items in the dormitory are subject to review by the Director of Residential Life, or designee.

* Only water heaters with automatic shut-off and preapproved by Res Life Staff are allowed in the common rooms. These should have an approved sticker from Res Life.

WEEKEND ACTIVITIES AND OFF-CAMPUS TRAVEL

On most weekends, The Woodstock Academy will offer activities both on and off campus. These opportunities will be open to students in good academic standing. Sign-ups for these trips will be available on a first-come, first-served basis. Some trips will be free while others will have surcharges applied. Students who sign up are expected to attend. Faculty may place students on off-campus restrictions for failing to meet academic and/or behavioral expectations.

REACH BOARDING MANAGEMENT

All Residential Life students are required to download and maintain the **REACH Boarding Management** app on both their school iPad and personal phone. REACH is the primary platform used for Residential Life communication, announcements, trip registration, leave requests, sign-outs, and other important information. Students are responsible for checking REACH regularly and responding to requests or notifications in a timely manner.

All students are required to have an American phone number and SIM card. If they do not have one they may not travel on trips off campus. Students have had great success with an eSIM from Mint Mobile.

STUDENT TRAVEL & SIGN OUT PROCEDURE

Students are expected to attend all classes when school is in session. Any departure from campus which impacts academic time must be approved by the Dean of Students and Principal well in advance. Students must be in good standing in all respects. If given approval, students may create trips on weekends or other approved times. All off-campus travel must be entered in the REACH Student Management program and be approved by parents, the Residential Life office, and host (if necessary).

Students must be accompanied by an approved guardian. Students cannot order a car service (i.e. limo, taxi, Uber) without explicit permission from the Director of Residential Life. Travel should not interfere with academic obligations.

Transportation to, from, and while off campus must be approved by a parent/guardian. If a student is being picked up from campus, prior to leaving, the parent/guardian must sign out each boarding student at the front desk.

Students may request contact information from the Residential Life team to secure a car service. Students will be required to pay for this from their credit card.

For day leave, student must return before in-dorms time. All leave requests must be submitted at least 48 hours in advance of the departure time and date. Last minute departures may be denied. With approval, some same-day requests may be approved.

LEAVE APPROVAL

All leave requests must be submitted through the REACH Boarding Management system and approved by the student's parent/guardian (when required) and the Residential Life Leadership Team before the student may leave campus. Email, text messages, or verbal permission are not considered valid leave approval.

Parents/guardians are required to connect to their student's REACH account to review and approve leave requests. Families with questions about REACH or the leave approval process should contact the Residential Life Office.

Failure to follow these procedures will result in discipline and/or loss of privileges. Any exceptions must be approved by administration.

LONG WEEKENDS & VACATION DATES

The annual residential life calendar and travel dates document is available to all students on the website. There are four long weekend dates during the year. It is important to note that the dorms will be closed during the December and April breaks.

During the winter holiday and spring break, students are required to submit leave requests weeks in advance. These detailed submissions must outline all travel plans and details. Additionally, all students must be with an approved guardian who is 21 years of age or older. The Academy reserves the right to deny leave requests which are not appropriate or demonstrate poor judgement or planning.

Deadlines will be established for travel information which students must adhere to for planning purposes. Failure to enter leave by deadline will result in off campus restriction for ALL requests, and on campus restrictions until the leave is entered.

CLOSED WEEKENDS

Certain weekends may be closed for travel due to academic commitments, Residential life commitments, or for health-related concerns. Prior to mid or end of semester dates all students will remain on campus. If public health concerns exist, students may not be allowed to travel when they request. The Woodstock Academy administrations reserve the right to hold students on campus for academic, health, or other reasons. The following are no travel dates:

August 22nd-23rd

September 25th

February 26th

The week before graduation for SENIORS. -TBD

TECHNOLOGY

It is the expectation of the school that students utilize technology appropriately. Technology should never interfere with academic pursuits or with following the daily schedule. Faculty and staff reserve the right to remove devices or limit Internet access if this technology serves as a distraction.

NO TECHNOLOGY ZONES

To build community and to remain safe, technology will not be permitted in certain areas of the school or at certain dorm-related events. This includes cell phones and other handheld devices unless otherwise directed. Areas where devices should not be used include:

- When crossing the street,
- Community meetings; and
- Dorm meetings.
- Bathrooms

Video games and use of technology after hours may result in these items being restricted or confiscated. Technology should never interfere with productive student sleep habits.

DISCIPLINE

Infractions specific to residential life fall under the following discipline matrix. These infractions can range from minor to major in severity and the determination of the level of infraction will be decided by the Director of Residential Life and the Dean of Students. Significant, and/or repeated disciplinary issues, will also include the Associate Head of School for External Affairs. All other disciplinary issues will follow the regular discipline matrix included at the end of this handbook. Continual infractions can result in dismissal if deemed necessary by the administration.

SOUTH CAMPUS DISCIPLINE MATRIX

LEVEL 1 VIOLATIONS - to be handled by Dorm Parents and ResLife Staff and documented in Reach

Minor misconduct that impedes residential community expectations and routines.

Violation	First Response	Escalated Response	Maximum Response
Failure to Check in (Includes, but not limited to dinner, nighttime, and trips)	Warning and re-teaching of expectations	Residential Detention or Service Project	Saturday Detention and/or Campus Restriction
Food Delivery Violations (Food should not be delivered to campus before 4pm on school days)	Warning	Ordering Restriction and/or Residential Detention- parent contact	Campus Restriction and Saturday Detention- parent contact
Trip and Activity Violations	Warning and re-teaching of procedures	Residential Detention and/or Campus Restriction	Saturday Detention and Campus Restriction

Hygienic Issues (Personal or Dorm Room)	Administrative consultation and corrective action plan	Service Project, Free Time Restriction, or Loss of Electronics-	Campus Restriction and Mandatory Inspection Schedule
Study Hall/Tutoring Expectations	Warning and conference with Residential Staff	Structured Study Hall, Residential Detention, and/ or Loss of Electronics	Campus Restriction and Saturday Detention
Misuse of Public Spaces	Warning and restitution/cleaning	Restriction from space and/or Residential Detention	Extended restriction from space and Saturday Detention
Late Night Activity in Dorm	Warning and Earlier In-Room Time	Residential Detention, Service Project, or Loss of Electronics	Saturday Detention and/or Campus Restriction
Roommate disagreements	Conference with Residential Staff and roommate	Student check in and room check weekly schedule	Restorative conference with administration involvement
Misuse of Technology	Warning, conference with ResLife Staff, corrective action plan	Residential Detention, Loss of Electronics	Electronics locked in administrative offices- only allowed with adult supervision

LEVEL 2 VIOLATIONS- to be handled by ResLife Administration with support from ResLife Staff and the Dean of Students at Maximum level

Moderate misconduct that disrupts the residential community or demonstrates disregard for residential expectations.

Violation	First Response	Escalated Response	Maximum Response
Disrespect or Verbal Altercation with Student	1-3 hours Residential Detention and restorative conference	Campus Restriction (1-3 weeks) and Saturday Detention	In-School Suspension (1-3 days) and Wing Restriction, Social Probation
Insubordination and/or Verbal Altercation with Staff	1-3 hours Residential Detention	Campus Restriction (1-3 weeks) and Saturday Detention	In-School Suspension (3-5 days) and Wing Restriction, Social Probation
Allowing Non-Residents into Dorm	Residential Detention and Campus Restriction	Saturday Detention and Wing Restriction	In-School Suspension (1-3 days) and Campus Restriction, Social Probation
Coed Dorm Visitation	Residential Detention and Campus Restriction	Saturday Detention and Wing Restriction	In-School Suspension (1-5 days) and Campus Restriction

Prohibited Items in Dorm Room	Educational Assignment and Administrative Conference	Saturday Detention and Campus Restriction	In-School or Out of School Suspension (1-5 days) and Wing Restriction, Social Probation
Leaving Campus Without Permission- not following leave request protocol	Saturday Detention and Campus Restriction	Multiple Saturday Detentions and Extended Campus Restriction, Social Probation	In-School Suspension (1-3 days), possible Out-of-School Suspension and Wing Restriction, Social Probation
Leaving Dorm After Hours	Residential Detention and Campus Restriction	In-School Suspension (1-3 days) and Wing Restriction, Social Probation	Out of School Suspension (3-5 days) and Wing Restriction, Social Probation - Possible removal from campus
Meal Plan Abuse	Residential Detention, Restitution, and Administrative Conference	Saturday Detention, Restitution, and Campus Restriction	In-School Suspension (1-3 days), Restitution, and Campus Restriction
Damage of Property (School or Student) Vandalism	Restitution, Administrative Conference, and Service Project	Saturday Detention, Restitution, and Campus Restriction	In-School or Out of School Suspension (5-10 days), Restitution, Social Probation and possible recommendation for dismissal
Unauthorized access to student rooms and areas off limits to students	Residential Detention and Campus Restriction	In-School Suspension (1-3 days) and Wing Restriction, Social Probation	Out of School Suspension (3-5 days) and Wing Restriction, Social Probation - Possible removal from campus
Misuse of safety equipment	Saturday Detention and Restorative Assignments	Campus restriction, service project to be completed during Saturday Detention	In-School Suspension (1-3 days), possible Out-of-School Suspension and Wing Restriction, Social Probation
Failure to follow safety and security protocols	Residential Detention and restorative conference	Campus restriction and restorative assignment to be done during Saturday Detention	In-School Suspension (1-3 days), possible Out-of-School Suspension and Wing Restriction, Social Probation
Unapproved class absence	Warning, restorative conference, make up class	Social Probation, make up class time during Community Lunch and	Loss of class credit, Social Probation, make up class time during Community

	time during Community Lunch	post-dinner free time, meeting with Associate Principle	Lunch and post-dinner free time, student needing additional staff resources or time to get to school or class may be charged a “wake up” fee
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LEVEL 3 VIOLATIONS- to be handled by Dean of Students with support of ResLife Administration and staff
 Serious misconduct requiring immediate administrative intervention and posing a threat to safety, security, or community welfare.

Violation	Escalated Response	Maximum Response
Open Flame in Dormitory (this includes any evidence of flames)	10 day Out-of-School Suspension, Social Probation, and Campus Restriction	Recommendation for Dismissal from The Woodstock Academy
Repeated Unauthorized Departure from Campus	1-5 day In-School Suspension or Out-of-School Suspension, Social Probation	Recommendation for Dismissal
Serious Threat to Residential Safety	1-10 day Out-of-School Suspension, Social Probation	Recommendation for Dismissal and possible law enforcement referral
Major Property Damage/Vandalism	1-10 day Out-of-School Suspension, Restitution, Social Probation	Recommendation for Dismissal, Restitution, and possible law enforcement referral
Persistent Defiance of Residential Expectations	Residential Probation, Social Probation and Suspension	Recommendation for Dismissal
Bullying and Harassment of students and/or staff members	1-10 day Out-of-School Suspension, Social Probation, restorative practices	Recommendation for Dismissal
Smoking/ Nicotine/ Tobacco/ Vaping- use or possession of	1-3 days of In-School Suspension and restorative practices	3-5 days of In-School Suspension and restorative practices
Alcohol or Drug (use/ possession/ sale/ transfer/ under the influence/ paraphernalia)	10 days out- of- school- suspension, expulsion recommendation, restorative practices	Expulsion and law enforcement referral
Assault of student or staff	1-10 days out- of- school- suspension, expulsion recommendation, restorative practices	10 day out-of- school suspension and expulsion recommendation and law enforcement referral

Weapons	10 days out- of- school- suspension, expulsion recommendation, and law enforcement referral	Expulsion and law enforcement referral
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Administrative discretion may be exercised based on the severity, frequency, and circumstances of any incident. This matrix is not exhaustive, and consistent disregard for residential expectations may result in residential probation, suspension, or recommendation for dismissal.

All escalated or maximum response will include contacting parents and/or guardians.

Discipline Vocabulary:

Residential Detention: 1.5 hours of supervised accountability and reflection after dinner served in Annhurst.

Dinner Detention: Students must eat dinner from 5:00- 6:30 pm with the ResLife Staff member on dinner duty. Student will not have their phone and will be expected to clean the cafeteria after dinner.

Campus Restriction: Student may not leave campus except for required academic, athletic, or school-sponsored activities.

Wing Restriction: Student may not leave assigned residential wing except for classes, meals, athletics, and approved obligations. Students are not allowed visitors.

Friday Night Detention: 1.5 hours of supervised accountability and reflection served in Annhurst on Friday night. Student will be unable to participate in the Friday night planned activity.

Saturday Detention: Structured weekend accountability assignment and service project. Detention will take place from 9:00 am- 11:00 am in Annhurst. Student will be unable to participate in the planned Saturday trip.

Service Project: Student will be assigned tasks to complete to enhance the campus and give back to the community.

Social Probation: 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, off campus activities, loss of technology, etc. Students placed on social probation will also be assigned to a location during Community Lunch, Dinner and free time after dinner. Unlike Campus Restriction, Social Probation will span between time on North Campus and South campus. It is our hope that these restrictions will give students an opportunity to reflect and refocus on educational goals and community expectations.

RESTORATIVE PRACTICES

Available for nonviolent residential misconduct and may include:

- Restorative conferences with affected students and staff
- Peer mediation
- Community service projects
- Residential community improvement projects
- Reflection essays and educational assignments
- Conflict resolution workshops
- Student accountability plans

- Parent/guardian conferences
- Re-entry conferences following suspension
- Administrative conferences and re-teaching of expectations
- Community circles and facilitated dialogue

BREATHALYZER TESTING POLICY

Breathalyzer testing may be used when there is reasonable suspicion of alcohol use, or at Academy-sponsored activities and events (trips, dances, proms, athletic events, etc.) on or off campus to promote student health and safety and deter alcohol use. Students will be notified in advance when testing will occur at school-sponsored events.

TESTING PROCEDURES

Testing is conducted privately by trained Academy personnel. Students who test positive will be given a second test to confirm results. Students who refuse testing will face the same consequences as those who test positive.

WHAT CONSTITUTES REASONABLE SUSPICION

Reasonable suspicion includes observed alcohol use or possession, alcohol odor, slurred speech, unsteady movement, lack of coordination, bloodshot eyes, or marked changes in behavior not attributable to other factors.

CONSEQUENCES

Students who test positive or refuse testing will be removed from the event and denied entry to future activities. Parents/guardians will be contacted immediately. Students may receive medical attention if needed and will face disciplinary action according to the Academy's alcohol policy, including suspension and expulsion. The Academy may contact law enforcement when appropriate.

PRIVACY AND CONFIDENTIALITY

Test results are kept confidential and released only in accordance with Academy policy and applicable laws. Testing is conducted in private areas whenever possible.

RESIDENTIAL SECURITY AND SAFETY

FIRE DRILL PROCEDURE

Fire drills are conducted at various times throughout the school year. A building must be evacuated for any fire alarm, even if it is a drill. Each building has a meeting place; students must find the staff in charge of accounting for students in each location. This must be done quickly and quietly. Failure to follow proper evacuation requirements may result in disciplinary action. The following protocol must be followed for all fire alarms:

Turn room lights on and leave them on;

Close any open window and raise the window shade;

Exit room and close door;

Exit the building quickly and quietly, report to the area designated by dorm staff.

Students must line up with their roommates; and

Do not re-enter the building until given the "all clear" signal by dorm staff or fire department personnel.

LOCKDOWN PROCEDURE

The school will routinely conduct Lockdown and Shelter-In-Place drills to ensure the safety and security of the school. Notifications may or may not be made through the school's public-address system and/or messaging system. Students are expected to pay close attention to all directives and commands during these procedures.

ON CAMPUS SAFETY

Students are expected to take an active role in their personal safety on campus. Most injuries can be prevented by taking precautionary measures. Listed below are ways in which students can enhance personal safety.

Non-motorized recreational vehicles such as bicycles, scooters, and skateboards may only be used after school hours, on campus, and with the use of a helmet. At no point are these vehicles allowed on the road, off-campus, or used in the buildings.

When crossing the street, remember to use crosswalks; stop and look both ways before crossing.

Headphones and cell phones should not be used while crossing the street.

If traveling in a bus or personal vehicle, always use safety belts.

Rough housing, wrestling, or play fighting is prohibited on campus.

Students may not have personal vehicles on campus.

Stunts or tricks of any kind on school property is prohibited as well.

WHEELED DEVICES

Any student using bicycles, skateboards, etc. must use a helmet and only use such wheeled devices with permission from staff and in appropriate locations. Students may not leave campus without explicit permission and cause. Hoverboards are not allowed to be used.

DRIVER'S LICENSE

Residential students may not have vehicles on campus and may not drive vehicles. Students may not obtain a driver's license unless they are 18, and only under specific parameters.

STAFF APARTMENTS & PROPERTY

Students may only be in staff apartments and vehicles when accompanied by staff and when specifically invited. Trespassing in apartments or vehicles is a serious offense. Staff members' items, such as bicycles, should not be used without explicit permission from staff and only if following all protocols with such devices.

CAMPUS BOUNDARIES

Residential students on South Campus are free to move about campus proper. The boundaries range from the track and field near Warren Hall to the yellow houses behind Loos Center. The Student Center is also part of campus but is off-limits after dinner unless students are given express permission to be in the building. The trail and wooded areas behind the gymnasium are part of campus but require sign-out permission to go into. The turf can be accessed after dark only with permission from duty staff. Students should not be on the turf after study hall or late at night. Campus itself does not include the Woodstock Middle School parking lot, basketball and tennis courts, or playground. These are property of the Town of Woodstock. Students wishing to leave campus, including to hike the trail or use the tennis courts may request permission from the duty team and must sign-out.

RESTRICTED AREAS

For the safety and security of our community, students may not access or attempt to access any area that has been designated as off limits. This includes rooftops, maintenance and utility areas, mechanical rooms, construction areas, staff-only spaces, ledges, exterior building features, or any location inside or outside the residence halls that is not intended for student use. Students found in restricted areas, or attempting to gain access to them, will be subject to disciplinary action.

VISITORS/GUESTS

Non-residents are welcome on campus at specified times; however, permission must be obtained through the Residential life team. Visitation will not be allowed during study hall since this interferes with academic obligations. Outside visitors will need to check in with duty staff at the front desk, upon arrival and before departure. Coed visitation in dorm rooms is prohibited, except for approved family members who receive permission. Guests are expected to abide by the campus rules.

Day students may also visit campus. A Day Student is considered any non-residential student of The Woodstock Academy on South Campus after 3:00 PM and not involved in a sport or activity. To remain on school grounds after 3:00 PM on a school day (if not attending a sport or other activity), or to be on campus at any point on the weekend, the following steps must be taken:

- Day students may request to visit campus using the “Day Student Visit to South Campus Request”
- Visiting Day Students must request and receive permission from the ResLife office;
- Each Visiting Day Student must check in at the front desk and announce their arrival;
- Visiting Day Students must leave campus before in-dorms and check out at the front desk in Annhurst Hall; and,
- No Boarding Student may enter a Day Student’s vehicle at any point.

Failure to follow these procedures will result in discipline and/or loss of privileges. Any exceptions must be approved by administration.

HEALTH SERVICES

Contact Director of Health Services, Bobbie-Jo Saucier, RN, ATC with questions related to this section.

HEALTH OFFICE MISSION

Our goal is to empower students to make healthy life choices and educate them on prevention and making informed health decisions. We strive to provide the highest level of care and work closely with local health care providers in handling illnesses and injuries.

HEALTH OFFICE HOURS

Health Office Hours by Location:

North Campus: Monday-Friday 7:00 AM – 3:00 PM

South Campus: Monday-Thursday 7:00 AM-9:00 PM

Fridays: 7:00 AM-7:00 PM

Saturdays: 11:00 AM-1:00 PM and 6:00 PM-8:00 PM

Sundays: 11:00 AM-1:00 PM and 6:00 PM-8:00 PM

No School/Holidays: 11:00 AM-1:00 PM and 6:00 PM-8:00 PM

The Health Office will have a nurse on call for Thanksgiving and Easter. Should any health emergency arise outside of office hours, please notify the duty team and/or dorm parent and they will notify the Director of Health Services or nurse on call.

*Please note that Health Office hours are subject to change based on staffing and/or the needs of students.

MEDICAL DIRECTOR

The Woodstock Academy contracts with Day Kimball Medical Group annually to provide medical services for students. A provider is scheduled to come to the South Campus health office twice per week for sick visits, evaluations, etc. All other appointments will be scheduled with Day Kimball Medical Group as needed if urgent needs arise. All appointments should be scheduled through the Health Office.

MEDICATION POLICY FOR BOARDING STUDENTS

Parent/Guardian Responsibilities:

1. The parent is responsible for obtaining all orders needed for medications and other supplement/vitamin needs.
2. The parent will refill all prescribed medication monthly and send them directly to the Health Office to always ensure an adequate supply. **The Health Office gives reminder calls as a courtesy only – This should not be relied upon.** (Remember to send medication in original bottles that have been properly labeled).
3. The parent will keep an adequate supply of medication at home or place of destination for all vacation break times. **The Health Office does NOT send medications home during breaks. ***

*Exception: Medications that are prescribed by our physicians and filled at our Pharmacy will be sent home with students during break times.

The Health Office does not have storage available for medication not being utilized. Medications that are not being utilized or that were brought to campus without the proper physician's authorization/order will be mailed home when possible or destroyed.

Entire supplies of medication are sent home with students at the end of the school year with written parental permission. All medications remaining in the Health Office two weeks following school closing will be destroyed.

Student Responsibilities:

1. The student is to come to the Health Office for all prescribed medications at the proper times. They will come to the medication window with water. Each student should state their name, identify their medications, and take in the presence of the nurse;
2. The student is to alert the Health Office immediately if there are any questions or concerns with regard to their medication;
3. The student is to notify the Health Office of any off-campus events (sports, class trips, etc.) for which they will need medication packaged. The supervising faculty/staff member will obtain the medications from the Health Office;
4. Students who are repeatedly delinquent for medication will be reported to Administration for further action; and
5. No students may have any prescription or over-the-counter medication/supplements in their room, or on their person without Health Office authorization.

OVER THE COUNTER MEDICATION

All over the counter medications are subject to the following guidelines:

1. All OTC medications (antacids, Tylenol, Ibuprofen, cough medicines, etc.) are supplied by The Woodstock Academy. Students are **not** allowed to keep any OTC medication, vitamins, and homeopathic supplements in their rooms. All supplemental vitamins/homeopathic medication must be accompanied by a Physician's written order; and
2. The Health Office has the authority to deny certain medications/homeopathic/herbal supplements.
3. **We do not allow any nicotine products on campus.**
4. **We do not allow protein products for in the dorm room unless authorized by a medical provider or The Woodstock Academy Medical Director.** Protein products can be stored in the health office but must also be accompanied by a physician's written authorization.

PRESCRIPTION MEDICATION

All prescription medications are subject to the following guidelines:

1. Students will be evaluated by their prescribing physician at least once annually. (The school physician prescribes medication for acute illness or injury only. All maintenance, psychotropic, and stimulant type medications must be prescribed through a student's own physicians);
2. All students are to receive adequate instruction from their prescribing physicians regarding the administration, desired effect, and side effects of all medications;
3. A **Physician's Request for Medication Administration** form must accompany all prescription medication. This form must clearly state the name of the student, medication, dosage, and time of administration. **All forms must be signed and dated by the prescribing physician.** This form is available on the school website at www.woodstockacademy.org. Be sure to log into the website. It is located on the student page.
4. All orders are to be renewed yearly or when there is a change in medication, dosage, or time of administration. (Orders expire in July of each year).
5. All medication will be sent directly to the Health Office in its original prescription bottle with the name of the student and medication labeled. **(The Health Office WILL NOT accept improperly labeled containers).**
6. Residential student **will not** have any prescription or over the counter medication/supplements in their room, or on their person without Health Center authorization. If a student does have medication, supplements, vitamins or herbal medication in their dorm room or packed luggage, they will turn it into the health office and work with the health office staff on appropriate approval. Failure to do so will result in disciplinary action.

SICK VISITS/ILLNESS

Students should check-in with the morning nurse at 7:00 AM, prior to the start of classes, if they feel that they are too ill to attend school that day. Students are expected to have showered and to be dressed for the day prior to coming into the Health Office. Boarding students may be placed on bed rest by the Health Office, at which time students will be expected to remain in the Health Office during school hours. If there are no beds available, the Health Office staff will determine which students may rest in their rooms and will check on them periodically. If it is determined that students are contagious, a sick wing will be opened in Warren Hall. If a student is not contagious, he or she will be allowed to go to the dining hall and eat but should report back to the Health Office immediately thereafter. If a student is too ill to attend meals, their meals will be delivered to the Health Office. If a student is improved and stable, they will be allowed to leave the Health Office at 2:30 PM. If they are not, they will remain in the Health Office throughout the evening until the nurse feels they are ready to return to the dorm room. Once a student is put on bed rest, the bed rest status remains until the following morning when the student resumes a normal routine. It may be determined that a student needs to return to the Health Office the following morning at 7:00 AM for a

recheck of status. The goal of the Health Office is to provide students with a comfortable space for rest and monitoring when not feeling well. The Health Office will make every effort to have students in classes when possible.

The Director of Health Services is available 24/7 and can be reached on their cell phone for all emergencies, injuries, or illnesses when the health office is closed. Notify a member of the duty team/dorm parent of the situation and they will contact the nurse on call.

ATHLETIC INJURIES/SPORTS RESTRICTIONS

If a sports restriction is warranted, students are required to present a restriction note signed by the nurse on duty to their coach. The coach will decide if a student is required to be present at sports to help in other ways or if you are allowed to rest during athletics. Sports restriction notes from the Health Office will only be given out for illness-related concerns. All injury-related restrictions must go through the Certified Athletic Trainer. The Academy will have two Certified Athletic Trainers (ATC) on staff that will be available on the North and South campuses. If a student has any athletic injury concerns, they should schedule an appointment to meet with one of the ATC's. There will be open times to see an ATC in the afternoons/evenings during athletics depending on the season.

ROUTINE EXAMINATIONS

Routine examinations, i.e. sports physicals, dental, or orthodontic appointments, dermatology, eye care, and gynecological appointments should be made at home with your personal physicians. Most of these exams need to be made 4 - 6 weeks in advance, so please keep the school schedule in mind so they can be seen during school breaks. For emergency purposes, a list of specialists will be provided at a parent's request.

ON- AND OFF-CAMPUS APPOINTMENTS

(Physicians, Therapists, Dentists, etc.)

All appointments are made through the Health Office. Reminders are sent to students via email the day before so that students know what time to show at the Health Office for an appointment or transportation off-campus. Students should arrive 5 minutes (no more) early for the appointment time. The Health Office will have a copy of all health forms students may need, and they should be returned to the office after each appointment.

ORTHOPEDIC REFERRALS

Orthopedic issues and sports/school injuries are **initially** reviewed by The Woodstock Academy Athletic Trainer. If an orthopedic appointment is warranted, parents will be contacted. Again, this will give parents/guardians the opportunity to review insurance coverage and make necessary calls.

TRANSPORTATION TO HEALTH APPOINTMENTS

The health services department will arrange transportation to all off campus appointments within a range of 20 minutes from campus. Driving services are available Monday-Friday from 7:00 AM to 5:00 PM. The health services department has established relationships with providers in the surrounding towns of Woodstock, Pomfret, Brooklyn, Putnam, Killingly, and Thompson which include specialties in orthopedics, mental health, podiatry, dermatology, dentistry, orthodontics, walk-in and urgent care centers, Day Kimball Hospital, and laboratory services. If a student/parent requests an appointment with a specific provider or referral outside of our transportation range, then the student/parent will be responsible for the cost of transportation for a fee of \$30/hour.

Transportation services do not include areas of Worcester, Providence, Boston, Norwich, Hartford, etc. This fee will be deducted from your student's account through the business office. The health office strongly encourages that all routine care and medical appointments are scheduled at home during the summer or school vacation periods.

The health office staff is happy to work with students/parents to arrange appointments in this area if medically necessary at the rate mentioned above.

PHARMACY

The school utilizes the **Stop & Shop Pharmacy** in Putnam, CT. The pharmacy has received a copy of all insurance information on file at the school. Every effort is made to utilize personal insurance cards. Please keep in mind that not all insurances can be accessed through the pharmacy computer system. Any outstanding bills are sent to The Woodstock Academy business office and deducted from the student's account. *If you have any questions regarding pharmacy billing, please contact them directly: Stop & Shop Pharmacy, 60 Providence Turnpike, Putnam, CT. 06260, Phone: (860) 963-2642, Fax: (860) 963-2648*

If you have any further questions regarding The Woodstock Academy Health Office procedures, please feel free to contact the nursing staff by email at nurses@woodstockacademy.org or by phone (860) 928-6575 option 4.

COVID AND INFLUENZA TESTING

Covid and/or Influenza testing will be provided to boarding students at the discretion of the school nurse for students presenting to the health office with multiple symptoms. The health office reserves the right to test individuals if concerns surface throughout the year as a continued mitigation strategy.

ISOLATION/QUARANTINE

The Woodstock Academy Health Office follows current CDC/DPH guidelines when treating students who have tested positive for COVID-19 or Influenza. The health office reserves the right to place a student on an isolation/quarantine wing if they may be contagious to reduce the spread of illness. A student may remain on the isolation/quarantine wing until they have a significant improvement in symptoms and are afebrile for more than 24 hours without any fever reducing medication.