



The Woodstock Academy Student Handbook
2026-2027

THE WOODSTOCK ACADEMY

STUDENT HANDBOOK

**For purposes of this handbook, the word “campus” refers to both our North and South Campuses, Bentley Athletic Complex, as well as our shuttle buses and parking lots, unless specifically noted otherwise. Also, the words “main office” refers to the North Campus office located in the Bowen Building and the South Campus office located in Annhurst Hall.*

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WELCOME TO THE WOODSTOCK ACADEMY!

This student handbook provides essential information about The Woodstock Academy's services, academic requirements, and policies. Please review this document with your family and check the online calendar at woodstockacademy.org for important dates and updates.

For questions about specific services or policies, please contact the main office at (860) 928-6575.

THE WOODSTOCK ACADEMY SCHOOL LEADERSHIP

Lawrence Filippelli, Ed.D.	Head of School
Michael Harten, Ed.D.	Principal
Hans Rhynhart	Chief Finance and Operating Officer
Jonathan Sturdevant	Associate Head of School for External Affairs
Amanda Soave- Curi	Asst. Head of School for Strategic Academic Initiatives
Jennifer Lachina	Associate Principal
Beth Ten Eyck	Dean of Students
Shannon VanderSwaagh	Director of Student Support

CONTACTING THE WOODSTOCK ACADEMY

BY PHONE

(860) 928-6575

BY MAIL

The Woodstock Academy
57 Academy Road, Woodstock, CT 0628

BY EMAIL

All employees can be contacted by email. A full list of email addresses can be found in the Employee Directory on the school website. All emails follow the format of first initial, last name

@woodstockacademy.org. For example, John Sample would be jsample@woodstockacademy.org.

COMMUNICATION FROM THE WOODSTOCK ACADEMY

The Woodstock Academy will make every effort to deliver all written communication electronically. Information is sent to both student and parent email addresses. Be sure to regularly talk with your students about the emails they receive. Changes to residency must be reported immediately to the Registrar, at registrar@woodstockacademy.org or by calling (860) 928-6575. Changes to contact phone number or email can be made by completing the Parent/Guardian & Emergency Contact Update Form found in PowerSchool in the “General Forms” section.

All students have access to school email. If your child is new, and has not activated their school myWA account, they can do so at: <https://www.woodstockacademy.org/technology/ipad-setup-welcome/activate-your-mywa-account>

Students' myWA accounts are formatted as: first initial + last name + year of graduation (post grad students use 20PG as grad year)

myWA (network) account example: asample2028

Each student's temporary password is included in their new-student welcome letter.

If your student has any difficulty with their account or assigned technology, they should stop by the IT Office on North Campus, call (860) 928-6575 (option 8) or open a support ticket on <https://support.woodstockacademy.org>

EDUCATIONAL MISSION, PURPOSE, GOALS AND OBJECTIVES

MISSION STATEMENT

The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.

VISION STATEMENT

The 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

The Woodstock Academy is an independent four-year, nonselective, coeducational secondary school serving the towns of Brooklyn, Canterbury, Eastford, Pomfret, Union, and, Woodstock. The Academy welcomes additional students from outside of these towns and around the world 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.

SCHOOL CULTURE: COMMUNITY & BELONGING

The Woodstock Academy's mission of cultivating global citizens is a persistent and impactful element of its school culture. The Academy strives to create an environment that will include sustaining and deepening a climate where Academy students and community members feel welcomed, known, and accepted, and can thrive and flourish together. We believe that when we engage with a variety of perspectives, we broaden our understanding, think critically about existing ideas, and develop creative solutions to complex challenges. We also believe it is our ethical and moral responsibility to be aware of issues of belonging and to dedicate our efforts to be in a continual state of improvement. While The Academy provides a great variety of outstanding and high-caliber academics and activities to our students, we must continually look at all our policies, practices, curriculum, priorities, and programming in the area of community and belonging in order to truly meet our mission as an institution.

As noted in The Board of Trustee's Community and Belonging policy, "The presence and participation of our students and staff within the educational and residential community are significant strengths of The Academy that should be fostered. A culture of belonging benefits all students and our entire community. The Academy's goal is to establish a framework for a culture of belonging and promoting learning and work environments that welcome, respect, and value all individuals." (Policy 0523)

In striving for a just, inclusive community, we:

- look to understand and celebrate the richness of the human experience,
- reflect on our perspectives and experiences,
- purposely integrate global perspectives into curriculum,
- work diligently to create opportunities for all voices and opinions to be heard,
- desire to include and accept all individuals, and
- in recognition of our shared experiences, create a sense of belonging within The Academy's community as an integral part of the school norms.

This commitment to community and belonging—and its actualization in all that we do and stand for—is central to the education of our students and our respective communities to become responsible and caring participants in the world.

GOALS AND OBJECTIVES

GOAL 1 - MOTIVATION TO LEARN

Students must be motivated to learn. The Woodstock Academy students will respond to the high expectations of their parents and/or guardians, 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 basic skills is essential for acquiring knowledge and for success in our society. The Woodstock Academy students will:

- Learn to communicate effectively;
- Read with understanding;
- Acquire knowledge of, and ability in, mathematics;
- Utilize technology effectively and responsibly;
- 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. The 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. The 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
- 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. The Woodstock Academy students will:

- Respect and appreciate diversity
- Understand the inherent strengths in a global 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
- Respect the humanity they share with other people and develop interpersonal skills

PROFILE OF THE GRADUATE

Students of The Woodstock Academy will become:

COMPLEX THINKERS

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.

EFFECTIVE COMMUNICATORS

- 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.

SENSITIVE TO THE AESTHETIC WORLD

- 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.

PHYSICALLY AND MENTALLY HEALTHY

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.

EFFECTIVE PROCESSORS OF INFORMATION

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.

NOTIFICATIONS

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 The Woodstock Academy not to discriminate on the basis of race, color, religion, sex, sexual orientation, age, marital status, national origin, ancestry, disability, genetic information, military service, or any other protected class status in its educational programs, activities, or employment policies. Inquiries regarding compliance may be directed to the Head of School. Shannon VanderSwaagh serves as the Student Title IX Coordinator. She can be reached at extension 1132, or by emailing svanderswaagh@woodstockacademy.org. The Woodstock Academy complies with all current federal Title IX regulations as established by the U.S. Department of Education.

REGULATORY COMPLIANCE

The Woodstock Academy maintains policies and procedures in compliance with all current federal and state laws and regulations, including but not limited to Title IX, Section 504, IDEA, FERPA, and Connecticut state education statutes. As laws and regulations are updated, The Academy's policies and procedures are revised accordingly. Students and families may request current policy information from the administration. The most up-to-date policies

are available on the school website and in the main office.

STUDENT GRIEVANCE PROCEDURE

Student grievances will be processed in an organized manner at the lowest level at which a resolution is likely to occur. A member of the administrative team will receive and processes student grievances that rise to an administrative level.

ACADEMIC INFORMATION

Questions in this section should be directed to the Principal, Dr. Michael Harten.

The Woodstock Academy Board of Trustees believes in the vision that The 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. To that end, The Woodstock Academy Graduation Requirements are in alignment with the school's mission.

GRADUATION REQUIREMENTS SUMMARY

TOTAL CREDITS REQUIRED: 25

CORE REQUIREMENTS (18 CREDITS)

Subject	Credits	Specific Requirements
English	4	English 1, 2, 3, 4
Mathematics	4	Algebra 1, 2 & Geometry sequence
Science	3	Foundations, Biology, Chemistry
Social Studies	3	World, U.S. Government, Modern U.S.
World Language	1	Any world language
PE & Wellness	1	Combined requirement
Health & Safety	1	0.5 Health required
Financial Literacy	0.5	Financial Literacy, Personal Finance, or AP Business

ELECTIVE REQUIREMENTS (7 CREDITS)

Category	Credits Required
Fine Arts	1
Humanities	1
STEM	2
Open Electives	3

YEAR AND SEMESTER CREDIT REQUIREMENT

All students must enroll in a minimum of 3 credits per semester. To advance to the next grade level, students must pass at least 5 academic subjects each year. Seniors must enroll in a minimum of 6 credits and pass at least 5 credits to be eligible for graduation, in addition to meeting all total and distribution requirements. Exceptions may be granted to fifth-year students following discussion with administration and counseling staff.

TRANSFER STUDENTS

Transfer students must provide certified transcripts from accredited schools or agencies for credit evaluation. Credits will be assessed to ensure proper course placement, and that graduation requirements are met.

GPA AND CLASS RANK

After completing two semesters at The Academy, students enter the GPA/rank structure based on all accredited high school coursework. Transfer credit weights cannot exceed the academic levels offered at The Academy.

GRADUATION REQUIREMENTS

All students must meet both the minimum credit requirements and the Graduation Performance Standards to receive a diploma from The Woodstock Academy.

GRADUATION PERFORMANCE STANDARDS

All students must meet performance standards in four areas to graduate. Students may demonstrate these standards through multiple pathways:

READING PERFORMANCE STANDARD

Requirement: Read and describe content from various texts (literary, informational, persuasive)

How to Demonstrate:

- **Standardized Tests:** Minimum score of 370 on SAT Evidence-Based Reading/Writing OR 19 on ACT Reading
- **Course Performance:** Minimum C- average in Freshman and Junior English OR Reading Seminar
- **Portfolio Assessment:** Achieve minimum 70th percentile on Degrees of Reading Power assessment (administered by Graduation Performance Standards Committee)

WRITING PERFORMANCE STANDARD

Requirement: Produce well-organized essay with clear thesis and proper English conventions

How to Demonstrate:

- **Standardized Tests:** Minimum score of 19 on SAT Writing/Language OR ACT English
- **Course Performance:** Minimum C- grade in Sophomore English OR Modern U.S. History
- **Portfolio Assessment:** Score minimum 6 on Academy Writing Rubric (reviewed by Graduation Performance Standards Committee)

MATHEMATICS PERFORMANCE STANDARD

Requirement: Analyze mathematical problems and demonstrate solution strategies

How to Demonstrate:

- **Standardized Tests:** Minimum score of 380 on SAT Math OR 19 on ACT Math
- **Course Performance:** Minimum C- average in three-credit math sequence OR pass fourth problem-solving course if needed*
- **Portfolio Assessment:** Complete math problems demonstrating basic operations and earn minimum 2 on Academy Math Rubric

*Problem-solving courses include: Any additional math course (beyond required four), College Accounting 1, Personal Finance, Aerospace Engineering, Engineering CAD, Architectural CAD, Advanced Engineering CAD, Family Foods and Nutrition, Intro to Manufacturing, Ground Flight School, Pastry and Baking (administration may add courses to this list as appropriate).

SCIENCE PERFORMANCE STANDARD

Requirement: Analyze scientific problems using experimentation and scientific reasoning

How to Demonstrate:

- **Standardized Tests:** Minimum score of 19 on ACT Science OR 3 on NGSS
- **Course Performance:** Minimum C- average in Foundations of Science, Biology, and third science course OR pass fourth science course if needed
- **Portfolio Assessment:** Complete two science performance tasks earning minimum 2 on rubric (reviewed by Graduation Performance Standards Committee)

EXEMPTIONS

1. Multilingual Learners may be exempt if receiving English instruction for fewer than three years.
2. Special education students may be exempt as determined by PPT.
3. Transfer students may be exempt if they completed fewer than four semesters at The Woodstock Academy.

NOTIFICATION OF MEETING GRADUATION PERFORMANCE STANDARDS

At the beginning of senior year, counselors shall notify students of their status regarding graduation performance standards. Parents and guardians of students who have not met standards will receive written notification by November 30, February 10, and April 15. Teachers in subjects with required performance tasks will receive a list of seniors who still need to complete standards at the beginning of the school year.

APPEAL PROCESS

Portfolio scoring appeals must be submitted in writing to the Principal by May 1st. Final appeals may be made to the Head of School within 5 days if procedural violations occurred. Appeals are not available for standardized test scores or course grades.

ACADEMIC POLICIES

CLASS STANDING

To advance to the next grade level, students must earn minimum credits:

- **Sophomore:** 5 credits
- **Junior:** 11 credits
- **Senior:** 17 credits

COURSE CHANGES AND SCHEDULING

ADD/DROP PERIOD

First 10 days: Schedule changes available on space-available basis

- **Days 1-5:** Student-initiated changes
- **Days 6-10:** Requires counselor, student, parent/guardian, and teacher input
- **After 10 days:** Administrative approval required

Every-other-day courses: Changes must be made within first 5 days of each quarter

LEVEL CHANGES AND GRADE TRANSFER

Within add/drop period: Make up missed assignments as determined by new teacher

Weeks 2-4: Conference with teachers, department chair, and counselor determines makeup work and grade transfer

After week 4: Original course grade is pro-rated and transferred to new course

Exceptions: Must be approved by Director of Counseling and Principal

COURSE WITHDRAWALS

Before first marking period ends: Course removed from schedule, no transcript notation

After first marking period, before 12 weeks: "W" appears on transcript (not calculated in GPA)

After 12 weeks: "WF" appears on transcript (calculated as F in GPA)

REPEATING COURSES

Both the original and repeated course grades appear on the transcript and count toward GPA calculation. Credit is awarded only once toward graduation requirements.

GRADING AND HOMEWORK

COURSE REQUIREMENTS

Teachers provide course outlines with grading and homework requirements at the beginning of each semester through the grading portal.

HOMEWORK PHILOSOPHY

Homework should be meaningful, connected to classroom learning, and support student success. Teachers design assignments to build knowledge effectively while allowing time for family, activities, and rest.

LATE WORK - SCHOOL WIDE POLICY

Completion of daily homework assignments on time is essential to student learning. Daily homework is due at the beginning of class. For students present in class when homework is checked or collected, no late homework will be accepted. For absent students, teachers will set a new due date for the homework based on the circumstances and length of the absence. Daily homework should account for no more than 20% of a student's grade.

Major assignments can be accepted for up to five class meetings after the due date with a 10% late penalty per day.

HOMEWORK-FREE WEEKENDS

Four designated weekends per year: Indigenous Peoples Weekend, Thanksgiving Break, Presidents Day Weekend, and Good Friday Weekend.

STUDENT RESPONSIBILITIES

- Complete assignments within assigned timeframes
- Use teacher feedback to improve understanding
- Work independently and seek help when needed
- Communicate with teachers about assignment clarity
- Manage time effectively for all commitments

CLASSROOM DISCUSSIONS

Students may express different viewpoints on course-relevant topics when supported by evidence. Grades are based on quality of evidence and reasoning, not personal beliefs. Discussions must remain focused on course content.

ACADEMIC BALANCE

The Academy maintains high academic standards while supporting student well-being. Students are expected to manage their commitments to allow sufficient time for academic work while maintaining a healthy balance.

GRADE POINT AVERAGE

GPA is calculated using core academic courses from English, Mathematics, Science, Social Studies, and World Languages, plus select other courses.

COURSES INCLUDED IN GPA:

English, Math, Science, Social Studies, World Languages: All courses

Art/Music: Drawing 2, Music Fundamentals 1 only

Business/Consumer Science: Accounting courses, Personal Finance, Honors Individual & Family Development only

Other: UConn Early College Experience courses

**New courses are reviewed individually for GPA inclusion*

COURSE LEVELS AND GPA WEIGHTS:

Course Level	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
AP/ECE/Accelerated	4.75	4.5	4.25	4.0	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0
Honors	4.25	4.0	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5
College Prep	3.75	3.5	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0
Standard	3.25	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0	0.75	0.5

HOW GPA IS CALCULATED:

Each course receives points based on final grade and course level

Total points divided by total core credits attempted

Half-credit courses receive half the point value

For detailed GPA calculations or questions about specific courses, contact your school counselor.

CLASS RANK

Class rank is calculated based on cumulative GPA at specific intervals

RANKING SCHEDULE:

- **Sophomores:** End of sophomore year (4 semesters)
- **Juniors:** End of junior year (6 semesters)
- **Seniors:** End of first semester (7 semesters) and at graduation

VALEDICTORIAN AND SALUTATORIAN:

- Based on 7-semester GPA (end of first semester, senior year)
- Students must have completed at least 4 semesters at The Woodstock Academy
- Announced in the second semester
- If GPAs are tied to the nearest hundredth, co-valedictorians are named with no salutatorian

TRANSFER STUDENTS:

- Transcripts evaluated by counseling staff before GPA assignment
- Ranked after completing at least 2 semesters at The Academy

CLASS RANK REPORTING:

The Woodstock Academy does not automatically report class rank on transcripts.

To include class rank on official transcripts:

- Complete "Authorization to Release Class Rank" form
- Available from the School Counseling Office
- Required for each transcript request that should include rank

For questions about class rank or transcript requests, contact The Counseling Office.

GRADING SYSTEM

PASSING GRADE REQUIREMENTS:

- **Minimum passing grade:** D- (60%)
- Grades rounded to whole numbers

LETTER GRADE SCALE:

Grade	Percentage	Quality Level
A+	97-100	Superior Work
A	93-96	Superior Work
A-	90-92	Superior Work
B+	87-89	Quality Work
B	83-86	Quality Work
B-	80-82	Quality Work
C+	77-79	Average Work
C	73-76	Average Work
C-	70-72	Average Work
D+	67-69	Marginal Work
D	63-66	Marginal Work
D-	60-62	Marginal Work
F	Below 60	Failing

SPECIAL GRADES:

I	Incomplete
P	Pass (credit only, no GPA impact)
W	Withdrawn
WP	Withdrew Passing
WF	Withdrew Failing
X	Medically Excused

GRADE REPORTING

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 and is based upon grades for that quarter only.

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

Incompletes must be made up within 10 school days following the closing 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. It is the responsibility of the student to make appropriate arrangements with each teacher for missed work upon their return.

Students who have been truant from school, or cut a class, will not be allowed to make up work for credit.

REPORT CARDS

It is the responsibility of each student to review their report card and transcript for accuracy. If a student notices a discrepancy, they should notify the teacher immediately. In the event that a discrepancy cannot be resolved, the issue should be brought to the Associate Principal, who will research the facts and render a decision. Appeals to the decision may be sent to the Principal, in writing within five (5) days if the student believes there has been a procedural violation. The appeal must specify the violation. The Principal will review the records and render a final decision within five (5) days.

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 one or more of the following conditions apply:

A physician has certified in writing that the student is unable to attend school for medical reasons and has stated the expected date the student will be able to return to the school program;

The child has a disability so severe that it prevents the student from learning in a school setting, or the student's presence in school endangers the health, safety, or welfare of the child or others;

A special education program recommendation is pending, and the student was at home at the time of referral;

The student is pregnant or has given birth and a physician has certified that homebound or hospitalized instruction is in the student's best interest and should continue for a specified period of time; and/or

Expulsion, as directed by the Board of Trustees.

LENGTH OF ABSENCE

Homebound or hospitalized instruction shall be provided when a student's condition or circumstances will cause an absence of more than 10 school days. Provided nothing in the child's condition precludes it, such instruction shall begin no later than two weeks from the first day of absence. Instruction for a student with a disability who is medically complex shall begin no later than the third day of absences as long as student is medically able to receive instruction.

TIME AND PLACE

Homebound or hospitalized instruction shall be individually designed based on student need, not to exceed 30 hours per week, for students in grades nine through twelve. Where evaluative data indicates that these time requirements are not best for the students, the planning and placement team may adjust instruction time with the approval of the Principal. Instruction shall be provided in the setting of the student's home, the hospital to which the child is confined, or an agreeable alternative. All settings must have appropriate adult supervision.

TUTORIAL SERVICES

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. Teachers are available during regular hours, during Community Lunch, and after school by appointment. Extra tutorial services are provided by members of the Holt Chapter of the National Honor Society **and/or subject-specific honor societies**. This service is arranged and monitored by the student's school counselor.

ACADEMIC REPORTS

Teachers may send academic reports at any time if they deem it necessary. Parents and/or guardians are urged to contact the teacher as soon as possible after receiving an academic report. They are also encouraged to actively monitor the student's progress through the online grade portal system.

CREDIT RECOVERY

Students of The Woodstock Academy considering enrollment in approved credit recovery programs are advised that credit may be granted for courses failed, if a sufficient grade is achieved in an authorized course. The calculation used to determine credit by credit recovery participation is: the final failing numerical grade added to the credit recovery numerical grade and divided by two (2); if final figure is 60 or better, credit will be awarded.

Example:	50	failing final grade
	80	credit recovery grade
$130 \div 2 =$	65	(credit awarded)

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 studying. Students are expected to bring study materials with them.

WITHDRAWAL FROM THE ACADEMY

If it is necessary for a student to withdraw from the Academy because of relocation or other reason(s) during the school year, a note from a parent and/or guardian should be presented to the school counselor indicating the particulars of the withdrawal. All books, technology, materials, athletics, 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.

SCHOOL ATTENDANCE AGE REQUIREMENTS

Beginning in the school year commencing July 1, **2023**, Section 10 of Public Act No. 21-199 amends Conn. Gen. Stat. § 10-184 to raise, from 17 to 18, the age when a student may withdraw from high school. However, a parent, or person having control of a child who is 17 years of age may withdraw the child from school if the child is enrolled in

an adult education program. To do so, the parent or person having control of the child must personally appear at The Woodstock Academy Counseling office and sign an adult education withdrawal and enrollment form.

Any student, 17 years or older, who voluntarily terminates enrollment at The Woodstock Academy and seeks readmission, may be denied readmission to the school for a period of 90 school 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. For further information, review Conn. Gen. Stat. § 10-186(d)(2).

AP COURSES

It is the expectation that *all* students enrolled in AP courses will take the AP exam(s), at the expense of the student (for 2025-2026, the cost is \$120 per test), in May. Payment will be due on November 1 for semester 1 classes and March 1 for semester 2 classes. If a student has a financial need, please contact the student's school counselor well in advance of the deadlines; there is some scholarship money for AP tests available from the College Board and the state of Connecticut.

If a student, for any reason, chooses not to take an AP exam, they must complete an opt-out form in the Counseling Office before November 1 for semester 1 classes, and before March 1 for semester 2 classes. After those dates, a \$40 unused test fee will be charged. On November 2 and March 2, all students enrolled will be automatically registered and billed for their test.

AP exams will take place between May 3-14, 2027. Students who are ill on the day of the exam must contact the school by 7:00 AM and will take the exam on the make-up date/time. A fee of \$40 will be charged, on top of the original \$120 exam fee, for any unused exam without a valid excusal or make-up exam.

If the student does not take the AP exam for a class, the class credit earned for the satisfactory completion of the course will be reflected on the academic transcript as "Accelerated" rather than "AP," and an updated transcript will be sent to the college where the student applied. Information on students who do not take AP tests will be shared with the appropriate departments and The Woodstock Academy Scholarship Committee to factor into awards and scholarship decisions.

STUDENT WITHDRAWAL FROM AN AP COURSE:

Students who drop an AP course will not be allowed to take the AP exam in that subject area. Normal course withdrawal procedures will be followed. A revised copy of the student's transcript and accompanying letter will be sent to their prospective colleges.

EARNING COLLEGE CREDIT WHILE ENROLLED AT THE ACADEMY

The Board of Trustees encourages students to advance academically at a pace appropriate for them.

Therefore, it shall permit the Head of School, or their designee, the ability to allow students enrolled at The Woodstock Academy the option of taking college courses for elective credit, either on a full- or part-time basis, for high school seniors who are exceptionally able and motivated academically and who are ready socially/emotionally.

When such an individual elective program is requested by a student and meets with the approval of the Head of School, or their designee, and have been formally reviewed by the Academic Committee, the student may be released from high school attendance on a full or part-time basis and shall be awarded an Academy diploma after evidence is received that they have met, through college work, all necessary academic requirements for graduation.

EDUCATIONAL RECORDS POLICIES

YOUR RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (18+ or attending post-secondary education) specific rights regarding educational records:

YOU HAVE THE RIGHT TO:

- **Inspect and review** your child's/your education records
- **Request amendments** to records that are inaccurate, misleading, or violate privacy rights
- **Control disclosure** of personally identifiable information (with certain exceptions)
- **File complaints** with the U.S. Department of Education for FERPA violations
- **Obtain copies** of these policies from the Head of School, Principal, Admissions, or Counseling offices

WHAT ARE EDUCATION RECORDS?

Education records include: Any recorded information directly related to a student and maintained by the Academy, such as:

- Academic transcripts and grades
- Attendance records
- Disciplinary records
- Health records
- Counseling notes
- Special education files

Education records do NOT include:

- Personal notes kept by individual teachers for their own use
- Employment records (for student workers)
- Alumni records after graduation

HOW TO ACCESS YOUR RECORDS

MAKING A REQUEST

Submit a **written request** to the appropriate custodian (see chart below) identifying the specific records you want to review.

TIMELINE

- **Regular requests:** Within 45 calendar days
- **Special education requests:** Within 10 school days (3 days if preparing for IEP meetings or due process)

REVIEW PROCESS

You'll be notified of the date, time, and location where records can be inspected. If records contain information about other students, those portions will be redacted.

RECORD LOCATIONS AND CUSTODIANS

Types of Records	Location	Custodian
Cumulative School Records	Counseling Office 57 Academy Road Woodstock, CT 06281	Director of Counseling
Attendance Records	Main Office 57 Academy Road Woodstock, CT 06281	Principal
Discipline Records	Main Office 57 Academy Road Woodstock, CT 06281	Principal
Special Education Records	Sending Town/ Local Education Agency (L.E.A)	Director of Special Education, Sending Town/LEA
Health Records	North Campus Health Office 57 Academy Road, Woodstock, CT 06281	Director of Health Services
Education Records of Out-of-District Placements	Sending Town/ Local Education Agency (L.E.A)	Director of Special Education, Sending Town/LEA

Miscellaneous education records not identified above may be maintained in various Academy offices. The Head of School, or their designee, will collect these records and make them available at The Academy.

COPIES AND FEES

REGULAR STUDENTS

- **Inspection:** Free
- **Copies:** \$0.25 per page
- The Academy only provides copies when failure to do so would prevent access to records

SPECIAL EDUCATION STUDENTS

- **First copy:** Free within 5 school days of written request
- **Additional copies:** \$0.25 per page

WHEN RECORDS CAN BE SHARED

WITH YOUR CONSENT

Generally, written consent is required before sharing personally identifiable information.

WITHOUT YOUR CONSENT

Records may be shared with:

- **Academy officials** with legitimate educational interest
- **Other schools** where the student is transferring or applying
- **Government officials** for audits of educational programs
- **Courts** when legally ordered
- **Emergency situations** to protect health and safety
- **Parents of dependent students** (for tax purposes)
- **Accrediting organizations**
- **Research organizations** (with safeguards)

WHAT IS "LEGITIMATE EDUCATIONAL INTEREST"?

Academy officials have legitimate interest when performing tasks related to:

- Student education or discipline
- Job responsibilities specified in their position
- Services or benefits for the student/family

CORRECTING EDUCATION RECORDS

If you believe records are inaccurate, misleading, or violate privacy rights:

STEP 1: REQUEST CORRECTION

Submit a written request identifying the specific information and explaining why it should be changed.

STEP 2: ACADEMY DECISION

The Academy will decide within a reasonable time whether to make the correction.

STEP 3: HEARING (IF NEEDED)

If your request is denied, you can request a hearing where:

- An impartial hearing officer reviews the case
- You can present evidence and have representation
- A written decision will be provided

STEP 4: FINAL OPTIONS

If the hearing upholds the original decision, you can:

- Place a statement in the record explaining your disagreement
- The statement will remain with the contested information permanently

RECORD KEEPING

The Academy maintains a log of all requests for and disclosures of your records, including:

- Names of parties who requested information
- Legitimate interest for the request
- Any additional parties who may receive the information

This log is available for your review and is kept as long as the education records exist.

QUESTIONS OR CONCERNS

For general questions: Contact the Main Office

For special education records: Contact your local Special Education Director

For FERPA complaints: File with the U.S. Department of Education

Policy copies available at: Head of School Office, Principal Office, Admissions Office, and Counseling Office

SCHOOL SAFETY

Questions in this section should be directed to the Director of Campus Safety, Matthew Danis

The Woodstock Academy prioritizes the safety and security of all students, staff, and visitors while protecting constitutional rights and maintaining a positive learning environment.

CAMPUS SECURITY

CAMPUS SECURITY OFFICERS

Campus Security Officers are an important part of our daily school community, working to ensure The Woodstock Academy remains a safe and secure environment for learning. These dedicated professionals maintain a visible presence throughout our campus grounds and buildings, getting to know our students and staff while staying alert to any safety concerns. In accordance with Connecticut Statute 10-244a, Campus Security Officers may be armed with concealed weapons and are trained to respond to emergency situations with sound judgment and professionalism.

Beyond their security responsibilities, Campus Security Officers work closely with administration to help investigate disciplinary matters when needed. This may include speaking with students, securing areas during incidents, supervising students in certain situations, and preparing reports for the Director of Campus Safety. While they play an important support role in maintaining school discipline, Campus Security Officers do not conduct searches of students or assign disciplinary consequences unless specifically directed by an administrator or during emergency situations.

SECURITY CAMERAS

- Installed throughout both campuses, Bentley Complex, and parking areas
- Footage may be used in disciplinary and safety investigations

WEAPONS POLICY

- Dangerous weapons/ammunition found during investigations immediately turned over to police
- Non-illegal weapons violating school policy may be retained by administration

LAW ENFORCEMENT COOPERATION

GENERAL POLICY

- Police will be notified immediately of any crime on campus
- Law enforcement works with school administration on emergency planning and threat assessments
- Police interviews and investigations will minimize disruption to educational activities when possible

STUDENT INTERVIEWS BY POLICE

- Preferably conducted off campus when possible
- If on-campus interviews are necessary, they will avoid instructional time when possible
- **For students under 18:** Parent/guardian notification and presence required
- **Exceptions:** Student is victim/witness OR immediate public safety concern exists
- If parent/guardian unavailable, school staff member will be present
- Principal or designee will be present for all interviews

STUDENT ARRESTS

- Decision to request arrest made by Head of School or designee
- Students will be escorted discreetly to secure location until police arrive
- Parents/guardians will be notified

ARREST NOTIFICATIONS

- School maintains confidential records of student arrests for Class A misdemeanors, felonies, or firearm violations per Connecticut law
- May result in school disciplinary consequences up to expulsion

EMERGENCY PROCEDURES

FIRE DRILLS/FIRE EMERGENCY

- Exit rooms quickly and silently when alarm sounds
- Proceed to nearest exit, then to designated assembly area
- Remain in assigned location until all-clear signal
- Failure to follow procedures results in disciplinary action

CRISIS PROCEDURES

- Emergency procedures include lockdown, shelter-in-place, and shelter-in-hallways
- Follow all staff instructions immediately
- Staff and students will be notified of any procedure changes

STUDENT LIFE

Questions about the student life section should be directed to The Woodstock Academy Main Office

STUDENT ACTIVITIES

ELIGIBILITY

ATTENDANCE REQUIREMENTS

Students must be in attendance for at least **two (2) blocks** on:

- The day of the event, OR
- The day before the event (if the event falls on a non-school day)
- **Activities affected:** All athletic programs and co-curricular activities, including, but not limited to, awards ceremonies, dances, proms, meetings, practices, games, trips, and field trips.

ACADEMIC REQUIREMENTS

Students are **ineligible** to participate in the following activities if they fail more than one course in the quarter prior to or during the activity:

- Athletic programs
- School-sponsored performances
- Student foreign exchanges or trips
- Co-curricular activities requiring significant time commitment

Note: Academic ineligibility applies even to pre-paid trips. Refunds are not guaranteed.

CREDIT REQUIREMENTS

To participate in **fall activities**, students (except freshmen) must have earned a minimum of **5 credits** from the previous school year. Year-end failures may be made up through approved credit recovery programs.

ACADEMIC PROBATION

Students receiving any of the following may be placed on academic probation:

- One "F" grade AND one "D" grade, or,
- Two or more grades of "D" or lower

PROBATION CONDITIONS:

Academic probation will continue at the discretion of the Administration until such student shall provide documentation that serious efforts have been made to improve their 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 such suspension will be at the discretion of the Administration.

DISCIPLINARY RESTRICTIONS

- Students are **ineligible** to attend, or participate in, any extracurricular events or activities (including athletics) on suspension days (this includes in-school and/or out-of-school suspensions)
- Students must maintain positive disciplinary standing to remain eligible for extracurricular activities
- Connecticut Interscholastic Athletic Conference (CIAC) rules apply where applicable

FINANCIAL REQUIREMENTS

Students must be in good financial standing with no outstanding bills to participate in activities.

FIELD TRIPS

Students may be denied field trip participation due to poor disciplinary, attendance, and/or academic standing, following consultation with Administration. ***No refunds will be issued.***

- **Credit-bearing trips:** Teachers will provide equivalent quality alternatives for ineligible students.
- **Travel opportunities:** Participation may be revoked for poor discipline or academic standing.

CLUBS AND ORGANIZATIONS

The Woodstock Academy offers numerous clubs and co-curricular groups each year. All eligible students are welcome to join.

How to get involved:

- Listen for announcements about meeting times

- Visit our website for current clubs and schedules: <https://www.woodstockacademy.org/student-life/clubs-activities>

CLASS DUES

Classes fundraise throughout the year and collect annual dues of **\$40 per student** to help cover costs related to class activities (such as proms and class trips). Dues will be billed to each student's PowerSchool account annually and can be paid in the Business Office or online through wa.powerschool.com.

Students experiencing financial hardship may contact the Principal to discuss payment arrangements or fee waivers. Failure to pay class dues may delay privileges such as senior privileges, parking, and social events.

DANCES

Students must be in attendance for at least two full blocks during the day of school immediately prior to the event to be eligible to attend. Tickets must be purchased in advance (no door sales). On-campus dances run from **7:00-10:00 PM**, while off-campus event times vary by venue, but will end by 10:00 pm. Students may bring one guest who must be high school age at a minimum (middle school students will not be permitted), with a maximum age of 20. A completed guest form must be submitted by the Wednesday prior to the event at the latest for the guest to attend.

Doors close one hour after the event starts and there will be no re-entry without approval from an administrator. Breathalyzer testing will be used at the door at random, and/or if a student is suspected to be under the influence of alcohol. The Breathalyzer Testing Policy can be referenced [here](#). All school rules apply, and students must follow event-specific pickup/departure and parking/transportation instructions and guidelines. **Violations will result in removal without refund and/or loss of future event privileges.**

ACADEMIC HONOR SOCIETIES

The Woodstock Academy sponsors several chartered academic honor societies. Students who meet eligibility requirements will be notified directly with application materials and specific details about requirements and expectations. Appeals for procedural violations may be submitted in writing to the Principal within seven days of notification. The Principal will render a decision within 7 days of receipt of the appeal.

STUDENT INTERVENTION TEAM

Questions about student services should be directed to the Director of Student Support, Shannon VanderSwaagh.

Professional Learning Partnerships (PLP)

Professional Learning Partnerships (PLPs) bring together Counselors, School Nurses, Social Workers, Administrators, the School Psychologist, and the Department of Student Services to provide early, proactive, and holistic intervention for students.

The goal is to ensure every student is known, supported, and empowered to succeed—academically, socially, and emotionally.

Mission Statement

The Woodstock Academy Service Coordination Team (comprised of School Counselors, Administration, Related Services Providers, and Healthcare Department) enhances student success through:

- Early identification of needs
- Accurate assessment
- Proactive, collaborative support

Through weekly PLPs, multidisciplinary teams reviews students who may require intervention, support, or monitoring. By analyzing indicators such as **attendance, academic performance, engagement, and behavior**, the team develops **least-restrictive, actionable strategies** that strengthen performance and promote family and community involvement.

LEARNING ASSISTANCE BLOCK (LAB)

Questions about student services should be directed to the Director of Student Support, Shannon VanderSwaagh.

Learning Assistance Block (LAB) is a structured study hall program designed to assist students who are struggling academically or have historical struggled with the implementation of executive functioning skills.

Many students who benefit from the LAB setting are lagging executive functioning skills (e.g., planning, organization, time management, perseverance, self-motivation, task-initiation, attention to tasks, and self-advocacy), key components of the program:

- Small group setting (approximate ratio = 1:12)
- Assist students in organizing, planning, and prioritizing tasks
- Support students to communicate with their teachers
- Support student in repairing students for tests, quizzes and variety of assessments/projects/assignments
- Informal support by related service member (School Counselor, School Social worker, and/or School Psychologist)

SCHOOL COUNSELING PROGRAM

Questions about counseling services should be directed to the Director of Counseling, David Walley.

OUR MISSION

The mission of the School Counseling Department is to prepare all students for lifelong learning by providing support and resources focused on academic, personal, social, and career needs.

WHEN TO CONTACT A COUNSELOR

ACADEMIC SUPPORT

Students should contact their counselor when struggling with specific classes, selecting courses that match their goals, or developing better study habits and time management skills. Counselors help students create academic plans and connect them with tutoring resources when needed.

PERSONAL AND SOCIAL SUPPORT

Counselors provide support when students are dealing with academic stress, friendship conflicts, family changes,

anxiety about the future, or difficulty adjusting to new situations. They help students develop coping strategies and problem-solving skills for various life challenges.

COLLEGE AND CAREER PLANNING

Counselors assist students with researching schools and programs, exploring career options through assessments and job shadowing, and preparing college applications and essays. They help students develop realistic timelines for their post-graduation plans and connect them with scholarship opportunities.

CRISIS SUPPORT

Students should reach out any time they are in crisis, feeling overwhelmed, or simply need someone to talk through their concerns. Counselors are trained to provide immediate support and connect students with additional resources when needed.

HOW TO GET HELP

Students can schedule appointments by stopping by the counseling office during lunch or between classes, emailing their counselor directly, or asking a teacher to help them connect. Counselors are available before and after school for quick questions about college research and career exploration. Throughout the year, counselors visit classes to present on study skills, college applications, and life planning. Students can also participate in small group sessions on topics like stress management and peer relationships.

CONFIDENTIALITY

Student conversations with counselors are private and confidential. Counselors may share information only when there are safety concerns, legal requirements, or child protection issues. Parents and families are welcome partners in the counseling process to help support each student's success.

STUDENT SERVICES

Questions about student services should be directed to the Director of Student Support, Shannon VanderSwaagh.

OUR MISSION

The Student Services Department supports students with diverse learning needs, ensuring all students achieve their highest potential and are prepared for lifelong learning through individualized academic, social, and emotional support.

WHEN TO CONTACT STUDENT SERVICES

LEARNING SUPPORT NEEDS

Students should connect with Student Services when they need direct instruction in literacy, math, or writing skills beyond what is provided in regular classes. The department offers specialized courses and co-taught classes where students receive additional support while remaining in their regular classroom environment.

INDIVIDUALIZED EDUCATION PLANS (IEPS)

Students with IEPs receive customized support based on goals written collaboratively with general education teachers, school counselors, and related service providers. These goals are implemented across both special education and general education settings to ensure consistent support throughout the school day.

TRANSITION AND LIFE SKILLS PLANNING

Student Services helps students develop skills for post-secondary education, employment, and independent living. This includes connecting students with community resources and ensuring they have the knowledge and support needed for their next steps after graduation.

RELATED SERVICES

Students with IEPs may receive additional support services including school psychology, social work, behavior analysis, speech and language therapy, and specialized nursing care. The Academy also partners with community providers to offer occupational therapy, physical therapy, assistive technology services, and other specialized support as determined by individual student needs.

SECTION 504 ACCOMMODATIONS

Students with disabilities are guaranteed equal access to education and school activities. This includes reasonable accommodations such as program accessibility, effective communication supports, and accessible facilities and technology. All accommodations are designed to ensure students can fully participate in their educational experience.

GETTING STARTED

Contact the Director of Student Support to discuss a student's needs or learn about available services. All support is determined through the Planning and Placement Team (PPT) process and coordinated with sending towns to provide comprehensive care.

HEALTH OFFICES

Questions pertaining to the Health Offices should be directed to the Director of Health Services, Bobbie-Jo Saucier, RN, ATC.

Daily health care is provided at The Woodstock Academy. The Health Office on the North Campus is in the Bowen Building and is in Warren Hall on the South Campus. Except in emergency situations, all students must have a Securly pass before being admitted. If the nurse is unavailable, students should report to the Main Office.

An ill student is not permitted to leave The Academy unless excused by the Health Office. Parents and/or guardians are notified in case of dismissal and asked to make plans for transportation. 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 and/or guardians for dismissal will not be covered as an excused medical dismissal from the Health Office. If a student leaves The Academy without specific authorization by the Health Office for dismissal, the absence will be considered unauthorized.

Student health assessments are required (1) prior to enrollment in The Woodstock Academy, and (2) in grade ten, 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/coach and to the school nurse. Yearly athletic physicals are required for all students who try out 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; two doses of Hepatitis A given six months apart with the first dose given on or after the first birthday for any student born 1/1/07 or later; Varicella vaccine or medical documentation of having had Chickenpox; one (1) dose of meningococcal vaccine. Exemptions from immunizations require a statement from the physician that such immunization is medically contraindicated. To claim a religious exemption, a valid State of Connecticut Department of Public Health Religious Exemption Statement must have been submitted to The Academy or the previously attended school prior to April 28, 2021. As noted in Public Act 21-6, religious exemptions requested for the first time on or after April 28, 2021, are not a valid basis for excusal from statutory immunization requirements.

Under the regulatory authority of Conn. Gen. Stat. § 19a-7h as amended by Section 493 of [Public Act 22-118](#), “Each healthcare provider who has provided a child with a ‘Student Medical Exemption Certificate for Required Immunizations’ form issued by the Department in accord with section 19a-7q of the General Statutes shall file a copy of the form in such a manner as the Department may require. Forms completed prior to July 1, 2022, shall be filed no later than October 1, 2022.”

A secure, web-based portal has been established by the Connecticut Department of Public Health (CT DPH) to collect medical exemption information from the form created by Public Act 22-118.

All medical exemptions must be entered into the portal. The school where the child attends must also continue to receive a copy of the form. To make this easier, the portal can create a pdf copy of the information entered, which can be printed and shared with the parent or guardian of the child and the school.

PROCESS FOR VACCINATION OF STUDENTS

Connecticut Immunization school entry requirements require that students whose initial immunizations have been given but additional required immunizations are in process are to submit the [Healthcare Provider's Certification of In Process Required School Immunizations](#) from the student's physician, physician assistant (PA) or advance practice registered nurse (APRN) that the additional immunizations are in process in accord with guidelines and schedule specified by the Commissioner of Public Health ([Connecticut Department of Public Health Schedule For In Process Required School Immunizations](#)). Physicians, PAs, and APRNs must follow the CDC catch up schedule following the minimum spacing interval between doses and complete the administration of the additional required immunizations no later than 30-days after the minimal interval time period has occurred.

For a limited subset of these students, where the provider has clinical grounds for departing from the Department of Public Health Guidelines, the provider may submit a declaration titled the [Healthcare Provider's Declaration of In Process Required School Immunizations for PreK or Pre-School Students Subject to Religious Exemption Prior to April 28, 2021](#). The declaration is to be used only for a student who **prior to April 28, 2021** was both (1) enrolled in a preschool program or other prekindergarten program and (2) exempt from the program's immunization requirements based on a statement submitted to the program that such immunization requirements would be contrary to the religious beliefs of the student or the parents or guardian of the student. The provider must confirm that the student meets these two requirements by receiving a copy of the student's religious exemption statement from the preschool program or other prekindergarten program dated prior to April 28, 2021. The declaration form should be shared with the school the student attends. If the student does not meet these requirements, then the Healthcare Provider must complete the certificate described above.

The Woodstock Academy Board of Trustees recognizes the importance of periodic health assessments, including oral health assessments, for all students according to state health regulations. Students shall have an oral health assessment prior to enrolling in grade 9 or 10. The Board of Trustees may request that students have health assessments to determine health status of students, facilitate the removal of handicaps to learning, and determine whether some special adaptation of The Academy program is needed. No record of any student medical assessment may be open to the public. The Board may deny continued attendance at 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 and/or guardians wishing their children exempted or excused from health assessments may request such exemption to the Head of School 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, neither prescription, nor 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 inhaler, insulin, or Epi-Pen signed by a parent and/or guardian and doctor. Written parent and/or guardian permission is required for the administration of aspirin, acetaminophen, or ibuprofen.

Parents and/or guardians need to bring prescription medication to the Health Office in its original container, and with a permission form signed by the physician and the parents and/or guardians. In order to provide immunity afforded to The Woodstock 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 Head of School, or their 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.

PSYCHOTROPIC DRUG USE

In conformity with state statute, The Woodstock Academy Board of Trustees prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. However, The Academy's medical advisor may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parents or guardian, school personnel may consult with the medical practitioner regarding such use.

The Board of Trustees recognizes that the refusal of a parent and/or guardian to administer or consent to the administration of any psychotropic drug to the child shall not in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

CONDOM AVAILABILITY PROGRAM

In accordance with Board Policy 6142, condoms will be available to students on campus upon their request. As part of the distribution, trained Woodstock Academy faculty/staff will stress the risk of sexual activity including the potential exposure to sexually transmitted disease and HIV. For those students engaging in sexual activity, they will

be instructed on safe sex practices with proper use of condoms.

Parents not wishing their child to be a part of the condom availability program must complete the Refusal of Authorization form. Confidentiality in the Condom Availability Program is determined by state laws.

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 them 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. The 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.

LATEX

The Woodstock Academy acknowledges its responsibility to reduce, to a reasonable extent, the exposure of its students, employees, and visitors to latex protein in the school environment. The purpose of this latex sensitive policy is to avoid the severe, life-threatening allergic reaction to latex while in the school setting. No latex balloons will be allowed on the school grounds at any time. This includes all school-sponsored events on- and off-campus.

READMISSION TO SCHOOL FOLLOWING MENTAL HEALTH HOSPITALIZATION

For a student to return to school following a mental health hospitalization, there must be a meeting with parents and/or guardians, administration, school 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 and/or guardians 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, social-emotional health, 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, social-emotional health, 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 Head of School, or their designee, shall be responsible to establish guidelines or administrative regulations to ensure compliance with this policy.

INTERSCHOLASTIC ATHLETICS

Questions about athletics should be directed to the Athletic Director, Sean Saucier.

MISSION AND GOALS

MISSION STATEMENT

The Woodstock Academy athletic department provides broad-based competitive athletic programs that enrich students' academic experiences. Our focus is developing leaders who demonstrate outstanding character and integrity while pursuing victory with honor and emphasizing responsibility to self, team, and community.

PROGRAM GOALS

The athletic department cultivates each student-athlete's mind, body, and spirit through:

- **Athletic Performance:** Skill development, health and nutrition, tactical strategies, mental toughness, strength and conditioning
- **Academic Achievement:** Demonstrating scholarship, prioritizing academics, preparing for post-graduation life, maintaining eligibility
- **Leadership:** Guiding others to reach potential, leading through words and actions, working as a cohesive unit
- **Citizenship:** Showing respect for others, commitment to team, investment in community
- **Sportsmanship:** Demonstrating honesty, integrity, and class while pursuing victory with honor

CORE VALUES

Our athletic department supports the Academy's overall mission by:

- Increasing athletic participation through diverse sport offerings
- Emphasizing respect for human differences and diversity
- Measuring success by effort, progress, and sportsmanship—not just wins and losses
- Fostering moral awareness and civic participation in the community

CIAC SPORTS OFFERINGS

FALL SPORTS

- **Boys:** Football (V, JV), Cross Country (V, JV), Soccer (V, JV)
- **Girls:** Volleyball (V, JV), Cross Country (V, JV), Soccer (V, JV, F)
- **Co-Ed:** Cheer (V), Spirit/Dance Team (V), Unified Soccer

WINTER SPORTS

- **Boys:** Basketball (V, JV, F), Ice Hockey (V, JV), Indoor Track (V), Wrestling (V, JV)
- **Girls:** Basketball (V, JV, F), Gymnastics (V), Ice Hockey (V), Indoor Track (V),
- **Co-Ed:** Cheer (V), Spirit/Dance Team (V), Unified Basketball

SPRING SPORTS

- **Boys:** Baseball (V, JV), Golf (V), Lacrosse (V, JV), Tennis (V), Track & Field, Volleyball (V)
- **Girls:** Lacrosse (V, JV), Golf (V), Softball (V, JV), Tennis (V), Track & Field
- **Co-Ed:** Unified Tennis-Baseball (Banana Ball)

V = Varsity, JV = Junior Varsity, F = Freshman

TRYOUTS AND TEAM SELECTION

Athletic physicals are required annually for all student athletes.

Tryouts are held at the beginning of each season to determine team rosters. The varsity coach sets the tryout period—**attendance is critical for all prospective players.**

Important: Tryouts are competitive and selective, especially at the varsity level. While all students may try out, team roster sizes are limited to ensure proper skill development and competitive opportunities. Roster sizes and selection procedures may vary by sport and are determined jointly by the varsity coach and Athletic Director.

PAY-TO-PLAY POLICY

FEE STRUCTURE

- **Standard fee:** \$100 per sport
- **Ice hockey:** Higher fee applies
- **Family benefits:** Third sport free, \$500 family cap maximum

PAYMENT REQUIREMENTS

- Fees assessed once team rosters are finalized
- **Payment due:** One week prior to first game

- **Payment methods:** Online through PowerSchool or Business Office
- **Late payment:** Removal from all athletic activities until paid; may rejoin once fee is paid in full

REFUNDS AND WAIVERS

Refunds only granted if:

- Insufficient participants to field a team

No refunds for:

- Students who quit
- Removal due to ineligibility or disciplinary reasons
- Fees are not pro-rated

Financial assistance available:

- Students receiving free/reduced lunch may have fees waived
- Fee reduction/waiver requests for financial hardship (contact Athletic Director or Principal)

CIAC POLICIES

STEROIDS AND PERFORMANCE ENHANCEMENT

The Academy fully endorses the National Federation of State High School Associations' prohibition on anabolic steroids and performance-enhancing substances. Such use violates legal, ethical, and competitive standards while imposing serious health risks.

CAPTAIN'S PRACTICES

The Academy endorses CIAC restrictions prohibiting captains' practices (team-organized sessions without adult supervision). These practices may violate eligibility rules and create serious liability issues for injured athletes.

OPEN GYM POLICY

Open gymnasium/playing fields are permitted for recreational purposes only, following CIAC standards:

- **Permitted:** Open access for all students for recreational purposes (fun, socialization, enjoyment)
- **Prohibited:** Skill instruction, coaching, or practice sessions for select groups during non-CIAC seasons

Please refer to the [Athletic Handbook](#), located on the school website, for additional policies and practices.

GENERAL SCHOOL POLICIES

Questions in this section should be directed to the Dean of Students, Beth Ten Eyck

ACCEPTABLE USE POLICY

The Woodstock Academy has an Acceptable Use Policy (AUP) that all students and parents and/or guardians must read before a student may use any of the computers at The Woodstock Academy. The AUP is designed to maintain the integrity and security of all computers and network functions. The Woodstock Academy filters the Internet per order of the Children's Internet Protection Act. A copy of the AUP can be found on the school website at:

<http://www.woodstockacademy.org/aup>. Any student in violation of the AUP is subject to disciplinary action which may result in the loss of computer privileges. Please refer to the disciplinary matrix for the consequences of violating the AUP.

ACCOUNTABILITIES

It is the belief of the Board of Trustees that students shall be held responsible for proper care of books and supplies entrusted to their care. The student and/or the parents or guardians have the responsibility to care for these textbooks, library books, and other educational materials (including technology).

In the event these textbooks, library books and other educational materials (including technology) are damaged or lost, regardless of the reason, the student and/or the parents or guardians must pay for the materials at their current replacement cost. Failure to do so may result in the withholding of grades, report cards and transcripts; and/or non-participation in promotion or graduation exercises, extra-curricular activities and inter-scholastic athletics. If after consultation with the parents and/or guardians, the lack of accountability persists, the student may be assigned in-school suspension. If any materials paid for are eventually returned to the school undamaged, all funds will be returned to the student and/or parents or guardians.

AGE OF MAJORITY

The Academy maintains contact with parents and/or guardians of students while students are enrolled at The Woodstock Academy and is responsible to parents and/or guardians regardless of age. All forms, regardless of a student's age, must be signed by a parent/guardian. If a student is eighteen, a request may be made for direct communication between the student and the school, and parents and/or guardians will be notified of that request.

ARRIVAL AND DEPARTURE

Students are required to report directly to the campus upon arrival by automobile, school bus, walking, or biking. Students may not loiter in parking lots or areas adjacent to the campus. No students are to be on campus unsupervised before or after school hours. Supervised areas include meeting with a teacher (by appointment), library, weight room, supervised clubs, sports, and school-sponsored activities.

BREATHALYZER TESTING POLICY

Breathalyzer testing may be used during the school day when there is reasonable suspicion of alcohol use, or at Academy-sponsored activities and events (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. 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.

BUS REGULATIONS AND CONDUCT

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

SHUTTLE BUSES BETWEEN NORTH & SOUTH CAMPUS

Shuttles will run between South Campus and The Woodstock Academy North Campus throughout the school day. It is important that students are on time for the shuttles. Missing a shuttle will not be considered an appropriate excuse for missing class. Shuttles will leave once full, or at their scheduled departure time. Students are not permitted to drive themselves or others in a personal vehicle. Students that do this will immediately lose parking privileges.

ACADEMY VEHICLES

Complaints relative to The Academy's vehicles and transportation are received and processed by the Director of Campus Safety and The Chief Finance and Operating Officer.

CHILD ABUSE/NEGLECT AND MANDATED REPORTING

All Woodstock Academy staff members are mandated reporters under Connecticut law. When any staff member receives information about or reasonably suspects child abuse or neglect, they are required to report it to the Department of Children and Families within 12 hours and notify administration immediately.

This reporting requirement is designed to protect students and ensure they receive appropriate support and services. Reports are made in accordance with state law and in the best interest of student safety and well-being.

COMMUNITY LUNCH

Community Lunch is a unique opportunity that allows students to schedule their own time for 55 minutes per day. During this time, The Commons, the library (for quiet studying), and the North gym are available for student use, although food is not allowed in the library or gym. During Community Lunch, clubs and activities may meet. Faculty will be available for extra-help, and discipline-specific rooms will be designated for various academic support. A lunch detention session will also be provided. Students should not go to South Campus during Community Lunch unless they are attending a club or activity, or meeting with a staff member (with an approved Securly pass).

The success of Community Lunch will rest with individual student responsibility. Students are expected to continue to follow all school rules and to clean up after themselves. Students are not allowed to bring bags into the lunch line and are expected to store their bag in a safe and approved location. Students unable to demonstrate a mature comportment and a sensible use of this time may be assigned to designated areas. Students are permitted to spend the Community Lunch hour in designated areas with regular adult supervision.

During Community Lunch, students may not leave campus without permission, or occupy areas with limited supervision, including, but not limited to, restrooms and stairwells. Students are also not permitted in the residential sections of South Campus dorms, including dorm lounges, during school hours. For safety reasons, students are not allowed to sit on any floor for lunch, in any area of the campus. Besides open classrooms, and outdoor seating, limited hallway benches and counters are available.

Students will be considered “off campus” if they are in any of the following areas without permission, or dismissal, during Community Lunch (or any other time during school hours):

- North Campus: Child Hill, Academy, or Cemetery Road, Route 169, the area behind the Bicentennial or Hyde Buildings, staff or student parking lots. If students are walking outside, they should not go beyond the sidewalk unless given permission or walking with an adult.
- South Campus: Route 169, or any road surrounding the campus, the area behind the South gym, including the trails behind campus, surrounding cornfields, and the Maintenance shed.

Seniors with privileges (blocks 1, or 2) **may not** sign out for Community Lunch and must remain on one of the two campuses. Students with block 3 privileges do not need to return for Community Lunch; Students with block 4 privileges may sign out after the start of Community Lunch.

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 a 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.

PHILOSOPHY AND VALUES

All students should have the right to dress comfortably and express themselves in school through selection of clothing, hair styles, jewelry, and accessories that represent and affirm their identities. Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes or reinforce marginalization or oppression of any group. All students and staff should also understand that they are responsible

for recognizing and managing their own personal "distractions" without unnecessarily regulating individual students' clothing choices.

DRESS CODE GOALS

- Maintain a safe learning environment that is responsive to the specific needs of different classroom environments (e.g., protective clothing in lab settings, athletic attire in PE classes, etc.);
- Ensure that all students are treated equitably regardless of gender, sexual orientation, gender identity, race, ethnicity, religion, cultural observance, body type/size, personal style, household income, or disability.
- Allow all students to wear clothing of their choice that is comfortable.
- Allow all students to wear clothing that expresses their self-identified gender.
- Allow all students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories that may make it difficult to identify them, interfere with the operation of the school, disrupt the educational process, interfere with the rights or personal space of others, or contribute to a hostile or unwelcoming atmosphere.

BASIC PRINCIPLES

Clothes must be worn in such a way that all students' private parts (genitals, buttocks, breasts, and nipples) are covered.

ALLOWABLE ATTIRE:

- Students must wear clothing, including both a shirt with pants, shorts, or skirt (or equivalent, i.e., a dress), and shoes. Bras/bralettes are not considered tops, and must be covered by a shirt
- Shirts and dresses must have fabric in the front and on the sides
- Clothing must cover undergarments and entire buttocks; waistbands and bra straps excluded
- Fabric covering all private parts must not be see-through
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms or safety gear
- Hats and hoodie sweatshirts, if they allow the face to be clearly visible and not interfere with the line of sight to any student or staff. Hats and hoodies must allow the student's face and ears to be visible
- Midriff-baring shirts, if they do not violate the basic principle (above)
- Pajama bottoms
- Ripped pants, if underwear is not exposed
- Tank tops, including spaghetti straps and halter tops
- Athletic attire

PROHIBITED ATTIRE:

- Clothing may not depict, promote, or advocate the use of alcohol, tobacco, marijuana, or controlled substances
- Clothing may not depict pornography, nudity, sexual acts, or innuendos
- Clothing may not depict, promote, or advocate the use of guns, violence, or profanity
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups

- Clothing and/or accessories may not depict or display the Confederate Flag
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress code violations should be consistent with discipline policies for similar violations
- Bathing suits, except as required for PE classes and sports
- Any item that obscures the face or ears (except as a religious observance or as required PPE)

DRESS CODE ENFORCEMENT

Students and their parents/guardians are responsible for ensuring compliance with the dress code. All students are expected to understand and follow these guidelines. School staff will enforce the dress code consistently and fairly for all students, regardless of gender, race, or other characteristics.

ENFORCEMENT GUIDELINES:

- Enforcement of the dress code should not lead to removal from class or loss of class time unless the issue creates a safety concern or violates the dress code non-violence/non-discrimination expectations
- School staff should address dress code concerns in as private a manner and setting as possible.
- No student should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
- Students should not be publicly shamed or forced to display their body in front of others (students, parents, staff) during dress code enforcement.
- Students violating the dress code will have three options to address the situation:
 - Put on their own alternative clothing, if available at school
 - Borrow alternative clothing from a peer or the school for the day
 - Have a parent bring alternative clothing for the student to wear

DRUGS/ALCOHOL

Students exhibiting signs of use, possession, sale, transfer, or being under the influence of alcohol, illicit drugs, synthetic substances, inhalants, other mood-altering substances, or items represented as drugs will be referred immediately to administration. This includes possession of drug paraphernalia, which refers to any equipment or materials used for planting, growing, manufacturing, processing, storing, or consuming controlled substances or illegal drugs.

Administration, working with the school nurse, will conduct an evaluation for impairment. When alcohol use is suspected, breathalyzer testing may be conducted according to [The Academy's Breathalyzer Testing Policy](#). Students found in violation will face disciplinary procedures outlined in the discipline code, and parents/guardians will be contacted and asked to pick up their student. Substance use counseling information will be provided to students and their families.

The use, sale, transfer, or possession of alcohol, drugs, or synthetic substances on campus is considered one of the most serious breaches of the disciplinary code, second only to violent acts against faculty, students, or staff. Students found in possession or involved in the sale or transfer of these substances will be referred to local authorities and face disciplinary penalties according to Academy policies. Physical evidence may be reported to police via administration, except in cases of voluntary disclosure. Confiscated items will be disposed of or turned over to

police as appropriate.

VOLUNTARY DISCLOSURE

If a student voluntarily tells a staff member of a drug, alcohol, or substance abuse problem, the following will occur:

- 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 their 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 they need.
- A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to the student and refer the student to appropriate local resources.
- 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 members of the Administration.
- 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 parents and/or guardians. Corrective plans will be developed with the cooperation and consent of the parents/guardian and student. The parents/guardian will be given a written copy of the conference minutes and recommendations for corrective plans.
- Copies of the conference minutes and corrective plans will be kept in the counselor's and Dean of Student professional files.
- The counselor or mental health professional will maintain contact with the student and their family regarding the problem.
- The administration will, in all cases, be informed of all activity relative to confirmation and aiding the student to solve their alcohol, drug or substance abuse problem.

ELECTRONIC DEVICES

The Woodstock Academy provides iPads for all student to assist in their educational programing. Students are required to take these devices. Parents wishing to place restrictions on these devices should contact the IT department. When students first log into their assigned device, they must accept the Conditions of Use. These conditions state: By continuing, you agree to The Woodstock Academy's Acceptable Use Policy found [here](#). You are also agreeing to the provisions set forth in this Student Handbook. The Academy can monitor your internet traffic, locate this device, and manage all profiles on this device. For more information, please visit the WA Information Technology Office or call (860)928- 6575, option 8.

ELECTRONIC DEVICES: CELL PHONES

The Woodstock Academy follows Connecticut State Board of Education guidance on personal technology use in schools. It is necessary to set up parameters as to when it is acceptable for students to use their phones and when it is prohibited.

Personal phones will be permitted in all areas of the school except for **classrooms, library, locker rooms, and bathrooms**, or during any assemblies.

As a practice, all teachers will require that phones are placed and stored collectively in a teacher-designated place for the entire block. Each classroom will have a designated caddy or phone holder. Without specific staff permission, at

no point should a student take a cell phone out of the designated caddy before the class ending bell. During class time, students should not be seen with cell phones in the hallway. Students are expected to comply with this request.

If a student does not adhere to the above policies, consequences will depend on the location of the violation:

CLASSROOM VIOLATIONS:

FIRST OFFENSE: Verbal warning, or other consequence as established by teacher, such as a teacher confiscation of phone, teacher detention, or a zero for participation grade for the day. If during an assessment or independent classwork, zero on assignment and referral for plagiarism may be warranted.

SECOND OFFENSE: Phone turned into teacher for the remainder of the class period; zero on assignment/participation, referral for cell phone violation and plagiarism (as appropriate), one-hour office detention.

THIRD OFFENSE: Phone turned into the Main Office for the remainder of the school day; parent must pick up phone from the Main Office between 7:30 AM and 3:00 PM, or as arranged with administration, office referral for cell phone violation, and two-hour detention. Zero on assignment and referral for plagiarism as appropriate.

LOCKER ROOM, BATHROOM, OR ASSEMBLY VIOLATIONS

- **FIRST OFFENSE:** Phone confiscated immediately, returned at end of day, one-hour office detention.
- **SECOND OFFENSE:** Phone confiscated, parent must pick up phone from Main Office, two-hour detention, disciplinary referral.
- **THIRD OFFENSE:** Phone confiscated overnight, parent pickup required, three-hour detention, possible suspension from activities.

Students refusing to relinquish their phones in any location will be sent to the Main Office for insubordination and an administrative action referral will be submitted for discipline according to the discipline matrix.

ADMINISTRATIVE DISCRETION

Violations that are particularly egregious in nature, involve safety concerns, privacy violations, recording without consent, or other serious misconduct may result in more severe consequences at the discretion of administration, including, but not limited to suspension, expulsion proceedings, and/or referral to law enforcement as appropriate.

ALL OTHER ELECTRONIC DEVICES

Personal electronic devices, including Bluetooth speakers, laser pointers, etc., are not to be used on The Academy campus during school hours (7:35 AM-2:15 PM). As a practice, all teachers will require that phones are placed and stored collectively in a teacher-designated place for the entire block. Each classroom will have a designated caddy or phone holder. Students are expected to comply with this request. Earbuds or headphones 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. For the safety of all, students who use earbuds or headphones outside of the classroom must keep one ear uncovered. If a teacher or staff member may ask a student to remove a hood, hat, or move their hair to confirm no earbud is in place.

Music playing devices may not be used by a student while they are testing, unless granted permission by the Principal or designee. 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. The 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. School computers, iPads, or other technology are to be used by students for educational purposes only.

Connecticut General Statute § 53a-189 makes recording a conversation without the consent of at least one party a crime. Eavesdropping is a Class D Felony that carries up to 5 years in prison, a \$5,000 fine, and probation. This applies both to telephone calls and in-person conversations. Students and their parents/guardians have the reasonable expectation that unauthorized photographs, audio recordings, and/or videos taken on campus will not be created and/or distributed without their knowledge and approval. Therefore, no photography or videotaping is allowed on campus except with the specific approval of the Principal or under the supervision of a faculty or staff member using those mediums as a part of an approved curriculum. When such photography or videotaping is allowed, it shall include only the approved subject matter and only be used for the approved purpose.

ISSUED TECHNOLOGY

Questions regarding school-issued technology should be directed to the Director of Information Technology, William Olson.

All students are **required** to take an iPad, as it will be a regular form of instructional delivery. The Woodstock Academy retains sole ownership of the device and related equipment. All Apps required of school curricula will be provided free of charge. Students will be permitted to install additional educational apps; however, they will be purchased using the student’s personal account, at the student’s expense, and may be deleted at any time. All customized content must be school-appropriate. If any apps are deemed inappropriate for the educational setting, they will be removed from the device immediately and disciplinary consequences may be given. This includes playing first person shooter games while on campus- this is not allowed. Students may not alter the operating system, firmware, or Mobile Device Manager.

iPads will have restricted access to the Internet and social media only while connected to The Woodstock Academy network. Parents and students are encouraged to discuss expectations for iPad use outside of the school setting. The Academy encourages parents to regularly monitor their child’s activity on the iPad.

Students will be financially responsible for damaged or lost school-issued technology and accessories. Students should not place stickers on iPad or cases. Third party repairs or alterations to the hardware of any kind are not allowed and will result in a full device replacement fee charge. Items and replacement costs and fees are as follows:

Lost iPad Replacement Fee	\$ 330.00
Keyboard Case	\$110.00
Lightning to USB Cable	\$ 20.00
Apple USB Power Adapter	\$ 20.00
STM Dux Case Replacement	\$ 60.00
Accidental Damage Fee	\$ 100.00
Sticker Removal	\$25/sticker

FOOD DINING SERVICE

All food purchased through the North Campus Commons will use the Flik Dining Service. The Woodstock Academy contracts with Flik Dining Services as an independent food service provider separate from The Woodstock Academy. As an independent vendor, all transactions go through Flik Dining Services. If students are purchasing items in the Commons which are outside of their residence life package or if a Day student is purchasing items, they may use a few different ways to pay for their purchases. Flik Dining Services will take credit cards, cash, ApplePay, or a check at the registers. Flik Dining Services also uses MyKidsSpending as their funding portal for parents/guardians to put money on the student account. MyKidsSpending portal can be reached at mykidsspending.com. MyKidsSpending is a declining balance product and, as such, when a student purchases item(s), their balance is reduced until it reaches zero. Once it has reached zero, students will not be allowed to run negative balances. The Woodstock Academy and Flik understand that there are times when a student forgets their lunch or their money for lunch and in those scenarios, we do not want students to go hungry. We encourage students to let one of the food service workers or a school administrator know that they need assistance for that day, and we will accommodate them.

Also, The Woodstock Academy recognizes that there are times when families run into challenging financial situations and need some support. Although The Academy does not formally participate in the National School Lunch Program, we do want to support families in need as best as we are able related to free lunch options. Please contact the school for more information.

FOOD DELIVERY

There will be no delivery of food to campus, without prior administrative approval, during school hours. Any food delivered to campus during school hours without administrative approval will be confiscated by administration and discarded.

HOMELESSNESS

Homeless students are provided additional protection and assistance under the McKinney-Vento Homeless Assistance Act. “Homeless children and youth” are defined as “individual who lack a fixed, regular, and adequate nighttime residence.” A student, or family, who feels that they qualify for protection under this law should contact guidance or administration so that the Homeless Education Liaison may confirm eligibility and begin to coordinate services for the qualifying student(s).

INITIAL MORNING PROCEDURE

At 7:30 AM, a warning bell will ring indicating that students should enter their first block classrooms. Students are to be in their first block at 7:35 AM, at which time attendance will be taken.

Students arriving late to school should report directly to their first-block classroom and complete the Late Arrival QR Code form posted in the room. After submitting the form, students must show their teacher the completed submission as verification of their late arrival.

Students arriving after **8:00 a.m.** must report to the Main Office to check in with the Attendance Administrative Assistant before proceeding to class.

Students who demonstrate a pattern of tardiness may be subject to disciplinary action and may be required to participate in an individualized attendance support plan designed to promote consistent and timely attendance.

For additional information regarding expectations and consequences, please refer to the **Tardiness to School and Class** section of this handbook.

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, except for 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 the student's own insurance carrier or other medical prepayment plans.

After the claim is paid, submit any bills rejected by the student's 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.

LIBRARY

The library is open from 7:00 a.m. to 4:00 p.m. every school day and on Saturdays from 9:00 a.m. to 12:00 noon. Holiday and school vacation hours vary. Bracken Memorial Library serves as both the school library for The Woodstock Academy and as a public library for the town of Woodstock. Students who live in Woodstock may obtain a library card from the library that will allow them to check out books and other materials from any library in the state of Connecticut. In addition to print resources, the library offers access to numerous online databases and a free e-book library. If the library does not have a book(s) that you need, just ask the librarian and they will order it through inter-library loan.

LIBRARY RULES AND PROCEDURES

Students are welcome to use the library before school, during study hall and/or senior privileges, during Community Lunch, and/or after school. However, students using the library are asked to help maintain an atmosphere that allows all other students in the library to read and/or complete schoolwork. Students being too loud or disruptive will be asked to leave.

Passes to come to the library during study hall can be obtained from the librarian at the beginning of the day, or between classes. Passes will be given out on a first come, first served basis based on available seating/space. If a student gets a pass to use the library during study hall, they must sign in at the beginning of the block, check in all cell phones for the duration of the period, and stay for the entire period. Classes scheduled to use the library have priority for the tables/space over students from study hall.

No food is allowed in the library. Students are asked to clean up their space/tables when they leave the library.

Students may borrow as many books as they would like during the school year. Students will be billed for any books not returned by the end of the school year. Students are welcome to come in and browse the shelves but must always sit downstairs.

LOCKERS

Lockers are the property of The Academy, and they may be searched by an Academy administrator, or their designee, when there is reasonable suspicion of danger, violation of school policy, or noticeable odor.

LOST AND FOUND

Lost and found articles may be claimed in the Main Office or on the table next to B133 of the Bowen building. Anyone finding items around the campus should turn them in to the Main Office. Taking items that are not yours from the lost and found is considered theft and will be disciplined accordingly.

PASSES

The Woodstock Academy operates on a digital pass system, and all students in the hallway during class time are required to have a digital pass, except during their designated lunch. Teachers will give students a pass, and they will sign out using the Securly pass system. Remember that passes are given at the teacher's and administrative discretion.

PERSONAL PETS

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

PESTICIDE APPLICATION

The Head of School or their designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with Board of Trustees policy and regulations. The name and address of the applicator shall be part of any posting.

Pesticide purchase shall be limited to amounts authorized by the Facilities Director for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized personnel. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

SCHOOL CANCELLATION ANNOUNCEMENTS

Changes to the school day may occur due to inclement weather. The Woodstock Academy, in consultation with the sending town Superintendents, will announce changes at approximately 6:00 AM on the school's website (woodstockacademy.org), and via electronic communication.

An automated message will go out to parents and/or guardians for informational purposes. It is the student's responsibility to check social media, or the website for accurate and up-to-date notices. Please note that the Day A or B schedule is not affected by school cancellations. The day schedule remains as listed on the school calendar.

SCHOOL VOLUNTEERS

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

- Increase students' educational attainment
- Provide enrichment experiences for students
- Increase the effective utilization of staff time and skills

- Give more individual attention to students
- Promote greater community involvement

The Head of School, or their designee, has established 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, possession, and distribution of tobacco and nicotine products (to include snuff or other smokeless nicotine products), vaping devices, THC, or any other substance that endangers the health and safety of students (jimsonweed, salvia, K2, etc.), is prohibited on or about The Academy property during school hours, activities, or on school transportation. Tobacco and nicotine products and paraphernalia (including, but not limited to lighters, rolling papers, vape chargers and cartridges, etc.), will be confiscated by administration. Confiscated items will be disposed of or turned over to the police as appropriate, and appropriate discipline will be issued.

STUDENT PARKING

Students may not park on Cemetery or Academy Road at any time. Permits must be obtained to use the school parking lots. No loitering is allowed in the parking lots. The Covenant Church parking lot is off-limits after dark and on weekends. Violators of this policy risk the loss of driving privileges and may face additional disciplinary measures.

Driving to school and parking in designated areas is a privilege extended to qualifying seniors and juniors, upon acceptance of a parking application, by the administration. Parking space is LIMITED. Applicants must be a senior or junior at the beginning of the school year. Each approved student parking application will be assigned a parking permit on a first-come first-served basis. The parking application will be made available to seniors first and then opened to juniors. A parent or guardian must submit a completed parking application via the PowerSchool Parent Portal under “forms”. Financial obligations with The Woodstock Academy must be met before a parking pass is issued. Students must be in good academic, financial, and disciplinary standing to qualify for parking privileges.

Parking permits cannot be transferred from one student to another. The Administration may revoke parking privileges as a component of social probation or other disciplinary action.

All school rules apply to student parking areas. The Administration may request that a student open their car while on school property for inspection, should it be judged necessary. Under no circumstances are students allowed to drive between North and South Campus during the school day. This will result in an immediate loss of parking privileges.

STUDENT IDENTIFICATION

To promote a safe and secure school environment, all students are required to always carry their school-issued identification (ID) card while on campus or participating in school-sponsored activities.

The Woodstock Academy ID cards will be issued to students every two years, once as a first-year student, and again during junior year. Each ID card will display the student’s picture, ID number, and expected year of graduation. Students will be able to use their IDs for printing, purchasing food in the cafeteria, accessing library services, entering all buildings on campus, and entering events. Only Residential Life students have ID-enabled access to designated residential buildings.

IDs are **non-transferable** and may not be shared or loaned. Students may be asked to present their ID as part of normal safety and security practices and are expected to comply. Persistent failure to carry a student ID card will result in disciplinary measures. ID cards must be kept in good condition, remain **undamaged, and be legible and unaltered**. Students who have lost their IDs must report this misplacement immediately to the IT department. A replacement ID for lost cards will cost \$20 and will be billed to the student's account.

SEARCH OF TECHNOLOGY

SEARCH OF SCHOOL AND PERSONAL ELECTRONIC DEVICES:

Searches of school-issued technology do not require student permission and can occur whenever an administrator deems it necessary and appropriate. For purposes of this protocol, "personal electronic device" means any device that a student is in possession of which is not owned by The Woodstock Academy and electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, and laptop computers.

In a situation where a violation of school rules or law is suspected, a student's personal electronic device may be searched only when an administrator has examined the situation and found that reasonable suspicion exists to believe that the personal electronic device contains evidence of such violation. The administrator may call upon school technology personnel to assist in the search if needed.

The scope of any search should be limited to locations inside the device that could reasonably contain evidence of the violation. While searching, only information related to the violation should be examined, and due care should be taken to avoid any unnecessary examination of personal information, such as medical information that might be on the device.

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 campus (or off-campus sponsored activity) in a motor vehicle and/or on foot without permission is considered reasonable cause for conducting a search of vehicles and/or students. The Woodstock Academy reserves the right to utilize narcotic detection canines in the school setting. The Woodstock Academy also reserves the right to utilize metal detectors during a student search if there is reasonable cause.

SUICIDE PREVENTION POLICY

The Woodstock Academy Board of Trustees recognizes that suicide is a complex issue. Students experiencing suicidal ideation, or those for whom suspicion of suicidal thoughts or behavior has been reported, will be assessed by qualified personnel, and an appropriate support plan will be developed in collaboration with their parent/guardian. The Woodstock Academy will refer at-risk students to appropriate professionals for assessment and counseling as needed.

The Academy maintains a strong commitment to integrating suicide awareness education into the curriculum, policies, and procedures. These programs are designed to effectively reach students, school personnel, and parents/guardians, and are regularly reviewed and revised to ensure ongoing effectiveness in supporting student mental health and safety.

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 will 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 Principal or their designee prior to being administered.

TRESPASSING

Students are not permitted on The Woodstock Academy campus after 3:00 PM unless engaged in an approved school activity (this could include, but is not limited to, athletic events, extra-curricular activities, additional academic support). All students staying after school must be in supervised areas. Additionally, unauthorized persons, including students, are prohibited from being in unauthorized areas.

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. Authorization to leave the designated campus must be received from the Administration. Neighboring property, public or private boundaries, must be respected. While entering, leaving, or during Academy events or school days, students are subject to disciplinary and legal action.

VALUABLES

The 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.

VISITORS

Students wishing to host potential transfer students must complete required paperwork from counseling and submit it for administrative approval at least 24 hours in advance. No student visitors are allowed in September or June. Visitors must be introduced to teachers in every class attended.

All visitors must check in with Campus Safety, have a pre-scheduled appointment, and sign in indicating whom they are visiting. Staff members must enter visitor information into the electronic log prior to arrival. Visitors receive badges and must always be accompanied by a student or staff member.

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 their birth certificate. Working papers may only be issued to students employed in the State of Connecticut. Working papers may be obtained in the Student Counseling office.

ATTENDANCE/TRUANCY POLICY

Questions in this section should be directed to the Jen Lachina, Associate Principal

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 withdraw without written consent from their parent/guardian.

DAILY SCHOOL ATTENDANCE

Attending school daily 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.

Attendance is monitored throughout the year by Professional Learning Partnerships. This team is made up of guidance counselors, administration, social worker(s), school psychologist, and nurses.

If a student must be absent from school, please use the PowerSchool parent portal to report the absence (instructions can be found later in this section). **Please note that a phone call DOES NOT excuse the absence.** Written documentation must be provided to excuse any absence (see below).

EXCUSED ABSENCES

By State law, the first nine (9) absences per academic year can be excused (with proper written documentation) for any reason that a parent/guardian provides. For the tenth absence and all absences thereafter, The Academy will only excuse absences, with written documentation, for the reasons below:

- Student illness or injury **with proper verification**
- Medical appointments with proper verification
- Court proceedings with proper verification
- School sponsored field trips
- Death of immediate family member
- Observance of a religious holiday
- Lack of transportation normally provided by district (verified through sending town)
- Two visits to schools of higher learning (per semester), for the purpose of a formal interview (pre-approved by the Counseling Office)
- An interview for military enlistment (pre-approved by the Counseling Office).

- Effective July 1, 2021, Section 19 of Public Act No. 21-46 allows any student enrolled in grades kindergarten through twelve to take two **non-consecutive** days each school year as **mental health wellness days**. These days will be excused *in addition* to the nine excused absences listed above.

Note: “Proper verification” means an official card/letter from a professional office. Documentation for absences *MUST* be received within 10 school days otherwise they will be considered unexcused.

REPORTING AN ABSENCE

The Academy provides parents/guardians access to report student absences through PowerSchool. Parents & guardians can report at any time, for any length of absence – from a partial day for an appointment, to multiple days due to illness or college visits. When reported through PowerSchool, the notification counts as written notice from the parent/guardian, which Connecticut requires for the absence to be excused and not count toward student truancy. Reporting absences through PowerSchool allows information to be received and processed more quickly, so teachers and staff know earlier in the day what to expect.

- To create a PowerSchool parent account visit our website: <https://www.woodstockacademy.org/parents-guardians/information-technology/powerschool-account>
- For step-by-step instructions for reporting an absence via PowerSchool, visit this section of our website: <https://www.woodstockacademy.org/parents-guardians/information-technology/powerschool-attendance>

ATTENDANCE RECOVERY & CREDIT WITHHOLDING DUE TO ABSENCES

UNEXCUSED ABSENCES – POTENTIAL LOSS OF CREDIT

Absence from school without proper written verification, as outlined in school policy, is considered **unexcused**. The following procedures outline how excessive unexcused absences may result in withheld course credit:

- **After the sixth unexcused absence** from any course in a semester, the student will meet with their school counselor to review absence patterns and determine whether a parent/guardian conference is needed.
- **After the seventh unexcused absence**, written notification will be sent to the student and their parent/guardian. The student will be placed on **social probation** and will meet with their counselor and administrator to explore potential interventions. These may include, but are not limited to:
 - Participation in the **Attendance Recovery Program** (see below)
 - Enrollment in **Attendance Mentoring** through TEEG
 - Adjusting grading options (e.g., Pass/Fail instead of a letter grade)
- **After the ninth unexcused absence**, credit will generally be withheld for the impacted course(s), and families will be notified by mail and email. However, based on the **timing and frequency of absences**, students **may still be eligible** for Attendance Recovery at the discretion of their assigned administrator. Students may also be referred to the **Appeal Process for Reinstatement of Withheld Credit**.

Families are strongly encouraged to plan vacations during school breaks. Vacation-related absences count toward a student’s excused absence limit unless third-party documentation is provided. All absences beyond the first nine excused absences must be medically or professionally verified. Students who exceed absence thresholds may also be referred as **truant**.

ATTENDANCE RECOVERY PROGRAM

The **Attendance Recovery Program** provides students who exceed allowable absences with a structured opportunity to improve attendance and recover academic credit. It reflects Woodstock Academy's commitment to intervention, accountability, and student success.

ELIGIBILITY

Students may be referred to Attendance Recovery if they:

- Exceed the unexcused or total absence limits outlined in the attendance policy
- Have credit withheld for a course due to chronic absenteeism
- Demonstrate willingness to engage in a recovery plan

Referrals may come from a teacher, counselor, or administrator.

PROGRAM COMPONENTS MAY INCLUDE:

- An individualized **Attendance Recovery Agreement** outlining expectations
- Improved attendance to at least **90% average daily attendance** over the recovery period
- Maintenance of **passing academic performance**
- **Regular check-ins** with staff and use of available support services
- Optional grading adjustments (e.g., Pass/Fail status)
- **Family involvement** when appropriate

INCOMPLETE GRADES & EXTENDED RECOVERY

If a student **does not meet the expectations** of their initial Attendance Recovery Agreement, they will receive a temporary grade of **"I" (Incomplete)** for the course.

To earn back credit, the student must:

1. Collaborate with school staff to develop a **personalized credit recovery plan** at the start of the following semester
2. Maintain **90% or better attendance** during that semester
3. Fulfill all conditions of the collaborative plan (attendance, academics, support participation)

If the student completes the plan, the "I" will be converted to **P (Passing)** and credit will be awarded. If not, the credit will be **permanently forfeited**.

APPEAL PROCESS FOR REINSTATEMENT OF WITHHELD CREDIT

In accordance with **Attendance Policy 5113a**, students whose credit is withheld due to attendance violations have the right to appeal.

- The school counselor will meet with each student to outline **credit reinstatement options**, including eligibility for Attendance Recovery or a formal appeal.

- Students remain on **social probation** during this process.

SUBMITTING AN APPEAL

A written appeal must be submitted to the administrator who issued the credit loss notification. The appeal will be reviewed by the **Credit Appeals Committee**.

THE CREDIT APPEALS COMMITTEE WILL:

- Review the written appeal
- Evaluate the student's attendance and academic performance since credit was withheld
- Consult with the student's counselor
- Deliver a written decision within **10 school days**

APPEAL REVIEW CRITERIA:

- Documented extenuating circumstances
- Attendance record since credit loss
- Academic performance and teacher feedback
- Records of class cuts, tardiness, or detention cuts
- Evidence of sustained improvement

Students who are dissatisfied with the outcome may submit a **final appeal** to the **Principal** or their designee.

STUDENT/TEACHER RESPONSIBILITY DURING WITHHELD CREDIT

While credit is withheld, teachers will continue to grade student work and maintain academic expectations. This ensures continuity of instruction and allows students the opportunity to earn credit if reinstatement or recovery is successful.

OTHER RAMIFICATIONS

Any student who has credit withdrawn may be ineligible for:

- Honor Roll, regardless of grades received
- Appointment to the National Honor Society(s)
- Senior and/or parking privileges
- Class ranking pending review for reinstatement of credit

TRUANCY POLICY

A truant is defined as a child aged five (5) to eighteen (18) who is enrolled in school and has four (4) unexcused absences from school in one month, or ten (10) unexcused absences in any school year. The following procedure will be followed to address potential truancy issues:

- Students with 4 unexcused absences in the school year will meet with one or more of the vested individuals mentioned above to discuss their attendance and identify any potential issues inhibiting them to attend school.

- Students with 8 unexcused absences in the school year will, along with their parent and/or guardian, meet with the Dean of Students and one or more of the vested individuals mentioned above to discuss possible interventions which may include:
 - Caregiver workshops to assist parents with strategies to guide their students to academic success
 - Flexible class scheduling
 - Tutoring focused on student's specific academic needs
 - Change of instructors
 - Reward systems
 - School-based counseling
 - Homework support
 - Online opportunities
- Students with 10 or more unexcused absences in the school year (or 4 unexcused within a calendar month), will be referred to the local Youth Service Bureau (YSB) and/or the Attendance Mentoring Program at TEEG.

DISMISSALS

A request for early dismissal from school should be submitted via the PowerSchool parent portal prior to the first block on the day of the dismissal.

Students being dismissed early, or returning to school from an appointment, must sign out/in with the Main Office on the campus they are departing from and/or arriving to.

Failure to follow the early dismissal procedure, as outlined above, is a violation of school policy and subject to appropriate disciplinary action for leaving campus without permission.

In an emergency, permission for early dismissal may be granted by the Administration, the Attendance Administrative Assistant, or school nurse (medical reason), pending a parent/guardian's phone call or email.

The Academy discourages recurring dismissals from study halls during the school day. **These dismissals will have the same disciplinary consequences as tardiness** (as outlined in #4 in the next section on tardiness).

TARDINESS

Punctuality is an extremely important habit for students to develop. Students who are not in their 1st block class by 7:35 AM bell are considered tardy and must use the QR code posted in each classroom to document their time of arrival and show teachers their admittance pass.

These procedures will apply:

- Instances of tardiness to school should be reported by a parent or guardian using the PowerSchool parent portal (Refer to the list of valid reasons for excused absences)
- Students who do not present a valid excuse for being late will be considered unexcused and will be subject to the appropriate discipline
- Unexcused tardiness exceeding 60 minutes will be considered a class cut and subject to the appropriate discipline and academic consequences
- After the 3rd unexcused tardy per quarter, disciplinary procedures will occur:
 - 1 hour office detention for **each** tardy accumulated during the remainder of the quarter;
 - After the **6th unexcused tardy** = 1 hour of detention, and social probation (including parking and senior privileges).

- All subsequent tardiness will be subject to additional detentions, social probation, and/or suspension from extra-curricular activities at the discretion of the administration.

The progressive disciplinary action above also applies to unexcused dismissals from school.

UNEXCUSED CLASS ABSENCES

Any form of unexcused class absence shall be treated as a class cut and shall result in appropriate discipline and academic consequences. Students will not be permitted to make up missed assignments for credit in such instances.

ATTENDANCE VS. 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 to ensure that they will not be required to serve time after school, either to make up work or serve detentions.

Attendance is mandatory; underclassmen and seniors without privileges will not be dismissed for last block study halls outside of emergencies or medical appointments.

SENIOR PRIVILEGES

Privileges are granted to senior students who have demonstrated responsibility and achievement at The Woodstock Academy. This criterion must be met during the fourth quarter of junior year for a student to be granted privileges at the start of their senior year. Eligibility for Senior Privileges includes:

- Good academic standing – Students may have NO grades of D- or F, and no more than one grade of a D or D+. Grades will be reviewed at the completion of the 1st quarter, the 2nd quarter, the 3rd quarter, and the midpoint of the 4th quarter to determine (continued) eligibility;
- A minimum of 3 credits must be carried during each marking period;
- A satisfactory record of student conduct and attendance. 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 or dismissals, disciplinary issues, class cuts, and suspensions;
- Good financial standing. Students may not have any outstanding bills; and
- The student may not accumulate more than **nine unexcused absences** during their senior year.

PROCEDURES AND CONDUCT FOR SENIOR PRIVILEGES:

- Students may arrive late and/or leave early when they have an open block at the beginning or the end of the day.
- Seniors with privileges are also allowed to leave campus when their open block falls during the 2nd or 3rd block. Students must sign in/out using the [Senior Privs form](#) when arriving/returning to and leaving campus (QR codes are also available to scan to access the form while on campus). Failure to do so may result in appropriate disciplinary action and/or loss of privileges.
- 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 who is signed out on privileges or from a class during the last block is discouraged unless an emergency arises.

- Seniors are allowed to spend their study block in designated areas. Students may not loiter on campus during their free block.
- Seniors may NOT sign out during assemblies.
- Seniors may NOT sign out during their lunch, unless they have third block privileges or fourth block privileges. Students with third block privileges must return to school in time for their fourth block class. Student with fourth block privileges may leave for the day at the conclusion of third period.
- Seniors must attend advisory/assembly sessions regardless of when they have privileges. It is the student's responsibility to keep track of any daily schedule changes and be on time for all classes.

STUDENTS OF MILITARY FAMILIES

Students of active duty members of the uniformed services, National Guard and Reserve on active duty orders, and, for one year after leaving service, members of veterans who are medically discharged or retired are eligible for additional services and supports under the *Military Interstate Children's Compact* in the areas of enrollment and transfer; course, program, and special education placement; attendance requirements; eligibility for extracurricular participation; and graduation requirements. The Compact provides The Academy the flexibility to make reasonable changes or clarification in order to meet the needs of students. Students needing such considerations should contact administration to confirm eligibility and implement supports as appropriate.

For current definitions, procedures, and legal requirements, please visit the school website or contact the main office. Policies are updated as federal and state regulations change.

CODE OF CONDUCT & RESPONSIBILITIES

Questions in this section should be directed to the Jen Lachina, Associate Principal

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, learning, and kindness. Students at The Woodstock Academy are expected to conduct themselves in a responsible manner to not interfere with the orderly process of education. Appropriate disciplinary action will be taken against any student who deviates from acceptable school behavior. All disciplinary referrals are sent home for all infractions.

ELIGIBILITY TO REPRESENT THE ACADEMY

All students elected to student offices, or who represent The 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 recommended by the Principal or their designee; but in no case, except when approved by the Board of Trustees, shall the time exceed twelve calendar months. Students must be in good financial standing at The Woodstock Academy to participate in co-curricular activities and may not have any outstanding bills.

ACADEMIC INTEGRITY

The Woodstock Academy believes that academic integrity is basic to 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. The 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. The 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 through the office of the Associate Principal.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, and use of Artificial Intelligence-generated work:

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 another person's test responses, homework, class work, project, or other assignment;
 - b. Submitting another person's work as their own;
 - c. Submitting the same work more than once, without the consent of the teachers;
 - d. Using unauthorized resources or technology; including Artificial Intelligence (AI)
 - e. Submitting manufactured information as factual; or,
 - f. Permitting another student to copy or reproduce one's work, or otherwise intentionally enable another student to misrepresent work as his or her own.
3. Artificial Intelligence-Generated work (AI): The use of AI to generate student work, whether written, visual, or in another medium, is a violation of the academic integrity policy and is forbidden unless expressly approved for a particular purpose/assignment by a teacher. Students are expected to follow the red, yellow, green policy used by teachers in the classroom.
 - **RED (Restrictive):** No AI Allowed. All work must be the student's original thoughts and words. Any use of AI text, translation, or grammar generators will be treated as plagiarism. This is often used for in-class assessments or foundational skill-building.
 - **YELLOW (Moderate):** AI as a Tutor/Sounding Board. Students may employ AI tools for initial research, brainstorming, or explaining complex topics. However, the main content, drafting, arguments, and conclusions must belong solely to the student.
 - **GREEN (Permissive):** Full AI Collaboration. Students are allowed to utilize AI tools freely to assist in the assignment, such as generating ideas, proofreading, organizing content, or co-writing.
4. The use of any of these types of programs without teacher permission and proper documentation is a violation of the policy and will result in a grade of zero plus further administrative consequences as appropriate. If allowed for a particular purpose/assignment, all AI-generated work **must** be properly identified and cited (e.g., <https://style.mla.org/citing-generative-ai/>).

DISCIPLINARY CONSEQUENCES FOR VIOLATION OF ACADEMIC INTEGRITY, PLAGIARISM, OR CHEATING.

MAJOR FIRST OFFENSE

- Zero for the assignment
- Teacher notification of student's parent and/or guardian
- 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

- 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/guardian and school counselor
- Notification of Administration by a disciplinary referral
- In-School 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 ceases 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.

NONDISCRIMINATION, TITLE IX, AND SEXUAL MISCONDUCT

Prohibition Against Sexual Harassment Policy

Woodstock Academy's Board of Directors (Board) prohibits sexual harassment including sexual assault in the Academy's education program or activities. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent (alleged perpetrator of sexual harassment) and the context in which the sexual harassment occurs. In addition to occurring on school grounds, sexual harassment may potentially occur off campus, in places or situations where athletic and extracurricular activities occur, on field trips, on the school bus, at school-related conferences or through use of school technology.

The Academy shall respond to sexual harassment occurring in the Academy's education program or activities for which it has "actual knowledge." **"Actual knowledge"** means notice of sexual harassment or an allegation of sexual harassment brought to the attention of the Title IX Coordinator, any official of the school who has authority to institute corrective measures on the behalf of the school, as well as to any other employee of an elementary and secondary school.

Sexual harassment may take the form of student-on-student, employee-student, employee-employee, student-employee sexual harassment, or may be perpetrated against students or employees by third parties under the control of the Academy. Students who engage in proven sexual harassment may be subject to discipline, up to and including expulsion. Employees who engage in proven sexual harassment may be subject to disciplinary action, up to and including termination, as well as other action required under the law.

STUDENT DEMONSTRATIONS/PROTESTS

Student demonstrations/protests are permitted only with prior arrangements from the school administration. Students have a right to demonstrate and/or protest, but it may not be a substantial disruption of the educational

process, create material interference with school activities, or invade the rights of others. Students who participate in demonstrations/protests during the school day will not be allowed to make up the work missed while participating in the protest. Students who fail to follow these guidelines will face disciplinary action as outlined in the disciplinary matrix.

SCHOOL CLIMATE SURVEYS AND IMPROVEMENT

Beginning with the 2025-2026 school year, all students participate in biennial school climate surveys as required by Connecticut General Statutes Section 10-222gg. These surveys help the school understand student experiences and improve policies and practices. Student responses are confidential and used to develop our annual School Climate Improvement Plan.

THE WOODSTOCK ACADEMY DISCIPLINE CODE

Questions in this section should be directed to Beth Ten Eyck, Dean of Students

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 implements restorative practices as required by Connecticut state law (Public Act 23-167) as the primary response to challenging behaviors that are nonviolent and non-criminal. As an alternative to punitive measures, restorative practices use evidence and research-based, system-level interventions that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behaviors, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

Examples may include: restorative conference with administrators and other relevant parties, Juvenile Review Board referral, attendance mentoring, peer mediation, mediation with administration/ school counselor/ social worker, community service on campus or locally (i.e.: helping custodians in cafeteria or around the campus, campus beautification, creating and hanging awareness posters, etc.), and, pro- social activities (i.e.: joining a club, becoming a member of a school committee, participating in a student panel, joining a sports team, etc.). Restorative practices strive to facilitate a nondiscriminatory and constructive student discipline system, potentially replacing, or limiting, classroom suspensions for rule violations and other low-level altercations and offenses with opportunities for restoration to the harmed person.

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 behavior code shall act as a guide for students, parents and/or guardians, 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.

RESTORATIVE PRACTICES

The Woodstock Academy implements restorative practices as required by Connecticut General Statutes Section 10-222j (Public Act 23-167), effective July 1, 2025. This policy addresses incidents of challenging behavior or student conflict that are nonviolent and do not constitute a crime.

According to Connecticut General Statutes and the Connecticut School Climate Policy, "challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

The Woodstock Academy prioritizes restorative practices to address challenging behaviors and build positive school climate. Restorative practices focus on repairing harm, rebuilding relationships, and reintegrating students into the school community while holding students accountable for their actions.

RESTORATIVE RESPONSE OPTIONS

Restorative Conferences: Facilitated discussions between affected parties, administrators, and other relevant community members to address harm and develop solutions.

Juvenile Review Board (JRB) Referral: Peer-led process through TEEG that allows students to take responsibility and make amends for their actions.

Attendance Mentoring: One-on-one support to address chronic attendance issues and develop positive school engagement.

Peer Mediation: Student-led conflict resolution with trained peer mediators to address interpersonal conflicts.

Mediation with Staff: Facilitated discussions with administrators, school counselors, or social workers to repair relationships and prevent future issues.

Community Service: On-campus or local community service projects that benefit the school or broader community (examples: assisting custodians, cafeteria help, campus beautification, creating awareness posters).

Pro-Social Activities: Joining clubs, committees, student panels, sports teams, or other positive school involvement opportunities.

Reflection and Goal Setting: Structured written reflection exercises and personal goal development with staff support.

WHEN RESTORATIVE PRACTICES APPLY

- Nonviolent challenging behaviors and student conflicts that do not constitute crimes
- Conflicts between students that don't involve violence or serious safety concerns
- Challenging behaviors that disrupt learning but don't endanger safety
- At administrative discretion for appropriate situations
- When all parties voluntarily agree to participate

RESTORATIVE PRACTICE REQUIREMENTS

- **Voluntary Participation:** All parties must agree to engage in the restorative process
- **Accountability:** Students must acknowledge their role in causing harm
- **Completion:** Students must complete all assigned restorative activities
- **Understanding:** Students must demonstrate understanding of their impact on the school community
- **Commitment:** Students must show genuine commitment to behavior change

RELATIONSHIP TO TRADITIONAL DISCIPLINE

Restorative practices may be used:

- **Instead of** traditional consequences for minor infractions
- **In combination with** traditional consequences
- **As follow-up** to traditional consequences to repair relationships

Restorative practices do not replace disciplinary action for serious safety violations but incorporate a focus on healing and preventing future incidents while maintaining accountability. Students have the right to voluntarily participate in restorative processes. If a student declines to participate in restorative practices, traditional disciplinary consequences may apply.

TIERED DISCIPLINE

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, Service Coordination Meeting, 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.

Guidelines to be used as a reference for behavioral expectations are:

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

VIOLATIONS

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

ACTION

- Verbal reprimand
- Teacher Detention
- Student/teacher conference
- Parents/guardian notification by phone or conference
- Administrative referral, if necessary, or for repeated infractions
- Restorative practices

PLEASE NOTE: Administrative discretion may be used to modify any behavioral 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 Matrix.

ACTION

Immediate referral to the administrative team for disciplinary action.

LEVEL 3

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), possible recommendations for expulsion, and/or the intervention of law enforcement authorities.

VIOLATIONS

- Possession/use/transfer of any item of a dangerous nature determined by Administration; or weapons and explosive devices including, but not limited to, any: pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device.
- Possession/use/sale/transfer of drugs/alcohol/synthetic substances designed to mimic the effects of currently prohibited drugs or controlled substances (“synthetic substances”), an item represented as a drug, possession of drug paraphernalia or being under the influence of drugs/ alcohol/synthetic substances on or about school grounds, activities, or transportation. Drug paraphernalia is defined as any equipment, products, and materials of any kind, which are used, intended to use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or ingesting, inhaling or otherwise introducing into the human body any controlled substance or illegal drug.
- Vandalism (major).

- Theft (major).
- Arson.
- False fire alarm.
- Sexual Offenses.
- Sexual Harassment is prohibited under federal Title IX regulations and state law. The Woodstock Academy defines sexual harassment according to current federal and state requirements, which include unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive educational environment or interferes with a student's educational experience. Specific definitions and procedures are maintained in accordance with current federal Title IX regulations and Connecticut state law. This conduct will not be tolerated at The Woodstock Academy. All complaints of sexual harassment will be investigated promptly according to current legal requirements. Incidents of sexual harassment may result in disciplinary action up to and including expulsion.
- Physical assault to an Academy employee or another student.
- Hazing as defined as initiating or disciplining students by forcing them to do humiliating or painful things. This violation will also result in disciplinary action up to and including a 10-day external suspension and suspension from the athletic team or club.
- Threats of Violence: The Connecticut Association of Boards of Education formally defines a threat as words or actions which deliver, or are perceived to deliver, threatening messages. Threats can range from boastful taunts, harassment, bullying/challenging behaviors, and the intent to commit deadly acts (bomb, shootings, etc.). All threats and perceived threats are taken seriously and assessed to determine the level of risk and danger involved. All threats and perceived threats must be reported to a teacher or administrator.
- Bullying and Challenging Behaviors: The Woodstock Academy prohibits bullying and challenging behaviors as defined by current Connecticut state law. These behaviors include repeated written, oral, electronic, or physical acts directed at students that cause harm, create fear, establish a hostile environment, infringe on student rights, or disrupt the educational process. Challenging behaviors may be based on any actual or perceived characteristics including but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, socioeconomic status, academic status, physical appearance, or disability. The Academy addresses such behaviors whether they occur on or off campus when they impact a student's educational experience. Current definitions and procedures are maintained according to Connecticut state law and may be updated as regulations change.

CHALLENGING BEHAVIORS

Challenging Behaviors report forms are available in the Main Office, Counseling Office, Student Services, Health Office, 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 whomever 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 Challenging Behaviors.

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

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. If a teacher assigns an afterschool detention, the student will be given a 24-hour notice so that they may arrange transportation. Failure to attend a teacher-assigned detention will result in a two-hour Administrative Detention.

ADMINISTRATIVE (OFFICE)-ASSIGNED DETENTIONS

Administrative (Office) Detentions are assigned by Administration or another designee only. Detentions can vary in length and can be assigned for lunchtime or after school. Afterschool detentions are held starting at 2:15 PM on North Campus. Students assigned an office detention should report directly to the Main Office after school or directly to the assigned lunch detention room at the start of lunch. If an afterschool detention is assigned, students are given a 24-hour notice so that they may arrange transportation. Failure to attend an office detention may result in the length of the detention being doubled or in-school suspension. If a detention is canceled, the student is responsible to reschedule with the Dean of Students.

LUNCH DETENTION

Lunch Detention is assigned by Administration. Students report directly to a designated room and spend the duration of community lunch in that area. Students will be released with fifteen minutes remaining of lunch so that they may eat.

ADMINISTRATIVE DETENTION RULES:

- Administrative Detentions begin promptly at 2:15 PM for after school and promptly at 12:00 PM for lunch detention. Students tardy to detention without a late pass are not admitted and are assigned an additional hour of Administrative Detention.
- 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 the administration.
- The atmosphere during an Administrative Detention is one conducive to studying. Students may engage in schoolwork, pleasure reading, or sit quietly. Talking or moving about the room is not permitted.
- Electronic devices are not to be used. Cell phones must be checked in with the detention supervisor at the start of detention.
- Students are not permitted to bring food or beverages (except water) into detention.
- Students removed from Administrative Detention are subject to additional disciplinary consequences.

SOCIAL PROBATION

A student who repeatedly violates the Code of Conduct, which also includes the attendance policy, may be placed on social probation at the discretion of administration. 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, library use, parking, senior privileges, etc. Students placed on social probation will also be assigned to a location during Community Lunch (i.e. quiet study in the Library, LAB classroom academic support, or working with a teacher or help room).

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 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 suspensions 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.
- Effective July 1, 2024, the maximum number of consecutive days a school may give a student in-school suspension is five. By law, an in-school suspension is an exclusion from regular classroom activity but not exclusion from school, and the exclusion must not extend beyond the end of the school year in which the suspension was imposed.

Students internally suspended may also be placed on social probation. A student serving an in-school suspension may not participate in afterschool activities the day of the suspension. If a student is suspended on a Friday, that student may not participate in any co-curricular activities through the entire weekend.

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:

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

EXPULSION/DISMISSAL

In only the most serious cases will the administration recommend to the Board of Trustees that a student be expelled from The Woodstock Academy. Reasons for consideration of expulsion include, but are not limited to:

- Assault on a staff member of The Woodstock Academy
- Possession, use, sale, facilitation of sale, transfer, and/or being under the influence of alcohol/illegal drugs/synthetic substances (including items represented as an illegal drug), possession of drug paraphernalia

- Possession, use of, or transfer of dangerous items on or about school grounds (knife, etc.)
- Illegal use, possession, consumption, sale, transfer, and or being under the influence of prescription drugs
- Continued and blatant defiance of the policies of the Board of Trustees and/or disciplinary policies of The Woodstock Academy
- Continued and blatant disruption of the educational process, curricular or co-curricular, at The Woodstock Academy

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

- 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
- On school grounds, or at a school-sponsored activity, during or outside school hours, 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 Board of Trustees may expel any student whose conduct on school grounds or at school-sponsored activity is violative of a publicized policy of the Board of Trustees and is seriously disruptive of the educational process or endangers persons or property or whose conduct off school is violative of such policy and seriously disruptive of the educational process, provided that a formal hearing is held under C.G.S. 4-177 through 4-180. In making a determination as to whether conduct is seriously disruptive of the educational process, the board of education or impartial hearing board may consider, but such considerations shall not be limited to: (A) Whether the incident occurred within close proximity of a school; (B) whether other students from the school were involved or whether there was any gang involvement; (C) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in section 29-28 of 10-233d of the general statutes, and whether any injuries occurred: and (D) whether the conduct involved the use of alcohol.

Some situations on school grounds or at a school-sponsored activity, during or outside school hours that will result in an expulsion process include:

- Willfully striking or assaulting a student, or any member of The Academy staff
- Theft
- Blackmailing, threatening, or intimidating Academy staff, or another student
- Having in personal possession any kind of weapon, such as a pistol, knife, blackjack, etc.
- Unauthorized possession or consumption of dangerous drugs, narcotics, bath salts, synthetic substances designed to mimic the effects of currently prohibited drugs or alcoholic beverages (Dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240)
- Willful destruction of Academy property, or property of The Academy staff, or other students
- Any serious incident, act, or series of incidents or acts which disrupts the educational process or violates a published policy of the Trustees

A manifestation determination hearing may be held for a student with an IEP or 504 plan prior to any decision to recommend the student for expulsion in accordance with federal statutes 29 U.S.C. § 705(20)(C)(iv) * and 20 U.S.C. § 1415 (k)(E)(i) **

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 their education, shall be offered an alternative educational opportunity if they comply 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 The Academy property or at an Academy-sponsored activity a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes.

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.

* [Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools.](#)

** IEP- The Individuals with Disabilities Education Act (IDEA) provides procedural safeguards that help guide parents and children, so they are protected in accessing Free and Appropriate Public Education (FAPE). Learn the details of these rights and safeguards which allow children to learn in the Least Restrictive Environment (LRE). Updated: May 2021. <https://portal.ct.gov/-/media/SDE/Special-Education/Prosaf.pdf>

ALTERNATIVE TO EXTERNAL EXPULSION

Under certain circumstances, and at the discretion of the Head of School, expelled students may be offered an alternative to external expulsion. At any point, should a student in the Alternative to External Expulsion program not be meeting the expectations of the program or violate school rules, they may be removed from participating in this program.

Students involved in the program have the following academic expectations:

- Students will actively work to complete all class assignments
- Students will be provided direct instruction as needed but should primarily work independently on their assignments
- Students will meet daily objectives (for example, specific tasks/assignments that are expected to be completed by the end of the day)
- Some students, as availability and transportation allow, may be given a work or community service opportunity as part of their academic day
- The tutor will communicate directly with teachers, parents, and guidance counselors to inform all parties about academic progress. This should be done weekly, at a minimum
- If a student can follow school expectations, they may earn the privilege of attending approved classes while still in the Alternative to External Expulsion program

Students involved in this program must comply with the following daily routine:

- Students will be escorted to the Main Office upon their arrival to school
- Students and their belongings will be searched prior to going to the Alternative to External Expulsion Program
- Students will be escorted at all times while on campus
- Students will not have access to personal electronic devices during the school day
- Students may use school-issued iPads to access educational materials
- Students will be escorted to the Main Office at the end of the school day, and, at the discretion of administration, their persons and belongings will be searched before going home
- Students will be escorted directly to their transportation home

CONTROLLED SUBSTANCE/ALCOHOL NOTIFICATION

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

- Parents and/or guardians are notified
- Law enforcement officials may be notified. If a substance has been confiscated, the substance may be turned over to law enforcement
- Incident will be referred to the Student Services Team to determine appropriate follow-up
- Confiscated items will be disposed of or turned over to the police as appropriate

WEAPONS

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

MISCONDUCT OFF OF THE ACADEMY GROUNDS (CAMPUS)

Students are subject to discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off The Woodstock Academy property and during non-Academy time. Such discipline may result whether: 1) the incident was initiated in The Academy or on The Academy grounds, or 2) even if the incident occurred or was initiated off The Academy grounds, and on non-Academy time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruption of the educational process by threatening:

- The Academy's orderly operations
- The safety of The Academy property, and/or
- The welfare of the people who work or study there.

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

- Use, possession, sale, or distribution of dangerous weapons
- Use, possession, sale or distribution of any controlled substance, alcoholic beverage, synthetic substances designed to mimic the effects of currently prohibited drugs or controlled substances, or any items represented as such, intent to sell or distribute notwithstanding
- Violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety, or welfare of The Academy property, individuals thereon, and/or the educational process

The Administration may impose discipline, up to and including suspension, and/or recommend expulsion if it is determined that a student's use, possession, sale, or distribution 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.

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 require the most severe disciplinary consequence: 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 officer determines that a student, while off-campus and not at a school-sponsored activity or event during or outside school hours:

- Was in possession of a firearm in violation of Connecticut General Statutes Section 29-35;
- Was in possession of AND used a firearm, dangerous instrument, or deadly weapon in the commission of a crime; or
- 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 officer 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, a 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:

- A violation of The Woodstock Academy's publicized policies; and
- Seriously disruptive of the educational process at The Academy.

It is the policy of The 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 policy if there is any nexus of the off-campus misconduct and the delivery of educational services to other students of The Woodstock Academy. As examples, but without limitation, these types of conduct, if engaged in by The 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:

- 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
- Intentionally or maliciously threatening, hurting, or injuring other persons
- Stealing property, or intentionally or maliciously damaging, or destroying property
- Commission of a serious crime under applicable state and/or federal law
- Participation in unlawful "hate acts" under state and/or federal law, including actions of racial or religious bigotry, intolerance or hatred
- Unlawful sale, use, distribution, and/or possession of a firearm, dangerous instrument or deadly weapon, as such terms are defined under applicable state and/or federal law
- Blackmailing, threatening, or intimidating The Academy staff or another student
- Theft
- 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.

THE WOODSTOCK ACADEMY

DISCIPLINE MATRIX

All disciplinary decisions consider individual circumstances. Severe disruption of the educational process may result in expulsion regardless of violation level.

ADMINISTRATIVE DISCRETION: All consequences may be adjusted based on individual circumstances, severity of incident, student's disciplinary history, and impact on school community.

LAW ENFORCEMENT REFERRAL: Made at administrative discretion for violations that may constitute crimes. Parents/guardians notified immediately.

RESTORATIVE PRACTICES: As required by Connecticut law, restorative practices are the primary response for all nonviolent challenging behaviors (Level 1 and Level 2 violations). Student participation in restorative practices is voluntary. If a student declines, traditional consequences apply. Level 3 violations may include restorative elements when appropriate.

SOCIAL PROBATION: May accompany any consequence and includes loss of privileges such as parking, senior privileges, extracurricular activities, and attendance at school events.

LEVEL 1 VIOLATIONS

Minor misconduct that impedes classroom procedures or school operations

Violation	First Offense	Second Offense	Third+ Offense
Classroom Disturbance	Teacher intervention + warning	Teacher detention	Administrative referral
Noncompliant/Failure to Complete Assignments	Teacher intervention + warning	Teacher detention	Administrative referral
Tardiness to Class	Warning	Teacher detention	Administrative referral
Unacceptable Language/Gestures	Warning	Teacher detention	Administrative referral
Unacceptable Social Behavior	Warning	Teacher detention	Administrative referral

LEVEL 2 VIOLATIONS

Moderate misconduct that disrupts the learning environment

Violation	First Response	Escalated Response	Maximum Response
All Other Electronic Devices	Device confiscation	1 hour detention + device restriction	2 hours detention + extended restriction
Altercation w/Student	1-3 hours detention + peer mediation	1-5 day in-school suspension OR 1-5 day	10 day out-of-school suspension + possible expulsion

		out-of-school suspension + peer mediation	recommendation + possible law enforcement referral
Bullying/Challenging Behaviors/Cyberbullying/Hazing	1-3 hours detention + peer mediation	1-5 day in-school suspension OR 1-5 day out-of-school suspension + mandatory restorative practice	10 day out-of-school suspension + possible expulsion recommendation
Cell Phones - Improper Use	Warning/teacher consequence	Phone to office for day + 1 hour detention	Parent pickup required + 2 hours detention
Class Absence	1-2 hours detention	3 hours detention	1-3 days in-school suspension
Delinquent in Following School Procedures	1-2 hours detention	3 hours detention	1-3 days in-school suspension
Violation	First Response	Escalated Response	Maximum Response
Disruptive Behavior (includes Insolence, Incitement, Disruptive Social Media Use, Public Displays of Affection, Lying/Forgery/False Reporting, Pushing/Shoving/Hands On)	1-3 hours detention	1-3 days in-school suspension	3-5 days in-school suspension
Dress Code Violation	Change clothing + warning	Change clothing + 1-3 hours detention	Change clothing + 1-3 days in-school suspension
Harassment (In Person/Online)	1-3 hours detention + peer mediation	1-5 day in-school suspension OR 1-5 day out-of-school suspension	5-10 day out-of-school suspension
Inappropriate Language (Profanity/Obscene Gesture, Ethnic/Racial Slurs/Hate Speech)	1-3 hours detention	1-5 days in-school suspension OR 1-5 days out-of-school suspension	5-10 day out-of-school suspension
Insubordination	1-3 hours detention	1-5 day in-school suspension	5-10 day out-of-school suspension
Knowingly in Presence of Illegal Activity	1-3 hours detention	1-3 day in-school suspension	3-5 day in-school suspension OR 3-5 day out-of-school suspension

Leaving School Grounds	1-3 hours detention	1-3 day in-school suspension	3-5 day in-school suspension OR 3-5 day out-of-school suspension
Misuse of Technology (including iPads, violations of AUP, unauthorized photos/videos)	1-3 hours detention + restricted iPad use (1-3 weeks)	1-5 days in-school suspension + restricted iPad use (3-5 weeks)	5-10 day out-of-school suspension + possible expulsion recommendation + possible law enforcement referral
Motor Vehicle Violation	1-2 hours detention + parking restriction	3 hours detention + parking suspension	Parking permit revoked + possible expulsion recommendation (if endangering)
Plagiarism/Cheating	Zero on assignment + 1-2 hours detention + reflection packet	Zero on assignment + 3 hours detention + reflection packet	Zero on assignment + 1-3 day in-school suspension + reflection packet
Smoking/ Nicotine/ Tobacco /Vaping	1 day in-school suspension + substance abuse counseling	1-3 day in-school suspension + social probation + substance abuse counseling	3-5 day in-school suspension + social probation + substance abuse counseling
Violation	First Response	Escalated Response	Maximum Response
Theft/Possession of Stolen Property	1-3 day in-school suspension + restitution	3-5 day in-school suspension + restitution	5-10 day out-of-school suspension + possible expulsion recommendation + restitution + possible law enforcement referral
Threatening/Intimidation /Perceived Threats	1-3 hours detention OR 1-3 day in-school suspension	1-5 day in-school suspension	5-10 day out-of-school suspension + possible expulsion recommendation + possible law enforcement referral
Trespassing	1-3 hours detention OR 1-3 days in-school suspension	1-5 day in-school suspension	5-10 day out-of-school suspension + possible expulsion recommendation + possible law enforcement referral
Vandalism	1-3 day in-school suspension + restitution	3-5 day in-school suspension + restitution	5-10 day out-of-school suspension + possible expulsion recommendation +

			restitution + possible law enforcement referral
Verbal Abuse	1-3 hours detention	1-5 day in-school suspension OR 1-5 day out-of-school suspension	5-10 day out-of-school suspension

LEVEL 3 VIOLATIONS

Serious criminal misconduct requiring immediate administrative action

Violation	Minimum Response	Maximum Response
Alcohol (use/possession/sale/transfer /under influence)	10 day out-of-school suspension + expulsion recommendation + substance abuse counseling	Expulsion + law enforcement referral
Assault of Staff Member	1-10 day out-of-school suspension + law enforcement referral	10 day out-of-school suspension + expulsion recommendation + law enforcement referral
Assault of Student	1-10 day out-of-school suspension + restorative conference	10 day out-of-school suspension + expulsion recommendation + law enforcement referral
Violation	Minimum Response	Maximum Response
Drugs (use/possession/sale/transfer /under influence/drug paraphernalia)	10 day out-of-school suspension + expulsion recommendation + law enforcement referral ² + substance abuse counseling	Expulsion + law enforcement referral
Sexual Harassment	1-10 day out-of-school suspension + Youth Diversion Team Referral	5-10 day out-of-school suspension + expulsion recommendation + law enforcement referral
Sexual Offense (including solicitation, nude or lewd photograph distribution)	1-10 day out-of-school suspension + Juvenile Review Board Referral	5-10 day out-of-school suspension + expulsion recommendation + law enforcement referral
Weapons	10 day out-of-school suspension + expulsion recommendation + law enforcement referral ²	Expulsion + law enforcement referral

RESTORATIVE PRACTICES

Available for options all nonviolent challenging behaviors may include, but are not limited to:

- Restorative conferences with affected parties
- Peer mediation through trained student mediators
- Community service on campus or locally
- Attendance mentoring programs
- Conflict resolution workshops
- Victim-offender dialogue (when appropriate)
- Circle processes for group conflicts
- Reintegration planning after suspension
- Juvenile Review Board referral
- Administrative conference/reteaching expectations
- Student/teacher conferences
- Parent/student/teacher conferences

EMPLOYEE DIRECTORY

MAIN NUMBER (860) 928-6575

MAIN MENU OPTIONS:

Main Office: 0

Attendance: 1

Admissions/Counseling: 2

Athletics: 3

Health Office: 4

Student Services: 5

Administration: 6

Advancement & Alumni Relations: 7

Information Technology: 8

Business/Operations 9

MAIN NUMBER EXTENSIONS:

Bracken Library: 1201

Boarding Services & Residential Life: 1271

Campus Safety: 1171

Communications: 1161

Head of School: 1111

Human Resources: 1142

Loos Center for the Arts: 1251

A complete voicemail and email directory can be found on the Contact & Visit Us page:

<https://www.woodstockacademy.org/about/contact-visit-us>

DAILY AND SPECIAL SCHEDULES

For more information on schedules, please log onto The Woodstock Academy website at

<https://www.woodstockacademy.org/miscellaneous/daily-schedules>

AUTHORIZATION EXPLANATION

PLEASE READ CAREFULLY

To provide this information, log into PowerSchool at wa.powerschool.com and complete the “Acknowledgments” form. This information must be submitted each year by the end of the second week of September. You may choose to deny any item listed. Choosing not to complete the form indicates **agreement** with all items. The annual authorization items include:

PHOTO/VIDEO

I DO NOT AUTHORIZE The Woodstock Academy to release my child’s photograph or video for The Woodstock Academy website, print media, broadcasts, social media, or press releases.

MEDIA RELEASE

I DO NOT AUTHORIZE The Woodstock Academy to release my child’s name for The Woodstock Academy website, print media, broadcasts, social media, or press releases (including honor roll and awards).

MILITARY NOTIFICATION

I DO NOT AUTHORIZE The Woodstock Academy to release information relating to my child including, but not limited to, their name, address, or telephone number to military recruiters in accordance with the Statute described above.

ACCESS OF RECORDS BY SENDING TOWN SUPERINTENDENT

I DO NOT AUTHORIZE The Woodstock Academy to allow the Superintendent of my child’s sending town access to my child’s records.

CONDOM AVAILABILITY PROGRAM (CAP)

I DO NOT AUTHORIZE The Woodstock Academy to include my son/daughter in the Condom Availability Program (CAP) even if he or she requests to participate.

MILITARY RECRUITER INFORMATION

FEDERAL LAW REQUIREMENTS

Under federal law (Every Student Succeeds Act, Section 8025), The Woodstock Academy is required to provide military recruiters with student directory information upon request, including:

- Student name
- Address
- Telephone number

You have the right to opt out. Students and parents may request that this information NOT be released to military recruiters.

HOW TO OPT OUT

Complete the "Acknowledgements" form through wa.powerschool.com by the **end of the second week of September**.

IMPORTANT NOTES

- **If you do not opt out:** Your information will be provided to military recruiters upon request
- **Opt-out is annual:** You must complete the form each school year
- **Written consent required:** Only written requests through the official form will be honored