

Student and Parent Handbook (Early Childhood/Lower School)

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Mission Statement

Woodstock Day School provides a socially and environmentally mindful educational journey from Nursery School through Grade 12, committed to valuing every student as an individual and as a member of the community. Situated on an inspiring campus, Woodstock Day School empowers students to confidently embrace life with knowledge, compassion, and perseverance.

ACCREDITATION AND MEMBERSHIP

On February 14, 1973 Woodstock Children's Center became a charter member of the Education Department of the State of New York. Our absolute charter was amended on June 8, 1999 recognizing the change in our corporate name to Woodstock Day School (WDS). In the spring of 2003 our charter was amended to include a summer program and a high school program. WDS is accredited by the New York State Association of Independent Schools (NYSAIS). Our diploma is recognized by New York State and accredited colleges nationally and internationally through this accreditation.

WDS STANDARDS

1. Safety & Soundness
2. Accountability
3. Accreditation
4. Education
5. Efficiency

WDS PILLARS

1. WDS is an end-to-end journey
2. WDS is community centered
3. WDS focuses on individualized passions
4. WDS is socially and environmentally mindful

Attendance and Transportation Policy

STUDENT ATTENDANCE

Daily, consistent attendance is essential to a meaningful education and participation with our community. All students are expected to attend school every day when it is in session. Our school day begins at 8:30 AM. Buses and parents pick students up at 3:15 PM. At the start of each day students should go directly to their classroom or first period class. Parents are welcome to drop students off between 8:10 and 8:30. Students arriving after 8:30 AM must sign in at the Main Office and get a late pass. **Parents must call or email the Main Office by 8:30 AM to report their child's absence or lateness. Student's remaining at 3:25 PM are signed into Aftercare (see page 15).**

EXTENDED ABSENCES/LATENESS

If a child is absent because of religious observation, illness, injury, or approved educational experience, teachers will work with students to make up work within a reasonable time frame. WDS strongly discourages families from taking vacations that conflict with the regular school calendar. If a student misses school due to an extended vacation, it is the responsibility of his/her family to provide educational support for making up missed work.

The school will monitor the attendance of each child and will contact parents if patterns of absenteeism and/or lateness develop. It may be necessary for parents to meet with teachers and administration to resolve the issue if these patterns continue.

Students who arrive between 8:30 AM and 12:30 PM will be considered tardy. Students who arrive after 12:30 PM will be considered absent for the day. Students who arrive after 12:30 PM or who are absent may not participate in school sponsored activities for that day such as sports games or practices, club meetings, play practice, etc.

BUS TRANSPORTATION

At the end of the school day Early Childhood and Lower School students will be escorted to their buses by a faculty member. You will be notified by email or phone call if there is any change in the bus schedule so alternative arrangements to pick up your child can be made.

Your bus availability is dependent on your home district school. They will provide you with a bus calendar for the year (district breaks, vacations, superintendent days, etc.)

RELEASE OF STUDENTS

Students will not be released by WDS staff to anyone other than parents, custodian or guardians, unless the identity and authority of the person has been established by written notification by the custodial

parent or guardian. Unauthorized release requests shall be denied and the child will be kept at school until the custodial parent or guardian can be reached for verification. If your child is going home with someone other than you or his/her usual bus, the school must have written permission from you for your child to leave.

For the sake of security and safety, if students are to be picked up before the end of the day (for a doctor’s appointment, etc.), parents must come to the main office and sign out their child. After the child is signed out, the student will be retrieved from class.

If there are changes to a student’s transportation plans for a particular day, parents must contact the main office before noon. Please do not text your child during the school day as a means of making after school plans. Please call the office, and the Office Manager will notify the classroom teacher.

Children and parents should organize the logistics for play dates outside of the regular school day. The end of the school day is an extremely busy time for the front office and getting children home properly and safely is the main priority.

VISITORS

During school hours, all visitors (including parents, alumni, etc.) must sign into the main office to receive a visitor pass as soon as they arrive and then sign out of the main office when they leave. Friends and relatives of WDS students may visit once the following steps have been taken:

- Approval must be obtained **in writing** from the student’s parent and the appropriate Division Head at least one day in advance.
- On the day of the visit, the guest must sign in at the main office.

Unauthorized visitors (children or adults) will be escorted off of campus by administration.

SNOW CLOSINGS/WEATHER ALERTS

For information on school closings, listen to the following radio stations or TV stations:

WPDH (101.5/106.1 FM)	WBPM (94.3 FM)	WRKW (92.9 FM)
WDST (100.1 FM)	WRNQ (92.1 FM)	WKIP (1450 AM)
WBWZ (93.3 FM)	WPKF/WFKP (96.1/99.3 FM)	WELV (1370 AM)
WRWD (107.3)	WRRV (92.7/96.9 FM)	Mix 97 (97.7 FM/97.3 FM)
El Ritmo (1340/1390 AM)	WGHQ (920 AM)	RNN-TV

Closings and delays can be viewed at www.cancellations.com, www.woodstockdayschool.org, and Facebook. You can also call the school and listen to the recorded message for information about school closings or delays. If you do not specifically hear about WDS, it means that we are on a regular schedule. If our school is open at the regular time and your child’s district is on delay, the child’s school bus will also be on delay. Likewise, should the weather deteriorate during the day, we may have an early closing. Buses will arrive early. Parents should check email, social media, the radio, the school phone etc. when there is a threat of inclement weather.

Student Code of Ethics

An essential part of Woodstock Day School's Mission is encouraging and maintaining ethical standards of student behavior. Above all else, we expect students to respect themselves, their peers, their teachers, and their surroundings.

ATTENDANCE

Students are expected to be on time to school and their classes. Cutting class, leaving buildings or campus without teacher or administrative permission, unsupervised activities, and excessive lateness are unsafe and unacceptable practices.

ACADEMIC HONESTY

Academic honesty is expected of all students. Students who submit work that is not their own or those who knowingly participate in another student's violation of this policy will be subject to disciplinary procedures. Plagiarism will result in loss of credit.

ALCOHOL, DRUGS AND SMOKING

The possession, use, sale and/or distribution of tobacco products, alcohol, non-prescribed or illicit drugs during school hours (including lunch – off campus or on) or during any school-sponsored activity is prohibited. Violation of this rule may lead to probation, suspension, or expulsion from school. If a student is involved in the **transfer** of alcohol or other drugs at school or at a school-sponsored activity, police will be contacted and the students involved will be expelled.

BUILDINGS AND PROPERTY CARE

Students share the responsibility for keeping the building and grounds clean and will refrain from damaging the school or personal property. When property is damaged, the student is held responsible for repair, replacement or cleaning. Further disciplinary action may also result depending on the severity of the situation.

WEAPONS

Weapons of any kind are prohibited from school (fireworks, knives, projectiles, etc.).

BUS BEHAVIOR

The behavioral expectations at school apply on the bus. Students should respect the bus drivers and the individual rules established by each driver and district. Both Woodstock Day School and transporting districts reserve the right to revoke bus privileges in response to unsafe behavior.

All students and parents must remain out of the Upper Parking Lot during dismissal unless they are embarking on a bus.

DRESS CODE

Students should be appropriately dressed for school. Clothing with images or names of tobacco products, alcohol, drugs of any kind, firearms, violent imagery, or with language or imagery that disparages any group of people are considered contrary to the values of the school and are not allowed. While every family defines appropriate attire differently, WDS is an End-To-End community and we expect students to be suitably covered. Students who arrive at school inappropriately dressed may be asked to call their parent(s) or they may be sent home to change their clothing. Proper footwear is required on campus; slippers may be worn in classrooms. The school reserves the right to decide what is and what is not appropriate attire.

At WDS, we honor the fact that children mature at different rates. To support a safe and productive learning and social environment, we ask that students come to school makeup and face paint free Nursery School through 6th Grade.

During the winter months, Lower School students should come to school equipped with snow boots, snow pants, a hat, and gloves so that they may play outside during recess. We recommend that students not wear heavy outdoor boots during class time, and that an extra pair of slippers or sneakers is kept at school. A complete change of clothing should also be kept at school, with all articles of clothing labeled, for Nursery School, Preschool and Kindergarten students.

All students must wear sneakers for PE. Any student not wearing sneakers will not be allowed to participate in PE. This may result in lower grades or loss of credit.

RESPECTFUL DIALOGUE

Encouraging the development of thoughtful, loving children who are able to articulate their feelings and thoughts respectfully is one of the central goals of Woodstock Day School. For this reason we ask all members of our community (parents, teachers, administration and students) to model this behavior in all their conversations about and around the school.

HARASSMENT

Harassment, bullying, sexual harassment, or any behavior that harms another student or community member, physically, socially or emotionally is not acceptable in our community. Some examples of harassment and bullying include verbal slurs or abuse; suggestive, offensive, or derogatory comments; remarks about someone's body, clothing or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault.

Lower School students who have complaints of harassment should report them immediately to their teacher, Lower School Division Head, or another staff member they trust. Complaints will be considered confidential, and each complaint will be thoroughly investigated. Recommendations for education, counseling, and/or disciplinary action will be determined on a case by case basis.

CUBBIES

All students are assigned a cubby (NS – 6th grade). In the Lower School, it is the responsibility of teachers, students and parents to maintain order and neatness in the cubby.

PHONE USE/CELL PHONES

Students may not use cell phones during the school day for calling and texting, etc. Students who do not follow these rules will have their phones confiscated. Parents are urged not to call or text their children during school hours and to contact the Main Office if need arises. Lower School students must keep cell phones in backpacks.

Students may use school phones in the Main Office, Nurse's Office or Division Head offices only with permission from WDS staff. In addition, phones may not be used to change end of day transportation plans. All changes in transportation plans must be made by the parent, calling the main office before noon (see page 4).

STEALING

We are fortunate to have a community that respects the property of others. Theft is something that rarely occurs at WDS. If students or parents suspect that an item was stolen at school, they should inform appropriate faculty and/or administration in a timely manner. Students who are caught stealing will be responsible for the replacement of the item and may be subject to further consequences. Theft may result in suspension or expulsion.

COMPUTERS, INTERNET AND SOCIAL NETWORKING

WDS respects the rights of community members (students, parents, and WDS employees) to participate in online communities, including social networking sites such as Facebook, Twitter, Instant Messaging, or to create their own personal web pages or blogs. Students who identify themselves as WDS students in any online venue are viewed as representatives of WDS. What follows are WDS social media and internet usage requirements for WDS students (please refer to **COMPUTERS, INTERNET AND SOCIAL NETWORKING** on page 15 for policy requirements for WDS employees and parents):

- Students must be thoughtful and respectful in all communications related to or referencing Woodstock Day School, its employees, program or community members.
- Students must not post any comments about, or pictures of WDS, its employees, program or community members that could be considered threatening, disparaging, humiliating, demeaning, sexually suggestive or defamatory in any way.
- Students must not use personal blogs, websites, social networking sites or Instant Messaging to engage in any conduct that is prohibited by WDS policies. This includes but is not limited to, harassment, intimidation and/or bullying of other students or community members, discussion of the use of alcohol or illegal drugs, abuse, or inappropriate sexual innuendo, activity, or behavior.
- WDS understands that the nature of the WDS student and broader community is such that WDS students, employees and community members may, for appropriate business or social reasons, friend or follow each other on social networking sites. WDS students must be thoughtful and appropriate about materials, images or comments automatically shared with other students, WDS employees and community members by friending or following.
- Students must be aware that texting, emailing or communicating on any form of social media with a WDS employee must be limited to school business and must be disclosed by the WDS employee to their Division Head or manager in each instance.

Any violation or suspected violation of the above should be reported to the appropriate Division Head or the Head of School. Any student who fails to follow the terms of the policy as described, will be held accountable for their actions, and may be subject to disciplinary action, including suspension, expulsion and/or criminal prosecution.

TECHNOLOGY USE ON CAMPUS

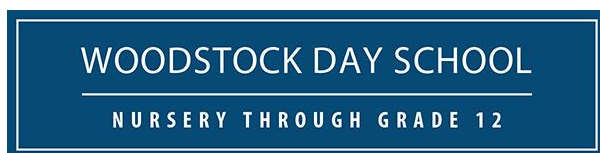
Digital devices such as tablet computers and laptops can be productive learning tools in the classroom, or distracting and disruptive if not managed intentionally. WDS seeks to incorporate media technologies into student learning experiences in developmentally appropriate venues. However, parent and student communication regarding internet and electronic content is a critical component to appropriate technology use. This is because, while WDS has a firewall, and provides adult supervision, there is no effective way to guarantee this 100%.

Upper School students are permitted to use tablets or laptops for approved educational activities only. WDS will provide the necessary technology in structured class time activities as needed (laptop cart, media center use, etc.). Personal laptops or tablets may be approved but must be registered with the technology manager prior to use.

The following behavior is expected when using school equipment:

- Respect the privacy of others; do not intentionally access or alter data belonging to others.
- Follow Internet safety practices: do not reveal any private personal information about yourself or others; immediately report any threatening or inappropriate communications; never agree to meet someone met online.
- Use appropriate and respectful language at all times. Do not deliberately access or transmit offensive or inappropriate images and messages.
- Treat school equipment with care: do not deliberately damage, modify, or abuse hardware, software, or system settings in any way.
- Respect the law and copyright regulations.
- Help maintain the integrity of the school network by not sharing passwords and accounts, and do not knowingly introduce any viruses into the system. Report any potential security issues to a teacher.
- Use only school-approved software. Do not install or download any software without the permission and supervision of a teacher.
- Do not use the school system for personal for-profit or not-for-profit purposes.

Any violation or suspected violation of the above should be reported to the appropriate Division Head or the Head of School. Any student who fails to follow the terms of the policy as described, will be held accountable for their actions, and may be subject to disciplinary action, including suspension, expulsion and/or criminal prosecution.



Academics Policy

DIVISIONS

Woodstock Day School is a unified community that provides multiple opportunities for students of all ages to learn and play together. Academically, the school is organized into three divisions, Early Childhood Education (Nursery School through 1st Grade), The Lower School (2nd Grade through 7th Grade), and The Upper School (8th grade through 12th grade). WDS is in the process of transitioning to a new divisional structure: Lower School (Nursery School through 4th Grade), Middle School (5th Grade through 8th Grade) and Upper School (9th through 12th Grade). This transition will be complete for the 2017-2018 school year.

REPORT CARDS

Report cards are mailed at the end of each semester. All students receive narrative summaries of their academic, social and physical development. Students in 6th grade and beyond also receive letter grades. The final letter grades in high school classes will appear on official WDS transcripts and are translated into a four point GPA scale.

PARENT, TEACHER, STUDENT CONFERENCES

Conferences are an important aspect of communicating your child's progress and development. Parents are encouraged to take advantage of the scheduled parent, teacher, student conferences and to bring their child to the conferences. These meetings help develop the parent-teacher partnership that is necessary for student success. Additional conferences may be held at any time during the school year at the request of the parent, teacher, or appropriate administrator to discuss a child's progress. Conference days are scheduled for November 11th and March 24th.

STUDENT ACADEMIC SUPPORT

WDS is committed to supporting families and teachers in implementing effective strategies to help children have successful experiences in school. Teachers are available during classes and after school to meet individual needs as they arise. Teachers are available by appointment (or posted office hours) to work with students between 3:15 PM and 3:40 PM.

We recognize that there are often significant differences in how children learn. While our program meets the needs of a diversity of learners, some students require more assistance than extra help alone is capable of providing. Students in need of extensive accommodations (significant changes in how the student learns, such as listening to a book instead of reading it) or modifications (reductions in what is academically expected of a student such as reduced lengths of essays, etc.) that result in 504 plans or IEPs MUST have their disabilities documented by a learning specialist. Testing by the local district is recommended for students in this position. Sometimes the district identifies a student with a disability that results in an Individualized Educational Plan (IEP) that grants the student specific accommodations and or modifications (these carry on to college in many Upper School cases). Sometimes the disability is temporary (a broken arm for example) or is one that the school is able to support with a 504 plan.

A 504 plan is a school-established modification of an educational program due to a temporary or permanent disability. The goal of a 504 plan is to set up school-provided services that support students

in the least restrictive manner. To begin this process, parents must document the existence of a disability. For some 504 plans, a doctor's note or diagnosis is already in hand. District or private academic testing may also qualify as valid documentation. 504 plans may be updated at any time if

parents, students, teachers, and administrators agree on the update. They expire at the end of the academic year.

If parents are concerned that their child may need a 504 plan or educational testing in support of accommodations or modifications to their child's education plan, they should consult with their child's teacher or Advisor, who will then consult with the Division Head.

STUDENT RECORDS

Permanent student files are maintained by the Main Office and the Admissions Office. Report cards, parent-teacher conference notes, and standardized testing information are contained in these files. These files may be made available to parents under the laws of the State of New York, but may not at any time be transported from the WDS campus. Photocopies of a student's records may be released by the school with the appropriate parental permission.

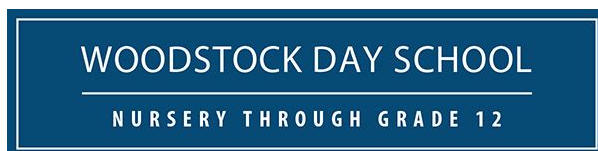
In the event of any unexplained absence, withdrawal or dismissal, your child's records will not be released until all fees and other charges are paid in full. No records will be released if your account is in arrears.

MAKE-UP WORK

In the event of a prolonged absence from school, parents are encouraged to stay in close communication with classroom teachers in order for students to make up required work and to return to the academic environment as smoothly as possible.

CHILD STUDY TEAM (CST)

In the LS, the Child Study Team meets weekly to discuss individual student needs. A student may be referred to the CST by classroom teachers, specialists or administrators if there are social, emotional or academic concerns for that student. The CST then makes recommendations to best meet that student's needs, and works closely with parents, teachers and administrators to communicate and implement the recommended course of action.



Parent and Faculty Communication Policy

Communication is essential to our mission. If any issue arises, proper protocol is to speak with your child's teacher or advisor first. If the issue has not been resolved, please contact the appropriate

Division Head. Upper School parents should encourage their child to speak to a teacher regarding a problem or issue before the parent reaches out. Teaching children to advocate for themselves appropriately is an important skill and one that we encourage.

COMMUNICATING WITH TEACHERS

Parents are urged to contact faculty when circumstances arise which might affect a child's behavior or performance. Parents are encouraged to make appointments to speak with the appropriate teachers. Please avoid impromptu conferences when dropping off or picking up your child. For safety purposes it is important that a teacher be able to focus completely on his or her class during these busy times of day. Making an appointment or putting your questions or concerns into an email allows all parties to have a conversation that is confidential, well thought-out, and focused on the child.

OFFICIAL PARENT COMMUNICATION

A variety of information comes from the school to parents during the year. The official method of communication is via email. For this reason, it is essential that the school have accurate email addresses for all parents/guardians. Occasionally, notices are sent through the mail or sent home with the student. It is imperative for parents to read all WDS materials (emails, mailings and handouts) and to regularly check our website in order to stay current with school events and news (www.woodstockdayschool.org). If parents find they are not receiving emails, please check the Promotions tab of your email. If you find WDS emails in your Promotions, simply drag one to your Primary account and click "yes" to move all emails from this address into Primary.

BEHAVIOR MANAGEMENT AND INCIDENT REPORTS

A significant part of our WDS mission is to help students engage with our community in a healthy and productive way. This takes lots of practice and continual attention to community expectations by students, teachers, administrators and parents. Most student behavioral issues are resolved with simple reminders and creative strategies. Sometimes, behaviors and issues need more structured attention. One way we manage and keep track of concerning student behavior is through Incident Reports.

In the case of continued or extreme behavioral issues, a staff member may fill out an Incident Report and file it with a student's records. When a teacher files a form, they will communicate with parents to resolve the issue and give them a copy of the form. If the issue is significant, a Division Head or the Head of School may also be present. If the issue is not resolved, or if behavioral patterns still continue without improvement, then the school may need to take further action.

Probation: The purpose of probation is to closely monitor a student's behavior over a specified period of time. The length of the probation period will be determined by the particulars in each case. The Division Head or Advisor will communicate the terms of probation to the student and parents.

Suspension: The purpose of suspension is to remove a student from WDS in order to give all parties involved some breathing time and space to reflect on a serious breach of community expectations (such as fighting, stealing, etc.). Suspensions may vary in length based on the nature of the incident. The terms of the suspension will be communicated by Division Heads.

Expulsion: An offense or repeated offense of a serious nature may result in a recommendation of expulsion. Only the Head of School may dismiss a student from school.

The parents of a student placed on probation, or who is suspended or expelled will not be entitled to a refund or reduction of any fee or tuition for the school year in which the student is enrolled, pursuant to enrollment contract.

COMPUTERS, INTERNET AND SOCIAL NETWORKING

WDS respects the rights of community members (students, parents, and WDS employees) to participate in online communities, including social networking sites such as Facebook, Twitter, Instant Messaging, or to create their own personal web pages or blogs. Students who identify themselves as WDS students in any online venue are viewed as representatives of WDS. What follows are WDS social media and internet usage requirements for WDS employees and parents (please refer to **COMPUTERS, INTERNET AND SOCIAL NETWORKING** on page 8 for policy requirements for WDS students):

- WDS employees and parents must be thoughtful and respectful in all communications related to or referencing Woodstock Day School, its program or community members.
- WDS employees and parents must not post any comments about, or pictures of WDS, its employees, program or community members that could be considered threatening, disparaging, humiliating, demeaning, sexually suggestive or defamatory in any way.
- WDS employees and parents must not use personal blogs, websites, social networking sites or Instant Messaging to engage in any conduct that is prohibited by WDS policies. This includes but is not limited to, harassment, intimidation and/or bullying of other students or community members, abuse, or inappropriate sexual innuendo, activity, or behavior.
- WDS understands that the nature of the WDS student and broader community is such that WDS students, employees and other community members may, for appropriate business or social reasons, friend or follow each other on social networking sites. WDS employees and parents must be thoughtful and appropriate about materials, images or comments automatically shared with students, WDS employees and community members by friending or following.
- Texting, emailing or communicating on any form of social media between a WDS employee and student must be limited to school business and must be disclosed by the WDS employee to their Division Head or manager in each instance.

Any violation or suspected violation of the above should be reported to the appropriate Division Head or the Head of School. Any student who fails to follow the terms of the policy as described, will be held accountable for their actions, and may be subject to disciplinary action, including suspension, expulsion and/or criminal prosecution.

CHILD CUSTODY

Generally, all communications that are mailed will be sent to the household(s) of both parents. In specific custodial situations, the school requires a copy of the custodial agreement as well as a current schedule of when the student resides in each household. In the event of a change in schedule or custody, a copy of these changes must be submitted to the main office. If there is only one custodial

parent, all mailings will go to only that parent unless requested by both parents. Notes sent home with children will be duplicated upon parental request. Official documents such as legal contracts will be sent to the custodial parent.

CHANGE OF CONTACT INFORMATION OR SCHOOL DISTRICT AFTER SCHOOL ACTIVITIES

Please inform the main office promptly of any family address, e-mail, and/or telephone changes that occur during the school year.



After School at WDS

There are many opportunities for students to engage in after school activities at WDS. Students may participate in our sports program, specific after school activities, and work with teachers on academic

challenges and projects after school. Students not engaged in programmatic activities must leave campus at 3:15 PM.

AFTER SCHOOL ACTIVITIES

After School Enrichment (“ASE”) workshops/classes run until 5:30 PM. If your child is taking part in ASE, they may still need to spend some time in After-Care, e.g., if their ASE begins at 4:00 PM, or ends before 5:30 PM. For ASE participants, prepaid After-Care is provided at a discounted rate.

AFTER-CARE POLICY

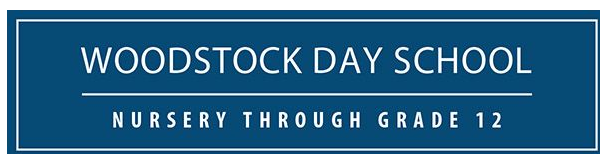
The purpose of the After-Care Program is to provide a safe environment for students from Nursery through 6th Grade to stay until their parents can pick them up. During After-Care children may rest, read, play, complete homework assignments, and/or participate in activities. The After-Care program runs from 3:15 PM until 5:30 PM every day that school is in regular session, with the exception of days with early school closings. After-Care is for Woodstock Day School students only. No child is permitted on the school campus after school hours without proper adult supervision.

For safety reasons, any child left at school after 3:25 PM will be automatically signed into the After-Care program by school personnel and charged appropriately. All children in an after school event or sport will be signed into After-Care if a parent does not arrive within 10 minutes of the end of each class/practice. After-Care rates will apply.

Children must be signed out by the parent or their approved designee (on file in the Main Office), and their pickup time must be recorded. Failure to do so will result in the parent being charged for the full day’s amount. If someone other than the child’s parent/guardian will be picking up a child, the main office must be notified in advance in writing each time or on file in the Main Office.

Parents intending to utilize our Aftercare program are required to purchase an After-Care punch card from the Main Office. After you purchase a card, your child’s name will be written on the front of the card and it will be kept on file in After-Care. Each card represents 10 hours of After-Care. The cost of each After-Care Card is \$100.00 and can only be purchased at the Main Office during regular school hours (8:30 AM -4:00 PM). After-Care Staff will NOT be selling the cards. Your child will not be admitted to After-Care if you have not purchased a card.

If your child is staying for After-Care, please pack an additional healthy snack for your child. Please be sure to pick up your child at or before 5:30 PM. Parents will be charged an additional \$25.00 for every 15 minutes past 5:30 PM.



Health Office Policies

STUDENT HEALTH EXAM FORM

Health exams are required for new entrants and all students in Kindergarten, 2nd, 4th, 7th, and 10th grades, students participating in sports. If your child has had an exam within one year prior to your child’s first day of school that date will be accepted. If your child’s last exam is more than a year old,

he/she will need a new one. The health exam form must be filled out, signed and dated by your child's physician, and returned to the Main Office no later than the first day of school.

STUDENT INFORMATION AND PERMISSIONS FORM

Student Information and Permissions Forms must be filled out for each school year, for each child, to ensure accurate contact and medical information is immediately available for your child in an emergency situation. The Student Information and Permissions Form must be completed, signed and returned to the Main Office no later than the first day of school.

PLEASE NOTE: In the interests of student safety, a completed and signed Health Exam Form and Student Information and Permissions Form must be submitted to the Main Office by the first day of school. Students whose forms have not been returned by the first day of school will not be permitted to return to school until the completed form or forms is/are submitted. Your child will be escorted to the Main Office and you will be called to collect them or to deliver the completed form(s). This applies to all students without exception.

MEDICATION

If your child needs any medication administered during the school day either on an as-needed or ongoing basis, the medication needs to be accompanied by a Medication Administration Authorization Form. This is necessary for over-the-counter medications as well as prescription medications.

For safety reasons, all medications are managed by the Health Office. Over-the-counter medications need to have your child's name on the box and prescription medications need to be in their original containers.

IMMUNIZATIONS/EXEMPTIONS

Immunization proof is required. According to the New York State immunization requirements, all students should receive immunizations as per the enclosed schedule from NYS Department of Health.

Religious or Medical Exemption: If you are requesting exemption from immunizations for your child due to sincere and genuine religious beliefs, please make sure the appropriate forms are completed and on file with the Health Office. If your child is exempt from immunizations due to medical reasons, a letter from your child's physician is required and must be reviewed and renewed by the physician every year.

HEALTH/CONTAGIOUS DISEASES

Parents are requested to care for their children at home if illness is suspected. **At a minimum, children should be fever free for at least 24 hours before returning to school. In cases of stomach illnesses,**

your child should not return to school unless they have not vomited or had diarrhea for at least 24 hours. Any child placed on an antibiotic should also remain home until they have been on the medication for at least 24 hours. If a child is infected with a contagious illness, notes will be sent home to other parents in the child's class to alert them to possible exposure, and to describe symptoms. Children with contagious diseases, such as chicken pox, conjunctivitis, scarlet fever or

strep throat must receive clearance from a doctor before returning to school. If your child has been diagnosed with any of these illnesses, please remember to contact the main office.

WDS is committed to providing fair and equal education opportunities for all students within a safe environment. No discrimination shall be based on infection with HIV and such infection will be treated as any other illness. Confidentiality will be maintained; no one will be informed of another's HIV status unless specific circumstances so indicate and then only with the clear approval of the person involved.

ILLNESS, ACCIDENTS OR INJURIES DURING SCHOOL

Children who become ill at school will be cared for until arrangements are made to pick them up. Simple injuries and minor hurts are attended to by our Nurse. In case of more serious injury, the school notifies the parent. If the school is unable to reach the parent, the person listed on the Student Information and Permissions Form is notified as well as the child's physician. If the child needs immediate treatment, he/she will be brought to Kingston Hospital, unless otherwise requested by the parents.

Miscellaneous

BIRTHDAYS

The school is not responsible for individual birthday parties during the school day. Parents may ask the teacher's permission to provide a special treat in honor of a birthday. These may be sent to school with the student. Please be sensitive to issues such as allergies e.g., peanuts, gluten, dairy, etc.

Birthday party invitations should not be distributed on the school campus unless the entire class is invited. If this is not the case, parents are urged to use mail, phone, or email. Please encourage your child to be sensitive to the feelings of their classmates; parties outside of school should either include the entire class or fewer than half the children in the class.

FIELD TRIPS

Students at Woodstock Day School take frequent field trips. Field trips are essential to our students' learning as there is no substitute for visiting local sites and events. Please encourage your child to participate in each and every field trip, understanding the academic and cultural importance of our off-site visits.

For each trip, you will receive a letter describing the purpose of the trip, the location, cost, means of transportation and departure/return times. You will be asked to sign a blanket authorization at the start of the year (permissions section of the Student Information and Permissions Form). Often there will be a need for parent chaperones and drivers. Parent participation is key to our students' personal and educational success and there are many opportunities for parents and grandparents to join us on our trips.

FIRE DRILLS

State law mandates that WDS hold ten fire drills throughout the year. Each classroom has clearly marked fire exits and escape routes. The students are shown which route to take and where their class will meet in the event of an emergency evacuation. WDS will also hold periodic safety drills, in which students are confined to a spot in their respective buildings for a brief period of time.

LIBRARY

Our library is connected to each of our grades and disciplines and is considered a hub for many of our classes, programs and research opportunities. Students are encouraged to visit our library often and are free to borrow books in accordance with our borrowing policies. Parents are welcome to visit the library during community hours (these will be posted on the library door and bulletin boards).

To ensure that every child has the benefit of our library resources, it is important that borrowed library books are returned in a timely manner. If books are not returned, the cost of book replacement will be added to your tuition bill.

To facilitate access to additional resources, all students are required to have a public library card. The WDS librarian can assist with this process.

LOST AND FOUND

The Lost and Found is located on the porch of the Purple Building. Please check there for any lost items. Lost and Found items will be donated to charities several times throughout the year with prior notice given to faculty/staff and parents.

PARKING LOT

There are three parking lots on the WDS campus: the bus lot in front of the gym, the lower main lot, and the upper campus lot.

The bus lot (parking lot in front of the main office) is for authorized school vehicles and buses only. **Do not use the bus lot for any reason during school hours.** The lower main lot has clearly-marked enter and exit lanes, to be observed at all times. Do not block any entrances or exits with your vehicle. Please drive slowly and park with your fellow community members in mind.

The upper campus parking lot off Smith Road is for use by designated faculty/staff/students and the handicapped ONLY. You can obtain a temporary parking permit from the Office Manager in the Main Office should you need one. Unauthorized drivers will receive a verbal reminder for a first offense. Subsequent offenses will result in a \$100.00 fine, proceeds of which will be given to the Annual Fund.

Admissions Policy

WDS seeks students who thrive in a challenging academic, artistic, and community centered environment. Families of all income levels and backgrounds are encouraged to apply to our program.

RE-ENROLLMENT

At the beginning of the second semester, re-enrollment packets are sent to parents/legal guardians for each enrolled student. The packets will contain a letter from the Head of School, a Transportation Form, an Enrollment Contract for the following year, and a list of important dates. A late registration fee will apply for any re-enrollment contract received after the deadline date.

WITHDRAWALS AND REFUNDS

Withdrawal prior to June 1st of the coming school year: Parents/Legal Guardians may withdraw from the enrollment contract and receive a refund of the paid tuition minus the 10% deposit and fees. The notice of withdrawal must be received in writing by WDS no later than May 31st of the enrollment year. Any fees collected or due are non-refundable.

After May 31 of the enrollment year: Parents/Legal Guardians are responsible for the payment of the full year of tuition for the coming school year.

Accounts must be brought current prior to the release of any student transcripts or records.

TUITION PAYMENTS

At the time of enrollment, a 15% tuition deposit and any applicable fees are due with the contract. Thereafter, the balance of tuition may be paid utilizing one of the following four options: Plan A: One lump sum due before June 1st. Plan B: Two equal payments due on June 1st and October 1st payable through Smart Tuition. Plan C: Three equal payments due on June 1st, September 1st, and December 1st payable through Smart Tuition. Plan D: Ten monthly payments beginning June 1st payable through Smart Tuition. If enrollment contract is signed after June 1st and Plan B, C or D is chosen, back payments to June 1st will be due on registering Smart Tuition.

All accounts are aged in 30 day increments. After 30 days, the Business Office will generate a hardship application. Should a tuition account become 90 days past due, enrollment will be suspended until the account is brought current, could lead to permanent removal, and would not negate any contractual enrollment obligation to pay tuition.

Financial Aid Policy

WDS seeks to provide tuition assistance for students in grades K through 12 already accepted to Woodstock Day School who would otherwise not be afforded the opportunity. This helps to enroll and engage students with differing strengths, interests, cultures, ethnicities, social and economic backgrounds to form a diverse student population and community.

FINANCIAL QUALIFICATION - The student has been accepted and deemed mission-appropriate for enrollment at WDS. In order to qualify for financial aid, all families must complete the financial aid program, administered by its third party service provider (TADS), no later than January 7, 2017 for the following school year. This includes the submission of ALL required documentation to the WDS third party service provider. This will include but is not limited to Tax Form 1040(s), W-2(s), 1099(s) and applicable letters of explanation. WDS believes that the investment in a child's education is the responsibility of both parents/guardians. Applications for aid must be completed by both parties regardless of separation or divorce status, unless the location of a party is deemed unknown.

TUITION INDEBTEDNESS - All tuition must be paid in full by June 1, 2017 to qualify for financial aid for the 2017/18 school year along with a completed and fully executed enrollment contract.

TIMELY TUITION PAYMENTS - Tuition payments must be maintained on a current basis. WDS reserves the right to revoke financial aid for any family who does not maintain a current status on their tuition obligation(s). Should financial aid be revoked for this reason, the family's indebtedness to the school will increase by the revoked amount and will become due as part of the current year's tuition. After 30 days, the Business Office will generate a Hardship Application with deadline. After 90 days, the student's enrollment will be suspended until the tuition account is brought current.

ALLOCATION OF FINANCIAL AID - The allocation of financial aid is on a needs basis as calculated by the program's third party service provider. Each year the Board of Trustees will review tuition fees and determine the percentage of expected tuition revenue WDS can allocate toward the financial aid program. This determination will occur in the fall of each year for the next school year.

Each fall, all students' families who are current recipients of financial aid, and who are maintaining their tuition accounts on a current basis, will receive notice of the filing dates and checklist to qualify for aid for the next school year. This will be the triggering event for families to start applying. It will be to the families benefit to apply early and as thoroughly as possible. **All families must reapply each year to qualify for aid for the upcoming school year.**

Financial aid will be allocated once need is determined by the school's service provider and will be prioritized as follows until the pool is depleted:

1. Existing enrolled students where need has been evidenced and quantified.
2. Newly accepted students where need has been evidenced and quantified.

All requests for Financial Aid **MUST** go through the procedures outlined above.

Tuition Hardship Assistance Program

The Tuition Hardship Assistance Program is designed to assist families who have run into unforeseen circumstances that prevent the family from making their required tuition payments. Families that are 30 days or more in arrears are required to apply to the Hardship program before they fall farther behind. Failure to make timely tuition payments may result in a child's suspension. The Hardship Program is designed to prevent this result by maintaining open lines of communication between the family and the school, and attempting to find ways to help the family meet their obligation to WDS.

The primary goal of the hardship committee is to find solutions that will enable families that, due to unforeseen circumstances are unable to meet their tuition obligations. The committee will try to work with the family to find a payment schedule that is manageable for the family and allow them to meet their obligation to WDS.

Additional financial aid, as a solution to such problems, is not generally available. The goal of the committee is to help families meet their obligations through a reorganization of payments, not through additional tuition assistance. If available, there are rare circumstances where additional aid may be granted.

WDS cannot guarantee the school's ability to help in these circumstances. The reason for hardship, the family's history of timely payments, family volunteerism, and other factors are all considered by the committee when evaluating an application.

Applications for Hardship can be obtained from the Business Office, and will be sent automatically when an account is 30 days past due.

Fundraising

DEVELOPMENT

The Development Office works with the Head of School and the Development Committee to coordinate fundraising activities, events, Annual Fund and restricted giving campaigns.

Volunteers working to support these activities may from time to time incur expenses on behalf of the school. These expenses are only reimbursable if pre-approved by the Business Office prior to the expense being incurred. With proof of pre-approval an Expense Reimbursement Form can be completed and a check generated on receipt (available on request).

ANNUAL FUND

Like all other independent schools, Woodstock Day School needs to bridge the gap between what tuition covers and our annual operating budget. A record amount in foundation funding was raised last year and this year we are generating income in other ways. Nevertheless, 27% of our budget still has to be raised through annual tax-deductible contributions.

Each year we appeal to current and past parents, grandparents, alumni, faculty and staff, trustees and friends of the school. Annual Fund donations are directly responsible for being able to hire and retain excellent faculty members, improve our facilities, and expand and strengthen our academic programs. When you support the Annual Fund you encourage our capacity to nurture the individuality of each student.

Annual Fund participation indicates a community's commitment to a school. That is why foundations often ask *what percentage of Annual Fund support do you have?* So, each year we seek to obtain 100% participation in our Annual Fund.

Governance and the Board of Trustees

WDS is governed by a volunteer group of Trustees. These individuals are charged with adopting ethical and legal governance and financial management policies, and for ensuring the school has adequate resources to advance its mission. Trustees are elected for a three-year term and are eligible to be reelected for a second term. Bylaws determine Board size and procedures for Trustees. The Executive Committee consists of Board Officers, who are elected annually by the Board of Trustees.

Every year, the Board seeks to add new Trustees. The Board has a Committee on Trustees, which puts forward candidates for Board consideration. Trustees represent a broad range of expertise, from education and marketing to finance and law, and can come from the parent body or the outside community. The Board also has other established standing committees to help achieve governance goals. Please visit our website (woodstockdayschool.org) for information regarding the roles and responsibilities of the Board Committees. Committees are open to members of the community, and committee service enables professionals to make use of their skills and affiliations while testing whether increased volunteer commitment suits them.

