



Woodstock School
Parent & Student Handbook
Fall 2016

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2 INTRODUCTION FROM THE PRINCIPAL

Dear Parents & Students,

The purpose of this handbook is to provide you with the guidelines and policies that define living and working at Woodstock. Please read the handbook carefully as it will give you a sense of the expectations we have of our students and also will serve as a guide to the activities, sports, outdoor education programs and leadership opportunities that abound at the school.

A Woodstock education should help our students to take responsibility for their relationship to others and the world in which we live - to discover ways of living together that are creative and harmonious. In order to do this, the school encourages students to consider and respect each other, making worthwhile use of time and energy, so that all feel secure and cared for. We all (students, teachers, staff and parents) need agreements and guidelines that support and maintain a school ethos which nurtures the growth both of individuals and community.

Over the years, Woodstock has touched the lives of young people from all corners of the globe and from all walks of life who have come to this place to live and learn together. This is a rich and vibrant environment and we challenge our students to make the most of what Woodstock offers. Students have a unique opportunity to grow into a truly global citizen during your years here and to develop your potential in many different ways. Through diligence, determination and hard work we can reach great heights! As the school motto puts it, *Palma Non Sine Pulvere*.

Dr. Jonathan Long, Principal

3 DESIRED LEARNING OUTCOMES

Learning at Woodstock is not restricted to the students and books; we are all part of a learning community, and these outcomes should be built into all of our work. Members of the Woodstock community increasingly take initiative in developing the following skills, attitudes, and values:

In developing a profound sense of self, we:

1. Act with integrity.
 - a. Persevere, with conviction and courage as sources of motivation.
 - b. Acquire wisdom to make ethical decisions.
2. Possess creativity, curiosity, focus, passion, and a sense of vocation.
3. Remain open, teachable, humble, with an ability to follow when appropriate.
4. Pursue physical, emotional, and spiritual well-being through these practices:
 - a. Celebrate achievement and remain resilient through failure.
 - b. Maintain a reflective lifestyle that includes time for thought, reading or prayer.
 - c. Manage complexity and practise self-discipline.
5. Gain an informed understanding of Christian beliefs and practices as we learn to think **independently about our own and others' faiths.**

In developing healthy interpersonal relationships, we:

1. Learn collaboratively, working with diverse people in effective teams.
2. Identify with the hopes, dreams, and struggles of people around us.
3. Give and receive effective feedback.
4. **Remain flexible and adaptable, able to absorb others' ideas and able to live with ambiguity.**
5. Bring out the best in others by leading with our own positive example.

In equipping ourselves to survive and thrive in the 21st century, we:

1. Create intellectual capital through lifelong exploratory learning in all areas of human endeavour.
2. Think critically, actively applying our knowledge and analysing patterns to find solutions.
3. Practice and master methods of scientific inquiry and research.
4. Communicate effectively to construct and support sophisticated arguments orally, in writing, and using creative forms of expression.
5. Utilize technological resources responsibly and with ease.

In developing as citizens, we:

1. **Maintain a sense of personal responsibility for our neighbours' welfare.**
2. Explore and appreciate regional and global cultures, languages, religions, and histories.
3. Remain comfortable in multiple environments because of our cross-cultural competency.
4. Possess and act on a strong sense of social justice and empathy with those less and more privileged than ourselves.
5. Understand and seek to preserve our natural environment as good stewards of the earth for future generations.

4 ACADEMIC PROGRAMME

For Academic questions and concerns, contact Vice Principal Ethan van Drunen or the Academic Coordinator, Larry Kaplan.

Grading Scale

Academic grades are given according to the following scale:

For Grades 5-8		For Grades 9-12	
Excellence	90%-100%	A+	87 – 100
		A	83 – 86
		A-	80 – 82
Proficiency	80%-89%	B+	77 – 79
		B	73 – 76
		B-	70 – 72
Competency	61%-79%	C+	67 – 69
		C	63 – 66
		C-	60 – 62
Partial Competence	50%-60%	D+	57 – 59
		D	53 – 56
		D-	50 – 52
Not Meeting Expectation	49% or below (failing grade and student does not receive credit)	F	0 – 49

Effort grades are given for students in grades 5-10 according to the following rubric:

1 – Superior. Independent learner who takes responsibility for his/her own learning; demonstrates active interest in pursuing the subject for its own sake; seeks extra help where necessary; arrives prepared for class, promptly, and with work complete; participates eagerly; interacts proactively, purposefully with peers; consistently exceeds expectations.

2 – Satisfactory. Works toward independence; demonstrates active interest in achievement within the course; occasionally seeks extra help; usually arrives prepared for class; participates appropriately and interacts constructively with peers; consistently meets teacher expectations.

3 – Needs Improvement. Struggles to work independently; intermittently demonstrates interest in the subject or in achievement; rarely seeks extra help; occasionally arrives late or unprepared to class; occasionally participates inappropriately or reluctantly; peer interaction can be problematic; occasionally fails to meet teacher expectations.

4 – Unacceptable. Dependent on the teacher and peers for his/her own learning; demonstrates minimal interest in the subject or in achievement; does not seek extra help; often arrives late or without materials; often participates inappropriately or not at all; peer interaction is regularly disruptive to learning; regularly fails to meet teacher expectations.

Honor Code

1. I will not lie, cheat, or steal.
 - Lying includes any attempt to deceive or give a false impression.
 - Cheating is trying to gain an unfair advantage through improper assistance.
 - **Stealing includes taking anyone else's property without their permission.**
2. I will write in full and sign the following Honour Pledge on all my academic assignments, examinations, research papers, and laboratory report.
3. I will encourage every member of the Woodstock Community to faithfully uphold the Honour Code.

Honor Pledge: On my honour, I pledge that I will neither give nor receive improper assistance in completing this task.

Honour Roll students are those in:

- Grade 5-8 who attain all of the following in any one semester:
 - Grade A- or above in all the 5 major subjects.
- Grade 9-12 who attain a semester Grade Point Average (GPA) of 3.45 or above are recognised on the "A" Honour Roll. Students with a semester GPA of 3.00 to 3.44 are recognized on the "B" Honour Roll.

National Honor Society

Based on their scholarship, leadership abilities, responsible character, and service to the school, eligible students entering Grades 10 to 12 may be inducted into the internationally chartered organisation called the National Honor Society. This organisation administers several programmes, including the Tutor-Tutee Programme and events for the fellow and younger students.

Academic Support

The Academic Support Team consists of: Academic Coordinator, Head of Learning Support, UY Coordinator, E/MY Coordinator & the Personal Counsellors

Level 0. Standard required study halls & Passage participation

Level 1. Monitoring

For students who have successfully moved off of Intervention (see section below). The names of students on Monitoring will be brought up during Academic Support meeting, but **just as a “check-in”**

The decision to place a student on or off Monitoring is made by the Academic Support Team and can be made at any time.

An email will be sent to the parents/guardians informing them that the student has successfully moved off of Monitoring.

Level 2. Intervention

For students exhibiting signs of academic difficulties. Such signs may include: Any trimester **final grades that includes at least one F or three or more D's, consistently low grades during a trimester**, recommendations from 2 or more teachers, etc.

The decision to place a student on Intervention is made by the Academic Support Team and can be made at any time.

Interventions may include: required evening study halls, weekly check-in by advisor, teacher team meetings, etc. Parents/guardians may request an update once a week from the advisor (Tier 2).

The amount of time a student remains on Intervention is not fixed. The decision to move a student off Intervention and into Monitoring is made by the Academic Support Team and can be made at any time.

A student with persistent difficulties may be referred to the Learning Support and/or Counselling departments for assessment and support. This may include the involvement of **external services. Parents' permission will be sought for assessments. A formal Action Plan** will be put in place by Learning Support following a team meeting, including staff, parents where possible and the student if applicable. All relevant parties will be informed of the Action Plan (Tier 3).

An email will be sent to parents/guardians when a student is placed on Intervention, and when they successfully move off of Intervention.

Level 3. Student of Concern

Level 3 applies to students for whom interventions have been tried but improvement has not been seen or is insufficient, or for students who seem to repeatedly cycle through intervention and monitoring. At this level, the Support Team will investigate what further **realistic changes or interventions could be made to the pupil's courses or support in order for** the student to thrive at the school. Limitations for school provision of services like courses, expertise and resources to meet student needs may also need to be considered and acknowledged to parents. Interventions and the Action Plan will continue & a letter will be sent home informing parents/guardians of continued challenges.

The amount of time a student remains a Student of Concern is not fixed. The decision to list a student as a Student of Concern, or move them off, is made by the Academic Support Team and can be made at any time.

Level 4. Timeline

For a student who remains a Student of Concern for two trimesters or more, a timeline may be made in consultation with parents, teachers and/or administrators with specific goals and deadlines. The purpose of this time line is to provide a clear structure for deciding whether a student is failing to thrive here at Woodstock and that the best support for the student would be to find a place where they will thrive. If these goals and deadlines are not met, then the conclusion is that the student is best served by finding a better place and their position at **Woodstock will not be held. The exact date for which the student's position will be released** will be specified in the timeline.

A letter will be sent to the parents/guardians containing all of the details of the timeline.

The decision to place a student on a timeline is made by the Academic Support Team and can be made at any time.

Study Hall

When students do not have a class or music practice, they are assigned to Study Hall. Rules for Study Hall behaviour and routines are posted in the Study Hall room and in the Library. Daytime Study Hall is considered a class. Students in Grades 9-12 who wish to sign out to approved locations must do so at the Upper Years office at the start of the period. All students who go to the library at the beginning of Study Hall, must stay in the library for the rest of the period. Study Hall is intended primarily for study and Library rules apply within the library.

Academic Resources

- Vera Marley Library
 - Library materials are listed in the online catalogue (“Libraries” icon on the website) and library staff members are available to assist you. Encyclopaedias and other reference materials are available for use in the library or for overnight checkout.
 - “Course Reserve” materials are available in the Library during school hours, but may be checked out overnight after 4 p.m. All overnight materials are due back the next day by 9 a.m.
 - Books from the general collection may be checked out for two weeks with renewal options. Students who forget to renew or return items are sent e-mail reminders. Late fines may be assessed if email reminders are ignored. Replacements of lost or **damaged items are billed to the parents’ account according to the price and availability of the book.**
 - Current periodicals are displayed for personal reading. These current issues may be checked out for overnight use after 5 p.m. Older loose issues may also be checked out. Bound volumes of older periodicals are in storage. Students should submit a list of the issues needed to the Circulation Desk, and a staff member will retrieve them.
 - In addition to print resources, the Library subscribes to a number of electronic resources. The current list of databases available can be accessed from the website **by clicking the “Subscriptions” icon. All subscriptions are for the educational use of Woodstock students and staff only.**

- Residence Library Collections
 - The residences also have small collections of reference materials for use during evening study halls, as well as limited libraries of appropriate videos for entertainment

4.1 TECHNOLOGY RESOURCES AND RESPONSIBLE USE POLICY

Technology resources at Woodstock School are available for students to use for the purposes of education, including class work, homework and other school work. Other uses, including personal communication and personal internet use are permitted if the resources are available, according to published guidelines.

Student access to Woodstock's technology resources is governed by the following policies:

1. Students must sign a Technology Resources Responsible Use Agreement each year at check in and adhere to its provisions and expectations.
2. **Students will recognize Woodstock's absolute right to prioritise the use of and access to the school's technology resources.**
3. Students will not share their password and will report any misuse of their ID and password immediately.
4. Student will only log on to the system with their own username. Students will not attempt to log on using another person's username and password with or without their permission. Students will not attempt to access another person's files.
5. **Students will not attempt to gain unauthorized access to (or 'hack') any computer system, whether in Woodstock or via a connection to or from Woodstock.**
6. Students will report any breaches of security to the appropriate Dean of Student Life immediately.
7. Students will comply with all international copyright laws for software and other legislation on Internet usage.
8. Students will treat all the computer equipment with respect and care. They will not tamper with, remove, exchange, or damage the computing equipment/accessories under any circumstances.
9. Students using personal laptops (or any other computing devices) must understand that Woodstock will not be held responsible for any damage to their equipment or data.
10. Students will manage the allotted network resources wisely by deleting/archiving old files and emails in a timely manner.
11. Students understand that Woodstock may use applications/services to monitor their network activity, particularly internet browsing history and at its discretion may block access to sites/pages deemed inappropriate.
12. Students will learn to make an appropriate use of the software to which they have been given access.
13. Students will not install or run any programs, other than those installed by the ICT department. Students will not copy software onto any school computer.
14. **Students will not download or upload any music/movie files using school's Internet resources without permission.**
15. Students will use e-mail responsibly and regularly. Students will not send any inappropriate material in an e-mail.
16. Students will not author or forward frivolous e-mails (chain e-mail or jokes).
17. Students will not use offensive, derogatory, or threatening language in e-mails or in any other communication (including social networking sites such as facebook) on the Internet.
18. Students will not install or use peer-to-peer networks, wireless routers, or any other unauthorised devices. Specific exceptions may be made at dorm level by the dorm supervisor

19. Students will not post or reveal any personal or confidential information about themselves or anyone connected with Woodstock School via e-mail or Internet sites/forums. This includes not giving out details of or lists of students studying at Woodstock.
20. **Students will not use the school's Internet resources to view, download, or transmit obscene or derogatory material.**
21. **Students will not use the school's Internet for commercial activity, political campaigning, fund-raising for charitable causes, or for illegal purposes.**

The school's ability to support and run an effective computer network for all students depends on voluntary and consistent compliance with the requirements of the Technology Resources and Responsible Use Policy. This requires efficient, ethical, and legal use of technology resources and defines the standard of conduct expected from students. It covers physical equipment and hardware, software applications, document storage, e-mail, and Internet use. Students must sign the Technology Resources Responsible Use Agreement each year upon check-in. Abuse of the privilege through hacking, downloading inappropriate software or other violations will be subject to disciplinary procedures in keeping with those outlined in the section on Discipline.

Purpose of the School's ICT Network and Services

Woodstock School provides students with a wide range of information and communication technology (ICT) resources through the ICT Department. It makes these resources available to support the following activities:

- Teaching and learning;
- Other programme activities, extra-curricular activities;
- School administration and school business;
- Personal communication with relatives and friends through the WS e-mail address;
- Personal recreational activities (within current guidelines).

Student Access and Use

- Students will have the access to computers to fulfil the requirements of their role at Woodstock and are expected to treat the physical equipment with care. Physical damage must be reported immediately to ICT staff.
- Woodstock School provides appropriate desktop software on all school computers and the ICT Department is solely responsible for approving and installing all software.
- Each student is given a network account that has a student name and a password. Each account and its password are private and should not be shared with any other person, including other students and people outside of school.
- Students must only access the software, files, and information that are available through **their own private accounts. Using another person's account is strictly prohibited.**
- Each student is given a private place on the Woodstock network to store their personal files. This area must be used wisely as document storage space is limited. Students should not use this area to store music files, videos, personal photos, etc. These may be copied onto other personally-owned storage devices.
- Each student is given a private e-mail account to use for school-related business and for personal communications with family and friends. Students are expected to use

appropriate language in all email communications. Inappropriate usage, such as chain mail, is subject to disciplinary procedures.

- Woodstock provides connections to the Internet so that students can benefit from the wealth of educational information that is available on the World Wide Web. The school provides guidance about and sets limitations on access to certain kinds of sites in the interests of students, with which students are expected to comply. The school has good content filtering and bandwidth management and regulation products and policies in place to prevent misuse. However, students are responsible for any possible harmful or negative effects that may arise from their use of Internet and use this facility at their own risk.
- Wireless access to the internet is available through ResNet and SkoolNet. Instructions for configuration are available on the MyWoodstock section of the Woodstock website.
- The student tech team assists students especially in navigating the Woodstock network and classroom technology. Students not enrolled in a technology course are encouraged to seek the help of the instructional technology coordinator.
- Students violating international or Indian laws may be subject to prosecution.

Personal Computers

Students are welcome to bring personal computers, but these must be registered with the school at check-in and used according to the following guidelines. Students in Grades 7-12 are required to have their own chromebook (Grades 7-8) or laptop (Grades 9-12).

- They must have a genuine Operating System copy installed, preferably with a registered MS Office copy.
- They are advised to have the latest version of a virus protection software system installed. The school uses McAfee anti-virus software and can provide the periodic (daily/weekly) updates to the anti-virus library for it. Other free versions are also available from the internet.
- Personal laptops can access the internet and key school web services – MyWoodstock for news and announcements, Skyward for grades.
- Personal laptops cannot access network folders within the school network including the student u drives and shared folders.
- ICT provides a controlled folder with virus definition updates and all student freeware software and updates for students to use on their own laptops.
- ICT takes no responsibility for repairs to privately-owned systems that are broken.
- ICT may provide for simple repairs; however, these will be charged at the local market rate to **students' accounts or to the students directly. The school cannot guarantee warranty repairs** unless there is a clear international warranty with the system and a service point in India. The school will not ship systems internationally for warranty repair.
- Woodstock makes only limited provision for attaching privately-owned computers to the **school's network.**
- Personal computers may be used for viewing acceptable videos at dorm level with permission from residence staff, but may NEVER be used to view or access inappropriate sites or pornographic material. Student computer use is strictly monitored and logged.
- Computers must be used in accordance with school and residence rules, such as sounds out and lights out. Students are subject to sanctions for misusing personal computers.

4.2 HONOR COUNCIL

Honor Council Constitution

Article I (Formation)

- The Council comprises 5 students from the Senior Class and 4 students from the Junior Class.
- Selection happens after
 - Interested students submit the application form and a faculty recommendation.
 - Desirable candidates submit to an interview by the sitting Council.
 - Faculty members discuss any uncertainties regarding applicants.

Circumstances for member dismissal or resignation include

- Violation of the Honour Code
- Breach of confidentiality
- One month suspension for the first offence. Expulsion from the Council on the second offence.
- Any further consequences deemed appropriate by the Council.
- Structure
 - Outgoing Council and incoming members elect a rising Junior as Vice-President.
 - **The Vice-President assumes the position of President during the individual's senior year or in the event of the President's absence.**
 - Council elects a Secretary to keep records.
 - Members serve a two year term.
 - One member is selected from each rising senior class.
 - The Vice Principal appoints a male and female faculty member as Advisors.
- Commitment
 - Members are expected to display Honour at the highest level.
 - Confidentiality is an essential aspect of the Council that each member must sustain.
 - Members must display a professional attitude during cases.

Article II (Education)

- The Honour Council works to educate the Woodstock Community (HS, MS, and ES).
- Staff members should be informed on a regular basis about the Honour Code and its formal procedures that need to be followed by students after completing each assignment and test.
- The Honour Pledge must be posted in every classroom.
- The Honour Pledge must be put in every examination hall during internal exams. All students are required to write the pledge and sign it once they have finished their exams.
- The Honour Code will appear in all official student materials.

Article III (Honor Code Violations)

- Lying is providing misleading or incorrect information to staff/students.
- Cheating is giving or receiving improper assistance in completing an assignment. Intent to cheat may result in equal consequences.
- **Stealing is the possession of someone else's property without permission or any prior knowledge of the owner.**

- The Council recognizes the following degrees of plagiarism that may result in varying degrees of consequences:
 - Minimal: a few words or phrases that lack a correct citation
 - Substantive: a few sentences or a paragraph copied without citation
 - Egregious: Most or all of an assignment or paper copied directly, and without citation.

Article IV (Reporting of Cases)

- When cheating or plagiarism occurs, teachers can choose to deal with the situation on their own or report the student(s) involved to the Honour Council. The Honour Council supplies formal reporting forms for this purpose.
- Students who witness dishonest behaviour may report the event to either the teacher of the subject or to the Honour Council. Students may voice their concerns verbally or in writing.

Article V (Running of Hearings)

- A hearing requires a quorum of the Honour Council President, Vice President and at least four members. In the event that the presence of the President is impossible, the Vice President will conduct the hearing with a quorum of six members.
- The President will open procedures, reading the student his/her rights. The student will then be given a chance to explain the whole matter without interruption.
 - The reported student has the right to ask for a time out to gather his/her thoughts
 - The student has the right to call a staff or student witness for clarification of the case, recognizing that any false statement may result in further consequences to both the reported student and the individual called for clarification.
- If a member feels that he/she could not be impartial in a certain case, the member is to submit a written statement to the Council excusing him/herself from the case.
- All matters discussed in the Council must be fully confidential. The discussion of matters is strictly limited to the Council members, Staff Advisors, Coordinators, Vice Principal, the reported student/s and the relevant staff member.
- After all members have satisfactorily obtained answers to necessary questions, the President brings the meeting to a close, allowing the student to add any further comments he/she feels relevant to the case. The student will be informed that, upon the recommendation of the Honour Council, further action will be taken by the Administration.

Article VI (Consequences)

- In determining consequences, the Council considers both how to guide the student(s) involved and how to protect the community.
- After reaching a two-thirds majority, the Council recommends consequences that may differ from case to case. Standard consequences may include, but, depending on the seriousness of the violation, are not limited to, the following:
 - Zero on the assignment
 - **Redo the assignment satisfactorily (i.e. in accordance with the teacher's instructions)** for a zero. If this is not accomplished, the consequences jump to the next level.
 - In-school isolation.
 - A 300 word statement tailored to specific situations.

Article VII (Keeping Written Records)

- The Secretary will manage all paper work for the Honor Council
 - Notes will be typed at every meeting and printed for reference.
 - Papers will be stored in a secure location with the staff advisor.
- Notes taken by members during a meeting/hearing will be recorded within the Council notebooks and returned to the staff advisor.
- For hearings:
 - The recommendation form will be completed by the secretary, signed by the President, and handed in person to the Vice Principal.
 - The Council keeps copies of all original reports.
- After the consequences are administered, the recommendation form will be retrieved and filed with the copy of the reporting form in a specific file for the person(s) involved

Article VIII (Amending the Constitution)

- Amendments can be proposed by staff or students through the Amendment Form.
- Amendments will be passed upon the unanimous agreement of the Council, followed by the approval of the Vice Principal.
- The Council must revise the constitution annually.

Honor Council Policies

- 1) All issues of academic integrity fall within the policies and procedures of the Honor Council. Issues of academic integrity include, but are not limited to, plagiarism, cheating & lying within the academic context.
- 2) Accurate and timely reporting of all incidents is crucial to identifying patterns and being responsive. All staff must familiarize themselves with the Honor council reporting procedures (see procedures).
- 3) Confidentiality will be maintained for all personally identifying information and details. Parents or guardians are allowed to know the details pertaining only to their own child.
- 4) Level one consequences will be assigned by the staff member **and recorded in the student's** profile by the staff member. Level two consequences will be assigned and recorded by the Academic Coordinator. Level three consequences will be assigned and recorded by the Dean of Student Life.
- 5) In order to facilitate timely hearings, the Academic Coordinator may excuse any Honor Council member from any school obligation in order to attend an Honor Council hearing.

- 6) The college counsellors will follow the Reporting Policy (a separate policy from this one) with regard to the reporting of offenses to colleges and universities.

Honour Council offenses

The examples given in the following levels are not meant to be considered a complete or exhaustive list. They are just a few typical examples to give some guidance as to what the offense at different levels might look like.

LEVEL ONE: The offence must be dealt with immediately by the staff member involved, with any follow-up within 24 hours. Offences must be recorded in the Student Profile within 24 hours by the staff member who first identifies the behaviour. In accordance with the reporting policy, level one offenses will not be reported to Universities by the college counsellors. Level one offenses do not **affect a student's eligibility for leadership positions or to represent the school in any way.**

1. Lying

- Going to health center in order to avoid another commitment
- **Making an excuse that is inaccurate, e.g. "I was talking to my college counsellor the whole period," when in fact it was only for 10 minutes.**

2. Cheating

- If a student is unaware (difficult to determine) that another student has copied from them during a test.

3. Plagiarism

- First time for improper or absent citation
- Small assignment and/or minimal level of plagiarism.
- Minimal plagiarism is: a phrase, a sentence or two or element of an image that lack a correct citation

4. Other

- **Human behavior just can't always be neatly categorized can it.**
- A violation of formal assessment behavior which appears minor or innocuous.

POSSIBLE CONSEQUENCES FOR LEVEL ONE OFFENCES

- Zero entered into gradebook for assignment or assessment
- Resubmission of corrected work for partial or no credit

- Reprimand/apology
- Essay(s)
- Notification to parents

LEVEL TWO: Staff members do not record level two offenses into skyward. If any staff member believes that an offense they have witnessed is a level two they should follow these steps:

Step 1 - speak with the Academic Coordinator bringing copies of any pertinent details,

Step 2 - inform the student(s) that the incident has been referred to Honor Council,

Step 3 - complete the online Honor Council incident report.

If in step 1 it is determined that the offense is level one, then the staff member should initiate procedures for a level one offense at that time.

In accordance with the reporting policy, level two offenses will be reported to Universities by the college counsellors only when there have been two or more level 2 offenses of any nature.

1. Lying

- During an Honor Council hearing
- Lying to conceal or manipulate
- Repeated small lying
- Lying to “protect”

2. Cheating

- No difference is made between giving or receiving inappropriate assistance.
- The scope of the cheating was limited. In other words, it can in some way be determined that improper assistance was not available for the whole assessment. Example #1: after a few minutes into a test a student voluntarily hands in a crib sheet or note card. Perhaps they **didn't realize they had it tucked into their calculator case. The voluntary piece is what's** important, if a note card is discovered and confiscated by the proctor then the intent of the student was to cheat on the whole test and would not be a level 2. Example #2: after a few minutes into a test two students are observed signaling or communicating to each other. A line is drawn across their papers and they are moved so that communication is no longer possible.
- The scope of the assistance was limited. For example a single equation is written on a **student's hand and this equation would only be helpful for one or two questions.**

3. Plagiarism

- Substantive: a few sentences, a short paragraph or an image copied without citation
- Copying a majority of a minor assignment

4. Other

- A violation of formal assessment behavior which is Substantive. Examples may include a student who is briefly disruptive or perhaps speaks for a brief moment in a language that the proctor does not understand.
- other

5. Repeated level one offenses

- After the first level 1 offense has occurred, any additional offenses that would ordinarily fall within level 1, may be assigned as a level 2.
- This provision is for any and all types of level 1 offenses. For example, assume for a moment that a level 1 - lying offense has occurred in the past. Then a plagiarism offense occurs, which if it had been a first offense would be considered a level 1 offense. In this case Honor Council may choose to elevate this offense to level 2 if the Council feels it is warranted.

POSSIBLE CONSEQUENCES FOR LEVEL TWO OFFENCES

- Any of the level one consequences
- Confiscation of electronics (used for appropriate offenses, not as a blanket punishment)
- Assigning an Honor Council buddy to the student
- Dorm gating
- Bazaar gating
- Conduct probation
- Ineligibility or removal from student leadership positions
- Ineligibility to represent the school, which may include, but is not limited to: MUN, Debate, athletics,
- Other, as appropriate

LEVEL THREE: After conducting a hearing the Honor Council may recommend that the offense be designated as a level three. Cases may also be designated as level 3 prior to an Honor Council hearing by the Academic Coordinator. All cases of level 3 offenses will be heard by the DAP. The Academic coordinator will join the DAP hearing. In accordance with the reporting policy, all level three offenses will be reported to Universities by the college counsellors.

1. Lying

- Lying to harm, such as falsely accusing.

2. Cheating

- On any major assessment or exam either internal or external - first event
- Pressuring another student to participate in cheating
- Gaining access to assessments in any way at any time before it is officially returned.

3. Plagiarism

- On any exam either internal or external
- Egregious: More than one paragraph, up to a majority of a major assignment or paper copied without citation.

4. Other

- A violation of formal assessment behavior which is Egregious. Examples may include a student who is substantially disruptive or perhaps speaking for a significant amount of time in a language that the proctor does not understand.
- other

5. Repeated level two offenses

- After the first level 2 offense has occurred, any additional offenses that would ordinarily fall within level 2 may be considered level 3.
- This provision is for any and all types of level 2 offenses. For example, assume for a moment that a level 2 - lying offense has occurred in the past. Then a plagiarism offense occurs, which if it had been a first offense would be considered a level 2 offense. In this case Honor Council may choose to elevate this offense to level 3 if the Council feels it is warranted.

POSSIBLE CONSEQUENCES FOR LEVEL THREE OFFENCES

- Any of the level one and/or level two consequences
- Isolation
- Suspension
- Expulsion
- Other, as appropriate

Honor Council Procedures

I. Level one

- 1) Incidents will be address immediately by the teacher with the student(s)
- 2) Teachers are encouraged to not assign consequences immediately if they recognize that they are too emotionally involved, but consequences must be assigned and communicated to the student(s) within 24 hours.
- 3) The teacher will inform the student(s) that a level one offense will be recorded in their student profiles before it is actually recorded
- 4) **The teacher shall record the level one incident in the student's profile within 48 hours of the incident.**
- 5) The teacher will also fill out the online incident report within 48 hours:
<https://goo.gl/forms/TPpOOLKxGWb9PgNH2>

II. Level two

- 1) The teacher will initiate a conversation with one or both of the staff supervisors of Honor Council concerning the incident with the initial purpose of determining appropriate level for the incident.
- 2) The teacher will fill out the online incident report as soon as possible, but will not record **the level two in the student's profile**. <https://goo.gl/forms/TPpO0LKxGWb9PgNH2>
- 3) The teacher and at least one of the staff supervisors will collect evidence, meet with the student(s) and determine culpability.
- 4) If culpability is determined then an Honor Council hearing will be scheduled and lead by the student president of Honor Council.
- 5) **The student's advisor will be notified** prior to the hearing and may choose to attend.
- 6) Honor Council can make their own recommendation for what level they feel the offense should be.
- 7) Honor Council will recommend consequences for the incident
- 8) After due consideration of the recommendations, the Academic Coordinator assigns
 - a. consequences and will write a formal letter to be sent to the student, their parent/guardian(s), referring teacher, and the advisor of the student(s).
- 9) The level 2 offense and a copy of the letter will be recorded **in the student's profile by the Academic Coordinator**.

III. Level three

- 1) When an offense is determined to be a level 3, the case is heard by the disciplinary advisory panel (DAP) at which point the DAP policies and procedures will be followed.

The Principal has sole authority to expel. Honour Council and Disciplinary Panel only recommend.

4.3 MUSIC STUDENT GUIDELINES

1. APPLICATION & SELECTION PROCESS

Students wishing to apply for instrumental instruction are required to fill an application/audition form at the beginning of the semester. An audition will be held for all students, both for beginners and for students who have had prior learning in any particular instrument. Students are selected depending on the following factors:

- Audition result will determine appropriate placement of the student in ensemble level and recommended instrument
- Space available in the student schedule to fulfil requirements
- **Space available in the respective teacher's schedule**
- Priority may be given to students with prior learning in the particular instrument
- Availability of instrument of student choice
- Balance of instrument distribution in the overall music programme

Students who have not been selected due to particular reasons may be placed on the waiting list. This list will be considered at the beginning of each semester depending on the above factors.

2. TUITION & INSTRUMENT USAGE FEES

There is an additional charge per semester for music tuition, according to the amount prescribed by the school. Charges may vary depending on whether it is an individual, duo or larger group instruction. Students using school instruments will also be charged for instrument usage. Students in ensembles only, without music lessons, will not be charged, though they will be charged for instrument usage in case of the use of a school instrument.

3. USE OF SCHOOL INSTRUMENTS, ACCESSORIES, SUPPLIES, STORAGE & FACILITIES

Students who do not possess their own instruments may be issued one from the department inventory and will be charged for instrument usage each trimester. Students are required to fill a form for the issue of instruments and are responsible for the maintenance & upkeep of the instrument for the duration of the period during which it is used. All accessories supplied to the student will be charged to his/her account each semester. In case of damage to or loss of the instrument the student will have to bear the cost of either the repair or replacement.

All orchestral & band instruments, school's or private, must be stored in the instrument storage room with the exception of the larger percussion instruments. Guitars must be stored in the Diana Biswas Music Suite storeroom. Indian musical instruments are stored in the Indian Music Studio. Instruments are not to be left in the lobby, practice rooms or any other classrooms. Since it is impossible to monitor the storage rooms at all times and since these rooms are accessible to all music students, the school cannot take responsibility for the loss of instruments. Students are personally responsible for **their instruments, whether the school's or owned.**

School instruments and facilities are reserved exclusively for the school programme. Instruments & facilities are not to be used for non-school related purposes. However, use of instruments and facilities may be considered for formal school events with stipulations, allowing only authorized music students access to the required equipment. In these cases, prior permission must be obtained from the head of the music department who has the authority to deny the use of facilities.

4. MUSIC STUDENT EXPECTATIONS & REQUIREMENTS

MUSIC LESSONS & PRACTICES

- a) All music students are required to have a stipulated number of practice periods each week to qualify for credit. Scheduling of individual music practice times is done at the start of each trimester. Students may choose blocks of time within the school day or during passage time. Practice rooms are then blocked in the Music Office and students will be held accountable for attendance. There may be additional rehearsals called for, such as ensemble sectionals and dress rehearsals before a formal performance that will be required of music students.
- b) Punctuality: Students are required to be on time for all classes and practices. Students are expected to be at the respective location ready to begin rehearsal at the start time of the

class. This means the student must have taken out his/her instrument from the case and have the music folder ready at the start time of the class. Attendance will be treated in accordance with school-wide policies.

- c) Students in ensembles are not allowed to miss a class/rehearsal for any reason except due to official school activities. In such cases, prior permission must be obtained by the teacher. Ensembles are group performance activities with a high level of accountability required of members. Each student is accountable to the other members of the ensemble besides the director. Unexcused absences will be dealt with seriously, in accordance with school-wide policies.
- d) Students must use music periods for music practice.. If a student is found abusing the practice period time, there will be consequences of a conduct report & demerit besides detention. Repeated offences will result in poor grades, probation and eventual expulsion from the programme.
- e) Students are assigned to practice rooms by the supervisor. Students who are found guilty of abuse of facilities such as inscribing graffiti on walls or instruments or causing deliberate damage may face suspension or expulsion from the music programme.

ENSEMBLES

- a) Students getting lessons in voice, orchestral & band instruments are required to participate in appropriate level ensembles. A student may be allowed to be in an ensemble only without lessons at the discretion of the ensemble director. Students will not be eligible to get lessons if they cannot participate in an ensemble.
- b) Students in grades 9 to 12 getting lessons in piano & guitar are encouraged to participate in ensembles, especially the advanced choir if their schedule allows them the option.
- c) Students may be placed in appropriate level of ensemble depending on the technical & musical proficiency required for the ensemble level. Students may be auditioned by the respective ensemble director in order to determine placement.
- d) Band students may be assigned to perform in the orchestras, depending on the instrumentation of selected repertoire. A band student participating in orchestra throughout a semester by attending all classes is eligible to get credit for the course. A band student who is involved only partially in the orchestra programme will not get credit for the course though he/she will receive a participation comment in his/her transcript for the trimester.

RECITALS & CONCERTS

- a) Students are provided many opportunities to perform at formal and informal recitals each school year. Students who are selected to audition for recitals must ensure absolute preparation, in terms of rehearsing with accompanist where relevant and being present at the required time. Once a student is placed on the programme for a performance no excuse will be accepted for absence excepting illness or injury.
- b) All Upper Years music students are required to attend all the formal calendared concerts including the Fall and the Spring concerts and the Indian music concert in Spring. All students getting music lessons for credit are required to attend the two formal recitals – Advanced Student Recital in Fall semester and the Highlights Concert in Spring semester.
- c) All music students getting lessons for credit are required to attend two informal after school recitals per semester.

- d) The music department may schedule other concerts or recitals not on the school calendar either featuring internal soloist(s)/groups or visiting artists/groups. Decisions about required attendance by specific groups will be made in conjunction with the administration.
- e) Concerts and recitals attendance account for one fifth of the semester grade.

PERFORMANCE DRESS CODE

- a) Students are required to adhere to the stipulated dress code for all formal performances. Generally clothes must be comfortable & conducive for performing on respective instruments. Tight fitting clothing such as tight tops/jackets and short skirts or high heels are inappropriate performance attire.
 - Formal Concert Ensemble Dress Code: White top/shirt, black trousers/long skirts, ties, black formal shoes and black socks are regulation concert attire.
 - Advanced Student Recital & Senior Recital: Formal clothes are a requirement for these performances, whether it is the regulation concert clothing or any other acceptable formal attire conducive for performing.
 - Indian Music Concerts & Formal Performances: Students performing at these events are required to be dressed in formal Indian clothing. Students are required to remove footwear before performing.
 - Other formal events: These events include performances at chapels, special assemblies, Indian Independence Day celebrations and baccalaureate & graduation ceremonies. Formal clothes are a requirement for these performances, whether it is the regulation concert clothing or any other formal attire conducive for performing as decided by the respective teacher/director.
 - Informal Recitals & Performances: These include the after-school student recitals and performances at the regular assemblies. Students are expected to be neatly attired for these performances. They may not be attired in shorts, torn clothing or slippers.
 - Sports Days & Pep Rallies: For Inter-house events the respective ensemble director may decide on house coloured t-shirts. For Inter-school events the respective director may decide on the white Woodstock t-shirts.

SEMESTER-END EVALUATIONS

- a) All grade 7-12 music students getting lessons for the purpose of credit are required to undergo an evaluation at the end of each semester. The evaluation will comprise of performance of prepared scales, arpeggios & technical exercises besides a repertoire of choice. The student will perform for a panel of music faculty and will be graded for the performance by each member on the panel. The grade is averaged into the semester grade.

Students may be exempt from undergoing evaluations if the student has performed a solo or small group at one of the formal or informal recitals or any other event during the semester. The student may be exempt if he/she has taken an external music exam such as the ABRSM performance examinations. A student may be exempt from the evaluations in his/her first semester of learning an instrument. All exemptions are made at the discretion of the respective teacher.

5 STUDENT LIFE PROGRAMME

Assembly, Homeroom, and Advisor Groups

On Monday and Friday Grades 9-12 students meet for Assembly in Parker Hall. On Tuesdays and Thursdays, students alternate between homerooms and advisory meetings. On Tuesday and Thursday Grades 5-8 students meet for Assembly in Parker Hall. On Mondays and Fridays, Middle Years students alternate between homerooms and advisory meetings. Early Years students meet for Assembly on Friday mornings in Quad Auditorium.

- Homeroom meetings are held once a week and attendance is compulsory for all students. Homeroom meetings are held on Tuesdays for Grades 9 and 11 and on Thursdays for Grades 10 and 12. The first part of the meeting is devotional and the rest of the time is used for class and school business.
- Advisor Group meetings are held on Tuesday for 10 and 12 and on Thursdays for Grades 9 and 11.

Attendance/Tardiness/Skipping Class

Students are expected to be in attendance at all scheduled classes. Being late to class or skipping class automatically qualifies students for a demerit and/or Early Morning Detention and a zero on any missed work. Any student who skips a test or quiz for any unexcused reason may be given a zero for that test or quiz, which will be averaged into his/her grade. Any student requiring medical attention of any kind during school hours must report to their next teacher for a pass to the Education Administrative Office. After signing out in the Education Administrative Office, the student may proceed to the Health Centre.

Absences which involve missing school should be for emergencies and/or academic reasons only. The accounts of students who miss school for any other reason will be fined INR 5000 per day.

5.1 EXPECTATIONS OF BEHAVIOUR

Woodstock's Student Life Curriculum is based on providing and teaching the building blocks of healthy development known as "Developmental Assets"-that help young people grow up healthy, caring and responsible. These Assets are research-based (from the Search Institute) and involve four areas of External Assets (Support, Empowerment, Boundaries and Expectations, and Constructive Use of Time) and Internal Assets (Commitment to Learning, Positive Values, Social Competencies, and Positive Identity). The developing of these assets occurs in all three areas of our curriculum.

Expensive Items

Many students bring extra cash, laptops, phones, mp3 players etc. to dorms for studying or recreational purposes. Although this is fine, parents should be aware that Woodstock students come from a broad spectrum of backgrounds, and the school discourages overt displays of wealth. In a dormitory setting there is a clear risk of loss or theft of electronic or other items, especially when the items are the most expensive or latest on the market. The responsibility for such items lies solely with the student.

Woodstock believes prevention of theft involves a student's individual, personal responsibility. In short, they must keep track of their expensive items and money. If parents feel their child is not ready for this responsibility, these items should not be sent with their child. Furthermore, when items are stolen from an unlocked area, the school does not conduct an entire dorm/floor search unless there is reasonable suspicion. 99% of the items stolen at Woodstock are items which the student has left in an unsecure/unlocked location for a period of time.

Documentation & Registration

All students must hand in their passports and travel documents for safekeeping. Families will need to keep track of personal deadlines, such as passport expiration, when at home over break. If a **student's visa is going to expire during the school year, the student ought to renew before** coming/returning to school. The Travel Office helps students with residence permits and other documentation only while they are at school. Students are expected to respond IMMEDIATELY to any requests from this office for passports, photos, or signatures, as the work is often of a time-sensitive nature. The Liaison Officer will keep student passports secure.

Each term, students must bring 8-12 current photos which meet the requirements for passport photos. These are needed for use in creating ID cards, applying for travel permits, etc. Woodstock issues special ID cards for use when travelling; these ID cards must be returned to the Liaison Office **upon the student's return to school. Students must also bring back the residency permit so that the school does not have to re-apply for this document.**

Chewing Gum

Gum chewing is not allowed in classrooms at school level.

Cleanliness

Students need to be responsible for their litter and clean up after themselves.

Dress Code

The school expects that all students will protect the school's reputation and demonstrate its values by maintaining a respectable, neat, appropriate, clean, and modest manner of dress and appearance at all times, both off and on campus. Graphics and/or wording on clothing must not be offensive to any person and must demonstrate sensitivity and respect for the community at large, both on and off the school property. Girls in particular should be cautious about the amount of bare skin they show. Students are expected to bathe regularly and maintain good hygiene. Hair should be clean and neat at all times. Dyeing of hair in any unnatural colour is not permitted. Ear and nose piercings are acceptable. Tattoos must not be visible.

Dress Guidelines

- **Sleepwear is not appropriate as school wear unless when announced for "Spirit" days.**
- Pajamas are approved at the dorm level provided it does not violate the dress code.
- No flip flops are permitted off campus or at school level.
- Boxers are never appropriate to be worn in public
- No drug, alcohol or offensive symbols/images/messages on clothing.
- No baseball caps or hoodies indoors at the school level.

- Only nose and ear piercings are acceptable
- Tattoos should not be visible
- Athletic wear off campus should be only knee length shorts or track pants, and no tank tops.
- Athletic practice with shorts is allowed at the Gym or Hanson field, but should be covered over with knee length shorts or track pants off campus.
- Sleeveless tops are ok, but tank tops, narrow or spaghetti straps are not allowed.
- Be cautious of low cut or plunging necklines.
- Dresses/skirt/short lengths - When standing, the item should end no shorter than 4 fingers of the student placed together above the top of your knee cap. Keep in mind that dress lengths can be revealing based on how high up you are standing – on stage, on the ramp on a balcony --far more than being viewed at ground level.
- Opaque (not see-through) stockings are required with any clothing at the 4 finger rule.
- Translucent stockings (not skin-coloured) may be worn for clothing below the 4 finger rule.
- Unless wearing jeans, a skirt or slacks, be sure that the top is long enough to fully cover your bottom at all times. Even when your bottom is covered, be equally sure that the leggings or pants beneath are completely opaque, that skin is not visible.
- No bare midribs unless with traditional Indian wear

Electronic Devices

Students are not to use electronic devices at the school level during class hours except:

1. On a class-by-class basis as advised by the instructor
2. **During a student's free time** (e.g. lunch, working out in the gym, after school in the Quad).
3. During study hall
 - a. Students may listen to music during study hall provided personal earphones are used, the music is inaudible to everyone else, two people are not sharing a single set of earphones.
 - b. Please note the following are not acceptable uses of technology during study hall:
 - i. Social Media (Facebook, Twitter, and networks with similar functionality)
 - ii. Gaming
 - iii. Watching movies or videos (unless explicitly instructed to for a class)
 - iv. Chatting (video, voice, text)
4. For pre-approved performance recording in the Parker Hall/MC Aud balconies. This only applies to students who have been asked to officially record a performance by an academic department. All other device usage is prohibited at any time in both Parker Hall and the Media Centre Auditorium.

Failure to follow these restrictions will result in the confiscation of electronic devices for two weeks and a Level One demerit.

Fireworks

Fireworks may not be bought or used by students.

Intimate Relationships

Woodstock encourages the formation of good, sound relationships-for these lie at the heart of any good school. All members of the community, in their relationships with one another, are expected to maintain a high standard of conduct at all times.

It is also important to remember that an exclusive relationship during your schooldays can be a **powerful limiting factor on your education. Woodstock's views on matters of intimacy are** underpinned by clear personal, moral and religious considerations. Holding hands, or a friendly goodnight hug are acceptable. The following, however, are not:

- Couples being alone together in a closed room or any private space
- Displays of physical intimacy in public

Public displays of intimacy are inappropriate if onlookers feel embarrassed. Acts of sexual intimacy or cases where students are found in compromising situations will always be dealt with severely. In these situations the school will take the position of assuming the worst and will consider these a Level 3 Offense, Abuse of Privilege. Punishments for such misbehavior can include suspension or expulsion from the school.

If the school feels a relationship is becoming a distraction to either party involved or is viewed as **"unhealthy", the school reserves the right to put restrictions on the relationship just as parents would** do. If restrictions are placed on a relationship, both sets of parents will be informed, in advance, by the Dean of Student Life. Failure to follow these restrictions will result in disciplinary action.

For students in Grades 8 and below parent permission must be given to the Primary Dorm Parent before Woodstock will allow the students to be involved in an exclusive relationship and/or dating.

Interaction with Employees

About half of the people employed by Woodstock are service employees who are entitled to mannerly treatment and polite requests. Employees must not be asked to do special favours for students.

Misbehaviour or negligence on the part of any employee is to be reported to a staff member.

Language

Students should always be respectful, appropriate, and careful not to give offence in their choice of words or tone. Any kind of verbal or physical intimidation is unacceptable. Obscene language, **language misusing God's name or disrespectful of any religion will not be tolerated.**

Lockers

A locker is assigned to students at school level. Students may be required to provide their own locks and should not leave backpacks and other materials lying around in the hallways or classrooms. A fine may be levied for the return of confiscated personal effects. Valuables may be left in the Education Administrative Office for safekeeping.

Lunch Etiquette

Students eat lunch in shifts. Lunch procedures, timings and entrance and exit routes are posted outside the Education Administrative Office and must be followed conscientiously. Older students must be particularly careful about the way they behave around the younger students and may not enter the Quad Dining Room until their shift begins.

Music

Students are encouraged to enjoy a variety of styles of music, but music with inappropriate content will be confiscated or deleted. Music should always be kept at a volume that is respectful of others.

Official School Functions

Students should be courteous and give performers and guests the attention and respect they deserve. Audience response should be appropriate to the event. Food, drink, gum and sleeping are not allowed in Parker Hall. Students should arrive in time to be seated before the start of the function. Students are expected to remain until the end of the programme. Dress at official school functions will be designated before the event and students are expected to comply.

Respect for others

Students should treat everyone they meet with appropriate respect, whatever their status, gender, age, etc. Inappropriate behaviour to staff such as disobedience, ignoring instructions and rudeness **will not be accepted; nor will fighting, theft or damage of others' property. Verbal, physical, or sexual harassment, bullying, or abuse of any kind is completely unacceptable.** These behaviours destroy community and will not be tolerated.

Transportation

Students are not permitted to have bicycles or to drive any kind of motor vehicle while they are attending Woodstock—even if they are licensed drivers. They are not to be passengers in any vehicle driven by anyone not authorised by the School. Day scholars or students who are out of boarding with their parents will be under the direct authority of parents, but should keep in mind that they are never allowed to transport other Woodstock students if they are driving.

At the discretion of the Dean of Student Life and with written parental permission, students will be permitted to take taxis arranged by their parents to locations outside of Mussoorie. Students may take local taxis which are arranged by residence staff, teachers, or other adult chaperones. Students are not allowed to arrange their own taxis.

Animals

Students may not have personal pets in residences.

Boundaries and Timings

Students must remain within the boundaries and timings outlined below. In order to go elsewhere for any reason, students must have a pass issued by a residence staff member or the Dean of Student Life. Senior privileges occasionally provide exceptions to these rules.

- During school hours

All students, including day scholars, must stay within the academic school premises, which are defined as the area bounded by the path immediately above the school, from the Media Centre to the Kitchen Gate; and by the Tehri Road from Tafton to the Kitchen Gate. On school days, students may only leave the premises with permission from the Dean of Student Life.

- After School hours until dinner check-in time at the residences
All students must stay on the campus. The campus is defined with the following boundaries: Bramleigh (on New Road) and South Hill (on Tehri Road) are the Eastern limits, Edgehill and the path from Palisades to the New Road are the Western limits, Edgehill, Community Centre and Upper Woodstock are the hillside limits. Sister's Bazaar and Char Dukhan (the top of the hill) are off limits.
- After dinner
Students must be within the lower residence campus. Students may not enter any dormitory other than their own except for visiting hours. Students may sign out for a social or academic activity elsewhere on campus or extended study hall in the library.
- **Lovers' Lane**
This path below Midlands is off limits to students after 6 p.m. and during weekends, unless they are on their way to one of the staff homes on that path.
- Cozy Corner
Students may go to Cozy Corner only on a bazaar Saturday until 5:00 p.m. Cozy Corner is off limits at all other times.
- Char Dukhan
Students may go to Char Dukhan on Saturdays and following church on Sundays. On closed bazaar days, students may go to Char Dukhan with permission from the residence person on duty.

Buying & Selling

Students should not deal with unauthorised people who may want to buy or sell items, whether Woodstock-related people, kabari-wallas (second-hand dealers), or others from the bazaar. Residence staff can arrange end-of-year sales for students, if necessary. Generally, students should consult with residence staff and/or parents before disposing of any personal possessions or making any major purchases.

Weapons

Weapons are forbidden. These include slingshots, firearms, nunchucks and knives (apart from penknives). Penknives can be confiscated if they are used inappropriately.

Pornography

In any form, whether video, computer, photography, music, or text, pornography is considered inappropriate and degrading and is not permitted at Woodstock. Violators will be disciplined and materials confiscated or deleted.

5.2 COUNSELLING & CONFIDENTIALITY OF STUDENT INFORMATION

The Woodstock Counselling Programme offers help at a number of different levels. The types of services offered include:

- Academic Counselling
- College Counselling
- Individual short-term counselling (includes, but is not limited to, adjusting to an international boarding school, anxiety, minor depression, shyness, relationship problems, substance abuse, prolonged stress, anger management, etc.)
- Support Group programmes
- Educational programmes aimed at developing life-skills
- Evaluation of situations which may need intervention and/or specialist services
- Crisis intervention

Academic Advisors

Every student in grades 5-12 is assigned an academic advisor and advisor meetings are held on a regular basis. Advisors are available to offer students advice and assistance with course selection, grades, study skills, learning styles, etc. Academic Advisors also organise social gatherings and help students with interpersonal relationships. Advisors, in general, are not trained counsellors and may refer to professional staff when circumstances merit

Confidentiality

Confidentiality is an essential component in effective counselling and advising. Students often need to share sensitive issues with a concerned adult without fear of disclosure and the school respects that need.

The school counsellor maintains 100% confidentiality except in the following cases:

- The student him or herself (or the report of another student) indicates a clear and present danger to themselves.
- The student him or herself (or the report of another student) indicates imminent harm to another person, group of others, or property.
- The welfare of the institution demands disclosure of a contemplated crime or the actual commission of any crime.
- When information shared reveals a possibility that the school could be held liable for knowing about a situation and not passing on information about it (e.g, child abuse, sexual abuse).

Student Records

Students' families have a reasonable expectation that their children's academic records and personal information will remain private.

- Student Information
Information is gathered from, and may be shared with, *on a need-to-know basis* any or all of the following:
 - The students themselves

- Parents or legal guardians
- Persons authorized by the parent/guardian or an adult student after graduation
- Admissions and/or financial aid staff
- Administrative staff
- Academic staff
- Counselling or chaplaincy staff
- **Development/Alumni Department staff have access to “Directory information”**
- Health Centre staff and their consultants
- Residence staff
- Support staff
- Anyone required by law to report certain kinds of information
- Appropriate parties in an emergency
- **Woodstock’s Board of Directors or accrediting agencies**
- Law enforcement or government agencies
- College admissions personnel as per student applications
- Individuals or organizations contracted for specific purposes by the school and requiring student information
- Information required by any educational study in which Woodstock participates

Woodstock follows the applicable standards laid out by India’s privacy laws, the United States’ Family Education and Privacy Rights Act of 1974 and the UK Data Protection Act of 1998.

- Right of access

The student may request access to student records in writing at any time, with the exception of:

- **Personal notes/records in the sole possession of their creator for the creator’s own use.**
- Letters of recommendation for entry into Woodstock
- Official Letters of Recommendation for college or employment applications
- The communications or financial records of their parents/guardian.
- Certain medical records may not be accessible directly, but may be accessible for review by a medical provider approved by the parent, guardian or student
- The final results of any disciplinary proceedings against the perpetrator of a violent crime or non-forcible sex offense committed against the student
- After the student reaches the age of 18, parents no longer have access without written permission from the student.
- **Records will be kept of each outside request to view their records in the students’ file.**

- Right to content

The parents/guardian or adult (over 18, matriculated) student has the right to:

- Request a hearing to challenge the content of a document
- Place an explanation of the content, written by the parent/guardian or adult student, **in the student’s permanent record**
- Expect that in any records provided for inspection by parents, guardian or student, the names and personally identifiable information of other students and/or innocent parties will be redacted to protect their privacy

5.3 RELIGIOUS LIFE

Woodstock School has a full-time chaplain or chaplaincy coordinator on staff, who is available to help with personal problems and concerns but who is especially qualified to help students with spiritual issues and to discuss matters of faith, lifestyle, values and world view. The Chaplain also organises Assembly Devotions, monthly Chapels and other special events, including Religious Retreats.

Woodstock provides many opportunities for students to engage in activities, discussion groups, worship services and Bible studies, for the sake of nurturing spiritual awareness and commitment to Christian values and principles. Some of these opportunities are formal and are organised through the Chaplain and the Chaplaincy Council, while others are informal and are organised by students themselves or by residence staff, teachers or others in the community. Most are voluntary, with the exception of monthly Chapel Services and morning Assemblies, which generally include a devotional reflection by a student or staff member.

Christian

- Chapel Services

As a Christian School, Woodstock has required chapel services on Wednesday evenings once a month in Parker Hall. Students are expected to be respectful, quiet and attentive during presentations, and to participate in accordance with their comfort. Each month, the Chaplaincy Council chooses a charitable cause, to which students are encouraged to contribute an offering.

- Chaplain

The Chaplain is available for personal problems and concerns, but is especially qualified to help with spiritual issues and to discuss matters of faith, lifestyle, values and worldview.

- Chaplaincy Activities

- Dorm Fellowship Groups: These study groups are voluntary and are held in dorms at times that are mutually agreed upon by dorm parents and students.
- Sunday Fellowship Group: This is a student-run Christian organisation that meets on Sunday afternoons for worship and fellowship, often with outside guest speakers.
- KFC: A worship group which meets on Sunday afternoons for Korean students

- Local Worship Services

There are many churches in Mussoorie and students are encouraged to attend Sunday morning services. The following is a list of local churches, with the language of the services and the timings.

- St. Paul's, Landour (Char Dukhan): English, 9:30 a.m.
- Kellogg Memorial, Landour (between Char Dukhan and Sister's Bazaar): Bilingual Hindi and English, 10:30 a.m.
- Hindustani Church (below the main gate): Hindi, 4:00 p.m.
- St. Emilian's Catholic Church (Oaks Rd, near St. Clare's Convent School): Hindi 10:00 a.m.
- Sacred Heart Catholic Church: Hindi Mass, 10:00 a.m.,
- St. Peter's Catholic Church (top of the hill): English Mass 2nd Sunday of the month, 12:30 p.m.
- Central Methodist Church (The Mall, Kulri): Hindi, 11:00 a.m.
- Union Church (Picture Palace): English, 10:30 a.m.
- Community of Nations Church (Himalayan Castle Hotel): English, 10:00 a.m.

Students must sign out of the residences for church and are expected to return to residences by 2 p.m.

- Student Retreats
The Chaplain and the Chaplaincy Council organise mandatory and voluntary retreats throughout the year for students of all age groups

Other Religious Backgrounds

- Personal Practices
Students of all faiths are encouraged to be faithful in their religious practices. Students are permitted to perform regular acts of worship when they go to the Bazaar on an Open Bazaar day.
- Religious Holidays & Special Occasions
Arrangements can be made to attend special celebrations at mosques, temples or other worship sites in town, though they must be made in advance through the appropriate Residence Supervisor.

5.4 DISCIPLINE

DISCIPLINE – BALANCING ENCOURAGEMENT & CONSEQUENCES

Our guiding philosophy states that, “education should take place within a compassionate and caring community” and should be characterized by, “compassion for the troubled and vulnerable.” **Nevertheless**, expectations of students are high and are clearly stated at the time of admissions and in the Student Handbook. The conduct system is not designed to penalize every minor infraction – it is, however, designed to be responsive to minor infractions that accumulate over time. The aim of this system is to deter, educate and encourage positive personal growth.

Students are expected to respond positively: to accept punishments wholeheartedly, and to change their behaviour. They may be required to talk the issue through confidentially with the Personal Counsellor. No responses to misdemeanor are intended to be automatic and mechanical. Responses will always seek to be individualized and personal – designed to take account of the nature of the misdemeanor, **the circumstances concerned, the student’s past history** and a sense of what response is most likely to allow learning to occur. In the event of a serious offence being committed, we expect other students present, but not involved, to dissociate themselves actively.

REWARDS

At the end of each semester, ceremonies provide opportunities to formally celebrate successes and achievements and to recognise outstanding contributions to service, sport, performing arts and outdoor pursuits as well as academic endeavour and attainment. Special prizes for outstanding contributions and exemplary personal example, leadership and service are also awarded at the Graduation ceremony. All staff are encouraged to look out for and to recognize positive student behavior and contributions, including:

- Acting respectfully
- Assisting someone
- Picking up and throwing away trash
- Stopping a confrontation
- Consistently being on-time
- **Doing what's right even when others aren't**
- Cleaning up after peers in dorms or classrooms
- Helping/being kind to younger students
- Any behavior that goes beyond minimal expectations.

Students have the chance to receive commendations for any actions/activities where they excel and impress members of staff (e.g. an act of service, dedicated training in a sports session, excellent homework and test results in an academic subject, impressive behaviour and contributions in dorms or during Activity Week).

A staff member will set up a commendation on the network and a small certificate for each commendation awarded will be printed each week. These are distributed weekly by the MY or the UY Coordinators along with the Dean of Student Life. If a student accrues four commendations in a term, s/he will be eligible for a **Principal's Commendation**. Principal's Commendations are awarded in assembly. Periodically, a Commendation Dinner is held at the **Principal's house to celebrate the achievement of the award winners**.

Individual acts of exceptional personal example or work can be entered into Woodstock's Book of Excellence. **Students are nominated by teachers, who feel that the student's work or contribution is so impressive that it deserves a very special recognition.** The Book of Excellence provides a written record of all outstanding pieces of work or significant contributions to the **community achieved during a student's time at Woodstock.** **Students so nominated are invited to the Principal's Office to sign the book beside the nomination entry.** A letter is sent to parents and all entries in the Book of Excellence may be listed as an Honour on university applications.

DEMERITS

Demerits are given as consequences for minor misdemeanors. These are the low-level infractions which will occur day by day. Individual staff will need to decide, on a case by case basis, how to respond to these infractions. Issuing a Demerit is one option. For a first minor offence, and given the circumstances, other options include a conversation with the student and a verbal caution or guidance.

Students should not be assigned more than one demerit for the same offense. Any accumulation of three demerits over the course of the trimester earns a student an Early Morning Detention (EMD). An accumulation of more than three demerits over the course of the trimester may result in additional EMDs, gating or other loss of privilege. Demerits do not accumulate beyond the trimester but do remain on record so that trends or patterns can be picked up on over time.

OFFENCE LEVELS

Offences are broadly categorized in three levels corresponding to Woodstock's view of their seriousness. The following list of offences is not intended to be comprehensive – it is intended to clearly indicate the type/seriousness of offences falling in the various categories.

LEVEL ONE: The offence must be dealt with immediately by any staff member in the presence of the infraction, with any follow-up within 24 hours. Offences must be recorded in the Student Profile within 24 hours by the staff member who first identifies the behaviour.

1. Damage to others

- Inappropriate behaviour to staff: disobedience, ignoring instructions, rudeness etc.
- Insulting behaviour to another student or staff member
- Fighting (between students)
- Theft or damage to others' or school property, graffiti, stealing or damage through carelessness
- Swearing/profanity

2. Damage to oneself

- Tobacco use: first offence (see separate policy for details)

3. Abuse of privilege

- Room cleanliness issues
- Inappropriate PDOA
- Breaking bounds, late for dorm timings less than 15 minutes-minor
- IT Responsible Use
- Tardiness/lateness to class or check-in
- Dress code infringements
- breaking sounds/lights-out rules etc

4. Repeated infringements: will become a Level 2 Offence

POSSIBLE CONSEQUENCES FOR LEVEL ONE OFFENCES

- Reprimand/apology
- Early Morning Detention
- Removal of privileges
- Making restitution (for damage) Residence/school service
- Notification to parents

LEVEL TWO: Referred as soon as possible to the Student Life Coordinator and reported in writing to parents by the Student Life Coordinator. Referral should take place by or on the next weekday.

1. Damage to others

- Theft or damage to others' or school property, inc. offensive graffiti: serious offences
 - Bullying: repeated cases of physical or verbal threats or intimidation (see separate policy)
 - Insulting behaviour to a staff member
 - Sexual harassment
 - Swearing/profanity, repeated or directed at an individual or group
 - **Recording, taking photos or using someone's personal information without permission**
2. Damage to oneself
- Tobacco use: second offence (see separate policy)
 - Alcohol use: first offence (see separate policy)
 - Note: **Being present when the school's drug/alcohol policy is being infringed may result in disciplinary action being taken by the school.** In investigating such an occurrence and determining whether or not a disciplinary stance would be adopted, the Dean of Student Life will take account of the precise circumstances and context as well as any mitigating factors which might apply.
3. Abuse of privilege
- Inappropriate behaviour in boy/girl relationships; repeated public displays of affection
 - Possession of a weapon
 - Breaking bounds, late for dorm timings more than 30 minutes
 - Unauthorized use of taxis
 - Being in the bazaar without permission
 - IT Responsible Use offences (see separate policy)
4. Repeated Level One offences

POSSIBLE CONSEQUENCES FOR LEVEL TWO OFFENCES

- Gating
- Loss of general or major privileges
- Removal from school teams or representative positions
- Dismissal from student leadership position
- Residence/school service
- Conduct probation (at the discretion of the Dean of Student Life)

LEVEL THREE: After immediate intervention by the member of staff, the offence should be referred to the Dean of Student Life. These offences are liable for suspension/dismissal/expulsion. Details will be recorded in the student's record by the Dean of Student Life and will be included in official references. The Dean of Student Life will initiate follow-up action by the next weekday. A student returning to school after suspension will automatically be placed on conduct or full probation, depending on the reason for the suspension.

1. Damage to others
 - Serious acts of dishonesty/deceit
 - Bullying: serious threats or physical assault
 - Physical assault on another student: serious offences
 - Physical assault on a staff member
 - Abusive behaviour to a staff member
 - **Recording, taking photos or using someone's personal information without permission involving inappropriate material and/or used to bully, intimidate or threaten**
2. Damage to oneself
 - Sexual misconduct
 - Tobacco use: third and subsequent offences
 - Alcohol use: first offence – excessive consumption
 - Drug abuse: possession or use of substances forbidden under drug policy
 - Providing drugs or substances prescribed under the Drug Abuse policy to other students
3. Abuse of privilege
 - Sexual misconduct
 - Breaking bounds-leaving campus without permission
 - IT Responsible Use Contract offences – repeated or severe
4. Repeated Level Two offences
5. Repeated Level Three offences: A student who is suspended for a Level Three offense and then repeats the offence (or other serious offence) within that or the subsequent school year will be liable for expulsion.

POSSIBLE CONSEQUENCES FOR LEVEL THREE OFFENCES

- School isolation/campus gating
- Loss of major privileges, including Graduation, issue of Diploma etc.
- Suspension / Dismissal / Expulsion
- Recording in school records and references

ATTENDANCE AND UNEXCUSED ABSENCES FROM CLASS

Students are expected to be fully and positively engaged in the life of the school. This includes attendance at all classes and at other programmes. Absences are recorded on student report cards by the teacher of the class concerned. Unexcused absence from class will result in an Early Morning Detention the following day. More than three unexcused absences from any class in a trimester will be reported to the Student Life Coordinator and the Dean of Student Life to decide appropriate consequences on a case by case basis. In such cases, parents and students will be notified in writing.

RESPONDING TO OFFENCES

The following descriptions give some indication of steps the school may use to help students learn from mistakes and develop self-discipline. This list not exhaustive and cannot be taken to limit in any way the school's responsibility to administer any discipline that it considers necessary or appropriate. It is worth repeating that we do not see punishment as an end in itself, but as a means to help us live in community with high standards.

Responses may sometimes include taking account of the following:

- Striking a balance between the removal of free-time, privilege or responsibility and the imposition of other restrictions or conditions designed on a case by case basis.
- Restitution, either materially or as community service/campus tasks.
- Consequences will usually be given on a scale that reflects the nature and severity of the offence
- Repeat offences will be treated more seriously: we expect a change of behaviour in response to discipline the first time.

Dorm Gating

Dorm Gating restricts a student's movements to their dorm during their free-time. When a Dorm Gating is given, it is always for a defined time period. Official sports practices, activities, rehearsals and authorised commitments usually take priority over Dorm Gating. The Dean of Student Life or Student Life Coordinator can, at their own discretion, decide to gate a student at any time in response to conduct which warrants the temporary removal of the student from normal freedoms and social contact.

Campus Gating

This is a more serious punishment. It involves confinement to the dorm during all free time and checking in with the duty staff every half hour to have a report sheet signed. It may be accompanied by practical jobs. Gated students may not receive visitors or use the social spaces in the dorm. School gating takes priority over all other school activities and anything else which may distract the student from this consequence. The gated student will be permitted to take part in public events if they are deemed sufficiently important by the Dean of Student Life. At the end of the school gating period, the student is to report to the Student Life Coordinator. Campus Gating is assigned at the discretion of the Dean of Student Life in consultation with other staff members. Parents will be informed by the Dean of Student Life.

On Report

In addition to other possible consequences, students who have committed serious or regular breaches of the school rules or have fallen short of basic expectations may be required to take a checklist to all classes and activities, obtain signatures and remarks from the respective teachers or supervisors, and report to the Dean of Student Life or the Academic Dean every day with evidence of progress.

Early Morning Detention (EMD)

Early Morning Detention takes place from 7.00am – 7.45am each weekday Monday – Friday. It is for students who have acquired more than three demerits over the course of the trimester or students who have recorded an unexcused absence from class. Early Morning Detention may also be used as a consequence for other conduct issues at the sole discretion of the Dean of Student Life or the Student Life Coordinator. Students notified of an EMD must attend the EMD the very next morning.

- **Students on EMD must report to the Principal's Office by 7.00am sharp, dressed appropriately for the school day.**
- Failure to report by 7.00am sharp will result in the student being sent back to dorms to repeat the EMD the following weekday. Failure to report at all will result in a meeting between the student and the Student Life Coordinator the same day. The Student Life Coordinator will decide what disciplinary action is required in addition to the EMD.
- Students on EMD will carry out a meaningful 40 minute manual task on campus assigned by the supervising staff member.
- After a student receives his/her fourth detention in a single trimester, a letter informing **the student's parents will be sent by the student's advisor. It is the expectation that a conversation happen between these parties.** After receiving a fifth detention, the student **will be required to meet with the Dean of Student Life, the student's parents will be notified** and the student may be subject to a Disciplinary Advisory Panel depending on the circumstances.
- Students will be released from EMD at 7.45am to check-in with a Dorm Parent who will sign off on the EMD. The student will then eat breakfast in the lower dorms. Students may then return to campus for the start of the school day.

Suspension

Occasionally it is decided that a period of time away from school is necessary. This aim of suspending students is to give them time for reflection away from school and to serve as a clear warning message that their behaviour is unacceptable and cannot continue. Suspension also plays a role in removing students from a high-pressure situation in which they are already making poor choices and thus protects them from making any more poor choices. Students who are suspended twice within a year risk not being re-admitted.

When students are suspended from school the Dean of Student Life and the Student Life **Coordinator, will usually place them, at the parents' expense, with a local host (off-campus)** who is known and trusted by the school, preferably with either a current or past professional relationship to Woodstock. The host typically will be able to host the student without judgement in a safe environment, provide suitable accommodation within their home at quite short notice and capable of providing intelligent support and care appropriate to the situation. The school does not place any responsibility on the host for counselling or punishing the student(s). Whilst suspended the student is expected to bring school work and reading to do, help with jobs around the home and garden and to be polite, courteous and cooperative at all times. Normally students will not be permitted to bring electronic devices (phones, laptops,

games) for leisure purposes. If the host finds that students have such equipment, they are at liberty to confiscate the item.

Students may, occasionally, be sent home to serve a suspension, when particular circumstances make this a more appropriate or practical sanction in the opinion of the School. Where an offence is punished by a suspension close to a school holiday or break, the School reserves the right to hold back a student at the beginning of the holiday to serve a suspension at school. Suspension (*sine die*) may be applied when the Principal feels that further investigation or consideration is required before determining whether a student may return to school.

Dismissal

Dismissal results in the immediate removal of the student from the school. After a specified period of time the student may reapply for admission. Re-admission is not guaranteed.

Expulsion

Expulsion results in the immediate removal of the student from the school without the option of re-applying.

Seniors should be aware that any violation of a major rule during the third trimester prior to graduation, even if it is a first offense, will in all likelihood result in a loss of the privilege to attend Graduation events or in suspension.

DISCIPLINARY PROCEDURE FOR MAJOR OFFENCES (TYPICALLY LEVEL 3)

The final authority for administering and determining the nature of student discipline lies with **the Principal**. **The main aims of Woodstock's disciplinary system are to educate students, to foster their personal growth by reflecting constructively upon their mistakes and to treat them as fairly as possible when rules are broken.** Woodstock is a private school and, therefore, **the disciplinary system is not intended to be a 'trial'**. **Rules of evidence do not apply in the way that they might in a court system.** **In all aspects of discipline the Principal's authority is final.**

Initial Communication

In cases of a major offence, all members of staff (and, at the Dean of Student Life's discretion, the whole school) will be informed that an investigation is underway. This communication to staff may include a brief account of the nature of the alleged offence and the students involved as well as some brief speaking points for what staff may share with students to quell possible gossip. The parents of the student(s) concerned will also be notified by the Dean of Student Life.

Students in Grades 1 to 8

For these students, major discipline is generally carried out in consultation with the parents of the child. A Disciplinary Panel rarely meets for younger students, though in some cases it may prove to be desirable and beneficial.

Steps of Disciplinary Procedure

Informal, Information-gathering Process

Evidence of an infraction of School rules that might result in suspension, dismissal or expulsion must be communicated to the Dean of Student Life, who will investigate the matter carefully and promptly assisted by the Student Life Coordinator.

This process will involve the assistance of as many people as the Dean of Student Life feels are necessary. As part of the investigation process, s/he will call the student concerned for a meeting or several meetings in order to determine as accurately as possible the facts of the case. The student can request another adult from the residence or teaching staff to be present at these meetings, if so desired.

The Dean of Student Life will also meet with other students as needed as part of the information-gathering process. Student(s) involved in the incident will be asked to prepare a written account of the case. The student is not obliged to implicate anyone else. Students are expected to be honest, but honesty is not necessarily a mitigating factor. A student must provide a factual statement and cooperate in the process; failure to do so may be cause for disciplinary action.

Summary Removal

If deemed necessary, the Principal or Dean of Student Life may, at any time, remove a student from campus pending an investigation.

Formal Disciplinary Process

After the investigation and the preparation of written reports, the Dean of Student Life will decide whether or not the matter should be considered a major disciplinary case warranting the calling of a Disciplinary Advisory Panel. In this case, the Dean of Student Life will convene the Disciplinary Advisory Panel

Disciplinary Advisory Panel - Composition

A Disciplinary Advisory Panel routinely consists of the following members:

- The Dean of Student Life
- The Student Life Coordinator
- The UY and MY Coordinator
- Heads of Dorms
- The Dean of Student life may, entirely as his/her discretion, request any member of staff to be part of panel deliberation
- There may be occasions when a member of the student body (usually a student leader) is requested to attend panel discussion

Disciplinary Advisory Panel - Functions

- To review the facts of the case as presented by the Dean of Student Life and the part played by the student in question.

- To review any available reports/information from Counsellors which may be legitimately shared in this context
- To discuss what possible action(s) might be recommended to the Principal in the way of possible sanctions, consequences and/or possible corrective measures which might help the student to avoid breaking School rules again. Dissenting opinions/findings are welcome to be named in the recommendations.
- To pass these recommendations on to the Principal

Disciplinary Advisory Panel - Procedures

- The Dean of Student Life will summarise the findings of the investigation including the **student's written account**.
- **The student's academic and disciplinary record will be reviewed.**
- The student may present additional information and may wish to read a separate personal statement (distinct from the written account).
- After answering any questions from the panel, the student will leave the room.

Responsibilities of the Dean of Student Life

- To investigate the case thoroughly in the "informal" process in liaison with the Student Life Coordinator.
- To determine whether the matter requires the calling of a Disciplinary Advisory Panel.
- If so, to follow the above guidelines in the "formal" process.
- If a panel meeting is called, to facilitate thorough discussion of all aspects of the case and to present to the Principal a written report of the meeting.
- To report fully to the Principal at all stages of the "formal" procedure.
- After a decision has been reached by the Principal, to communicate it to the community.

Responsibilities of the Principal

- In cases in which suspension, dismissal or expulsion are under consideration, the Principal is the sole decision maker.
- The Principal is ultimately responsible for and reserves the right at any time to suspend, dismiss, or expel a student or impose any other discipline deemed appropriate, necessary, and in the best interests of the student and/or the School.
- To decide what disciplinary action will be taken.
- To ensure that the above procedures are fairly followed.

Communication of Decisions

Such communications are normally conveyed by the Dean of Student Life.

- To the student—the Dean of Student Life will immediately explain to the student what action has been decided upon.
- To the student's parents—the Dean of Student Life will communicate with them by telephone first and then with a follow-up letter or other appropriate means as soon as possible. A copy of the letter is placed in the student file.
- To members of the Disciplinary Advisory Panel, if one was called—the Dean of Student Life will communicate actions taken personally or by means of an email.

- To the staff—The Dean of Student Life will communicate actions taken to the staff at a staff meeting, or by an email.
- To the students—The Dean of Student Life will communicate in an appropriate manner with the students.

Follow-up Process

After final decisions have been made, the Dean of Student Life will consult with the Personal Counsellor, as needed, informing him/her of the case, sharing any appropriate written reports and actions taken, and charting a follow-up plan to be implemented by the counsellor in order to assist the student in entering fully into the life of the community once again. Immediately on arrival from suspension, there should be an appointment with the Student Life Coordinator to assess any needs the student may have in terms of academic or social adjustment.

SEEKING HELP IN NON-DISCIPLINARY SITUATIONS

In a non-disciplinary situation (one in which school rules are not currently being broken and no disciplinary investigation is underway), a student may seek non-disciplinary guidance/help from a staff member in order to resolve a problem. A student may disclose past violation(s) of a school rule, including use of alcohol or other drugs, during such a discussion. No disciplinary consequences will result from that conversation as long as a school rule is not currently being broken or an investigation underway. The staff member will honour the anonymity of the student and not share any matter brought to them during such a conversation unless they need to seek additional guidance in order to help the student. The seeking of such guidance will occur only after consultation with the student. Parents will not be notified of information gained through such a conversation without student consent, unless there is danger of physical or emotional harm to any person. Such notification of parents will occur only after consultation with the student(s) concerned. In order to help a particular student obtain guidance in a non-disciplinary situation, a staff member may, themselves, initiate a conversation about a concern with a student and offer a non-disciplinary response. A student thus approached is under no obligation to offer information to the staff member. If, at any time, a staff member feels uncomfortable or is in a situation beyond their training, they should consult with a member of the personal counselling team.

Staff are required to report/refer a student to the counseling department under the following circumstances:

- **when a student's health and safety is at risk, particularly in the areas of abuse and self-harm.**
- when a student exhibits or confesses addictive behaviors
- when a student has lost control of their behavior
- if you are having to support a student one on one more than one hour per week
- if you find your conversations are not helping the student make progress

5.5 WOODSTOCK POLICY ON DRUGS

INTRODUCTION

The purpose of this policy is to prevent students from using illegal drugs at any time – whether in term time or school holiday time. It is the purpose of this policy that Woodstock will be and will remain an **environment entirely free from illegal drugs, the ‘culture’ of drugs and the paraphernalia of drugs** (including references on clothing or material displayed in students’ rooms).

It recognises that controlled drugs are widely available and are used by an increasing number of young people during the course of their education and that this is a growing problem which must be faced squarely both at home and at school.

We believe that the use of illegal drugs is harmful to the development and well-being of students and is likely to undermine their health, safety, independence and opportunities. Drug use also damages the whole school community, by placing other students in a position where they may be exposed to temptation and to the risk of other influences. This policy is, therefore, meant to act as a very powerful deterrent. A breach of this policy will be regarded as a very serious breach of discipline.

Added Notes:

- In India, drug and alcohol offenses fall under criminal law. The legal drinking age in Uttarkhand is 21.
- When universities contact Woodstock during the application process, we are required to report if a student has been disciplined for a drug or alcohol related offense.
- Note: **Being present, buying or possessing alcohol or when the school’s drug/alcohol policy is being infringed** may result in disciplinary action being taken by the school. In investigating such an occurrence and determining whether or not a disciplinary stance would be adopted, the Dean of Student Life will take account of the precise circumstances and context as well as any mitigating factors which might apply.
- Students, at no time, should be purchase items at a chemist shop. All medications should be obtained from the Woodstock Health Center. If seen at a chemist shop, the School will assume the student is involved in purchasing illegal drugs.

TYPES OF DRUGS

This policy is intended to cover all illegal drugs as well as the illicit use of prescription drugs and the abuse of solvents. The school also recognises that society and the law distinguishes carefully between **different categories or types of drugs. The school’s response to drugs will take account of the fact that, for example, cocaine and heroin are generally regarded as quite different categories of drug to, say, cannabis. There are, therefore, certain so called ‘hard’ drugs, the use of which by a student would be regarded as a significantly more serious matter than the use of so called ‘soft’ drugs.**

DISCIPLINE FOLLOWING THE MISUSE OF DRUGS

Those who sell drugs, possess them with intent to supply, distribute them, or encourage others to use them, whether on or off the School premises, and in or out of term time, will be expelled, except in the most extenuating circumstances. The School may also report these offenses to the local authorities.

DRUG TESTING

Drug-testing is an important part of our anti-drugs policy. The school may require any student to submit to a urine or breathalyzer test whether on suspicion of the use of illegal drugs, or otherwise at

the school's sole discretion, and may cause a search to be carried out of the student's personal possessions or room.

If evidence is found that a student has been taking controlled drugs, a Disciplinary Advisory Panel **hearing would take place. The student's parents will also be notified at the earliest opportunity.** Following careful consideration of all relevant factors, including the extent of the drug use and the type of drug use, the student may be allowed to remain at Woodstock. In addition to appropriate guidance and support, a disciplinary response, including the possibility of a period of suspension or community service during the school holidays may be required. Thereafter, the student will be under an obligation to submit to a regime of random testing, without suspicion, during the remainder of their career at Woodstock. A student testing positive under such a regime will normally be expelled

Weekly counseling sessions will be required for any student who is suspended for a violation of our Drug Policy for a minimum of 6 weeks.

SUSPICION OF DRUG USE

Where a member of staff becomes suspicious of drug misuse, he or she will report these concerns to the Dean of Student Services. In discussion, it will be decided if further investigation, dialogue with the pupil or testing is required.

Suspicion of misuse may arise from a variety of signs which include deterioration in a student's demeanour or performance and might also include a decline in the standard of work, changes in mood, excessive tiredness, a lack of interest in physical appearance and an unwillingness to participate in school activities. Other evidence may include the finding of drug-associated paraphernalia, behaviour on a particular occasion or other information that has been gathered.

INVESTIGATION INTO POSSIBLE MISUSE

Once it has been established that there are reasonable grounds for suspicion that a student has been misusing drugs, the Dean of Student Life will be responsible for further investigations, including discussions with the student, which may involve a urine test at some point. This may include a search of the student's room or possessions. The Dean of Student Life will ensure that, as far as is possible, investigations will be conducted fairly and with openness towards the student concerned.

The school will contact the student's parents at this stage, although it is highly likely that, when certain of the criteria outlined above are involved, the school will have been discussing the situation with parents before a decision to test is taken.

Any refusal to take such a test will automatically be viewed as suspicious and will be treated as a serious breach of school rules.

5.6 ANTI-BULLYING POLICY

Everyone deserves to be treated with dignity and respect. All individuals regardless of their age, culture, challenges, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse. No one should be subject to abuse or bullying from adults employed by the school or from students. The School views the welfare of each individual as paramount. Woodstock School is committed to providing a safe, nurturing community, within which everyone can live, study, learn, work and mature. Therefore, bullying of any kind is unacceptable at our school.

Mandatory anti-bullying training which addresses identification and prevention of bullying as well as the steps that should be taken to report and follow up on bullying incidents at Woodstock School is required for all administrators, residential, teaching and support staff. The counseling team will be responsible for ensuring the training is evidence-based. Such trainings will occur at the beginning of each school year. A follow up session will occur at the beginning of second semester. In addition, all new staff that joins after the beginning of the school year will be required to attend the initial training session when they arrive.

DEFINITION

Bullying is (1) a pattern of behavior that is (2) aggressive, harmful, hurtful, unwanted, distressing or demeaning (3) in a relationship where there is an imbalance of power or strength. All 3 criteria must be present for the behavior to be defined as bullying.

(1) **A “pattern of behavior” can be defined in one of three ways:**

- 1) a pattern of behavior by a single bully towards a single target;
- 2) a pattern of behavior by a single bully towards different targets, or
- 3) a pattern of behavior towards a targeted individual appropriated by anyone towards that individual. In this case, the pattern has already been established against this target by other offenders, even if appropriated for the first time by this particular offender.

(2) **“Aggressive, harmful, hurtful, unwanted, distressing or demeaning” behavior can be direct or indirect.**

Examples of Direct Bullying:

- Hitting, kicking, shoving, spitting, pushing, grabbing, or pinching
- Taunting, teasing, racial/cultural slurs or jokes, verbal harassment
- Comments about body and looks
- Threatening, obscene gestures
- Rough behavior

Examples of Indirect Bullying:

- Getting another person to bully someone for you
- Negative body language
- Spreading rumors
- Deliberately excluding someone from a group or activity; silent treatment
- Cyber-bullying (e-mail, instant messaging, texting, prank or offensive phone calls, etc.)

- (3) **“Imbalance of power or strength:”** Bullying involves the underlying belief that the bully has the right to exert power and control over a targeted individual or group. Bullying limits or denies a targeted person’s ability to participate in or to receive benefits, services or opportunities in the school’s program. Students and staff should be able to say or indicate “No” or “Stop” when they are recipients of any behavior which makes them uncomfortable or puts them at risk. Behavior that continues or is repeated after “No” or “Stop” has been communicated, is unacceptable behavior.

PROCEDURES FOR REPORTING INCIDENTS AND INVESTIGATING REPORTS

All reports of suspected or actual bullying will be taken seriously. All witnesses to suspected bullying must report the incident.

Students may report confidentially to any staff member. Alternatively, reports may be submitted to ReportIt@woodstock.ac.in.

All staff members are required to forward all reports of suspected or actual bullying by students or staff as defined by the policy to a member of the Counseling Team. Apart from this, staff must maintain confidentiality to protect the targeted and reporting individuals. Reporting incidences and protecting confidentiality are expected professional responsibilities of all staff.

The Counseling Team will follow up initial reports. If the Counseling Team believes that bullying has taken place, they inform the Dean of Student Life. The Dean of Student Life must investigate the incident and apply appropriate discipline.

As soon as possible, the Dean of Student Life will notify the parents of students targeted by bullying and the parents of the aggressors.

PROTECTION OF WITNESSES AND OF PEOPLE TARGETED BY BULLYING

Immediate measures will be taken to protect students from retaliation. Retaliation by the accused or anyone else will be viewed as an additional act of severe bullying.

Targets of bullying will provide input when decisions are made regarding their safety. If necessary, suspected bullies and their targets will be removed from boarding to separate staff residences until safety can be secured. The school will ensure that witnesses and targets are not alone in places where they do not feel safe.

DISCIPLINARY ACTION

All disciplinary actions taken for bullying incidents will be in accordance to the Levels of Offense and Consequences as previously stated. Depending on the severity, immediate action may be taken by the Dean of Student Life as per our disciplinary guidelines.

Counseling support will be recommended for all individuals involved.

5.7 RESIDENCE LIFE

Statement of Boarding Principles and Practice Woodstock School

Principles of Pastoral Care

The Health and Safety of all students is our highest priority at Woodstock School. All students regardless of age, gender, race, ethnicity, religion or sexuality are valued and respected. As a school, we work to ensure that each student has the support in order to reach their potential in the areas of student life, academics, and co-curricular activities which we call PASSAGE.

Pastoral Care

Our pastoral staff consists of 22 dorm parents, 2 heads of dorms, 6 full-time Health Center nurses and a doctor, and 2 full-time personal counselors, 2 full-time career/college counselors and 1 part-time personal counselor. This constitutes a ratio of 15:1. These departments are overseen by a Dean of Student Life. The Dean of Student Life leads weekly meetings to address individual student concerns and disciplinary issues which arise with the appropriate pastoral and academic staff.

Boarding

All of our boarding students are housed in four dorms all of which are located within a few minutes walking distance of one another. All dorm boundaries and expectations are based on the developmental level of the students. The school has published, detailed discipline guidelines. However, for minor offenses/conflicts a system of logical consequences is implemented. All dorms have wireless internet with controlled timings based on age/grade level. Evening study halls occur Monday through Thursday for either one or one and one half hours based on the academic needs of the students. Every dorm has a system for daily room /cleanliness/hygiene checks.

- Ridgewood: houses boys in Grades 5-9.
- Midlands: houses girls in Grades 5-10.
- Hostel: houses boys in Grades 10-12.
- Alter Ridge: houses girls in Grades 11-12.

Meals/Food Service

We have two dining hall facilities one at the school level and one at the dorm level. Meals are provided in both areas as needed according to student needs and activities.

Student Services

Our student service department handles all Out of Boarding and special activity requests to ensure the safety of our students. The department is responsible for communicating the location of all students to the appropriate staff per our published guidelines. Staff and parents communicate through a specific email account: studentervices@woodstock.ac.in

Student Surveys

Woodstock School conducts a student survey once a year which includes all areas of pastoral care. A separate survey is given periodically to gather input to share with Food Services.

Communication

Letters and packages are brought to student mailboxes in the Residences unless they are very large. Letters and packages should be addressed as follows:

Name

Residence (Alter Ridge, Hostel, Midlands, Ridgewood), Woodstock School

Mussoorie, UK 248179

India

Parents are advised to contact their child's Dorm first for any questions or concerns as the dorm

parents there will be spending the most time working with your child. You may also contact anyone from the administrative team at any time. If you want to contact the Dean of Student Services, please use his direct e-mail below. For general questions and for Out of Boarding requests, please use the studentservices@woodstock.ac.in address which is primarily monitored by the Assistant to the Dean of Student Services.

Administrative Team

Mr. Jeffrey Doerfler, Dean of Student Life

jeffreydoerfler@woodstock.ac.in

Office Number: 300/110

Mr. Ajay Mark, Student Life Coordinator

ajaymark@woodstock.ac.in

Office Number: 286

Coming Up & Going Down Travel

The school provides chaperones to ensure that students are safely escorted from the campus to Delhi **airport. The school's Expectations of Behaviour apply to all travel with the school party. Woodstock** students are expected to behave as ambassadors for the school in all excursions and travels. Students must submit their return (e-ticket or ticket) to the travel office within two days of arrival on campus.

Visitors

- All adult visitors must check in at **the reception desk to collect a visitors' pass which must be worn at all times when on campus.**
- No visitors are allowed in the student residences while the students are there, but may tour the residences during the school day with an escort from Admissions or the Alumni Office.
- Alumni who are still of school age are not allowed on campus except with the permission of the Dean of Student Life, and then only for one day, when they may attend classes with a student escort.

Out of Boarding

The following points should be taken into account when planning an Out of Boarding request.

- All Out of Boarding Requests, including overnights, non-overnights, and absences which involve missing school need to be sent directly to the Dean of Student Life at: StudentServices@woodstock.ac.in and not to individual dorm parents.
- Please review our leave policy below. The number of days are limited to 5 days which include all type of absentees from school (such as sports / sick / OB with family). Please note that any unexcused absences of any kind will result in a fine of RS. 5000 per day.
- All Weekend Out of Boarding Requests must be e-mailed by Wednesday at midnight of the previous week!
- Students must be back by check-in on Sunday through Thursday; and must be in by 9:30pm on Friday and Saturday.
- If parents are inviting another student, their parental permission must also be in by Wednesday.
- No requests made after this time will be accepted.
- All Weekday: Out of Boarding requests must be e-mailed at least 48 hours in advance. This includes both going out for dinner or spending the night.
- Any off-campus Birthday Parties must include both a written invitation from the hosting parents, as well as parental permission from all students invited. These parties will be limited to no more than 10 students (9 plus the invitee). The driver cannot sign out the students for this. It should be either the hosting parents or parents of one of the invitees or a staff member (which the student needs to arrange)

When sending an Out of Boarding request, please be sure to add the following information:

- The name of the person who will be signing the child out and his /her relationship to the child (if they are not the parents, they must have proper photo identification.)
- The person who will be signing out the student must be an adult with a minimum age of 21 years
- The name of the dorm and the grade the student is studying in
- The specific location where the student(s) will leave from.
- The specific dates and times when the students will depart and return
- Relevant contact numbers of the person responsible for the student in his/her absence from dorms.
- The student must be signed out by the adult from the dorm by filling out the sign-out form.

Leave Policy

Leave of any kind counts towards the allotted maximum five days per trimester missed per class which can only be exceeded for substantiated family or medical emergencies. Once a student has reached the five-day limit for any class, it will impact their ability to be absent from school for other events such as sports, Passage activities or other functions.

Currently, there are some specific reasons for which leave is granted:

- Passport Renewals
- Family Weddings involving immediate family members
- Special one-time family events such as an 80th birthday or 50th wedding anniversary

Even for such occasions, a maximum of three school days may be missed if approved.

It is very difficult for students to make up work when they miss school days even if it is an excused absence.

Any absence deemed unexcused by Woodstock School will attract a RS 5000 fine per day along with an academic penalty. The student will be given zeros on any class work, homework, project, quiz or test which occurs during the time of the unexcused absence.

Students will not be permitted leave during the last two weeks of the Trimester for any reason other than a substantiated family or medical emergency. This includes leaving at any time before the listed Going Down timings on the calendar. Flight schedules may not be a reason to leave school early.

Repeated offences against this policy may result in a student's place at Woodstock being in jeopardy.

*Please note that this policy has been written to ensure the safety of all students. By authorizing another adult to sign out your son/daughter, you are releasing the school from all responsibility for **your child's conduct and safety during their period of being Out of Boarding. Subsequently, you are placing full trust in the named adult.**

If you have any questions regarding this policy, please direct them to the Dean of Student Life, Mr. Jeffrey Doerfler (jeffreydoerfler@woodstock.ac.in).

Birthday Parties

Large group off campus birthday parties will not be allowed unless accompanied by an adult staff member. Students are encouraged to celebrate with friends during Open Bazaar. Parents may arrange to send a birthday cake and food for their child and three to four friends.

Weekend Schedule

A weekend starts from Friday after school until Sunday Study Hall. Light's Out is extended by 30 minutes on Friday and Saturday nights for all grades. Check-in times on open bazaar days change from 7pm to 5pm to ensure the safety of the students. Weekends are very busy as students go into the bazaar, catch up with sleep, and order their favorite meal. Each Friday or Saturday night an activity is organized for the students. These activities are either at dorms or at school level and vary from Class and Advisor Nights to concerts, dances, sports and games. Dorm level activities are usually organized by a committee of students.

Money Matters

- The Student Accounts Office is located in the Business Centre. This is where parents send **payments and where authorised withdrawals from parents' accounts are made.** These authorisations must be approved by the Head of Dorms or, if the amount is over INR 3,000, by the Dean of Student Life.
- **The Cashier's Window is in the Business Centre. Students may deposit money into their parents' school account here. Parents and guests can purchase meal coupons here.**
- The school strongly urges students NOT to bring extra money, either in foreign currency or Indian rupees, at the beginning of the school year. If a student needs extra money for any special needs, the request is made to the residence supervisor. Residence staff are NOT

responsible for keeping money at the residence level, and students should NEVER keep money in their rooms. The school cannot, and will not, take responsibility for money that has been kept in residence rooms and not deposited.

- Students should not bring back to school with them more than the equivalent of RS 10,000 at any one time. Larger amounts must be deposited upon arrival on campus.
- Students ARE ALLOWED to bring and use an ATM card. Students are NOT ALLOWED to hold accounts at the stores or businesses in the Bazaar unless arranged in advance by their parents.

Pocket Money

Woodstock School consciously embraces an attitude of moderation towards the use of money and the acquisition of material possessions. Students come from varying backgrounds. In addition, the school is located in the midst of a part of the world where many people, especially children, have very limited means. It is important that students develop empathy for local standards of living and sensitivity to local perceptions. More importantly, however, Woodstock asserts that moderation in lifestyle is a good choice, regardless of circumstances, and that discipline in spending habits is an important value.

- Each month, all students receive pocket money from their dorm parent which comes from their parent account.
 - Grades 5-6 receive RS. 1000; Grades 7-11 receive RS. 1500, and Grade 12 receives RS. 3000.
- In the month containing your child's birthday, they will receive RS. 500 extra
- In months that contain a mid-term break, pocket money is doubled and extra money is withdrawn for other approved occasions.
- Parents may request a lower amount be given to their child by contacting the Dean of Student Life.
- Occasionally, students may need extra pocket money to pay for items such as clothing or shoes or during quarter break. In this instance parents may contact the Dean of Student Life stating the reason for the request for extra pocket money, and the final decision is at the **Dean's discretion**. All requests for extra pocket money/pocket money changes must come **into the Dean of Student Services no later than the 15th of the month**. A 'parent account' should be in good standing before requesting any extra money, if it is not, the request will be denied.

Parents of Senior Residence Students

- Please keep in mind that children may need to purchase graduation outfits/gifts/etc... during the second semester.
- **Many seniors will also be planning their own 'trips' over Quarter break and may require extra money for travel/lodging/food**
- We will only allow for a maximum of RS 10,000.

Dorm Stores

Each day after school 'Dorm Stores' is open, selling toiletries, stationery, locks etc. for student use with the amount being charged to parent accounts.

Laundry

Twice a week the dhobis (laundrymen) take laundry and return clean clothes. Parents are requested to ensure name tags are fixed on every item of clothing before arrival at school, and to ensure their child brings extra name tags.

Dorms also have washing machines and dryers for emergency use or occasional washing of small items that students prefer not to send to the dhobi.

Storage over the Holidays

Students may use up to two trunks and two soft luggage items for storage in the dorm over the holidays. If students have items of clothing or other belongings that they no longer require they may donate them to a local charity by depositing them in bins provided at the end of each semester.

Wireless internet

Dorms have wireless internet installed for student use. There are strict timings for use of this privilege in correspondence with each age group.

Laptops and Cell Phones

Students in grades 7-12 are required to bring laptops as access to desktop computers in the dorm is limited. The same is true for cell phones. Students in Grades 7, 8 and 9 are given their laptops and cell phones only during certain times of the day and then collected during Quiet Time right before Lights Out. Students in Grades 10 and above are allowed to keep their electronic items as long as they are used responsibly. The Dorm Parents may confiscate or limit the use of electronic items at any time if **guidelines are not followed or they feel the items taking away from the student's residential** experience.

Gaming

We do allow the students allotted periods of gaming time on the Weekends. If a student is found gaming at inappropriate times, they will lose the use of their laptop or electronic item for two weeks and if the problem persists, they will lose use of the item for the entire semester.

Room Allocation

Each student is allotted a room which fits between two to six students. New students will be placed in a room with at least one returning student. Students in grades 7-12 have some choice in their room assignments after their first semester. Students in grades 5-6 will be assigned rooms in order to mix cultures and friend circles. Students are required to keep their rooms in a clean and tidy state. Rooms are checked by dorm parents daily with consequences given to students failing to meet expectations. In addition, the Room of the Month, or cleanest room, is given a reward by the Primary Dorm Parent. Janitors swab room floors regularly. Please note that Saturday is the one day of the week when the students do not have room checks and their room may be reasonably messy.

Bazaar

Open Bazaar occurs on Saturdays. Students in Grades 5-8 have Open Bazaar once a month. Students in Grades 5-6 are always accompanied by Residence Staff members. Students in Grades 9-11 have Open Bazaar two to three times a month and Grade 12 has Open Bazaar every Weekend.

Food, Cooking, Ordering, Tuck Shop and Personal Tuck

- Meals are provided keeping in mind the nutritional value and the intake that is necessary for growing children. The food services try their best to provide a balanced meal and a variety of the same in cognizance of the diverse student body that we have. Besides regular meals, daily night snack comprising of fresh fruit, bread/cheese/butter/jam, cookies/cake along with milk and bournvita is also provided.
- Students also have a pantry available to cook noodles, soups and mini meals. Students need to have their own pots, pans and other cutlery and are responsible for washing these after use. **Cooking is allowed at various times depending on your child's age group.**
- Food from the local food outlets in town may be ordered on Sundays from 10:00am -12:00 noon. Students must pay for whatever they order which needs to be within reasonable limits. We do not allow students to order extra and keep overnight for consumption the following day for health and hygiene reasons.
- Food Services also provides tuck shop three nights a week for students in Grade 3-11. Items such as pastries, patties, momos, donuts and juice tetra packs are available for students to purchase using Coupons of which they may have up to four booklets a month, charged to **parents' accounts.**
- Keeping the above in mind and the fact that students have enough to eat and drink available through food services, we strongly encourage you not to send too much tuck with your child. It is our endeavor to teach healthy eating to the students under our charge but at the same time being mindful of the change from cooked food to junk food that they would like to consume every now and then.

Visiting other Dorms

Students are permitted to visit other dorms at certain times only. On weekdays this is from 4:45-6:45pm and on weekends after 12:00pm. Female and male students are allowed only in certain areas **of each other's dorms such as lounges where dorm parents can easily monitor.**

Dating Couples

There is no rule against grade 9-12 students dating however there are clearly defined guidelines regarding PDOA (physical display of affection). Couples are only allowed to be together in dorms at certain times and in certain monitored areas and these rules are strictly enforced by residence staff. Furthermore, students in Grade 8 and below must have parent approval before being allowed to date. This approval will be obtained by the student and communicated to the Primary Dorm Parent.

Student Leadership

Dorm Council comprises of one President per dorm, who serves a 1-year term and 2 or 3 student leaders per grade, depending on the class size, who represent their class, their term lasts for 1 semester. All of these positions are peer-elected. Dorm Council meets regularly with meetings chaired by the President and the Head of the Boys/Girls Dorm as the facilitator. The Council has a range of responsibilities including bringing residence-level student concerns to the attention of the Head of Dorms, organizing activities for the dorm students, and being consulted for community conflicts and at times.

Senior Transition Programme

We want to ensure that our senior students are provided with the best possible opportunity to prepare for the challenges of life beyond Woodstock. For many, this transition will entail the added challenges of life in a new country and a much larger community than that which they have experienced here on this sheltered Himalayan hillside!

To help establish routines and expectations for our seniors which allow them to develop the self-reliance and independence the senior students are called on to exhibit a much higher degree of responsibility. This includes allowing opportunities for students to cook for themselves, to develop greater self-reliance in terms of study habits, personal organization, and care for themselves and decision-making. In short, this enables them to adopt a level of responsibility for their day-to-day lives which will be a strong foundation for years to come.

Middle Years Residential Programme

Children are expected to complete their routine tasks such as personal care and making their beds. Dorm Parents oversee and provide for all the social, emotional, physical, academic and spiritual needs.

General Safety

Students are chaperoned each day to school and back and also when they go on hikes or to the bazaar. All activities in which students participate are chaperoned by staff members. Children are not allowed to leave the junior residence boundaries without permission or without appropriate supervision.

Best Call Times

Monday to Thursday: 6:45 a.m. to 7:30 a.m.

6:00 p.m. to 7:00 p.m.

Sunday: 6:00 p.m. to 7:00 p.m.

Please note: On some Fridays and Saturdays, students may not be in the dorm due to planned social activities. On one Sunday morning in a month students go to church from 9:30 to 12:00 noon so students will not be available during this time.

E-Mail

Your child has the option of emailing you every day either from school or from their dorm.

Medication

All medications come through the School Health Centre and are dispensed by dorm staff as per the prescription schedule given by the Health Centre. Parents bringing medications of any kind for their child must hand them in to the Health Centre staff. The Health Centre will send the medication back to us with a prescription schedule (directions).

Sickness

Please encourage your child to tell us of any medical attention they may need. We have a medicine cabinet to give out general medication for colds, coughs, cuts, bruises etc.

Extra Keys

There is a box of keys that is kept in the office for your child's cupboard and trunk locks. Please make sure all keys are clearly labeled.

Tuck

Each student will be given a tuck bucket with his/her name on it, to be stored in the tuck room. Any tuck which does not fit into this bucket will need to be taken back, due to limited storage space. Tuck is given out under Dorm Parent supervision on Friday (2 pieces each), and Saturday (2 pieces each)

Cubby Holes

Each student is given a cubby hole where he/she can store BournVita, Nutella, cereals, etc. However, please avoid giving perishable goods and, if you do give them to your child, please only give a quantity that can be finished in a day.

Tailor

Once every week the school tailor comes to mend students' clothing. **Please do not send sewing kits with your child.**

Emotional Guide

It is helpful for your child to have contact with family for emotional stability. However, it is not helpful for family members to call too often. Please do not give specific times when you will be calling, as your child can become very anxious if your call gets delayed or if you are unable to call. Similarly, **please don't give the time of day you are coming to pick your child up during Out of Boarding times or quarter break or end of semester.**

Packages/Mail

All mail is received by our school mailroom and then brought up to RW/AR. Please write 'RW/AR Dorm', or in addition to the Woodstock School address, on all letters addressed to your child.

Students look forward to mail, so please try and write at least one letter a month.

Sports Equipment

When sending roller blades/skates or scooties, please make sure to also send a helmet for your child. Helmets will be bought and charged to the parents account if students fail to bring helmets. For obvious safety reasons, helmet use is mandatory when using these items at dorm level.

Electronic Equipment

Electronic equipment such as iPads, PSP'S, or game boys can be brought. Please bear in mind that these expensive electronic items can be easily damaged or can get lost during the course of the semester. Students are allowed to use their electronic items for 2 hours on Sunday, other than this time they are not allowed to keep any such item with them.

Laptops are not allowed for Grades 5- 6. Mobile phones are allowed and will be given out from 6:00 p.m. to 7:00 p.m. each evening and then collected by the Dorm Parent. Room heaters, fans, rice cookers, electric kettles and irons are NOT allowed to be used in student rooms. 3G sim cards are not allowed for students in Grades 5-8. Parents are encouraged to send a simple phone which is appropriate only for calling family members.

Nametags for Clothes

All bedding and clothing items must be properly labeled. Make sure that each label is stitched on **securely with the student's name and ID number. This ensures that clothes are not lost or misplaced.** Please label any new clothing items that you send for your child. Please also leave some extra labels with the dorm staff. These may be needed for black shorts and dhobi bags that are ordered through the School. PLEASE NOTE THAT ITEMS WITHOUT NAME TAGS WILL NOT GET SENT FOR WASHING DUE TO THE POSSIBILITY OF THE ITEMS GETTING LOST.

Formal Clothes and Shoes

It is very important that students bring at least two black pants/skirts, two shirts/blouse and black formal shoes. This is the standard dress that students have to wear during various performances and formal occasions.

Dhobi Bag

Please ensure your child has two good-quality dhobi bags for dirty clothes. However, if you did not bring one, there will be an opportunity to order one through the school.

Dorm Orders

The purpose of Dorm Order is to provide the students with a means of purchasing essential items through the **School's Central Stores, which are then charged to parents' accounts. There is a wide** range of items available, such as toiletries, umbrellas, flash lights, water bottles and stationery.

Rain Gear

As the monsoon season lasts from June to September, please ensure your child has a good quality raincoat, gumboots, and a sturdy umbrella.

Storage Facilities

Bedding and clothes can be stored during the vacations. For this purpose it is important for your child to have a large trunk which can fit everything, and be secured. If you would like to order a trunk for your child please send an email to the Head of Boys/Head of Girls Dorm. The billing will be done through parents account.

Mattresses

The mattresses at dorms measure approximately 35" X 75" inches. Bed sheets come in many sizes. It is important that the sheets be large enough to tuck properly. Fitted sheets will make it much easier for your child to change his/her sheet.

Enrichment Programme

6 ENRICHMENT PROGRAMME

Woodstock's enrichment programme enables students to enhance their personal and interpersonal development through experiential learning. At the same time, it provides an important counterbalance to the academic pressures of the rest of the programme. The enrichment programme strives to be challenging and enjoyable, a personal journey of self-discovery. It involves:

- Purposeful activities with meaningful outcomes
- Challenges which extend the student
- Regular reviewing of progress
- Reflection on personal learning.

Full commitment to the enrichment programme is central to a student's successful completion of **Woodstock's education programme and their development within the ideals and vision of the school.** This commitment is defined as participation in 2 (minimum) to 5 (maximum) weekly enrichment blocks which are engaged in *deeply*. As a result of their enrichment experiences there should be evidence **that students have made progress in terms of the school's desired learning outcomes.**

This enrichment program is called the **PASSAGE Programme**. Just as the word "passage" means journey, our goal is for a student's involvement in Enrichment at Woodstock to take them on a journey to discover their passions and gifting. Appropriately, the word PASSAGE is an acronym describing the programme:

Passion & Perseverance *is found through pursuing one's interests in:*

Arts & Sciences

Service &

Spirituality

Athletics & Adventure

Global Understanding & Leadership

Expeditions of discovery

PASSAGE offerings

There are over 100 hundred offerings for students from ECP-12. Contact the Enrichment Coordinator (nazneennagarwalla@woodstock.ac.in) for a complete list of activity offerings. Students are free to choose activities in any of the four categories. All major activities in which the students participate fully, attending at least 80% of the meetings will be listed on their transcripts by category. Students are also required to document their involvement through reflective writings at least once a semester.

When are students allowed to miss school?

Students are only allowed to miss school for sporting events, enrichment activities and field trips if **their grades are within the passing range on the Monday report. However, if at any point a student's overall well-being is in jeopardy, his/her participation in PASSAGE activities may be postponed even if his/her grades are acceptable.** Students must attend all classes on the day of a game or activity in which they wish to participate.

Excused Absence Forms

An excused absence form is to be completed before a student is allowed to attend a field trip, sporting event or miss classes for any school related reason. It is designed to ensure that all the classes and **PASSAGE activities that will be missed have a "catch-up" plan. The student is required to get a clear** sense of what s/he will be missing by approaching all relevant teachers and getting, before the trip, all the work that will be missed. When the teacher is satisfied that the student understands what work needs to be done and when it is due s/he signs the sheet below.

The chaperone of any trip is responsible for distributing and collecting the form one week before the activity takes place (or as soon as possible) as well as making sure that the students involved complete all work. The completed sheets then need to be handed to the coach or chaperone.

Student Eligibility in Enrichment Activities

- 1) Academic Requirement – A grade report is run each Friday. If a student has a grade of D+ or below, they will appear on a student concern list for the week and following weekend. The Enrichment Coordinator, in consultation with teachers, and UY/MY/EY Coordinator, may recommend temporary removal from PASSAGE involvement in order to address the academic deficit. Extra consideration would be given to culminating events including consultation with parents.
- 2) Attendance Requirement – Students are only allowed to miss up to 5 days per subject per trimester in order to be eligible to participate in any activity which requires missing part or all of the school day. All Health Centre visits and excused and unexcused absences from a class or Enrichment activities are included in the total number of allotted days. Exceptions:
 - i. School approved educational programmes or courses outside of WS would be exempt provided the student is able to remain on A-honor roll upon return.
 - ii. Health Centre scheduled doctor visits and Counselling Centre scheduled appointments would be exempt.
 - iii. Students visiting the Health Centre during study halls (after checking in with the office) would be exempt.
- 3) Conduct Requirement – Students participating in leadership positions, Interschool sports teams and other field trips activities are expected to adhere to the student handbook and maintain a high regard in the community. Disciplinary actions may result in leadership positions being revoked and students being removed from sports teams and other activities. In instances of suspension, students will need to complete

a reintegration process in order to be reinstated on any teams or leadership positions. *Due to the amount of school days missed with a suspension it is possible that a student will not be able to rejoin sports teams and/or fieldtrip activities.*

- 4) Reintegration process following a suspension or other major disciplinary action:
 - a. Within the first 48 hours of returning to campus student must meet with the Middle or Upper Years Coordinator to:
 - i. (Academics) Enact a plan to catch up on all missing tests and ensure that missing work is completed or a plan is in place to complete the work.
 - ii. (Student Life) Enact a plan to work towards repairing relationships within dorms and/or with teachers and fellow students.
 - iii. (Enrichment) Review enrichment commitments and to hear which activities are sought for reinstatement. Reinstatement cannot occur without all academic requirements being met and without a positive review from teachers and dorm parents regarding the effort and commitment shown by student. Reinstatement is not a given and will not be an option for some situations.
 - b. Upon approval from MY/UY coordinator and Dean of Student Life, student will meet with the Principal for a final approval to be reinstated.
 - c. The schedule for reinstatement is flexible and may occur within days, weeks, months or not at all once a student has returned.

6.1 OUTDOOR LEARNING

Woodstock School offers hiking and camping as an important component of the Outdoor Education and PASSAGE programmes. This is run by the Hanifl Centre.

The Hanifl Centre acts as a resource and information centre for the hiking programme, providing information to help in planning hikes, points and award criteria. Hiking and camping equipment is also available for loan to students and staff. This includes tents, backpacks, sleeping bags, ensolite pads (for sleeping on), rain ponchos, camping stoves, fuel bottles, and cooking utensils.

Students are encouraged to purchase items of equipment for their long- term personal use, including hiking boots (preferably waterproof), light and compact three season sleeping bags, backpacks, day packs, water bottles, and clothing- in particular appropriate polyester, quick dry T- shirts, underwear, thermal underwear tops and bottoms (base layers), fleece jacket, rain jacket and pants, thick wool socks, and a headlamp.

Hiking

- Day Hikes: Adult chaperones are necessary for day hikes involving all Grades 7-12 students. However, as part of a leadership development programme run by the Upper Years Programme, individual Grade 10-12 students who display effective leadership skills, competence in outdoor survival skills, and trustworthiness, will earn the privilege of hiking without chaperones, in a group with a minimum size of three, with a written

recommendation from the Head of Outdoor Learning. Students in Grades 11 and 12 will also be given the privilege of leading hikes with groups of younger students as the next leadership step. Packed meals and food items are available for those who inform the Residence Supervisor and HOD-OL by Wednesday evening. Mixed gender hikes require an adult chaperone in all cases for both Middle Years and Upper Years students.

- Hiking award program: Hiking at Woodstock is seen as a vehicle to introduce and hone outdoor survival skills that help to prepare students to be comfortable in an outdoor setting, and develop an emotional bond with nature. The ultimate aim is to facilitate the gradual development of a concern for the earth in the student, and a desire to do his or her bit as an individual to make a difference in the struggle to save the earth, and leave it a better place for coming generations. For this reason, the school offers incentives to hike, in the form of leadership credits, and a points system that awards 2 points for every kilometre hiked and 1 point for every 100 metres ascended (climbed). There are 3 levels of achievement- Bronze, Silver and Gold with correspondingly higher point tallies over the school year for all students.
- Overnight/weekend hikes
 - Weekend hikes are permitted from Friday after school until dinner time on Sunday provided the following criteria apply:
 - Staff chaperones sponsor and accompany the hike on a voluntary basis, except where the privilege is earned under the leadership development programme.
 - Students take part in the hike on a voluntary basis.
 - There is no conflict with other required events or activities.
 - Chaperones, particularly residence staff, ensure that they have necessary approval from their supervisors.
 - Funding for these hikes has been adequately provided in an appropriate budget.
 - Students from grades 10 - 12 who want to organize a hike should fill out the pink form available on WSWire, and submit it, along with a hiking plan, to the Residence Supervisor for approval by the Wednesday evening prior to the weekend. This form is available from the Hiking Office or from Residences
- Safety

If one person in the group becomes injured or sick, a fellow hiker should stay with him/her, while another hiker goes for help. If cell phone coverage is available, then the administrator on duty should be informed, along with the health centre. If a village is nearby, the group may ask a village resident for help. Villagers are usually friendly and helpful in a crisis, and will help take care of the sick or injured person until he or she can be moved or until outside help arrives. They may also help arrange for transport. Students are required to follow all equipment and safety guidelines as prescribed by the Outdoor Learning Department including demonstrating competence in using the equipment that they check out from the hiking room, checking that the equipment is in good condition, and returning equipment on time. Parent accounts are billed for the replacement of the equipment, if items are lost or damaged or not returned on time as determined by the HOD-OL.

6.2 GUIDELINES FOR ATHLETES

Coaches and leaders in Woodstock's athletic programme strive to not only build skill and agility in our athletes but also to help team members grow in character and sportsmanship.

Teamwork: understanding that participation on athletic teams is a both a responsibility and a privilege at Woodstock.

- Students are expected to adhere to the eligibility guidelines, which are based on respect for and responsibility to other team members.
- Seasoned, older athletes are encouraged to help run sport camps and/or clubs for younger athletes throughout the year.

Integrity: striving to make wise choices and adhering to conduct expectations.

- A student will therefore choose to remove themselves from the team for the duration of the season if placed on conduct probation.
- A student who begins the season on conduct probation will sit out the first two games (or reasonable equivalent).
- During sport season, athletes are expected to not participate or be in the presence of drinking or smoking; if an athlete is caught smoking or drinking, they have chosen to remove themselves from the team.
- **Students are expected to abide by the school's** conduct guidelines while attending off-campus inter-school competitions.

Gear Up: using and taking care of uniforms and equipment appropriately and responsibly.

- **Any lost or damaged piece of equipment or uniform will be replaced at the student's** expense.
- Athletes must wear appropriate uniforms, including footwear, during all trials, practices, games, tournaments and competitions.

Effort: showing commitment to the sport through diligent practicing and keeping up with academic and attendance requirements.

- Academic requirements:
 - No PASS, No PLAY.
- Attendance requirements:
 - Once selected on a team, students should not quit of their own will; if a student quits, they are ineligible to play any of the sports offered for an entire calendar year.
 - Students should have attended the final 3 periods of the day to be eligible for practice or a game that day.
 - Students must attend school the day following a major event or contest.
 - Students are required to attend every practice, unless ill or in an extreme emergency (24-hour notice minimum for missing practice).
 - If a student misses a practice without giving notice, they have chosen to remove themselves from the team for the duration of the season.
 - Students must attend all off-season training sessions unless involved in another sport during that time.

Respect: treating teachers, peers, employees, outside athletes and coaches, referees and umpires with kindness and courtesy.

- No foul language or disrespectful behavior will be tolerated at any time, on or off the court or field.

6.3 STUDENT LEADERSHIP

Student Council (STUCO)

The Student Council stimulates and coordinates student body activity in the following:

- Representing and channelling high school student opinion;
- Uniting the entire Woodstock community;
- Encouraging student involvement in discussions which affect the student body;
- Helping students arrange and hold special activities;
- Encouraging and becoming instruments of effective communication between the administration and the student body, the primary focus being the student interest.
- Approving and monitoring clubs

One male and one female student are elected by the student body to serve as Co-Presidents of STUCO and speak for students to the Board of Directors through regular attendance at its semi-annual meetings. There are three standing committees of STUCO as follows:

- Performance and Assembly Committee
This group plans entertaining, educational, and beneficial assembly programs. The Stage Crew and Audio-Visual crew are also coordinated through this committee. The Performance and Assembly Committee is advised by the Drama teacher but also works closely with the Dean of Student Life.
- C.A.R.E.
This group plans and implements a wide variety of social service programs. The Director of Community Engagement advises this group.
- Menu Committee
This group serves as a channel of communication between the Head of Food Services, school nutritionist, Director of Student Services, and the students.

Class Governors and Representatives

Each class in Upper Years' elects two class governors, one male and one female, who serve as representatives on STUCO. In addition, each class chooses two representatives, one of each gender, to represent their interests on each of the four standing committees of Student Council.

Dorm Councils

In each residence there is a Dorm Council presided over by one elected student president. Two student representatives from each grade, elected by their grade peers, sit on their Council. The Councils deal with residence-related issues, plan residence activities and provide leadership in the residences. The Dorm Presidents serve on STUCO.

Honour Council

The Honour Council is composed of four junior and five senior students, serving for two years. Interested students apply and are interviewed by the standing council. A male and a female faculty member serve as advisors. The Honour Council works to educate the Woodstock Community about the Honour Code. The Honour Council President serves on STUCO. (See Academic Programme section of the handbook for the Honour Council Constitution)

National Honor Society

This group elects a president to serve as a member of STUCO. Academic Coordinator and the College Counsellor advise this group.

Student Council Constitution

Article 1: Purpose

The purpose of the student council is to create a sense of responsibility and self-government among the students, particularly:

- Representing and channeling student opinion;
- Helping students arrange and hold special activities;
- Being instruments of effective communication of student interest between the administration and the student body;
- Representing the students of the school in formal events and decision making processes

Article 2: Members

- **Co-Presidents:** The heads of the student council chair and direct the student council, as well as represent the council on public occasions. Both presidents are also non-voting members of the school board of directors, and represent the student body in the same.
- **Class Co-Governors:** Represent and channel the opinions of their class in the student council, as well as serve as intermediaries between the student council and the rest of the student body.
- **Dorm Presidents:** The heads of their respective dormitories represent student opinions relating to residence life in order to make students feel at home.
- **Honour Council President (HC):** Chairs the committee and is responsible for promoting integrity and honesty in the school community. Also, mediates issues that arise regarding the same.
- **The National Honor Society Presidents (NHS):** Responsible for promoting qualities of academic achievement and leadership in the school. In addition, they promote sensitivity to the life of the community in and around the school.
- **The Menu Committee Heads (Menu):** Chair the Menu Committee and are responsible for channeling student opinion to the food services department and administration. In addition, they are responsible for arranging any edibles that may be needed for student activities.
- **Performance and Assembly Committee Heads (PAC):** The PAC heads and their committee are responsible for organizing any assemblies and performances in the school, including coordinating the audio visual and stage management crews. They are responsible for encouraging student engagement as well as communicating and announcing any upcoming events to the community.
- **Community Service and Restoration of Environment Heads:** The CARE committee and their heads are responsible for initiating and leading any community service actions by and on behalf of the student body. In addition, they are responsible for promoting awareness about social and environmental issues as well as implementing meaningful solutions to said issues.
- **The Staff Advisor:** The Staff advisor is a non-voting member of the council. The Staff Advisor represents the administration and channels their opinion. They also advise the council on the **feasibility of the council's proposals.**
- **A Secretary of the Student Council is appointed by the Council, and stays for the duration of the year. Secretary is a non-voting member and is responsible for keeping accurate minutes of each Council meeting and informing members of the council's activity.**

- Executive Committee: Consists of the Co-Presidents, NHS heads, Honor Council president, Senior Dorm presidents (Midlands and Hostel) and staff advisor; responsible for making decisions affecting the operation and projects of the student council.

Article 3: Operation

- The Student Council will function in accordance with the general policies of the institution and the student council constitution. It will be responsible to the student body and administration.
- The Student Council will conduct regular meetings at least once every two weeks.
- The Student Council will discuss, formulate and implement ideas and suggestions brought to the council.
- Each committee is required to report on their current and planned activities to the Council every meeting. They are also required to call attention to the issues brought up by the student body.
- The executive committee is responsible for orienting new students at the beginning of each semester and to familiarize them with the values and expectations of Woodstock School.
- Student Council will evaluate proposals for clubs, activities, events, etc. and will support the student body in its endeavors to provide new opportunities.
- In addition to the responsibilities that accompany heading the various committees, any member may be assigned a responsibility to help accomplish a specific Student Council goal or project.
- The executive committee as a whole may exercise a veto vote that can be overturned by two – thirds majority.

Article 4: Procedure of Meetings

- **Every meeting shall be opened with a summary of the last meeting's minutes. Any corrections and pending matters will be addressed.**
- The members of the council will submit to the agenda any points they wish to be discussed **in the day's meeting.**
- All topics of the agenda will be discussed and a formal resolution will be drawn up for each **topic to communicate and implement the council's ideas and solutions.**
- The committees will present their reports.
- The meeting will be conducted in a formal and ordered manner.
- Matters will be decided by a simple majority vote, unless there is a motion to make the topic substantive, whereby it will be decided by a two-thirds majority. Abstentions will be allowed, except for substantive matters.

Article 5: Voting and Criteria

- Election of council representatives and committee members should be done before the end of each semester.
- Eligibility:
 - No student on probation can be part of student council.
 - Any student who has had a third-level disciplinary offence in the previous two years is not permitted to run unless specifically authorized by the administration.
 - Students should not have broken the honor code in the year preceding the election.

- Candidates must have been at Woodstock for at least a semester.
- Students must maintain cumulative GPA above 2.5 to be considered for student council positions. This is raised for president candidates to 3.0.
- Specific criteria for each position
 - Co-presidents: Any incoming senior who has been a part of Student Council (including the secretarial position) for at least a semester can run for presidency. Candidates will be interviewed by the executive committee and staff advisor and be narrowed down to three male and three female candidates. Candidates then pair up and will be given a week to campaign. Pairs must be mixed gender. Any misconduct during this period of election by any candidate will disqualify the pair from the student council elections.
 - Class Co-Governors: Candidates will be reviewed on their eligibility, as stated by their respective homeroom teachers, advisors and current class co-governors. The class in question will then elect candidates to the student council by majority vote. Incoming seventh grade candidates will be reviewed only by their homeroom teacher and advisors for the first semester.
 - Committee Class Representatives: This process is identical to the process of electing class co-governors. Must act under the purview of the respective committee heads.
 - Committee heads (excluding Dorm Council, NHS, Honor Council, STIR): Any student in the second semester of 10th grade or higher and who meets the eligibility criteria for the specific committee may run for committee head in pairs. One of the pair must have been a class representative of the committee they wish to head.
- Any of the above criteria may be waived at the discretion of the executive committee and the administration
- Election Procedures
 - The school Presidents and the Heads of SAC, Menu, PAC and CARE will be elected by the Middle Years and Upper Years.
 - The President candidates will be given a week to campaign for their positions during which time the committee head candidates will give their speeches in pairs to the student body.
 - At the end of the campaign period, a ballot box will be set up for the student body to cast their votes. Only the votes that have been cast will be considered.
 - The candidate or pair must attain a majority of votes cast to attain their position. In case there is no clear majority, the student body will revote on the top two candidates.
 - In case of a tie in the runoff election, the executive committee will make the final decision.

Article 6: Impeachment and Resignations

- A member of the committee may resign at any time subject to the discretion of the executive committee if:
 - A member feels that they cannot fulfill the responsibilities that their position entails.
 - A member is facing personal problems and believes that this affects their ability to act as a committee head.

- **Criteria for impeachment: Any member of the council has the right to call for a member's impeachment if a member:**
 - Is absent for two Student Council meetings without an excuse.
 - Fails to fulfill the responsibilities of their office.
 - Grossly misrepresents student/staff opinion
 - Is absent without an excuse from a compulsory council activity.
- **Procedure for Impeachment:**
 - A motion for impeachment must be submitted by a member of Student Council, and must be seconded by at least two other members. The Staff Advisor may also move for impeachment, in which case the motion must be seconded by at least three other members.
 - The motions for impeachment must have 51% votes or more to be carried forward.
 - In such cases one of the following must be called in to act as a special observer in addition to the Staff Advisor:
 - a) Principal
 - b) Dean of Student Life
 - c) Vice-Principal
- An automatic impeachment will occur if a member enters probation of any kind, or commits an integrity infraction, which will be determined by the president of the Honour Council.
- In a case of impeachment, resignation, or vacation of office of any elected member of the Council, the co-head of the committee will be asked to bring a member of their committee to represent the committee. In case both heads leave, the executive committee will chose representatives from the concerned committee.
- An impeached member may run for a Student Council position again after a gap of a semester. However, if the impeachment occurred for an offense with a different time-gap specified, that specified time takes precedence.
- The above criteria for impeachment apply to members of all the committees represented in Student Council. This will be left to the discretion of the committee heads.

Article 7: Amendments

- Any member of the Student Council may propose an amendment to the constitution, which must then be approved for discussion by the executive committee.
- The amendment will then be debated upon in a formal manner, with the co-presidents chairing the debate.
- The amendment is then put to a vote, whereby to be passed, a two-thirds majority is needed.