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**WOODSTOCK SCHOOL  
STUDENT LIFE HANDBOOK  
2023-24**

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## 1.1 Woodstock School Community Agreement

**Community Agreement:** This agreement is a summary of expectations for Woodstock Students and is signed by each student at the beginning of each Academic Year.

We all have a responsibility to make Woodstock School a happy and positive place. Most rules at Woodstock are a matter of common sense. However, the most basic rule at Woodstock is: ***Treat others as you would like to be treated yourself.***

This *Community Agreement* contains some specifically chosen school rules. In choosing to highlight these rules, the School is drawing attention to things which, if observed, provide a framework for a safe, healthy, supportive, and self-disciplined community. This international community strives to develop inquiring, knowledgeable, caring young people who will make positive contributions to this community.

### Expectations

- Be considerate, polite, and helpful in all dealings with others.
- Respect others regardless of social position, race, religion, gender, or age.
- Respect the possessions of others.
- Avoid drawing attention to yourself by acting in a loud or rude way.
- Lesson attendance is compulsory, and you are expected to attend all classes. Maintain a good working atmosphere in the classroom through your own example.
- Dress sensibly and modestly. Clothes should be worn in a way that shows sensitivity to the environment in which they are being worn.
- Strive for high standards of conduct at all times.
- Make sure that visitors are made to feel welcome – smile, say hello, and open doors for them.
- Care for the campus as well as the surrounding environment.
- Help create a positive image of the school in the wider community.

### Rights of others

- Respect for the rights of others is expected of everyone. Rudeness, offensive language, and negative behavior will not be tolerated.
- Dishonesty (including academic dishonesty) and lying will not be tolerated.
- Harassment of any kind will not be tolerated, including sexual harassment and any sort of harassment by phone, mail, or email.
- Physical abuse or acts endangering the safety of others will be treated seriously.
- Personal displays of affection that embarrass others should be avoided and may result in disciplinary action.
- Inappropriate or inconsiderate behavior in class is unacceptable.
- Stealing or vandalism in any form, including the unauthorized borrowing of another's belongings, will not be tolerated.
- Self-discipline and consideration for others are expected in all public and whole-school gatherings.

### Civility

- Woodstock must be a place where no one, adult or student, is subjected to discourteous, threatening, or disrespectful treatment by anyone else. There will be disagreements, but one can be passionate without being offensive, and one can disagree without becoming disagreeable. Name-calling or defamatory comments are not acceptable forms of conduct.
- Woodstock insists on a high standard of civility. This includes saying “please” and “thank you” when asking for something, saying “excuse me” when interrupting anyone or passing in

front of someone, moving without being asked if blocking a hallway or passageway, and knocking on closed doors and waiting to be invited before entering.

- Woodstock affirms all the languages of which it is comprised. We strive to create an environment for students to develop both in English and in their home languages. English is the common medium of communication and should be used as a common language in mixed linguistic groups.

**Woodstock students should be aware that**

- Any student who uses or possesses illegal drugs or other substances or seeks to procure, transport, or bring them to school will face serious disciplinary consequences and may be required to leave the school
- Drug testing will be conducted as per Woodstock's Anti-Drug Policy; smoking and vaping (on or off campus) are banned in the interests of health
- Drinking alcohol is banned for all students
- Cannabis, in any form, is banned for all students
- The possession of unauthorized sums of extra money (undeclared money in addition to pocket money) is unacceptable and will result in confiscation and disciplinary follow-up.
- Insensitive, offensive behavior, including aggression, bullying, hazing, and sexual misconduct is unacceptable and may lead to suspension or expulsion from the School. This includes the inappropriate use of social media

I promise to follow the rules as contained in the school's *Student Life Handbook*. My signature confirms that I have read this document and agree to follow these standards. I understand that any behavior inconsistent with the School's expectations may result in disciplinary action – up to and including losing my place at the School.

**I promise to treat others as I would like to be treated myself.**

**Name** .....

**Signature** .....

**Date** .....

## 1.2 Student Life Programme

### Principles of Pastoral Care

The health and safety of all students are 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 to reach their potential in the areas of student life, academics, and co-curricular activities, which we call PASSAGE.

Woodstock School's Child Protection Policy is in accordance with the laws of India and the United Nations Rights of the Child. A link to a summary version of the United Nations Rights of the Child can be found here: <https://www.unicef.org/rightsite/files/uncrcchildfriendlylanguage.pdf>.

### Pastoral Care

Our pastoral staff consists of the Dean of Student Life, Chaplain, Residence Life Coordinator, 20 Dorm Parents, including two Supervisors, five full-time Health Centre Nurses, a Resident Medical Officer, and three Personal Counsellors. At the school level the pastoral staff consists of an Advisor and Homeroom Teacher. These departments are overseen by the Dean of Student Life, with assistance from the Residence Life Coordinator.

The Dean of Student Life leads weekly meetings with the appropriate pastoral and academic staff to address individual student concerns and disciplinary issues which arise. At the school level pastoral care is overseen by the Head of School in coordination with the Dean of Student Life.

## 1.3 Assembly, Homeroom, and Advisor Groups

**EY (Early Years)/MY (Middle Years):** Assemblies take place for EY students every Friday and MY students every Thursday. MY students also meet as a homeroom at least once a week and meet in advisor groups during facetime on a weekly basis. On Tuesdays and Thursdays Grades 5-8 meet for Assembly in Parker Hall. Fridays are flexible, and facetime will be announced each week.

**UY (Upper Years):** On Monday Grades 9-12 meet for Assembly in Parker Hall. On Tuesdays and Thursdays, students alternate between homerooms and advisory meetings.

- **Homeroom meetings** are held once a week, and attendance is compulsory for all students. Homeroom meetings are held on Tuesdays for Grades 9 and 10 and on Thursdays for Grades 11 and 12. The first part of the meeting usually focuses on a spiritual, moral, or personal theme, and the remaining time is used for class and school business.
- **Advisor Group meetings** are held on Tuesdays for Grade 11 and 12 and on Thursdays for Grades 9 and 10.

## 1.4 Attendance/Tardiness

Students are expected to attend all scheduled classes. Being late to class or missing class automatically qualifies students for any the following: demerit and/or Early Morning Duty (EMD), Saturday Morning Duty (SMD), phone confiscation, 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 their grade. Any student requiring medical attention of any kind during school hours must ask their teacher for permission to get a pass from 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.

## 1.5 Out of Boarding (OB)

When planning an OB request, please use the OB online form that will be shared with parents for pre-approved OB weekends only.



- All OB requests, including overnights, non-overnights, and absences which involve missing school must be sent to the Primary dorm parent and CC'd to [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in).
- Please review our leave policy below.
- All online OB forms must be filled out by parents only. Students must be back in dorms at the latest by 5:30 PM.
- If parents are inviting another student, their parental permission and OB form must also be received by the required deadline.

OB requests must be submitted at least 48 hours in advance. Those completing an OB form are advised of the following information:

- The Parents will receive an email from the School along with the OB form and other relevant information.
- We will approve OB once a month for all students on a pre-approved weekend. This will be on the calendar as well.
- On months when there are already scheduled leaves, i.e., midterm breaks, this will not be offered.
- The name of the person who will be signing the child out and their relationship to the child (if they are not the parents, they must bring proper photo identification with them) must be noted on the form.
- The person who will be signing out the student must be an adult with a minimum age of 21 years.
- All students must be signed out from their respective dorms by their Dorm Parents.
- The OB form can be signed by the parents only.
- Students will only be allowed to leave campus with a Dorm Parent approved sign out slip.
- When students return from OB, they will still be held accountable for Woodstock's random drug testing guidelines.

## 1.6 Leave Policy

Woodstock values a comprehensive curriculum – academic, enrichment, and residential life. Leave of any kind except compulsory class trips counts towards the allotted maximum of days that may be missed per semester, which can only be exceeded for substantiated family or medical emergencies. Once a student has reached the limit, it will impact their ability to be absent from school for other events such as sports, Passage activities, and other functions.

The limit, counted by half days, is 7 days PASSAGE.

Personal leave may be granted for reasons including:

- Passport renewals
- College entrance testing and interviews
- Medical necessity as evidence by Woodstock's doctor's prior approval and external doctor's note upon return
- Immediate family weddings (for siblings only)

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

For excused absences, it is the student's responsibility to arrange in advance to make up in-class summative assessments and complete them within the first two weeks the student returns. If it is a summative submitted electronically, it remains due on the due date.

Any absence deemed unexcused by the School will lead to severe consequences such as inability to return to campus for the semester, attract a fine of up to Rs. 50,000, and/or initiate withdrawal procedures. Students who miss a summative task for an unexcused absence will receive a "0." There

is no opportunity for retakes for unexcused absences. If a student has unexcused absences in the course of the school year, the school reserves the right to initiate withdrawal procedures.

Students will not be permitted leave from school during the first four weeks or the last two weeks of a semester for any reason other than a substantiated family or medical emergency. This includes leaving at any time before the listed Departure Day timings on the calendar. Flight schedules may not be a reason to leave school early. Those returning late, either excused or unexcused, will be noted in Managebac in order to detect a pattern of tardiness. Repeated offenses against this policy may result in a student's place at Woodstock being in jeopardy.

## **1.7 Travel**

It is imperative that all travel information be sent in a timely manner per the deadlines sent by the Travel Office. The School provides chaperones to ensure that students are safely escorted from the campus to the Dehradun and Delhi airports. The school's *Expectations of Behavior* apply to all travel with the school party. Woodstock students are expected to behave as ambassadors for the school when off campus. Students must submit their passports and other travel documents to the Travel Office within two days of arrival on campus.

During mid-term breaks students have the option of staying behind in the dorms and participating in school approved/chaperoned trips. If students go off campus privately, the school assumes no responsibility for these trips or the associated travel arrangements.

## **1.8 Documentation and Registration**

All students must hand in their passports and travel documents for safekeeping. Parents must 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 is expected to renew it before 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 the Travel Office for passports, photos, or signatures, as the work is often time sensitive. The Liaison Officer will keep student passports secure.

Each term, students must bring at least four passport qualified current photos. These are needed for use in creating ID cards, applying for travel permits, etc. Woodstock issues special ID cards for use when traveling. Students must also bring back the residency permit so that the School does not have to re-apply for this document.

## **1.9 Visitors**

All adult visitors including alumni must check in at the reception desk to collect a visitor's pass that must be worn at all times when on campus. No visitors including alumni are allowed in student residences while students are in boarding but may tour the residences during the school day with an escort from the Admissions Office or the Alumni Office. Visitors must receive prior permission from Admissions, the Alumni Office, or Student Services.

## **1.10 Residence Life: Statement of Boarding Principles and Practice**

### **Boarding**

Residential life at Woodstock sets out to create a safe, caring, and supportive environment for all students. As stated in Article 29 of the United Nations Convention on the Rights of the Child, Woodstock values an environment and an ethos in which "understanding, peace, tolerance, equality of sexes, and friendship among all peoples, ethnic, national, and religious groups and persons of indigenous origin" prevail at all times and in all contexts.

All boarding students are housed in four dorms located within a few minutes' walking distance of one another. All dorm boundaries and expectations are set based on the developmental level of the students residing in each location. The School publishes detailed discipline guidelines. However, for minor offenses/conflicts a system of restorative justice is utilized. All dorms have wireless Internet with controlled timings based on age/grade levels. 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 6-9.
- Alter Ridge houses girls in Grades 6-9.
- Hostel houses boys in Grades 10-12.
- Midlands houses girls in Grades 10-12.

### **Meals/Food Service**

The School has 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 Services Department coordinates all special activities and necessary communication with students, parents, and concerned departments. The Primary Dorm Parent is the first point of communication for all residential life matters. Staff and parents are therefore requested to address their queries to the Primary Dorm Parent, copying in Student Services at [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in). Primary Dorm Parent contact information is sent to all parents at the beginning of the academic year.

### **Student Surveys**

Woodstock School conducts an anonymous, annual student survey which includes all areas of pastoral care. The results of these surveys are carefully reviewed every year to make sure we are aware of areas in which we need to improve and areas in which we are doing well.

### **Communication**

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

**Name**  
**Residence (i.e., Alter Ridge, Hostel, Midlands, or Ridgewood)**  
**Woodstock School**  
**Mussoorie, UK 248179**  
**India**

Parents are requested to first contact their child/ren's Primary Dorm Parent for any questions, or they may email [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in) for further assistance.

### **Parcels**

Acceptance of courier-delivered parcels for students was restricted beginning November 1, 2022, including deliveries from Amazon and other online vendors as well as personal friends and family, whether delivered to Woodstock's mail room or otherwise.

The access many students have to online accounts and credit cards has resulted in increasing ordering of illicit substances by Woodstock students and an increasing number of deliveries that are now overwhelming our mail room, both in volume and in our staff time to check the contents for illicit substances. The continued receipt of such deliveries both poses unacceptable safety concerns and generates unconscionable amounts of waste. Equity concerns also emerge due to differences in the comparative numbers of packages students receive and in comparative access to online retail.

To accommodate the need for students to receive legitimate items from home, parents are permitted two avenues:

- to personally bring small parcels for their children during approved parent visitations and/or
- with prior notice and authorization from the primary dorm parents to mail one parcel per semester per child to their children.

The dorm store is also available for students to continue obtaining certain needed and available items. This recently new policy protects the safety and welfare of students, promotes equity, and reduces waste. Any packages for students received outside of this policy will be held in the office until they can be taken by students when they leave campus for the next break.

## **1.11 Administrative Information**

### **Administrative Team**

- Mr. Vidur Kapur, Dean of Student life: [Vidurkapur@woodstock.ac.in](mailto:Vidurkapur@woodstock.ac.in)
- Mrs. Sarah Khan, Residence Life Coordinator: [StudentServices@woostock.ac.in](mailto:StudentServices@woostock.ac.in)
- Office extension: 304

### **Woodstock Primary Dorm Parents**

The Primary Dorm Parent is the first point of contact for students, staff, and parents. Primary Dorm Parents are responsible for the well-being of each individual student. Primary Dorm Parents also attend meetings with the school staff, particularly Homeroom Heads, as needed. Students are encouraged to talk to their Primary Dorm Parents if they have any concerns.

#### **1.11.1 Boundaries and Timings**

Students must remain within the boundaries and timings outlined below. To go elsewhere for any reason, students must have a pass issued by Student Services or the Dean of Student Life.

- During school hours all students, including day scholars, must stay within academic School premises, which are defined as the area bounded by the path immediately above the School, from the Centre for Imagination building 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 Student Services.
- After School hours until dinner check-in time at the residences, all students must stay on campus unless they are on a pre-approved, chaperoned outing.
- After dinner, students must remain within the lower residence campus. Students may not enter any dorm other than their own except during visiting hours. Students may sign out for a social or academic activity elsewhere on campus or extended study hall in the library.

#### **1.11.2 Weekend Schedule**

The weekend starts from Friday after school until Sunday quiet time. Lights Out is extended by 30 minutes on Friday and Saturday nights for all grades. Weekends are busy as students catch up with sleep and are engaged in social, outdoor, and sports activities. As stated in the United Nations Convention on the Rights of the Child, we recognize the need for students to enjoy opportunities for “rest and leisure, to engage in play and recreational activities appropriate to the age of the child, and to participate freely in cultural life and the arts” (Article 31).

Students often organize their own activities when the calendar is free of scheduled events. 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.

### **1.11.3 Money Matters**

The Student Accounts Office is located in the Business Centre. This is where parents send payments and where authorized withdrawals from parents' accounts are made.

Students are not allowed 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, a request must be made to Student Services.

The School takes no responsibility for money that has been kept in residence rooms and has not been deposited.

### **1.11.4 Pocket Money**

Woodstock School encourages moderation in the use of money and the acquisition of material possessions. We deliberately recruit young people from a diversity of socio-economic backgrounds. Part of the reason for this is to create a diverse community in which young people can discover that material possessions do not define them. Woodstock's ethos was summed up brilliantly by a former principal when he referred to Woodstock's "simple, frugal, yet progressive life (which) can foster flexibility, self-esteem, self-reliance, aesthetic appreciation, and social awareness ...."

In addition, the school is located in a part of the world where many people have very limited means. It is important that students develop empathy for local standards of living and sensitivity to local perceptions. More importantly, 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 Parents which comes from their parent account. Monthly, Grades 6-11 receive Rs. 3000, and Grade 12 receives Rs. 4000.
- In the month of a child's birthday, they will receive Rs. 1000 additional.
- In months that contain a mid-term break, extra pocket money can be requested for travel purposes. If students are staying in dorms for the break, extra money may be withdrawn for dorm activities.
- Parents may request a lower amount be given to their child by contacting [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in). Students may need extra pocket money for travel purposes before Departure Day. In this instance parents may contact [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in). All requests for extra pocket money and/or pocket money changes must be sent to the Residence Life Coordinator at least two weeks in advance.

### **Parents of Senior Residence Students**

Please keep in mind that students should purchase their graduation outfits in advance. They may also approach their Dorm Parents to support them if needed.

### **1.11.5 Dorm Stores**

Each day after school the Dorm Store is open, selling toiletries, stationery, locks, etc. for student use with the cost charged to parent accounts. All students have a limit per month as follows:

- Grades 6 through 9 – Rs. 3000
- Grades 10 and 11 – Rs. 3500
- Grade 12 – Rs. 4500

### **1.11.6 Laundry**

Twice a week the dhobis (launderers) take laundry and return the laundered clothes. Parents are requested to ensure name tags are affixed on every item of clothing before arrival at school and to ensure their children bring extra name tags. Dorms also have washing machines and dryers for emergency use or occasional washing of small items.

#### **1.11.7 Room Allocation/Cleaning/Vandalism**

Students are allocated rooms with space for 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 Grade 6 will be assigned rooms in order to mix cultures and friend circles. Students are required to keep their rooms clean and tidy. Rooms are checked by Dorm Parents daily with consequences given to students failing to meet expectations. In addition, students who score all 7's for room checks are rewarded by being invited for a "Sundae Sunday Party" once a month. Dorm helpers sweep and wash room floors regularly. Students are expected to clean their rooms properly before leaving at the end of each term. Failure to do so will result in a fine charged to their parent account which will reflect on their pocket money when they return to school the next semester.

Students are responsible for maintaining their rooms. Vandalism of any kind will result in loss of privileges and a deduction from student pocket money. Fines for vandalism or room maintenance of any kind will result in a minimum Rs. 7000 charge.

#### **1.11.8 Extra Keys**

Students' cupboard and trunk keys may be kept in the office box, but students must make sure all keys are clearly labelled.

#### **1.11.9 Storage over the Holidays**

Students may leave 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.

#### **1.11.10 Communications**

##### **Best Call Times**

Monday through Thursday: 6-7:00 PM

Sunday: Anytime (Parents must limit their phone call duration to a maximum of 15 minutes.)

*Please note: On some Fridays and Saturdays, students may not be in their dorms due to planned social activities.*

**E-Mail:** Your child has the option of emailing you every day either from school or from their dorm.

#### **1.11.11 Senior Transition Program**

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 the one they experienced here on this sheltered Himalayan hillside.

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

#### **1.11.12 Middle Years Residential Program**

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

## **1.12 Do's and Don'ts**

### **1.12.1 Expensive Items**

Students are discouraged from bringing expensive and unnecessary personal items to school. The responsibility for such items lies solely with the student. The School discourages overt displays of wealth.

In every school problems of “borrowing” and theft are inevitable. Since many things are lost rather than stolen, it’s important not to over-react. Finding out if something is in fact lost or is instead only missing is a very important first step. Most items “lost” at Woodstock turn out to be ones that the student has left in an unsecure/unlocked location for a period of time. Again, we urge students not to bring valuables to school, make sure treasured items are well marked, and lock things away instead of leaving them lying around. Loading children down with expensive gadgets, clothing, and accessories makes it hard for young people to discover the value in life’s simple pleasures.

Drones of any kind are not allowed on campus by students.

When items are missing from an unlocked area, the School does not conduct an entire dorm/floor search unless there is reasonable suspicion.

### **1.12.2 Buying and Selling**

Students should not deal with unauthorized people who may want to buy or sell items, whether Woodstock-related people, Kabadi walas (second-hand goods 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.

### **1.12.3 Weapons**

Weapons of any kind are forbidden. These include but are not limited to slingshots, firearms, nunchakus, and knives. Possession and/or use of a weapon may result in expulsion.

### **1.12.4 Fireworks**

Fireworks may not be bought or used by students. Possession or use of fireworks is considered a serious offense which may result in a disciplinary hearing.

### **1.12.5 Language**

Students should always be respectful, appropriate, and careful not to give offense 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 language of any religion are unacceptable.

### **1.12.6 Visiting other Dorms**

Students are permitted to visit other dorms at certain times only. On weekdays, this is from 4:45-6:45 PM and on Saturdays after 12:00 PM and until varying times depending on grade level. Female and male students are allowed only in certain areas of each other’s dorms as designated by Dorm Parents. Female and male students are not permitted to visit opposite sex dorms on Sundays. However, they may meet for meals in the dining hall.

### **1.12.7 Dating Couples**

There is no rule against Grades 9-12 students dating. However, parental consent is necessary for Grade 9 students. There are clearly defined guidelines regarding PDOA (physical displays 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 Middle Years (Grades 6-8) are not allowed to date. Woodstock encourages the formation of good, sound relationships, for this lies 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 for student to remember that an exclusive relationship during schooldays can be a powerful limiting factor on one's 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 acceptable:

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

Public displays of intimacy are inappropriate. Acts of sexual intimacy or cases where students are found in compromising situations will always be dealt with severely. 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 might. 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.

#### **1.12.8 Pornography**

In any form, whether video, computer, photography, music, text, or other, pornography is considered inappropriate and degrading and is not permitted at Woodstock. Education about the negative effects of pornography will be provided for students in Personal Social Health classes or on an individual basis. Those discovered using pornography will lose access to their devices for a period of time and have related materials confiscated or deleted. They may also receive personal counselling because consumption of pornography is a destructive and addictive behavior.

#### **1.12.9 Wi-Fi Access**

Woodstock provides wireless Internet access in the dorms and on the School campus. This access allows for controlled timings per grade level and allows control of content. Woodstock school DOES NOT permit the use of 3G/4G/5G sim cards for Internet access by students, as this allows students uncontrolled/unmonitored access to the Internet.

#### **1.12.10 MY & UY Dress Code**

The School expects all students to uphold the School's reputation and demonstrate its values by maintaining a respectable, neat, appropriate, clean, and modest manner of appearance, both off and on campus. The dress code acknowledges that within school and the wider community there are diverse views on what represents modest dress. This policy aims to demonstrate sensitivity to that diversity through a unisex policy while encouraging self-expression.

##### **Dress Code**

- Students are expected to bathe regularly and maintain good hygiene. Hair should be clean and neat at all times.
- Graphics and/or wording on clothing must not include references to alcohol, drugs, or offensive content and must demonstrate respect for the community at large.
- Sleepwear is inappropriate to wear at school level and outdoors except for pre-approved spirit days when it must adhere to the dress code. Pajamas are permitted in dorms.
- Appropriate and culturally sensitive clothing should be worn in public settings. For example, the length of a top must at least touch the navel when the wearer is standing



straight with arms at sides. Exception: ethnic wear in which the chest and midriff are partially covered by fabric.

- Undergarments are not appropriate to be visible in public.
- No baseball caps or hoods may be worn indoors at school level.
- Sleeveless tops are permitted, provided shoulder straps are two fingers wide.
- Low-cut and plunging necklines are not permitted.
- The length of bottom hemlines must reach the ends of fingertips when the wearer is standing straight with arms at their sides. Fashionably ripped clothing may not have rips above fingertip length. Clothing shorter than this requires opaque leggings underneath or wearing track pants/leggings provided by the school and charged to the student/parent account.
- The School does not encourage drastic changes to physical appearance, including but not limited to hair, piercings, and tattoos. These require parental consent. Piercings besides ear and nose are not permitted.

### **Athletics and PE**

Tops must be worn by all in public spaces, courts, and fields. Athletic wear observes the same rules of fingertip length when off campus and in public spaces on campus. On campus, students may wear athletic shorts of a shorter length for exercise, PE, and practice in athletic spaces but must cover up or change into clothes that meet dress code immediately upon leaving the court, field, or fitness room.

### **Swimwear**

Students must wear one-piece swimming suits (no underwear or bikinis).

### **Bazaar/Off Campus**

As a safety precaution and to uphold the reputation of Woodstock in a conservative surrounding community, the following additional guidelines are to be observed off campus:

- Legs should be covered to the knee.
- No flip flops or slides in public, as these are considered bathroom shoes culturally.
- Shoulders are recommended to be covered.

Harassment can happen regardless of appearance. However, it is never appropriate to blame a victim.

### **Social Dances**

- Neckline and fingertip rules are in effect.
- Shoulders must be covered to and from school but may be bare or use spaghetti straps at a dance. This regulation, however, is subject to Dorm Parents' approval.

### **Procedures**

Students may be asked to add layers or change clothing when in violation of the dress code policy. Other disciplinary consequences may be in addition. The dress code is valid at all times on campus. For events and performances, the head organizing staff member is responsible to ensure that the dress code is not violated.

### **1.12.11 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.

EarPods/headphones are permitted during the school day with low volume in free periods or when permission is specifically granted by a class teacher. EarPods and headphones cannot be used while walking back and forth from dorms to school.

### **1.12.12 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 program. Dress at official school functions will be designated before the event, and students are expected to comply.

### **1.12.13 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 authorized by the School. Day scholars or students who are out of boarding with their parents will be under the direct authority of their parents but should keep in mind that they are never allowed to transport other Woodstock students if they are driving.

### **1.12.14 Animals**

Students may not have personal pets in residences and should not interact with or feed stray dogs which may appear on or off campus.

## **1.13 Bazaar**

Open Bazaar occurs once a month on a weekend for all students, and designated bazaar areas will be communicated in advance. MY students will be chaperoned, and UY students will be given more flexibility to stay within a choice of designated bazaar areas that will have periodic supervision. For the safety and wellbeing of our students, random checks will take place to avoid any unwanted substances or contraband entering school premises.

## **1.14 Food**

### **1.14.1 Cooking and Ordering**

- Meals are provided keeping in mind the nutritional value and intake that are necessary for growing children. Food Services provides balanced meals which take account of the diverse student body. In addition to regular meals, daily night-time snacks comprised of fresh fruit, bread/cheese/butter/jam, and cookies/cake along with milk and Bournvita are 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 the student's age group.
- Food from local food outlets in town may be ordered on certain days from 10:00 AM to 4:00 PM. Students must pay for whatever they order, which must 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.
- For safety reasons all food orders must be picked up from Ridgewood Field.
- Ordering on Monday to Friday is prohibited for all students at both the dorm and School levels.

### **1.14.2 Tuck**

Each MY student will be given a tuck cubby with their name on it, to be stored in the tuck room. Any tuck which does not fit into this cubby will need to be taken back, due to limited storage space. Tuck is given out under Dorm Parent supervision on Fridays. UY students are expected to manage their own tuck, but this should be limited, as excessive amounts may be confiscated due to risk of overindulgence and pest and safety concerns.

It is our endeavor to teach healthy eating to our students but at the same time to strike a sensible balance between the consumption of regular school food and fast/junk food.

## **1.15 Healthcare**

### **Medication**

All medications come through the Health Centre and are dispensed by dorm staff as per the prescription schedule provided 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 the dorm staff with a prescription schedule.

### **Sickness**

Parents are requested to encourage their children to tell School personnel of any medical attention they may need. Each dorm has a medicine cabinet for authorized personnel only to dispense general medication for colds, coughs, cuts, bruises, etc.

## **1.16 Sports Equipment**

The school provides sports equipment for approved school activities. Students may bring their own sports equipment at their own risk. Sports equipment is also available at the dorm store.

## **1.17 Clothes**

### **Tailor**

Once every week the school tailor comes to mend students' clothing. Parents must not send sewing kits with their children.

### **Name Tags for Clothes**

*All bedding and clothing items must be properly labelled.* Make sure that each label is stitched on securely with the student's name and ID number. This reduces the likelihood that clothes will be lost or misplaced. Please label any new clothing items. Please also leave a supply of 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 BE SENT FOR WASHING DUE TO THE POSSIBILITY OF 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 must wear during various performances and on formal occasions.

### **Laundry/Dhobi Bag**

Please ensure children have two good-quality laundry/dhobi bags for dirty clothes. However, if they are not brought along, there will be an opportunity to order one through the school.

### **Rain Gear**

As the monsoon season lasts from June to September, please ensure children have good quality raincoats, gumboots, and sturdy umbrellas.

## **1.18 Dorm Store Orders**

There is a wide range of items available, such as toiletries, umbrellas, flashlights, water bottles, and stationery. All students have a limit per month as follows:

- Grades 6 through 9 students – Rs. 2500
- Grades 10 and 11 students – Rs. 3500
- Grade 12 students – Rs. 4500

## 1.19 Storage Facilities

Bedding and clothes can be stored during vacation time. For this purpose, it is important for each child to have a large trunk which can fit everything and be secured. Trunks may be ordered by emailing Student Services and will be billed to the parent's account.

## 1.20 Mattresses

Dorm mattresses 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 children to change their sheets.

## 1.21 Dorm Expectations, Routines, and Privileges

### 1.21.1 Middle Years

#### Expectations

Woodstock's Middle Years Residential Program strives to find a balance between appropriate levels of structure and freedom for the students to start making decisions which do not negatively impact their health and safety. The program is also guided by the statement from our Woodstock Student Community Agreement to "*Treat others as you would have others treat you.*"

- Technology
  - General expectations
    - Students are expected to use technology in a responsible and healthy way.
    - Any misuse of technology may result in losing laptops for a period of up to two weeks or longer for repeated offenses.
    - Students are allowed laptops only.
    - Students are expected to collect their laptops and turn in their laptops in a timely manner.
  - Failure to do so will result in the same consequences as misuse of technology.
    - Phones are not allowed for MY students and will only be given when students are traveling unchaperoned or at the end of term. This includes when they go out of boarding.
  - Timings
    - Monday through Thursday
      - ✓ 6:00 AM: Wake-up for all students
      - ✓ 7:00 AM: Students may collect their laptops
      - ✓ 8:20 PM: All gadgets to be turned in
      - ✓ 8:25 PM: Gadget cupboard locked
    - Friday
      - ✓ 9:30 PM: Students turn in their laptops
    - Saturday
      - ✓ 6-9:30 PM: Gaming not allowed
      - ✓ 9:30 PM: Students turn in their laptops
    - Sunday
      - ✓ 1-8:20 PM
  - Gaming is allowed from 3-5:00 PM
    - 8:20 PM: Students turn in their laptops
    - 8:25 PM: Gadget cupboard locked
  - Calling Times
    - Monday through Thursday: 5-6:20 PM and 8:15-8:45 PM
    - Friday: 5-9:20 PM

- Saturday: 8-9:20 PM
- Sunday: 8:00 AM to 8:45 PM

Parents are requested to limit phone calls with their children to no more than 15 minutes. When using School landlines, out of respect for others, students are requested to limit their calls to once a day for 5-7 minutes, especially if others are waiting.

- Health and Safety
  - Dorm parents will check toe nails, finger nails, teeth, and ears by hygiene checks at least once per week, usually on Sundays. Students are expected to keep their rooms neat and clean. In addition, students are expected to maintain healthy eating habits with guidance from their Dorm Parents. Students are encouraged not to waste food and to eat a good number of fruits and vegetables every day.
  - Students are not allowed to possess any sharp items such as knives, scissors, etc.
  - Student may keep nail clippers.
  - All detergents must be kept in the assigned cupboard in dorms and retrieved from the Dorm Parents.
  - Everyone is required to shower every day.
  - Students are expected to brush their teeth at least twice daily.
  - If a student has a conflict with another student which cannot be solved between them, then they should immediately report it to the Dorm Parent on duty.
  - All medications must be handed in to the Health Centre upon campus arrival.
- Language: Woodstock affirms all the languages of which it is comprised. We strive to create an environment for students to develop both in English and in their home languages. English is the common medium of communication and should be used as a common language in mixed linguistic groups.
- Out of Boarding (OB): All OB requests must be completed on the digital form if parents plan to take your children that weekend, and this must be a pre-approved OB weekend. These weekends are listed on the school calendar and in other regular communications.

## Routines

- Wake-up
  - Dorm Parents will wake up students as follows:
    - Weekdays (except late start days): 6:00 AM for all students both music and non-music
    - Weekends: no specific time unless an activity is planned; students are expected to go for breakfast any time between 8:00 and 9:30 AM
- Meals
  - MY students should eat breakfast and dinner in the Alter Ridge Dining Hall every day.
  - It is important for students to eat every meal.
    - Breakfast
      - ✓ Weekday: Mornings between 6:30 and 7:30 AM
      - ✓ Weekends: 7-9:00 AM
    - Brunch: Only on Sundays 11:00 AM to 1:00 PM
    - Lunch: Monday through Friday, at school as per class schedule, 12-1:45 PM (on weekdays, advisors and MY staff will monitor their students during lunch)
    - Dinner: 5:30-6:45 PM daily at Alter Ridge (MY students should not eat dinner at the School level unless a special activity is taking place or permission is given by their Passage leader)
- Passage
  - Monday through Thursday after school
  - Students must not return to dorms after school if they do not have a Passage activity or a supervised event; they must attend study hall instead and only plan

to return to dorms after 5:05 PM

- Check-in
  - Check-in is very important as all students must be accounted for at this time; students must be on time and must listen to the announcements quietly and carefully
  - Every day 6:30-7:00 PM
  - Tardy for those coming in late; this will be recorded on ManageBac
  - Missing check-in without a valid reason may result in a demerit
- Study Hall
  - Monday through Thursday: 7:15-8:15 PM Study Hall in Alter Ridge Dining Hall
  - Sunday, Quiet Time instead of Study Hall
  - 7:10 PM students must be seated in Alter Ridge Dining Hall, with all relevant study material
  - Students are expected to read a book if they have completed all of their work
  - Students may draw if it is for a class
  - Email may only be used to contact parents, other family members, or an adult staff member; emailing other students is not allowed
  - Students may listen to music using earphones but must have a playlist and not listen to songs directly through YouTube
  - Students should fill water bottles before study hall begins
  - Group work is not allowed during this time
  - Assignment book will be signed off by the teacher/Dorm Parent on duty
- Sounds out and main lights off (bedside lamps may be on)
  - Sunday through Thursday 9:00 PM
  - Friday and Saturday 9:30 PM
  - Sounds Out means students are reading quietly on their beds with only their bedside lamps on
  - Before sounds out (8:25-9:00 PM) they should have:
    - Brushed teeth
    - Changed into night clothes
    - Organized bags
    - Filled water bottles
    - Gotten clothes ready for the next day
    - Taken any medication
- Reading Time
  - Sunday through Thursday 9-9:30 PM
  - Friday and Saturday 9:30-10:00 PM
- Bedside lamps off
  - Sunday through Thursday 9:30 PM
  - Friday and Saturday 10:00 PM
- Dhobi Days
  - All items sent to the dhobi should have name tags
  - The schedule is shared by the dorm parents at the beginning of each term
  - Sheets, pillowcases, and towels should be given to the dhobi every week
  - Students should have their names written clearly and accurately on the dhobi slips
  - Students should pick up their clean clothes the day upon which they arrive
- Room Checks and Cleanliness
  - Monday through Friday rooms will be checked and marked by dorm parents
  - Students may refer to the room check sheets on their doors for incentives and consequences
  - Saturday and Sunday room checks will be done at 12:45 PM but not marked; privileges may be taken away if rooms are messy
- Personal Belongings

- Money should be handed in for safe keeping to Dorm Parents
- Cupboards should be kept locked when not in use
- Students are responsible for devices/clothes/personal belongings
- The school will not be responsible for any missing and/or stolen items which are left unattended
- Students should not borrow or lend clothes/expensive items
- Washers and Dryers
  - Usage is only for emergency washing and drying, with permission from the Dorm Parent on duty, mainly for washing of sports team jerseys and underclothes
  - Students are strongly encouraged to wash their own undergarments and socks; detergents can be bought from dorm stores (preferably washing soaps)

### **Privileges**

- Tuck days Wednesday, Friday, and Saturday
  - Any tuck found in rooms from Monday through Thursday will be confiscated and could result in no tuck being given the next weekend (on an individual or room basis)
  - Students may receive a maximum of nine items of tuck over the three days (this includes cooking items), and these items are distributed at the Dorm Parents' discretion, keeping in mind that larger items count as more than one item
- Cooking
  - Cooking is a privilege, which may be taken away if the kitchen is left in a mess; students should make sure wrappers are thrown in dustbins, utensils used are washed, and counters are clean
  - Fridays after coming back from school and until 9:30 PM
  - Saturdays until 9:30 PM
  - Sundays after brunch until 7:15 PM
- Adult supervised bazaar once a month, as per the school calendar
  - Students should always be in a group of four or more students
  - Every student going to the bazaar should have the Dorm Parents'/chaperones' mobile numbers and safe shop locations
  - All chemist shops are out of bounds
  - No taxis may be taken
  - Going to Char Dukaan is allowed with Advisors/Dorm Parents
  - The boundary line for students will be communicated to the students by their Primary dorm parents.
  - Bazaar timings will be from 10:00am to 3:00pm. (This is a compulsory outing for all students)
- Birthdays
  - On birthdays Dorm Parents will arrange for a special cake that will be cut with the student's peers during check in time; we understand that parents may want to make their child's birthday special; however, we as a School believe in being equitable and fair to all our requests
  - Special out of boarding for birthdays or visitation will not be allowed; parents are allowed to send in a cake for celebration
  - No other food is allowed to be sent by parents for other children
- Additional privileges
  - Cooking clubs, fortnightly
  - Occasional late-night matches
  - Movie nights on weekends
  - Coffee Bar
  - Input taken from each student in the choice of room and roommates (Dorm Parents make the final decision)
  - Treats and meals by dorm staff

- Cultural trips during Quarter Breaks
- Occasional trips to Pacific Mall
- Hikes and picnics
- Dance parties
- Sleep overs as scheduled by the Dorm Parents
- UY Intern led activities
- Ordering food from outside approved vendors
  - Only on approved days as communicated by the dorm parents
  - Timings for ordering is 10:00 AM to 4:00 PM
  - During weeks when special events occur on days other than Sunday, the Dorm Parents may decide to restrict ordering on Sunday
  - ALL orders must be picked up from Ridgewood Field
- Pocket Money
  - Students may pick up their pocket money from their Dorm Parents as follows:
    - Sundays 10:30-11:00 AM
    - Bazaar Days 9:30-10:30 AM
  - Students are expected to pick up pocket money in a timely manner
  - Students will be given opportunities to get additional pocket money at other times for special occasions and events
  - Students are expected to fill out the register included with their pocket money

#### **Important Reminders**

- Students should get a slip from their Dorm Parents to go to the Health Centre unless it is a medical emergency
- Students may not enter other students' rooms without the Dorm Parents' permission during Study Hall, Quiet Time, and Lights Out
- Passports and travel documents must be handed in to Dorm Parents at the start of the semester

## **1.22 Dorm Expectations, Routines, and Privileges**

### **1.22.1 Grade 9**

#### **Expectations**

Woodstock's Upper Years Residential Program strives to find a balance between appropriate levels of structure and freedom for the students to start making decisions which do not negatively impact their health and safety. The program is also guided by the statement from our Woodstock Student Community Agreement, "Treat others as you would have others treat you."

If individual or groups of students are not able to manage certain freedoms, the freedoms may be taken away. Primary Dorm Parents are responsible for monitoring this on an individual basis.

- Technology
  - General Expectations
    - Students are expected to use technology in a responsible and healthy way
    - Any misuse of technology may result in students losing their device(s) for a period of up to two weeks or longer for repeated offenses
    - Devices are the students' responsibility
    - Students may not use their devices that connect to the Internet after Lights Out
    - Students are only allowed up to three devices; smart watches must be turned in at the time of device collection



- Students are expected to collect their devices and turn in their devices in a timely manner; failure to do so will be considered a misuse of technology
  - Devices will be handed over to students for traveling
  - Students can keep their devices over mid-term breaks
  - If students are showing signs of addiction and/or overuse of devices, additional restrictions may be implemented
- Device Timings
  - Monday through Thursday
    - ✓ Gadget cupboard opens at 7:00 AM
    - ✓ All gadgets to be turned in by 9:30 PM
  - Weekend timing (Friday and Saturday)
  - Friday the gadget cupboard will open at 7:00 AM
  - Saturday the device cupboard will open at 1:30 PM after complete room checks: all gadgets to be turned in by 10:00 PM
  - Sunday
    - ✓ All gadgets in cupboard will open at 1:30 PM after room checks.
    - ✓ All gadgets to be turned in by 9:30 PM
- Wi-Fi is turned off in correlation with Lights Out
- Calling Times: students should not make phone calls during Study Hall or after Lights Out
- Health and Safety
  - Students are expected to shower daily and brush their teeth at least twice a day
  - Students are encouraged to maintain healthy eating and sleeping habits with guidance from their Dorm Parents
  - Students are not allowed to possess any sharp items such as knives, scissors, etc.
  - Student may keep nail clippers
  - Rooms should always be kept neat and tidy; students should make sure all garbage is placed in dust bins and not on the floor
  - Students should not waste food and are expected to eat a good number of fruits and vegetables every day
- Language: Woodstock affirms all the languages of which it is comprised. We strive to create an environment for students to develop both in English and in their home languages. English is the common medium of communication and should be used as a common language in mixed linguistic groups.
- Health Centre
  - All personal medications should be handed over to the Health Centre
  - If needed, students should take a health slip in the morning before 8:00 AM
  - Students should avoid going early morning for minor health reasons
  - Students should not visit the Health Centre without a note from their Dorm Parents on duty in the morning

## Routines

- Wake Up
  - Weekdays: A bell is rung over the speaker system at 6:00:00 AM Monday through Friday
  - Weekends: Students can sleep in unless they have an activity to attend and are required to go for breakfast anytime between 7:00 and 9:00 AM
- Meals
  - Breakfast available at Alter Ridge and in the Quad Dining Hall
    - Weekdays: 6:30-7:30 AM
    - Weekends: 7-9:00 AM
  - Brunch served in Alter Ridge on Sundays from 11:00 AM to 1:00 PM
  - Dinner served in Alter Ridge or in the Quad Dining Hall from 5:30-7:00 PM

- Check-in
  - Check-in is a very important time as all students must be accounted for; it allows a chance for dorm parents and students to connect regarding their overall health and to communicate important announcements or student concerns
  - Sunday-Friday: 7:00 PM
  - Bazaar day: 5:00 PM
  - Tardy for those coming in late (3 tardies = 1 SMD)
  - Missing check-in without a valid reason may result in an automatic demerit
- Social hour
  - This is allowed after school until 6:45 PM and on Saturdays after 12:00 PM until Sounds Out
  - This is not allowed after Study Hall Monday-Friday or on Sunday
- Study Hall
  - Study hall is a time which facilitates optimum focus, so students can be productive in completing academic work
    - Monday through Thursday: 7:15 to 8:45 PM
    - Sunday: 7:15-8:15 PM
  - All students should be in their rooms or quietly in a common space reading or completing their assignments without disturbing other students
  - Students must remain quiet and respectful towards other students
  - Extra study time can be offered if students require it; students must seek permission before 9:30 PM and should have been on task throughout study hall
- Sounds out
  - Sunday through Thursday 9:30 PM
  - Friday and Saturday 10:00 PM
  - Bedside lamps turned on, main lights turned off, and all electrical devices unplugged
  - Students should have:
    - Brushed teeth and showered
    - Changed into night clothes
    - Organized bags
    - Filled water bottles
    - Gotten clothes ready for the next day
    - Collected their own medication if any by 9:50 PM on weekdays and 10:20 PM on weekends
- Lights Out
  - Sunday through Thursday 10:00 PM
  - Friday and Saturday 10:30 PM
  - Students are expected to be in their beds at the beginning of lights out.
- Dhobi Days
  - All items sent to the dhobi should have name tags; if this does not happen, neither the dhobi nor the school can be held responsible for lost or damaged items
  - Students should turn in clothes twice a week as per the schedule shared by the Dorm Parents
  - Sheets, pillowcases, and towels should be given to the dhobi every other week
  - When filling out dhobi slips, students should write their names and lists of items clearly
  - Students should pick up their clean clothes as soon as possible and place them in their cupboards
- Room Checks and Cleanliness
  - Room checks occur Monday through Friday as per the room check chart
  - There will be thorough room checks on Sunday afternoon beginning at 1:30 PM
  - Rooms which are not cleaned properly per the chart will result in a direct EMD &

no gadgets

- Personal Belongings
  - Money should be handed in for safe keeping
  - Cupboards should be kept locked when not in use
  - Students are responsible for their devices/clothes/personal belongings
  - The school will not be responsible for any missing and/or stolen items which are left unattended/unsecured
  - Students should not borrow or lend expensive items
- Drug Tests may be done anytime to help students make positive choices; this includes the day scholars for that grade

### **Privileges**

- Weekend Privileges
  - Students are permitted to order in from outside approved vendors on approved order-in days
  - Bazaar
    - Occurs on Saturdays as approved by the Calendar Committee
    - Students should be in a group of no fewer than four students while in the bazaar
    - 10 AM earliest departure from dorms and 5:00 PM check-in; however, students should check in with their Dorm Parents upon returning
    - Students interested in going to the bazaar must inform their Dorm Parents the night before during check-in
    - Students must carry their phones turned on while in the bazaar
    - All chemist shops are out of bounds
    - All students must have the phone numbers of their Dorm Parents/chaperones before they go to the bazaar
    - Violation of bazaar rules may result in gating, loss of privileges, and/or other consequences
- General Privileges
  - Washer and Dryer
    - Usage is only for emergency washing and drying, with permission from the Dorm Parent on duty, mainly for washing of sports team jerseys and underclothes
    - Students are strongly encouraged to wash their own undergarments and socks
    - Detergents can be bought from dorm stores, preferably washing soaps
  - Kitchen
    - Students are permitted to cook during weekends and on Day 3 until 9:00 PM
    - Cooking is not allowed during Study Hall or after Sounds Out
    - Cooking is a privilege, which may be taken away if the pantry is not cleaned up properly
    - Students should make sure wrappers are thrown in dustbins, utensils used are washed, and counters are cleaned
    - Bread and cheese/butter will be provided daily
    - No cooking permitted in rooms
    - Skipping meals in the dining hall is not an option
  - Birthdays
    - Parents can send in a cake for celebration
    - No other food or eatables can be sent by parents for large groups of children

- Dorms will organize a birthday cake cutting celebration at the end of the month for all students whose birthdays fall in that month
- Requests should be received at least two weeks in advance

### **Important Reminders**

- Students should treat everyone with respect (peers, Dorm Parents, employees)
- Students should show respect to the surrounding environment and building particularly by not littering
- Vandalism
  - Acts of vandalism will be treated as a serious offense
  - Fines will be charged for any vandalism at a minimum of Rs. 10,000 per student to be taken out of student pocket money
- Passports and travel documents must be handed in to Dorm Parents at the start of the semester
- Dorm Parents are available to answer any questions or inquiries
- Everyone is required to shower at least every day; no pranks permitted in the washrooms
- Cupboards must be kept locked when not in use

## **1.23 Dorm Expectations, Routines, and Privileges**

### **1.23.1 Upper Years**

#### **Expectations**

Woodstock's Upper Years Residential Program strives to find a balance between appropriate levels of structure and freedom for the students to start making decisions which do not negatively impact their health and safety. The program is also guided by the statement from our Woodstock Student Community Agreement, "Treat others as you would have others treat you."

If individual or groups of students are not able to manage certain freedoms, the freedoms may be taken away. Primary Dorm Parents are responsible for monitoring this on an individual basis.

- Technology
  - General expectations
    - Students are expected to use technology in a responsible and healthy way
    - Any misuse of technology may result in students losing their device(s) for a period of up to two weeks or longer for repeated offenses
    - Devices are the students' responsibility
    - Student may not use devices that connect to the Internet after Lights Out
    - Students are allowed only up to three devices
    - Students are expected to collect their devices and turn in their devices in a timely manner; failure to do so will be considered a misuse of technology
    - Devices will be handed over to students for traveling
    - If students are showing signs of addiction and/or overuse of devices, additional restrictions may be implemented
  - Device Timings
    - Sunday through Thursday: Gadget cupboard opens from 6:30 to 7:30 AM for students to collect their devices
      - ✓ Students are permitted to keep gadgets from 4:30-10:15 PM for Grade 10 and 10:25 PM for Grade 11
    - Friday and Saturday: The device cupboard will open at 8:00 AM.
      - ✓ Students are expected to turn in gadgets at 10:45 PM for Grade 10 and 10:55 PM for Grade 11

- Wi-Fi is turned off in correlation with Lights Out
- Calling Times: Students should not make phone calls during Study Hall and after Lights Out
- Health and Safety
  - Students are expected to shower daily and brush their teeth at least twice a day
  - Students are encouraged to maintain healthy eating and sleeping habits with guidance from their Dorm Parents
  - Students are not allowed to possess any sharp items such as knives, scissors, etc.
  - Students may keep nail clippers
  - Students in Hostel and Midlands may keep detergents, which should be kept in the students' cupboards
  - Rooms should always be kept neat and tidy; students should make sure all garbage is placed dust bins and not on the floor
  - Students should not waste food and are expected to eat a good number of fruits and vegetables every day
- Language: Woodstock affirms all the languages of which it is comprised. We strive to create an environment for students to develop both in English and in their home languages. English is the common medium of communication and should be used as a common language in mixed linguistic groups.
- Health Centre
  - All personal medications should be handed over to the Health Centre
  - If needed, students should take a health slip in the morning before 7:15 AM
  - Students should avoid going early morning for minor health reasons
  - Students should not visit the Health Centre without a note from the Dorm Parent on duty in the morning

## Routines

- Wake Up:
  - Weekdays: A bell is rung over the speaker system at 6:00 AM Monday through Friday
  - Weekends: Students can sleep in unless they have an activity to attend; students are required to go for breakfast any time between 7:00 and 9:00 AM
- Meals
  - Breakfast: Available at Alter Ridge and in the Quad Dining Hall
    - Weekdays 6:30-7:30 AM
    - Weekends: 7-9:00 AM
  - Brunch: Served in Alter Ridge on Sundays
    - 11:00 AM to 1:00 PM
  - Dinner: Served in Alter Ridge or in the Quad Dining Hall from 5:30-7:00 PM
- Check-in
  - Check-in is a very important time and is a requirement for all students, as everyone must be accounted for; it allows an opportunity for Dorm Parents and students to connect regarding their overall health and to communicate important announcements or address student concerns
  - Sunday-Friday 7:00 PM
  - Bazaar day 5:00 PM
  - Tardy for those coming in late (3 tardies = 1 demerit)
  - Missing check-in without a valid reason may result in an automatic demerit
- Visiting Other Dorms
  - This is allowed after school until 6:45 PM and on Saturdays after 12:00 PM until Sounds Out
  - This is not allowed after Study Hall Monday-Thursday or on Sunday
- Study Hall is a time which facilitates optimum focus, so students can be productive in completing academic work

- Monday through Thursday 7:15-8:45 PM
- Students are expected to study in their rooms or quietly in a common space
- Independent study is required between 7:15 and 8:00 PM
- Group work is allowed after 8:00 PM if it does not disturb others
- If listening to music, students should use headphones
- Students must remain quiet and respectful towards other students
- Extra study time can be offered if students require it; students must seek permission before 9:30 PM and should have been on task throughout study hall
- Sounds Out
  - Sunday through Thursday by 10:00 PM
  - Friday and Saturday by 10:30 PM
  - Bedside lamps turned on, main lights turned off, and all electrical devices unplugged
  - Before Sounds Out from 8:45-10:00 PM students should have:
    - Brushed teeth and showered
    - Changed into night clothes
    - Organized bags
    - Filled water bottles
    - Gotten clothes ready for the next day
    - Collected their own medication if any
- Lights out
  - Sunday through Thursday by 10:30 PM
  - Friday and Saturday by 11:00 PM
  - Students are expected to be in their beds at the beginning of Lights Out
- Dhobi Days
  - All items sent to the dhobi should have name tags; if this does not happen, neither the dhobi nor the school can be held responsible for lost or damaged items
  - Students should turn in clothes twice a week as per the schedule shared by the Dorm Parents
  - Sheets, pillowcases, and towels should be given to the dhobi every other week
  - When filling out dhobi slips, students should write their names and lists of items clearly
  - Students should pick up their clean clothes as soon as possible and place them in their cupboards
- Room Checks and Cleanliness
  - Room checks occur Monday through Friday as per the room check chart
  - There will be no formal room check on Saturday or Sunday, but students are strongly encouraged to clean their rooms on Sunday during quiet time
  - Rooms which are not cleaned properly per the chart will result in a direct EMD
- Personal Belongings
  - Money should be handed in for safe keeping
  - Cupboards should be kept locked when not in use
  - Students are responsible for their devices/clothes/personal belongings
  - The school will not be responsible for any missing and/or stolen items which are left unattended/unsecured
  - Students should not borrow or lend expensive items
- Drug Tests
  - Drug tests can be conducted randomly or if there is a need to do so to help students make positive choices
  - This includes the day scholars for that Grade

## **Privileges**

- Weekend Privileges

- Students are permitted to order in from outside approved vendors on approved order-in days
- Bazaar
  - Occurs on Saturdays as approved by the Calendar Committee
  - Students should be in a group of no fewer than 4 students
  - Bazaar days will be chaperoned for the safety of our students
  - All chemist shops are out of bounds
  - All students should have the phone numbers of their Dorm Parents/chaperones before they go to the bazaar
  - Violation of bazaar rules may result in gating, loss of privileges, and/or other consequences
- General Privileges
  - Washer and Dryer
    - Washers and dryers are available to students on given days
    - Washing machines are to be used to wash small items only
    - Students are expected to demonstrate responsible and respectful use of the machines
  - Kitchen
    - Students are permitted to cook any day of the week
    - Cooking is not allowed during Study Hall or after Sounds Out
    - Cooking is a privilege, which may be taken away if the pantry is left in a mess; students should make sure wrappers are thrown in dustbins, utensils used are washed, and counters are cleaned
    - Bread, cheese, eggs, and fruit will be provided daily at Hostel and Midlands if these supplies are used responsibly
    - Students can request additional cooking supplies to promote healthy cooking habits
  - Birthdays
    - Parents/friends can send in a cake for celebration
    - No other food or other eatables can be sent by parents
    - We understand that parents may want to make their children's birthdays special; however, we as a school believe in being equitable and fair with all requests
    - Special out of boarding for birthdays or visitation are not allowed
  - Pocket Money
    - Pocket money is distributed at the first week of each month
    - Students are expected to pick up pocket money in a timely manner
    - Students will be given opportunities to get additional pocket money for travel purposes only
    - Requests should be received at least two weeks in advance
    - Students are expected to sign the sheet included with their pocket money
    - Students are permitted to store their pocket money in the dorms safe; they are expected to maintain their own budgeting and record of money
    - Students should not carry extra money from home; any additional money brought for special reasons should be kept in the dorm locker
  - Storage
    - Students may store bedding and leftover belongings during breaks
    - Students may access storage upon request during the school year

### **Important Reminders**

- Students must treat everyone with respect (peers, Dorm Parents, employees)
- Students should show respect to the surrounding environment and building particularly by not littering

- Vandalism
  - Acts of vandalism will be treated as a serious offense
  - A fine will be charged for any vandalism at a minimum of Rs. 10,000 per student; this will be taken out of student pocket money
- Passports and travel documents must be handed in to Dorm Parents at the start of the semester

### **Senior Expectation and Transition Program**

- Privileges must be earned; if problems occur, privileges will be taken away either individually or as a class
- Internet
  - Use the Wi-Fi connection responsibly
  - Internet will be disconnected at 11:00 PM on weekdays
  - Internet will be disconnected at 11:30 PM on Friday and Saturday
- Gadgets
  - Submission of gadgets by 11:00 PM on weekdays
  - Submission of gadgets by 11:30 PM on Friday and Saturday
- Check-In
  - Compulsory 7:00 PM Check-ins at Oak Lounge (Hostel) and Senior Lounge (Midlands)
  - Failure to show up for check-ins may result in SMDs
- Sounds Out
  - Sunday through Thursday 10:30 PM
  - Friday and Saturday 11:00 PM
  - Recreational activities until 10:30 PM, e.g., video and computer games, music, etc.
- Lights Out
  - Sunday through Thursday by 11:00 PM
  - Friday and Saturday by 11:30 PM
  - For any study extension after Lights Out, permission to be given by the Dorm Parent on duty on the floor
- Kitchen Use
  - Kitchen time until 10:30 PM on weekdays and 11:00 PM on Saturday and Sunday; no cooking after Sounds Out
  - Clean up after the kitchen is used (utensils, cooking area, etc.)
  - Actively participate in the kitchen/lounge cleaning duty roster
  - Be respectful of the belongings of other students
  - No electric kettles allowed in rooms
  - Seniors are provided with additional ingredients and groceries for cooking purposes
- Room Checks
  - Room Checks will be conducted per school guidelines
  - Failure for room checks may result in SMDs
- Study Hall/Quiet Time
  - Study Hall 7:15-8:45 PM
  - Allow for an environment where others can study peacefully on the floor/in the dorm
- Visiting Hours (other dorms)
  - Visiting time on weekends after check-in until 10:30 PM
  - Visiting Spaces: Commons and Rec Hall are for all students living in that particular dorm and not exclusively for seniors
  - Upper Years students are not allowed to be hanging around the Ridgewood and Alter Ridge dorms
  - Student Life Handbook guidelines on Dating Couples are expected to be



followed

- Responsibilities as a senior
  - When with younger students, seniors must follow school guidelines and expectations
  - They must be extra conscious of displays of affection when in the presence of younger students; failure to do so will be recorded in Managebac, and parents will be informed
  - Seniors must make sure younger students are not violating the discipline guidelines in their presence
  - Younger students may meet seniors if given permission by the Dorm Parent on duty

## **1.24 Student Leadership**

### **1.24.1 Student Council (StuCo) coordinates student body activity in the following areas:**

- Representing and channeling high school student opinion
- Uniting the 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 students' interests

For more details on student governance, refer to the Student Council Constitution.

### **1.24.2 Dorm Councils**

A Dorm Council presides over each residence 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, provide input when community conflicts arise, and offer leadership in the residences. The Dorm President serves on StuCo and has a term of one year, while the student leaders are elected for one semester.

## **1.25 Religious Life**

Woodstock School has a full-time Chaplain on staff who is available to help with personal problems and concerns and who is especially qualified to help students with spiritual issues and to discuss matters of faith, lifestyle, values, and world view. The Chaplain also organizes 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 organized through the Chaplain and the Chaplaincy Council, while others are informal and are organized 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.

### **1.25.1 Christian**

Chapel Services: As a minority Christian School, Woodstock has mandatory chapel services once a month. 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.

### **1.25.2 Chaplain**

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

### **1.25.3 Chaplaincy Activities**

- Dorm Fellowship Groups: Voluntary and held in dorms at times that are mutually agreed upon by Dorm Parents and students
- Sunday Fellowship Group: A student-run Christian organization 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

### **1.25.4 Local Worship Services**

There are many churches in Mussoorie, and students are encouraged to attend Sunday morning services. Students must sign out of the residences for church and are expected to return to residences immediately following the conclusion of services. The following is a list of local churches:

- St. Paul's, Landour (Char Dukan): English, 9:30 AM
- Kellogg Memorial, Landour (between Char Dukan and Sister's Bazaar): Bilingual Hindi and English, 10:30 AM
- Any other worship venues approved by the Chaplaincy Council

### **1.25.5 Student Retreats**

The Chaplain and the Chaplaincy Council organize voluntary retreats throughout the year for students of all age groups.

### **1.25.6 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 and 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.

## **1.26 Counselling and Confidentiality of Student Information**

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

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

### **1.26.1 Emotional Guide**

It is helpful for students to have contact with their families for emotional stability. However, it is not helpful for family members to call too often. Parents are requested to not give specific times when they will be calling, as children can become very anxious if a call gets delayed or if parents are unable to call. Similarly, if they cannot adhere to what is communicated to their children, parents are requested to not give the time of day they are coming to pick up their children during OB times, Quarter Break, or end of semester.

### **1.26.2 Academic Advisors**

- Every student in Grades 6-12 is assigned an Academic Advisor. 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 organize social gatherings and help students with interpersonal relationships. Advisors, in general, are not trained counselors and may refer to professional staff when circumstances merit.

### **1.26.3 Confidentiality**

Confidentiality is an essential component in effective counseling 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:

- When students themselves (or by the report of another student) indicate a clear and present danger to themselves
- When students themselves (or by the report of another student) indicate imminent harm to another person, group of others, or property
- When 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 and sexual abuse)

### **1.26.4 Student Records**

Students' families have a reasonable expectation that their children's academic records and personal information will remain private. Woodstock follows the applicable standards laid out by India's privacy laws and the United States' Family Education and Privacy Rights Act of 1974.

- Student Information is gathered from and may be shared on a need-to-know basis with any or all of the following:
  - 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
  - Counseling or Chaplaincy staff
  - 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.
  - Educational studies in which Woodstock participates
  - Development and Alumni Relations Office staff (who have access to "Directory information")
- Right of access: Students may request access to their 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/guardians
- 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, when parents no longer have access without written permission from the student
- Records will be kept of each outside request to view records in a student's file
- Certain medical records that may not be accessible directly but may be accessible for review by a medical provider approved by the parent, guardian, or student.
- Right to contest: The parents/guardians or adult (over 18, matriculated) students have 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

## 1.27 Discipline

### 1.27.1 Discipline – Balancing Encouragement and 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.” Expectations of students are high and are clearly stated at the time of admissions and in the Student Life 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 behavior. They may be required to talk the issue through confidentially with a Personal Counsellor. No responses to misdemeanors 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 the commission of a serious offense, we expect other students who are present but not involved to dissociate themselves actively.

### 1.27.2 Positive Reinforcement

At the end of each semester, ceremonies provide opportunities to formally celebrate successes and achievements and to recognize outstanding contributions to service, sports, performing arts, and outdoor pursuits as well as academic endeavors and attainment. Special prizes for outstanding contributions and exemplary personal example, leadership, and service are also awarded at the Graduation ceremony. All staff members are encouraged to look out for and 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 are not
- Cleaning up after peers in dorms or classrooms
- Helping/being kind to younger students
- Acting in ways that go beyond minimal expectations

Students have opportunity 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 behavior, and contributions in dorms or during Activity Week).

If a student accrues four commendations in a term, they 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 their work or contributions are so impressive that they deserve 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 Honor on university applications.

### **1.27.3 Demerits**

Demerits are given as consequences for minor misdemeanors. These are low-level infractions which may occur from day to 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 offense 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 earns a student an Early/Saturday Morning Duty (EMD/SMD). An accumulation of more than three demerits may result in EMD/SMDs, gating, or other losses of privilege. Demerits do not accumulate beyond the semester but do remain on record so that trends or patterns can be tracked over time.

### **1.27.4 Offense Levels**

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

**LEVEL ONE: The offense must be dealt with immediately by any staff member at the time of the infraction, with any follow-up within 24 hours. Offenses must be recorded in the Student Profile within 24 hours by the staff member who first identified the behavior.**

1. Damage to others
  - Inappropriate behavior to staff: disobedience, ignoring instructions, rudeness, etc.
  - Insulting behavior to another student or staff member
  - Fighting (between/among students)
  - Theft or damage to another's or school property, graffiti, stealing, or damage through carelessness
  - Swearing/profanity
  - Lying
2. Damage to oneself
  - Tobacco/Vape use: first offense
3. Abuse of privilege
  - Room cleanliness issues
  - Inappropriate Public Display of Affection

- Breaking bounds, late for dorm timings less than 15 minutes – minor
  - IT Responsible Use offenses (see separate policy)
  - Tardiness/lateness to class or check-in
  - Dress code infringements
  - Breaking Sounds/Lights Out rules, etc.
4. Repeated infringements: will become a Level 2 Offense

#### **POSSIBLE CONSEQUENCES FOR LEVEL ONE OFFENSES**

- Reprimand/apology
- Early Morning Duty
- Removal of privileges
- Making restitution (for damage), residence/school service
- Notification to parents
- On report

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

1. Damage to others
  - Theft or damage to another's or school property, including offensive graffiti: serious offenses
  - Bullying: repeated cases of physical or verbal threats or intimidation (see separate policy)
  - Insulting behavior 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
  - Lying
2. Damage to oneself
  - Tobacco/Vape use: second offense
  - Alcohol use: first offense

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 a disciplinary stance should 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 physical contact behavior 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 offenses (see separate policy)
4. Repeated Level One offenses

#### **POSSIBLE CONSEQUENCES FOR LEVEL TWO OFFENSES**

- Gating
- Loss of general or major privileges
- Removal from school teams or representative positions
- Dismissal from student leadership positions
- School service
- On report

**LEVEL THREE: After immediate intervention by the member of staff, the offense should be referred to the Dean of Student Life. These offenses 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 offenses
  - Physical assault on a staff member
  - Abusive behavior to a staff member
  - Recording, taking photos, or using someone's personal information without permission involving inappropriate material that may also be used to bully, intimidate, or threaten
  - Possession or use of fireworks
2. Damage to oneself
  - Sexual misconduct
  - Tobacco/Vape use: third and subsequent offenses.
  - Alcohol use: first offense – excessive consumption
  - Drug use: 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 offenses – repeated or severe
4. Repeated Level Two offenses
5. Repeated Level Three offenses: A student who is suspended for a Level Three offense and then repeats the offense (or another serious offense) within that or the subsequent school year will be liable for expulsion

#### **POSSIBLE CONSEQUENCES FOR LEVEL THREE OFFENSES**

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

#### **1.27.5 Responding to Offenses**

The following descriptions give some indication of steps the school may use to help students learn from mistakes and develop self-discipline. This list is not exhaustive and cannot be understood 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 a community with high standards. Responses may sometimes include taking account of the following:

- Striking a balance, such as 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 offense
- Repeat offences will be treated more seriously: we expect a change of behavior in response to discipline the first time

### **Dorm Gating**

Dorm Gating restricts a student's movements to their dorm during their free time. When Dorm Gating is given, it is always for a defined time period. Official sports practices, activities, rehearsals, and authorized commitments usually take priority over gating. The Primary Dorm Parent in consultation with the Dean of Student Life may, 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. Students lose access to their devices when gated.

### **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 their respective teachers or supervisors, and report to a designated staff member assigned by the Dean of Student Life or Head of School every day with evidence of progress.

### **Early Morning Duty (EMD) and Saturday Morning Duty (SMD)**

- EMD takes place from 7-7:45 AM each weekday Monday through Friday for students who have acquired more than three demerits or students who have recorded an unexcused absence from class
- EMD may also be used as a consequence for other conduct issues; students notified of an EMD must attend the EMD the next morning
- SMD takes place from 7-9:00 AM Saturday morning at School level
- Students on EMD/SMD must report to the Principal's Office promptly by 7:00 AM, dressed appropriately for the school day
- Failure to report by 7:00 AM will result in the student being sent back to dorms to repeat the EMD/SMD the following weekday; failure to report at all will result in the student being gated for the remainder of the weekend
- Students on EMD/SMD will carry out meaningful manual tasks on campus assigned by the supervising staff member; during this time, students may not have access to their devices
- After a student receives their fourth EMD/SMD in a single semester, a letter informing the student's parents will be sent by the student's Advisor. It is the expectation that a conversation happens between these parties. After receiving a fifth EMD/SMD, 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 Committee hearing depending on the circumstances.
- Students will be released from EMD at 7:45 AM and for an SMD at 9:00 AM to check in with a Dorm Parent who will sign off on the EMD/SMD; students may then return to campus for the start of the school day or continue their weekend activities

### **Suspension**

Occasionally it is decided that a period of time away from school is necessary. The purpose of suspending students is to give them time for reflection away from school and to serve as a clear warning message that their behavior 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 further poor choices. Students who are suspended twice within a year risk not being re-admitted, when particular circumstances make this a more appropriate or practical sanction in the opinion of the School. Where an offense 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 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 School. After a specified period of time the student may reapply for admission. However, re-admission is not guaranteed.

## **Expulsion**

Expulsion results in the immediate removal of the student from School without option to re-apply.

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

### **1.27.6 Disciplinary Procedures for Major Offences (Typically Level 3)**

The final authority for administering and determining the nature of student discipline lies with the Principal. The main purposes of Woodstock's disciplinary system are to educate students, foster their personal growth by reflecting constructively upon their mistakes, and 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 may in a court system. In all aspects of discipline, the Principal's authority is final.

## **Initial Communication**

In case of a major offense, all members of staff (and at the Dean of Student Life's discretion the whole school) may be informed that an investigation is underway. This communication to staff may include a brief account of the nature of the alleged offense and the students involved, as well as several 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.

## **Steps of Disciplinary Procedure**

### *Informal, Information-Gathering Process*

Evidence of an infraction of School rules that may 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 appropriate staff member.

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, they 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 may request another adult from the residence or teaching staff to be present at these meetings, if so desired. The staff member is there to support the student emotionally and assist them in articulating their perspective.

The Dean of Student Life will also meet with other students as needed as part of the information-gathering process. Any other student(s) involved in the incident will be asked to prepare a written account of their knowledge of the case. 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 the matter shall be considered a major disciplinary case warranting the calling of a Disciplinary Advisory Committee hearing. In this case, the Dean of Student Life will convene the Disciplinary Advisory Committee.

### *Disciplinary Advisory Committee – Composition*

A Disciplinary Advisory Committee routinely consists of the following members:

- The Dean of Student Life
- The Residence Life Coordinator
- The UY or MY Head of School
- Chaplain

The Dean of Student life may, entirely at their discretion, request any other member of staff to be part of the panel's deliberation. There may be occasions when a member of the student body (usually a student leader) is requested to attend a panel discussion for the purpose of providing their perspective on the incident under review.

### *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 Personal 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 summarize 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.
- The student may bring an adult advocate of their choice to the meeting.

### *Responsibilities of the Dean of Student Life*

- To investigate the case thoroughly in the "informal" process in consultation with the Residence Life Coordinator and other staff as necessary
- To determine whether the matter requires the calling of a Disciplinary Advisory Committee hearing
- 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 as deemed appropriate

### *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 or Disciplinary Advisory Committee member will communicate with them as appropriate 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's file.
- To members of the Disciplinary Advisory Committee, 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 email.
- To the students: The Dean of Student Life will communicate in an appropriate manner with the students, when necessary.

### *Follow-Up Process*

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

### **1.27.7 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 the School Counsellor 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 if a School rule is not currently being broken or an investigation is not underway. The Counsellor will honor 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. 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 concerned.

Staff members must report/refer a student to the Counselling Department under the following circumstances:

- When a student's health and safety are at risk, particularly in the areas of abuse and self-harm
- When a student displays or confesses addictive behaviors
- When a student has lost control of their behavior
- If they are having to support a student one-on-one more frequently than one hour per week

Woodstock takes seriously Article 33 of the United Nations Convention on the Rights of the Child and will take "all appropriate measures ... to protect children from the illicit use of narcotic drugs and psychotropic substances." Woodstock's policy on drugs sets out to achieve a campus free from the influence and presence of illegal drugs.

## **1.28 Woodstock Policy on Drugs**

### **1.28.1 Introduction**

The purpose of this policy is to prevent students from using illegal drugs at any time – whether in term time, out of boarding, 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 recognizes 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. Illegal 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 Uttarakhand 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 when the school’s drug policy is being infringed or buying or possessing alcohol/tobacco/other drugs may result in disciplinary action being taken by the School. In investigating such an occurrence and determining whether a disciplinary stance will be adopted, the Dean of Student Life will take into account the precise circumstances and context as well as any mitigating factors which may apply.
- At no time may students purchase items at a chemist shop. All medications must be obtained from the Woodstock Health Centre. If a student is seen at a chemist shop, the School will assume they are involved in purchasing illegal drugs.

### **1.28.2 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 recognizes that society and the law distinguish carefully between different categories or types of drugs. The School’s response to drugs will take into account the fact that, for example, cocaine and heroin are generally regarded as quite different categories of drugs compared, for instance, to cannabis. There are, therefore, certain so called “hard” drugs, which when used by a student would be regarded as a significantly more serious matter than the use of so called “soft” drugs.

### **1.28.3 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 School premises or 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.

### **1.28.4 Drug Testing**

Drug testing is an important part of our anti-drug 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 a student’s personal possessions or room.

If evidence is found that a student has been illegally using drugs, a Disciplinary Advisory Committee hearing will take place. The student's parents will also be notified at the earliest opportunity. Following careful consideration of all relevant factors, including the extent and 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 required to submit to a regimen of random testing, without suspicion, during the remainder of their studies at Woodstock. A student testing positive under such a regimen will normally be expelled.

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

#### **1.28.5 Suspicion of Drug Use**

When a member of staff becomes suspicious of drug misuse, they will report their concerns to the Dean of Student Life. It will be decided through further discussion whether an investigation, dialogue with the pupil, and/or testing are required.

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

#### **1.28.6 Investigation of Possible Misuse**

Once reasonable grounds for suspicion have been established that a student has been misusing drugs, the Dean of Student Life will be responsible for further investigation, including discussion with the student and a urine or breathalyzer test. Investigation may include a search of the student's room or possessions. The Dean of Student Life will ensure that, as far as possible, investigations are conducted fairly and with openness towards the student(s) concerned.

The School will contact the student's parents at this stage, though 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 made. Any refusal to take such a test will automatically be viewed as suspicious and will be treated as a serious breach of school rules.

### **1.29 Safety and Protection**

#### **General Safety**

MY Students are under security surveillance each day to School and back and are chaperoned when they go on hikes or to the bazaar. Children are not allowed to leave the residence boundaries without permission or without appropriate supervision. UY students may go to the bazaar without an adult chaperone provided they move in groups of four. Students are advised about "safe" vendors they can approach if they need assistance while in the bazaar.

Woodstock School sets the expectation that in regard to child protection we are committed to aligning with the responsibilities set out in the laws of India consistent with the United Nations Convention on the Rights of the Child (UNCRC). The School's *Child Protection Policy* and *Anti-Bullying Policy* set out the full details of this commitment.

## 1.30 Anti-Bullying Policy

### 1.30.1 Objectives

Everyone deserves to be treated with dignity and respect. All individuals regardless of age, culture, challenges, gender, gender identity, language, racial origin, religious belief, and/or sexual orientation have the right to protection from abuse. No one should be subject to abuse or bullying from adults employed by the school or from other 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 Woodstock School.

All staff who work directly with students are required to complete an Anti-Bullying course through Educare called "Preventing Bullying for International Schools." The purpose of this course is to prepare staff to understand, recognize, and prevent bullying behavior. This exercise is overseen by the HR department.

### 1.30.2 Procedures

#### 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 three criteria must be present for the behavior to be categorized as bullying.

1. A "pattern of behavior" can be defined in any of three ways:
  - By a single bully or a group towards a single target
  - By a single bully or a group towards different targets
  - Towards a targeted individual/group appropriated by anyone towards that individual/group; 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 include:
  - Hitting, kicking, shoving, spitting, pushing, grabbing, pinching
  - Taunting, teasing, racial/cultural slurs or jokes, verbal harassment
  - Comments about body and looks
  - Threatening, obscene gestures
  - Rough behaviorExamples of indirect bullying include:
  - Getting another person to bully someone for them
  - Negative body language
  - Spreading rumors
  - Deliberately excluding someone from a group or activity; the silent treatment
  - Cyber-bullying (e-mail, instant messaging, texting, pranking, or offensive phone calls, etc.)
  - Sending unauthorized information on social media about others such as photos
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!" have been communicated is unacceptable.

#### 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. If students are unsure who they can report to, they should refer to the Student Safety Poster for options. Alternatively, reports may be submitted to [ReportIt@woodstock.ac.in](mailto:ReportIt@woodstock.ac.in).

All staff members are required to forward all reports of suspected or actual bullying by students. Staff members should report suspected bullying to the Head of School, who will work in collaboration with Homeroom Heads and the Dorm Parents to investigate the situation.

Advice from the Educare course:

- “Take time to listen to all children involved. This includes the target of the bully, the offender, and the bystanders. Staff will keep in mind as to whether there is an element of retaliation and any previous patterns of behavior.”
- Banter is common amongst friendship groups and families. Even amongst family members and friendship groups, it is possible to cross a line and offend or hurt a person’s feelings.
- It is important to establish the difference between playful, harmless banter and that which can cause offense.

If it is concluded that the incident is a conflict, a restorative justice approach will be utilized whenever possible.

After investigation, if the Head of School believes the case should fall into Woodstock School’s disciplinary guidelines, they will share their report with the Dean of Student Life who will then take the lead on the case.

#### **PROTECTION OF WITNESSES AND OF PEOPLE TARGETED BY BULLYING**

Immediate measures will be taken by the Heads of School, Homeroom Heads, Dorm Parents, Advisors, and the Dean of Student Life to protect students from retaliation at each phase of the process. Retaliation by the accused or anyone else will be viewed as an additional act of severe bullying.

Targets of bullying may provide input when decisions are made regarding their safety. If necessary, suspected bullies and their targets will be removed from boarding to 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 with the levels of offense and consequences per Woodstock’s discipline policy. Counselling support will be recommended for all individuals involved.

#### **Appendices & References**

Read with the Child Protection Policy  
Student Safety Poster  
Code of Conduct

#### **Review & Revision**

Policy owner: Dean of Student Life  
Written by:  
Review by: Education Team  
Approval required: Education Team

### Policy Updates History:

Date	Reviewed by & Date of review	Approved by & Date of approval	Next review
October 29, 2007	Anti-Bullying Task Force Policy created due to concern over bullying incidents at Woodstock School in Spring 2007	Principal	
March 31, 2010	Counselling Team and Heads of Schools	Principal	
July 2015	Dean of Student Life	Principal	
October 2018	Dean of Student Life	Education Team October 5, 2018	October 2019
July 2023	Dean of Student Life	Education Team 17 July 2023	As required

## 1.31 Policy on Child Protection

### 1.31.1 Aims & Objectives

#### **POLICY STATEMENT**

Woodstock School believes that everyone deserves to be treated with dignity and respect and that all individuals regardless of their age, culture, challenges, gender, gender identity, sexual orientation, language, racial origin, physical condition, and religious belief have the right to protection from abuse. Woodstock School works to provide an environment where no one is subject to any kind of abuse including sexual abuse or grooming and/or bullying from students, parents, or adults employed by the School.

Woodstock School views the welfare of each individual as paramount and is committed to providing a safe, nurturing community within which everyone can live, study, learn, work, and mature. Therefore, abuse (including sexual abuse and grooming) and bullying of any kind are unacceptable. This policy deals specifically with the issue of abuse, bullying, sexual abuse, and grooming by students or adults in the community. All suspicion and/or allegations of grooming, sexual, inappropriate, and abusive behavior as defined in this document will be taken seriously and responded to by stern and appropriate measures.

In regard to child protection, Woodstock School is committed to aligning with the responsibilities set out in the laws of India (see References) consistent with the United Nations Convention on the Rights of the Child (UNCRC) (see Appendices I and II).

All staff members are required to complete a Child Protection course prior to students arriving on campus at the beginning of each academic year through Educare called “Child Protection Basics for International Schools” available at [Child Protection](#).

### 1.31.2 Policy & Procedures

#### **DEFINITION**

1. Staff member: Includes administrators, any staff appointed directly/indirectly by School administration, interns, student teachers, volunteers, and employees; any other person, such as a spouse/family member of a serving staff who are not working for the school but are currently staying with the staff member in or outside the school campus/property are also included in this definition



2. Child: Any child (Woodstock students, children of staff or employees, or any child under the age of 18 years, in accordance with the United Nations Convention on the Rights of the Child)
3. Child abuse: Sometimes called child maltreatment, describes four types of child mistreatment – physical abuse, sexual abuse, psychological abuse, and neglect; in many cases children are the victims of more than one type of abuse; the abusers can be parents or other family members, caregivers such as teachers or babysitters, acquaintances (including other children), and (in rare instances) strangers
4. Child Grooming: Befriending and establishing an emotional connection with a child and sometimes the family to lower the child's inhibitions for the purpose of child sexual abuse
5. Counsellor: A qualified staff member specially assigned the duty to make a proper detailed report to monitor and ensure the welfare of the victim

## **PROHIBITED BEHAVIORS**

The following behaviors will be considered abuse in staff-child relationships at Woodstock:

### **1. Physical abuse**

Any action that causes physical pain, hurt, injury, or discomfort to a student, however light, comes within the ambit of physical abuse. It includes but is not restricted to the following:

- Using physical contact to correct or punish a student or deliberately hurting or injuring a student physically, provided that nothing in the above-mentioned definition includes any kind of bruise or injury which occurs during any sports or athletic activity or any other routine activity of the school
- Using any form of corporal punishment that causes discomfort to the student including, for example, standing on a bench, standing with a schoolbag on one's head, holding one's ears through one's legs, kneeling, etc.
- Giving students alcohol, substances containing alcohol, illegal drugs, or other harmful substances
- Detention (to keep in custody or confinement) in the classroom, library, toilet, or any enclosed/locked space in the school

A doctor or a technically qualified medical staff member may need to be assigned to conduct a physical exam as soon as practicable to ensure evidence is not lost following a reported incident. Notwithstanding anything in the above-mentioned paragraphs, in case of medical emergency, only authorized medical staff may provide any legally permitted medication (containing alcohol) to any student/child within the school premises.

### **2. Emotional abuse**

Any non-physical treatment of a student that is harmful to the psychological development of a student falls within the purview of emotional abuse. It includes but is not restricted to the following:

- Withholding of approval, affection, or respect
- Abusing power (intimidation, threats, silencing)
- Frequently and unnecessarily shouting at or taunting students
- Using bullying or stereotyping comments publicly or privately against a student or group of students
- Ridiculing a student with regard to their family background or status or community
- Belittling a student for poor academic performance

Notwithstanding anything in this clause, any advice or corrective statements given bona fide by a staff member in furtherance of the development of a student shall not be considered as an incident of emotional abuse.

3. Sexual abuse/grooming
  - Making sexual innuendos or telling risqué jokes in the presence of an individual student or groups of students
  - Sharing personal sexual information with students
  - Participating in any form of physical sexual contact or sexual activity with any student
  - Showing inappropriate intimacy, either verbally or physically towards a student or anyone else in the presence of the student
  - Sharing pornographic materials, taking pictures, or any form of recording media for pornographic reasons with students
  - Grooming, as it may lure minors into child trafficking, illicit businesses such as child prostitution, or the production of child pornography
4. Neglect
  - Failing to notice and pay attention and respond to students' basic emotional and/or physical needs
  - Leaving students alone for long periods and/or inadequately supervised (based on appropriate age norms)
  - Failing to ensure student safety
  - Failing to respond to allegations of abuse (as defined in this policy and national laws)
5. Discrimination
  - Assigning different tasks to students based on caste, community, or gender prejudices
  - Bringing social attitudes and prejudices into the school by using belittling remarks against a specific social group or gender or ability/disability
  - Using derogatory remarks against a child
  - Discriminating against a student on the grounds of academic ability
6. Any other acts which the School or the law deem inappropriate

## **PREVENTION OF ABUSE**

### **1. Student Protection Panel (SPP)**

A Student Protection Panel which includes an administrator, the Head of Personal Counselling, the Chaplain, the Resident Medical Officer, and two residence staff members is in place to protect students from the above-mentioned prohibited behaviors by any staff member, volunteer, or employee. The SPP is responsible to

- Ensure the Child Protection policy is kept up-to-date and the procedures regularly reviewed in the light of experience or changing situations
- Ensure that all staff, volunteers, and employees understand the policy and procedures and put them into practice
- Educate staff and students regarding the policy and investigating reports or violations of the policy and communicating information to the Principal
- Compile a report for the Principal about any allegation of abuse and the outcome
- Create awareness through various programs
- Develop training programs for staff, students, and parents
- Ensure that the names and contact details of the committee are clearly displayed on School premises

If an allegation is against the Principal or a member of the Board, then the report should be forwarded to the President of the Board.

## 2. Compulsory reporting obligation

- Staff (including members of the SPP), employees, and students need to report any hint, gossip, suggestion, observation, or suspicion of any allegation to the SPP.
- The SPP is required to prepare a report consisting of all the material information along with details of the informant. Moreover, the report needs to explain the circumstance of the source of the information so the investigating officer can make an informed decision to assess a rating/prioritization of a case.
- The report shall be expeditiously forwarded to either the Special Juvenile Police Unit or the local police without any delay.

## 3. Recruitment procedures

- All applications for positions at Woodstock will be subject to careful scrutiny during the application process. The scrutiny procedure will be designed to elicit information about the applicant's career and past experience (requiring explanations for any gaps in employment history).
- A compulsory background check to rule out the existence of any criminal record or allegation of sexual/grooming/physical/emotional abuse must take place. If any such record exists, the applicant will be barred from employment. References will be collected for all administrators, staff, and volunteers applying to Woodstock School.

### **Policy dissemination**

All staff members, consultants, volunteers, and employees serving at Woodstock School and their spouses residing on campus if not employed by the School will receive a copy of this policy and sign a statement that they have read and will abide by it, both in terms of their own conduct and in terms of their professional responsibility for the conduct of colleagues and students.

A copy of the Child Protection Policy shall be distributed in the orientation folder for new staff, volunteers, and employees. A signed acknowledgement of receiving this policy and having read it will be kept in their personnel file. A copy of the policy shall be provided to the parents or guardians of students for their reference.

In case any changes are made to the policy, all staff members, consultants, volunteers, employees, and their spouses residing on campus if not employed by the School must be made aware of the changes and shall be required to re-sign the new policy.

Students, Parents, and Guardians must be made aware of this policy through orientation programs and routine parent communications.

### **Visitors on campus**

A confidential list of individuals who are barred from the school campus by virtue of past infringement of this policy or a similar policy in place at the time will be circulated to the Principal to ensure that such persons are not allowed on campus.

A record of people entrusted with the responsibility of dropping and receiving a student at the School shall be maintained from the beginning of each academic year. No other person apart from those named on the list shall be allowed to take custody of the child, in whatsoever manner, from School premises.

I understand the Student Protection Policy and agree to abide by these guidelines as written.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendices & References**

- United Nations Convention on the Rights of a Child ratified by India on December 11, 1992
- Anti-Bullying policy, reference
- Prevention of Children from Sexual Offences Act read with the Criminal Law Amendment Act, 2013 and the Protection of Children from Sexual Offences Rules, 2012
- The Juvenile Justice (Care and Protection of Children) Act, 2000 read with The Juvenile Justice (Care and Protection of Children) Rules, 2007 and the National Charter for Children, 2003
- The Constitution of India

### **Review & Revision**

Policy owner: Dean of Student Life  
Written by Jeff Doerfler, Dean of Student Life  
Review by Education Team  
Approval required: Education Team

### **Policy Updates History:**

Date	Reviewed by & Date of review	Approved by & Date of approval	Next review
2003		Ad Cab – David Jeffery	2011
March 2012	Director of Student Services	PAC Mach 21, 2012	March 2014
September 2015	Dean of Student Life Education Team	Education Team Date: 09/09/2015	August 2017
April 2017	Dean of Student Life & Education Team 19-Apr-2017	Board of Directors Date: 28/04/2017	April 2020
August 2017	Rab and Rab Associates LLP, Law Firm 29/04/2017 Education Team 11/12/2017	Board of Directors 16/11/2017 Asked Board legal member to review. Bhavenesh Kumari Patiala 21/11/2017	November 2020
September 2020	Education Committee Aug 20, 2020	Board of Directors September 2020 Approved w a request to review the Acts and legal references to ensure they are the most updated references	September 2023
October 2021	Principal	The composition of the SPP was re-constituted due to departure of some members	September 2023

## **1.32 Technology Resources and Responsible Use Policy**

### **1.32.1 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 schoolwork. 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 shall recognize Woodstock's absolute right to prioritize the use of and access to the School's technology resources.
3. Students must not share their passwords and must report any misuse of their IDs and passwords immediately.
4. Students may only log on to the system with their own usernames. Students must not attempt to log on using another person's username and password with or without their permission. Students must not attempt to access another person's files.
5. Students must 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 must report any breaches of security to the Dean of Student Life immediately.
7. Students must comply with all international copyright laws for software and other legislation on Internet usage.
8. Students must treat all the computer equipment with respect and care. They shall not tamper with, remove, exchange, or damage the computing equipment/accessories under any circumstances.
9. Students using personal laptops (or any other mobile devices) must understand that Woodstock shall not be held responsible for any damage to their equipment or data.
10. Students shall 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 shall learn to make appropriate use of the software to which they have been given access.
13. Students shall not install or run any programs other than those installed by the ICT department. Students shall not copy software onto any school computer.
14. Students shall not download or upload any music/movie files using the School's Internet resources without prior permission.
15. Students shall use e-mail responsibly and regularly. Students shall not send any inappropriate material in an e-mail.
16. Students shall not author or forward frivolous e-mails (chain e-mail or jokes).
17. Students shall 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 shall not install or use peer-to-peer networks, wireless routers, VPNs, or any other unauthorized devices or services.
19. Students shall 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 shall not use the School's Internet resources to view, download, or transmit obscene, pornographic, or derogatory material.

21. Students shall not use the school's Internet for commercial activity, political campaigning, fundraising for charitable causes, or for illegal purposes.

The School's ability to support and operate 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. 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.

#### **1.32.2 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 program and extra-curricular activities
- School administration and business
- Personal communication with relatives and friends through the Woodstock e-mail address
- Personal recreational activities (within current guidelines)

#### **1.32.3 Student Access and Use**

- Students will have access to computers to fulfil the requirements of their roles at Woodstock and are expected to treat all 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 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 location must be used wisely as document storage space is limited. Students should not use this location to store music files, videos, personal photos, etc. These may be copied onto other personally owned storage devices.
- Each student is given a private email 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 and with which students are expected to comply. The school has good web content filtering and bandwidth management along with 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 the Internet and use this resource at their own risk.
- Wireless access to the Internet is available through TigerNet (laptops for both the school and residence level) and ResNet (phones and tablets at the residence level).

Instructions for enrolment and configuration will be emailed to all students at the beginning of each term.

- The student tech team assists students especially in navigating 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.

#### **1.32.4 Wireless Internet**

Dorms have wireless internet installed for student use. There are timings for use of this privilege in correspondence with each age group set by the Dean of Student Life.

#### **1.32.5 Electronic Equipment**

Electronic equipment such as iPads, PSPs, and game boys can be brought. Students must bear in mind that these expensive electronic items can be easily damaged or can get lost during the course of the semester. MY students may not bring additional electronic equipment with Wi-Fi access.

#### **1.32.6 Laptops and Cell Phones**

Students in Grades 6-12 are required to bring laptops, as access to desktop computers in the dorm is limited. Students in Grades 9-12 are given their laptops and cell phones during certain times of the day, and then they are turned in during Quiet Time right before Lights Out. The Dorm Parents may confiscate or limit the use of electronic items at any time if guidelines are not followed or if they feel the items are taking away from the student's residential experience.

#### **1.32.7 Gaming**

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

#### **1.32.8 Bring Your Own Device**

A reference guide for students and parents

### **1.33 About Bring-Your-Own-Device (BYOD) Program**

BYOD simply means students bring their own computing devices to school for educational purposes.

Woodstock School recognizes that individual students will differ as to their preferences for devices and how they study, write, and create. Furthermore, specific brands or operating systems are fast becoming less important as more and more curricular materials and tools for collaboration and creation become web-based and compatible across device platforms.

Teachers and courses will differ as to the nature and degree of portable device usage, but some in-class activities that are commonly required by teachers include writing, Internet research, watching videos, accessing an eBook, downloading materials, sharing documents, and other web-based tasks. No specific software is required, but students will need a way of writing papers, using spreadsheets, and making presentations, either with a suite of apps that comes with a device such as Apple's productivity apps or a web-based suite of tools such as Google Workspace or Microsoft 365. Woodstock's wireless network is available inside all classroom buildings, dorms, library facilities, and dining halls.

Our best recommendation for meeting the portable device requirement is for students to choose something with which they feel comfortable and confident.

### 1.33.1 Devices You Can Bring

Woodstock's BYOD program allows students to bring and use the following devices in school:

**Laptop:** Students in Grades 6-12 are required to bring laptops that meet our specifications (see *device selection guide below*).

**Personal Devices:** Students in Grades 9-11 can bring **ONE** personal device each and may choose between a smartphone and a tablet/phablet. Students in Grade 12 can bring **TWO** personal devices each, for example, a smartphone and an iPad.

### 1.33.2 Using Your Devices

Woodstock makes wireless connectivity available to student devices. However, all devices must be first enrolled into Woodstock's Mobile Device Management system. ICT provides a self-service device enrolment process that students can use to make their devices ready to connect to the School's wireless network. Students may enroll their devices even before they arrive on campus. [Link to the self-device enrolment](#) provides instructions.

### 1.33.3 Device Selection Guide

While students are free to choose the make and model of the laptop, it must meet the minimum required specifications. The table below indicates the baseline specifications that Woodstock stipulates for student laptops.

School Grade	Parameters	Windows Laptop Specifications (Minimum required)	Apple Macintosh Specifications (Minimum required)
6-12*	Operating System	Windows 11 or Higher (English only)	MacOS (English only) Latest Version
	Processor	Intel Core i5 or similar	Apple M Series Chip or similar
	Display	13 inches	13.3 inches
	RAM	8 GB Memory	8 GB Memory
	Storage	128 GB (preferably Solid State Drive)	256 GB Solid State Drive
	Wireless	802.11ax Wi-Fi or newer	802.11ax Wi-Fi or newer
	Keyboard	Standard international QWERTY	Standard international QWERTY
	Battery Life	4 hours (7 hours recommended)	4 hours (7 hours recommended)
	Ports	Type C	Type C
	Weight	Less than 1.5 Kg	Less than 1.5 Kg
	Warranty	3-year onsite with accidental damage	3-year onsite with accidental damage
	Manufacture Date	Current Year	Current Year
	Applications	Microsoft Defender Antivirus, Zoom/ Microsoft Team, Adobe Reader, Microsoft Edge	Zoom/Microsoft Team, Adobe Reader, Microsoft Edge
	Other	Personal e-mail account for student, Personal mobile phone (Gr 9-12 only), Sturdy backpack with good cushioning Silica Gel moisture absorber packets (10), Wireless mouse.	Personal e-mail account for student, Personal mobile phone (Gr 9-12 only), Sturdy backpack with good cushioning Silica Gel moisture absorber packets (10), Wireless mouse.

All new students in Grades 6-12 must choose between a Windows or MacOS laptop. Woodstock School recommends the Apple MacBook Air, but students may choose any laptop that meets the baseline specifications and their budget. Gaming or high-performance laptops are neither necessary nor recommended. Student laptops must not be older than six months at the time of enrolment.

Students will be able to download, install, and register Microsoft Office on their school laptops once they have received their Woodstock email information. The link to the download is <https://portal.office.com/Home>.



NOTE: Student laptops that do not meet the specifications shall not be permitted to connect to the school network. If a student is unsure whether a laptop qualifies, they may contact [ICT@woodstock.ac.in](mailto:ICT@woodstock.ac.in) for guidance.

#### **1.33.4 Frequently Asked Questions**

**Q: What is the rationale behind Woodstock's BYOD program?**

A: Technology alone cannot improve learning. However, when technology is coupled with the right instruction from skilled staff, amazing things can happen. Technology enables, extends, and enriches the overall learning experience. Computing is no longer a one-size-fits-all paradigm. BYOD gives student a choice that fits their personal preferences. We find that personally owned devices work best because (a) students are usually experts with the devices they have and customize them to their learning needs, (b) students can use them to learn anytime, anywhere, and (c) students can collaborate with their peers both during and after class.

**Q: Does my student have to bring the BYOD device to school every day?**

A: Yes, the expectation is that the students will bring their BYOD devices (laptops) to school every day. Secondary devices (typically a smartphone or a tablet) are intended for use in dorms during off-school hours. For the use of devices, please follow the student handbook.

**Q: How many devices can a student bring?**

A: Grade 12 students may each bring TWO personal devices and ONE BYOD device. This means that Grade 12 students each may bring, for example, the approved BYOD laptop, a smartphone, and a tablet. Grade 9-11 students may each bring ONE personal device and one BYOD device. This means that they may each bring, for example, the approved BYOD laptop and a smartphone. Grade 6-8 students may each enroll only their BYOD laptop at school for use on the school network; they are not permitted to bring phone/personal devices with them.

**Q: Can a student bring a desktop computer and a printer?**

A: No, desktop computers, monitors, and printers are not permitted. Printers are available for student use in School buildings as well as in student residences.

**Q: Can a student bring a Wi-Fi dongle or a portable Wi-Fi router?**

A: No, personal Wi-Fi devices are not permitted.

**Q: Can my student bring a chatbot such as Google Home or Alexa?**

A: No, we do not permit chatbots and similar devices.

**Q: Are UY students permitted to use devices with 4G data packs?**

A: We strongly discourage the use of data packs (4/5G) because the School's content filtering system cannot safeguard students from any usage that occurs outside of the School network. We recommend students come with a basic phone, preferably a post-paid connection with a modest credit limit. Since the School provides complimentary Wi-Fi access on UY student phones, there is really no need for students to make use of mobile data plans while they are on campus.

**Q: Can UY students bring in a second phone?**

A: No, UY students are only allowed to bring one phone each.

**Q: Who is responsible for purchasing education-specific software on student owned devices?**

A: If a student is bringing in a laptop that meets the minimum technical requirements, then the student will have access to all school-provided services. At this point in time, iPads and Android based devices do not meet the minimum requirements for student-owned BYOD laptops. Woodstock makes available web versions of popular applications such as Word, PowerPoint, OneNote, Excel, Sway, and Forms to all students. Adobe Creative Cloud licenses are made

available for Grade 1-12 students and on a teacher's request to students enrolled in Art, Film, and Photography courses. Families may be responsible for purchasing licenses for specialized software in advanced classes.

**Q: Who is responsible for the maintenance of these devices?**

A: All maintenance for the hardware device, operating system, software and/or apps purchased by the family is the responsibility of the family member. Woodstock offers "Device Repair Clinics" that are run by pre-screened third-party vendors (for Windows and macOS platforms) who can help students with the maintenance and repair of their devices, operating systems, software, and apps. Families will be financially responsible for external repairs which require purchasing of parts. For Grades 6-12, loaner laptops can be checked out from the UY Library for emergency situations. Students will be charged for any damage or loss as per ICT SOPs.

**Q: How will students store and share their digital work?**

A: Students will have access to cloud-based storage services such as ManageBac (for curricular data) and OneDrive (up to 1 TB) for saving and sharing documents. These services are available from any device with an Internet connection and have dedicated apps for Android and Apple iOS devices in addition to Mac and PC application software.

**Q: Do parents need to purchase insurance for their students' BYOD devices?**

A: When students purchase their devices for BYOD, Woodstock recommends purchasing Damage Protection with onsite warranty if available. This ensures that the devices are protected against accidental damage on and off the school campus.

**Q: How will Woodstock ensure access to the same applications for students?**

A: Most applications that students use now are Internet (cloud) based, thus ensuring access to all students with laptops that meet the minimum requirements. In addition, there are circumstances in which it is preferable for students to select their own application to complete a task. Teachers will work with students to ensure everyone can access and view a student's final work in appropriate formats as necessary.

**Q: What are the guidelines for responsible use of these devices?**

A: Woodstock has an Acceptable Use Policy (AUP) for use of computers and other networked devices both internally and externally. All incoming students must electronically accept and sign the Responsible Use Agreement before they are allowed to use the school's network resources. The guidelines, rules, and recommendations shared in the AUP will be adhered to in the classroom and should also be reinforced by parents at home.

**Q: In class, can students use a laptop which runs on a mobile operating system such as Android or iOS?**

A: Computers running mobile versions of operating systems (Android, iOS, Windows Mobile) are not considered valid replacements for in-class use, even if they are provided with a keyboard.

**Q: Can my student use a smartphone in the classroom?**

A: Smartphones are not permitted in classrooms, and students are encouraged to leave them in their dorms before coming to school. Enrolled smartphones will not be able to connect to the wireless network during school hours. Students can certainly connect their smartphones to the wireless network in the dorms during the approved Wi-Fi hours decided by the Dean of Student Life.

**Q: What are the rules about surveillance (that is, monitoring student devices)?**

A: Woodstock's ICT team closely monitors network traffic and has capabilities of identifying suspicious or malicious devices and activity. Misuse of devices or network shall be dealt with in accordance with Woodstock's Acceptable Use and discipline policies.

**Q: How can parents best support their children at home with the laptops?**

A: We strongly encourage parents to work as a family to set ground rules for the care, maintenance, and usage of the laptops. Families should have set work routines that allow for completion of homework tasks separately from play or socializing on the computer. Given the safety and family concerns of some Internet content, we strongly suggest students use devices in such a way as to provide family members a direct line of sight to screens and have ongoing family discussions about appropriate Internet use. Also, parents should have access to passwords for their students' accounts online. We also strongly encourage families to set ground rules about the use of chat programs or other social networking programs while students are working on their laptops at home.

**1.33.5 DEVICE REPAIR CLINICS****How to get devices repaired through repair clinics?**

If you're computing device or phone needs repairs, one can stop by the Apple Repair Clinic or the Windows Repair Clinics operated on campus by third-party vendors. These service providers have been selected and vetted by Woodstock's ICT department and will help ensure a convenient and cost-effective way of resolving any hardware/software issues one might face with their devices.

**1.33.6 How to get help with devices?**

Here's an overview of the process to help students get diagnostic/repair support for their devices:

Step	Description	Comments
1	Problem with your device? Go to Step 2	Device must meet BYOD specs
2	Bring device to ICT for a complimentary initial check-up	Max 20 minutes per device per user
3	If device cannot be fixed by ICT, then go to step 4	
4	Take device to the "Device Repair Clinic"	Must carry Student ID to get service
5	Vendor does initial check and provides written estimate	First 30 minutes are complimentary
6	Student emails parent for approval (with a copy to vendor, <a href="mailto:StudentServices@woodstock.ac.in">StudentServices@woodstock.ac.in</a> and <a href="mailto:ICT@woodstock.ac.in">ICT@woodstock.ac.in</a> )	
7	Parent approves and authorizes repair charges	E-mail approval a must
8	Vendor repairs and delivers the device to student	
9	Vendor submits invoice in student's name to	Vendor includes student acct no.
10	Student Services submits Request for Payment to Business Office	
11	Business Office charges amount to students account	
12	Business Office releases payment to vendor	Payments released twice a month

## Apple Repair Clinic

<b>Date</b>		FIRST and THIRD Wednesday of every month
<b>Time</b>		2pm to 5pm
<b>Place</b>		Outside Quad Dining Hall (look for the “Tech Support” Banner)
<b>Devices Repaired</b>		Mac OSX or iOS devices (including warranty repairs)
<b>Service Provider</b>		Radius Systems Private Limited (authorized Apple Service Center)
		101 A, 1st Floor, Imperial Tower, Rajpur Road Dehradun
<b>Primary Contact</b>		Sanjeev Deorani +91 9899068449   sanjeev.deorani@radiusystems.net
<b>Secondary Contact</b>		Farah Sultana +91 7252000776   farha@radiusystems.net

## RATE LIST

Description	Rate (includes all taxes)
Initial diagnostic investigation of problem (up to 30 minutes)	No charge
MacBook service (Preventative Maintenance) – Diagnostic checkup including pick-up and return of device	Rs. 2000
Warranty repairs	No charge *
Device pick up and return service	Rs. 500
iPhone servicing (includes device pick up and return)	Rs. 1500
Laptop screen replacement	Depends on model *
iPhone screen replacement	Depends on model *
All other services	As per written estimate *

\* Device pick up and return charges extra

### 1.33.7 Windows & Android Repair Clinic

<b>Date</b>	FIRST and THIRD Wednesday of every month
<b>Time</b>	2pm to 5pm
<b>Place</b>	Outside Quad Dining Hall (look for the “Tech Support” banner)
<b>Devices Repaired</b>	Windows and Android OS
<b>Service Provider</b>	Vinod Kumar
	Mussoorie
<b>Contact</b>	Vinod Kumar +91 9639332554   vinod.mie@gmail.com

## RATE LIST

Description	Rate (Taxes extra)
Initial diagnostic investigation of problem (up to 30 minutes)	No charge
Reformat laptop hard drive and re-install Operating System	Rs. 800
Laptop service (preventive maintenance, viruses, tune-up, overheating etc.)	Rs. 750
Laptop hardware issues (display / boot up /motherboard etc.) - minimum labor charge; parts are extra	Rs. 500
Device pick up and return charges	Rs. 500
Android phone (app/virus/slowness issues)	Rs. 500
Android phone (backup/recovery)	Rs. 500
Android phone screen replacement	Depends on model *
Warranty repairs	Not covered

\* Device pick up and return charges extra

### 1.33.8 Frequently Asked Questions

**Q: Why is Woodstock facilitating these repair clinics?**

A: BYOD, laptops, and smartphone devices have now become an intrinsic part of a student's life at Woodstock. The remoteness of our campus presents a challenge for students who are unable to get their devices reliably repaired locally. Through the Device Repair Clinics, students have an on-campus resource to support their needs.

**Q: What are Woodstock ICT's roles and responsibilities in this?**

A: ICT is only acting as a facilitator. While we'll certainly make our best efforts to ensure that the best possible quality of service is received, this is really a contract between the student and a private vendor. ICT will not be responsible for any damage or service lapses.

**Q: Is there a charge for every visit to the Device Repair Clinic?**

A: The first 30 minutes of labor are complimentary. Many problems can often be resolved within that time. However, the vendor will charge if they need to spend more than 30 minutes on the problem.

**Q: What kind of devices can be brought to the repair clinics?**

A: Student devices must meet the baseline specifications outlined in the BYOD Reference Guide.

- Apple: Laptops, phones, and tablets running on Mac OSX and iOS
- Microsoft: Laptops and tablets running on Microsoft Windows only
- Google: Chromebooks running on Google OS and Android smartphones

**Q: What should one do if their device is giving them trouble?**

A: The first stop should be the walk-in support rendered by the ICT office. An ICT Technical Support Representative (TSR) will perform the initial diagnosis and attempt to resolve the issue within 20 minutes. If a deeper analysis is required, the TSR will direct the student to use the services of the Device Repair Clinics.

**Q: If a laptop is broken, can it be left in the ICT Office?**

A: No, ICT does not provide any safe-keeping service for any student-owned devices.

**Q: When a laptop has gone for repairs, how does one manage their schoolwork?**

A: They can check out a loaner Chromebook from the UY Library.

**Q: Why do the vendors have an extra charge for device pick-up and return?**

A: In many instances, the devices may need to be taken to Dehradun for advanced troubleshooting or repairs. This extra charge covers the costs the vendor incurs to manage the pick-up and return of devices.

**Q: Will the vendors provide a warranty for the work they've done?**

A: Yes, 90 days for labor and parts if the original problems remain unresolved.

**Q: Are warranty repairs covered?**

A: Only the Apple vendor (Radius Systems) can assist with warranty repairs.

**Q: What about trouble with a specific application (for example, Adobe Illustrator)?**

A: The vendor is not qualified to field questions on specific software applications.

**Q: What if a certain service one requires is not listed in the Rate Sheet?**

A: If it is something the vendor can help with, they will provide an estimate.

**Q: What if one is unhappy with the service they receive?**

A: The first step would be to contact the vendor. If a satisfactory resolution is not received, then the ICT Office may be contacted.

### 1.34 Woodstock School Parent Attestation

My completion and [submission of this form](#) attests that I have read and agree to abide by the rules and policies contained in this Handbook. I understand that any behavior inconsistent with the School's expectations as expressed in this Handbook may result in disciplinary action of my child/ren up to and including loss of enrolment at the School.



Or scan this QRCode to access the submission form:

For any questions please contact [StudentServices@woodstock.ac.in](mailto:StudentServices@woodstock.ac.in).