



COMMUNITY HANDBOOK

2022 – 2023 ACADEMIC YEAR

COMPASSION • INTEGRITY • RESPECT

STATEMENT OF PHILOSOPHY

Dear Students, Parents, and Guardians,

The mission of The Woodhall School is to provide an opportunity for success to young men of above-average intellectual ability in grades 9-12, who have had difficulties in traditional school environments. The School embraces an individualized approach that allows each student to realize his potential and to take accountability in all areas of his life. Our goal is to assist each student in his intellectual, spiritual, emotional, and physical development in an environment that fosters integrity, compassion, and respect.

Our individualized Academic Program emphasizes each student's knowledge of his own learning style and the necessity of process and study skills for the mastery of content. The Communications Program allows students to develop skills of self-reflection and self-expression with accountability in the classroom, in the dormitory, on the playing field, and in all aspects of residential life. The Residential Life Program encompasses those areas of the school program that help develop personal interests and interpersonal relationships. The Athletic Program aims to foster physical fitness, sportsmanship, and teamwork. These programs represent the four pillars of The Woodhall School.

The School requires a careful reading and understanding of The Community Handbook by faculty, staff, students, parents, and guardians. It is their responsibility to know the following guidelines for expected behavior and to embrace the spirit of their intent.

Respectfully yours,



Matthew C. Woodhall
Head of School

THE WOODHALL SCHOOL CAMPUS

Located on 38 woodland acres in rural Bethlehem, Connecticut, construction on campus began in 1983 and is designed to enhance The Woodhall School's individualized approach. The School's academic and residential areas are architecturally conceived as a small village. The dormitories and recreational facilities are adjacent to but separate from the administrative and academic buildings.

Founders Hall includes the administrative offices, the *French Family Library*, the study hall, classrooms, visual arts studio, and the STEM Lab. *Velge Hall* contains the dining hall, two science laboratories, and a faculty apartment. *French Hall* has dorm rooms for twelve students, four faculty apartments, the *Senior Lounge*, and the *Murgio Room*. *Tower Dormitory* houses thirty students and has five faculty apartments. The *Student Center* includes a large common room with a television and a fireplace and an adjoining game room for pool, air hockey, ping-pong, and foosball. There are fifteen faculty residences, including the Head of School's house and the *Faculty Village*, interspersed throughout campus.

The *Athletic Center and Performing Arts Center (APAC)* contains the 10,000 square foot *Mattson Gymnasium*, locker rooms, a fully equipped weight training room, wrestling room, and music room; in addition, the state-of-the-art *Abigail J. Woodhall Theatre* has seating capacity for 200 people for dances, lectures, films, and dramatic productions; the *Poole Gallery* showcases student artwork and provides a dynamic setting for school functions. Outdoor facilities include *Phoenix Field*, a permaculture garden, greenhouse, Class of 2009 grill, Class of 2012 rustic gazebo, bouldering wall, hiking and cross-country skiing trails, and *Trevor's Pond* for skating and fishing.

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FUNDAMENTAL RULES AND GUIDELINES

The following fundamental rules, guidelines, and information, which The Woodhall School considers important for the well-being of each student and of the community, are grouped together. The School considers all of them important, and the order in which they are presented is not significant. The school reserves the right to modify and/or update these rules, guidelines and information as needed throughout the school year. It shall be a condition of each student's enrollment and continued attendance at The Woodhall School that a parent or guardian, and the student himself, shall agree that the student will be held accountable to abide by the rules as they appear in The Woodhall School Community Handbook, the COVID-19 Operating Plan, and any amendments and additions thereunto.

Woodhall students are at all times representatives of The Woodhall School. Students found in violation of the law or whose conduct on or off campus reflects badly upon The School will be held accountable for their behavior in keeping with the guidelines of the Community Handbook. Such actions may be considered a breach of The School contract. When a student leaves The Woodhall School campus for an evening or a weekend, his conduct and well-being are the primary responsibility of his family or of his host. The gentlemen of Woodhall are expected, at all times, to act in a manner consistent with the philosophy, spirit, guidelines, and expectations of The Woodhall School community and to be accountable for their behavior, **including their presence on social media platforms**. If a student does not act accordingly, The School will respond appropriately.

RESPECT FOR PERSONS, PLACES, AND THINGS

Respect for persons, places, and things, beginning with one's self, is the hallmark of The Woodhall School community.

- Abusive behavior in the form of violence, sexism, or racism attacks the very foundation of our school community and cannot be accepted in any form, whether it is verbal, visual, physical, or cyber/technology.
- Bullying, excessive teasing, intimidation, harassment, hazing, fighting, and verbal obscenities are therefore considered to be serious violations of school rules. Such conduct manifests a lack of respect and sensitivity for other people. Hazing and bullying, physical or verbal, may be considered illegal, and appropriate action, including expulsion, may be taken against students who are involved in any incident of this nature. The Head of School and Assistant Head of School will address each reported case of bullying.
- Stealing destroys and undermines trust and community spirit. To take, borrow, or steal something from another person without that person's consent or knowledge shall be considered theft. A student may not enter another student's room without permission or when the student or his roommate is not in the room. Theft in the dorm should be reported immediately to the Dorm Parent on Duty, who will then report it to the Administrator on Duty (AOD). All thefts are to be reported to the Head of School and Assistant Head of School.

- The School discourages lending or borrowing of money or any personal property. This includes any electronic equipment, computers, bicycles, or any other personal items. In addition, The School discourages students from having large sums of cash in their possession. The School does not accept responsibility for loss or damage of any personal property or money.
- Posters, music, videos, television programs, computer software or programs, social media and clothing which, in the opinion of The School, promote, glorify, depict, or condone violence, sexism, racism, or other forms of inappropriate behavior will not be allowed. The School can and will confiscate all such material. The School Administration reserves the right to approve any video, video games, movie, internet or television programming, or event taking place at The Woodhall School or as part of any school activity on or off campus.
- Sexual harassment is a violation of laws against discrimination (Title 7 of the Civil Rights Act of 1964). It is defined in legal regulations as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or language of a sexual nature that may create an intimidating, hostile, or emotionally unhealthy environment. Stereotyped insults and demeaning comments constitute sexual discrimination. The School prohibits sexual activities by or among students regardless of sex. Students involved in sexual activity may be dismissed. All students should be aware that sexual activity could constitute statutory rape under Connecticut State Statutes and is prohibited by law.
- The Title IX Coordinator at The Woodhall School is Matthew C. Woodhall. He will receive and investigate complaints of sexual harassment, sexual abuse, and sexual violence. Said investigation will provide prompt and equitable resolutions to complaints of discrimination, sexual harassment, and sexual violence.
- The Woodhall School does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation, gender expression or any characteristic protected by law, in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and school policies.

The Woodhall School will not tolerate acts of discrimination or harassment by anyone. If you believe you have been the subject of discrimination or harassment, you should immediately report the incident to the Head of School or to the Assistant Head of School who will report it to the Head of School. The School will promptly act upon your report and will investigate the matter with sensitivity.

We will treat the matter in as confidential a manner as possible; however, it may become necessary for The School to disclose facts and names to the alleged harasser, possible witnesses, or to an outside authority. Students should not fear reprisal for reporting an incident or being involved in any way in connection with an incident or a complaint.

Students will be given opportunities to learn how to change inappropriate behaviors and attitudes. If a student is not willing or is unable to change, he will be held accountable for such behavior and continued offenses may result in suspension or expulsion.

THE ACADEMIC PROGRAM

Each student's course of studies is designed to meet his educational needs and to enable him to become an independent student and thinker. Our goal is to be present to the student's needs when he arrives and to help him achieve at a level commensurate with his ability. To do this, we need to take into account his particular needs that have not been met satisfactorily in his previous educational experiences.

Our goal is to create an educational environment that maximizes the potential for success by providing individual attention and allowing open expression. The academic curriculum consists of college preparatory classes in English, Mathematics, Social Studies, Science, World Languages, the Arts, and the Humanities. The School also offers Advanced Placement and a variety of elective courses. The Academic Program includes small group classes, an individualized education program, and proctored study halls throughout the day and in the evening.

Our approach to the Academic Program enables each student to develop confidence in and awareness of his ability; how to learn by developing foundational skills, organizational skills, and school skills within a content/process approach; and, thus, to develop academic self-confidence. Each student's program is designed to meet his individual needs and to help him achieve his goals at his own pace. Through this unique approach, students are able to complete necessary courses for college preparatory requirements or, in certain cases, for a general secondary school program.

The Woodhall School academic year is divided into three terms—fall, winter, and spring. Full reports are sent to parents at the end of each term. Interim achievement and effort grades are sent to parents three times during each term. School assemblies are held at the end of each term to honor students with outstanding effort and achievement in the four pillars of The Woodhall School: The Academic Program, The Communications Program, The Residential Life Program, and The Athletic Program.

The Woodhall School believes in the intrinsic value of homework. Therefore, each student should expect homework for each class. The greater intellectual demands of upper-level and Advanced Placement courses may require a considerable amount of time. If a student is having difficulty with homework assignments, he is encouraged to discuss the matter with his teacher(s), the Dean of School, or the Dean of Studies.

GRADES AND CREDITS

Credit Requirements

For all students graduating from The Woodhall School, the requirements for a diploma are a minimum of seventeen credits and good standing within the community. Credit is granted for successful completion of certain courses from previous schools. Distributional requirements include:

<u>Subject</u>	<u>Credits</u>
English	4
Social Studies	3
Mathematics (Algebra I and II and Geometry are required)	3
Science (2 Lab Sciences are required)	3
World Languages	2
Arts/Humanities*	2

Achievement Grades

Each student receives two grades for each course: one for achievement and one for effort. The achievement is a letter grade given on the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

Any grade below a 60 is a failing grade.

Effort Grades

The grade for effort is on a scale of 1 to 4:

1 = Commendable

- o Demonstrates leadership in class participation, including the willingness to help others.
- o Prepares thoroughly for class in terms of homework completion, classwork, timeliness, and/or attendance.
- o Models respectful engagement and conduct in academic discourse and classroom deportment.

2 = Satisfactory

- o Participates actively in class, including seeking clarification and strategies for improvement.
- o Prepares consistently for class in terms of homework completion, classwork, timeliness, and/or attendance.
- o Demonstrates appropriate, respectful engagement and conduct in classroom activities and in interactions with classmates and the teacher.

3 = Needs Improvement

- o Disengaged from or indifferent to class discussions and activities.
- o Neglects to prepare adequately or consistently for class in terms of homework, classwork, timeliness, and/or attendance.
- o Struggles with respectful engagement; student is, at times, uncooperative or disruptive to classmates, teacher, or self.

4 = Unsatisfactory

- o Negligent in completion of homework and class preparation, including tardiness and/or attendance.
- o Routinely late, uncooperative, or disruptive to the classroom program.
- o Disrespectful to classmates, teachers, or self on a consistent basis.

Academic Dean's List

At the end of each term, students with a grade average of B+ or better for the term, no final term grade below a B, and no final exam grade below a B-, will be acknowledged by the Dean of Studies.

COLLEGE AND POST-SECONDARY PLACEMENT

A student's preparation for college is an important aspect of The Woodhall School experience, as it encompasses all areas of personal and academic growth. It is our goal to help each student recognize his individual strengths and weaknesses and to encourage him to develop confidence and independence in the application process.

Many Woodhall students have been referred to The School by an educational consultant, who continues to work with the students for the next appropriate college or post-secondary placement. When appropriate, The School may recommend that a student work with an educational consultant. The School works closely with the student, the family, and the consultant throughout the placement process. In addition, a student may choose to receive college/post-secondary guidance from the School's college counseling team: the Head of School, the Assistant to the Head of School, and the school's Consultant for College/Post-Secondary Counseling, Dr. Rachel Sobel.

ACADEMIC & TECHNOLOGY SUPPORT**Study Halls**

The purpose of study hall at The Woodhall School is to provide opportunities for students to develop independent study habits. Proctored study halls during the academic day and six evenings a week are an essential part of our individualized academic program. During proctored study halls, students shall work only with academic materials. Study halls are a time to complete daily assignments, to prepare for classes, and to work on long-term assignments and projects. Students may help each other with their studies during Study hall with permission from the study hall proctor. A student may not sit at another student's carrel in his absence, nor may any student give permission for another student to sit at his carrel in his absence. Students who have permission from their classroom teacher may work together in areas approved by, and under the direction and guidance of, the study hall proctor. Students may not study in adult mentor offices or classrooms unless an administrator gives permission. Whenever an adult mentor offers help to a student during study hall, the student must work with the adult mentor.

Each student is assigned a carrel in the study hall where he may keep his books and computer. Study hall proctors provide assistance as needed, check students' assignment books, assure that students are engaged in academic pursuits, and maintain appropriate behavior. Students may not leave the

Study Hall during the day or evening to return to the dorm and are to check with the study hall Proctor if they need to leave the Study Hall.

Students are expected to keep their carrels and study areas neat and organized. Schedules and other materials appropriate for a study area, as determined by The School, may be posted on the interior of the carrel. Student behavior should be conducive to a study environment. Food, candy, gum, and beverages, except water, are not allowed in the Study Hall at any time.

Students should keep their personal computers at their study carrel. Students are to use their computers only for academic work during proctored study halls. If they are used for other purposes, The School reserves the right to remove the computer. Computer and video games, and the use of headphones for non-academic purposes are not allowed during any proctored study hall.

Seniors may complete study hall in their dorm room. Any related privileges will be explained on an individual basis.

Library

The *French Family Library* is a place for quiet reading and research. The library has over 5,000 volumes, which includes browsing and reference resources to support the academic and research needs of the adult mentors and students. Connected with the statewide interlibrary loan system, the library enables students to access volumes not included in The School's collection.

The school librarian is available to assist students and adult mentors with research and browsing. The guidelines for the library are based on respect for persons, place, and things. Reference materials may not be taken from the library. Browsing materials, including magazines and newspapers, may not be removed from the library. They should be returned to their proper locations for the convenience of the next user. Food and drink, including gum, are not allowed in the library. Students who do not adhere to the library guidelines may lose their borrowing privileges and the privilege of studying or reading in the library.

Technology

The School recognizes the many benefits of technology and, in particular, those that are necessary for study and research. We also recognize the importance of developing critical thinking, research, writing, and reading skills, in addition to intellectual pursuits and diversity of social interactions and interests.

In order to encourage the healthy development of social skills and positive interaction with peers, as well as the intellectual discipline required for a strong college preparatory program, we have given careful consideration to the appropriate use of technology while students are at The Woodhall School. To this end, The School does not encourage students to have access to an excess of technology. The School does its best to navigate the fast paced technological and societal advances as it relates to the philosophy of The School. **If a student is excused from class due to an illness and/or injury, all technology will remain with the Assistant Head of School or Director of Student Life to ensure the student is able to rest and fully recover. Upon being excused by**

the Nurse, the student is to turn in all technology to the Nurse and/or Administrator on Duty.

For Study Hall Use: A student may have one computer device (laptop or desktop) at The School. This device must remain at the student's study hall desk unless permission from a teacher is given to bring the device to class or special permission from the Administrator on Duty is received. This device must be able to:

- connect to The School printer network.

All electronic devices (i.e., tablet, laptop, cell phone, e-reader, video game console, desktop) brought to The School must be checked in with and approved by The School at the beginning of the academic year or before being brought to campus. **Devices not checked in with and approved by The School will be sent home at the parent/legal guardian's expense.** The School reserves the right to not allow students the privilege of any and all electronic devices, if in the opinion of The School, it would not be conducive to their growth at The Woodhall School. **The guidelines and use of all handheld electronic devices are the same as the cell phone policy (see *Cell Phone & Other Electronics Policy*, pages 29-30).**

Each electronic device must be designated for study hall use or not. Those that are not for study hall use must be kept outside of the Study Hall at all times, except for the designated time on Sundays. If these devices are brought into the Study Hall, they will be confiscated. **Video game consoles are not permitted on campus at any time.**

Setting up wireless networks accessing the Internet or connecting to the Internet by any means not approved by The School is prohibited. Students may risk accessing and having their technology and electronic devices on campus, including, but not limited to their cell phone.

Wi-Fi: The Study Hall is connected to a wireless internet network. Each student has a Wi-Fi account, which provides him access to the Internet. By accessing The School's Wi-Fi network, a student agrees to abide by The Woodhall School's *Acceptable Use of Technology Agreement* (see below). Students may lose access to Wi-Fi based on their academic performance or overall community engagement.

Acceptable Use of Technology Agreement

Access to computers, the Internet, and The School's network is permitted only in accordance with the policies and the rules of The Woodhall School as they may be amended. All students are expected to adhere strictly to The School's Acceptable Use of Technology Agreement. The use of The Woodhall School's computers and network must be in support of education and academic research. The computers may not be used (1) to play or download games or (2) to download, copy or use copyrighted software or other copyrighted material. The use of The Woodhall School network is a privilege, not a right, and inappropriate use will result in cancellation of the privilege.

The following rules, as they may be amended from time to time, govern access to computers, the Internet, and The Woodhall School's network.

1. The use by a student and/or parent/guardian of a computer, whether owned by The Woodhall School (The School) or the user, on school property or through connection to The School network system, is subject to all policies and rules adopted by The School.

2. The School may monitor all use of the Internet and connections made through The School's network. There is no right of privacy for the student's use of The School's computers or network connection to the Internet. The School is authorized to examine the storage of any school computer or computer used by the student to access the Internet through The School's network.

3. The student shall not make inappropriate use of a computer, the Internet, or The School's connection to the Internet, including improper language, offensive messages and pictures, violation of copyright protection or license agreements, accessing inappropriate sites, such as pornography, violence, racist or sexist material, etc. The School shall be the sole judge of what is inappropriate. Disciplinary action shall be taken for inappropriate use.

4. The School may terminate access to the Internet at any time with or without reason.

5. The student and parents/guardians acknowledge that The School cannot constantly monitor the student's use of the Internet or the information accessed or disseminated by the student over the Internet and does hereby release The School from all liability if the Student accesses information the parent/guardian does not desire the student to access.

6. The student and parents/guardians indemnify and agree to hold The School harmless from any damages or claims resulting from the student's use of the Internet, including but not limited to, copyright infringement, emotional distress, or harassment.

7. The student and parents/guardians release The School from any claims for damages or injuries arising out of the student's use of or access to the internet, including but not limited to claims of emotional distress.

8. The student and parents/guardians release The School from any claims or damages if the Internet is unavailable, or the connection to the Internet is broken, or if the student is prevented from using the Internet connection or The School's computers or network for any reason.

9. Parents/guardians shall reimburse The School for all unauthorized charges incurred by the student and/or parent/guardian in connection with the student's internet usage.

10. The School can change the rules and policies as it determines to be in the interests of students and The School.

ACADEMIC HONESTY

Cheating violates the honesty and integrity of any student and of the Academic Program of The Woodhall School. In academic terms, cheating takes the form of copying someone else's work or giving or receiving assistance on an exam, test, paper, or other work for credit in an attempt to deceive the teacher into thinking that the work is the student's own. Examples of cheating include:

using illegal notes or copying from another student during a test; having someone else write a paper, or part of a paper, or receiving or giving help in writing a paper without acknowledging the assistance; buying or copying papers or texts from the internet; and obtaining or giving information about a quiz or test given to another student or class.

Plagiarism is a form of academic dishonesty. Plagiarism is the direct copying of someone else's words or ideas without giving the author credit for them. It is also the re-wording of a sentence, paragraph, page, entire article, or a story plot and calling it one's own. To avoid plagiarism, use direct quotations and proper MLA citation for anything that is not one's own writing. Direct quotations must be put in quotation marks and footnoted. Any and all secondary sources must be recognized and noted, including secondary sources and quotations from the Internet.

Paraphrases, the translation of facts and ideas into your own words, must also be footnoted. Single words or phrases that are particularly appropriate or illuminating, the organization of ideas, and the ordering of examples given in a source must all be documented. See your teacher with any questions. The best general rule to follow concerning citations is, "When in doubt, cite it."

Cheating and plagiarism will result in a zero for any test or assigned work and an effort grade of 4. Any incident of cheating will be reported to and addressed by the Head of School, and/or Assistant Head of School, who may consider suspension or expulsion.

THE ATHLETIC PROGRAM

The Woodhall School has a daily Athletic Program to foster physical fitness, sportsmanship, and teamwork. Participation in athletics is required of all students. If a student is unable to participate in the Athletic Program for any medical reason, he must have a signed physician's statement to that effect and a written note from his parents/guardians. In this case, the student will be assigned to an appropriate activity. The School Nurse and/or Administrator on Duty may excuse a student from athletics on a daily basis. No student may be in the Study Hall, Burns Study Lounge, or dorm during sports. Given the purpose of the Athletic Program stated above, the use of headphones or earphones, cell phones, or other similar equipment is not allowed, as it is not conducive to teamwork and the development of good communications skills within the context of the Athletic Program. The same is true for magazines and books during any portion of the sports period.

Students must participate in an athletic activity each term. The Woodhall School offers interscholastic team sports in soccer and cross-country during Fall Term; basketball and wrestling during Winter Term; and lacrosse during Spring Term. Most athletic games are held on Wednesday and Saturday afternoons. Other offerings may include Outdoor Education and Drama.

The Athletic Program is designed for group participation. Individual activities and sports are encouraged outside of this daily scheduled program. The School reserves the right to require safety equipment for sports activities.

The Athletic and Performing Arts Center (APAC) is available for students to use. The School Athletic Center is located on the ground floor of the APAC; the theatre and art gallery are located on the second level. Guidelines for student use are posted in each facility.

THE COMMUNICATIONS PROGRAM

The goal of our Communications Program is to integrate the skills of self-expression with accountability into The Woodhall School approach to individualized education. We believe that the ability to communicate should extend beyond the content of what a student is learning to include what he is experiencing as he learns. Every student is required to participate in the Communications Program, which includes weekly Communications Groups, a weekly School Forum, Advisory, and the Committee for Accountability.

COMMUNICATIONS GROUPS

Communications Groups provide students and adult mentors with the opportunity to learn how to express themselves in an open, caring, and honest manner and how to confront themselves and others with respect and integrity. They learn how to share and to communicate personal responses to life's situations. Accountability is expected from all and learning how to exact accountability from others is a necessary part of group process and participation. Trust and confidentiality are essential elements for each group.

Students are assigned to a Communications Group, which meets weekly for an hour under the guidance of an adult mentor group leader. There is a designated theme for each term to provide structure and continuity within the group and throughout the year. Group compositions change each term.

COMMITTEE FOR ACCOUNTABILITY

The Committee for Accountability serves as a vehicle for holding the members of The School community accountable. The Committee meets weekly to address any issues brought forth by any community member. The Committee is chaired by a designated administrator and is composed of five members, including two students and two adult mentors appointed by the Head of School. Committee members serve for one term.

The Committee provides an opportunity to confront someone in order to bring about accountability that leads to a change in behavior and attitude. Anyone who has felt offended or violated and then not heard when he or she confronted another and asked for accountability, can ask for help from the Committee. An issue or behavior will be brought before the Committee only after a person has been addressed or confronted and not been able to accept accountability or change.

At the Committee meeting, people have the opportunity to express what they are thinking and feeling, what was happening with them at the time of the initial confrontation that was not resolved

satisfactorily, or why they are having difficulty following The School guidelines and have not been able to improve or stop a particular behavior.

After each confrontation, the Committee members will conference with one another and take a position they consider to be appropriate. This may involve some form of consequence that may range from an apology to a required behavior change, reflective tasks, or to a loss of privilege. Students and adult mentors attend Committee meetings each week to participate in and learn the process of accountability in resolving issues and differences.

ADVISORY PROGRAM

The purpose of the Advisory Program is to offer each student a particular adult guide and role model. The advisor monitors the student's progress at The School, encourages and supports him to become involved actively in school life, and to benefit as fully as possible while at The Woodhall School. The advisor does not serve as the academic advisor. The Dean of Studies serves as the academic advisor for students.

Students meet once a week with their advisor. This meeting generally takes place on campus in the advisor's office. The purpose of the meeting is to discuss and monitor the student's social and personal progress throughout the week. Advisors bring confidential student needs and information to the Head of School and/or Assistant Head of School. Any academic matter is to be discussed with the Dean of School or Dean of Studies and not directly with the student's individual teachers. Advisors do not discuss confidential issues with other adult mentors. This protocol for confidentiality is intended as a protection for both the advisor and the student.

THE RESIDENTIAL LIFE PROGRAM

A boarding school experience offers each student an opportunity to learn how to live and work with students of different ages, backgrounds, and experiences. Each boarding student is assigned a room and a roommate when he arrives on campus at the beginning of the year. Dorm assignments are not provided until move-in day.

DORMITORY & CAMPUS SPACES

Dormitory Room Guidelines

For each boarding student, The School provides a bed with a standard twin size mattress, dresser, trash can, desk, and chair. Furniture provided must remain in the room; a request for removal may be made to the Assistant Head of School. A student may not alter furniture in any way.

At the beginning of the year, each student will complete a *Room Condition Report*, which records the condition of the room at move-in. A comprehensive charge will be placed on each student's account at the time of move-out for damage to the room or to any common area that was not noted on the *Room Condition Report* or that extend beyond normal wear and tear.

Dormitory accommodation requests due to physical disability must be made in writing with an accompanying doctor's note to the Assistant Head of School at least 28 days before move-in.

No pets or animals of any kind are permitted in the dormitories. Students should not bring extra furniture or unnecessary items. Students are not permitted to bring televisions or extra computer screens/monitors to school. Students may have small speakers. Students are encouraged to bring musical instruments; however, consideration and respect for other people is expected when using musical instruments and equipment. Students may not play their music or instruments loudly or have them playing out the windows. Students may use Bluetooth speakers in the gym and/or Student Center at the discretion of an adult mentor.

Students may decorate their rooms in accordance with safety standards and propriety, as determined by the School. **Pornography, sexual explicit posters, visual material depicting or referencing drugs or alcohol, and empty liquor or beer containers are not allowed and will be removed.** Students should use non-marking accessories to hang posters and decorations—nails, screws, glue, tape, staples, or tacks may NOT be used. Decorations or other items in dormitory rooms may only be hung from vertical surfaces and may not be hung over windows, doorways, or beds.

A minimum charge of \$25.00 will be made to a student account in the event The School needs to remove an item from a student's room or re-arrange furniture that was moved or altered without permission from the Assistant Head of School. This includes, but is not limited to, altering the bed frame.

Procedures for Fire Code Inspections/Fire Marshal

Designated fire code inspectors will visit student rooms and common areas regularly; however, dorm parents, Director of Student Life, the Assistant Head of School, Physical Plant Manager, and Head of School will check for fire code compliance periodically. All issues must be immediately addressed. **Items confiscated due to fire safety violations will not be returned.**

Electrical Appliances

The following describes the regulations on electrical appliances allowed in the dormitories. See *Fire Safety*, pages 34-35, for additional restrictions and information regarding fire safety.

- Electrical appliances for cooking or heating (i.e. irons, microwave, sunlamps, popcorn poppers, hotpots, coffee makers, immersion heaters, wax meters, hot plates, or space heaters) are not permitted in student rooms, hallways, bathrooms, or common rooms, unless approved by the Assistant Head of School.
- Refrigerators of *any size*, or any like appliances, are not allowed, unless for medical reasons.
- Blow dryers are permitted but should be unplugged immediately after use.
- No electrical string lights of any kind are allowed.
- No lava lamps of any kind are permitted.
- Surge protectors must be of heavy-gauge wire with three-prong (grounded) plug and carry only a few outlets. Surge protectors with an excess of outlets are not permitted..
- Halogen lamps and other high intensity lamps in excess of 100 watts are prohibited.
- Polystyrene (bean bag) chairs are prohibited.

- SodaStreams or carbonated beverage machines are not allowed.
- Coffee makers and/or hot water kettles of any kind are not allowed.
- Air conditioning units are not permitted.
- The Assistant Head of School must approve all fans.
- Hoverboards are not permitted on campus.
- Laser pointers are not permitted on campus.
- Electric bicycles, electric skateboards, or similar motorized items are not permitted on campus.

The School reserves the right to search students' rooms, with or without the student present, if there is a concern relative to violation of school rules or guidelines. Students must open any item with a lock upon request from an administrator. An effort will be made to ensure each student's privacy during room searches.

Room Inspection

Student rooms should be kept clean and neat daily. **Room inspections take place from 8:35-8:55 a.m. Monday-Saturday. Students must be present and meet all requirements to pass room inspection. Students must pass room inspection in order to receive their electronics.** The following aspects are expected from each student:

- Trash is removed and disposed of properly. Students should empty trash every morning if it is more than half full or contains food waste.
- Food products are properly stored. Utensils, dishes, and items used to prepare and consume food must be cleaned or disposed of properly.
- Clothing is off the floor. Clean clothes are properly stored.
- Personal items are neatly arranged and do not interfere with the proper use of the room or the desk.
- Desk is organized.
- Bed is properly made.
- Shoes are neatly organized.
- Room is clear of debris.

A Student Leader and the Dorm Parent on Duty check the dormitory rooms for the aforementioned conditions Monday to Saturday mornings.

Wake Up

All students are responsible for getting themselves up on time in the morning. **Students must have an alarm clock other than their cell phone.** Wake up is at 8 a.m. Monday-Saturday. Students must report to breakfast check-in by 8:25 a.m. If students miss breakfast check-in they should expect to have their cell phone and other electronics, other than their computer, held for the day. The return of student electronics is contingent upon a student being in good standing with breakfast check-in and passing room inspection (see *Cell Phone & Other Electronics Policy*, pages 29-30).

Quiet Hours/Lights Out

All boarding students are required to be in their dormitory by 10:00 p.m. on Sunday through Friday and in their dormitory by 11:00 p.m. on Saturdays, unless otherwise indicated by the AOD.

	Quiet Hours	Lights Out
Sunday – Friday	10:00 p.m. – 7:30 a.m.	10:30 p.m.
Saturday	11:30 p.m. – 7:30 a.m.	11:30 p.m.

It is a serious violation of school rules for students to be out of their rooms during Quiet Hours. **Students that leave their dormitory building during the aforementioned period may be campused for three weeks, lose Wi-Fi privileges, and may be subject to further disciplinary consequences.**

Laundry & Dry Cleaning

Laundry and dry cleaning services are available through Allyn's Dry Cleaners. Parents/guardians should contract directly with the laundry company. Laundry is picked up and returned once a week. **Students should report missing items no more than two weeks from the date they submitted the items to the laundry in order for the company to locate them. The School cannot be responsible for any lost or damaged item by the laundry service. It is recommended that students label their clothing.**

Off-Campus Privileges

Students in good standing are allowed to leave campus at their will when they are not engaged in school activities or commitments from 7:00 a.m. to 7:00 p.m. daily. **Students are not permitted to use any livery service (LYFT, Uber, taxis, etc.) to sign-out without permission from the Assistant Head of School. Students are not permitted to leave campus during Friday Faculty Meetings.** The AOD may grant extended curfews in special situations. All students are to use the sign-out book located in the Middle Tower when they leave campus and intend to return the same day, unless when going on pre-arranged appointments. This includes when leaving campus with an adult mentor. Students who leave campus for over a two or more day period must check in and out with the Administrator on Duty before leaving and immediately when returning to campus. Failure to follow these procedures may lead to a loss of off-campus privileges. Students are not permitted overnight visits without the permission of the Assistant Head of School during closed weekends. Exceptions may be granted on a case-by-case basis by the Assistant Head of School.

Students are responsible for returning to campus on time to meet their school commitments. If a student leaves campus during scheduled school commitments or at times other than stated above, he must receive special permission, at least seven days in advance, from the Assistant Head of School.

It is a serious violation of School regulations to leave campus without signing in and out or to be off campus at unauthorized times, especially at night. **Students who do not follow these procedures may be campused for a period of time and face other disciplinary consequences.**

If a student wishes to visit a friend at another school, the other school must contact the Assistant Head of School before Friday at noon to confirm that the student is welcome. The Woodhall School recognizes the policies other schools establish relative to campus visitors. Students are expected to abide by other school's guidelines and will be held accountable for any violation of their rules.

Saturday Dinner Sign-Out

Students in good standing may sign-out to dinner on Saturday evenings. Students must be granted permission by the Director of Student Life and sign out by the Thursday leading to their requested Saturday. **Students that have waiter or crew duties must find an adequate replacement before signing out.** Students without valid replacements will not be permitted to sign out for Saturday dinners.

Weekends

Students may not miss class or school commitments to leave for a weekend. Students in good standing may leave for designated Open Weekends that begin after all School commitments on Saturday and must return to campus by 7:00 p.m. on Sunday. Students may go with their family or with another current student and their family.

A student is considered in good standing if he:

- has not been campused,
- acts in a manner acceptable to The School and in keeping with The School's mission and philosophy, and
- has met his school commitments in a timely and appropriate manner in all areas of school life.

All parental permissions must be received (by phone or in writing) by 1:30 p.m. on Thursday for Open Weekends. The School does not approve of students spending a weekend in hotels or taking unsupervised day trips. The parent/guardian assumes full responsibility for the student during such trips. Students are responsible for arranging their own transportation. The School does not make any travel arrangements (see *Transportation*, page 22).

Student Activities

There are a variety of student activities on and off campus that are offered throughout the school year. Students who are campused may not participate in off-campus activities unless approved by the Head of School or the Assistant Head of School (see *Campusing*, page 37.) The Woodhall School also belongs to a consortium of single-sex boarding schools which hosts socials and other events during the school year. Students should abide by all School rules and guidelines during these events and any other rules of the host school.

Technology Use

The Assistant Head of School will monitor technology use in the dormitories. The Woodhall School intentionally limits technology to encourage the healthy development of social skills and positive interactions with peers.

Visitors to Campus

Students may have guests (i.e., parents, immediate family members, friends) on campus at appropriate times during the school year. Guests are not allowed during the academic day, after evening study hall, during school-sponsored activities (except athletic contests), or during examination periods. No guests, excluding family members, are allowed in student rooms (see *Sexual Intimacy Policy*, page 34.) All students present when this rule is broken may be in violation of the rule. Students are limited to no more than two guests per student at a time, unless given special permission from the Assistant Head of School.

Guests may be invited for meals with the permission from the Administrator on Duty. The latter is to be notified of any guests, and students should introduce their guest(s) to the AOD upon arriving on campus. All visitors are expected to adhere to the rules of our school community. Failure to do so may result in them being asked to leave campus and not to return. Hosts are responsible for the actions of their guests on campus. Guests who are the age of 18 or older are to coordinate and provide parental/guardian permissions with the Assistant Head of School.

School Recesses

Parents/guardians should coordinate travel arrangements and itineraries from and to campus with the Assistant Head of School in accordance with the School calendar. Special permissions for early departures, late departures, early arrivals, or late arrivals should be made in writing to the Assistant Head of School at least 14 days before the date.

Students must return to campus no later than 7:00 p.m. on the return date from all school recesses. Students that are flying to campus should make arrangements so that they arrive to campus by 8:00 p.m. It is the responsibility of the student to return all study hall technology devices (i.e., laptop) to the Study Hall before 8:00 p.m. on return days. The School requests that flight reservations be made in adherence to the school calendar to ensure timely departures from school and returning to school.

Vacation Departure Form

Each student is required to properly complete and submit a *Vacation Departure Form* to the AOD prior to departing campus. The student must get signatures from the various adult mentors stated on the form, indicating that they have met their obligations prior to departing. Students that do not complete the form correctly and/or do not submit to the AOD before departing, will be campused when he returns to campus for a period of time determined by the Assistant Head of School (see *Campusing*, page 37).

A *Vacation Departure Form* must be submitted before the following school recesses:

- Thanksgiving Recess
- Winter Recess
- Spring Recess

Family Weekends:

During both the Fall and Spring Terms, families are welcomed to campus as part of Family Weekend. **It is strongly encouraged that families attend the entire Family Weekend, as it is an important time to learn about and experience school life and The Woodhall School program.** Students are expected to attend all meals and sleep on campus. Family Weekend ends on a Saturday afternoon, after all athletic contests, after which students must leave campus. Students should meet all commitments during Family Weekends.

Convocation/ Commencement

All students must attend commencement exercises and the other end-of-the-year events such as the All-School Barbecue, Spring Term Awards Assembly, and Senior Bonfire. Students may depart for summer recess after commencement has concluded.

Prior to Fall Family Weekend, Long Winter Weekend, and Spring Family Weekend students do not need to complete a *Vacation Departure Form*; however, students must check out with the Administrator on Duty. Students must follow all year-end procedures given by the Assistant Head of School prior to departing for summer recess. Failure to do so may result in fines.

Transportation

The School asks for parents'/guardians' full cooperation in making transportation plans for the students that are consistent with the times and dates of departure and return from the school recesses. The School expects parents/guardians and students to adhere to these established times and dates. Arrangements for transportation for recess travel plans and any emergency are to be made by the parent/guardian and an itinerary should be provided to the Assistant Head of School.

Motor Vehicles

Students may not have a car or other motor vehicle at The School, in Bethlehem, or in the vicinity while enrolled. Students may not drive in vehicles driven by anyone under 21 years of age and not authorized by The School. If students have permission to visit individuals off campus, the parents/guardians or another appropriate family member over the age of 21 must provide transportation to and from the other individual's home.

Students are not permitted to receive or make calls during the academic day, sports, meals, or evening study hall hours.

Tower Dorm (Upper)	(203) 266-5209
Tower Dorm (Lower)	(203) 266-5205
French Hall	(203) 266-5227

Telephones/ Communication

Students are not allowed to make or to receive telephone calls on any school phone (besides the dormitory phones) without appropriate permissions. Residents of each dorm may use the dormitory

phones during the designated times. In the event of an emergency, students should speak to the Head of School or, in his absence, the Assistant Head of School or Administrator on Duty.

Packages & Mail

The School is not responsible for the shipping of items to and from home. The School is available to accept packages seven days prior to the Opening of School each academic year. Packages received before this date and after convocation will be returned to the sender. Magazine subscriptions that cannot be returned will be given to The Woodhall School library.

Student mail and packages should be addressed as follows:

The Woodhall School
c/o "Student Name"
58 Harrison Lane
Bethlehem, CT 06751

Envelopes and first-class stamps are available for sale in the campus bookstore. The School assumes no responsibility for arranging third party paid UPS or FedEx pick up. The School reserves the right to have students open packages in front of the Head of School or Assistant Head of School if there is reasonable suspicion that it may contain items not permitted on campus. Students may not have mail sent to a private post office box in Bethlehem.

Student Center & Senior Lounge

The Student Center comprises the student lounge and game room. The Student Center is provided for recreational and social use. It is the responsibility of all students using these areas to be respectful of other people and of school property. Food and beverages are allowed in the Student Center; however, each individual is to clean up after himself. Failure to do so may result in loss of the use of this space or the closure of the Student Center for all students for a period of time determined by the Assistant Head of School.

The Senior Lounge is to be used only by seniors. The guidelines for this space are the same as the Student Center. **Seniors are responsible to make sure underclassmen do not use the space.** Seniors in the lounge while underclassmen are present may lose the privilege of using the space for a designated period of time.

Student Storage and Oversized Items

Trunks, suitcases, duffle bags, and boxes are to be kept in the designated student storage area on the second floor of Tower Dorm. Items must be clearly labeled with the student's name and stored according to the guidelines given by the Assistant Head of School. Bicycles must be securely stored in the bike shed and checked in with the Assistant Head of School or Director of Student Life upon arriving on campus. Students are responsible to bring a bike lock and helmet.

Skateboards, roller skates, or other similar equipment may be stored in the student's dorm room, unless it obstructs the use of space according to the Assistant Head of School or Director of Student Life; otherwise, items should be stored in the bike shed. Residents of French Hall may keep skis and snowboards in their room if it does not obstruct the use of space in the room according to the

Assistant Head of School or Director of Student Life; otherwise, it must be stored in the bike shed or other designated area. Tower Dorm residents must store their skis and snowboards in the bike shed or other designated area stated by the Assistant Head of School or Director of Student Life.

Summer Storage

Boarding students that have indicated that they plan to enroll for the following academic year and that live a significant distance from campus are allowed to leave up to three boxes in student storage over the summer. All items must be clearly marked with a tag given by The School. Items without a tag, unauthorized, and/or improperly stored will be removed and discarded. No combustibles, flammable or explosive items are permitted in storage. The School does not assume any liability for personal items stored on campus. The area is not climate controlled. Bikes, clearly labeled, may also be left over the summer.

STUDENT LIFE

Student Leaders: Leadership Through Service

Students are selected to serve as leaders within the school community. Student Leadership allows students to share their own personal growth by serving as role models who work with the adult mentors, and other Student Leaders through active participation in leadership roles.

In order to be considered for Student Leadership, students undergo the following process:

- Complete the Student Leader Application including an essay.
- Peer endorsement for their candidacy.
- Adult mentor endorsement for their candidacy.
- Prepare and deliver a speech before the school community.
- Interview with Head of School, Assistant Head of School, and Director of Student Life.
- Interview with a current Student Leader.

Students are expected to:

1. Maintain positive participation in all aspects of our school program, be responsible in meeting school commitments, and to have a desire to exercise positive leadership in the school community;
2. Manifest appropriate achievement and effort in academics, manifest a willingness to learn, and to develop good communication skills of self-expression with accountability;
3. Show a willingness to approach new things with an open mind and to work with adult mentors, and other Student Leaders with a positive attitude.
4. Develop, question, and maintain a positive and strong school culture.

Student Leaders return to campus early in September for a Student Leader retreat.

Clubs & Committees

Each student must join and participate in one of the school-sponsored and approved clubs. These clubs provide various opportunities for personal growth and leadership, play an important role in helping to create and to maintain a school community based on trust and accountability, and provide a variety of social and recreational activities.

Bookstore

The Administrative Coordinator oversees the operations of the Bookstore. The bookstore is open at designated times for students to purchase school supplies, school apparel, and toiletries. These items are charged to the individual student's account. Textbooks and school supplies are distributed at the beginning of the academic year through the Bookstore.

Community Service

The School's Community Service program invites thoughtful action and reflection through service to celebrate the common good. The program aims to develop ethical and mindful gentlemen who connect with others through the practice of volunteering, philanthropy, service learning, sustainability, social justice, and multiculturalism. Students and adult mentors participate in community service events and programs on campus and throughout the local area during the academic year.

All students are required to participate in the community service events and programs associated with their commitments during the academic year, in addition to special all-campus community service programs. Optional opportunities are made available to students to participate in throughout the academic year. The Director of Student Life may provide written documentation of participation in community service at The Woodhall School given at least a 14-day notice.

House Jobs

House jobs are designed to develop a sense of community through shared responsibility. It is the responsibility of the student assigned to the job to successfully complete it. Each house job has a designated time that it should be completed. If a student is unable to do his job because of absence, it is his responsibility to find a replacement and notify the Director of Student Life. House jobs rotate approximately every three weeks, as decided by the Director of Student Life.

Allowance Accounts

Students are responsible for collecting their allowance at the scheduled time each week. Missed allowance(s) will not be distributed the following week or at another time. The Business Manager handles all inquiries by parents/guardians regarding allowance accounts. Students should speak with the Assistant Head of School if they have a concern.

Spending Money

The Woodhall School does not approve of students having large amounts of money or valuables at School. Such pocket money is unnecessary and is counterproductive. It is strongly recommended that money be stored in the school safe or kept in a lock box. The school cannot assume responsibility for any lost or stolen funds.

Absences

The School understands that situations may unexpectedly arise (e.g., death in the family) that will cause a student to be away from campus; however, parents/guardians are asked to minimize absences and time away while school is in session. Time away from campus disrupts the Academic Program at The Woodhall School and the educational experience of others, noting the small class

sizes. Absences during the academic year also contribute to the number of times students must make the transition back and forth to the school schedule, which can be challenging for some.

The School calendar includes a series of recesses and open weekends that enable ample time to spend with your son. Parents/guardians and family members are welcome to visit and spend time on or around campus during the school year based on the student's availability and good standing (see *Off-Campus Privileges*, pages 19-20). If there is a need to schedule pre-arranged absences during the school year, the parent/guardian should contact the Assistant Head of School with arrangements at the earliest possible convenience, at least seven days before the departure date.

Spiritual Life

The Woodhall School is non-denominational; however, we strongly encourage students to continue to practice and explore their faith and/or spiritual traditions while enrolled. We embrace a wide range of religious and spiritual views on campus. All members of the community are expected to respect each individual's religious and spiritual views.

Students who have an interest in attending services should speak with the Assistant Head of School or Director of Student Life. The School will make available the opportunity for students to celebrate special religious holidays while at School.

College Visits

The School does not support juniors leaving campus while school is in session for college visits. These visits should occur when school is not in session. Seniors and their families are asked to schedule their college visits during school recesses.

Within reason, seniors have permission to miss school in order to visit colleges. In the event school days need to be missed, seniors are responsible for their academic work while away. Seniors will be given the number of days absent plus one to complete their make-up work. These visits must be meaningful and not considered free days. The Head of School will determine if the proposed college visits are a meaningful part of the student's college process. Students that miss more than three school days per term for college visits may face loss of school privileges.

Outdoor Recreation

Students are welcome to take advantage of the campus facilities and recreational activities during their free time. Students are required to sign out if they choose to use the on-campus trails or woods. The use of the pond on campus for canoeing, swimming, skating, or fishing is permitted only under prescribed conditions defined by the School Administration. No student may be on or in the pond alone at any time, whether it is frozen or ice-free.

Students should be respectful of the plant and wildlife around campus. Students should not pick at any plants, flowers, fruits, vegetables, or trees unless given permission from an adult mentor. Students should never trespass on town or private property. When going into town, students should remain on the sidewalks. Any student who skateboards or roller skates while at The Woodhall School is encouraged to wear a helmet and kneepads, on and off campus. Students are encouraged to wear a helmet when riding a bicycle.

Media Release & Family Directory

The Woodhall School celebrates the accomplishments of its students by sharing information with the greater community. Students' likeness and/or name, in a group or individually may be present within photographs, videos, and other forms of media, as well the possibility of quotations or statements, which may appear digitally and in print including, but not limited to:

- on-campus and public exhibitions of student work;
- printed materials such as programs, newsletters, viewbooks, and yearbook;
- in local newspapers and on their online presence;
- on The Woodhall School website and/or on The School's social media accounts including, but not limited to Twitter, Facebook, LinkedIn, Instagram, and Flickr.

The School also publishes a Family Directory of currently enrolled students that is distributed to the currently enrolled families. This directory includes the students' names, grade level, home addresses and phone numbers, email addresses, and the names and home and cell phone numbers of the parents/guardians.

These policies are part of the fabric of school life and consent is assumed upon enrollment. Should a parent/guardian have any concerns with these policies, he or she should contact the Head of School in writing before the student's enrollment at The Woodhall School.

PERSONAL CONDUCT**Dress Code**

At all times, students are expected to maintain a clean, neat appearance in clothes of respectable condition. Hair should be clean and combed in a well-groomed manner. **Beards and mustaches are not allowed: students are to be clean-shaven.** Ear piercings and gauging should be limited to one per ear. **Students may not wear hats indoors or have hooded sweatshirts over their head during the academic day or commitments such as meals, meetings, performances, etc.**

Class Dress	<ul style="list-style-type: none"> ● Collared shirt (e.g., dress shirt, polo) ● Casual cotton twill, corduroy pants, or chinos (no denim) ● All shirts must be tucked in and a belt must be worn ● Closed-toed shoes, in good condition, with socks ● Dress shorts may be worn on announced days ● Sweaters or vests (no hoodies or sweatshirts)
Formal Dinner Dress	<ul style="list-style-type: none"> ● Blazer or sport coat ● Dress shirt with a tie appropriately tied ● Slacks or corduroy pants with a dress belt ● Dress shoes with dress socks
Assembly Dress	<ul style="list-style-type: none"> ● <u>Navy blue</u> blazer ● <u>White</u> dress shirt and tie

	<ul style="list-style-type: none"> ● Gray dress slacks with dress belt ● Dress shoes with dress socks
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No item of clothing or accessory (i.e., jewelry, backpack) is permitted on campus which:

- Depicts profanity, vulgarity, obscenity, or violence of any kind via slogans, insignias, or designs;
- Promotes the use, abuse, or glorification of tobacco, drugs, or alcohol;
- May create a threat to the health and safety of any other individual at The School; or
- May create a significant risk of disruption to the educational process or the mission and philosophy of The School.

Students are expected to properly dress in athletic gear during the sports period, including proper footwear depending on the nature of the sport. Coaches/directors of each sport group will provide details on expectations prior to and/or during the first week of the term.

Raincoats, full-length zipper jackets, outdoor jackets and coats, heavy weight jackets, and other items with hoods are not permitted to be worn indoors during the school day. Hoodless, non-graphic sweaters, quarter-zip sweaters, fleece vests, and fleece jackets are permitted. Students will not be admitted to any School commitment if they are in violation of the Dress Code. Students that must leave to take care of dress code violations (e.g., putting on a belt, socks, or other item), which make them late to commitments, may receive consequences from the Assistant Head of School.

Dining Hall

All meals are served in Velge Hall. Meal times not only provide physical nourishment but also foster community spirit. Breakfast is served cafeteria style and attendance is required, except on Sunday. **Robes, hats, and slippers are not to be worn in Velge Hall. No electronic devices are allowed in Velge Hall at any time.** Students are expected to clean up after themselves and to return dishes to the kitchen.

Lunch and dinner are served family style. At lunch and dinner proper etiquette is observed, including, but not limited to, the following:

- Students wait outside of the dining hall until the doors are opened by the maître d'.
- Students should stand at their tables before the saying of grace. When grace begins, all conversation and movement should stop in the dining hall.
- All tables will have at least one to two adult mentors present at each table. Table assignments change approximately every three weeks.
- No one should begin to eat until everyone at the table has been served.
- The Head of School's table is always served first.
- Food should be passed around (not across) the table.
- One serving should be taken at a time.
- Students should request permission from an adult mentor to leave the table.
- (Formal Dinner) Blazers/sport coats may not be removed unless the Administrator on Duty (AOD) grants permission.
- At the end of meals, students should ask the adult mentor if they may be excused.

Bullying, Cyberbullying, & Harassment

Bullying, cyberbullying, and harassment are not tolerated at any time at The Woodhall School. It is considered a serious infraction of the school rules as it destroys the community. Students may be subject to an appropriate disciplinary consequence including suspension and expulsion. Issues where a situation:

- creates a hostile environment at school for an individual;
- infringes on the rights of an individual; or
- substantially disrupts the education process or the orderly operation of The School

should be reported to the Head of School immediately or Administrator on Duty if the Head of School is not available. Attempts to justify such behavior as a “joke” does not change the nature of the behavior if the object of the joke is not a willing participant.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Cyberbullying is any act of bullying through the use of the Internet (including, but not limited to, social networking sites), interactive and digital technology, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cell Phone and Other Electronics Policy

Students are allowed the privilege of having a cell phone and other electronic devices on campus, which they may use at certain times determined by The School. Students must follow the guidelines of having electronic devices on campus. If a student does not adhere to the following guidelines, then he will lose his phone for a period of time to be determined by the Assistant Head of School:

- **Cell phones and other electronic devices are collected at 10:15 p.m., Monday - Friday and Sunday (except for seniors). Exceptions may be made for devices that are ONLY eReaders or ONLY music players. Tablets, gaming devices, and other electronic items will be collected.**
- Juniors may have the privilege of keeping their cell phones after an initial period based on their overall community engagement as determined by the Assistant Head of School.
- **Students who have checked in at breakfast by 8:25 a.m. and who have passed room inspection for the day will receive their cell phone and other electronics from the dorm parent.**
- **Students who do not pass room inspection may be able to receive their cell phone and other electronics after sports, at the discretion of the Dorm Parent on Duty (see *Room Inspection Guidelines* on page 18).**

The following are the guidelines of having a cell phone at The Woodhall School:

1. The parent/guardian must approve of a student having and using a cellular phone.
2. The student must check in any new phones immediately (within 24 hours of arriving on campus) with the Assistant Head of School. Failure to do so may result in losing the

privilege of having a cell phone on campus and a minimum three-week restriction of their cell phone.

3. Cell phones are never permitted in academic buildings, Velge Hall, or at school commitments (i.e., house jobs, sports, assemblies, athletic contests).
4. Cell phones should not be in use for any reason after 10:15 p.m. Sunday to Friday and after 12:00 a.m. on Saturdays. A dorm parent or administrator may request a student to turn in his cell phone during the evening and return them at their discretion.
5. Students should practice responsible and respectful use of their cell phone at all times (on and off campus). Students should carefully review the School's policy on cyberbullying in the Community Handbook (see *Bullying, Cyberbullying & Harassment*, page 29).
6. Students are expected to surrender their cell phone to any adult mentor that requests it.
7. All students must complete and acknowledge the *Cell Phone Agreement* form at the beginning of the academic year.

The privilege of having a cell phone on campus may be revoked at any time at the discretion of the Head of School or Assistant Head of School. This may include, but is not limited to, a repeated pattern of missing morning commitments. Students are responsible for their cell phone and should take precautions, such as not sharing their phones with others and securing their phones when not in their possession.

Gambling, Borrowing or Lending of Money

Gambling and games of chance are not allowed anywhere on or off campus. Violation of this policy may result in confiscation of item(s) used and/or other consequences given by The School administration. The School discourages any borrowing or lending of money, valuables, or goods and will not be responsible for any debts or damages incurred if and when students choose to do so. Parents/guardians are asked to speak to their sons about borrowing and lending and to uphold The School policy on this matter.

Theft/Stealing

Stealing personal property or school property is a serious violation. Students are expected to make full restitution. The School cannot assume responsibility for loss, theft, or damage to equipment, any personal property, or money. **It is strongly recommended that each student have a lock box or personal safe to store valuables or money in his dormitory room.**

Vandalism

It is the responsibility of every member of the community to report any act of vandalism which he/she witnesses. Malicious destruction and defacing of any school, adult mentor, or another student's property will not be tolerated. Students will be held financially responsible for any repairs and/or replacements. The student may not elect to attempt to fix the damaged item himself. A suspension may be imposed depending on the circumstances of the vandalism.

HEALTH, WELLNESS, & SAFETY

Health & Wellness

The purpose of the School Nurse is to promote wellness, to provide counseling, and to provide supportive, not primary, clinical care for students within the context of a school dispensary. Students and parents/guardians should schedule routine medical care and appointments, including, for example, routine dental care, orthodontic treatments, and eye examinations during summer months and School recesses. Dental emergencies and special orthodontia needs will be referred to the dentist designated by The School.

It is required that all necessary medical authorizations and examinations records are complete, without omissions, and current medical insurance information is updated on a yearly basis. These items **MUST BE ON FILE** at The School at the start of the academic year and before the student is in attendance.

Medication

In accordance with applicable law, a designated qualified school official, under the supervision of the School Nurse, may dispense medication (including non-prescription medication) as prescribed by a student's physician and with the written authorization of the student's parent/guardian.

- All medications must have the appropriate accompanying information on the medical authorization form regarding diagnosis and detailed administration information.
- Parents are not to change the typed label or instruct the School Nurse to administer the medication differently than that indicated by the prescribing physician.
- **Any change in dose, time or frequency of medication may only come from the prescribing physician as a written order or faxed copy, followed by the original written order via mail.** Medication authorization forms may not be amended by anyone other than the prescribing physician.
- **Students are not permitted to keep supplies of prescription or over-the-counter medication in their possession at any time. It is a serious violation of school rules if students are found with medication**
- **Herbal remedies, vitamins, and dietary and fitness supplements must be disclosed to the School Nurse before coming to campus. Parents/guardians must provide written consent in having their son take these items. All vitamins and supplements must be in blister packs.**
- All medications are to be sent to and received by the School Nurse. Parents/guardians are asked not to send or to give prescription or non-prescription medications, herbal remedies, or dietary supplements directly to students.
- **It is the responsibility of the parents/guardians to ensure that the student has enough medication at school, to fill prescriptions as needed, and to send them to The School in a timely manner to ensure that their sons do not run out of medication. The School does not assume responsibility to renew prescriptions nor to remind parents to renew the prescriptions.**

- Students will receive medications at specific times; however, they are responsible to take their medications according to their doctors' prescribed instructions. If a student does not take his medication as prescribed, in a responsible manner, and at the designated time and place, he may be asked to take a medical leave until this issue is addressed to the satisfaction of The School (see *Extended Leave*, page 32).

Illnesses

- The Head School Nurse will report excused absences and illnesses for students to the Assistant Head of School.
- If a student becomes ill during the academic day, he should report to the Nurse or the Assistant Head of School or AOD, if the nurse is not present. Students that are excused from school commitments should remain in their dormitory room. Meals and any medication will be delivered to students who are ill.

Insurance

- The Woodhall School requires that all students have health insurance coverage that is accepted in the State of Connecticut while enrolled. Proof of insurance (i.e., copy of insurance card and information) must be provided to The School before attendance.
- Families are responsible for all medical expenses including, but not limited to, prescriptions, laboratory tests, orthopedic supplies, and services provided outside of The Woodhall School. A fee is also charged for transportation to and from medical facilities and/or appointments.

Extended Leave

The Head of School may permit or require an extended leave of absence to a student for medical or personal reasons. The student may be required to fulfill certain obligations to maintain enrollment at The Woodhall School as directed by the Head of School. Academic work may be issued at the discretion of the Head of School and coordinated with the Dean of School and Dean of Studies.

Drug & Alcohol Policy

The Woodhall School understands substance abuse to include the following:

- the use of any illegal drug;
- the consumption of any alcoholic beverage;
- the misuse of any prescription drug or the use of a non-prescription drug by any person or for any purpose other than that for which it was prescribed;
- the abuse of any chemical substance such as butane, glues, cleaning fluids, volatile liquids, or any others not named here; and
- the possession, purchase, or selling of any of the above substances or paraphernalia, on or off The School campus.

Distribution or intent of distributing any alcohol or drugs while enrolled at The Woodhall School may result in suspension or expulsion. The use or possession of alcohol or illegal or illicit substances or their paraphernalia, or any substance abuse will be subject to immediate disciplinary action:

<u>First Offense:</u>	Suspension (<i>Format to be determined by the Head of School and Assistant Head of School</i>)
<u>Second Offense:</u>	Expectation of Expulsion

Upon return from suspension, a student may be required to have random drug testing, evaluation, counseling and/or health or educational intervention at the parent/guardian's expense. The School reserves the right to test any student with or without cause, for alcohol or drug use when deemed necessary or appropriate by The School Administration.

A student showing signs of substance use or abuse when he returns to school following any time away from School will be considered in violation of School rules. All students present when the substance abuse rule is being broken may also be in violation of the rule. If a student needs help with any substance abuse or drug-related or alcohol-related issue, he is encouraged and invited to seek help under the *Drug & Alcohol Accountability Policy (DAAP)* (see below for more on *DAAP*). The Head of School may recommend appropriate counseling, health, educational, and/or therapeutic intervention.

Use or Possession of Tobacco Products

Students are strictly prohibited from using or possessing tobacco products or nicotine delivery services (i.e. cigarettes, cigars, electronic cigarettes, vaporizers, hiding products, chewing tobacco, snuff, smokeless tobacco or nicotine inhalers, patches, or gum) on The Woodhall School property, while under the supervision of The Woodhall School or at events sponsored or authorized by The School.

The use of tobacco products and its consequent health risks to the community, as well as the environment created by smoking and a smoking area, are not in keeping with The School's goal to create a healthy environment fostering healthy choices. Students who are addicted to or use nicotine products are expected to stop using them prior to attending The Woodhall School.

It is illegal in the State of Connecticut for anyone under the age of 21 to purchase, possess, sell, or provide cigarettes or tobacco products to minors. Students who violate this policy will be subject to discipline. Repeated violations may result in expulsion.

Drug & Alcohol Accountability Policy (DAAP)

Under the *Drug & Alcohol Accountability Policy (DAAP)*, students are encouraged to seek assistance from the School Nurse or any adult mentor with regard to any issues surrounding drugs, alcohol, or physical safety. Students who seek such assistance prior to, or independent from The School's own initiation of discipline or intervention, will not be subject to disciplinary response. If another adult mentor intervenes at any point after the initial contact for help is made, *DAAP* will remain in place and no disciplinary response will ensue. If a student who has sought assistance under *DAAP* becomes unmanageable, disruptive, or threatening, then *DAAP* will be revoked and the student will be subject to appropriate discipline.

Out of concern for the immediate welfare of others, a student may identify to the Head of School, Assistant Head of School, or another administrator a student who is under the influence of drugs or alcohol.

In this case, the named students would receive help under *DAAP*, without a disciplinary response. Any student who brings a fellow student to the attention of an administrator will not be liable for any disciplinary action, and his identity will remain confidential.

A student who is granted *DAAP* must inform his parents. The School may indicate special follow up or conditions that need to be met in order to continue as an enrolled student at The Woodhall School, including, without limitation, random drug testing, evaluation, counseling and/or health or educational intervention at the parent/guardian's expense.

Sexual Intimacy

While consensual sexual intimacy is normal and healthy in adult relationships, it is not appropriate for students and/or their guests while at The Woodhall School. Use of social media and/or technology may be taken into consideration during incidents pertaining to sexual intimacy. The Head of School and Assistant Head of School deal with incidents of sexual intimacy. As such, violations of the *Sexual Intimacy Policy* (see policy below) may be grounds for suspension or other disciplinary response.

The Woodhall School addresses issues of human sexuality through special programs and private conversations. Students with questions or concerns are encouraged to have discussions with their families, Head of School, and/or advisors. All cases of unwanted sexual contact and/or sexual assault should be reported to the Head of School.

Fire Safety

A false fire alarm disrupts the activities of The School community and places an unnecessary burden on the Volunteer Fire Department of Bethlehem. Any student who is involved in the deliberate pulling of a false fire alarm and/or unauthorized use of a fire extinguisher may result in disciplinary consequences. Igniting any material or property may be considered arson. Such conduct may be subject to suspension or expulsion.

Fire Precautions

In accordance with fire safety and School regulations, the use and/or possession of any flammable material, including, but not limited to, the following is strictly forbidden on campus, unless given explicit permission by the Head of School, Assistant Head of School, or AOD.

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Cigarette lighters ● Butane and other lighter fluids ● Matches ● Firecrackers/Fireworks ● Candles | <ul style="list-style-type: none"> ● Incense ● Cigarettes (any type) ● Cigars and pipes ● Hookah & water pipes ● Any vapor producing device |
|---|--|

Students and The School have the obligation to remove, and the right to request removal, of any decoration, furnishing, or other possession that appears to compromise the health and safety of any individual. These items will not be returned if confiscated. Any tampering with fire alarms, smoke detectors, fire extinguishers, emergency exits, thermostats, or any fire or safety equipment is a serious infraction and may be grounds for suspension or expulsion.

Fire Alarm/Evacuation

It is the responsibility of each student to respond to every fire alarm as if it were an actual emergency. All students must evacuate the building quickly and orderly. No individual should go through another building to reach the designated meeting point when the fire alarm is active. Students should pay attention to directions from the adult mentors or emergency personnel during all fire alarms. In the event a student's activity triggers the fire alarm, he may be subject to a \$150 fine.

Building Access

The possession and/or use of campus keys and/or entering locked campus facilities are serious infractions and may be grounds for suspension or expulsion. Students may not tamper with existing locks, door mechanisms, or add any locks to School doors or equipment. Students may not prop open any fire door or secured exterior door at any time.

Weapons/Dangerous Objects

Possession of weapons is strictly forbidden and may be grounds for suspension or expulsion. Any found weapon will be confiscated and not returned. A weapon is defined as any firearm, including pellet/BB guns or Airsoft guns, bow and arrow, slingshots, knives, or explosives, including fireworks and any other object designed to be a weapon. Their possession or use is considered to be a serious infraction of school regulations and may be grounds for suspension or expulsion. Pocket and/or carrying knives may be stored with the Assistant Head of School and may only be used under the supervision of an adult mentor.

FAILURE TO ABIDE BY SCHOOL RULES

Students and parents/guardians are expected to support The Woodhall School philosophy and mission and to know and follow the rules and guidelines of The Woodhall School. Continuing enrollment at The School is subject to the rules of The School and disciplinary actions as they appear in this Handbook or modified or given by the Head of School and overseen by the Assistant Head of School.

A student who is knowingly in the presence of a major school rule violation may be held responsible and may share in any discussions and/or consequences. Although guidelines are provided as to how consequences will be applied to each student in the event he fails to abide by certain rules, consequences will not be applied blindly without consideration of individual circumstances.

RESTORATIVE PRACTICE AND THE COMMUNICATIONS PROCESS

The Woodhall School embraces Restorative Practice and the Communications Process to work with students that have chosen to participate in actions, behavior, and/or speech that is harmful to other members of the community or their property. This pedagogical approach is an alternative to punitive reprimand, one that seeks to support learning and offers alternatives to traditional disciplinary systems.

The three primary goals of our philosophy are:

- **Accountability.** Students that have harmed the community receive opportunities to be accountable to those that were affected and enable them a chance to repair the harm they caused.
- **Competency development.** Restorative practice seeks to educate students on pro-social skills, address underlying issues behind delinquent behavior, and build on each student's strengths.
- **Safety.** Restorative practice recognizes the need to keep the community safe through strategies that build and rebuild relationships and empower the community to take responsibility for other members.

In conjunction with The School's Communications Program (see page 15) restorative practice offers open and safe environments that can help resolve conflicts, strengthen and rebuild relationships, and emphasize respect and understanding. The program provides leadership to students to take an active and major role in resolving conflicts and repairing relationships.

A student that shows a continued pattern of disrespect and/or refusal to engage in the restorative approaches supported by The School may face punitive consequences, including, but not limited to, suspension and expulsion as determined by the Head of School (see *Suspension and Expulsion*, page 37-38). First offense behavior that is malicious in nature, as determined by the Head of School, can also warrant more immediate and punitive reprimand.

ATTENDANCE

The Woodhall School's attendance policy serves as a vehicle to hold students accountable when they fail to meet their school responsibilities and commitments. Students are expected to attend:

<ul style="list-style-type: none"> ● Meals (breakfast, lunch, and dinner) ● Advisor Meetings ● School Meetings (e.g., Communications Groups, School Forum) 	<ul style="list-style-type: none"> ● Classes ● Sports/Co-curriculars ● Study Hall (day and evening) ● House Jobs ● Morning Meeting ● Clubs 	<ul style="list-style-type: none"> ● Dorm Meetings ● Dorm Check-in ● Medication ● Picking up laundry within 24 hours of delivery
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Students are expected to be on time to their commitments. Lates and absences will be handled on an individual basis. Patterns of tardiness and/or missed commitments may result in a loss of electronics, loss of Wi-Fi, and/or a loss of free time, until the student is

appropriately engaging with the routine and schedule at The Woodhall School. If a student continues to struggle with meeting his commitments, he will meet with the Head of School and Assistant Head of School to face other consequences.

Room Inspection

Students are expected to maintain a clean and organized room daily (see *Room Inspection*, page 18). Dorm Parents and Student Leaders complete room inspections and allow students the chance to make appropriate modifications to pass room inspection. Students that do not meet the expectations of a clean room will receive the following consequences:

Please note these consequences are subject to case-by-case modification to be determined by the Director of Student Life.

- One Failed Room Inspection Meeting with a dorm parent.
- Two Failed Room Inspections Meeting with Director of Student Life and the student’s advisor to determine a strategy.
- Three Failed Room Inspections Meeting with Director of Student Life to determine an appropriate consequence.

CAMPUSING

Students who are campused are considered not in good standing within the community. This consequence can be received for any reason deemed necessary by The School Administration (e.g., failure to follow sign-out procedures).

Campused	Students are considered not in good standing and may not leave campus (i.e., with visitors, school sponsored events, trips, etc.) for the period of time given by the Assistant Head of School.
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SUSPENSION AND EXPULSION

Repeated violations of certain School rules or continued inability to follow The Woodhall School guidelines may result in suspension or expulsion. The decision to suspend or expel rests with the Head of School and Assistant Head of School.

When a student’s behavior warrants suspension or expulsion, the student will telephone his parents/guardians with the Head of School and/or Assistant Head of School to apprise them of his actions and of the consequences. This is an important part of the process of a student’s willingness to hold himself accountable and to accept the serious consequences in a responsible manner. How a student responds to receiving a suspension may determine whether or not he will be invited to return to The School.

In-School Suspension: The student will be removed from the community for a determined period of time. He will be provided meals separate from the community. Failure to abide by the guidelines

given by the Head of School and Assistant Head of School may result in further disciplinary consequences.

Off-Campus Suspension: Reserved for more serious situations. The parent/guardian has the responsibility to find transportation for the student home upon being notified of their son's suspension. During the student's suspension, the student must be in the supervision of an adult. Students may not be sent to hotels or other locations without supervision.

Depending on the circumstances of the suspension, a student may not participate in the Academic Program or community life of The School, and he may not receive academic assignments. A student may be asked to leave school for a period not to exceed two weeks.

Asbestos Management Program Notice

A formal asbestos management program is in place for The Woodhall School. The purpose of this program is to manage the asbestos-containing building materials (ACBM) in our school and to take steps to make sure that these materials do not present an exposure hazard to the students, faculty, or staff.

The asbestos management program is implemented through the asbestos management plan. An asbestos management plan has been developed for The Woodhall School following an asbestos inspection by Eagle Environmental, Inc.

This management plan identifies the locations of the identified/assumed ACBM in our school and details our ongoing management program. The plan also includes descriptions of previous asbestos inspections, plans for ongoing surveillance, and plans for repair or removal of damaged ACBM.

A copy of the school asbestos management plan is maintained in the school office. The plan is available for review during normal school business hours.

THE WOODHALL SCHOOL CONTACT INFORMATION

58 Harrison Lane, Bethlehem, CT 06751

Phone: (203) 266-7788

Office Hours: 8:30 a.m. – 5:00 p.m. (Monday-Friday)

If you are calling outside of office hours, please leave a voicemail for the appropriate person.

<p>Head of School, Mr. Matthew C. Woodhall mwoodhall@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ The Head of School is available to speak with parents at any time ▪ Overall concern for students 	203.409.2644
<p>Assistant Head of School, Ms. Sasha Skulsky sskulsky@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Residential and Student Life ▪ Disciplinary Matters & Restorative Practices ▪ Professional Development 	203.409.2648
<p>Dean of School, Mr. Tashi Phuntsok tphuntsok@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Class Schedules ▪ Math & Science Courses ▪ Athletics 	203.409.2647
<p>Dean of Studies, Mr. Tim Coughlan tcoughlan@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Curriculum Development ▪ Humanities Courses ▪ Academic Support for Students 	203.409.2650
<p>Director of Student Life, Mr. Tim Marcinek tmarcinek@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Residential and Student Life ▪ Community Service 	860.619.2662
<p>Administrator on Duty Line</p> <ul style="list-style-type: none"> ▪ In the event you need immediate assistance outside of office hours (i.e., evenings or weekends) 	203.580.4079
<p>School Nurses nurse@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Health & Wellness 	203.409.2641
<p>Assistant to the Head of School, Mrs. Cathy Maloney cmaloney@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Admission ▪ Library ▪ Registrar ▪ Post-Secondary Placement ▪ Standardized Testing (ACT, SAT, PSAT, AP) 	203.409.2645
<p>Business Manager, Mrs. Anca Manea amanca@woodhallschool.org</p> <ul style="list-style-type: none"> ▪ Billing ▪ Student Accounts 	203.409.2646

Director of Advancement, Mrs. Priscilla Loomis
ploomis@woodhallschool.org

860.409.2661

- Annual Fund
- Alumni/Parent Relations
- Planned Giving
- Alumni/Parent Engagement
- Fundraising
- Special Projects
- Grants
- Archives

Administrative Coordinator, Mrs. Leandra Shkrepi
lskrepi@woodhallschool.org

203.409.2649

- Residential and Student Life
- Programming
- Media

THE WOODHALL SCHOOL
58 Harrison Lane
Bethlehem, Connecticut 06751
Phone: (203) 266-7788
Fax: (203) 266-5896
www.woodhallschool.org