



Senior School
Student Handbook

Summer 2010 Edition

Contacting the School

Email addresses

Head of Senior School email: SShead@woodstock.ac.in

Head of Junior School email: JShead@woodstock.ac.in

Woodstock general email: mail@woodstock.ac.in

Admissions Office: admissions@woodstock.ac.in

Business Office: finance@woodstock.ac.in

Development Office: alumni@woodstock.ac.in

Human Resources Office: staffing@woodstock.ac.in

Principal: principal@woodstock.ac.in

Registrar: registrar@woodstock.ac.in

FAX: +91-135-263-2885 **Mailing address:** Woodstock School, Mussoorie, Uttarakhand 248179 INDIA

Telephone Reception: +91-135-661-5000

Reception Hours are Monday to Friday, 8:00 a.m. to 5:00 p.m. and Saturday, 8:00 a.m. to 2:00 p.m. Outside the reception hours calls will be attended by machine. When the school answering machine picks up, offices and residences can be reached by dialing the extensions listed below.

Emergency/Night

Health Centre	101
Security Office	200
Main Gate	195
Ridgewood Gate	201
Administrator on Duty (mob)	+91-98973-08266
Maintenance	184
Maintenance Director	180
ICT (mob)	+91-99174-64355

Administration

Principal	110
Finance Director	111
Development Director	170
Student Services Director	503, 714
Human Resources Director	105
Head of Admissions	104
Head of Junior School	120
Head of Senior School	500
Assistant Head, Academics	519
Coordinator of Operations	506
ICT Manager	146

Counselling

Chaplain	503
Guidance & U.S. College Counsellor	504
Indian College Counsellor	505
UK College Counsellor	117
Personal Counsellor	507

Services

Business Office	155,157,158
Travel & Liaison	164,165
Health Centre	101
Development/Alumni Office	171
Human Resources	105

Residences

Alter Ridge House 1	722
Alter Ridge House 2	720
Alter Ridge House 3	721
Community Centre	526
Edgehill	525
Hostel Office	700
Lounge South (Level 2)	701
Lounge East (Level 3)	702
Student Lounge (Level 4)	703
Common Room	704
Midlands	
Level 1 Middle office	707
Level 1 North office	710& 711
Level 2 North Lounge	709
Pool Room	713
Ridgewood	
Level 2 North office	717
Level 3 North Upper Lounge	719
Level 3 South Office	718
South HS office	716

Other Information Sources

Website: www.woodstockschool.in

Annual Report: Woodstock publishes an annual report with complete financial statements every year, available online.

The Brown and Gold: The Brown and Gold is Woodstock's twice-yearly newspaper, which is mailed to all alumni, parents, staff and friends of Woodstock and also available online.

The Quadrangle: The Quadrangle, published annually and available online, contains school and alumni news.

Table of Contents

Contacting the School.....	inside front cover
Table of Contents.....	1
Introduction	3
Academic Life	4
Residence Life.....	8
Arts, Activities, Athletics and Outdoor Education	11
Information Technology.....	14
Health & Safety.....	15
Religious Life.....	16
Student Leadership	17
Expectations of Behaviour	18
Discipline.....	22
Support Services.....	27
Parents and Visitors	29
Appendices	31
Getting to Know the Administration	inside back cover

Introduction

Dear Students,

It is my pleasure to introduce this newly revised Student Handbook. The purpose of this publication is to provide every student the guidelines and policies that define living and studying at Woodstock. Please read the handbook carefully as it will give you a sense of the expectations we have of students, both academically and behaviourally, and also will serve as a guide to the activities, sports, outdoor education programs and leadership opportunities that abound at the school.

At Woodstock we live in a most unique environment—a multitude of nationalities and cultures living and working together, a strong academic curriculum culminating in an American Diploma, a large music program offering Western and Indian classical music, an outdoor education program that utilizes our Himalayan mountain setting, a state-of-the-art gymnasium, and a strong sense of community. This is truly a rich setting in which to live and learn and I challenge you to make the most of what Woodstock offers. You have a unique opportunity to grow into a truly global citizen during your years here, but it will not come on a silver platter—it is through diligence and hard work that one can reach great heights --Ad Augusta Per Angusta.

Dr. David J. Laurensen

Principal

Mission Statement

Woodstock aims to develop responsible global citizens and leaders by providing a world-class international education, rooted in its Christian heritage and values, for a diverse group of students, especially from families in Christian or public service, in an Indian Himalayan environment.

Desired Student Outcomes

A Woodstock student should develop and increasingly demonstrate:

- Appreciation and acceptance of cultural differences and global diversity;
- Commitment to service and the use of resources to meet the needs of others;
- Strong academic achievement;
- Renaissance ideals of mastering a range of subjects;
- Comprehension of scientific inquiry and research techniques;
- Excellent oral and written communication skills;
- Creative appreciation for the visual, literary and performing arts;
- Understanding of leadership values and motivation to assume leadership roles;
- Confidence in the use of information technology;
- Commitment to physical fitness and a healthy lifestyle;
- Understanding and appreciation of Indian culture and history;
- Understanding of the beliefs and values of Christianity and of other world faiths.

Academic Life

Academic Resources

Vera Marley Library

- Opening hours: Monday to Friday, 7:30 a.m. to 6:00 p.m.; Tuesdays and Thursdays, 6:30 to 8:30 p.m. (sign up necessary); Saturday, 9:30 a.m. to 12:00 p.m.
- Library materials are listed in KBOLT (our online catalogue) and library staff members are available to assist you. Encyclopaedias and other reference materials are available for use in the library.
- “Course Reserve” materials are available in the Library during school hours, but may be checked out overnight after 5 p.m.
- Books from the general collection can be checked out for two weeks. Students who forget to renew or return items are sent e-mail reminders. Lost or damaged items are charged to the students’ pocket money account according to the price and availability of the book.
- Current periodicals are displayed for personal reading. These current issues can be read only in the Library. Older periodicals are in storage. Students should submit a list of the issues needed to the Circulation Desk, and a staff member will retrieve them.

Residence Library Collections

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

Activity Week

One week each Fall is designated as Activity Week when all students participate in projects, most of which are conducted off campus. Projects involve service, experience learning and expeditions.

Assembly, Homeroom, and Advisor Groups

School begins promptly at 8:30 a.m. On Monday, Wednesday and Friday students meet for Assembly in Parker Hall. On Tuesdays and Thursdays, students alternate between homerooms and advisory meetings.

- Homeroom meetings are held once a week and attendance is compulsory for all students. Homeroom meetings are held on Tuesdays for Grades 7 (Library), 9 (MC Auditorium) and 11 (Parker Hall) and on Thursdays for Grades 8 (Library), 10 (MC Auditorium) and 12 (Parker Hall). The first part of the meeting is devotional and the rest of the time is used for class and school business.
- Advisor Group meetings are held on Tuesday for Grades 8, 10 and 12 and on Thursdays for Grades 7, 9 and 11 from 8:30 to 8:50 a.m. They are held in designated classrooms.

If students are late to assembly, homeroom or advisor group in the morning, they automatically earn a demerit.

Attendance/Tardiness/Skipping Class

Students are expected to be in attendance at all scheduled classes. Being late to class or skipping class automatically qualifies students for a demerit and/or Saturday Morning Detention.

Any student who skips a test or quiz for any unexcused reason may be given an “F” for that test or quiz, which will be averaged into his/her grade.

Any student requiring medical attention of any kind during school hours must report to their next teacher for a pass to the Senior School Office. After signing out in the Senior School Office, the student may proceed to the Health Centre.

Daily Schedule

- Classes: 8:30 a.m. to 3:45 p.m.
- Tea: 3:50 p.m.
- Evening Study Hall, varying by age level and residence (see Residence Life section on page 6)
- Saturday Morning Study Hall 9:30 a.m. to 11 a.m.
- Saturday Morning Detention 8:30 to 10:30 a.m.

External Exams (specific exam dates are on the School Calendar)

Woodstock is an approved testing centre for the following exams:

- **PSAT Preliminary Scholastic Assessment Test:** given to all Grade 11 students in October.
- **SAT I and II tests:** accepted by all and required by some U.S. colleges as part of the admissions procedure.
- **ACT:** required by many U.S. colleges as part of the admissions procedure.
- **IGCSE:** British Exams that may be taken by students in subjects where the Woodstock curriculum matches that of the IGCSE.
- **Advanced Placement (AP):** AP courses have curriculum approved by the U.S. College Board. AP exams are college-level examinations used by many U.S. and other colleges for granting college credit and/or waiving courses in the U.S. APs are used increasingly in other countries as part of the admissions process.

Grading System

Two grades are assigned for each course:

- **Academic grades** involve letters as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. “F” is the only failing grade.
- **Effort Grades** involve numbers on the scale of 1 (Excellent) to 5 (Unsatisfactory).

Graduation

There are two major graduation events:

- **Baccalaureate:** Baccalaureate is a religious service of recognition and dedication held the day before graduation. One Baccalaureate tradition is to give time for two of the graduating students to be joined by a parent for a joint reflection on their Woodstock experience. Seniors wear their national dress or costume for this event.
- **Commencement:** The Valedictorian and Salutatorian address their classmates and guests. The graduating seniors traditionally wear Indian dress, the girls in saris, the boys in formal suits or formal Indian dress.

Graduation Requirements

To graduate and obtain a Woodstock diploma, students must complete a minimum of 26 credits as described below. For extracurricular graduation requirements, see the section on Arts, Activities, Athletics, and Outdoor Education. All students ARE REQUIRED to take at least 5 major subjects each semester.

<i>Compulsory Courses</i>	<i>Credits</i>
• English 4 years	4
• Mathematics 3 years	3
• Science 4 years	4
• Social Studies 3 years	3
• Foreign Language	3
• Religious Education	1.5
• Physical and Health/Outdoor Education(9 and 10, 11 or 12)	1.5
• Aesthetics – art, drama, music, or dance	2

Elective Credits (4 credits)

Remaining credits must be earned by taking electives or additional courses in any of the above subject areas. Transcripts and Report Cards for transferring students are taken into consideration when determining requirements for graduation.

Academic requirements unique to Woodstock School apply year by year during the time at Woodstock, and do not apply retroactively to the High School years prior to beginning at Woodstock. Students entering in Grade 9 or above must pass a computer competency test or take remedial courses.

Honour Code

The Honour Council is a student-led initiative to educate the community and cultivate conduct that is befitting of a Woodstock student in areas of integrity. Lying, cheating, stealing and plagiarism are all violations of the Honour Code. Teachers, residence staff, or students may report dishonest behaviour verbally and in writing to the Honour Council, which comprises five Grade 12 students and four Grade 11 students. Honour Council hearings provide the student/s with an opportunity to explain matters fully and respond to questions. All matters discussed remain confidential. The Council then makes a recommendation to the Head of Senior School for further action (see Appendix 4 for the Honour Council Constitution).

The Honour Code embodies the following:

- I will not lie, cheat, or steal.
- Lying includes any attempt to deceive or give a false impression.
- Cheating is trying to gain an unfair advantage through improper assistance.
- Stealing includes taking anyone else's property without their permission.
- I will write in full and sign the following Honour Pledge on all my academic assignments, examinations, research papers, and laboratory reports: On my honour, I pledge that I have neither given nor received improper assistance in completing this task.
- I will encourage every member of the Woodstock Community to faithfully uphold the Honour Code.

Honour Roll

Senior School students who attain a semester Grade Point Average (GPA) of 3.5 or above are recognised on the "A" Honour Roll. Students with a semester GPA of 3.00 to 3.49 are recognized on the "B" Honour Roll. Students are recognised quarterly.

Merits

A student acting appropriately—doing the right thing—may be rewarded with a merit by any staff member. Every month, the school will recognize up to three students who have received the most merits with a small prize during assembly. Students may receive merits for doing any of the following:

- Acting respectfully (e.g. during assembly);
- Assisting someone (e.g. carrying a heavy load);
- Picking up and throwing away trash;
- Stopping a confrontation;
- Consistently being on-time;
- Doing what's right even when others aren't.

National Honor Society

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

Probation for Academic Reasons

The administration may place any student on probation for a variety of academic reasons. For example, any student receiving an F or two D grades in one quarter, or two or more effort grades of 4 and below, shall be placed on Academic Probation. The purpose is to focus the attention of the individual student and his/her teachers on the improvement of academic performance, to give the student help, advice and time to improve poor grades for achievement, effort or both, and to notify the parents of the problem. If a student is placed on Academic Probation in consecutive quarters or more than three times, the consequence may be dismissal from school.

- While on academic probation, the student must attend study time on Saturday mornings.
- New students are on new student probation for their first semester. At the end of the first quarter, their performance will be reviewed and a remedial programme set up, if necessary. At the end of the semester they may be taken off probation or have probation extended for one further quarter.
- The Senior School administration and counsellors monitor the progress of students on probation.

School Supplies

Classroom teachers issue textbooks in the first week of the semester. At the end of the semester, books must be returned in good condition to the respective teachers. Fines for damages to textbooks will be charged to the parents' accounts.

Teachers will also supply notebooks, paper and folders. The Senior School Office will issue extra notebooks and paper only when shown a completed notebook or a note from a teacher. Students may purchase pens, rulers and other supplies from the Dorm Store. Students are encouraged to bring their own calculators from home as these are not easily available in Mussoorie. This is especially true of the graphing calculators required for Mathematics in grades 10-12.

Senior School Office (SSO)

Hours are Monday to Friday, 7:30 a.m. to 5:00 p.m., and Saturday, 7:30 a.m. to 12 noon.

Study Hall

When students do not have a class or music practice, they are assigned to Study Hall (SH). Rules for SH behaviour and routines are posted in the SH room and in the Library. Daytime SH is considered a class. SH is intended for study and Library rules apply.

Tea

Tea is served in the morning and afternoon to all students at specific locations according to grade.

- Morning Tea: 10:50 a.m. to 11:10 a.m.
 - Grades 7& 8 - Quad Dining Room
 - Grade 9 - Peace Garden
 - Grade 10 - Flag Pole
 - Grade 11 - Parson's Terrace
 - Grade 12 - Sun Dial Area
- After School Tea: 3:50 p.m.

Students should enter the Quad Dining Room for tea by the side entrance but may leave by the front door of the Dining Room.

Residence Life

Being in boarding is an integral and exciting part of the Woodstock experience. Woodstock produces many global citizens, as students from more than 25 different countries live in harmony with each other, learning to understand and respect beliefs and lifestyles different from their own. As natural as it may seem for students to acquire the necessary skills to get along, they will nevertheless have to make a conscious decision that they want to develop the insights, perceptions and sensitivities that will enable them to communicate across cultures with peers—especially when inevitable conflicts and miscommunications arise that will take genuine and deliberate effort to understand and resolve.

Announcements

Announcement time in the residences is a very important part of the day. Students must check in and be present for announcements every day, to stay clear about what is going on and what is expected. In most residences, announcement time is just before the evening meal every day.

Bazaar

Most bazaar days occur on Saturday. Occasionally they may occur during the week when designated by the Director of Student Services or the Head of the Senior School.

Bazaar check-out/check-in: Students may not leave for the bazaar before 10:00 AM. Check-in at residence upon return is 5:00 PM. Grades 7 and 8 students must return to their residences by 4:00 PM.

Bazaar limits: up to the Kulri Post Office, just beyond Cambridge Bookshop. Trips to Library Bazaar, Camel's Back Road, or elsewhere require advance permission from the residence supervisor.

Open and Closed Bazaar: changes to bazaar leave may be made at any time, but, in general, the following rules apply.

- Students in Grades 7 and 8 have bazaar leave once a month; Grade 9 twice a month and Grades 10-12 three times a month.
- Students in Grades 7 and 8 should be in mixed groups of four or more. Girls should never be in the bazaar alone.
- Grades 9–12 students must be in groups of two or more.
- On closed bazaar days, students may not go to any of the local tea shops or the bazaar.

Safe Eating Habits

- Drink only bottled beverages
- Eat only cooked foods.
- Avoid ice cream, fresh juices or ice in drinks.
- Wash hands before eating or use waterless hand-cleaner

Laundry

There are washers and dryers located at dorms for limited student use. A local Dhobi (laundry man) will pick up laundry weekly and return it clean and dried for about INR 350 per month.

Merits and Demerits in Residences

Senior School Residences will operate under a Merit/Demerit System which will be led by the Director of Student Services in coordination with the Residence Supervisors and Dorm Council. Rewards for Merits and Consequences for Demerits will be determined by the above group at the beginning of each semester. Level 1, 2 and 3 Offences will be handled as stated in the Discipline Section.

Out of Boarding (OB)

Students may go out of boarding with staff, friends, or parents, subject to the approval of the residence supervisor.

Invitations

A written invitation from the prospective host must reach the residence supervisor as follows:

- Weekends: By the Wednesday preceding the weekend out.
- Weekdays: At least 48 hours before going out of boarding.
- Longer Periods: When a student is to go out of boarding from any residence for an extended period of time, 14 days or more, during the year, the parent must give a written request directly to the Head of School at least seven days in advance.

Special Rules for Going Out of Boarding

- New students may not be invited out overnight during their first six weeks in boarding.
- The general policy is that only students of the same gender may go out of boarding to a particular home at the same time. Exceptions can be made with written permission of the parents and with approved chaperones.
- Students are not permitted to go out of boarding with non-student siblings who are under the age of 21. In the case of siblings who are themselves adults (over 21), students may go OB at the discretion of the Residence Supervisor and with parental permission.
- Students must be signed out of the residence by a parent/ guardian or written parent-authorized specifically named driver. The driver must have photo identification.
- Students should return to their residences no later than 6:00 p.m. on Sunday or by the relevant evening check-in time on other days.
- Rules and standards of behaviour still apply to students when out of boarding.
- Students who do not act responsibly may lose the privilege of going out of boarding and be confined to campus.
- Out of boarding leave is always subject to the discretion of the residence supervisor or school administrators.

Courtesy While Out of Boarding

Students should be respectful to their hosts, and observe going-out and coming-in times carefully to avoid confusion and upset.

Invitations to Another Residence

Older students and brothers or sisters may invite younger students to spend time with them during the day in their residences at the Residence Supervisor's discretion, but it must be requested in writing in advance, just like any other out-of-boarding invitation. Overnight stays are not permitted.

Personal possessions & valuables

Students in Grades 7-12 may bring personal computers, iPods, PSP's, etc. (see guidelines on page 13). Usage will be monitored in the individual residences. Expensive items, such as jewellery or other valuables, should not be brought to school. Necessary valuables should be deposited for safekeeping with the Residence Supervisor. Students must register these valuables with the residence staff, who will record serial numbers or other identifying features for insurance purposes. Televisions, room heaters, rice cookers, electric kettles and irons are NOT allowed to be used in student rooms.

Residence Report Cards

Every residence uses a standardized residence report to evaluate students on a quarterly basis. The residence report becomes part of the student's file. Effort grades are given in the following areas: trustworthiness, maturity, positive relationships with peers and staff, personal organization, study skills, and overall positive contribution to residence life. Low residence grades can result in Conduct Probation for the student.

Residence Schedule

School Days

- Breakfast Monday to Friday 7:00 a.m. to 8:00 a.m.
- Announcements/Check-in to Dorms Monday to Friday 6:10 p.m.
- Dinner Monday to Thursday 5:45 p.m. to 7:00 p.m.
- Evening Study Hall (Dorm level) Sunday to Thursday 7:00 p.m. to 8:30 p.m.
- Extended Study Hall Check-in 8:45 p.m.
- Quiet time 9:30 p.m.
- Lights Out Grades 7-8 Monday to Thursday 9:30 p.m.
- Lights Out Grade 9 Monday to Thursday 10:00 p.m.
- Lights Out Grades 10-11 Monday to Thursday 10:30 p.m.
- Lights Out Grade 12 Sunday to Thursday 11:00 p.m.

Weekends

- Breakfast 8:00 a.m. to 10:00 a.m.
- Lunch 12:00 p.m. to 1:30 p.m.
- Announcements/Check-in 6:10 p.m.
- Dinner Friday/Saturday/Sunday 5:30 p.m. to 6:45 p.m.
- Check-In to Dorms Grades 7-9 9:30 p.m.
- Check-In to Dorms Grades 10-12 10:30 p.m.
- Lights Out Friday/Saturday Grades 7 & 8 10:00 p.m.
- Lights Out Friday/Saturday Grade 9 10:30 p.m.
- Lights Out Friday/Saturday Grades 10 & 11 11:30 p.m.
- Lights Out Friday/Saturday Grade 12 12:00 p.m.
- Sunday Check-in for Church Goers 2:00 p.m.

*During external exam season, Lights Out times are subject to change

Senior Privileges

Privileges are gradually added to the lives of seniors at Woodstock. Seniors are expected to use these privileges wisely, implementing them with integrity and responsibility, and in keeping with Woodstock's overall standards and philosophy. The privileges are negotiated each year with the senior class by both the Head of the Senior School and the Director of Student Services.

Telephone Calls

Students may make telephone calls to their homes from the residences and the calls are charged to their parents' accounts. The frequency of these calls is monitored by the Residence Staff.

Students are encouraged to keep their calls short. Students may bring mobile phones with them to Woodstock which they may use only at the Residence level and only until Lights Out. Mobile phones are not to be used during class time and will be confiscated. If mobile phones are used inappropriately, disciplinary action will follow.

Television & Movie/Video Guidelines

Common Rooms in each residence are equipped with TV, VCR, DVD, games and space for playing them, and lounge chairs to use for relaxing. Viewing material must be appropriate in content and approval is at the discretion of the residence staff.

Arts, Activities, Athletics and Outdoor Education

In order to make the most of their time at Woodstock, students are encouraged to participate in activities outside of class. From clubs to community service, there are many opportunities for learning, leadership, and relaxation. Students who participate in extracurricular activities not only learn valuable life skills, but they also gain experience that is attractive on future university and job applications. However, because many leadership and participation opportunities require a lot of time and effort, there is a limit on the number of roles students can take per semester.

The expectation is as follows: All Senior School students must participate in at least three but no more than five “units” of activities per semester. Students in Grades 7-9 have mandatory activities three times a week: sports, clubs, and tutorials. These activities are overseen by teachers but run by students in Grades 11 and 12. Units include:

- Sports team member
- Student government position
- Writing Centre coach
- After-School Activities leader for younger students
- Chaplaincy Council member
- Student intern
- Drama production member, including cast and crew
- AV crew member
- Honour Council member
- Three or more hikes
- Band or Orchestra leader
- Five or more CARE activities

Athletics

Woodstock has both Inter-House and Inter-School competitions in a number of sports including cricket, soccer, basketball, badminton, table tennis, tennis, field hockey, volleyball, cross country, track and field.

Inter-House Competition:

The School is divided into three Houses. Everyone is assigned to a House when they first enter Woodstock. Each house has its distinctive colour: Condor (green), Eagle (blue), Merlin (red). Competitions run throughout the year, including a Sports Day when the entire Senior School turns out for friendly competition. At the end of the year a House Cup is awarded to the house with the highest number of points.

Inter-School Sports

Woodstock competes against Wynberg Allen, St. George’s, and Waverly Convent on a seasonal schedule. Woodstock occasionally competes against other schools including Doon School, Welham Girls’ and Welham Boys’ and the American Embassy School in invitational tournaments.

Clubs

There are many clubs organised and led primarily by students. All clubs must be recognized by Student Council (STUCO) and have a staff advisor. Students wishing to form a club must find a staff member who is willing to act as their advisor and then seek recognition from STUCO.

Model United Nations (MUN)

Woodstock hosts an annual MUN conference and in addition Woodstock sends student delegates to two external MUN conferences annually. MUN provides an opportunity for students to interact with different schools, present speeches, and debate.

Student Publications

There are three major Senior School publications: Whispering Pine, the school yearbook; The Tiger, the student newspaper; and Motif, the literary journal. Each of these publications is supervised by a staff advisor and interested students are welcome to join the yearbook or journalism classes.

Community Service

Woodstock has an active community service programme, with the goal of 100% student participation. Many of these projects are organised through the student-run CARE (Community Service And Restoration of the Environment) programme.

Other projects are organised through the Hanifl Centre for Outdoor Education. During Activity Week some groups carry out service projects ranging from construction projects in neighbouring villages to relief work in city slums.

Drama

Two major productions are scheduled each year. Students at all levels participate. There are opportunities for Senior School students to be involved behind the scenes on the Audio Visual Crew and on the Stage Crew. Both the Stage Crew and Audio-Visual Crew are student-run organisations. Senior members take on the responsibility of training junior members.

Stage Crew

This group provides technical assistance for drama, music and other staged productions. The Stage Crew is in charge of sets. They are also responsible for collecting props and costumes and any other equipment needed for the various concerts and performances that happen at school.

Audio-Visual Crew

This group provides technical assistance in the fields of lighting and sound for productions, dances, movies, assemblies and other events.

Music

The Music Department offers ensemble opportunities, group and private lessons in classical Western and Indian music, jazz and folk music, in both instrumental and vocal programmes. Performances include Jazz Jam, an Indian Music Concert, and the Fall and Spring Concert Series. Students also organise their own bands and perform at dances and talent shows.

Student Internships

Interested Grades 11 and 12 students can gain valuable experience and credit in various departments throughout the school. Student Council facilitates these internships in consultation with department supervisors/staff.

Weekend Activities

Organised Activities

A variety of weekend activities, some voluntary, some required, are planned each semester for all levels of school. Students are encouraged to join in and contribute their creativity and enthusiasm to these activities. All social activities are chaperoned by Woodstock staff. Students attending any evening activity must be properly signed out from their residences. Students signed out to attend a social activity are expected to be at that activity and are required to be back at Residences by check-in time.

Sports and Games at the Residence Level

Sports and games are organized by the residence staff on a regular basis. There are basketball courts, tennis courts, soccer facilities, and an outdoor swimming pool at the residence level.

Hiking and Camping

Woodstock School offers hiking and camping as an important component of its Outdoor Education Programme. This is run by the **Hanifl Centre**. The Hanifl Centre acts as a resource and information centre for the hiking programme, providing information to help in planning hikes, points and award criteria. Hiking and camping equipment is also available for loan to students and staff. This includes tents, backpacks, sleeping bags, ensolite pads (for sleeping on), rain ponchos, camping stoves, fuel bottles, and cooking utensils. Students are encouraged

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

- Day Hikes: Adult chaperones are necessary for day hikes involving all Grades 7-12 students. However, as part of a leadership development programme run by the Senior School, individual Grade 10-12 students who display effective leadership skills, competence in outdoor survival skills, and trustworthiness, will earn the privilege of hiking without chaperones, in a group with a minimum size of three, with a written recommendation from the Head of Outdoor Education. Students in Grades 11 and 12 will also be given the privilege of leading hikes with groups of younger students as the next leadership step. Packed meals and food items are available for those who inform the Residence Supervisor and HOD-OE by Wednesday evening. Mixed gender hikes require an adult chaperone in all cases for both junior and senior school students.
- Hiking award program: Hiking at Woodstock is seen as a vehicle to introduce and hone outdoor survival skills that help to prepare students to be comfortable in an outdoor setting, and develop an emotional bond with nature. The ultimate aim is to facilitate the gradual development of a concern for the earth in the student, and a desire to do his or her bit as an individual to make a difference in the struggle to save the earth, and leave it a better place for coming generations. For this reason, the school offers incentives to hike, in the form of leadership credits, and a points system that awards 2 points for every kilometre hiked and 1 point for every 100 metres ascended (climbed). There are 3 levels of achievement- Bronze, Silver and Gold - with correspondingly higher points tallies over the school year for Junior and Senior School.
- Organised hikes: The Residence Staff and the Hanifl Centre organise hikes when the school calendar permits. See the Activities section on page 9 for information on how to earn an extracurricular unit for hiking.
- Overnight/weekend hikes: Weekend hikes are permitted from Friday after school until dinner time on Sunday provided the following criteria apply:
 - Staff chaperones sponsor and accompany the hike on a voluntary basis, except where the privilege is earned under the leadership development programme.
 - Students take part in the hike on a voluntary basis.
 - There is no conflict with other required events or activities.
 - Chaperones, particularly residence staff, ensure that they have necessary approval from their supervisors.
 - Funding for these hikes has been adequately provided in an appropriate budget.
- Students from grades 10 - 12 who want to organize a hike should fill out the necessary form, and submit it, along with a hiking plan, to the Residence Supervisor for approval by the Wednesday evening prior to the weekend. This form is available from the Hiking Office, from Residences or on WSWire.
- Safety: If one person in the group becomes injured or sick, a fellow hiker should stay with him/her, while another hiker goes for help. If cell phone coverage is available, then the administrator on duty should be informed, along with the health centre. If a village is nearby, the group may ask a village resident for help. Villagers are usually friendly and helpful in a crisis, and will help take care of the sick or injured person until he or she can be moved or until outside help arrives. They may also help arrange for transport.
- Students are required to follow all equipment and safety guidelines as prescribed by the Outdoor Education Department including demonstrating competence in using the equipment that they check out from the hiking room, checking that the equipment is in good condition, and returning equipment on time. Parent accounts are billed for the replacement of the equipment, if items are lost or damaged or not returned on time as determined by the HOD-OE.

Information Technology

The school's ability to support and run an effective computer network for all students depends on voluntary and consistent compliance with the requirements of the Technology Resources and Responsible Use Policy (see Appendix 7). In general, this requires efficient, ethical, and legal use of technology resources. The policy defines the standard of conduct expected from students. It covers physical equipment and hardware, software applications, document storage, e-mail, and Internet use. Students must sign the Technology Resources Responsible Use Agreement (see Appendix 8) each year upon check-in.

Abuse of the privilege through hacking, downloading inappropriate software or other violations will be subject to disciplinary procedures in keeping with those outlined in the section on Discipline, beginning on page 20.

Purpose of the School's ICT Network and Services

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

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

Student Access and Use

- Students will have the access to computers to fulfil the requirements of their role at Woodstock and are expected to treat the physical equipment with care. Physical damage must be reported immediately to ICT staff.
- Woodstock School provides appropriate desktop software on all school computers and the ICT Department is solely responsible for approving and installing all software.
- Each student is given a network account that has a student name and a password. Each account and its password are private and should not be shared with any other person, including other students and people outside of school.
- Students must only access the software, files, and information that are available through their own private accounts. Using another person's account is strictly prohibited.
- Each student is given a private place on the Woodstock network to store their personal files. This area must be used wisely as document storage space is limited. Students should not use this area to store music files, videos, personal photos, etc. These may be copied onto other personally-owned storage devices.
- Each student is given a private e-mail account to use for school-related business and for personal communications with family and friends. Students are expected to use appropriate language in all email communications. Inappropriate usage, such as chain mail, is subject to disciplinary procedures.
- Woodstock provides connections to the Internet so that students can benefit from the wealth of educational information that is available on the World Wide Web. The school provides guidance about and sets limitations on access to certain kinds of sites in the interests of students, with which students are expected to comply. However, students are responsible for any possible harmful or negative effects that may arise from their use of Internet and use this facility at their own risk.
- Personally-owned computers cannot be connected to the intranet at this time. Wireless access to the internet is available through ResNet and SkoolNet. Instructions for configuration are available on WSWire.
- Students violating International or Indian laws may be subject to prosecution.

Personal Computers

Students are welcome to bring personal computers and they must be registered with the school at check-in and used according to the following guidelines:

- They must have the latest version of a virus protection software system installed on them. The school uses McAfee anti-virus software and can provide the periodic (daily/weekly) updates to the anti-virus library for it.
- ICT takes no responsibility for repairs to privately-owned systems that are broken.
- ICT may provide for simple repairs; however, these will be charged at the local market rate to students' accounts and the school cannot guarantee warranty repairs unless there is a clear international warranty with the system and a service point in India. The school will not ship systems internationally for warranty repair.
- Woodstock makes only limited provision for attaching privately-owned computers to the school's network.
- Personal computers may not be used for viewing CD-ROM or DVD videos without permission from residence staff, and may NEVER be used to view or access inappropriate sites or pornographic material. Student computer use is strictly monitored and logged.
- Computers must be used in accordance with school and residence rules, such as sounds out and lights out. Students are subject to sanctions for misusing personal computers.

School Computers

There are computer labs in the Vera Marley Library and in the Media Centre. In addition, there is a small lab available at the Hanifl Centre and several computers are available in each residence. Students can access the Internet/Intranet "U" drives through any computer on campus.

Health & Safety

Annual Physical Examinations

Annual physical examinations, eye examinations, and dental work should be done during semester breaks at home. Students are required to submit an annual medical certificate to the Head of the Health Centre.

Dental, Orthodontic, & Optical Needs

A local ophthalmologist, optician, and dentist are available in Mussoorie. An orthodontist visits one Saturday per month. Ongoing needs or emergencies will be handled by taking students to area specialists. Student records are kept in the Health Centre for referral.

Emergencies

The school has a comprehensive response plan for all foreseeable emergencies both within the school campus and while students are on field trips. Students should be aware in particular of the following.

- **Fire:** Regular fire drills are held at the Residences and at School level. During the dry season, fires present a particular danger. At school level, a continuous siren is the evacuation signal. Escape routes are posted in each room.
- **Earthquake:** In the case of an earthquake, no one should leave the building until the quake is over because of the danger of landslide or falling debris. Instead, students should find a desk, table, bed or something else with which to protect their heads especially. The siren will sound to signal evacuation.
- **Civil Disturbances:** In common with most schools around the world, Woodstock School has a "lockdown" procedure in case of civil disturbances or terrorist threat. Lockdown drills are held each semester.
- **First Aid in Residences:** Residence staff administer first aid treatment and help for anyone who gets sick at night or over the weekend. In the case of serious injury or sickness, students will be transported to the Health Centre or the hospital at any time.

Health Centre

The Health Centre (HC) provides 24-hour care for students who are sick or in need of medical help. To go to the Health Centre before school, a student must have a note from the residence supervisor.

Any student requiring medical attention during school hours must report to their next teacher for a pass to the Senior School Office. After signing out in the Senior School Office, the student will proceed to the Health Centre. Students must sign in again with the Senior School Office before returning to class.

The Health Centre maintains a relationship with Landour Community Hospital and will arrange any necessary student treatment. Three times a week, doctors from Landour Community Hospital are available for consultation in the Health Centre for more serious or chronic concerns.

Parents will be informed by the Head of the Health Centre any time a student is in the Health Centre for three or more days. Parents will be informed regarding any special medical treatment a student receives. School nurses and consulting doctors are available to discuss personal problems and health and hygiene concerns. If need be, students are referred to specialists for testing and treatment.

Immunisations

Immunisations must be kept up to date. Booster doses can be given to provide students with the necessary protection against disease. Updated records must be brought to school each semester and given to the Health Centre. Required immunisations include tetanus, TT/DT/DPT, polio, MMR, typhoid, hepatitis A and B, tuberculin test or BCG. Rabies vaccinations are available if needed.

Personal Safety

Students should not walk alone on Tehri Road. It is best not to greet or respond to greetings from strangers, particularly men. Do not feed or taunt monkeys or stray dogs.

Recommended Seasonal Clothing

- **Monsoon (July to September):** It may rain every day during this time. Suitable raingear, rain coats and waterproof shoes are necessary. Umbrellas may be purchased locally.
- **Fall (October to November):** Light jackets and sweaters become necessary in the evenings
- **Winter (December to March):** Winter is COLD and buildings are not centrally heated. While it rarely gets below freezing during the day and only occasionally snows, dressing in layers is the key: long underwear, sweaters, jackets, wool socks, scarves, caps and gloves are necessary. A warm sleeping bag that can double as a bed comforter is helpful in dorms and when camping/travelling.
- **Spring/Summer (April to June):** By April, the days are generally warm, and stay that way until the end of the school year. Light jackets and sweaters remain necessary in the evenings.

Religious Life

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

Christian

- **Chapel Services:** as a Christian School, Woodstock has required chapel services on Sunday evenings once a month in Parker Hall. Students are required to dress in Chapel Dress (see the Dress Code on pages 18-19), are expected to be respectful, quiet and attentive during presentations, and to participate in the singing. Each month, the Chaplaincy Council chooses a charitable cause, to which students are encouraged to contribute an offering.
- **Chaplain:** the Chaplain is available for personal problems and concerns, but is especially qualified to help with spiritual issues and to discuss matters of faith, lifestyle, values and world view.
- **Chaplaincy Activities:**

- Friday Morning Bible Studies (FMBS): These study groups are voluntary and are held in various staff members' homes or the Quad Dining Room on Friday mornings. Students meet for breakfast and a time of Bible study and fellowship before school.
- Agape: This is a student-run Christian organisation that meets on Sunday afternoons for worship and fellowship, often with outside guest speakers.
- **Local Worship Services:** There are many churches in Mussoorie and students are encouraged to attend Sunday morning services. The following is a list of local churches, with the language of the services and the timings.
 - St. Paul's, Landour (Char Dukhan): English, 9:30 a.m.
 - Kellogg Memorial, Landour (between Char Dukhan and Sister's Bazaar): Bilingual Hindi and English, 10:30 a.m.
 - Hindustani Church (below the main gate): Hindi, 4:00 p.m.
 - St. Emilian's Catholic Church (Oaks Rd, near St. Clare's Convent School): Hindi 10:00 a.m.
 - Sacred Heart Catholic Church: Hindi Mass, 10:00 a.m.,
 - St. Peter's Catholic Church (top of the hill): English Mass 2nd Sunday of the month, 12:30 p.m.
 - Central Methodist Church (The Mall, Kulri): Hindi, 11:00 a.m.
 - Union Church (Picture Palace): English, 10:30 a.m.
 - Community of Nations Church (Himalayan Castle Hotel): English, 10:00 a.m.
 - Students must sign out of the residences for church and are expected to return to residences by 2 p.m.
- **Student Retreats:** The Chaplain and the Chaplaincy Council organise voluntary retreats once a semester for students of all age groups

Other Religious Backgrounds

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

Student Leadership

Student Council (STUCO)

The Student Council stimulates and coordinates student body activity in the following areas (see Appendix 3 for the STUCO Constitution):

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

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

The Head of Senior School is the staff advisor to STUCO. There are four standing committees of STUCO as follows:

- **Assembly Planning Committee:** This group plans entertaining, educational, and beneficial assembly programs. The Assembly Planning Committee works together with the Chaplain and the Head of Senior School.
- **C.A.R.E.:** This group plans and implements a wide variety of social service programs. The Senior School Coordinator of Operations advises this group.
- **Menu Committee:** This group serves as a channel of communication between the Head of Food Services, school nutritionist, Director of Student Services, and the students.
- **Social Activities Committee:** This group plans and coordinates weekend activities in conjunction with the Director of Student Services. This group liaises with the Head of Senior School and Residence Supervisors to ensure that activities are well-planned and managed.

Class Governors and Representatives

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

Dorm Councils

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

Honour Council

The Honour Council is composed of four junior and five senior students, serving for two years. Interested students apply and are interviewed by the standing council. A male and a female faculty member serve as advisors. The Honour Council works to educate the Woodstock Community about the Honour Code. The Honour Council President serves on STUCO. (See Appendix 4 for the Honour Council Constitution)

House Captains

Woodstock School divides its students and staff into three houses: Merlins, Eagles and Condors. Each house elects two Captains, a boy and a girl, to serve for a full academic year. The House Captains work under the oversight of STUCO.

National Honor Society

This group elects a president to serve for one semester as a member of STUCO. The Assistant Head of Senior School, Academics, advises this group.

Expectations of Behaviour

Alcohol, Tobacco & Drugs

Smoking, chewing paan or tobacco, drinking, or misusing drugs of any kind are forbidden on or off campus. Students found possessing, using, or distributing cigarettes, alcohol, alcohol containers, drugs or drug paraphernalia will automatically face disciplinary procedures, and may be liable to suspension, dismissal, or expulsion. If any of these substances are present or being used, all students present at the time will be held liable of violating the school's policy and will be disciplined accordingly. (See Appendix 5 for the complete policy on Student Substance Abuse).

Students are encouraged to seek help concerning drugs, alcohol, or other problems, as they endanger health and the continuity of education. Any topic, no matter how sensitive, may be discussed with the Counsellors or Chaplain, who will not report anything shared in confidence without the student's approval (unless the information shared includes plans to harm oneself or another). They may refer students to others more qualified to help, if they feel this is necessary. This counselling relationship, however, does not change the responsibility of staff to act and/or report on any inappropriate behaviour they may witness.

Sanctuary Policy: See Appendix 5 for the complete policy on Student Substance Abuse.

Animals

Students may not have personal pets in residences.

Boundaries & Timings

Students must remain within the boundaries and timings outlined below. In order to go elsewhere for any reason, students must have a pass issued by a residence staff member, the Director of Student Services, the Head of the Senior School, or the Senior School Coordinator of Operations. Senior privileges occasionally provide exceptions to these rules (see page 9 for details).

During school hours

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

After School hours until supper check-in time at the residences

All students must stay on the campus. The campus is defined with the following boundaries: Bramleigh (on New Road) and South Hill (on Tehri Road) are the Eastern limits, Edgehill and the path from Palisades to the New Road are the Western limits, Edgehill, Community Centre and Upper Woodstock are the hillside limits. Sister's Bazaar and Char Dukhan (the top of the hill) are off limits.

After dinner

Students must be within the lower residence campus. Students may not enter any dormitory other than their own except for visiting hours. Students may sign out for a social or academic activity elsewhere on campus or extended study hall in the library.

Lovers' Lane

This path below Midlands is off limits to students after 6 p.m. and during weekends, unless they are on their way to one of the staff homes on that path.

Cozy Corner

Students may go to Cozy Corner only on a bazaar Saturday until 5:00 p.m. Cozy Corner is off limits at all other times.

Char Dukhan

Students may go to Char Dukhan on Saturdays and following church on Sundays. On closed bazaar days, students may go to Char Dukhan with permission from the residence person on duty.

Bullying & Harassment

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

Bullying is (1) a pattern of behaviour that is (2) aggressive, harmful, hurtful, unwanted, distressing or demeaning (3) in a relationship where there is an imbalance of power or strength. All three criteria must be present for the identified behaviour to be defined as bullying. (See Appendix 6 for the school's complete Anti-Bullying Policy)

All reports of suspected or actual bullying will be taken seriously. All witnesses to suspected bullying must report the incident to a staff member or to the administration, or email a report to reportit@woodstockschool.ac.in

Buying & Selling

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

Chewing Gum

Gum chewing is forbidden at school level.

Cleanliness

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

Displays of Affection

Couples should not make physical contact (hugging, kissing) or use language referring to sexual matters in public. While hand-holding is permitted on campus, it is not acceptable off-campus. Expressions of affection of an overtly sexual nature or sexually explicit language are always inappropriate and will be dealt with as disciplinary offenses.

The school values and chooses to emphasize wholesome relationships between boys and girls, and discourages obsessive or insular relationships between students which are potential distractions for the students themselves as well as the community as a whole.

Dress Code

The school expects that all students will protect the school's reputation and demonstrate its values by maintaining a respectable, neat, appropriate, clean, and modest manner of dress and appearance at all times, both off and on campus. Torn, tight or revealing clothing is never appropriate. Shoulders must be covered. Graphics and/or wording on clothing must not be offensive to any person and must demonstrate sensitivity and respect for the community at large, both on and off the school property.

Students must wear footwear at all times. When in the Bazaar, girls in particular should be very cautious about the amount of bare skin they are showing and should not wear shorts.

There are three classifications of dress and for occasions on which campus dress is not appropriate, an administrator, advisor or chaperone will delineate which of the other two dress modes is appropriate.

Dress Guidelines

- **Campus Dress:** This is everyday dress for school and may also be worn for regular bazaar outings. Legs should be covered above the knees and midriffs must not be exposed. Sleeveless shirts and tops are not permitted. Oversized pants or pants that drag below the shoe are not permitted. Track pants and bed attire are not permitted outside the dorm level. Shorts at knee level are acceptable.
- **Activity Dress:** Best described as dressy casual, this level of dress applies to special outings by groups of students, visits to other schools, competitions with other schools (apart from sports), MUN functions, and the like. Shorts, running shoes or any rubber shoes/flip-flops are not permitted.
 - Girls:* Dress pants, dresses, capris, skirts, with dress blouses. Sweaters, shawls and jackets/blazers as needed. Indian dress includes salwar kameez or saris.
 - Boys:* Dress pants and dress shirts or kurta pyjamas. Jackets/blazers as needed.
- **Chapel Dress:** This level of dress is for special occasions such as monthly chapel, graduation and meetings with Board members and other dignitaries. No shorts are permitted. Dress shoes are required. National dress of any country is appropriate or Western dress as described below.
 - Girls:* dresses or skirts with dress blouses or dress pants with dress blouses. Jackets may be worn in colder weather. Dresses or skirts must be no higher than 2" above the knee.
 - Boys:* dress pants, shirt and tie, and jacket.

Overall Appearance

Hair should be clean and neat at all times. Dying of hair in any unnatural colour is not permitted. Dreadlocks are not allowed. Tattoos cannot be visible. Wearing of earrings is permitted in the soft lobe of the ears. Girls may wear one nose stud or nose ring. No studs or earrings may be worn in any other part of the body.

Electronic Devices

Electronic devices are not to be used in school buildings during the school day except in the Vera Marley Library. Students may listen to music in the Library providing the following criteria are met:

- Music must be quiet enough that NO ONE else can hear it
- Personal earphones must be used (school earphones are for school work only)
- All music must be stored on personal devices--no streaming off the internet
- Two people cannot share a single set of earphones
- Earphones and electronic devices must NOT be used anywhere else on the school level (including hallways, classrooms, Quad, etc.).

Failure to follow these restrictions will result in having both earphones and electronic devices confiscated for two weeks.

Laptop computers may be used for appropriate academic purposes, wherever the wireless network is available.

Fireworks

Fireworks may not be bought or used by students.

Interaction with Employees

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

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

Language

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

Lockers

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

Lunch Etiquette

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

Music

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

Official School Functions

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

Pornography

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

Respect for others

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

Transportation

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

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

Weapons

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

Discipline

The rules listed in this handbook enable students to live together successfully in the Woodstock community, to promote good behaviour and discourage bad behaviour. As well as the academic development of students, Woodstock also works to cultivate their ethical development, moral sense and general wellbeing.

Punishments reflect the severity and frequency of the offence. Students are expected to respond positively: to accept punishments sincerely and to change their behaviour. In general, rule-breaking which involves theft or damage to property will require, amongst other consequences, financial restitution. Rule-breaking which involves offences against the community will require community service.

Repeat offences will be treated more seriously: the school understands that students make wrong decisions but expects a change of behaviour in response to discipline. In the event of a serious offence being committed, the school will hold all students present liable, unless individual students moved to either stop the action, report the action or to dissociate themselves.

In cases of a breach of academic integrity, the Assistant Head of Senior School, Academics, will investigate with oversight by the Director of Student Services. After receiving recommendations, all decisions will be made by the Head of Senior School and communicated to the student(s) and parents, with the Principal serving as a final appeal. In all other matters of discipline, the Senior School Coordinator of Operations will investigate with oversight by the Head of Senior School. After receiving recommendations, all decisions will be made by the Director of Student Services and communicated to the student(s) and parents, with the Principal serving as a final appeal.

Right of Search

A student under particular suspicion of any major offence is liable to a search. Searches will be conducted by the residence supervisor in the presence of the student and one other adult, with approval of the administration. This is for the students' protection, so that the innocent may be cleared.

The residence staff may also, at any time, conduct a random check of rooms and personal belongings as part of general measures to keep banned, illegal or dangerous items out of the residences. These random checks will be conducted with the support of the Head of Senior School, Director of Student Services or Administrator on Duty (AOD).

Summary Suspension

If deemed necessary, the Head of Senior School or Director of Student Services may at any time issue a summary suspension, whereupon the student is immediately sent off campus pending an investigation.

Offence Levels and Sanctions

Offences are categorised in three levels corresponding to Woodstock's view of their seriousness.

LEVEL ONE: Offences will be dealt with promptly by staff member/supervisor and recorded in the student database.

Damage to others

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

Damage to oneself

- Tobacco use (cigarettes, dip, gutka etc.): first offence
- Gambling
- Possession/use of pornographic material

Abuse of privilege

- Inappropriate PDOA
- Breaking bounds

Technology- related offences

- Sharing personal network passwords with unauthorized students or others
- Loading unauthorized software: first offense and/or software is not harmful to the system
- Eating, drinking, & general rowdiness in the computer area
- Deliberate damage to physical equipment
- Visiting pornographic/derogatory websites
- Failure to report abuse by others to lab supervisor or Head of Senior School, when directly observed or known.

Repeated infringements: residence or class rules/requirements

- Tardiness/lateness to class or check-in
- Dress code infringements
- Swearing/profanity
- Breaking sounds/lights-out rules etc.

Sanctions/consequences for level one offences may include:

- Reprimand/apology
- Detention/gating
- Removal of privileges
- Fines / making restitution (for damage)
- Residence/school service
- Notification to parents (at the discretion of Supervisor/Head of School)
- May be required to talk the issue through confidentially with the personal counsellor.

LEVEL TWO: These offences, liable for probation and inclusion in the student's record, will be referred promptly to the Head of Senior School and reported in writing to parents.

Damage to others

- Serious damage to others' or school property, including offensive graffiti
- Bullying: repeated cases of physical or verbal threats or intimidation
- Insulting behaviour to a staff member
- Sexual harassment

Damage to oneself

- Tobacco use: second offence
- Alcohol use: first offence

Abuse of privilege

- Inappropriate behaviour in boy/girl relationships; repeated PDOA offences
- Possession of a weapon
- Breaking bounds: prohibited places

Technology-related offences

- Unauthorized access or use of another person's account or files
- Sending email using someone else's name without permission
- Changing files in someone else's account without permission
- Logging into someone else's account without permission
- Loading unauthorized software: second offense or software installation is harmful to the system

Repeated Level One offences

Sanctions/consequences for level two offences may include:

- Gating
- Strait gating
- Loss of general or major privileges
- Conduct Probation
- Removal from school teams or representative positions
- Dismissal from student leadership position
- Residence/school service

LEVEL THREE: These offences are liable for suspension/dismissal/expulsion. Details will be recorded in the student's record and may be included in official references. After immediate action by the member of staff, the offence will be referred to the Head of Senior School, Director of Student Services or Administrator on Duty (at weekends), who will initiate follow-up action promptly.

Damage to others

Bullying: serious threats or physical assault

Physical assault on another student: serious offences

Physical assault on a staff member

Substance supply: providing substances proscribed under the Substance Abuse policy to other students

Damage to oneself

Tobacco use: third and subsequent offences (whilst on probation)

Alcohol use: first offence – excessive consumption or repeated offences

Substance abuse: possession or use of substances forbidden under Substance Abuse Policy

Substance abuse: being present and not reporting or covering up the abuse of substances by other students

Abuse of privilege

Sexual misconduct

Breaking bounds: absconding

Technology-related offences

Unauthorized access or use of another person's account or files: second offence or:

Accessing system administration levels.

Accessing system administration tools.

Trying to damage the network.

Loading software for the purpose of causing network damage.

Making unauthorized changes to network settings.

Sending e-mails using someone else's name in order to harass or harm.

Hacking into someone else's account in order to harass or harm.

Changing files in someone else's account in order to harass or harm.

Loading unauthorized software:

Loading software for the intent of capturing IDs and Passwords

Loading software for purposes of hacking into the network.

Repeated Level Two offences

NOTE: A student who is suspended for a Level Three offence and then repeats the offence (or a similar offence) within that or the subsequent school year should expect to be expelled.

Sanctions/consequences for level three offences may include:

- Loss of major privileges, including Graduation, issue of Diploma etc.
- Conduct Probation
- Suspension / Dismissal / Expulsion
- Recording in school records and references

Notes

- This is not intended as an exhaustive list and cannot be taken to limit in any way the school's responsibility to administer any discipline (including suspension, dismissal or expulsions) that it considers necessary or appropriate.
- If a student is repeating the same or similar offences because he/she does not seem to be taking the school rules seriously, then the sanctions will be escalated to the next level.
- As far as possible, the consequences of student misconduct should fit the offence.
- All breaches of academic integrity move through the Honour Council process, as outlined in Appendix 4
- Students who are in receipt of financial aid or grants and who commit Level Two or Three offences will jeopardize their grant for the current and following semesters.

Definitions

- Demerits – Senior School students can be given demerits for misconduct or rude behaviour. Three demerits earn a student SMD (Saturday Morning Detention).
- Gating – A student will be confined to the residence for a period specified by residence staff and will have to check-in every hour from 10 a.m. to 6 p.m.

- Strait Gating – Students will be confined to the residence or, at the discretion of the residence supervisor, to their rooms. Also at the discretion of the supervisor, they will be required to check in every hour. Students will not be allowed to attend social activities.
- Conduct Probation – Any further violations of school rules or policies while on disciplinary probation places the student in jeopardy of suspension, dismissal or expulsion from the school.
- Suspension – The immediate removal of the student from the school for a specified time. Students reinstated following suspension will normally remain on disciplinary probation for a maximum of a full semester.
- Dismissal – The immediate removal of the student from the school. After a specified period of time the student may reapply for admission. Re-admission is not guaranteed.
- Expulsion – The immediate removal of the student from the school without the option of re-applying.

Disciplinary Procedure

Information-gathering Process

- Level 1 & 2 infractions: Cases in these categories are the ultimate responsibility of the Head of Senior School. Information will be gathered by the Senior School Coordinator of Operations.
- Level 3 infractions: This process involves several steps. Evidence of a non-academic infraction of school rules that might result in suspension, dismissal or expulsion will be communicated the Senior School Coordinator of Operations and he will investigate the matter carefully and promptly. As part of the investigation process, the student concerned will be called for a meeting in order to determine as accurately as possible the facts of the case. The Head of Senior School/Senior School Coordinator of Operations will also meet with other students and with staff as needed, as part of the information-gathering process.

Formal Disciplinary Process

- After the investigation process has been completed, three possible outcomes may result:
- The accused is declared innocent.
- The accused admits guilt/responsibility and consequences are levelled.
- The case is referred to the Discipline Advisory Committee.

Disciplinary Advisory Committee

Consists of at least five of the following:

- The Head of Senior School and the Senior School Coordinator of Operations (The investigator will serve as the Convener.)
- The student's advisor
- An advocate from the teaching or residence staff chosen by the student, if desired
- The student's Residence Supervisor
- One Student Council Co-President
- One NHS Co-President

Functions

- To review as necessary the facts of the case as presented by the Investigator and the part played by the student in question.
- To discuss what action might be recommended in the way of possible sanctions, consequences and/or possible corrective measures which might help the student to avoid breaking School rules again. (Note: The DAC does not perform a counselling function.)

Procedures

- When the DAC has assembled, the student will be present while the facts of the case are reviewed. The committee may question the student and other witnesses as appropriate.
- When it comes to discussing what action might be recommended, the student under consideration will leave the meeting.

- A recommendation will be made to the Director of Student Services, who will then send a final determination to the Convener of the DAC.
- The Convener will inform members of the DAC and the accused student of the outcome and communicate in writing with the Principal and appropriate persons (parents, teachers, counsellors, advisor and homeroom teacher, and residence staff) as necessary.
- If appropriate - The Head of Senior School or the Director of Student Services will communicate actions taken to the staff at a staff meeting, by a written memo or by some other means. He may also communicate in an appropriate manner with the students.

Appeal

In cases of suspension or expulsion, students have the right of appeal. Appeals are made to the Principal and generally involve situations where the infraction and/or the consequences affect:

- The student's permanent record;
- The student's academic standing;
- The student's residence status;
- The student's financial arrangements.

A student wishing to appeal the outcome of his/her case must submit an appeal in writing to the Principal within two days of the announcement of the consequences. The Principal's decision on the appeal is final. There is no further appeal process.

Support Services

Counselling

The Woodstock Counselling Programme offers help at a number of different levels. Parents or students who would like to avail of this service may speak to an advisor, a residence staff member, the chaplain or to one of the counsellors. The types of services offered include:

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

Academic Advisors

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

Chaplain

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

Residence Staff

At the residence level each student is under the care and supervision of one particular member of the residence staff. Residence staff are often referred to as Dorm Parents and, as the name implies, they are the in loco parentis figures in a student's life.

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

Liaison & Travel Offices

Office hours are Monday to Friday, 11:00 a.m. to 5:00 p.m. The Liaison and Travel Offices are located in the Quad. They maintain student documentation/registration and organise all student travel.

Coming Up & Going Down Travel

The school provides chaperones to ensure that students are safely escorted from the campus to Delhi airport. The school's Expectations of Behaviour apply to all travel with the school party. Woodstock students are expected to behave as ambassadors for the school in all excursions and travels.

Students must submit their return (e-ticket or ticket) to the travel office within two days of arrival on campus.

Documentation & Registration

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

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

Fines for Early Departures / Late Arrivals

It is very important that students arrive on time and leave only after the final assemblies are held at the end of term. EXCEPT IN EMERGENCIES, early departures and late arrivals are not allowed: A FINE of 3000 rupees per day, per student will be assessed against the parents' account for late arrivals/early departures.

Finance and Postal Services

Accounts Office

Office hours are Monday to Friday, 8:30 a.m. to 5:00 p.m. The Student Accounts Office is located in the Business Centre. This is where parents send payments and where authorised withdrawals from parents' accounts are made. These authorisations must be approved by the Residence Supervisor or, if the amount is over INR 2,000, by the Head of the Senior School.

Cashier's Window

Hours are Monday to Friday, 1:00 p.m. to 4:00 p.m. The Cashier's Window is in the Business Centre. Students may deposit money into their parents' school account here. Parents and guests can purchase meal coupons here.

Extra Money

The school strongly urges students NOT to bring extra money, either in foreign currency or Indian rupees, at the beginning of the school year. If a student needs extra money for any special needs, the request is made to the residence supervisor. Residence staff are NOT responsible for keeping money at the residence level, and students should NEVER keep money in their rooms. The school cannot, and will not, take responsibility for money that has been kept in residence rooms and not deposited.

Foreign Currency

Students should not bring back to school with them more than the equivalent of RS 10,000 at any one time. Larger amounts must be deposited upon arrival on campus.

Outside Accounts

Students are NOT ALLOWED to hold accounts at other banks or at the stores or businesses in the Bazaar

Pocket Money

State Bank of India hours are Monday to Friday, 10:30 a.m. to 2:00 p.m.; Saturday, 10:30 a.m. to 12:00 noon.

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

Each student in Grades 7 – 12 has a bank account with the State Bank of India. Banking facilities are available on the bottom floor of the Business Centre. Pocket money is available for use on trips to the Bazaar and during other outings, such as Activity Week and over Quarter Break. All students go to their Residence Supervisor for pocket money. Pocket money rates are as follows:

- Grades 9-12
 - INR 1000 per month maximum
 - INR 500 for Quarter Break
 - INR 500 for Activity Week
 - INR 300 for birthdays
- Grades 7-8: 500 rupees per month maximum

It is important to note that these figures are maximums.

Postal Services

Mail Room Hours are Monday to Friday, 8:30 a.m. to 5:00 p.m. Buying stamps, mailing letters, or claiming packages may be done at the mail window opposite the Business Centre. Letters and packages are brought to student mailboxes in the Residences unless they are very large. Letters and packages should be addressed as follows:

Name
Residence (Alter Ridge, Hostel, Midlands, Ridgewood)
Woodstock School
Mussoorie, UK 248179
India

Parents and Visitors

Student Records

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

Student Information

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

- The students themselves
- Parents or legal guardians
- Persons authorized by the parent/guardian or an adult student after graduation
- Admissions and/or financial aid staff
- Administrative staff
- Academic staff
- Counselling or chaplaincy staff
- Development/Alumni Department staff have access to "Directory information"
- Health Centre staff and their consultants
- Residence staff

- Support staff
- Anyone required by law to report certain kinds of information
- Appropriate parties in an emergency
- Woodstock's Board of Directors or accrediting agencies
- Law enforcement or government agencies
- College admissions personnel as per student applications
- Individuals or organizations contracted for specific purposes by the school and requiring student information
- Information required by any educational study in which Woodstock participates

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

Right of access

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

- Personal notes/records in the sole possession of their creator for the creator's own use.
- Letters of recommendation for entry into Woodstock
- Official Letters of Recommendation for college or employment applications
- The communications or financial records of their parents/guardian.
- Certain medical records may not be accessible directly, but may be accessible for review by a medical provider approved by the parent, guardian or student
- The final results of any disciplinary proceedings against the perpetrator of a violent crime or non-forcible sex offense committed against the student

After the student reaches the age of 18, parents no longer have access without written permission from the student.

Records will be kept of each outside request to view their records in the students' file.

Right to contest

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

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

Parent-teacher conferences

Parent-Teacher conferences are scheduled at the beginning of the second and fourth quarters. Parents may also request a meeting at any other time by contacting the Senior School Office at +91-135-661-5500.

Visitors

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

Appendices

Appendix 1: School Creed

We will never bring disgrace to our School by any act of dishonesty or cowardice.

We will uphold the ideals of our School both singly and together.

We will revere and obey the School laws and do our best to incite a like respect and reverence in those who are likely to set them at naught.

We will strive unceasingly to quicken a lively School spirit.

Thus, in all these ways, we will transmit this School greater, better, and more beautiful than it was transmitted to us.

Appendix 2: School Songs

Shadows

Shadows fall across the valley,

At the close of day,

And as we sing together,

This is what we say:

Woodstock, known over all the land, Woodstock, sung of on every hand,

Woodstock, here many chances of learning we find, building the body and training the mind.

Forward, aim at the better goals, onward, find what the future holds,

Upward—rugged and steep though the pathways may be, palms come from striving, you know.

Though the shades of night have fallen,

And the day is gone,

O'er the hill and dale is ringing

This, our joyful song:

When we've left these halls of learning,

For the roads of life,

Oft may we hear this carol

Echo in the strife:

The Brown and the Gold

Cheer for the Brown and the Gold!

Here come the Tigers, fearless and bold

Play the game with all your might,

Give 'em the works, boys!

Get in and fight! We're with you!

Woodstock Tigers, roll up the score,

Fighting, conquering forever more.

Show some pep, they'll lose their step,

We'll march on to victory.

Rah! Rah! Rah! (Repeat)

Appendix 3: Student Council Constitution

Article 1: The Student Council

Section 1: Purpose

The Student Council is an organization to stimulate and coordinate student body activity particularly in the following areas:

- To represent and channel high school student opinion;
- To help unite the entire Woodstock Community;
- To encourage student involvement in discussions which affect the student body;
- To help students arrange and hold special activities;
- To encourage and be instruments of effective communication between the administration and the student body, the primary focus being student interest.

It is the object of the student government to create a sense of responsibility as well as the ability for self-government among the students. The student government helps to build qualities of decision making and leadership within the student body.

Section 2: Members

- **Co-presidents:** The Co-presidents head the student body, preside over the Council meetings and represent the student body on all public occasions. The Co-presidents are student members of Cabinet and also the Board of Directors (through mutual consent). One Co-president will be the representative of the student body on the Board. In the event of consent not being possible, the Student Council will select on majority vote the Co-president to represent them. The non-sitting Co-president will serve as alternate). The Co-presidents are to make and keep committee and Council members aware of their function in the student government. The Co-presidents are also available to assist and advise sub-committees and sub-councils on invitation. The Co-presidents are responsible for the functioning of the Council and its endeavors and will make sure that ALL student opinion is brought before the Council and represented fairly. Both the Co-Presidents will chair the meetings of the Student Council and will have the responsibility to oversee that the members of the Student Council do their respective jobs responsibly. Both the Presidents will be part of the Board Meetings.
- **Class Co-Governors:** The Co-Governors (1 boy 1 girl) shall represent their class, chair the class' meetings and channel their groups' opinion to the Council. They shall be expected to report to the class the actions of the Council and shall read the Council minutes to them. They shall also be expected to perform duties assigned to them by the Council. They shall represent the class on all public occasions when representation is required. They shall be responsible for the class to the Student Council. There shall be twelve co-governors sitting on the council (two from each class).
- **Dorm Presidents** (Hostel, Midlands, Ridgewood, Alter Ridge): Dorm Presidents may be elected from those students in the upcoming senior most class in the dorm who wish to run for this one-year post. A final slate of not more than three candidates will be drawn up by the Scrutiny Committee from the names of those desiring to run. The Dorm Presidents will be voted in at the end of the 3rd academic quarter. The newly elected Dorm President will then work as a "trainee" under the present Dorm President for one month from the start of the 4th quarter. In the one month "trainee period" the newly elected Dorm President will have to attend Dorm Council meetings and help out the Dorm Council in any way he/she can. The present Dorm President will still chair the meetings for this "trainee period" and try to finish all his/her goals. At the end of this one month "trainee period", the newly elected Dorm President will take over all the responsibilities of being Dorm President. The outgoing Dorm President after this period should still be available for advice. By consensus one of the previous Dorm Presidents (Hostel, Midlands, Ridgewood or Alter Ridge) will sit on the Executive Committee and, if asked will attend Student Council and/or Dorm Council.
- **The Social Activities Chairperson (SAC):** The SAC will chair the Social Activities Committee meetings and will be responsible for student organized activities pertaining to those from 7th -12th Grades. The SAC will make regular reports to the Council on the actions of the Committee. The SAC will make regular attempts to motivate students in this area of Student Government. The Social Activities Director will consult with the SAC at all stages of preparation of the Social Activities Program.

- **The Menu Committee Chairperson (MCC):** The MCC will preside over meetings of the Menu Committees and will report its actions to the Council. The MCC is responsible for channeling student opinion in this area and for making responsible and workable suggestions to the Director of Food Services. They will also be responsible for any work assigned to them by the Council. The Director of Food Services should consult with the MCC on a regular and frequent basis.
- **The Assembly Planning Chairperson (APC):** The APC will preside over meetings of the Assembly Planning Committee and will report the actions of the committee to the Council. The APC is responsible for arranging interesting and informative assemblies through channeling student opinion in this area of student government. The Assembly Planning Advisor should have frequent dialogue with the APC.
- **The National Honor Society (NHS) President:** The NHS President will be a full member of the Council and will be expected to carry out duties assigned to him/her by the Student Council in addition to duties assigned to him by the NHS. The NHS President shall be reelected by the NHS. The Council will have no control over the actions of the NHS but will suggest to this body, through its representatives, things it could do to help the students and the school.
- **Community Service Co-Presidents:** Head the group of students involved in community service and environmental projects. They will coordinate, plan and implement projects with the help of the staff supervisor of community services. They will report to Student Council but do not need Council approval for any project undertaken from this quarter.
- **The Staff Advisor:** The Staff Advisor will be the Head of Senior School. The Advisor's role within the Council is to make sure that Copresidents follow the Student Council Constitution and to advise the Council when he/she feels that the Council's ideas are beyond responsible action. The Advisor may also be consulted by the Council to gain knowledge of the administration's expected reaction to ideas put forth. The Advisor will also be responsible to follow up matters brought up in Council in channels that the Co-presidents may not be able to go through. The advisor will not have the right to vote and will adhere to the rules of the Council.
- **A Secretary of the Student Council** will be appointed by the Council, from the student body at the beginning of the semester for the duration of the semester. The Secretary is responsible for keeping accurate minutes of each Council meeting and distributing copies of it to all members promptly. If, for some unavoidable reason, the Secretary has to vacate the post, the Co-presidents shall appoint someone from within the Council to take over.

Section 3: Function

- The Student Council will function in accordance with the general policies of the institution, and will be responsible to the student body and the administration.
- The Student Council will function to represent the opinions of the whole student body, and will help the Co-presidents to receive, represent and communicate student wishes.
- The Student Council will meet once a month - more often if necessary - to discuss suggestions forwarded to them, to formulate means of proceeding with those ideas, to arrange discussions of these proposals and finally, to implement these projects.
- The Student Council Co-presidents and the Advisor should meet at least every fortnight to discuss the overall involvement of the Council in school and dorm life.
- Membership of the Executive of the Student Council will be as follows: Student Council Co-Presidents, Dorm Council Presidents, NHS President, and four members chosen by Student Council.
- The Council should arrange to keep the school campus beautiful and organize activities to do this.
- The Council should publicize its meetings as much as possible in order to stimulate interest among students; by means of forums, assemblies, minutes, homerooms and bulletins posted for easy viewing. The Council meeting shall be open to anyone that wants to attend the meeting; prior permission has to be attained from the advisor of the student council. The attending body will not have a vote in the Student Council meeting.
- The Co-presidents shall be required to report to the Council every four weeks. In this report they will be required to tell the Council what they are working on, what they have accomplished and any other matters they feel that the council should know. The Council members will have the right to ask questions concerning matters reported by the Co-presidents.

- The Council (for the new semester) will have the responsibility to orient new students at the beginning of each semester, in co-operation with the NHS, who have accepted this responsibility.
- To ensure that successive Council members are aware of the duties and responsibilities involved, each member of the Council will prepare a file and records of what he/she has done in order to pass on to their successor.

Section 4: Procedure

- The meeting shall be opened with the corrections and adoptions of the last meeting's minutes.
- Old business shall be discussed and terminated wherever possible.
- A Mid Term report will be taken from all the committees, class governors, dorm presidents and the NHS one week after or before the quarter break upon the discretion of the Co-President.
- New business should be brought to the attention of the Council and discussed wherever possible.
- It must then be decided how to take action on the ideas discussed.
- Necessary duties must then be assigned to see that the objectives are achieved.
- The meeting is to be adjourned.
- The meeting shall be conducted in a formal and ordered manner. The interpretation of this is left to the present Co-presidents.
- The meeting shall be chaired by the Council Co-presidents. Agenda items raised by the administration will be chaired by the Staff Advisor.

Section 5: Voting And Criteria

- Election of Council representatives and committee members should be done at the end of each semester and not at the beginning of each new semester. Voting procedures for the Student Council and the various committees are as follows
- Eligibility: all students standing for office are to be reviewed by the Head of the Senior School for academic and behavioural suitability and no student on probation is eligible for any office that semester.
- Class Co-governors: Each student is asked to suggest a maximum of FOUR names (2boys and 2 girls) who would be best suited to lead the class for the incoming semester. These nominations are then counted and the six nominees (3 boys and 3 girls) who have received the most nominations are considered by a SCRUTINY COMMITTEE, consisting of 1 homeroom teacher, 1 advisor and the 2 present Co-governors. Final slates of six names are then presented to the class to vote in their governors (1 boy and 1 girl) for the next semester. The SCRUTINY COMMITTEE provides input from staff and students in preparing the final slate of nominees. In case there is no consensus in the SCRUTINY COMMITTEE about a candidate, the Homeroom Teacher will have the casting vote. No member of the SCRUTINY COMMITTEE will have the power of veto and the discussion in the committee will remain confidential. Candidates for the post of Co-Governor must have been at Woodstock for a minimum of one year in the high school with the exception of Grade 9 candidates who must have been at the school for the whole of Grade 8. In addition, class governors can only be in office for a maximum of two consecutive semesters.
- Class Representatives to the Various Committees: This process is similar to the election of Co-governors. Each student of the class is asked to nominate 2 boys and 2 girls as candidates for the various committees (Social Activities, Menu Committee, Assembly Planning Committee and Community Services). The four people who have received the most nominations for each committee are then considered by the SCRUTINY COMMITTEE and the final four (2 boys and 2 girls) are presented to the class for voting. The requirement for being a representative is having been at Woodstock for a minimum of one semester. In addition, no person can stand for community Services unless they have had ten hours experience in the previous semester, except for in-coming 7th Graders in their first semester.
- Nominating body for the post of committee chairperson (this doesn't include the NHS the AV and the STAGE Crew) and Co-president will happen before the end of each semester and in case of School Co-President end of every year. Dorm Council can decide how they want to nominate their candidates. Any member of the STUCO can bring forward a nomination. Nobody can be nominated for two executive positions at the same time. In addition, at least one of the two Chairpersons of all committee must have had experience on that previous committee. For the post of Community Service Co-Chairperson, individuals may not stand unless they had at least fifteen hours experience in the previous semester.

- All the members nominated for any STUCO position should maintain a minimum GPA of 2.5.
- Social Activities Chairperson, Community Service Chairperson, Assembly Planning Chairperson and Menu Committee Chairperson: In the meeting of the Nominating Body, everybody will be asked to nominate a maximum of three names for each post. They may be either boy or girl. (In the case of these committees, two people may decide to run together. If they do so, they will be voted in together and will be required to make their campaign speech together.) In addition, when any vote takes place in the Council, the position will have only one vote. The three names that appear the most for each committee (each committee's candidate will be nominated separately) will be the nominations placed before the student body to vote on. The requirements to be chairperson of any of these committees is that the candidate must have been at Woodstock for the minimum of one year in high school and that the candidate must be from either the Junior or Senior Class. ONE of the candidates running for the position of chairperson must have held a position of that specific committee.
- **Co-presidents of the Student Body:** The Nominating Body will also nominate a maximum of six names (3 boys and 3 girls) for the post of Co-presidents. The six people whose names appear most frequently are the nominations for the school Copresidents. A boy and a girl may run together, but they shall be voted in separately on the ballot papers. The requirements to be a candidate are that candidates must have served at least one term (one semester) as either a member of the Student Council or the Dorm Council. In addition the candidate must be from the Senior Class and must have been at Woodstock for a minimum of one year. It is recommended that these students usually attain the B Honor Roll and that their average grade has at no time in the past year been below C+. The Co-presidents may not be the governors of their class. In the event of the nomination of a person who does not meet the above mentioned requirements, that nomination must receive 60% nomination votes from the Nominating Body mentioned above, if it is to carry. The two Co-presidents are elected for the whole academic year for the sake of continuity and stability. To ensure that the best people are elected for this term, any student who has had a third-level disciplinary offence in the previous two years is not permitted to run unless specifically authorized by the administration. The elected Co-presidents must face a confidence vote by secret ballot of the current Student Council four weeks before the end of the first semester and secure a 60% vote.

Election Procedures

- The School Co-presidents and Chairpersons will be elected by the student body from the slate of nominations agreed upon by the nominating body.
- All nominees for the post of SAC, MCC, APC, CSC and school Co-presidents will be required to make a speech before voting.
- If there is only one running candidate for any of the posts mentioned above, the student body should be offered a vote of "NO SUPPORT" on the ballot.
- All candidates running for any election in the high school and dorm level will win automatically if they secure more than 50% the first time around. In case of 3 or more people running and no candidate getting more than 50% a fresh election will be held. The top two candidates will advance to the second round of elections. In the reelection the student with the majority will win. In case of a tie, the candidate who had the higher number of votes the first time around will be declared winner. In case of a tie in both the first and second time, the STUCO Co-President, Present Class Governors (unless involved directly in that elections), the advisor for that position and the Head of Senior School will meet and make a final decision. This decision cannot be questioned with and the decision will be final. However, in case after the meeting a final decision cannot be made then the Head of Senior School will make the decision. The decision will be final and cannot be questioned with.
- Only the current 7-12 will be involved in voting. In the first semester all the grades carry a full vote however in the second semester the incoming 7th graders will be asked to vote. The incoming 7th graders and the departing 12th graders will be only given ½ a vote while the 8-11 graders will be given one vote.
- In the case of the election of the Co-president, the difference of the votes cast for the first and second candidate must be greater than or equal to 50% of the votes cast for the third candidate. In this event, the first candidate is elected. If these conditions are not fulfilled, a fresh vote is taken involving only the two leading candidates. In this re—election the candidate is elected by a simple majority.
- The outgoing Student Council Executive Body, with the Head of Senior School, is responsible to see that the elections are conducted fairly and without any mishap. Any complaints must be entertained and properly dealt with by the new Student Council Executive Body.

- All elections shall be conducted through the procedure of secret ballot.
- If the candidate fulfill all requirements but is not present, at the time of the election, can ask someone to represent him for his campaign and allow the representative to read his speech. The candidate however must have spent that academic semester in Woodstock School.

Section 6: Impeachment And Resignations

- If any member of any council is absent for two Student Council meetings without excuse, the head of that committee has the right to bring his name forward for impeachment. This group may either change their representative by majority vote (above 50%) or, if they wish, they make keep him/her.
- Should a Student Council member fail to function in the areas specified below, the Student Council has the right to impeach them:
 - Reasons for Impeachment:
 - General failure to fulfill the responsibilities of office;
 - Gross misrepresentation of student or staff opinion;
 - Absence from a compulsory Council activity;
 - General unworthy behavior from a student leader.
 - Procedure for Impeachment:
- A motion for impeachment may only be submitted by a member of Student Council, which must be seconded by at least two other members. The Staff Advisor may also move for impeachment, but in that case it must be seconded by at least three other members.
- The motions for impeachment must have 51% votes or more to be carried forward.
- In such cases one of the following must be called in to act as a special observer in addition to the Staff Advisor;
 - Principal
 - Director of Student Services
- In case of impeachment, resignation or vacating of office of any elected member of the Council, the original constituency will be informed. In the interim, the Student Council will appoint a committee or Council member to fill the post until fresh elections can be held.

Article 2: Amendments

Section 1: Constitutional Amendment Committee

- The Constitutional Amendment Committee (CAC) shall comprise of the school Co-presidents, the NHS President, the Head of the Senior School (chairing) and a member of the student body appointed by the Student Council by a majority vote.
- The CAC shall meet at least twice in a semester (preferably at the beginning and at the end) to discuss certain aspects and possible changes in the Student Council Constitution.
- The function of the CAC will be to keep the Constitution suitable, up to date and comprehensive. Any questions regarding the Constitution should be directed to the CAC and the CAC will answer the queries.
- The CAC meetings shall be closed meetings. However, the chairperson may invite someone to be present if there is a need.
- Where there are major changes in the Constitution, the CAC should monitor the opinions of students, staff and the administration for a semester after the changes. A report then should be made to the administration, with a copy presented to the Student Council, at the end of the semester, as to whether the changes are viable, or whether they should be modified.
- It is suggested that the CAC should appoint, from within itself, a secretary to prepare background material, record changes and proceed in typing them out, to facilitate smooth and fast working of this committee.

Section 2: Procedures

- Amendments to the Constitution shall be proposed by either a majority of the Council, 10% of the student body or by the CAC.

- The proposed amendments shall be taken up by the CAC and discussed. Then the CAC shall either recommend the proposal for amendment or reject the proposal.
- The recommendation or rejection shall then be presented to the Council to ratify. If there is any need for discussion or debate, time will be provided for all interested to air their views.
- A vote will then be taken. If the proposition receives a 2/3 (67%) majority it will then be presented to Cabinet to ratify.
- An amendment will be a valid part of the Constitution if it is approved by 2/3 (67%) of the Student Council and then the administration.
- All amendments made shall be attached to every copy of the Constitution, so that they are easily accessible in the future. If the Constitutional amendments include a complete overhaul of the Constitution, the amended Constitution will be the one made available.
- Any member of the student body, faculty or administration may receive a copy of the Constitution on request to the Principal. The right to withhold the Constitution remains with him.
- Article 1 Section 7 Sub Section A: In case of any disputes that do not fit into any category of the constitution, the School Co-Presidents and Head of Senior School will make the decision after hearing the side of both the parties. The decision made by the Co-Presidents and the Head of Senior School will be final and is not questionable.

Appendix 4: Honour Council Constitution

Article 1: Formation

- The Council comprises 5 students from the Senior Class and 4 students from the Junior Class.
- Selection happens after
 - Interested students submit the application form and a faculty recommendation.
 - Desirable candidates submit to an interview by the sitting Council.
 - Faculty members discuss any uncertainties regarding applicants.
- Circumstances for member dismissal or resignation include
 - Violation of the Honour Code
 - Breach of confidentiality
 - One month suspension for the first offence. Expulsion from the Council on the second offence.
 - Any further consequences deemed appropriate by the Council.
- Structure
 - Outgoing Council and incoming members elect a rising Junior as Vice-President.
 - The Vice-President assumes the position of President during the individual's senior year or in the event of the President's absence.
 - Council elects a Secretary to keep records.
 - Head of Senior School regularly updates a Council runner on consequences administered.
 - Members serve a two year term.
 - One member is selected from each rising senior class.
 - Head of Senior School appoints a male and female faculty member as Advisors.
- Commitment
 - Members are expected to display Honour at the highest level.
 - Confidentiality is an essential aspect of the Council that each member must sustain.
 - Members must display a professional attitude during cases.

Article 2: Education

- The Honour Council works to educate the Woodstock Community (HS, MS, and ES).

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

Article 3: Honour Code Violations

- Lying is providing misleading or incorrect information to staff/students.
- Cheating is giving or receiving improper assistance in completing an assignment. Intent to cheat may result in equal consequences.
- Stealing is the possession of someone else's property without permission or any prior knowledge of the owner.
- The Council recognizes the following degrees of plagiarism that may result in varying degrees of consequences:
 - Minimal: a few words or phrases that lack a correct citation
 - Substantive: a few sentences or a paragraph copied without citation
 - Egregious: Most or all of an assignment or paper copied directly, and without citation.

Article 4: Reporting of Cases

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

Article 5: Running of Hearings

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

Article 6: Consequences

- In determining consequences, the Council considers both how to guide the student(s) involved and how to protect the community.
- After reaching a two-thirds majority, the Council recommends consequences that may differ from case to case. Standard consequences may include, but, depending on the seriousness of the violation, are not limited to, the following:

- Zero on the assignment
- Redo the assignment satisfactorily (i.e. in accordance with the teacher's instructions) for a zero. If this is not accomplished, the consequences jump to the next level.
- In-school isolation.
- A 300 word statement tailored to specific situations.

Article 7: Keeping Written Records

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

Article 8: Amending the Constitution

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

Appendix 5: Absence Policy

Woodstock School expects students to take the initiative to make up work by meeting and communicating with their teachers in cases of absences from school. Teachers may have different expectations and requirements in helping students to make up missed work.

Excused absences for health reasons or for school activities

Students may take the same number of days as they missed, in order to make up all class work, homework, quizzes and tests.

Unexcused absences, including late arrival from a vacation or break, an absence by family choice, or early dismissal or departure from the school session

- Students may not make up any missed work, including class work, homework, quizzes or tests.
- Student guardian(s) will be levied a fine of INR 3000 per day.

Extended absences

For health reasons: Upon their return, students need to coordinate make-up work with teachers, who are expected to make compassionate and individual decisions based on best practices. If students know that they will be gone ahead of time, they should make necessary arrangements with individual teachers.

Absences due to suspension

- Students will receive a zero for all missed class work and homework.
- Before leaving on suspension, students must coordinate with teachers in writing how they will fulfill requirements of major assessments. They may choose:
 - A long-term research project that covers related material, to be turned in immediately on return;
 - To keep up with regular testing via email or moodle;
 - A cumulative test that covers missed work, to be taken within 48 hours of return;

- Another equivalent form of assessment.

Appendix 6: Student Substance Abuse Policy

Objectives

The Directors, administration and staff of Woodstock are committed to:

- Running the school in such a way that all students choose not to abuse drugs at Woodstock.
- Educating and encouraging students so they will be prepared to make good, healthy and informed choices relating to drug use in adult life.
- Making staff aware of circumstances that place children at higher risk of substance abuse, such as learning anxiety disabilities/struggles, discipline problems, eating disorders, depression and anxiety.
- Training staff in appropriate responses to students who become involved in substance abuse.
- Adhering to a policy that is clear in its response to substance abuse to maintain consistency and achieve stated objectives.

Policy

Woodstock School will respond to instances of substance abuse among students in a consistent way and in accordance with clear procedures set out below. This policy is applicable to Woodstock students at all times while they are enrolled at the School. The school reserves the right to take action against students who bring the good name of the school into disrepute outside of Mussoorie and the school environment. The policy applies when students are in school, out-of-boarding (OB), in the Bazaar, during Activity Week, on a school trip and/or on Coming-Up or Going-Down days. Woodstock School reserves the right to have students tested for substance use.

All members of School staff are required to report any knowledge of substance abuse to the Director Of Student Services. The only exception is if a student approaches a staff member about getting help, either for themselves or on behalf of another student. If the student has approached the staff member because they or another student need counselling, but this is not at the time of being caught in a drug abuse offence, then the staff member will refer the student in confidence to the Personal Counsellor. If this is in a situation of risk that falls under the Sanctuary Policy, then the staff member will arrange for the student at risk to be taken to the Health Centre.

Sanctuary

Purpose: Sanctuary is a privilege available to Woodstock students facing substance abuse problems. Sanctuary is a confidential and supportive means to change the behavior of any student involved in some way with illegal substances. Since Woodstock counsellors' major role is one of helping students, the Sanctuary program is offered to any student who confides in a counsellor or any adult at Woodstock (who then confides in the Director of Student Services) that he or she has an alcohol, drug or tobacco problem. Any guidance or personal counsellor will hold information in strictest confidence. Sanctuary may not be used to circumvent an on-going disciplinary investigation regarding use of illegal substances on the Woodstock campus.

Procedure: There are two ways in which a student may enter Sanctuary, either by referral or self-referral. Once a student makes a decision to change his or her behavior, the counsellors utilise their discretion in working together with the student and his/her parents to set up an individualised program to meet the particular student's needs. Rehabilitation measures are taken; a no-use contract is signed; and the student makes an absolute commitment that he or she will abstain from any use of illegal drugs, alcohol or the illegal use of prescription drugs. Post-rehab and random drug testing will be used in follow-up. The Sanctuary Contract remains effective during the student's entire school enrollment. If a Sanctuary Contract is breached, the student will be administratively withdrawn from school.

Responsibilities

Parents, school and individuals

- All students have made a commitment to abide by school rules and are personally accountable for keeping the rules, including those concerning drug abuse.
- When admission is offered, all parents and students will sign appropriate documents indicating their understanding and acceptance of the Woodstock Substance Abuse Policy. The policy clearly states that students unable to maintain school standards put themselves at risk of suspension or expulsion.
- Parents will commit to actively support the school's substance abuse policy.

- The school will offer a Health Education program that includes substance abuse at Grades 7, 9, & 11.
- The assembly program will include planned inputs to students regarding the dangers and consequences of substance abuse and the kinds of positive behaviour expected by the school.
- The Director of Student Services will meet with the respective Residence Supervisors, Health Centre Manager and Personal Counsellor once a month specifically to identify and/or monitor students at risk of drug abuse.
- All drug-related incidents will be reported to the Director of Student Services as soon as possible, no later than 24 hours, and written documentation will be maintained in the student file.
- A Personal Counsellor is available to all students as a resource.
- All staff will take responsibility for enforcing this policy and will act as positive role models.
- Training will be provided to keep staff informed of issues arising from substance abuse.
- Student leaders will be expected to give positive peer leadership. Failure to do so will result in loss of student leadership position/s.

Students

- Woodstock School seeks to encourage students to demonstrate positive choices through involvement in student-led activities. Involvement in groups or clubs gives students the opportunity to develop leadership skills, build relationships with peers and maintain a healthy focus. In this way students become positive role models and are less vulnerable to substance abuse.
- Students who know that others are abusing drugs are expected to take whatever action is possible to stop this behaviour. This can include confidential expressions of concern to the Student Personal Counsellor, who will then be able to approach the student directly and in confidence. A student's first responsibility is to leave a situation in which others are abusing drugs.
- Any student found to be present when another student or students are using drugs proscribed by this policy will be liable to disciplinary procedures. Any student who helps protect or cover up for another student who is under the influence of any proscribed drug will subject themselves to disciplinary consequences as they have clearly chosen to violate school guidelines and possibly play a part in another student being at risk of serious harm. Disciplinary action for students involved indirectly in drug abuse in this way will be determined according to the disciplinary process outlined beginning on page 20.
- Any student who provides substances to another student will be charged with a Level Three offence.

Proscribed Substances

This policy bans the use of any drug or medication taken with intent to achieve effects other than as recommended by a physician or nurse, or in doses in excess of those recommended on the label of over-the-counter (OTC) medications. Substances proscribed by this policy include the following categories:

- Alcohol and Tobacco
- Medical drugs
- Prescription Drugs: Including narcotics, depressants, stimulants and anti-depressants.
- Over-the-counter Pharmaceuticals: Including, but not limited to, cough syrup (i.e., Corex), sleeping pills, and painkillers..
- Prohibited drugs
- Cannabis: all forms including marijuana, hashish, etc.
- Hallucinogens, Other Depressants and Designer drugs including, but not limited to, LSD, Ecstasy, GHB, and Ketamine.
- Opium, Heroin, Cocaine and derivatives.
- Inhalants, including Solvents and other chemical substances used for "sniffing".

Any student found in possession of substances falling in the categories above, possessing paraphernalia for use of any drugs under these categories, or showing signs of having recently abused any drugs in the above categories will be subject to disciplinary investigation according to school procedure.

Appendix 7: Anti-Bullying Policy

1. Policy Statement

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

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

2. Definition

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

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

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

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

Examples of Direct Bullying

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

Examples of Indirect Bullying

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

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

3. Procedures For Reporting Incidents And Investigating Reports

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

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

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

The Counseling Team will follow up initial reports. If the Counseling Team believes that bullying has taken place, they inform the appropriate Head of Senior School. The Head of Senior School must investigate the incident and apply appropriate discipline. A member of the Counseling Team will be present at all DAC's that involve bullying.

As soon as possible, the Head of Senior School will notify the parents of students targeted by bullying and the parents of the aggressors.

4. Protection Of Witnesses And Of People Targeted By Bullying

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

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

5. Disciplinary Action

All disciplinary actions taken for bullying incidents will be in accordance to the Levels of Offense and Consequences as outlined in the Student Handbook. Depending on the severity, immediate action may be taken by the Head of Senior School.

Level Two Offence

By definition, bullying is a repeated behavior. Therefore, any bullying incident as defined in this policy will automatically be counted as at least a level two offense. Any or all of the sanctions associated with level two offenses may apply.

Level Two Consequences

- Straight gating
- Loss of general or major privileges
- Removal from school teams or representative positions
- Dismissal from student leadership positions
- Residence/school service
- Conduct Probation

Level Three Offence

- Any repeated level two bullying offense, an actual physical or sexual assault, or a serious threat of physical or sexual assault, is a level three offense. Any or all sanctions associated with level three offenses may apply.

Level Three Consequences

- Loss of major privileges, including Graduation, issue of Diploma etc.
- Recording in school records and references
- Suspension / Dismissal / Expulsion
- Counseling support will be recommended for all individuals involved.

Appendix 8: Technology Resources and Responsible Use Policy

Technology Resources

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

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

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

Personal Internet Access Devices

Students in Grades 7 through 12 are permitted to own and use internet data cards or internet-enabled mobile phones/devices (referred to as Personal Internet Access Devices) in the residences subject to the provisions outlined in this policy document. It should be noted that the school does not require or recommend the use of such devices. However, in light of the current realities, this policy seeks to establish the school's response to technology.

Students' use of Personal Internet Devices is governed by the following policies:

1. Students in possession of a Personal Internet Access Device must have a parent/guardian's signed "Technology Resources Responsible Use Agreement"
2. Woodstock School will not assist students in any way to procure such devices on behalf of parents/guardians.
3. Students will not use a Personal Internet Access Device outside of the computer-use timings specific by the residence staff.
4. Students will use Personal Internet Access Devices in a responsible, efficient, ethical and legal manner.
5. The use of the Internet and any information procured from the Internet is solely at the risk of the student and the school is not responsible for any damages that might be charged against the student user.
6. Students will not lend my Personal Internet Access Device to anyone.
7. Students will not connect their Personal Internet Access Device to any school computer.
8. The school will not be responsible for any loss, misuse, or damage related to any Personal Internet Access Device.

Appendix 9: Technology Resources Responsible Use Agreement

STUDENT'S NAME (Print): _____ Grade _____

STUDENT STATEMENT OF AGREEMENT:

I understand that if I do not use Woodstock's technology resources and my personal internet access devices responsibly there will be consequences. Minor offences will result in removal of privileges and major offences may result in suspension or expulsion from Woodstock. I also understand that my parents will be informed if I do not use school technology resources or personal internet access devices responsibly. I have read and understand the contents of the Policy on Technology Resources and Personal Internet Access Devices and their Responsible Use, and agree to abide by it

Student Signature _____ Date _____

PARENT STATEMENT OF AGREEMENT:

I, _____ (parent/guardian) of
_____ (student name) have read and understood Woodstock's policy on technology resources and personal internet access devices and their use by students. I fully understand that the while the Internet can provide students with valuable learning experiences, it can also expose them to content that is illegal, dangerous, offensive, or inappropriate. I hereby give my permission for him/her to own and use the schools' technology resources and understand that a violation of this policy will be subject to appropriate action by the school.

Parent/ Guardian Signature _____ Date _____

Appendix 10: Student's Acceptance of Agreement

This form is to be submitted to your Advisor after the session on the handbook has been held. You will be expected to have read the handbook prior to the handbook session which will take place in the first week of classes.

I _____ (Last name, first name)

have read the 2010-2011 Woodstock Student Handbook and understand the material contained therein

Further, I agree to abide by the rules, policies and guidelines contained therein and live up to the expectations of the Woodstock Honour Code and Expectations of Behaviour.

(signature)

(date)

Detailed Contents

Contacting the School	inside front cover
Table of Contents	2
Introduction	3
Mission Statement	3
Desired Student Outcomes	3
Academic Life	4
Academic Resources	4
Vera Marley Library	4
Residence Library Collections	4
Activity Week	4
Assembly, Homeroom, and Advisor Groups	4
Attendance/Tardiness/Skipping Class	4
Daily Schedule	5
External Exams (specific exam dates are on the School Calendar)	5
Grading System	5
Graduation	5
Graduation Requirements	5
Compulsory Courses	5
Elective Credits (4 credits)	6
Honour Code	6
Honour Roll	6
Merits	6
National Honor Society	7
Probation for Academic Reasons	7
School Supplies	7
Senior School Office (SSO)	7
Study Hall	7
Tea	7
Residence Life	8
Announcements	8
Bazaar	8
Laundry	8
Merits and Demerits in Residences	8
Out of Boarding (OB)	9
Invitations	9
Special Rules for Going Out of Boarding	9
Courtesy While Out of Boarding	9
Invitations to Another Residence	9

Personal possessions & valuables.....	9
Residence Report Cards.....	9
Residence Schedule	10
School Days	10
Weekends	10
Senior Privileges	10
Telephone Calls.....	10
Television & Movie/Video Guidelines	10
Arts, Activities, Athletics and Outdoor Education	11
Athletics	11
Inter-House Competition:.....	11
Inter-School Sports	11
Clubs.....	11
Model United Nations (MUN)	11
Student Publications	12
Community Service	12
Drama	12
Stage Crew	12
Audio-Visual Crew	12
Music	12
Student Internships.....	12
Weekend Activities	12
Organised Activities	12
Sports and Games at the Residence Level	12
Hiking and Camping.....	12
Information Technology	14
Purpose of the School's ICT Network and Services.....	14
Student Access and Use	14
Personal Computers	15
School Computers.....	15
Health & Safety	15
Annual Physical Examinations.....	15
Dental, Orthodontic, & Optical Needs	15
Emergencies	15
Health Centre	16
Immunisations.....	16
Personal Safety	16
Recommended Seasonal Clothing	16
Religious Life	16

Christian.....	16
Other Religious Backgrounds	17
Student Leadership	17
Student Council (STUCO)	17
Class Governors and Representatives.....	18
Dorm Councils.....	18
Honour Council	18
House Captains	18
National Honor Society	18
Expectations of Behaviour.....	18
Alcohol, Tobacco & Drugs.....	18
Animals	19
Boundaries & Timings	19
During school hours	19
After School hours until supper check-in time at the residences	19
After dinner	19
Lovers' Lane	19
Cozy Corner	19
Char Dukhan.....	19
Bullying & Harassment	19
Buying & Selling	20
Chewing Gum.....	20
Cleanliness	20
Displays of Affection.....	20
Dress Code	20
Dress Guidelines	20
Overall Appearance.....	20
Electronic Devices.....	21
Fireworks	21
Interaction with Employees.....	21
Language	21
Lockers	21
Lunch Etiquette.....	21
Music	21
Official School Functions.....	21
Pornography.....	21
Respect for others	22
Transportation	22
Weapons	22

Discipline	22
Right of Search	22
Summary Suspension	22
Offence Levels and Sanctions	23
LEVEL ONE:	23
LEVEL TWO:	24
LEVEL THREE:	24
Notes	25
Definitions	25
Disciplinary Procedure	26
Information-gathering Process	26
Formal Disciplinary Process	26
Support Services	27
Counselling	27
Academic Advisors	27
Chaplain	27
Residence Staff	27
Liaison & Travel Offices	28
Coming Up & Going Down Travel	28
Documentation & Registration	28
Fines for Early Departures / Late Arrivals	28
Finance and Postal Services	28
Accounts Office	28
Cashier's Window	28
Extra Money	28
Foreign Currency	28
Outside Accounts	28
Pocket Money	29
Postal Services	29
Parents and Visitors	29
Student Records	29
Student Information	29
Right of access	30
Right to contest	30
Parent-teacher conferences	30
Visitors	30
Appendices	31
Appendix 1: School Creed	31
Appendix 2: School Songs	31

Appendix 3: Student Council Constitution	32
Article 1: The Student Council	32
Article 2: Amendments	36
Appendix 4: Honour Council Constitution.....	37
Article 1: Formation	37
Article 2: Education	37
Article 3: Honour Code Violations	38
Article 4 : Reporting of Cases.....	38
Article 5: Running of Hearings	38
Article 6: Consequences	38
Article 7: Keeping Written Records.....	39
Article 8: Amending the Constitution.....	39
Appendix 5: Absence Policy	39
Appendix 6: Student Substance Abuse Policy	40
Objectives	40
Policy	40
Sanctuary	40
Responsibilities	40
Proscribed Substances	41
Appendix 7: Anti-Bullying Policy.....	42
1. Policy Statement	42
2. Definition.....	42
3. Procedures For Reporting Incidents And Investigating Reports	43
4. Protection Of Witnesses And Of People Targeted By Bullying.....	43
5. Disciplinary Action	43
Appendix 8: Technology Resources and Responsible Use Policy.....	44
Technology Resources	44
Personal Internet Access Devices	45
Appendix 9: Technology Resources Responsible Use Agreement.....	46
Appendix 10: Student’s Acceptance of Agreement	46
Detailed Contents	47
Getting to Know the Administration.....	inside back cover

Getting to Know the Administration

Board of Directors: President Mr. Thomas Chandy

The Board includes representatives of the parents, the administration, the staff, alumni, students, and other interested parties. This group makes major decisions about the long-range direction of the School, and draws up certain short-range policies. They do their business mainly through the meeting of various standing committees, usually in the fall and spring.

Principal: Dr. David Laurensen, principal@woodstock.ac.in, ext. 110

Besides being the final authority on everything that occurs in the School, the Principal has special responsibilities for planning, staff supervision, fund-raising, staff recruitment, and relations with the government of India, donors, and alumni.

Finance Director: Ben Lall, finance@woodstock.ac.in, ext. 111

Development Director: Abhrajit Bhattacharjee, alumni@woodstock.ac.in, ext. 302

Student Services Director: Jeffrey Doerfler, studentservices@woodstock.ac.in

Chaplain: Rev. Howard Wilkins, chaplain@woodstock.ac.in, ext. 503

Head of Admissions: Kirsten Bradby, admissions@woodstock.ac.in, ext. 104

Head of Senior School: Andrew Plonka, SShead@woodstock.ac.in, 500

Head of Junior School: Sanjaya Mark, JShead@woodstock.ac.in, ext. 120

The Senior School and Junior School Heads of Schools work with the Principal and are responsible for the day-to-day running of their respective sections of the School.