



WOODLAND

COUNTRY DAY SCHOOL

1216 Roadstown Road, Bridgeton, NJ 08302

453-8499 / Fax 453-1648

www.wcdsnj.org

Cosmo F. Terrigno, *Head of School*

2018-2019

PARENT/STUDENT HANDBOOK

**WOODLAND COUNTRY DAY SCHOOL
1216 Roadstown Road
Bridgeton, New Jersey 08302**

August 2018

Dear Parents & Students:

The purpose of this handbook is to answer questions you might have concerning Woodland Country Day School. We have tried to make it as comprehensive as possible. Please do not hesitate to call the school if you have questions that are not addressed in this handbook. We believe that a child will experience strong success when the home and school work together. Clear communication is the key. We look forward to this partnership and sharing an exciting and rewarding year. We are thrilled to have you as part of our Woodland family as we eagerly enter our 59th year of educational excellence.

Sincerely,

Cosmo F. Terrigno, Ed.S.
Headmaster

Telephone Service

The listed number of the school is 856-453-8499. Our fax number is 856-453-1648.

ADMINISTRATION

Cosmo F. Terrigno, Ed.S.	Terrignoc@wcdsnj.org	Headmaster
Wendy Cronrath	Cronrathw@wcdsnj.org	Administrative Assistant
Amy H. Hood ('82)	Hooda@wcdsnj.org	CFO
Kelly Kenna	Kennak@wcdsnj.org	Director of Admissions
Summer Issertell	Issertells@wcdsnj.org	Preschool Director
James W. Fuerst	Fuerstjw@wcdsnj.org	Lower School Head
Dawn DeLuca	Delucad@wcdsnj.org	Upper School Head
Diane Reese	Reesed@wcdsnj.org	Director of Athletics
		Director of Development

GENERAL INFORMATION

PHILOSOPHY

Woodland Country Day School is a family of students, faculty and parents working together to create the best possible environment for the intellectual, social, physical and moral growth of its students.

The academic expectations that we have established are challenging but realistic. At all levels, students are grounded in a solid foundation of basic skills. The development of strong study skills, which prepares students for a secondary education, is emphasized. Small classes encourage a close relationship between the students and faculty, and foster an environment of nurture and support.

Woodland offers a multi-faceted program, which helps young people reach their fullest potential. The academic and co-curricular programs help students to develop self-esteem, confidence, responsibility and leadership.

Enrollment is limited in numbers but diverse in character. The school welcomes students from all ethnic, cultural and religious backgrounds, reflecting a cross-section of the South Jersey communities, which the school serves.

Parental involvement is considered an essential element in the education process and is highly valued and encouraged by the school. The resulting sense of community and cooperation among parents, students and faculty provides strong support for the students as they encounter new ideas, skills and challenges.

MISSION STATEMENT

Woodland Country Day School is dedicated to educational excellence for its students in an environment that builds self-esteem, confidence and respect for others. Academics, Athletics and Aesthetics are watchwords for our program.

BOARD OF TRUSTEES

Woodland Country Day School is an independent, non-profit, educational institution serving pre-k-three through eighth grade. It is governed by a self-perpetuating Board of Trustees with each member serving a three-year term. This Board, through various committees, concerns itself with the school finances, capital needs, educational policy and long range planning. The Board employs the Head of the School and the staff to administer the school.

Mr. Gray Achee, Treasurer and Immediate Past President

Mrs. Anna Davis

Mrs. Kim Fralinger

Mr. Jeffrey Lowe

Mrs. Abby Perlstein-O'Brien, Vice-President

Mr. Ryan Overdevest
Mr. David Rain
Mrs. Cynthia Richardson, Secretary
Mr. Matthew Ritter, President
Mrs. Carolyn King-Sammons
Mrs. LouAnn Seabrook
Mrs. Amy Sheldon
Mrs. Valerie Sheppard
Mr. Mark Smoll
Dr. Michael Villani

FACULTY

The most important component of a school is the faculty. It is the heart of the school.

Woodland Country Day School's faculty endeavors not only to impart skills and concepts related to their subject matter, but also to see beyond a child's immediate cognitive needs to facilitate emotional and social development. A sign of a good independent school and Woodland Country Day School, in particular, is the individual attention children receive within a group setting. The teacher and parents must work in harmony if the interests and needs of the child are to be fulfilled.

Our teachers are happy to meet with parents to discuss a child's progress; however, this should be arranged by appointment only. The faculty has a busy, demanding day, and it is unfair and unprofessional to initiate a spontaneous conference without giving them time to prepare themselves. Furthermore, it is inappropriate to call a teacher at home. All faculty now have email through Woodland's website in order to facilitate communications – www.wcdsnj.org

PARENTS' ASSOCIATION

The Parents' Association provides vital support to the school. They organize fundraising projects and volunteer for various school functions and events. Projects, such as the Halloween Spooktacular, are all opportunities for parents to become involved in the school.

Room representatives, selected during the summer, are important for communication between home and school. During the school year, they are asked by the classroom teachers to help with class trips and special projects.

ANNUAL FUND

Independent schools such as Woodland Country Day School rely on income from many different sources. Tuition covers the bulk of the cost of your child's education at Woodland. However, relying solely on tuition for the many, many extras that children enjoy in independent education would make tuition out of reach for many families. Thus Woodland, as in many other similar institutions, must rely on the Development Committee of the Board

of Trustees to create opportunities to raise additional income to support these extra programs. The Annual Fund is an ongoing fundraising program that supplements the operating budget and provides for the many extras that give independent education a margin of excellence over many other schools. Library acquisitions, faculty development and additional instructional equipment benefit from a successful Annual Fund Drive. Although our Annual Giving goal is substantial, your participation is our first need. Any gift, from \$1.00 – up, is significant as it helps us to meet our goal of 100% participation of current families. The Annual Fund “kicks off” in late fall and concludes on the last day of June.

PRE-SCHOOL & KINDERGARTEN

One of the special features of the preschool (which is composed of grades PK2, PK3, PK4 and Kindergarten) is that it is part of the larger Woodland Country Day School community. This unique attribute gives a distinct positive flavor to the preschool. Listed below is information that we hope will help you become familiar with the preschool program.

BIRTHDAYS

During the year, we celebrate each child’s birthday. Please see the lead teacher ahead of time to make arrangements. Toward the end of the year, summer birthdays are celebrated. In order to avoid “hurt feelings,” invitations for a party at home must be sent to ALL children if they are to be distributed at school. When sending in treats and favors for your child’s special day, please limit your count to one per child and teacher. Please remember to ask your child’s teacher if there are any children who have food allergies prior to sending in any treats.

SUMMER BIRTHDAYS

If you wish to celebrate your child’s summer birthday at school during the school year, please speak with the classroom teacher to schedule a mutually-agreed-upon time.

DRESS

Please dress your child in play clothes and sturdy shoes with rubber soles – sneakers are great. Sandals are not permitted, as these shoes are dangerous. Shorts are fine for warm weather. Dresses are sweet, but on gym days, we like slacks, sweat pants and sneakers. **If your child wears belts or bib overalls, please make sure your child is able to take them off by himself/herself for his/her bathroom needs.** Students in Kindergarten are required to adhere to the Woodland uniform guidelines found in this publication.

FIELD TRIPS

Field trips enrich our studies and are an important part of our curriculum. Permission slips must be signed and returned before the child is permitted to go on the trip. If possible, we like room parents to accompany us on our field trips. We ask that younger siblings not accompany us, as insurance is not provided and it is your child’s special day with his or her class. We will transport children by bus for a nominal fee.

HOLIDAYS AND SPECIAL EVENTS

Holidays are celebrated or recognized throughout the year. Details for each holiday or special event will be sent home ahead of time. Due to the schedule, individual classroom celebrations may not always coincide with the rest of the school. When sending in treats and favors (no candy) for your child's special day, please limit your count to one item per child and teacher. Please remember to adhere to food allergy guidelines.

HOURS

As with the entire Woodland community, PK2, PK3 and PK4 and Kindergarten begin their day at 8:30 AM. Dismissal is at 3:00. We ask that parents be prompt in dropping off and picking up their children.

Teachers are not required to be in rooms until 8:10. **Please do not drop your child off before that time, as the doors in the preschool building do not open until 8:15.** If you need to arrive early, take your child to early morning drop off located in the preschool building.

If you arrive late or pick up your child other than the stated time, you must first stop in the main office to sign your child in or out.

NEW PARENT ORIENTATION

The New Student and Parent Orientation is held before the opening of school. Your child will visit the classroom and meet his or her teacher and be assigned his or her cubby/locker. This is an excellent time for parents to bring in smocks, extra clothing and whatever else has been requested by your child's teacher.

NEWSLETTER AND NOTICES

At the beginning of each month, a preschool newsletter will be sent home listing events and activities. Please use it as your guide to keep up with what your child is doing in the classroom. If there is anything you wish to contribute toward the planned activities – your time, ideas, etc. - please let the lead teacher know.

PARENT PARTICIPATION

We strongly believe communication and the fostering of a partnership between home and school is essential for the growth of the child. Please feel free to be a part of your child's class. We need volunteers for field trips, parties, etc. If you wish to observe in the morning, please make arrangements with the lead teacher. You must sign in the main office and receive a visitors pass on the day or days you choose to "help." However, we must warn you that you will probably be put to work! - reading, story time, "easel patrol," singing or playing a game.

PARENT/SCHOOL COMMUNICATION

If your child experiences any upset or anxiety, please let us know. Likewise – we like to rejoice with our children – i.e., new sibling, new home, etc. Keep us posted. Communication is the key to a successful educational experience!

REPORTS AND CONFERENCES

Conferences are scheduled for November and February. However, you may schedule an appointment with the lead teacher at any time. Please refrain from “catching” the teacher outside the classroom during school hours. If you have a question or concern, please call the school and leave a message and the teacher will get back to you within 24 business hours.

Starting in the 2018-2019 school year, students in grades 5-8 will participate in Parent/Teacher conferences. Details for specific procedures will be sent out with conference schedules.

Prekindergarten reports are issued twice a year in (January and June). Kindergarten report cards are issued four times a year, each quarter. There are no reports issued for PK2 students, however, weekly letters summarizing the fun and learning are sent home on Thursdays to all PK2 families.

ROOM PARENTS

Each class will have at least two room parents who will be in contact with you throughout the year about special events, parties, trips, etc.

SCHOOL SUPPLIES

All children should have their own book bag, which should be at least 12x18 and labeled with his or her name. Each child should have in it a clearly marked plastic bag containing a change of clothes, including underwear and socks. Children will need a lunchbox and a blanket, sleeping bag or beach towel. PK2 needs 2 changes of clothes, diapers, wipes and a sippy cup, while students in PK3 and PK4 will take one change of clothes. **All items need to be clearly marked with the child’s name.**

SHOW AND TELL

We like to use this time as an educational time. If possible, please send in show and tells that tie in with the topic of the week. Nature treasures are especially wonderful. Show and tells should be a size that easily fits in your child’s book bag.

We discourage children from bringing in toys on a daily basis. If there is a “security” item that the child is attached to, please speak to the teacher. Toys of violence, such as guns, swords, etc., are unacceptable at all times.

SNACK AND LUNCH

The school provides a mid-morning snack for PK2, PK3 and PK4. On the information card, please notify the school of any allergies your child might have.

Both classes encourage good health, nutrition and good manners. Please do not send in candy, soda or anything packaged in glass in your child's lunch or for parties. Lunch is available for purchase. Menus are sent home on a monthly basis. Please direct questions concerning lunch purchases to Mrs. Fazenbaker.

TRANSPORTATION

FOR SAFETY AND SECURITY REASONS, PARENTS NEED TO NOTIFY THE SCHOOL OFFICE OF ANY TRANSPORTATION CHANGES BY SENDING IN A WRITTEN NOTE.

CARPOOL – DROP OFF IN THE MORNING

An adult must walk children who are brought to school by car to the classroom. If your child is to be picked up by another adult, please notify the lead teacher in advance. Parents dropping their children off before 8:30 may park in the visitor's parking lot, which is located near the road or "the loop" near the main building. Please do not park on the driveway near the visitor's parking area because this creates a safety hazard for our children. Drop offs after 8:30 may park on the inner circle. If you are using the gravel driveway, please park off to the side so others may pass. The gravel driveway may **only** be used to drop off in the AM.

Parents dropping off their child at 8:30 should say their goodbyes promptly and leave the classroom. If parents wish to visit, they should do so outside the building. The teacher(s) have activities planned at that time and it is not a time for visiting in the room. *Please note that school begins at 8:30 AM, and after a reasonable grace period, the door will be locked and a pass from the office must be procured before entry.

CARPOOL – PICK UP IN THE AFTERNOON

During pick up, please wait in line behind the other cars that are waiting for pickup. **No one is to use the side access road for afternoon pickup for safety reasons. DO NOT allow your child to walk down to meet you. Have him or her wait at the pick up point until you drive through.**

General Safety Guidelines:

In order to prevent possible accidents, **DO NOT** double park or pass any other vehicle. Under no circumstances should you back up or leave through the entrance. To prevent safety blind spots or traffic jams, please park only in the areas designated as Visitor or Parent Parking. If you park in the Visitor's Area, you may walk down the walkway and accompany your child to or from your vehicle, but they are **NOT** to leave your vehicle or the pick up point without an adult.

BUS

Occasionally, our preschool children travel by bus. Arrangements for the bus can be made through the business office. Your child will be assigned a “bus buddy” by the bus driver. The “bus buddy,” often a sibling or eighth grader, will accompany your child directly to the classroom.

RELEASE OF CHILDREN

A child may be released only to his or her parents(s) or person(s) authorized by the parent(s) to take the child from school. Persons (other than the child’s parents) who are authorized to take the child from school and/or to assume responsibility for the child in an emergency must be listed on the Child Release Authorization Form. Anyone other than the child’s parents, even if listed as an authorized individual, must present valid identification to the child’s Head Teacher and/or the school Administration before a child will be released.

Non-Custodial Parent

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the custodial parent must present official documentation stating that to the school’s Director. Woodland Country Day School will maintain a copy on file and will comply with the terms of the court order, although the school cannot do so without said documentation on file.

Prohibited Release to Impaired Individuals

Woodland Country Day School will not release a child to any individual who appears to be physically and/or emotionally impaired if, in the judgment of the Headmaster and/or other staff member, doing so would place the child at risk of harm. In such an event, Woodland shall attempt to contact the child’s other parent or an alternate person(s) authorized by the parent(s) to pick up the child. If Woodland is unable to make alternate arrangements, the Headmaster or Division Chair shall notify the police and call the Department of Children and Families to seek assistance in caring for the child.

School Grounds

The school grounds, playground and adjacent properties are open **ONLY** during the school’s operating hours. The school playground is restricted to school use exclusively during Woodland Country Day School’s operating hours. Once a child has been dismissed from their program, continued use of the playground and play area – even with parental supervision – is prohibited.

Thank you for reading this and abiding by the above regulations, as All are for the safety of our children.

LOWER/UPPER SCHOOL GENERAL INFORMATION

ABSENCES

Parents are asked to notify the school if their child is absent by calling the main office, between 8:15 and 9:00 AM on the day of the absence.

If a student is absent for three consecutive days due to an illness, a note informing the school must be sent in from the parent or doctor. If the student has contracted a contagious illness, i.e., strep throat, pink eye, chicken pox, etc., a doctor's note allowing the child to return to classes must be sent in. **If a child comes into school with a known illness or fever, the parents will be notified and asked to pick him/her up.**

Special requests for non-medical absences must be approved by the Headmaster. Vacations at Woodland are generous and parents are asked not to abuse the vacation schedule by pulling children out before vacations or returning after school resumes. Please make every effort to schedule a doctor's appointment before or after school or during vacations.

If in the event a student is chronically absent from school and the accumulative total exceeds **10** days, it will be required for the parent to obtain a physician's medical excuse for the extended absences or written authorization from the Headmaster. The child's progress will be reviewed carefully to make sure he/she has successfully completed the course of study. Retention is possible for students who are chronically absent, and likely for 20 or more days of absences. These absences are both excused and unexcused. **Decisions concerning retention are at the sole discretion of the Headmaster.**

A student must have a note from home to be dismissed early from school. Students must be picked up and signed out in the main office. We believe that a student who arrives late or leaves early due to an illness should not participate in any athletic or social activity that day, including concerts and dances.

HOMEWORK DURING AN ILLNESS

Students are expected to make up all assignments missed during an absence within a reasonable amount of time, usually one day for each day absent. Students should check with individual teachers concerning the missed assignments. Parents can make arrangements for assignments and books during an illness by calling the school office by 11:00 on the morning of the student's absence. For long-term absences, special arrangements should be made with the student's advisor or classroom teacher in the lower school **Parents are also encouraged to see that students are using their planners and gradelink.**

ADVISOR SYSTEM

At Woodland, all teachers are advisors to the students. However, in the upper school, students are assigned one teacher with whom he or she can discuss concerns. The advisor also oversees the student's personal and academic progress. The students meet with their advisor each week during one period that is set aside specifically for this purpose.

Flex periods are part of the advisor system and afford students the opportunity to meet with specific teachers to address areas of concern.

Parents can help the advisor/advisee relationship by encouraging their children to seek out their advisor when a need arises. Parents should not hesitate to contact the advisor if they have a concern or question. Remember that communication is the key to success. Parents are able to contact the school via phone, note or email.

ATHLETICS

Sports, including interscholastic competition, become part of a student's athletic program in the upper school. Students in grades four through eight can participate in either the interscholastic or intramural sports program. All students participate in intramurals as part of the Blue and White teams' competition, which culminates on Field Day.

BOOK, ACTIVITY AND TECHNOLOGY FEES

In addition to the tuition, the school charges an activity and technology fee for students. These fees cover assemblies, special events, all school parties, most field trips, admissions fees, transportation to local museums and places of interest, and consumable workbooks. The technology fees help to offset the maintenance of our hardware. The book and activity fee does not cover overnight trips in the upper school, yearbook purchases or student fundraisers which are voluntary.

Graduation Fee - There has been a graduation fee for almost fifty years to help defray all of the costs related to commencement. The fee will be billed in the spring of the student's eighth grade year. As with all fees, this must be paid prior to graduation or the student cannot participate in the ceremony. On an average, the graduation fee is \$300.00.

Technology

Woodland Country Day School provides computing and network resources for students, employees, parents, and other affiliated with WCDS for educational use and school communication. In making decisions regarding student access to global information, Woodland Country Day School considers its own stated educational mission, goals, and objectives. Access to the Internet enables students to explore thousands of resources while exchanging ideas and results with people around the world.

The purpose of Woodland-provided Internet access is to facilitate support of education. To remain eligible as users, students' use must be in support of and consistent with the

educational objectives of Woodland Country Day School. Access is a privilege, not a right. Access entails responsibility.

As outlined in our Philosophy, Woodland Country Day School is a community, working together, to create the best possible environment for the intellectual, social, physical, and moral growth of its students. The community is best defined by values, such as respect, loyalty, perseverance, empathy, responsibility, and honesty. Therefore, the community will:

- use good citizenship and proper judgment when posting/sharing content on social media, text, email, and other electronic forms of communication;
- take proper care of all school-issued hardware and software;
- respond thoughtfully, and use appropriate language when working collaboratively online with others;
- use school provided technology solely for scholastic endeavors; honor other people's privacy;
- keep posts about friends and family kind and appropriate;
- use technology and represent myself, my family, and my school in conjunction with the school's mission and values;
- attempt to resolve hardware and software issues when presented with obstacles and be willing to help peers through technology hurdles;
- apply existing knowledge to generate new ideas, products, or processes;
- exercise patience, demonstrate a positive attitude and be willing to explore new or different technologies;
- be resourceful using a variety of tools available to accomplish tasks, gain knowledge, and foster understanding;
- post only content that is true, helpful, inspiring, necessary, and kind (T.H.I.N.K.);
- be careful about what personal information I share about myself, family, friends, and faculty;
- be mindful of how my words are interpreted by others;
- bring to an adult's attention when someone else posts inappropriate or unkind content about others;
- ensure my devices, accounts, and content are password protected;
- acknowledge that anything I do online or electronically is not private and can be monitored on the school's network or on a school-issued device;
- ensure technology is available for individual and community use by charging and securing devices;
- advise Tech Support of any known issues with technology that I am not able to resolve on my own;
- represent myself and others truthfully and with honor in my online interactions;
- be sure to cite the origin of all content and media taken from other sources;
- take ownership of my actions and inform an adult about damage to tech equipment or other situations.

At no time will students be able to use technology failure as an excuse for late or missing homework or projects.

For any student to participate in any technology-related activity, both the guardian and the student must review the Technology section in the Parent/Student Handbook, the entire Responsible Use Policy and agree to its terms. There is a signature form at the end of the RUP that must be signed by both the student and parent/guardian. If the form is not

returned, the student will not be able to access computers, possibly affecting grades. If the parent/guardian does not wish any student to have any access to the school computers, please specify on the form on the RUP and alternate plans not requiring computer access will be considered. Woodland promotes a safe, happy learning environment.

CODE OF CONDUCT

The Code of Conduct is intended to support learning, to give all students a chance to do their best and to provide for the safety of all. We aspire to build a community where all behavior is guided by honesty, kindness and respect. If you are respectful of others and their property, serious about learning and safety conscious, you will rarely break the rules.

BASIC EXPECTATIONS

1. **Respect for Others:** We expect you to show respect, tolerance and care for other people.
2. **Honesty:** We expect you to be truthful. All work turned in by you must be your own, except when help is specifically allowed by the teacher. We expect you never to assist another person to be dishonest. Plagiarism will not be tolerated.
3. **Obedience:** We expect you politely to obey all reasonable requests and instructions given by adults working at the school.
4. **Respect for Property:** Everything at school belongs to someone. We expect you to respect all property and never damage it, vandalize it or “borrow” it without permission of the owner.
5. **Safety:** The safety of all students is of utmost importance. We expect you never to engage in behavior that endangers you or any other person. You are never to stray from supervised areas. Fighting is, of course, prohibited, as is the use or possession of alcohol, tobacco, illegal substances or weapons of any kind.

The above expectations are so fundamentally important that the consequences for failing to meet them could be severe, even involving suspension or expulsion.

Plagiarism is cheating

"Plagiarism is presenting in written work, in public speaking and in oral reports the ideas or exact words of someone else without proper documentation. Whether an act of plagiarism is deliberate or accidental (ignorance of the proper rules for handling material is no excuse), plagiarism is, indeed, a serious offense. As such, a plagiarized paper, project, report or event will be graded accordingly as designated by grade level below. This policy applies to all disciplines.

Grade Five

First Offense*: A chance to rewrite the project/paper/report for a better grade. The grade for the resubmitted work is the grade of record. If no rewrite is completed, the grade of “F” (50) will stand.

Second Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (50) will stand. The student will also receive 10 demerits.

Grade Six

First Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (50) will stand. The student will also receive 10 demerits.

Second Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (50) will stand. The student will also receive 20 demerits.

Grade Seven

First Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (50) will stand. The student will also receive 20 demerits.

Second Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (0) will stand. The student will receive a detention.

Grade Eight

First Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (50) will stand. The student will receive a detention.

Second Offense*: “F” on the first submission with a chance to rewrite the paper for a better grade. The two grades will then be averaged together. If no rewrite is completed, the grade of “F” (0) will stand. The student and his/her advisor will go before the discipline committee to determine further penalty.

*as defined per academic discipline, **NOT** cumulative across disciplines.

UPPER SCHOOL – ONLY

UPPER SCHOOL HONOR CODE

The Woodland community places honesty as its highest value and believes that a community of trust must be maintained through the efforts of students, faculty, administrators and parents.

All work that is to be done for a subject should be the work of only that student, unless the assignment is a group project or one on which collaboration (working with peers, family

members and other outside help) has been specifically required, suggested or permitted by the teacher. This includes all exams, tests, quizzes, class work and homework. Students are not to communicate unannounced quizzes or tests or the contents of quizzes or tests to students in other sections. Copying another student's homework is always an honor code violation.

In addition to academic matters, the honor code also applies to respect for personal property, as well as honest verbal and written communications.

Students should act on any violation of the honor code that comes to their attention. Some suggestions of how to do so are noted below. Any violation of the honor code is a serious offense and the school will respond accordingly.

We all recognize that being in this situation is very uncomfortable. The problem is that taking no action simply increases the likelihood that the violator will break the honor code again.

Students need to do something, both to help the individual and to maintain the strength and trust of the community.

Suggested responses for students who witness others violating the honor code include:

1. Confronting the individual as soon as you can, telling the student you saw what happened and asking the person to turn him/herself into the teacher most connected to the situation.
2. Reporting the student to a teacher yourself.
3. Letting your advisor know what has happened and seeking advice from her/him about the best thing to do in that particular situation.

The Discipline Committee is made up of several faculty members. The committee convenes when an incident has occurred that requires a consequence. The Discipline Committee determines the appropriate punishment with the approval of the Head of School. The committee is not a "court of appeals."

Some Specific Prohibitions: Chewing gum, wall ball, uniform violations, possession of cell phones, snowball throwing, tackle football.

Violations of our expectations may result in the following consequences:

Points are given for violation of any of the specific prohibitions listed above. Points are recorded by a member of the discipline committee. An accumulation of fifty points will result in a detention. Points are erased at the end of each semester, with the exception of points earned the last 2 weeks of the first semester.

A Merit is given by a teacher for behavior that is beneficial to the school community. When five merits are earned by a student, they are given the choice of a dress down certificate or erasing five demerits.

A Detention is assigned for offenses considered to be serious or for accumulation of 50 points. We are a community that values respect for others and scholarship. Such a community requires students to follow school rules and hand in work on time. If a student is not prompt with work or attendance or violates minor school rules, a detention is assigned. The goal of detentions is to eliminate any pattern of student misbehavior or doing work late. These cases will be decided by the Discipline Committee. Detention will be served after school from 3:00 to 4:30 **only on Tuesday afternoons** after the accumulation of 50 points. **There are no exceptions to this policy.** Students must be aware of their behavior and the rules that govern our school. The committee will decide the activity for the detention.

Suspension is reserved for the most serious offenses and is meant to be punitive. In general, suspension will be served out of school. Suspension may last from one to three school days and will be assigned by the Discipline Committee and the Head of School. If tests or quizzes are administered on days that coincide with the suspension, the student will not be permitted to take the tests/quizzes. Parents will be notified by telephone when suspension is assigned. **A child who is suspended will not be eligible for the National Junior Honor Society.**

DISCIPLINE

Woodland attempts to prevent disciplinary problems by creating a positive atmosphere, which encourages kindness, honesty and respect for others. We ask that students conduct themselves with integrity – to be honest with themselves and with others – to practice self-discipline – to respect the rights and property of others – to be considerate, courteous and fair in their dealings with others – to recognize and respect the individual differences whether they be social, racial or religious in origin. The methods for discipline shall be positive and consistent with the developmental needs of the children. Discipline will be applied with the full knowledge and understanding of this policy by the parents.

There will be no use of hitting, shaking or any other form of corporal punishment with the children. The staff members shall not inflict any form of child abuse and/or neglect. The staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment with the children. Discipline shall not be associated with the withholding of active play time unless the child's actions or behavior present a danger to themselves or others. The staff members shall not require a child to remain silent or inactive for an inappropriate period of time for the age of that child. Children shall not be isolated without proper supervision.

At the beginning of the year, teachers establish classroom expectations for behavior. All students are also made aware of the school rules and point system for demerits. Teachers handle most of the minor problems in the classroom. A demerit system is in place for students in grades four through eight. If a student accumulates fifty points, then a detention is earned. In rare instances, a student might accumulate three detentions for the school year. In those instances, the parents will meet with the Head of School and discuss the likelihood of a suspension. This decision is at the sole discretion of the Head of School. **A child who is suspended will not be eligible for the National Junior Honor Society.** Flagrant disregard for the rights of others and disrespect for school rules may lead to a child

being dismissed from Woodland. In matters of discipline, Lower School teachers confer with the Head of School and the Upper School head meets with students when needed.

**4th GRADE
DEMERIT SYSTEM FOR SCHOOL YEAR**

Code of Offenses

Late to class	5 pts
Off task	5 pts
Horseplay (snowballs, tackle, etc.)	5 pts
Not following safety procedures	5 pts
Gum chewing or eating in classroom	5 pts
Hanging on basement pipes or any athletic equipment	5 pts
Running in buildings	5 pts
Out of uniform or sloppy or dirty appearance	1 warning/then 5 pts per day
Unprepared for class	1 annual blanket warning per academic discipline/then 5 pts per infraction
Disrupting class	1 annual blanket warning/then 10 pts per infraction
Invasion of “personal space”	10-20 pts
Destroying school or other people’s property	20 pt minimum
Disrespect/Unkindness/ Insubordination	10-20 pts
Inappropriate language/gesture	15-20 pts
Inflicting bodily harm to another	20-30 pts
Extreme disrespect to adult	15-30 pts
Bullying	1 st offense-Discipline Committee*
Lying	1 st offense-Discipline Committee*
Cheating, stealing	1 st offense-Discipline Committee*
Fighting	1 st offense-Discipline Committee*
Forging Parent’s Signature	1 st offense-Discipline Committee*
Smoking, drinking, drugs, weapons	1 st offense-suspension and/or expulsion

ACCUMULATION OF 50 POINTS = DETENTION

*Parents of students in grade 4 will accompany student to meeting of the Discipline Committee.

There are no accommodations made for the time to serve detention. As a result, detention will be held only on the Tuesday afternoon immediately following the accumulation of 50 points. Students not serving detention in this matter will not be permitted to return to school until they have done so. The Division Chair will notify parents when a 4th grade student has reached 25 points.

5th - 8th GRADE
DEMERIT SYSTEM FOR SCHOOL YEAR

Code of Offenses

Late to class	5 pts
Failure to do weekly job	5 pts
Off task	5 pts
Horseplay (such as snowballs, tackle, etc.)	5 pts
Not following safety procedures	5 pts
Gum chewing or eating in classroom	5 pts
Hanging on basement pipes or any athletic equipment	5 pts
Running in buildings	5 pts
Out of uniform or sloppy or dirty appearance	1 warning/then 10 pts per day
Unprepared for class	1 annual blanket warning per academic discipline/then 5pts per infraction
Disrupting class	1 annual blanket warning/then 10 pts per infraction
Unsupervised area*	10 pt minimum
Invasion of "personal space"*	10-20 pts
Destroying school or other people's property*	20 pt minimum
Disrespect/Unkindness/Insubordination*	20 pt minimum
Inappropriate language/gesture*	15-20 pts
Inflicting bodily harm to another*	20-30 pts and/or detention
Extreme disrespect to adult*	1 st offense-Discipline Committee
Bullying*	1 st offense-Discipline Committee
Lying*	1 st offense-detention
Cheating, stealing*	1 st offense-Discipline Committee
Fighting-Physical Altercation*	1 st offense-suspension
Forging Parent's Signature*	1 st offense-suspension
Smoking, drinking, drugs, weapons*	Suspension and/or expulsion
Threatening another individual*	Suspension and/or expulsion
Technology Offenses*	Administrative Review-punishment as per our AUP

Demerit System for Technology

Not following safety procedures	5 pts
Misuse of Equipment	5-20 pts
Destroying school or other's property	20 pts
Sharing passwords	20 pts

Unauthorized access of web site	10-30 pts
Unauthorized sharing of information	10-30 pts
Use of technology contrary to school values	10-30 pts
Demonstrating a negative attitude when presented with new or different technologies	5 pts
Failure to take ownership of technology mishaps, hardware or software	10 pts
Failure to report other's misuse of technology	5 pts
Not citing origin of content when not originally authored or drawn by me (plagiarism)	10-50 pts

ACCUMULATION OF 50 POINTS = DETENTION

There are no accommodations made for the time to serve detention. As a result, detention will be held only on the Tuesday afternoon immediately following the accumulation of 50 points. Students not serving detention in this matter will not be permitted to return to school until they have done so.

Parents will be notified by their child's advisor when he/she has reached 25 points. The Discipline Committee reserves the right to adjust the prescribed punishment for repeat violators. *Mandatory meeting with Discipline Committee to determine points.

Advisors of students in grades 5-8 will accompany their advisees to Disciplinary Committee meetings.

Discipline Committee: Miss Cossaboon, Mr. Lindberg, Sr. Roman, Mr. Fuerst

HARASSMENT, INTIMIDATION OR BULLYING OF STUDENTS

All staff members are expected to assist and cooperate with the Woodland Country Day School administration in the reporting, investigation and prevention of harassment, intimidation or bullying ("HIB") of students. Any staff member who has witnessed or has reliable information that a student has been subject to HIB shall immediately report the incident to the Headmaster or his/her designee. The Headmaster may require the staff member to prepare a written complaint, in which case Woodland's HIB complaint form shall be utilized. A copy of this form is enclosed with this handbook. Additional copies are available in Woodland's main office.

Any staff member who fails to report an incident of HIB or who retaliates against any person, including any student, for reporting such an incident may be subject to discipline.

PERSONS WITH DISABILITIES

I. Rights of Persons with Disabilities – Overview

Woodland is committed to equal opportunity and does not discriminate against any individual on the basis of disability. It is Woodland's policy that no qualified person whose disability can be *reasonably accommodated* shall be:

- Excluded from participating in any educational opportunity provided by Woodland;
- Subjected to discrimination in employment, or denied any privileges or benefits by Woodland;
- Denied the benefit of any program, activity or service sponsored by Woodland; and
- Excluded from using Woodland's facilities.

This policy applies to all applicants, students and employees of Woodland, as well as their family members. As set forth below, all requests for disability accommodations should be immediately brought to the Headmaster's attention.

II. What is a Disability?

A disability can be any of the following:

- A physical infirmity, malformation or disfigurement;
- Any mental, psychological, physiological or neurological condition which prevents the normal exercise of any bodily or mental functions; and
- AIDS or HIV infection.

III. What is a Reasonable Accommodation for a Disability?

In identifying a reasonable accommodation, Woodland and the individual requiring the accommodation (or his or her legal guardian) work together in good faith to assess the individual's abilities and limitations to determine an accommodation that will not impose an undue hardship on Woodland's operations.

Reasonable accommodations may range from extra time to complete an exam to requests to use special equipment or devices. Each request for an accommodation is examined on a case-by-case basis and an individual may be required to submit documentation supporting his or her request.

Factors to consider when determining whether a request for an accommodation will impose an *undue hardship* on Woodland include: (1) Woodland's overall size, including its employees, facilities and budget; (2) the composition and structure of Woodland's workforce; (3) the nature and cost of the accommodation needed; and (4) the extent to which the nature of the accommodation would involve waiver of an essential requirement of attending or working for Woodland.

Under the law, no one is entitled to an accommodation that would impose an undue hardship on Woodland.

IV. How to Request an Accommodation?

A disabled individual in need of an accommodation should notify Woodland's School Administrator of his or her disability as soon as possible. The individual should be prepared to discuss what type of accommodation is needed and may be asked to provide documentation from a health care provider or specialist in support of the accommodation. In collaboration with the individual, Woodland will make every effort to identify and implement an accommodation that is reasonable and will not impose an undue hardship. *It is important to note that an individual is not entitled to the accommodation of his or her choice. Rather, a qualified individual is entitled to a reasonable accommodation that will allow him or her to be a productive member of the Woodland community and to meet the school's standards and expectations.*

Information related to an individual's disability and accommodation request shall be maintained in a confidential file separate and accessible only by the Headmaster and those individuals necessary for implementation of the accommodation. Any questions regarding the accommodation should be directed to the Headmaster.

If the Headmaster denies a request for accommodation, the individual making the request may appeal the determination, in writing, to Woodland's Board of Trustees within seven days of receipt of the determination. The appeal should be addressed to the President of the Board of Trustees.

DRESS CODE

The Dress Code and Uniform policy at Woodland allows children to come to school without the pressure of being dressed in the latest style or outfit. All clothing should fit and not be baggy. If parents or students have questions about the type or style of clothing, such as slacks and shoes, they should contact their Division Head in the Lower School or Advisor in the Upper School. The Headmaster will be the final arbiter in all discussions concerning the dress code and appropriateness of a particular outfit.

Uniforms can be purchased new through Lands' End or from the Blue & White Uniform Exchange located in Ivy Manor. Woodland's Parents Association raises money by running our uniform exchange, where they accept donations of gently used uniforms for resale at a significant discount. Please note that not all styles are available at all times in the Uniform Exchange. It is on a first come, first purchase basis. To shop in the Uniform Exchange, please contact the main office or PA President at 453-8499.

General Dress Code Information For **Boys**

Hats - Hats are never permitted to be worn in the school buildings.

Sweaters - If the student desires to wear a sweater, it must be one within the uniform code. Hooded sweaters and sweatshirts are not permitted.

Haircut/Hairstyle - The student's haircut must be even. Hair must not be multicolored. The color must be natural and acceptable to the administration. Any trendy or faddish haircuts/hairstyles are not permitted.

Earrings/Jewelry - Are never permitted on school property for young men. For safety reasons, excessive chains of gold or other materials are not permitted.

Nail Polish - Only clear, pale pink or nude nail polish is permitted.

Shoes - All shoes for boys must be able to hold a shine. Shoes that look like sneakers or bowling shoes are not acceptable. They must be of a dress nature.

Blazers - Upper School boys are required to wear navy blazers with logos. Please note that blazers are required from November 1st until March 31st. Blazers are optional at other times throughout the year.

P.E. Uniforms - Any style sports wear in the Lands' End catalog is acceptable, as long as it is cobalt blue or white. T-shirts with sayings or advertisements are not acceptable.

General Policy - The administration is the final arbiter in all manners of interpreting the dress code and enforcing its application. The administration may modify the dress code at any time.

All clothing should be labeled in case it is misplaced.

All clothing should be in good repair.

There are no exceptions to the dress code as stated.

DRESS CODE FOR BOYS K-4TH GRADE (OPTIONAL PK4)

Item	Color	Logo Required
Boys Blazer (Optional)	Deep Navy	Yes
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Boy-Men Oxford (<i>Long Sleeve and/or Short Sleeve</i>)	French Blue	Yes
	White	Yes
Coed Interlock Polo (<i>Long Sleeve and/or Short Sleeve</i>)	Classic Navy	Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Coed Turtleneck	Classic Navy	Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Boy Elastic Waist Chino Pant	Khaki	No
Boy Reinforced Knee Chino Pant	Khaki	No
Boy-Men Blend Plt. Chino Pant	Khaki	No
Boy-Men Corduroy Pant	Khaki	<i>winter only Dec. 1st-March 31st</i>
Boy-Men Plain Front Chino Pant	Khaki	No
Easy Care Chino Shorts	Khaki	<i>from start of school year until Oct. 1st and May 1st to end of school year</i>
Crew Socks	Sand	No
	Navy	No
	Black	No
Shoes	Black or Brown	<i>shoes must hold a shine</i>

Belts are mandatory for pants and should match the student's shoes.

DRESS CODE FOR BOYS 5th-8th GRADE

Item Color Logo Required

Boys Blazer (*mandatory grades 5,6,7,8*)

	Deep Navy	Yes
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Boy-Men Oxford (<i>Long Sleeve and/or Short Sleeve</i>)		
	French Blue	Yes
	White	Yes
Boy Elastic Waist Chino Pant	Khaki	No
Boy Reinforced Knee Chino Pant	Khaki	No
Boy-Men Blend Plt. Chino Pant	Khaki	No
Boy-Men Corduroy Pant	Khaki	<i>winter only Dec. 1st-March 31st</i>
Boy-Men Plain Front Chino Pant	Khaki	No
Easy Care Chino Shorts	Khaki	<i>from start of school year until Oct. 1st and May 1st to end of school year</i>
Boy To-Be-Tied Tie	Classic Navy/gold w/logo * And designated Lands' End Styles *Tie may be purchased in main office	No
Crew Socks	Sand Navy Black	No No No
Shoes	Black or Brown	<i>shoes must hold a shine</i>

Belts are mandatory for pants and should match the student's shoes.

Boys may leave their blazers, sweaters and ties at school during the school week. However, on Friday, all clothing should be taken home. Articles left at school must be properly stored in the students' lockers.

General Dress Code Information For **Girls**

Hats - Hats are never permitted to be worn in the school buildings.

Sweaters - If the student desires to wear a sweater, it must be one within the uniform code. Hooded sweaters and sweatshirts are not permitted.

Haircut/Hairstyle - The student's haircut must be even. Hair must not be multicolored. The color must be natural and acceptable to the administration. Any trendy or faddish haircuts/hairstyles are not permitted.

****Headbands** - Plaid headbands that coordinate to Woodland's jumper and skirt may be purchased at Lands' End. In addition to the aforementioned plaid headband which matches the jumper, narrow plain color headbands in white, tan, navy, brown, red or black are acceptable.

Earrings/Jewelry - Excessive chains of gold or other materials are not permitted. Earrings for young ladies must be of conservative nature for safety reasons.

Shoes - Mary Jane shoes in black, black patent, navy or brown. Suede is permissible. No heels. (Lands' End item #427531 is an example).

Sweaters - Upper School girls are required to wear navy sweaters with logos. Please note that sweaters are required from November 1st until March 31st only. Sweaters are optional at other times throughout the year.

P.E. Uniforms - Any style sports wear in the Lands' End catalog is acceptable, as long as it is cobalt blue or white. T-shirts with sayings or advertisements are not acceptable.

General Policy - The administration is the final arbiter in all manners of interpreting the dress code and enforcing its application. The administration may modify the dress code at any time. All clothing should be labeled in case it is misplaced. All clothing should be in good repair.

There are no exceptions to the dress code as stated.

DRESS CODE for GIRLS K-4th GRADES (PK4 OPTIONAL)

Item	Color	Logo Required
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Fine Gauge Crew	Classic Navy	Yes
Fine Gauge Cardigan	Classic Navy	Yes
Iron Free Peter Pan Knit	White	No
Coed Interlock Polo (<i>Long Sleeve and/or Short Sleeve</i>)	Classic Navy	Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Coed Turtleneck	Classic Navy	Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Girl Elastic Waist Chino Pant*	Khaki	No
Girl-Wm Corduroy Pant*	Khaki	No
Girl-Wm Plain Front Chino Pant*	Khaki	No
Girl-Wm Pleated Chino Pant*	Khaki	No
Girl-Wm Shorts	Khaki	<i>from start of school year until Oct. 1st and May 1st to end of school year</i>
Girl Jumper Hunter	Classic/Navy Plaid	
<i>Logo optional on Jumpers</i>	Khaki	<i>After Spring Break with White Bobby Socks</i>
Stretchy Bike Shorts	Classic Navy	No
<i>Can only be worn under jumper</i>		
Tights	Classic Navy	No
Knee Socks	Classic Navy	No
Padded Headbands**	Hunter Classic/Navy Plaid	
	<i>see section on Headbands</i>	
Shoes	Black, Black Patent, navy, and brown Mary Jane style.	No heels. <i>see section on Shoes</i>

**Girls may wear pants from December 1st until March 31st.*

DRESS CODE for GIRLS 5th-8th GRADES

Item	Color	Logo Required
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Fine Gauge Crew	Classic Navy	Yes
Fine Gauge Cardigan	Classic Navy	Yes
Woven Concert Blouse		Yes
Coed Interlock Polo (<i>Long Sleeve and/or Short Sleeve</i>)		
Classic Navy		Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Coed Turtleneck	Classic Navy	Yes
	Evergreen	Yes
	White	Yes
	Maize	Yes
	Red	Yes
Girl Elastic Waist Chino Pant*	Khaki	No
Girl-Wm Corduroy Pant*	Khaki	No
Girl-Wm Plain Front Chino Pant*	Khaki	No
Girl-Wm Pleated Chino Pant*	Khaki	No
Girl-Wm A-Line Skirt	Hunter Classic/Navy Plaid	No
Stretchy Bike Shorts	Classic Navy	No
<i>Can only be worn underskirt</i>		
Tights	Classic Navy	No
Knee Socks	Classic Navy	No
Padded Headbands**	Hunter Classic/Navy Plaid	
	<i>see section on Headbands</i>	
Shoes	Black, Black Patent, Navy, and Brown Mary Jane style. No heels.	

**Girls may wear pants from December 1st until March 31st.*

BOYS AND GIRLS K-8TH GRADES P.E. UNIFORMS

Any style sports wear in Lands' End catalog is acceptable, as long as it is cobalt blue or white.

All of the aforementioned clothing is available for purchase through: Lands' End catalog.
Boys Logo Tie is available for purchase in the main office.

ALL CLOTHING AND TIES MUST BE IN GOOD REPAIR. THERE ARE NO EXCEPTIONS TO THE DRESS CODE AS STATED.

Boys may leave their blazers, sweaters and ties at school during the school week. However, on Friday, all clothing should be taken home. Girls may also do the same with their sweaters, but they also should take home all clothing on Friday. Articles left at school must be properly stored in the students' lockers.

The school gives several dress down days during the year. The students are expected to be neatly dressed and shorts must be mid-thigh length. **If a student comes to school inappropriately dressed, the parent will be called to bring a change of clothes – or a change of clothes will be procured from the uniform exchange.**

Clothing should be labeled in case it is misplaced.

If a student is unable to comply with the dress code temporarily for a legitimate reason, parents should notify the school as to the reason. The student should turn in a note to the Headmaster or Division Chairs. Students will be checked each morning by their homeroom teacher to insure compliance with the dress code and a note will be sent home if there are continuous uniform violations.

If parents have questions about the type or style of clothing their child may wear, such as slacks and shoes, they should contact the school.

Khaki shorts may be worn (by boys or girls) from May 1 until the end of the school year and when school begins until October 1st.

EARLY MORNING DROP OFF PROGRAM

The school offers an early morning drop off program from 6:45 am to 8:15. The children may be dropped off in the lower school building. Parents may sign up for the month, semester or on an occasional basis. Please call the office for more information. If your child arrives during this time, they must go to the program for supervision and security reasons. There is a nominal charge for this service. Charges are calculated to the nearest quarter hour.

EXTENDED DAY PROGRAM

The school offers an Extended Day Program for students. When school is in session, the program runs from 3:00 until 6:00, Monday through Friday. **If your child is not picked up before 6:00, there will be a surcharge of \$25.00 per late pick-up. There are no exceptions to this policy.** Parents may sign up for the month, semester or on an occasional basis. Parents are asked to send in a note when children are to go to extended day. Please call the school office for more information.

FIELD DAY and ALUMNI FIELD DAY

Field Day is held on the first Thursday in June and is the climax of a yearlong competition between the Blue and White teams. It consists of field events and individual competitions. Parents are welcome to attend and encouraged to help. It is the hallmark of our last marking period.

An alumni Field Day is held for all WCDS Alumni. It is the last Saturday in June.

GRADING SYSTEM

In an elementary school it is important for students to enjoy learning. It is hoped that students at Woodland are striving to do their best because they want to learn, therefore, grades are secondary. While grades are used in assessing a child's progress, they should not be the main motivating force behind a child's performance.

Students in grades K-8 receive report cards four times a year to keep parents apprised of a child's performance. Academic progress reports are sent home midway through each marking period or at the teacher's discretion to notify parents if a child has made significant progress or if the child does not seem to be working up to his/her potential. Please note that report cards and progress reports will not be issued for accounts that are delinquent.

PRE SCHOOL

The marking system for PK3, PK4, and kindergarten is as follows:

- E – Exceeds grade level expectations
- S – Satisfactory – meets grade level expectations
- N – Needs improvement – below grade level expectations
- U – Unsatisfactory – far below grade level expectations
- I - Improving

PK3 and PK4 reports are issued twice a year. Kindergarten report cards are issued four times a year. There are no report cards for PK2 students; however daily reports are sent home in PK2.

LOWER SCHOOL

Lower school reports, first through grade four, are issued four times during the school year. Children will receive grades in academic subjects based on expectations for their grade level as well as in social and emotional development, work habits and attitude. Please note that report cards will not be issued for accounts that are delinquent.

Achievement

- | | |
|-------------|-------------------------------|
| A+ - 98-100 | Superior performance and work |
| A - 94-97 | that is expected for the |
| A- - 90-93 | Head of School's List |

B+ - 87-89	Indicates better than average
B - 83-86	work on a consistent basis
B- - 80-82	that is expected for Honor's List.
C+ - 77-79	Indicates satisfactory work and
C - 73-76	meeting grade level expectations
C- - 70-72	
D+ - 67-69	Indicates below grade level
D - 63-66	expectations and danger of
D- - 60-62	failing
F - Below 60	Far below expectations – failing

Proficiency Standards

- 1 – Outstanding
- 2 – Above Average
- 3 – Satisfactory
- 4 – Needs improvement
- 5 – Unacceptable

UPPER SCHOOL

Students in grades five through eight receive two sets of grades: Achievement and Effort.

Achievement

A+ - 98-100	Superior performance and work
A - 94-97	that is expected for the
A- - 90-93	Head of School's List
B+ - 87-89	Indicates better than average
B - 83-86	work on a consistent basis
B- - 80-82	that is expected for Honor's List.
C+ - 77-79	Indicates satisfactory work and
C - 73-76	meeting grade level expectations
D- - 70-72	
D+ - 67-69	Indicates below grade level
D - 63-66	expectations and danger of
D- - 60-62	failing
F - Below 60	Far below expectations – failing

Effort

- 1 – Outstanding
- 2 – Good, above average
- 3 – Satisfactory
- 4 – Needs improvement
- 5 – Unacceptable

EFFORT MARKING SYSTEM – UPPER SCHOOL

Effort grades are an important factor in determining a child's progress and whether that child is ready to move on to the next grade. It is important that a student puts forth his or her best effort. If a student is not performing up to his or her potential, the parent will be notified and together an appropriate plan will be developed to help the student. If the effort grade in the upper school continues to suffer, then it may become necessary to limit the child's participation in extracurricular and interscholastic activities following a discussion with the child, his/her advisor and the parents.

Criteria for a "1" in effort:

The student completes all homework with care and turns all homework in on time

The student is always on time for class and has all necessary materials

The student is enthusiastic about the subject, participates frequently, has a positive attitude and completes extra credit work when it is offered.

The student makes good use of class time to work on projects or to study.

The student is eager to improve and willing to correct work.

The student will seek extra help when necessary.

The student is cooperative, courteous and on task at all times.

A student whose effort is outstanding will meet all of the above criteria at all times.

Criteria for a 2 in effort:

The student does almost all homework with care and turns all homework in on time.

S/he is rarely late for class and almost never forgets necessary materials.

S/he participates frequently and positively in class.

S/he makes good use of class time to work on projects or to study.

S/he is cooperative and courteous and rarely strays from the task.

S/he is eager to improve and is usually willing to redo work or seek extra help when necessary.

Criteria for a 3 in effort:

The student's homework is often done carelessly or handed in late, or sometimes work is not handed in at all.

S/he often comes to class without necessary materials. S/he usually participates only when called on; s/he rarely does extra credit work.

S/he may waste time in class when s/he could be studying or working on projects.

S/he is sometimes disruptive in class or distracted from the work.

S/he does not often take advantage of opportunities to redo work or get extra help.

S/he sometimes performs poorly on simple quizzes because of poor preparation (i.e. open note quizzes).

Criteria for a 4 in effort:

The student's homework is usually done carelessly or handed in late, or often work is not handed in at all.

S/he often comes to class without necessary materials. S/he rarely participates; s/he does not do extra credit work.

S/he often wastes time in class when s/he could be studying or working on projects.

S/he is often disruptive in class or distracted from the work.

S/he rarely takes advantage of opportunities to redo work or get extra help.

S/he often performs poorly on simple quizzes because of poor preparation (i.e. open note quizzes).

Criteria for a 5 in effort:

The student rarely turns in homework assignments.

S/he is almost always unprepared for class - rarely has required materials.

S/he does not participate in class; when called on, s/he seldom knows the material. S/he never does extra credit work when it is offered.

S/he consistently wastes time in class.

S/he is often rude, distracted, or disruptive.

S/he never seeks extra help or works on improving his/her work.

S/he usually performs poorly on quizzes and tests due to poor preparation.
A student with an effort grade of 5 will meet all of the above criteria at all times.

***Please note that report cards will not be issued to students with delinquent accounts. Students with delinquent accounts will not be permitted to take exams. Parents will not be able to partake in parent-teacher conferences unless all accounts are current.**

GRADUATION REQUIREMENTS – EIGHTH GRADE

Students must satisfy the following to be awarded a diploma from Woodland Country Day School:

1. All academic and co-curricular subjects must be passed for the year with a minimum grade of D- or 60%.
2. Graduating students must take at least one language.
3. All bills and financial obligations including graduation fee, must be met one week before the date of graduation.
4. Attendance must be consistent with school policy. The Headmaster will make all decisions concerning excessive absences.
5. The school will administer this policy as it sees fit and make exceptions for those instances that warrant such consideration.

A student who fails a course for the year will be given a certificate of attendance in place of a diploma. A student who fails a course and does not earn a diploma will not be permitted to walk at commencement. This is a Board policy. Every effort will be made for graduation exercises for the eighth grade to be held on the front porch of Ivy Manor, however they may be moved inside if necessitated by weather conditions. This decision is at the sole discretion of the Headmaster. **All students in first through seventh seventh grades are required to attend this special day.**

HEALTH

All parents need to fill out a medical and emergency form within 2 weeks of the start of school. If a student's health status should change, please notify the school. It is a state law that all shots must be up to date.

Occasionally, a child will need a prescribed medication during the school day. In order to assure the safe administration of all medications, the following procedures **MUST** be followed:

1. The parent must provide an original written notice for the administration of the medication, including the name of the medication, dosage, and the time it is to be taken.
2. Your physician must provide an original written order detailing the diagnosis or type of illness involved, name of the drug, dosage, time of administration, and possible side effects.

3. The medication must be brought to the classroom teacher in the lower school or to the school secretary for the upper school students in the original container and be appropriately labeled by the physician or pharmacist.
4. Send in only the amount of medication, which will be taken in school.

If a child becomes ill while in school and is unable to continue with class, the school will notify the parents. In the case of a medical emergency at school, the rescue squad will be summoned and the parents will be notified immediately.

HOMEROOM – UPPER SCHOOL

Students are to report to homeroom for attendance and announcements by 8:25 AM. If they are late, the parent must sign-in the student in the office. Lower school attendance is taken at 8:30 AM.

HOMEWORK

Homework is an important learning tool and is designed to reinforce taught skills and to enhance classroom instruction. Students are assigned homework beginning in kindergarten and it builds in frequency, duration and expectation as children progress through the grades. Listed below are guidelines for the amount of homework. Time spent on homework will vary from child to child. If a student is spending too much or too little time completing their homework assignments, please contact the classroom teacher or advisor.

Kindergarten	-	10 to 15 minutes – (starting in October)
First Grade	-	15 to 20 minutes
Second Grade	-	25 to 30 minutes
Third Grade	-	30 to 40 minutes
Fourth Grade	-	45 to 60 minutes
Fifth Grade	-	1 to 1 ½ hours
Sixth, Seventh and Eighth Grades	-	1 ½ to 2 hours

Homework is the child’s responsibility. Parents can help by providing a clean, quiet, well-lighted area to study – free from distractions and interruptions. Our lives are busy, and trips to the mall, store or to run errands hinder a child from doing their best on their homework. We ask that parents provide a consistent time for their children to do their homework. Parents may also help a child by reviewing before a test or quiz. We ask that parents **not** correct work. It is important for the teacher to ascertain in what areas your child is experiencing difficulty. **The school will not accept homework that is faxed or emailed in.** Students who have not completed their homework assignments will need to see the teacher to make arrangements for make-up work. In the lower school, generally the student will have an extra day to finish an incomplete assignment. If habitual, the student may be required to finish an assignment during recess.

HONOR ROLL

The Honor Roll has been established to recognize students who have performed well over a consistent period of time. There are two honor rolls in fourth through eighth grades.

1. High Honors – An “A”- average or above for all academic subjects and effort grades of a “3” or better in all subjects.
2. Honors – A “B” average or above for all academic subjects and effort grades of a “3” or better in all subjects.

Although graded with the same A-F scale, co-curricular achievement grades are not considered in honors qualifications. An effort grade of a “4” or “5” **in any course**, however, forfeits a student’s eligibility for honors status as well as membership in the National Junior Honor Society.

Final honors is determined by averaging all achievement grades and maintaining 3 or better in effort grades.

LIBRARY

The library offers a variety of resources, including an on-line catalog and a wide selection of fiction and non-fiction books that students can borrow, reference books and files for in-house use, print and non-print materials for faculty use. Borrowers, or their parents, are responsible for returning all materials on time and in good condition. Renewals are not automatic. Lost or damaged books or DVDs must be replaced; there is a charge for cataloging as well as for replacement cost of the item in question. Library privileges are suspended until accounts are settled and report cards will not be issued until accounts are settled. Classes for grades PK2 - 3 are scheduled one period per week.

All students are welcome to use the library, both during scheduled class visits and independently, between the hours of 8:40 AM and 3:00 PM. Honor Society students may volunteer to serve as library assistants. Parent volunteers and visitors are also welcome. Please check with the Headmaster to arrange your volunteer time.

Parents may purchase materials for the library collection in honor of birthdays, as memorials or as gifts. Special plates are inserted in these items. Please check with the librarian for suggestions / needs before making purchases for the library.

LOCKERS – UPPER SCHOOL

Student lockers are the property of Woodland Country Day School and therefore are accessible to the school administration and faculty at all times. Locks are not permitted on lockers at any time. There are no exceptions to this rule.

LOST AND FOUND

Lost and found clothing will be kept in a bin outside the science lab. Lost or misplaced books will be kept in the Head of School's office. Clothing not claimed after a reasonable amount of time is donated to a charity.

LUNCH

There is a concern that lunches are not being eaten – thus there is a tremendous amount of waste. Please talk with your child to see if you are ordering too much, not enough, etc., and set limits in regard to buying snacks. **CANDY AND SODA ARE NOT PERMITTED. PLEASE – NO GLASS BOTTLES.**

Students may purchase snacks, etc. using their snack card. The snack card may be purchased from the business office. **This card is not to be used to purchase lunches.** Snack cards are for the student only and may not be shared with friends. Lower schoolers are limited to the number of days to purchase snacks.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades seven and eight who have maintained an 85% average and no effort grade below 3 in mathematics, English, composition, history, science, foreign language, Latin, in any marking period and performed required community service approved by the Honor Society advisor, are eligible for admission to the Gwenda M. Fenessy Chapter of the National Junior Honor Society. Students are selected by the faculty on the basis of citizenship, leadership, academics, honor, integrity and service. **Students who have received a suspension will not be eligible for NJHS.**

Students must take all academic subjects for a letter grade to be eligible for membership in the NJHS.

NEWSLETTERS/NOTICES

Wednesday is “notice” day. We try to send home notices via gradelink on that day. A current email address should be provided to the school in an effort to partake in this program. Households without computer access are always welcome to use our Library or Computer Lab for such purposes.

BACK TO SCHOOL NIGHT

In mid-September, parents are invited to the school to meet with their child's teachers and learn about the program and curricula. A covered dish supper starts off the evening and allows for the parents to meet each other.

PARENT/SCHOOL COMMUNICATION

A hallmark of a good independent school is open communication between parents and school. Woodland Country Day School makes every effort to communicate with parents concerning the progress of their children. If you have a question or concern about your child in the lower school, please contact the classroom teacher directly. If more information is needed please contact your division chair or the Head of School. In the upper school, contacting your child's teacher is the first step. Following the "chain of command" is important. If you have a general concern the advisor is the person to call. The Head of School is always available to answer questions, concerns or refer you to the proper person who can answer your question. It is best to call or email a teacher at the school and he or she will return your call within 24 hours.

PARENT CONFERENCES

Parents will not be able to partake in parent-teacher conferences unless all accounts are current.

Parents may call the school any time a question or concern arises. However, days have specifically been set-aside during the school year for the teachers and parents to discuss the child's progress. Prior to the conference date, the school will contact parents as to times for their conference. Upper school parents and students will meet with their child's advisor.

The meeting with the advisor serves as an opportunity for parents to receive an overview of the child's progress. If parents have specific questions or concerns after meeting with the advisor, they should contact the individual teacher. Parents in the lower school will meet with the classroom teacher. Co-curricular teachers are also available for conferences.

Parents are asked to keep their conference appointments on assigned conference days. The rescheduling of conferences is a difficult task and will need to be done at the teacher's convenience.

PHYSICAL EDUCATION PROGRAM

Physical education is an important part of the educational experience and development of any child. The physical education department endeavors to aid the maximum development of the student's mental, emotional and social competencies by building fitness, not only by developing neuromuscular skills, but also by instilling principles of good sportsmanship.

Students must have a note from a doctor or parent to be excused from athletics. A note request from a parent will not be sufficient to excuse a child from PE. Notes from parents attempting to excuse their child from PE could have a negative affect on the child's PE effort grade. Students must also have the proper PE uniform to participate in instruction; otherwise they will sit and observe the class. PE uniforms need to be washed each week and labeled clearly with the students name.

Kindergarten through grade eight children wear the Woodland PE uniform consisting of a plain white t-shirt (avoid writing), royal blue or white gym shorts, athletic socks and sneakers. During the fall and spring, students in grades five through eight can wear rubber-cleated sneakers. They should also have a royal blue sweat suit. Sweat suits are available through Lands' End. Any of the new Woodland logo merchandise, in royal blue and white is welcome. Uniforms for interscholastic competition and special equipment are issued to the students on a seasonal basis without charge. Any equipment purchased by the student remains the property of the student. Equipment lost or damaged will need to be replaced, at cost, by the student.

NON-DISCRIMINATION POLICY

The Woodland Country Day School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, age, ancestry, marital status, civil union status, domestic partnership status, sexual orientation, genetic information, gender identity or expression, disability or atypical hereditary cellular or blood trait, military or veteran status, genetic test or result, national origin, or any other factors protected by federal, state or local law in the administration of its educational admissions or other school-administered programs.

PROMOTION AND RETENTION

In the upper school, promotion to the next grade is based on the student having successfully met the requirements for the previous grade level by passing all academic and co-curricular courses for the year with a minimum passing grade of D- or 60%. In the lower school, the division chair, maybe the "teacher" and Head of School will meet with parents to discuss whether the student is ready socially, emotionally and academically to move to the next grade level. In addition, the student must also attend school on a regular basis and all financial obligations must be met. Report cards and records will not be released if accounts are not current.

If a student fails to meet the necessary requirements to be promoted, there are certain options available. If a student fails one academic course for the year, work, deemed essential to the course, can be assigned to be completed over the summer months. This must be done with a tutor at the expense of the parent. A student failing two academic subjects must repeat that grade level. Students with more than 10 unexcused absences will also repeat that grade level despite their grades.

Re-enrollment decisions are usually made each February or March by the administration. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior over the previous year and upon the willingness of the parents to accept their responsibility in the partnership of education. On occasion re-enrollment contracts are held until a time (usually April, May or June) when an appropriate decision about placement can be made. Reenrollment contracts will not be issued on delinquent accounts. Parents should also understand that the school reserves the right not to offer a re-enrollment contract for a child

if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers. All parties – parents, as well as students must be mission appropriate for re-enrollment.

PUBLICATIONS

There are several publications which students become involved with: *The Log* in grade eight, the “Panther’s Paw” and the “Everyday Events” publications. Classes also enter various local and national writing contests.

COMMUNITY SERVICE

In an effort to teach students’ responsibility and pride in their surroundings, a work program is implemented. Each upper school class is responsible for helping to do chores around the school one day a week after lunch. Examples of such tasks are emptying the trash, wiping the lunch tables and cleaning whiteboards.

Community Service is also promoted throughout the school year in grades K-8. A major part of this is our annual Martin Luther King Jr. Day of Service.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCY

In the event that school is closed due to inclement weather or an emergency, parents should check our web site, listen for a call from “Calling Post” or watch channel 6 ABC for an announcement. On rare occasions it may become necessary to close school during the day, it is important that parents be ready to receive a call from calling post for that announcement. We will make every effort to contact parents and notify you when school is closing early. We must have your work phone number and an emergency number. For bus riders, you should also make arrangements for a neighbor or someone else to watch your child if they come home early from school.

In the event of a nuclear emergency at Artificial Island Nuclear Generating Station, there are several steps, which must be followed. The first action will be in-place sheltering; this means that the students remain indoors to reduce or eliminate exposure. If the plant condition continues, long before the public is in danger, an evacuation will be ordered. Your child, registered by Woodland Country Day School, will be transferred, with adult supervision to Cumberland Regional High School in Upper Deerfield, where he/she will be registered and cared for until your arrival. A more detailed letter explaining this entire process is sent home at the beginning of the school year from the Cumberland County office of Emergency Management.

SCHOOL HOURS

The day begins for lower and upper school students at 8:25 AM. **Any student arriving after 8:30 AM must be accompanied to the office by an adult and signed in.**

The day ends at 3:00 PM for all students.

Sports are held for grades four through eight in the fall and spring and five through eight in the winter. Practices are held after school usually three days a week from 3:00-4:30 PM. On game days, younger siblings who stay at school to watch the game must have parents pick them up to accompany them at 3:00 PM. The school will NOT be responsible for children who are left unattended while waiting for the game to begin. Parents must send in a note informing the school that the younger siblings are not to go home by regular transportation. Parents are responsible for transportation after practices and games. Schedules for the games are sent home before the season begins and may be found on our website. If a parent does not arrive, siblings will be placed in extended day to ensure their safety. Parents will be billed accordingly.

STUDENT UNION

Student Union is the elected body in the upper school that plans and organizes student activities. Students in grades five through eight will have the opportunity to become involved in the Student Union in terms of holding office or serving on a committee. Dances, fundraisers, community service and a host of other activities are organized by the Student Union throughout the school year.

TELEPHONE & VALUABLES

- a. **Telephones** - No student at any time may use the school phone unless he/she has permission from an appropriate administrator or staff person. If a student is conducting school business, then he/she may come to the Main Office only to use the school phones. Student use of cell phones and other messaging devices is not permitted during the school day. Students choosing not to adhere to this rule will be disciplined accordingly. There are no exceptions to this policy.
- b. **Cell phones and valuables** – No student, during the school day, may carry on his/her person or have in his/her possession cellular phone, tablet, or any other such device. If a cell phone is found on a student, the phone will remain in the Head of School's office until the parent meets with the Head of School and retrieves the phone. Common sense also dictates that any valuable items should not be brought to school and if brought should be left in a secure place until the end of the school day. ***The school cannot be responsible for any missing items.***

TESTING

Standardized tests are administered to students in the spring of each year. They are given to ascertain students' progress from year to year and to help the school evaluate and improve its program. The school administers the Educational Records Bureau Comprehensive Testing Program III to grades three through seven. Students in grades Kindergarten through two take the Stanford tests.

TEXTBOOKS

It is imperative that students respect their books. Students are responsible for covering and safely returning the books at the end of the school year. **Library books and textbooks that are lost, damaged or destroyed will be replaced at the expense of the parent.** Charges will be dictated by the cost to replace the book / text in new condition. Report cards will not be released until all accounts are paid in full.

TRANSPORTATION

Woodland Country Day School provides transportation services for some of its students. There is an additional charge for this service. Pick-up and drop-off times and locations will be codetermined by the business manager and bussing company.

Parents of every student in kindergarten through grade eight (and prekindergarten if transportation is provided in your district for PK) must submit an application for transportation reimbursement regardless of the type of transportation intended. Requests for bus transportation are sent out in February and must be returned by March 1 to our main office.

If you move during the school year, it is important to immediately submit a transportation application in your new district. They will pay from the date the application arrives in their office.

FOR SAFETY AND SECURITY REASONS THE SCHOOL OFFICE MUST BE NOTIFIED BY PARENTS OF ANY CHANGES REGARDING TRANSPORTATION. WITHOUT NOTIFICATION, CHILDREN WILL BE RETAINED AT SCHOOL OR SENT HOME BY THEIR NORMAL MEANS.

We ask that parents be prompt in dropping their children off in the morning. Both lower and upper schools begin promptly at 8:30 and it is unfair to the children to have them start off on the wrong foot by being late.

We ask that the following procedures be observed for carpools:

Drop-off

1. The entrance to the school is the driveway that leads to Ivy Manor.
2. Students may be dropped off in either of the two driveway areas. Please pull forward when doing so.
3. Parents are asked to park in the visitors' parking area located on the lower driveway (on your left) as you enter the school.
4. Please do not park on the grass.
5. **PLEASE DO NOT PARK IN FACULTY PARKING SPACES.**
6. PLEASE DO NOT DRIVE DOWN TO THE MIDDLE SCHOOL AND DROP YOUR CHILD OFF AS THIS BLOCKS THE FACULTY GETTING IN AND IS DANGEROUS TO STUDENTS WALKING IN THE AREA.
7. PLEASE DO NOT BACK UP IN ANY DRIVEWAYS

Pick-Up

1. Buses will leave by 3:10 P.M. from the area near the gazebo.
2. Parents may pull to the front of the school and pick up their child in the designated area. Please pull forward when doing so.
3. Remember to pick up and then keep moving so the line does not get too long. If your child is not ready, please circle around again so as to keep the traffic moving and to prevent vehicles from passing while students are loading and unloading.
4. Please be prompt in picking up your child. Students remaining after 3:10 will be placed in extended day at the cost of the parent.

BUS TRANSPORTATION

Students who use bus transportation must understand that the bus driver is an extension of the school's authority and is entitled to the same standard of conduct, as any member of the school staff would be. Students who fail to comply with the request of the bus driver will be subject to disciplinary action, which may include detention for students in all grades or the suspension of bus riding privileges for a limited or unlimited time. The safety of the students is of the utmost concern to the bus drivers and students who jeopardize that safety will be reprimanded. The bus drivers are responsible for establishing rules on their individual buses. Generally, the rules are as follows:

BUS RULES

1. It is important to be ready, ON TIME, for the bus. The driver will not wait.
2. Seat belts are required at all times.
3. Students must sit in the seat for the entire trip and never stand or change seats unless asked by the driver. The driver may assign a student or all students to take a particular seat or seats.
4. Students may not communicate with pedestrians or others outside the bus, throw objects in or outside the bus, spit, tease others, put arms, hands or other objects out windows, or cause similar disruptions.

5. No open food or chewing gum is allowed on the buses.

STATE TRANSPORTATION AID

The policies and procedures for reimbursement are dictated by the state of New Jersey and are determined every year when the state budget is signed.

The cost of transportation is determined by your place of residence. If your child is in kindergarten through grade eight and you live within thirty miles of the school, you may be eligible for state transportation aid. The transportation form must be submitted to your local school district in order for you to receive aid. If you are a resident of Salem City, you are not eligible for aid because they do not bus their students.

If you apply for your child's admission after the March 15 deadline, this form must be returned to your local school district upon acceptance to WCDS. Failure to submit this form will forfeit any monies allowed for transportation aid. Late forms will be pro-rated from the date they are received by the local school district, so it is very important to get this form in as soon as possible.

WOODLAND COUNTRY DAY SCHOOL

HARASSMENT / INTIMIDATION / BULLYING COMPLAINT FORM

This written report form is to be forwarded to the Head of School, or designee.

Name of Alleged
Victim: _____

Date and Time
of Incident: _____

1. Describe the nature of alleged harassment, intimidation, and/or bullying:

2. Indicate how you learned that the student may have been the victim of harassment, intimidation, and/or bullying:

<input type="checkbox"/>	Witnessed incident
<input type="checkbox"/>	Informed by alleged victim
<input type="checkbox"/>	Informed by other person (identify if student, parent, staff person, other, and list below or attach a separate list)

3. List any person(s) whom you know or have reason to believe may have relevant information, and indicate if the person(s) is/are a student, parent, staff member, or other:

Print Name

Signature

Date: _____