



*For the Bright BUT Struggling Student...  
We Turn the Struggle Into Success!*

*Teaching students with Dyslexia, ADHD and  
related learning differences since 1975*

## STUDENT RULES AND DRESS CODE

1. Students should arrive on campus no earlier than 8:00 a.m. Students are expected to be on the school grounds by 8:30 a.m. They are to go to their lockers and report to the "Woodland Hall" room no later than 8:35 a.m.

Early morning drop-off is available starting at 7:30 a.m. Students sign up by the month and monthly payments are due by the first. There is a drop-off fee of \$5.00 for students not registered in the monthly program. This program is only offered if two or more students are enrolled.

2. Students should leave campus by 3:30 unless: a) a special help session is arranged with a teacher; b) a student is involved in a sport or extra-curricular activity; c) a student has been detained by a teacher or one of the staff. At 3:15 students who are not with a teacher will be placed in the lobby to wait for their ride. Students not picked up by 3:30 will be charged \$5.00 per 5 minute increment. Students who have to stay after school at the request of a teacher are not charged for the time they are scheduled to stay. These students will wait in the office for their ride.
3. If a student arrives tardy (late) to school after a class has begun, they will be admitted into the next class period. This is due to the fact that a student coming into a class after that class has started their daily routine disrupts the entire group.

The excused tardy student will be required to wait in the lobby until the start of his next class, at which point he rejoins the group. The unexcused tardy student will be required to wait in the office until the start of the next class.

The rule also requires that an **unexcused** tardy student make up the work missed due to the tardiness and being out of class so that he keeps up with the group and learns the information presented during the class. **After the second** tardy in a month, the student will be assessed a fee of \$40.00 for make-up work.

It is expected that many of us may have an occasion to be late some mornings and we are willing to have our staff give up their free time to work with the child. Any excused tardy may be made up during the next convenient free time which the teacher has that day. However, it is quite unfair to the staff to expect them to consistently make-up time for tardy students. After the second tardy in a one-month period, students will remain after school on the day of the second tardy to work with their teacher. Parents will be notified of the make-up time. This one-to-one work generally should not take

more than 30 minutes per class. **After the second** tardy in a month, the student will be assessed a fee of \$40.00 for make-up work.

4. Students will be allowed to go to their lockers before school, during break and lunch, and after school.
5. Students who are disruptive or do not participate during a class will be asked to step out of a class the first time for the purpose of gaining self-control in order to return and continue their class appropriately. If asked to leave a second time, they will be retained during their first available free time (either at lunch or after school) to make up missed work.
6. PARENTS ARE EXPECTED TO NOTIFY THE OFFICE BEFORE 9:00 a.m. if a child will be absent that day. For an extended illness, please contact the school daily for the possibility of obtaining make-up work and to tell us the expected return date. All work missed must be made up.

Please schedule doctor or dental appointments for after-school hours or on holidays. However, if a student must leave for an appointment, please inform the office in writing in advance; the parent must sign the student out and students will be dismissed from the office. All work missed must be made up.

Parents are expected to consult with the Principal or Director concerning all expected student absences due to family trips, vacations, etc. We would hope that because of the importance of being in class each day that these type absences will be kept to a minimum.

The state law limits us to a certain number of absences per year without affecting promotion to the next grade level.

To receive credit, high school students may not be absent more than three (3) excused absences per 9 week period, and middle school and elementary school students may not be absent more than eight (8) excused absences per semester without prior permission and/or review by administration. Excessive absences above the maximum allowed may be made up at the discretion of the administration. An appointment must be scheduled and a tutorial charge of \$40.00 per hour for classes missed.

Days in the calendar assigned to be utilized for testing (see School Calendar) are extremely important. If absences occur on any of these days, the student will, by appointment and at the discretion of the administration, make up all tests missed at a rate of \$40.00 per hour.

7. Conduct and language will be that befitting ladies and gentlemen. Violations will be handled at the discretion of the teacher or administrator. Verbal abuse toward another student, teacher or adult is unacceptable and may result in immediate suspension. Any material, i.e., magazines, CD's, photographs, stickers, etc., which are determined by the

administration to be inappropriate will be confiscated and not returned to the student.

8. Any use or possession of alcoholic beverages or drugs not covered by a physician's prescription and cleared through the office will result in immediate expulsion and notification of the proper law enforcement officials. Any use or possession of tobacco products (cigarettes, dip, chewing tobacco, etc.) will result in in-school suspension. Any over-the-counter or prescription drugs must be kept in the office with a note from the parent or guardian as to the proper administration and dosage. All medications must be properly labeled, within the expiration date, and in the original packaging.
9. Any student who brings a weapon to school will be immediately expelled and the proper law enforcement officials will be notified.
10. The administration reserves the right to search any child's locker, car, person, or personal property at any time.
11. Lunches, snacks, and beverages are to be eaten only in designated areas. No sharing of food is allowed. Violations will be handled at the discretion of the administrator or teacher. We do recommend students bring a nutritious lunch every day. Individual components of snack and lunch items are to have 3 grams or less of sugar. The exception is 100% natural fruit.
12. Hazing (verbal abuse, name calling, etc.) of other students will not be tolerated. Violations will be handled at the discretion of the administrator.
13. All students must "dress out" for physical education in the appropriate attire. Anyone not appropriately dressed will not be allowed to participate in class and will exercise in the office or make up their class time after school. If a student must miss physical education class for an extended period of time, a medical excuse from the doctor is necessary.
14. Students who are suspended must make up all work missed in Saturday school prior to being readmitted for the following week. They will be assessed \$40.00 per hour for Saturday school which must be paid no later than the day before the scheduled Saturday school.
15. Any destruction of school or private property will be paid for by the student at replacement value. At the discretion of the administrator, the student may be required to make the needed arrangements for repairs or replacement in addition to the cost.
16. If a child is suspended from school, the parent is responsible for picking him/her up.
17. Fighting on campus will result in suspension.
18. All students must be neat and well-groomed. It is expected that all articles of clothing will be neat, clean and well-fitted. The school requires the right to ascertain

acceptability of any single article of clothing. Only those students in complete compliance with the designated dress code may be admitted to class. Please inquire before sending a student in questionable attire or send a change of proper clothing to remedy the possible exclusion due to improper dress code. Students shall arrive and leave in dress code unless given permission by an administrator to change. A note from the student's parent is needed if a student needs to change out of dress-code for an after-school activity (i.e., sports, scouts, etc.) Please take advantage of our "clothes closet" in the back hall for dress code clothes.

19. Students bringing cell phones to school must turn them off upon entering the building and leave them in the designated place in the front office. Failure to do so may result in losing the privilege of bringing a phone to school. The students are allowed to play with electronics on Tuesday and Thursday mornings before school. All electronics (including phones) must be **turned off** and placed in the designated area in the front office any day they are brought to school. Failure to turn in (and turn off) your electronics will result in losing the privilege of bringing in any electronics for one week. Repeated infractions will result in losing the privilege of bringing in any electronics for one month.

### **SPECIFIC DRESS CODE REGULATIONS**

#### **Males:**

- Slacks* - Navy blue, gray, or khaki (tan) colored; slacks must be hemmed or cuffed; jeans, denim, corduroys, cargo pants and baggy pants are not acceptable. If slacks have loops, a belt must be worn. Slacks may not be so tight that one is able to discern what type or color undergarments the student is wearing.
- Shorts* - Children 11 years old and younger may wear shorts. Shorts must be navy blue, gray, or khaki. All shorts must be hemmed, dress shorts. Cutoffs, jeans, denim, corduroys, cargo shorts, beach shorts, gym shorts and short shorts are not acceptable.
- Shirt* - Solid white, red or blue shirt with collar and buttons that extend partially or all the way down. Workshirts, t-shirts, or shirts with any pictures/writing are improper. Shirt sleeves may not be rolled up and shirt tails must be tucked in.
- Undershirts* - Undershirts must be a solid color with no writing. During the winter months, if a long-sleeved undershirt is worn under a short sleeved shirt, both shirts must be the same color.
- Shoes* - Solid black or brown leather or leather-like top shoes or solid black (soles, laces and logos included) leather tennis shoes are required. Socks must be worn.
- Wrap* - Any color, well-fitted sweater or blazer with proper shirt underneath may be worn to class. Other wraps must be removed upon entering the building.
- P.E.* - Solid gray t-shirt and navy blue shorts, any color tennis shoes, and socks. During cold weather (55° and below) any solid color sweatshirt and coordinating sweatpants must be worn. Students are required to bring **both** sets of P.E. clothes during cold weather months.
- Hair* - Hair must be neat, clean and of a natural color. Hair may extend to the eyebrow, to the bottom of the ear lobe and to the top of the shirt collar.

Sideburns are not to extend over one inch from the ear and not below the ears. Young men must be clean shaven with no beard or mustache. Males 18 and over are permitted to wear a well-kept mustache, but no beard. The privilege of the mustache will be lost if guidelines are not strictly followed.

*Misc.* Piercings of any body parts are not acceptable. Males are not allowed to wear make-up or nail polish. The school reserves the right to ascertain acceptability of any single article of clothing or accessory.

### **Females:**

*Dress/Skirt/Jumper/Slacks* - Navy blue, gray or khaki (tan) colored; must be appropriately hemmed or cuffed. Sun dresses, backless dresses, jean-skirts, mini-skirts, jeans, denim, corduroys, cargo pants and baggy pants are not acceptable. Clothing with loops must be worn with a belt. Slacks may not be so tight that one is able to discern what type or color undergarments the student is wearing.

*Shorts* - Children 11 years old and younger may wear shorts. Shorts must be navy blue, gray, or khaki. All shorts must be hemmed. Cutoffs, jeans, denim, corduroys, cargo shorts, beach shorts, gym shorts, and short shorts are not acceptable. The bottom hem must fall below the child's fingers when her hands are at her sides.

*Blouse/Sweater* - Solid white, red or blue shirt or sweater; must be tucked in unless specifically styled to be worn out. Halter tops, midriffs, crop tops, tank tops, overblouses, etc. are not acceptable.

*Undershirts* - Undershirts must be a solid color with no writing. During the winter months, if a long-sleeved undershirt is worn under a short sleeved shirt, both shirts must be the same color.

*Shoes* - Solid black or brown leather or leather-like top shoes or solid black (soles, laces and logos included) leather tennis shoes are required. Socks must be worn, with the exception of sandals. Sandals must have backstraps.

*Wrap* - Any color well-fitted sweater or blazer with proper dress-code blouse/sweater underneath may be worn in class. Other type wraps must be removed upon entering the building.

*P.E.* - Solid gray t-shirt and navy blue shorts, any color tennis shoes and socks. During cold weather (55° and below) any solid color sweatshirt and coordinating sweatpants must be worn. Students are required to bring **both** sets of P.E. clothes during cold weather months.

*Hair* - Hair must be clean, neat and of a natural color.

*Misc.* - Earrings are the only acceptable piercings. Make-up and nail polish must be kept at a minimum. The school reserves the right to ascertain acceptability of any single article of clothing or accessory.

20. Students who drive to the campus must have a permission slip from the office and must comply with the following rules in order to be able to park on campus:
- a. Students may park in designated places and follow specific routes.
  - b. Students may not sit in their cars on campus either before or after school, and must leave promptly from the parking area after school.

- c. Students may not return to their cars during the day without permission from the office.
  - d. Students must practice safe driving practices on the campus.
  - e. Students may have other students ride with them **only** if both parents send permission slips releasing the school from any and all liability.
21. Field Trips: Opportunities to have off-campus learning experiences enhance the education of the students. Only those students who demonstrate sufficient acceptable behavior and show responsibility in their actions shall be allowed to participate.
- ◆ Students must have on file a blanket permission slip signed by both parents and notarized. This shall also include a medical release and emergency information form.
  - ◆ A permission slip for the specific field trip must be signed each time by at least one parent.
  - ◆ The staff and chaperons are in complete charge of the students. Rules regarding student conduct at school are in effect for the duration of any school sponsored trip.
  - ◆ On field trips that cover more than one day, the staff and chaperons shall arrange for sleeping and eating arrangements. Once the students have been asked to go to their room for the night, they shall not leave their room until the next morning. All students are to conduct themselves as ladies and gentlemen.
22. If homework is assigned in a class, students are expected to complete the assignment to their best ability. Incomplete or unsatisfactory material will be redone during free time or after school that same day.
23. Transcripts: Students leaving Woodland Hall Academy will have one transcript forwarded with no charge. A fee of \$25.00 will be charged for each additional transcript requested. All outstanding balances to WHA must be paid before a transcript is released.