



FORMAN

2023-2024

Parent and Student Handbook

Contacting School Personnel

To ensure that you receive appropriate information, please use the following as a guide. Dial 860.567. followed by their extension, unless noted otherwise:

Absences	MOD Phone	860.307.4740
Academic Concerns	Director, Mr. Davis	1843
	Associate Director, Dr. Weaver	1804
	Registrar, Ms. Saraiva	1842
Admission	Director, Ms. Feinman	1830
	Assistant, Ms. DeAngelis	1802
Advancement	Assoc. Head of School,	
	Mr. Kowalchick	1846
	Director of the Annual	
Alumni and Parent Programs	Fund, Mr. Maguire '89	2848
	Director, Ms. Ford	2847
College Counseling	Director, Ms. Davis	1898
	Associate Director, Ms. Garton	2820
	Assistant, Ms. Maguire	1857
Counseling Services	Director, Ms. Halloran	1815
Curriculum	Director, Mr. Davis	1843
Discipline	Dean of Students, Mr. Bender	1836
	Assoc. Dean of Students, Ms. Jacobson	1845
	Deans' Assistant, Ms. Bender	1849
Dining Service	Director, Ms. Hinman	1890
Head of School's Office	Head of School, Mr. Man	1825
Student Life	Director, Ms. Oztaszewski	6230
	Associate Dir., Mr. Zampaglione	1889
Information Technology	Director, Mr. Levinsky	6236
Internal Affairs	Asst. Head of School, Ms. Maxwell	2870
Marketing & Communications	Director, Ms. Conroy	1808
Parents' Weekends	Academic Coordinator, Ms. Saraiva	1842
Sports	Athletic Director, Mr. Strawson	6215
Student Billing	Ms. Bourque	6216
Student Health Center	Director, Ms. Banks	1821
Travel/ & Leave Requests	Deans' Assistant, Ms. Bender	1849

Main Phone: 860.567.8712 (8 a.m.–4 p.m.)

Administrator on Duty (AOD): 860.601.8543 (4 p.m.–8 a.m.)

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During a public health crisis, our policies are subject to change or modification to fit the health and safety needs of our community. Please be mindful that all policies in this handbook are subject to our overall health and safety guidelines related to public health concerns.

NON-DISCRIMINATORY POLICY FOR STUDENTS

Forman School is a private, coeducational college preparatory school serving students with learning differences. Forman admits students of any race, color, sex, or national or ethnic origin to all 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, sex, nationality, ethnic origin, or any other characteristic protected by federal or state law in administration of its educational policies, admissions policies, scholarships, athletic, and other school-administered programs.

FORMAN SCHOOL

MISSION STATEMENT

Forman School is an independent, coeducational, college preparatory school for boarding and day students with identified learning differences. Forman develops the whole student, based on their unique learning profile, so that every graduate becomes an educated, confident, self-advocate for life.

Our core values are Truth, Respect, and Kindness, and they are the foundation of the school's effort to fulfill its mission.

INCLUSION STATEMENT

Forman was founded on the principle that there is great value in differences. With that in mind, we are committed to sustaining an inclusive community environment that fosters understanding and awareness of variances in race, gender, sexual orientation, age, ethnicity, religion, socio-economic status, geographical origin, physical ability, and family structure. Forman fundamentally believes that we become better people when we learn from and embrace others who have different experiences and perspectives from our own. Our community welcomes those whose hearts and minds are open to differences and value Truth, Respect, and Kindness.

STUDENT CODE OF CONDUCT

At Forman, we hold ourselves to high standards. We understand that other people matter. We respect others at all times, in all ways, and on all platforms.

We strive for the ideals of honesty in action—we do not lie, cheat, or steal. We want to be constructive, not destructive. We do not use drugs, alcohol, or weapons. We do not degrade ourselves, each other, or our community. We respect boundaries, and we respect the law. We hold the safety of our community above all else, and we do not disregard the community for selfish pursuits.

We are a community of Lions, bonded in our mission to strive for excellence and understanding. With that in mind, we at Forman show up. We show up for class, we show up on stage, we show up for competition, and we show up to serve. Each time we show up, we represent our school culture. We hold dear the privilege it is to work and live together at Forman, and we honor our commitment to strive for Truth, Respect, and Kindness.



2023-2024 School Calendar

FALL TRIMESTER

Monday, August 21	New Faculty Summer Institute
Monday, Aug. 28-Wednesday, Sept. 6	Full Faculty Meetings
Tuesday, September 5	Student Leaders return
Thursday, September 7	New Student Registration and Orientation
Friday, September 8	Returning Student Registration
Sunday, September 10-Monday, September 11	TReK*
Tuesday, September 12	On-Campus Programming and Events*
Wednesday, September 13	First Day of Classes
Saturday, September 16-Sunday, September 17	Closed weekend*
Wednesday, September 27	Grandparents' and Special Friends' Day
Monday, October 9	Admission Open House
Thursday, October 12	New Family Workshop
Friday, October 13-Saturday, October 14	Fall Family Weekend
Saturday, October 14	Long Weekend begins after athletic contests
Wednesday, October 18	Students return after 1:00 pm
Friday, November 17	Thanksgiving Break, students depart campus at 12:00 pm

WINTER TRIMESTER

Monday, November 27	Students return after 1:00 pm/Faculty in-service
Friday, December 15	Winter Break, students depart campus at 12:00 pm
Wednesday, January 3	Students return after 1:00 pm/Faculty in-service
Monday, January 15	Admission Open House
Friday, February 2	Mid-Winter Weekend, students depart campus at 12:00 pm
Tuesday, February 6	Students return after 1:00 pm
Saturday, February 24-Saturday, March 9	Winterim
Saturday, March 9	Spring Break, students depart campus at 12:00 pm

SPRING TRIMESTER

Tuesday, March 26	Students return after 1:00 pm/Faculty in-service
Friday, April 5	Admission Revisit Day
Friday, April 19	Admission Open House
Friday, Apr. 26-Saturday, Apr. 27	Spring Family Weekend
Friday, May 3	Dissertation Day
Friday, May 3-Sunday, May 5	Alumni Weekend
Sunday, May 19	Prom
Monday, May 20	Strawberry Fest
Friday, May 24	Academic Awards Ceremony
Saturday, June 1	Commencement**
Monday, June 3-Thursday, June 6	Faculty meetings

**Students required to remain on campus*

*** Student attendance required*

PARENTS AT FORMAN

At Forman School, we value the partnership and sense of community between parents, faculty and staff, and students. We recognize parents as integral members of our educational community and actively foster an environment of ongoing dialogue and collaboration. Through the combined efforts of our dedicated teachers, administrators, and parents, we ensure the success of our students. We encourage parents to communicate with faculty or administrators via email with questions or concerns. Together, we can create a nurturing and supportive learning environment that empowers our students to thrive.

PARENTS' ASSOCIATION EXECUTIVE COMMITTEE (PAEC)

The PAEC plays an integral role in the community by maintaining a strong connection between parents, students, and the school, as well as promoting a sense of pride in the school and its programs.

Its specific goals are to:

- Develop a closer relationship between the school and current parents
- Keep parents informed of the school's activities and initiatives
- Provide parent-sponsored events to help forge connections between parents
- Act as ambassadors for the school with prospective families and their communities
- Participate in efforts to support the Annual Fund
- Be a conduit for shared ideas and feedback with the school
- Support school initiatives, faculty and staff, and students by providing leadership for Annual Fund giving
- Encourage parents to share their time, talents, and resources with the school

Positive collaboration between parents and the school is vital to provide the necessary resources for the education of our students. The PAEC comprises parents who have agreed to serve as liaisons with the school and to facilitate the Association's goals. The PAEC meets multiple times a year with the Head of School and members of the Advancement Office to plan and execute Association business. The PAEC also provides periodic updates to all members of the Parent Association. The PAEC comprises the Parent-at-Large and the representatives of each grade level.

Forman's Annual Fund

The Annual Fund plays a crucial role in ensuring the continued success and growth of Forman School. As an independent school dedicated to supporting students with learning differences, the Annual Fund provides vital resources that directly impact the educational experience of each student. By contributing to the Annual Fund, donors help bridge the gap between tuition revenue and the actual cost of delivering a comprehensive and individualized education. These funds support various aspects of school life, including financial aid, faculty professional development, technology enhancements, extracurricular activities, and campus maintenance. The generosity of donors to the Annual Fund empowers Forman to provide an exceptional and inclusive learning environment that enables students to reach their full potential and become successful, confident, and independent individuals.

Volunteer Opportunities

At Forman, we value and appreciate the diverse ways in which parents, grandparents, and special friends contribute their time and expertise to foster a strong and vibrant community. In addition to financial support, we believe in the power of volunteering to enrich the lives of our students and the entire school community. Throughout the year, there are numerous volunteer opportunities available, regardless of your location. Here are some ways you can get involved and make a difference:

- Attend Admission Open House events, helping showcase our school to prospective parents and provide them with valuable insights.
- Host regional admission receptions, allowing prospective families to connect with current parents in their area.
- Serve as a Parents' Association Executive Committee representative, acting as a liaison between the school administration and parents of students in a specific grade.
- Host parent regional, international, and summer receptions, fostering connections and camaraderie among parents.
- Share connections with industry experts, speakers, researchers, public figures, and business leaders with the school, bridging

the gap between academia and the professional world.

- Provide career networking and mentoring opportunities for our young alumni.

If you are interested in volunteering or would like more information, please contact the Director of Parent Programs at parents@formanschool.org.

WE WELCOME YOUR VISITS

Parents are always welcome on campus, and many choose to visit frequently. We hope you will come to campus to cheer for athletic teams and support student performances.

Pets are an important part of many of our school's families, but for safety and allergy concerns, we ask that pets be leashed at all times and not enter buildings on campus.

The school holds several special events that we encourage parents to attend. Fall Family Weekend provides opportunities to meet other parents and spend time on campus. Parents are invited for two days of meetings, workshops, performances, and athletic contests. Individual conferences with teachers can be scheduled in advance. Spring Family Weekend provides another two-day opportunity for all parents to visit campus, connect with the community, and spend time with your child. Workshops focus on the college process, showcasing student work and growth, and celebrating the senior class. Detailed information and registration forms are mailed about one month in advance of the specific weekends.

In the spring, Commencement marks a special time for Forman students. Not only do the seniors receive their diplomas and recognition with special awards, but many are also presented to underclass students. Forman School requires all underclass students to attend Commencement. The culmination of students' time at Forman is a wonderful opportunity to see the community at its best.

Additional resources, including a Visitor's Guide to local shops, restaurants, and lodging, can be found on the **Forman Parent Center** at www.formanschool.org/life-at-forman/parent-center.

Transportation to Airplanes, Buses, and Trains

When possible, the school will provide group transportation to and from specific terminals at times determined by the school for vacation periods. These locations include Bradley Airport and Bridgeport (Amtrak and Metro-North) station. Students and parents are responsible for purchasing tickets for buses, trains, and planes.

Parents may wish to make travel arrangements (i.e., door-to-door) using one of the listed livery services. The livery services will not accept bookings phoned in by students.

The school must be informed of students' travel plans well in advance of a vacation period. Families and students should work together to input travel information to our [Orah Student Management System](#) under the Holiday Leave event for each available holiday break. Paper or electronic tickets should be sent directly to the student and additionally to the Deans' Office.

Livery & Transportation Services

Executive Livery: 877.854.8379 or 860.491.3955

Berkshire Livery: 860.567.8769

Black Swan / Antique Limousine Service: 800.917.9537 or 203.266.5697

In order to support the community as a whole, our faculty and staff are not able to provide transportation to recurring, scheduled off-campus appointments and events. Please reach out to Amanda Bender at amanda.bender@formanschool.org if you have a specific question about arranging travel on a case-by-case basis. Please see our guidelines regarding medical transportation for medical appointments in the Student Health section of this handbook.

TUITION

Tuition Insurance Plan

Since tuition at Forman School is non-refundable on or after the first day of classes as outlined in the enrollment contract, a Tuition Insurance Plan is offered and administered by A.W.G. Dewar, Inc. on behalf of the students and families of Forman School. The Tuition Insurance Plan is required for those not paying tuition in full by July 1, 2023. The cost of the plan is 4.6% of tuition (less any financial aid award). The Tuition Insurance Plan is strongly recommended but not required for families choosing the “one full payment” plan (Plan A) outlined in the enrollment agreement. The Tuition Insurance Plan is required for all families choosing a payment plan other than the “one full payment” plan (Plan A). The Tuition Insurance Plan is also required for any families receiving public funding. The Tuition Insurance Plan will pay prorated benefits to parents/guardians should a student be withdrawn or dismissed under certain circumstances. The premium payment is billed with the first tuition payment and is payable on or before July 1, 2023. Please see the A.W.G Dewar Tuition Insurance Plan document that was provided with the enrollment materials for a full explanation of the plan, including definitions, benefits, and exclusions.

Please contact the Business Office should you need further information or need to file a claim. Please be aware that the school retains \$500 of the refund for 60 days in the event that any miscellaneous charges are billed to the student’s account.

Payment of Prior Educational Expenses

If your student was formerly enrolled in a Connecticut Association of Independent Schools (CAIS) member school, your child may not enroll at Forman School until all charges from the previous school have been paid in full.

Withholding of Grades/Transcripts

Until the parent(s), guardian, or person financially responsible for the student has fulfilled their financial obligation to pay the fees as stated in the enrollment contract, the student 1) shall not be allowed to participate in commencement exercises, 2) shall be denied the granting of grades or credits earned, including those credits earned towards the fulfillment of the school's graduation requirements, and 3) shall not receive a diploma or other evidence of honorable dismissal. Furthermore, if the financial obligation is not fulfilled, the parent(s) may forfeit their rights to enroll their child in any other CAIS member school.

COMMUNICATIONS

Writing/Sending Packages

If you want to send a letter or package to your student or a faculty/staff member, please use this address:

Student Name or Faculty/Staff Name
Forman School
PO Box 80
12 Norfolk Rd.
Litchfield, CT 06759-0080

Packages should be addressed to the physical address (12 Norfolk Road) if they are to be delivered via UPS or FedEx.

Calling the Campus

The area code for Litchfield is 860. Parents may call the school by dialing 860.567.8712. If you know the extension you are calling, you can dial it directly: 860.567+ extension. In the evening, you should call the Administrator on Duty (AOD) at 860.601.8543.

Emergency Extensions

Head of School (Adam Man)	860.567.1825 (O), 860.485.5938 (C)
Asst. Head of School (Allie Maxwell)	860.567.2870 (O), 860.795.4401 (C)
Director of Student Life (Nicole Ostaszewski)	860.567.6230 (O), 860.689.5501 (C)
Dean of Students (Matthew Bender)	860.567.1836 (O), 860.689.6584 (C)
Administrator on Duty (AOD) (4 p.m.-8 a.m.)	860.601.8543 (C)

Emailing the Campus

All students, faculty, and staff have email addresses at school. Students will be issued an account at the beginning of the school year with an email address based on their name. For example, the email address for John Smith would be as follows: john.smith@formanschool.org. Students are required to check their email every day and will be held responsible for the information received. In addition, particular offices have an email address.

Academics Office	academics@formanschool.org
Admission Office	admission@formanschool.org
Advancement Office	advancement@formanschool.org
Alumni Office	alumni@formanschool.org
Business Office	businessoffice@formanschool.org
Communications Office	communications@formanschool.org
Deans' Office	deansoffice@formanschool.org
Parents' Association	parents@formanschool.org

Faxing the Campus

Academic Office	860.567.6217
Office of Admission	860.567.3501
Advancement Office	860.567.1162
Athletic Office	860.567.2864
Business Office	860.567.6201
College Counseling Office	860.567.6204
Head of School's Office	860.567.8317
Student Health Center	860.567.4692

SENDING YOUR CHILD TO FORMAN

All the Comforts of Home

Each student room is furnished with a twin bed, mattress, desk, chair, dresser, fridge, and closet or wardrobe. Windows have window shades or blinds. Room decor is left to the student, within tasteful school standards. We ask that families pack a minimal number of student belongings in order to help students achieve success with room cleanliness.

What to Bring

Families and students must provide their own sheets, blankets, pillows, and pillowcases, which can be obtained from E&R Laundry or brought from home. The following is a checklist of items you should bring:

- Twin extra-long sheets
- Mattress pad
- Blankets
- Pillow and pillowcases
- Towels
- Alarm clock
- Wastebasket
- Laundry bag/basket, hangers
- Lamp preferably with energy-efficient light bulbs (rooms are not equipped with reading/desk lights/floor lamps)
- Lockbox (for small valuables)

What Not to Bring

While additional furnishings and decorations may be desired, parents and students are reminded that dormitory rooms are not spacious and must conform to the State of Connecticut Fire Code. **The following is a list of items to be left at home:**

- Electrical appliances (irons, blenders, etc.)
- Devices that allow a student to gain access to cable or television channels
- Electronic gaming consoles for Freshmen
- Cooking devices (microwaves, toasters, hot plates, popcorn poppers, coffee makers, heating elements, etc.)
- Decor that illustrates illegal or inappropriate behaviors (drugs, alcohol, sex, or crimes)
- Weapons or replicas of weapons of any sort (knives, slingshots, bb/pellet/paintball guns, etc.)
- Animals/pets (includes fish)
- Refrigerators that are not provided by the school
- Heating devices
- Expensive or irreplaceable personal possessions
- LED lights with adhesive backing or sticky LED strip lights.
- Only seniors may supplement a dorm room's furniture with futons, couches, and wardrobes. These items must be approved by the Director of Student Life or Assistant Head of School.

Insurance and Responsibility for Loss

Students must take normal precautions to protect their valuables by utilizing lock boxes and locking their dormitory doors or day student lockers. Please note that Forman School assumes no responsibility for student possessions (money or valuables) that are lost or stolen. Students who live abroad should have personal insurance coverage for all of their belongings.

Summer Storage

Summer storage is handled by an outside provider in a climate-controlled facility. The school does not provide on-campus storage. Families pay the company directly. Please contact the UPS Store via the following contact methods:

Phone: 860.643.6264

E-Mail: store0921@theupsstore.com

Web: www.formanschoolsummerstorage.com

Personal Banking & Finances

It is expected that all students either come to school with an ATM/debit card from their hometown bank or open an account in Litchfield. For your convenience, Forman has an agreement with Litchfield Bancorp, which can be reached at 860.567.9401 or www.litchfieldbancorp.com, to provide your child with local services.

Laundry

Students are required to wear neat and clean clothing. It is also important that linens are washed regularly. The school recommends E&R Laundry for laundry and dry-cleaning services on a weekly basis; arrangements are made between the parent and the laundry service. For more information, you can call 800.890.7273 or visit www.thecampuslaundry.com; Forman's password is BF32. Students who use the E&R Laundry service must bring their dirty laundry to Peirce Dining Hall on Tuesday mornings by 8:15 a.m. Clean laundry is returned on Friday and can be picked up at the student mailroom.

For students not opting for this service, the school provides washers and dryers on campus at no cost to operate, but students must supply their own detergent. Machines are located in the basements of most dormitories. Laundry should not be left unattended for long periods of time, as others may need to use the machines. The use of the laundry machines is at the student's own risk, as the school takes no responsibility for loss or damage to personal clothing.

PUBLICATIONS

You can keep in touch with current happenings on campus with the following publications:

The Forman E-News

The E-News is sent to all current parents once a week. This is designed not only to keep parents informed and to share pertinent information but also to share images and updates on current campus activities. Please keep your email address updated with the school to receive this newsletter regularly.

The Forman Website

Visit our website at www.formanschool.org to view publications, admissions, academic, alumni, development, and athletic information. Parents can access helpful information such as the calendar, athletics schedule, student schedules, and other relevant information.

Forman Letter

The school's magazine, called the *Forman Letter*, is mailed to alumni, parents, and friends. It provides in-depth coverage of alumni and selected campus events.

The Parent/Student Handbook

The Handbook provides important information to students and parents. Students and parents are expected to understand, adhere to, and be familiar with the policies and procedures set forth herein prior to the opening of school. The Parent/Student Handbook is purely aspirational and not contractual. The enrollment contract between a family and the school is a contract, whereas the Parent/Student Handbook is not a contract but merely a compilation of school guidelines, procedures, and best practices. Parents and students receive the summer mailing electronically, which is also available on our website.

Social Media

Forman can be found on [Facebook](#), [YouTube](#), [Instagram](#), and [LinkedIn](#). Keep updated by becoming a fan or following us on social media.

GUIDANCE AND SUPPORT PROGRAMS

College Counseling Department

Much research on young adults with learning differences and/or attention deficit disorders has shown that students who become self-aware, have an understanding of their difference and learning style, and develop self-advocacy skills will have the highest likelihood of experiencing success in college and beyond. The mission of this office involves fostering the development of these skills, as well as coordinating all aspects of the college process for all students attending Forman School.

For more information about the college counseling process, visit www.formanschool.org/academics/college-counseling.

Advising System

Advisors meet with their advisees as a group at least twice a week to engage in a curriculum that connects with the school's core values of Truth, Respect, and Kindness. They are the main contact for parents at Forman and will direct parents to appropriate faculty members when necessary. Advisors will gather information from other faculty members and offices within the school to share with their advisees. Students may choose their own advisors; however, each faculty member is limited in the total number of advisees that they may carry. Changes should only be made in the spring for the following school year unless extenuating circumstances exist.

Student Counseling Office

Individual counseling is available to all students at the school. It may be mandated in some cases. Referrals are made by the Director of Counseling. A clinical psychologist is available to work with students who require ongoing counseling. It is also possible to arrange counseling with local psychologists and/or social workers.

Dean of Students Office

The Dean of Students Office consists of the Assistant Head of School, Dean of Students, Associate Dean of Students, Director of Student Life, Associate Director of Student Life, and the Administrative Assistant. The function of the Deans' Office is to ensure that students are working toward establishing that all aspects of their behavior are upholding the core values of Truth, Respect, and Kindness. The Deans' Office utilizes the student code of conduct as a guide in all conversations with students and encourages students to hold themselves to the highest standards. Additionally, the Deans' Office supports students who may be experiencing situations that are not acceptable or outside of our community standards. The Deans' Office is committed to making certain that all students feel safe and welcome on this campus as we are guardians of our inclusion statement.

The Deans' Office works to build students' skills and understanding of behavior that upholds our community values, but at times, also needs to hold students accountable for their actions. We work to make this a learning process for students and provide support along with accountability. Parents and students should contact the Deans' Office to express concerns about student behavior or to request special permissions. The Dean of Students will be the main contact in cases of student misconduct.

Religious Observations

While Forman has no religious affiliation, we encourage and support students' involvement with their respective religions. The school is sensitive to major religious holidays that occur during academic sessions. For students observing, no quizzes or exams are scheduled, and no papers are due on these days. Those students are not required to participate in major school events, such as athletic competitions; however, classes will meet, and students are expected to attend. Students whose conscientious religious observance requires their absence on these days should obtain permission from the Deans' Office. Parents will be asked to verify this request.

ACADEMICS AT FORMAN

Academic work at Forman School is designed to prepare students for success in college. In addition to the course content, learning strategies are taught so that students will be able to handle the demands of a college curriculum. Every effort is made to engage the students in an active learning process that requires thought and the creation of original ideas. Students are expected to be on time and to honor all class commitments.

Academic Honesty

The faculty expects intellectual honesty and personal integrity in all student work. Homework assignments, quizzes, papers, and exams all represent evidence of a student's growth and knowledge and should be their own.

Collaboration is only allowed when teachers clearly encourage it. Submitting work that is done by someone other than the student, receiving help on tests or quizzes without the permission of the teacher, and using ideas conceptualized by another person without crediting the author are clear violations of academic honesty. Students are expected to give credit and properly cite all information and writing from all sources, including the Internet, gathered for classwork. Failure to do so is considered plagiarism, a form of academic dishonesty, and a violation of a major school rule.

In cases of academic dishonesty, an Academic Review Board may convene, and disciplinary action may result, including the possibility of dismissal. Students will have the opportunity to present their case during the Review Board process. The Academic Review Board consists of the Director of Studies, two voting faculty members, and two voting student leaders. All final decisions rest with the Head of School.

Grades and Comments

The school uses letter grades for academic achievement and a numeric rating for academic effort. Students who attain high levels of achievement and effort are placed on an Honor Roll, which occurs at the end of each trimester.

There are three academic trimesters (Fall, Winter, and Spring) and a two-week Winterim. At the end of each trimester, teachers will give grades, effort ratings, and written comments for each student.

Grades can be viewed by parents and students online at the end of each trimester. Coaches will write comments at the end of each trimester. Advisors and Dorm Parents will write comments at the end of Fall and Spring trimesters.

Achievement Grades

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F Below 60
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Effort Ratings

Effort ratings are determined on the basis of punctuality, preparation, class participation, homework completion, attitude, and willingness to seek extra help; this rating will reflect effort vs. achievement.

A 3 in effort means that a student has met the expectations of the teacher, arrived on time to class with assigned homework prepared and materials in order, participated in class discussion and activities, maintained a consistently positive attitude, and sought extra help when necessary. To do less will result in a lower effort rating; to do more will result in a higher effort rating, reflecting effort versus achievement.

- 5 = greatly exceeds expectations set by teacher
- 4 = exceeds expectations set by teacher
- 3 = meets expectations set by teacher

2 = minimal effort

1 = complete lack of commitment

Incomplete Grades

Incomplete grades are given only for periods of illness of more than two days, or in the case of an emergency, that require a student to be away from school. The Director of Studies, along with the student and teacher, will determine a plan to complete missing work in a timely fashion. Extended illnesses are dealt with individually.

Grade Point Averages

Grade point averages are weighted for Honors and Cambridge International classes only (1.10 weighting). Forman School does not rank students.

Honor Roll Criteria

Honor Rolls are determined at the end of each trimester to recognize those students who are doing exceptional academic work. Honor Rolls will be posted online at the end of each trimester. The weighting of Honors classes will be factored in to determine if a student is eligible for an Honor Roll.

High Academic Honor Roll

Students must have, in all courses taken in a trimester, a grade of B+ or above (B- or above in Honors classes) and a GPA of 95 or greater.

Academic Honor Roll

Students must have, in all courses taken in a trimester, a grade of B- or above (C or above in Honors classes) and a GPA of 90 or greater.

High Effort Honor Roll

Students must have all effort ratings of 3 or above, and six 4s or 5s in all courses taken in a trimester.

Effort Honor Roll

Students must have all effort ratings of 3 or above, and four 4s or 5s in all courses taken in a trimester.

High Academic Honor Roll and Academic Honor Roll Privileges

- No breakfast check-in on Wednesdays
- 30 minutes later bedtime
- Do not need to attend Evening Study Hall
- Internet usage for 30 minutes later at night

Homework

As a general practice, homework is used to reinforce learning that occurred in the classroom or as an opportunity for students to read (gain) information prior to an upcoming lesson. As a result of these factors, we typically do not grade homework at Forman, but homework completion does factor into a student's effort rating. Students who fail to complete three or more homework assignments in a trimester will not receive an effort rating of 3 or above.

Evening Tutoring

Tutoring is available during Study Hall hours Monday through Thursday on a first-come, first-served basis. Students are allowed to attend as many sessions as they need. Students will receive more information on how to access tutoring at the start of the year.

Private Tutoring

Please call the Associate Director of Academics for more information about private tutors. Private tutoring is provided in the evenings at an extra charge.

Evening Study Hall

All students are engaged in Study Hall from 8:00-9:30 p.m., Sunday through Thursday. Students are expected to make good use of evening study time and are typically assigned to a dormitory, the library, or a study group. Faculty members are available in each dorm to supervise and give academic help.

Mid-Term Warning

Students will receive a Mid-Term Warning if they have a grade lower than C- or an effort rating below a 3. Teachers will communicate with the student and the student's advisor to develop an academic support plan. The Associate Director of Academics will also be notified.

Academic Probation

Students are placed on Academic Probation for failing one course, for earning a grade below a D in two courses at the end of a trimester, or for committing a violation of academic honesty. Students on Academic Probation are monitored by the Academic Office. Students on academic probation run the risk of not receiving a re-enrollment contract for the following year.

Withdrawal from School, Credit-Granting, and Academic Documentation

If a student must withdraw, for any reason, before the end of the current trimester, no credit will be awarded for that trimester. Once the Business Office gives notification to the Academic Office that all accounts have been settled, an official transcript may be released. Account details are handled through the Business Office.

Summer School Credit

Forman School does not accept summer school courses for credit except when making up a course that the student failed. Make-up credit will be awarded if the student receives a grade of C or higher, if the school receives an official grade and comment from the summer school, and if the appropriate department head and the Academic Office approve the credit. All summer school courses must be pre-approved by the Director of Studies.

Requirements for Graduation

Students in all grades take a minimum of 21 credits each year in addition to Winterim. During each trimester, students must take classes in at least seven of the eight blocks. Students must earn three credits in English courses each year, even if repeating a grade and English has previously been taken. Students must attend classes full-time at Forman during their senior year in order to graduate and earn a Forman School diploma.

Retake Policy

- An 80 (B-) is considered mastery. Any student who wishes to retake an assessment whose original grade was an 80 or higher may do so at the discretion of the teacher.
- In order to be eligible for a retake, the student must have completed all assignments associated with the content of the assessment before the date of the original assessment.
- In order to have a retake, the student must see a tutor or teacher prior to the retake.
- Retakes will be scheduled at the discretion of the teacher.
- Retakes will be offered on all assessments and papers. For papers, there will be feedback on the revision.
- The retake will not be the same assessment that was originally given.
- If a student has an unexcused absence in a class where there is an assessment, they are not allowed to take the original assessment.
- The highest grade is the one the student earns; no averaging of grades.

Senior Year Failures

Seniors who fail a required course will not receive a Forman School diploma until that course has been made up in an approved summer school.

Winterim Attendance

All Forman students and faculty participate in Forman School's Winterim, a two-week exploration of subjects and ideas not usually taught in a traditional classroom setting. Students may not enroll in the same course twice during their time at Forman. Given the short, intensive nature of the program, absences are not permitted. **Any absences or repeated lateness may result in loss of Winterim credit and will require summer make-up.** Legitimate illnesses and emergencies will be addressed on an individual basis, but there may come a time when too much of the course has been missed. Early departure for vacation may result in automatic loss of credit. Students who are put on social probation six months prior to Winterim may be excluded from participating in a travel-based Winterim unless the Director of Studies and Dean of Students give permission. In the event that a student is sent home from a travel Winterim for breaking a major school rule and they are allowed to return to Forman, they **will be required to make up the credit by participating in an internship during the summer.** Winterim descriptions can be found on our website, which also outlines approximate associated costs and conditions of participation.

Course Distribution and Requirements

Forman expects all students to maintain a rigorous and balanced schedule. To earn a Forman School diploma, students must successfully meet certain credit requirements. Each year, as part of their course of study, students participate in a Winterim. During this two-week period, students take one course and focus on this subject in-depth. Academic credit is provided for these courses, and students choose from a wide array of offerings, including travel and culture, mini-courses, health and wellness, and the arts.

Graduation Course Requirements:

- 12 credits of English
- 9 credits of Mathematics (or through Integrated Math III)
- 9 credits of History, including U.S. History
- 9 credits of Science, including two lab sciences, Biology required
- 3 credits of coursework in Thinking & Writing
- 3 credits of coursework in Cognition & Learning
- 3 credits of Post-Secondary Planning
- 6 credits in the Arts
- 6 credits of a World Language are strongly recommended
- 1 credit of Health and Wellness, per year
- 1.5 credit Winterim, per year
- 15 hours of Community Service, per year
- 3 seasons of Athletic participation, per year

Course Add/Drop

Schedule changes may be made only with the permission of the Director of Studies during the Add/Drop Period which falls within the first six days of each trimester. Under special circumstances, students may withdraw from a course after the Add/Drop Period with the permission of the Director of Studies. No credit is given when students withdraw from courses.

Diploma Types

High Honors Diploma

- Minimum of 72 credits earned during high school career
- 3 years of Math through Integrated Math III
- 1 year of Chemistry, Physics, or Tropical Ecology Seminar
- Minimum of a 90 cumulative GPA
- Weighting for Honors classes will be factored in to determine a High Honors Diploma
- No final grade in any class below B (or below C in an Honors class)
- Must be a Forman School student for two years

Honors Diploma

- Minimum of 66 credits earned during high school career
- Minimum of an 85 cumulative GPA

- Weighting for Honors classes will be factored in to determine an Honors Diploma
- No final grade in any class below B- (or below C- in an Honors class)
- Must be a Forman School student for two years

Standard Diploma

- Fulfills basic credit requirements
- 20 credits minimum
- Minimum of a 60 GPA

Valedictorian and Salutatorian

The senior who has earned the highest overall GPA and has attended Forman School for at least two years is deemed the Valedictorian and delivers the senior speech at Graduation. The senior who has earned the second-highest overall GPA and has attended Forman School for at least two years is deemed the Salutatorian and delivers a speech at the end of the year.

National Honor Society

The National Honor Society is an organization that recognizes and encourages students to demonstrate excellence in scholarship, leadership, service, and character. In order to be nominated for the National Honor Society, students must have a 92 cumulative grade point average. Acceptance into the National Honor Society is not guaranteed, however. Acceptance is also based on community service and leadership. In order to be accepted into the National Honor Society, the student must possess the above four qualities and distinguish themselves in the area necessary. Each student who is nominated must submit an application and two recommendation letters and complete an interview with the National Honor Society Committee, which is comprised of Department Chairs.

Cognition and Learning Department

Cognition and Learning courses are specifically designed to provide strategy training and remediation for students with learning differences. Courses focus specifically on a student's area of challenge. Students are placed in small groups, and specialist teachers customize the curriculum to meet the individual needs of the group.

The Barbara Chace Library

The Barbara Chace Library in Carpenter Hall plays a vital role in the educational and cultural life of Forman School. Consistent with the concept of the Library as an information commons, we provide an atmosphere that is conducive to the exchange of information, study, and the pursuit of academic, personal, and professional interests. Students, faculty, and staff are able to access an array of online databases and other resources via their own devices or library computers, and they are welcome to borrow from our carefully selected collection of print and digital materials that support both the curriculum and the recreational interests of the members of our community.

Circulation notices, including overdue notices, are sent via email. Library patrons are responsible for items they borrow, and it is incumbent upon them to return all items in a timely manner. Any items not returned at the end of the school year will be considered lost, and the borrower will be billed for the replacement cost of the items.

ATHLETICS AT FORMAN

PHILOSOPHY

Competitive athletics provides for physical training and the mastering of athletic skills for both today and the future. Students learn teamwork and leadership skills, as well as the skills of the sport. In addition, many students develop a love of exercise, which continues throughout their lives. Participation in sports teaches young people how to lose with dignity and win with humility. Good sportsmanship is a characteristic that can be transferred to the workplace; it serves our students throughout their lifetimes.

AFTER-CLASS PROGRAM

Students are required to participate each afternoon, Monday through Saturday, throughout the year in Forman’s after-class program. The program includes activities ranging from competitive sports to theater arts. The after-class program provides opportunities for social interaction, teamwork, caring for others, leadership, and, in most cases, physical activity. Some activities may occasionally meet during the evenings. In order to guarantee availability to all students and ensure equitable participation, certain activities are restricted, as indicated below.

All programs are coed unless otherwise noted.

Competitive Sports		
Fall	Winter	Spring
Crew ¹ Cross Country Football Boys’ Soccer Girls’ Soccer Girls’ Volleyball	Alpine Ski Racing ¹ Boys’ Basketball Girls’ Basketball Hockey ¹ Wrestling	Boys’ Baseball Crew ¹ Golf ¹ Boys’ Lacrosse Girls’ Lacrosse Girls’ Softball Boys’ Tennis Girls’ Tennis Ultimate Frisbee Whitewater Kayaking Boys’ Volleyball
Recreational Activities		
Fall	Winter	Spring
Boatbuilding Culinary Arts Movement and Meditation Outdoor Adventure Robotics Theater Arts Yearbook	Boatbuilding Culinary Arts Dance Music Skiing/Snowboarding ¹ Theater Arts Yearbook	CrossFit Culinary Arts Equestrian ¹ Theater Arts

¹ Requires an additional fee.

CONFERENCE MEMBERSHIP

Forman School is a member of the Western New England Preparatory School Athletic Association (District 4) and the Housatonic Valley Athletic League, which is made up of the following schools: Harvey, South Kent, Christian Heritage, Master’s, Watkinson, Williams, Wooster, and Westover.

CODE OF ETHICS FOR TEAM MEMBERS

As a member of a Forman School athletic team, students commit themselves to:

- Showing full commitment to their team and coach
- Treating officials and opponents with respect
- Demonstrating honesty and integrity at all times
- Accepting the decisions of any official without quarrel
- Treating visiting teams and spectators as honored guests
- Acting as proud ambassadors of the Forman tradition while visiting other schools
- Being gracious in victory and defeat

If any infraction of this Code of Ethics occurs, the student involved may be suspended from participation or dismissed from the team. The decision will be made by the coaches and the Athletic Department.

ATTENDANCE POLICY

- Participation in our after-school activities program is a requirement for all students. Daily attendance is mandatory.
- All students are expected to attend both home and away competitions and events.
- Students are expected to arrive at the scheduled time, ready to participate, and in the appropriate attire.
- During times of remote learning, students may be expected to participate in after-school activities as determined by the Athletic Department.
- Participation in Athletics is a graduation requirement. All absences will follow the Academic Missed Commitment plan.

If a student has to miss a competition or event due to an extenuating circumstance, the Athletic Department must be notified and will determine whether the student will receive an Academic missed commitment. Students taking Extended Leave over a weekend resulting in a missed practice, competition, or event must get approval from the Athletic Office prior to leaving. Students may notify the Athletic Office by completing an appropriate leave request in [Orah](#).

UNIFORMS AND EQUIPMENT

Regulation school uniforms must be worn in all competitive matches. If an athlete loses their uniform, their account will be billed accordingly. Students will be provided with Forman School apparel to wear at practices and to/from competitions. There may be times when students need to provide their own personal equipment, which will be clearly communicated to students and their families ahead of time.

HEALTH AND MEDICAL

Any student excused from a sport commitment for a documented medical reason may assist the Athletic Department in a way to be determined by the Athletic Director. Players who are injured during play should report to the Athletic Trainer, who will evaluate the injury and determine the next course of action. The Athletic Trainer may provide rehabilitation and appropriate taping in an effort to get the player back into action as soon as healing allows.

POLICY FOR TEAM CHANGES

Prior to each athletic season, a student has the opportunity to select an afternoon sport/activity of interest. They are expected to report to their selected sport/activity on the first day of that season. A sport commitment may be changed during the first week of practice with permission from the coach and through a meeting with a member of the Athletic Department. After the first week, students are committed to their team and will remain members for the rest of the season.

AWARDS

Student-athletes will be recognized for their individual work and achievements at the conclusion of each competitive season.

Forman Athletic Leadership Council

MISSION STATEMENT

The mission of the Forman Athletic Leadership Council is to promote and encourage spirit and leadership in the school community through athletics. The council will do this by promoting a positive student-athlete image on and off-campus, creating positive involvement in athletics through participation and support of our teams, developing leadership skills, and giving back to our community and beyond through service.

PROGRAM OBJECTIVES

- To promote school spirit and school pride through the support of our teams at all levels
- To promote constant and consistent communication between the athletic department and student-athletes
- To develop leadership skills through a supportive forum in order to prepare student-athletes to serve as leaders on their teams as well as around campus, in the classroom, and in their future roles beyond Forman
- To create role models on and off campus who follow and exemplify Forman's core values of Truth, Respect, and Kindness
- To reinforce the value and importance of giving back through service to our community as well as communities beyond our campus

CRITERIA FOR STUDENT PARTICIPANTS

- Recommendation from coach/faculty member
- Must play at least two seasons of competitive athletics
- Demonstration of excellent sportsmanship
- Commitment to their teams and the betterment of the school community
- Desire to improve oneself through athletics
- Demonstrates the potential to lead peers
- Good academic standing and citizenship
- Desire to give back and empower others through athletics

COMMUNITY LIFE AT FORMAN

Forman School believes that education goes beyond the classroom. Community life at Forman is experienced through our advisory program, student life program, and residential life program. At the core of community life is the advisory system, which allows each student to have a designated teacher to meet with throughout the year and act as the first point of contact for parents and families. Beyond the advisory program are the student life and residential life programs that encompass student leadership, clubs, weekend activities, community service, and green and gold events. All students are active participants in the community life at Forman.

ADVISING SYSTEM

New students are assigned an advisor. All returning students select an advisor. (See page 12 for more details on the advisory program.)

SCHOOL GOVERNMENT

Student Leadership

There are various student leadership roles at Forman. Our student leaders are expected to act with decorum and dignity, to be compassionate, and to use good judgment. Student leaders are expected to set a responsible and mature example for the rest of the student community. Each year, student leaders are elected into various roles to help serve their peers, promote Forman in a positive way, and build good communication between the students and administration. Student leaders serve as a voice for all students at Forman.

Even if a student does not hold a titled position, it is our hope that all students conduct themselves and their lives by embodying some of the qualities critical to good leadership, such as being trustworthy, dependable, willing to execute ideas, and taking initiative. Forman hopes to instill these values to help each student in their growth in self-advocacy and leadership potential.

Intentional misuse of the student leadership position or flagrant disregard for the school, its rules, policies, and procedures, or for the rights of others may be cause for probation, suspension, or removal from that position.

All-School Officers

These positions are the highest level of student leadership. Through an all-school ballot process, students and faculty acknowledge a student's ability and talent in civic and interpersonal relationships. All-School Officers are evaluated and recognized for their abilities to be dependable, fair, and trustworthy leaders. The entire Forman community elects eligible seniors. The positions include All-School President, All-School Vice President, and Speaker of the Student Body. These students oversee student government.

Specific duties may vary but include:

- Assisting with New Student Orientation
- Assisting with all school events
- Running current events program during assembly
- Making announcements at assemblies
- Serving as members of the Standards Review Board/Academic Review Board
- Attending regular meetings with the Head of School

Dorm Prefects

These positions are held by juniors and seniors and are selected by a committee led by the Dean of Student Life each spring. The primary role of dorm prefects is to work with dorm parents to ensure that dormitories run smoothly and to enhance the residential life experience for all of our students. Those selected as dorm prefects have gone through an application and interview process.

Specific duties may vary but include:

- Assisting with New Student Orientation
- Dormitory monitoring and guidance
- Assisting dorm parents, faculty, administrators, and staff
- Peer mediating and helping to resolve conflicts
- Planning and coordinating dorm events
- Serving as members of the Standards Review Board/Academic Review Board

- Assisting with morning wake-ups
- Assisting with Room Inspections

Class Officers

Elected by members of their class, these students assist in the running of grade-level affairs, help with all fundraising endeavors, represent the interests of their class at student government meetings, and promote positive school culture.

Head Admission Ambassadors

These positions are held by juniors or seniors and are selected by the Office of Admission each fall. The primary role of the Head Admission Ambassador is to assist the Office of Admission in hosting prospective families, educational consultants, and other visitors on campus. Head Ambassadors are students who enthusiastically convey the mission of the school and articulate how their Forman experience has been transformational. Those selected as Head Ambassadors go through an application and interview process by the Office of Admission.

Specific duties may vary but include:

- Assisting with coordination of daily tours as needed
- Assisting with coordination of Open House(s) and Revisit Day
- Assist in training new student ambassadors

DORMITORY RESPONSIBILITIES

In order for dorms to run smoothly and residents to get along well, students must take responsibility for their actions and behavior. It is of the utmost importance that students respect the property and the rights of others. Specific responsibilities include:

- Students are responsible for whatever dorm job is assigned to them in order to maintain good living conditions within the dorm.
- Students are expected to keep their rooms neat and clean. Room inspections will occur regularly, with extra attention given on Sundays.
- Students are expected to follow established procedures for room cleaning in preparation for holidays or departures and extended breaks.
- Students may not display materials that are sexually charged or that advertise or promote alcohol, drugs, tobacco use, crimes, or weapons.
- Students may not have pets or animals of any kind (including fish).
- Students are prohibited from entering and exiting any dormitory or dormitory room through windows.
- Dormitory rooms must not be overcrowded with excessive furniture, computers, stereo systems, etc.
- Dormitory furniture, including desks and beds, may not be dismantled or moved out of the room. If a student has a medical need for special furniture, parents need to make arrangements through the Director of Student Life.
- No stickers may be applied to walls or ceilings. Pictures and posters are to be attached to the walls in such a way that damage is prevented. Scotch or duct tape is not to be used on paint, wallpaper, or any other surfaces that may be damaged. Special hooks are available in the School Store, as well as mounting putty for hanging items such as posters. If there is damage to the walls or ceilings, the family will be invoiced for the costs associated with such damage.
- Students' rooms should not be entered by other students without the permission of the resident student(s).
- Cell phones and other tech devices should not be used for non-academic work during evening Study Hall or after Lights Out.
- Study Hall times are treated as in-dorm time during evenings when students leave for or return from vacation.

Damage to or Loss of School Property

Residents of the room are liable for the damage or loss of school property located within individual dormitory rooms. When damage or loss of school property takes place in dormitory common areas (i.e., lounges, hallways, lobbies, bathrooms, etc.), the Deans' Office will make every effort to identify the individuals responsible and have them billed. When the individual responsible for damage or loss of school property cannot be determined, the entire dorm bears the cost of repair or replacement.

Checkout Procedures

A formal checkout procedure exists for departures from campus. At the end of the school year, or when dorms will be closed for an extended period of time, students will be given an itemized schedule for packing, cleaning, and room inspections to help facilitate this process. Rooms should be cleaned and all personal belongings packed. Trash should be removed and floors left in “broom-clean” condition. After Commencement ceremonies and before students leave campus, rooms must be inspected and keys collected by staff members assigned to each of the dormitories. Dorms will be closed during Commencement.

Failure to do so will result in the assessment of charges as follows:

- \$150 per student for rooms failing inspection (end of each school closing)

DAY STUDENTS

Day students are an important part of our community. They are assigned to a dormitory in an effort to enhance their integration into the Forman community. They may attend all meals, remain on campus until check-in, and participate in all weekend activities. Day students are subject to all rules of the school and are given no exceptions unless specifically stated.

Expectations and Requirements

Because day students do not live on campus, there are a few specific rules that need to be observed.

- Day students’ parents must inform the MOD of a student’s absence between 8:00-8:30 a.m. of that day at 860.307.4740.
- Upon arrival to campus, day students must check in at breakfast or scan NFC tags at one of our check-in locations. Day students visiting campus on Saturday or Sunday need to check in with the AOD and attend all check-ins while on campus.
- Except in cases of prolonged absence, day students are responsible for getting their own assignments. If an absence is to be prolonged, the parents may contact the Academic Office to ask the student’s teachers for long-term assignments.
- Once students have arrived on campus, they may not leave the campus until after their last commitment; in most cases, this would be sports.
- Day students are responsible for all check-ins and commitments while on campus.
- Day students must remain on campus through the academic day and may leave at the conclusion of athletics.
- Upon leaving the campus for the day after their last obligation, day students are required to check out by notifying the AOD via text or phone call at 860.601.8543 or scan NFC tags at one of our check-in locations.
- Day students must have permission from their parents and the Deans’ Office to invite a boarding student to their homes for a visit.
- Day students are expected to follow school rules regarding cell phones, computers, and Internet use. (See page 44 for more information.)
- Motor vehicle use for day students is specifically outlined on page 49.

Day Student Locker Area

Lockers will be available for day students in their assigned dormitory. Students must use school-issued padlocks. Bathrooms are available for changing clothes.

VISITORS

Family members are encouraged to visit students and can take them off campus. No permission is needed for the family members to visit, but students must sign out with the AOD if they are going to leave campus. Students wishing to have non-family guests visit must have permission from the Deans’ Office prior to the visit.

Guests must abide by school rules and are held to the same standards of conduct as our students. While students and friends may leave campus, they must do so following the rules of downtown privileges (See policy on page 51.) Students must call the AOD phone at 860.601.8543 to sign out and are not permitted to leave the Litchfield area or ride in their friends’ cars without expressed parental and school permission.

ASBESTOS MANAGEMENT PLAN

In accordance with Section 19a-333-1 through 13 of the Regulations of Connecticut State Agencies, “Asbestos-Containing Materials

in Schools,” Forman School is required to inform parents that asbestos-containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all asbestos-containing building material (ACBM) is removed from the buildings.

The buildings are inspected every six months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly re-inspected every three years by Connecticut-licensed asbestos inspectors following the same basic criteria as the original inspection.

Forman School maintains in its Maintenance Office a complete, updated copy of the asbestos management plan. It is available during normal business hours for inspection. The designated person for the asbestos program is the Director of Operations, and he can be contacted at 860.567.6214.

CAMPUS SECURITY

The school employs a security guard. The guard secures all buildings, observes the campus, and responds to plant emergencies.

VIDEO SURVEILLANCE

In an effort to protect the health, safety, and welfare of our students, staff, and visitors, as well as to protect the physical plant, Forman School reserves the right to deploy and use surveillance at any time and in any location, within reasonable limits and as permitted by law, that it deems necessary. The school reserves the right to utilize surveillance in the course of discipline or for reporting to local authorities.

MEALS

Students are encouraged to attend all meals. There is a mandatory check-in at breakfast and dinner. The kitchen staff provides a wide variety of choices so that all students can find a meal that suits their needs.

Students must wear proper dress for all meals. Bare feet, bathing suits, bathrobes, and hats/caps are never permitted in the dining hall. Dining implements (i.e., plates, cups, flatware) may not leave the dining hall.

COMMONS ATHLETIC CENTER

The Commons Athletic Center includes the fitness center, training room, Athletic Director’s office, and the Assistant Athletic Director’s office. The facility is open for students and faculty to use during scheduled times.

LION’S DEN BISTRO

In the Malcolm G. Chace Student Center, the school’s culinary program operates an eatery called the Lion’s Den Bistro that is open in the evenings and on weekends. With a focus on locally sourced ingredients, the chef and students serve a creative menu that includes entrees, small plates, snacks, and drinks to the Forman community.

MUSIC CLASSROOMS

There are several music classrooms connected to the Malcolm G. Chace Student Center. The practice space is conveniently only steps away from where our aspiring musicians perform during concerts and open mic nights. The Forman music program includes instrumental, percussion, guitar, and vocal ensembles, as well as theory courses and individual lessons for student musicians.

RISLEY GYMNASIUM

The Risley Gym includes a 120’x120’ multipurpose playing area. The facility is open to students during scheduled times. Students are asked to exercise caution and to be aware of the safety of themselves and others.

SCHOOL STORE

The School Store is located on the lower level of Peirce Dining Hall. Textbooks and academic supplies are available, along with health

and beauty aids, sporting goods, clothing, and other miscellaneous items. Charges for items purchased appear on monthly student account statements, which are payable upon receipt. Students with outstanding accounts may be denied further School Store purchases.

MALCOLM G. CHACE STUDENT CENTER

The Malcolm G. Chace Student Center houses the school's music department as well as the Student Lounge, Senior Lounge, and Lion's Den Bistro. The Malcolm G. Chace Student Center includes a large space with soft seating, a fireplace, refrigerators, high-top tables, pool tables, smoothie machines, a pizza oven, and more. This is a place for students and faculty to gather, relax, talk, play games, or watch TV. The space can also be used for occasional conferences or receptions.

VISUAL AND PERFORMING ARTS CENTER (VPAC)

The building includes spacious, state-of-the-art classrooms for dance, photography, videography, theater, ceramics and pottery, jewelry making, drawing and painting, and more. The theater boasts 300 seats, as well as a scene shop, dressing rooms, and a costuming area. In addition to a modern, comfortable space, the Photography and Videography programs benefit from a dark room and a green screen. The ceramics studio has an indoor and outdoor throwing area, and dance students enjoy classic wall-to-wall mirrors in their studio.

EXTRACURRICULAR ACTIVITIES

The school offers a wide variety of extracurricular activities. School trips, dances and social events with other schools, trips to nearby plays and shopping malls, festivals, sporting events, and concerts are planned throughout the year by students and faculty.

CLUBS

Each year, Forman offers a variety of clubs to enhance and support student life, academics, and athletic programs. Clubs are proposed and driven by student interest and advised by faculty members. At the beginning of the year, there is a two-week period when clubs are proposed, and a club fair is hosted that allows students and faculty to promote existing clubs and introduce new ones. Clubs meet regularly during the entire year.

FORMAN ENSEMBLE PLAYERS

In each season, Forman students produce a play or musical under the direction of qualified faculty. Participating students and faculty become members of the Forman Ensemble Players.

OUTDOOR LEADERSHIP SKILLS

Outdoor Leadership Skills is an experiential education program at Forman designed to increase students' self-awareness, confidence, and trust in a group setting and knowledge of skills needed in outdoor pursuits. Through rock climbing, low and high ropes course work, boatbuilding, whitewater kayaking, and the development of wilderness skills to assist in leading weekend wilderness trips, students use adventure as a learning tool. Much of the emphasis is placed on being able to recognize and achieve leadership potential.

COMMUNITY SERVICE REQUIREMENT

Forman believes strongly in the value and importance of helping others. Each person in our school is responsible for making the community a better place to live. Students are expected to complete at least 15 community service hours per year. Students may not be compensated for this work, receive academic credit, or gain these hours through fulfilling an after-school activity requirement. Forman will provide opportunities on weekends to complete these hours, but students are also encouraged to complete these hours on their own. If a student signs up for a school-provided community service opportunity and does not uphold that obligation, they will receive a Student Life Missed Commitment. Service done outside of a school-approved offering must be pre-approved by the Community Service Coordinator, and students will need to provide valid proof of their work upon its completion. Community service is a graduation requirement. Failure to meet these expectations may cause a senior to fail to graduate. Underclass students who did not complete 15 hours by Commencement must complete double the amount owed in addition to the 15 hours required for the following year.

STUDENT HEALTH CENTER

Hours of Operation

Monday - Friday: 7:30 a.m.-7:30 p.m.

Saturday 9:00 a.m.-1:30 p.m.

Sunday 9:00 a.m.-1:30 p.m.

The purpose of the Student Health Center (SHC) is to promote wellness, provide counseling, and provide supportive, not primary clinical care, for students within the context of a school health center. The school's consulting physician holds clinics at the SHC one day per week and will see students in their office for special problems and procedures.

STUDENT PROTOCOL

Nursing staff provides immediate care for acute emergencies with non-acute problems scheduled for after classes as much as possible. Students missing part of a class or other activity may be issued a time-noted pass from a school nurse. Students who become ill during the afternoon are urged to visit the SHC promptly so their needs can be addressed prior to closing.

Students who are ill may not stay in the dorm or miss classes until they have been assessed by SHC staff. The SHC will not respond to telephone calls received from students who are sick in the dormitory but will defer to AOD or dorm parents, who may request a dorm visit for a student who is extremely ill if the student cannot walk to the SHC without assistance. The SHC communicates a list of ill students to the Deans' Office daily.

Parents are responsible for all charges related to all medications, treatment, diagnostic tests, referrals, and transportation for illnesses and injuries outside the scope of care rendered by the nursing staff at the SHC. Students going to off-campus medical appointments are accompanied by an adult chaperone whenever possible. The chaperone will report to SHC as soon as possible to submit all medications and discharge documents.

During after-hours, the school utilizes the emergency facilities at Charlotte Hungerford Hospital or Urgent Care Center in Torrington, CT. The school physician and the Director of the Student Health Center (or RN designee) are on-call continuously for the SHC staff and the Administrator on Duty (AOD). Local 911 services or Forman emergency drivers are used for transportation. Parents are notified of ED (Emergency Department) visits and other health concerns by Forman Administrators or SHC staff as soon as possible. The telephone number of the SHC is 860.567.1821, the FAX number is 860.567.4692, and the email is health.center@formanschool.org. If necessary, messages can be left on the SHC's voicemail as well. The AOD cell phone number is 860.601.8543.

Health care cannot be offered in the SHC for overnights, extended illnesses, or severe problems. The school's physician will decide upon 24-hour hospital observation and/or admission. The school's health team will determine the appropriateness for the return of any student who leaves the school for health problems. Students who are too ill to remain in the dorm yet do not qualify for hospitalization must return home as soon as possible or be cared for by parents or their emergency contact designee off-campus. Any student who tests positive for COVID will be isolated safely from the general community until parents arrive. Parents who are unable to make the necessary transportation arrangements will be responsible for all costs of school-provided or arranged livery transportation to achieve this goal.

Students who become ill or injured while at home or away from campus must return healthy and be approved for return by their Primary Care Provider. Any student who is home due to COVID-19 can not return to campus until cleared by the SHC. Students who leave for psychological treatment must be approved to return by their attending physician and Forman's Director of Student Health or Director of Counseling and MD.

Students and parents are requested to schedule routine dental care and eye examinations during summers and vacations. Dental emergencies and orthodontic needs will be referred to local dental care providers as available, and appointments scheduled after class hours are preferable.

Students who are currently undergoing immunotherapy (allergy shots) must consult with the SHC prior to arrival to determine whether

the SHC will be able to administer the allergy shots. The SHC cannot initiate new serums at any time.

Medical Records/Medical Insurance

Forman School utilizes an online database for student medical information, Magnus Health. There are many benefits to this program, including less paperwork for parents to complete each year and having more accurate information accessible to parents and the appropriate employees at Forman. As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates.

All medication authorizations and examination records are required to be complete, updated annually, and uploaded into Magnus BEFORE registration day. Current medical insurance information MUST BE ON FILE at the SHC before students are accepted into the school and at the start of each year. Students without valid medical insurance or required immunizations will NOT be allowed to remain on campus at any time until adequate insurance is obtained. International students may refer to Forman's website or contact the school directly for guidance on insurance coverage. Forman School cannot purchase or provide medical insurance coverage on your child's behalf. If insurance coverage changes at any time, it is the parent's responsibility to provide this information directly to Magnus Health. The SHC is not responsible for any expenses associated with failure to provide complete or updated insurance information.

International Winterim Travel Preparation Requirements

Forman SHC highly recommends pre-travel counseling and vaccinations from a travel clinic visit if your child is to participate in an international Winterim trip.

Medications

Forman acts on the premise that medicine prescribed for a student will help the student be more successful at Forman.

- Students who take medication must consider this a commitment of theirs and may not be allowed to remain at Forman if they do not take their medication as prescribed.
- The Student Health Center reserves the right to discontinue medication administration to any student who inappropriately uses or abuses their medication.
- Initiation of new medications must occur at home or off-campus for no less than five days, under the direct supervision of the student's parents and in the proximity of the prescribing physician. This is to observe for and address adverse reactions to new medications. Parents are requested and expected to communicate to the SHC in planning the student's return to determine when the appropriate return date shall be.

Medication Compliance

In the event that a student doesn't take a required dose of medication at the SHC, the staff will issue Med Commitment Violation. An accumulation of Med Commitment Violations will result in interventions from the SHC and the Deans' Office. Students who refuse to take their medication as prescribed may not be allowed to remain in school.

Medications on Campus

Forman utilizes Petricone's Pharmacy in Torrington, CT, to manage all regularly scheduled and as-needed medications. Forman School and Petricone's Pharmacy work in unison, resulting in a medication management program that provides enhanced safety for students, greater efficiency for our SHC, and convenience for you. Benefits of using Petricone's Pharmacy for medication management include delivery of medications prior to need in personalized adherence packaging—best practices for meeting medication management standards. Petricone's Pharmacy will fill prescriptions and over-the-counter (OTC) medications, including vitamins, nutritional supplements, and inhaled or injected medications, whether prescribed for daily or as-needed dispensing.

PARTICIPATION IN THIS PROGRAM IS REQUIRED FOR ALL STUDENTS TAKING MEDICATION.

We expect full participation in the use of Petricone's Pharmacy. You are required to contact Petricone's Pharmacy ahead of time to provide all medication information and prescriptions. Petricone's will deliver medications to the Health Center prior to your registration arrival day. Any medication that is dropped off by a parent on registration day will result in a delay in medication

dispensing. Please be prepared to provide them with proof of insurance and/or prescription coverage and credit card details.

INTERNATIONAL STUDENTS

Petricone's and other local pharmacies are ONLY able to fill prescriptions from appropriate medical professionals licensed in the United States. Please contact the SHC in advance if your child needs to schedule an appointment with a local prescriber in order to obtain a prescription for medication.

Medication policies of Forman's Student Health Center (SHC) include:

1) Medications (prescription, over-the-counter, vitamin, & supplements) are to be kept in the SHC and administered by Forman staff. Exceptions are made for inhalers, topical skin cream/ointments, growth hormone therapy, and oral contraceptives, which can be kept and self-administered by students in the dorm room.

Completed Medication Authorizations are required for each medication, prescription and non-prescription, BEFORE any doses are administered to your child. These must be signed by the prescriber and parent. A Blank Medication Authorization Form can be printed from your Magnus Health Student Health Tracker.

Forman will not be responsible for monitoring or administering oral contraceptives.

2) All controlled medication prescriptions (i.e., Ritalin, Adderall, Concerta, Dexedrine, Focalin, Ativan) need to be mailed (originals) or e-scribed to Petricone's by your child's prescriber at least three weeks before the start of school.

Prescribing Methods:

- ePrescribing (most efficient)
- Pharmacy Phone: 860.489.5511, Fax: 860.489.2645
- Mail: Petricone's Pharmacy, 110 East Main St, Torrington, CT, 06790
- Prescriptions for Controlled Medications must be submitted via eScript or original hard copy mailed to pharmacy

3) International student families need to obtain prescriptions from a U.S. licensed MD/prescriber for U.S. pharmacies to fill prescriptions. Contact Forman Student Health Center for names of local area MD/prescribers so the family and student can develop a relationship for prescriptions and associated care.

4) With advance request, medications (including controlled meds) may be provided to the parent, designated adult, or student (with a signed parental consent form) for time away from campus.

For travel with Forman programs, Forman staff will carry and administer meds.

5) Per Federal law, prescription medications and over-the-counter medications cannot be mailed directly from you to Forman School via FedEx, UPS, USPS, or any other common carrier. Nor can Forman mail any unclaimed, unused medication to you by these or other means. In the event you need to bring medication supplies to Forman, the parent or designated adult is expected to personally bring any medications to the SHC, AOD, or dorm parent on duty. At no time should medications be left with a student to bring to Forman staff. Similarly, a parent or designated adult must pick up any unused medication from the SHC. If medications are left unclaimed, they will be disposed of in accordance with applicable laws.

6) Parents are encouraged to maintain at-home supplies of medications for weekends/school vacations.

7) Prescriptions written by parents (who are prescribers) will not be accepted.

8) Forman will adhere strictly to dosage schedules of the MD/prescriber. Any change of dose/timing needs a re-write or amendment to the Medication Authorization signed by MD/prescriber AND parent. Medication Authorizations cannot be amended by anyone other than the MD/prescriber.

Parents are not to change the typed label or instruct the nurses to administer the medication differently from that indicated by the prescribing physician. Any change in dose or frequency of medication may only come from the prescribing physician as a written order and signed by the parent. The Student Health Center fax number is 860.567.4692; faxes go directly and confidentially into the SHC. Medication authorization forms cannot be amended by anyone other than the prescribing physician.

9) Leftover medications will be disposed of in accordance with applicable law, if not personally picked up by a parent or designated adult within three business days after the last day of school. Medications will only be sent home with parents, designated adults, or students with advanced signed consent from a parent.

10) Students who have a history of actual or potential anaphylaxis requiring epinephrine auto-injector (i.e., EPI-PEN or Adrenaclick) are responsible for carrying one at all times. Forman requires a student's family to supply three epinephrine auto-injectors: 1.) One for the student to carry at all times, 2.) One to be kept in a locked dorm med box (accessible to dorm parents and nurses), 3.) One in the SHC for "back-up" use.

11) Medications for uncomplicated aches, colds, fever, etc., are available from the SHC and the dorm parent using SHC Standing Orders. Students are not permitted to keep private supplies of non-prescription medicines in their rooms.

12) Diet pills, diet drinks, sports energy drinks, such as Red Bull, and muscle enhancement, pre-workout, or protein powder supplements are not allowed at Forman. One hundred percent Whey protein powder is allowed for self-administration if a completed Medication Authorization form is on file in the Student Health Center.

Herbal remedies and dietary supplements are considered medications and administered with routine medications. The SHC staff will not accept verbal parental orders to administer herbal remedies. Herbal medications have medicinal properties and, therefore, must have specific written instructions as to how your child is to take them. Connecticut State Regulations require a medication authorization filled out and signed by a legal guardian and a physician, APRN, or PA with specific instructions on how the medication is to be taken.

The SHC recognizes and supports holistic treatments while reserving the right to limit the administration of certain regimens. The SHC requires Medication Authorization with parental, physician/prescriber, and/or nutritional consultant signature before administering the treatment.

Each dormitory is equipped with a locked first-aid and medication cabinet to which the dorm parents have access for bedtime medications, supportive medical needs such as band-aids, Tylenol, thermometer, and special personal medications needed by students on a special need basis. There are standing orders for care guidelines.

Health Center Transportation

The Student Health Center will do its best to provide transportation for students to provider appointments. Non-emergent medical appointments within an allotted distance will be scheduled during after-class hours by the Student Health Center. Parents are expected to schedule and notify the Student Health Center at least one week in advance of any possible recurring medical and/or mental health appointments. We will do our best to accommodate, pending the transportation schedule. Please call the Student Health Center in advance for clarification.

Leave of Absence

It may be necessary for a student to take a leave of absence for medical or mental health reasons. While the school wants to support the student as much as possible, it must also be realistic about what constitutes being a student at Forman. In order to remain a student at Forman, the child must be attending classes, and the school will continue to support the student's academic studies. Medical leaves are limited to a total of two weeks. At the end of the two-week period, the student must be ready to return to classes. Student leaves of absence must be approved by the SHC staff or the Director of Counseling prior to taking a leave of absence and upon returning. A doctor's or a mental health professional's written statement must accompany the student's return.

AIDS Policy

The best medical research to date indicates that a student with AIDS who is not sexually involved with others and whose blood does not come into contact with others does not pose a health risk. Medically, it appears that the risk of infection can be controlled and largely eliminated in normal school social situations. The school endeavors to educate the community about the real and imaginary threats of this disease. Accordingly, Forman School has adopted the following points of view toward AIDS:

- The best current medical evidence indicates that a person with AIDS or HIV infection does not pose a risk to the school community if there is an absence of sexual contact and blood is contained.
- Persons with AIDS or HIV infection are legally and morally protected from discrimination.
- The school will examine the case of an individual at Forman who is known to have AIDS and strive to protect their rights and health, while protecting others in the school community.
- It is vital that the school educate its students to understand the disease and the methods of its transmission, to help them achieve a rational perspective of its actual risks, and to educate students to protect themselves from this disease.

Confidentiality

A student's confidence will always be respected except when the health or safety of any individual may be in jeopardy or when the well-being of the school may be in danger.

Counseling

There are times when students need someone to talk to who won't place judgments on their thoughts or decisions. Our Director of Counseling, Charlene Halloran, is available to talk with students or to refer them to an appropriate counselor. Mrs. Halloran's office phone number is 860.567.1815. Additional resources for our students on campus are several licensed professionals who provide therapeutic services to students in need of ongoing emotional and social support. While employed by Forman, they also can act as an advocate for students. These professionals are bound by outside ethical and legal constraints regarding confidentiality. Appointments should be scheduled through our Director of Counseling and are not included in our regular tuition fees. It is important to remember that persons, who are injured, ill, extremely upset, or under the influence of drugs/alcohol can be a physical danger to themselves or others. Students are expected to notify an adult whenever they or another student are at risk.

POLICIES AND RULES

For any community to thrive, the members of the community must agree to live by certain guidelines. At Forman, we expect students to follow both the spirit and the letter of the law. In doing so, the Forman community will remain a healthy and productive school. Failure to meet the standards of the school is grounds for dismissal. The Head of School reserves the right to *immediately* suspend or expel any student whose conduct is injurious or who poses an imminent threat to any member of the school community, including themselves.

In signing the school's contract, parents and students "agree to accept and comply with the school's rules and regulations." These rules and regulations, as well as other pertinent information, are stated in this Parent/Student Handbook. The school reserves the right to change or amend the rules or regulations of the Parent/Student Handbook at any point. Parents and students also agree to abide by the decisions made by the Standards Review Board and Administration when actions are taken to uphold the rules and regulations of the school. For the welfare of the Forman community, the school acts in "loco parentis" and reserves the right to search any and all of a student's personal belongings when necessary.

Jurisdiction

All school rules and policies apply to students when they are on campus and when they are off campus for school-sponsored activities, including but not limited to athletic or special events. The school also reserves the right to apply a disciplinary response to misconduct that occurs elsewhere if that misconduct disrupts school operations, interferes with or obstructs the school's mission, or jeopardizes the welfare or reputation of the Forman School or other Forman students.

Students should note that faculty and staff are obligated to report rule violations and student misconduct — regardless of circumstance or method of discovery.

RECOGNITION SYSTEM

The mission of the Forman Recognition System is to inspire students to realize their potential to be responsible community members in all areas. The Recognition System was established to encourage, recognize, and reward students who demonstrate mastery of all aspects of life at Forman. As each student is unique in their growth and effort level, the recognition program is not a competition between students. Instead, its focus is to acknowledge and reward students who independently demonstrate positive behavior and good habits.

The Forman Recognition System is in place to positively motivate students to be their best selves. Students may earn or maintain a status by meeting the criteria throughout an entire trimester. After each trimester we will examine students' fulfillment of potential in the areas of respect, responsibility, and commitment based on two levels of achievement:

Level 1: Citizenship

Citizenship Status is earned by students in the following ways:

Any student who, in one trimester, has accrued only one late, one Student Life Missed Commitment, one Academic Missed Commitment, two missed Student Health commitments, one room inspection failure, one dress code violation, no effort grade below a 3, has not been subject to any disciplinary action, and is in overall good standing in the community will qualify for Citizenship status.

Privileges earned by Citizenship Status:

- No dinner check-in (but must fulfill any SHC obligation)
- Closed door during Study Hall
- Exempt from Technology Routines for Study Hall and Lights Out
- Catered lunch at the beginning of the trimester sponsored by the Deans' Office
- May return from town at 7:45 p.m. on Wednesday; AOD must be called at dinner

Level 2: John Forman Scholar

John Forman Scholar Status is earned by students in the following ways:

Any student who, in one trimester, has fulfilled every one of their various obligations (no unexcused absences from anything and

appropriate sign in/out for day students), has not received a violation of any kind, has earned Effort Honor Roll (all effort ratings of 3 or above and four 4s or 5s in all courses taken in a trimester), has not missed any Student Health commitments, no room inspection failures, has completed a portion of their community service hours, has not been subject to any disciplinary action, and is in overall good standing in the community will qualify for John Forman status.

Privileges earned by John Forman Status:

- No dinner check-in (but must fulfill any SHC obligation)
- Closed door during Study Hall and no requirement to be in their dorm room (**must sign out with on-duty house parent**)
- Exempt from Technology Routines for Study Hall and Lights Out
- May return from town at 7:45 p.m. on Wednesday; AOD must be called at dinner
- Wednesday and Friday sleep-in (no breakfast check-in); but must fulfill any SHC obligation
- Student-selected activity sponsored by the Deans' Office once per trimester
- End of year dinner at the Head of School's house (must have continuous status throughout the entire year)
- Seniority for student housing selection at the end of the year (must have continuous status throughout the entire year)

Losing Recognition Status

The Recognition System allows students to earn privileges by attending faithfully to the daily responsibilities that make for success. Students should be aware that failure to maintain the criteria for either of the two status levels will result in the student being disqualified from Recognition Status. Facing major discipline may result in losing Recognition Status.

SOCIAL STATUS

Good Standing

All new students arrive on campus in "good standing" and remain in good standing unless they break school rules. The violation of school rules can result in Social Probation, depending on the seriousness of the transgression.

Social Probation

Social Probation Status indicates that students have broken major school rules, or a series of general rules, and warns them that breaking additional rules during the probationary period will result in consequences that are more severe than for a student in good standing, including the possibility of dismissal from school. This could include stiffer consequences for minor school rules or major school rules. If a student is put on social probation, it may jeopardize their ability to travel for Winterim. A careful review of students on probation will be made before inviting them to return for the following school year.

MAJOR RULES

The goal of all disciplinary action at Forman is to deliver appropriate consequences to offenders and provide students with an opportunity to learn from their mistakes. However, certain violations will not be tolerated and may result in dismissal from the school. It is vital that students are cognizant of these major school rules. Students are forbidden to take part in the following activities, and violators are subject to a Standards Review Board and dismissal from the school.

- Acts of dishonesty such as lying, stealing, or cheating
- Endangering the health, welfare, or safety of themselves or others
- Leaving the campus without following protocols for signing out of campus
- The use or possession of weapons, or imposing a real or perceived threat to individuals or the community
- Hazing, bullying, or harassment of any kind
- Use of racial slurs, hate speech, or discrimination
- Sexual misconduct

Note: major school rule violations of this nature will be referred to the Sexual Misconduct Response Committee

- The use or possession of drugs, or alcohol, or associated paraphernalia
- Note: Being in the presence of drugs or alcohol constitutes possession.*
- Burning materials inside the dormitory, including the use of lighters, matches, cigarettes, incense, or candles
 - Taking photos or making audio and/or video recordings of any individual without their permission
 - Blatant disrespect and/or insubordination toward faculty/staff members

- Destruction of property, whether student, faculty, staff, school, or town-resident owned
- Being inside an opposite-sex dormitory or hosting a member of the opposite sex in a dormitory without permission
- Leaving the dormitory after check-in and before 6:00 a.m. without the consent of the dorm parent and AOD
- Unauthorized use or access of school facilities or equipment, including the possession of the school's master keys
- Repeated noncompliance with general school rules and expectations

Any student whose actions damage the reputation of the school or who violates civil or criminal law at any time on or off the campus will be subject to disciplinary action including the possibility of dismissal.

GENERAL RULES

General rules are guidelines for less serious issues. They help keep order, ensure that students are productive and safe, and protect the rights of individuals living in the community. While the breaking of general rules does not usually result in the convening of the Standards Review Board or dismissal from the school, an accumulation of general rule violations may.

Appropriate Conduct

Students are expected to conduct themselves appropriately in all situations. This means upholding the Student Code of Conduct and the school's core values of Truth, Respect, and Kindness.

Levels of Consequences

Forman values honesty and integrity, and we encourage students to take responsibility for their actions. Therefore, we recognize when students are forthcoming and hold themselves accountable for their behavior and decision-making and take this into consideration when determining consequences.

- Students who turn themselves in before they are caught or confronted by an adult typically receive the lowest level of potential consequence.
- Students who admit wrongdoing when initially confronted by a Dean receive a higher level of consequence.
- Students who admit wrongdoing only after repeated questioning or when faced with indisputable evidence receive the highest level of consequence.

DISCIPLINARY ACTION

Loss of Privileges

If students repeatedly abuse or neglect a granted permission, they may lose that privilege for a period of time.

Giveback

When students are tardy to or miss class without an approved excuse, they are expected to give that time back to the community. Giveback takes place during Y block Monday through Thursday and involves work to support everyone who is a part of Forman. Students who are late to class will work for 30 minutes; students who miss class will work for 60 minutes.

Detention

Detention is held in a classroom or other appropriate space at designated times. Students are supervised and must sit by themselves at a table. They may bring study materials and water to drink. The following are prohibited: all technological devices, talking, sleeping, and eating.

Gating

Gated students *are not allowed to leave the upper campus*, with the exception of required school events, such as sports contests, practices, or academic field trips, after which they are to return to the upper campus immediately. The Deans' Office must clear any exceptions. Pass requests for Gated students will likely be declined unless it is an extenuating circumstance.

Gating for day students is the opposite. Gated-day students must leave campus immediately after their last commitment and are not allowed to be on campus during the evenings or on weekends, with the exception of required functions.

Plan/Contract

Sometimes, it is appropriate to support a student with the added structure of a behavioral plan. The plan will outline concerns with a student's behaviors, reaffirm expectations, and explain how Forman can support them in improving those behaviors. If students continue to struggle, this could escalate to the need for a behavioral contract. With a contract, the student agrees to meet particular standards and/or initiate the consequences stated in the contract.

The Deans' Board

A Deans' Board consists of the Dean of Students and/or an Associate Dean of Students and the Advisor(s). A Deans' Board may be called for a general school rule violation. The Dean(s) interviews the student(s) involved, considers the facts of the case, and delivers any consequences to the student(s).

The Standards Review Board

The Standards Review Board consists of a faculty chairperson and four voting Student Leaders. The Standards Review Board may be called for a major school rule violation or for failure to comply with a series of general school rules. The Standards Review Board interviews the student(s) involved, considers the facts of the case, and makes recommendations to the Head of School. All final decisions rest with the Head of School.

The Academic Review Board

The Academic Review Board consists of the Director of Studies, two voting faculty members, and two voting student leaders. A special Academic Review Board may be called for violations of academic honesty, plagiarism, or academic piracy. All final decisions rest with the Head of School.

Sunday Work Crew

Students perform various work projects around campus during what would have been their free time between brunch and dinner. They may be assigned to clean the dining hall, rake leaves, shovel snow, etc. In this way, the student gives back to the community after a major offense.

Suspension

From time to time, students' actions are unacceptable, and temporary separation from the school community is the appropriate action. Thought and consideration are given to minimizing the impact on academic progress and taxing family resources. In the case of in-school suspension, students may be required to work on the campus grounds during the academic day. During sports and evenings, they will catch up on their academic work. Suspended students are responsible for their academic assignments while away from school. They should obtain all assignments before leaving campus and return to school current with their academic work.

Dismissal

Dismissal is the separation of a student from the school, terminating all endeavors. Course grades and credits are calculated on the day of departure. A dismissed student is not permitted back on campus until three years after their class has graduated.

Visitation Policy

While being in the room of a member of the opposite sex is not allowed, being in the dorm common room of a member of the opposite sex is allowed at specific times with appropriate supervision. Therefore, visiting in dorm common rooms by members of the opposite sex is permitted with dorm parent permission only during Y Block or if a Student Life weekend activity is planned. A violation of this policy will result in the convening of a Standards Review Board.

Attendance

We fully understand that teenagers are developing executive function skills, and the school will work with them to practice research-based strategies to help them meet attendance expectations. Students at Forman are expected to be on time and to honor all commitments. Students are expected to uphold their responsibilities to the community earnestly. This includes all student life and

academic commitments. Attendance is important for success in school and beyond, and we treat this expectation very seriously.

All absences and reports of tardiness are submitted to the Deans' Office. When a student is unexcused from an expected obligation, the student receives a Missed Commitment. Students have one full academic week to have an absence excused if it is in error.

Students who have demonstrated repeated difficulty with the school's attendance policies are reviewed at the end of each trimester. If a student is unable to adhere to the school's expectations regarding attendance, the Head of School may ask the student to withdraw, or the student may be dismissed.

Each student's attendance and the total number of Missed Commitments are recorded. Students are subject to a continuum of action plans if they've missed a significant portion of a course or have accumulated absences.

Academic Absences, Consequences, and Credit

Level System for Unexcused Absences per Class per Trimester

**** Level indicates number of missed classes**

1. First Academic Missed Commitment: The student's parent, advisor, teacher/coach, and C&L teacher are notified. The student will serve a Giveback during Y Block that day.
2. Second Academic Missed Commitment: The student will be gated for one week.
3. Third Academic Missed Commitment: The student will meet with the Associate Director of Academics and will be placed on an Attendance Contract and/or an Accountability Agreement with the Deans' Office.
4. Fourth Academic Missed Commitment: The student will meet with the Deans' Office.
5. Fifth Academic Missed Commitment: The student will be required to complete a Sunday Work Crew.
6. Sixth Academic Missed Commitment: The student will have a Standards Review Board.
7. Seventh Academic Missed Commitment: The student will lose credit for the course or activity.

Excused Absences:

- Absences need to be approved by the Deans and Academic Offices in order to be excused
- Excused absences may include religious observations, emergency family situations, medical-related absences, mental health-related absences, and/or other situations that have been approved on a case by case basis.
- Any pre-planned absences must be pre-approved by the Deans and Academic Offices
- If a student misses 25% or more of a course (including both excused and unexcused absences), they are likely to lose credit for the course

To be noted:

- For every successive missed commitment, all previous consequences will also be applied.
- Each week a student misses a class, they will also serve a Saturday Night Detention and/or a Sunday Morning Detention
- Parents, teachers, and advisors are notified at every level
- Attendance Contracts will be placed into the LION student database
- Students will have one full academic week after the unexcused absence to correct the attendance if appropriate.

Consequences for Daily Academic Missed Commitments:

Level 1: If a student has two or more unexcused absences in an academic day, they will be gated for the remainder of the week. If a student meets this threshold on a Thursday or Friday, they will be gated for the following week.

Level 2: If a student has four or more unexcused absences for the week, the student will have a Deans' Board and may be placed on an Attendance Contract.

Level 3: If a student has 10 or more unexcused absences for the Trimester, the student will have a Standards Review Board and a parent conference afterward with the Associate Director of Academics and the Deans' Office.

Tardiness

Teachers submit reports of tardiness to class to the Deans' Office. Three unexcused lates accumulated per class will be equivalent to

an unexcused absence. If a student misses half or more of the class time, it is considered an unexcused absence.

Action Plan for Accumulated Student Life Missed Commitments

Being part of a community such as Forman School means attending daily commitments outside of the classroom is as important as a student's educational experience. Student Life missed commitments consist of the following: Advisory, All Meals, and all community events. We understand, however, that students may choose to use that time in other ways. Our Student Life team and a student's Advisor will work with any student to create a plan to support them in attending their student life commitments. Missed non-academic obligations will result in a continuum of consequences that are in effect per week (starting Sunday at brunch) and trimester, as follows:

- If a student misses four or more Student Life Commitments in a week, the student is gated for the weekend and has a weekend detention.
- If a student misses 10 or more Student Life Commitments in a Trimester, the student must complete two Sunday Work Crews and will be gated until completed.
- If a student has two Trimesters in which they meet this second threshold, the student will go before a Standards Review Board.

Room Cleanliness

Forman understands that while a clean living and study space is key to academic success, not all teenagers are organized or tidy. To that end, dorm parents and members of the Student Life office engage in Room Inspections to support the cleanliness of all resident students. Dormparent room inspections take place in the evenings, Monday through Friday, and on Sundays during the all-school dorm clean-up. Deans' Inspections take place on Thursday mornings. Students who fail regularly will work with prefects, dorm parents, and the Office of Student Life to create strategies to keep their living space neat and organized. Expectations for a clean room and photos of examples will be posted in the dorms. Room cleanliness expectations will be posted in each dorm and supported by the Prefects and Houseparents. It's a pass/fail system.

Room Inspection Fails & Consequences

- 1st Fail per week:** Come in during Y block to work with dorm parent on cleaning room.
- 2nd Fail per week:** Gated to campus for the upcoming weekend until your room is clean.
- 3rd Fail per week:** Gated to campus for the upcoming weekend.
- 4th Fail per week:** Meeting with houseparent and Director of Student Life

DRUG AND ALCOHOL USE AND ABUSE POLICY

The use of drugs or alcohol is harmful and destructive to the well-being of students, as well as the entire Forman community. The school is committed to a drug and alcohol-free environment and will play its part along with parents, students, law enforcement authorities, and social service agencies to stop drug and alcohol use while students are under the jurisdiction of the school. The school reserves the right to test students for drug or alcohol use and to search rooms, backpacks, mail, and other belongings for potential possession. Students and parents acknowledge the school's responsibility and authority and agree that the results of any drug and/or alcohol testing may be used in disciplinary procedures.

The school acknowledges the need for student education, intervention, and rehabilitation regarding drug and/or alcohol abuse. The school also recognizes the need for counseling and for providing a support system to help students stop self-destructive behavior. A student may be referred for or mandated to use services available on campus.

While the school recognizes the need to support students who are seeking help with substance abuse, it is important to be clear about Forman's position. Students have an opportunity to seek help from an adult without penalty prior to the school's intervening (see Amnesty policy below); however, there is a difference between a student seeking help and a student who is caught. Any student who is

caught violating the school rules on drug and/or alcohol use or possession will be called before the Standards Review Board (see Major School Rules, page 33) and faces the possibility of expulsion.

Range of Consequences for Alcohol, Marijuana, and Other Drug Use

Students in good standing found to be under the influence or in possession of marijuana and/or alcohol will typically be suspended from school, required to undergo an independent drug and alcohol evaluation, sign a “No Substance Use Contract,” submit to regular random testing, and be placed on Social Probation. Students who are not in good standing or have a history of prior use in violation of school policy will likely be expelled. The school carefully considers each individual case and always reserves the right to expel students for substance use infractions.

Students who distribute and/or sell drugs or alcohol will likely be dismissed, especially when significant quantities are involved, there was an intent to profit from such distribution, and when distribution harms members of the community.

The use or possession of other illegal substances or narcotics, including but not limited to cocaine, ecstasy, heroin, LSD, synthetic drugs, or mushrooms, may result in immediate referral to the Standards Review Board with the likely recommendation of dismissal.

Amnesty

Forman believes that the use and abuse of drugs and alcohol is a very serious situation. We know that these substances can dramatically impact the health and well-being of adolescents at a pivotal stage of development. In an effort to ensure the safety of all students, the school offers the opportunity for students to receive help with substance use while removing the fear of disciplinary consequences. Substance abuse can cause someone to put their health and/or life in danger, and the school wants to actively assist students in getting the necessary help from appropriate personnel. The school offers an “Amnesty Policy” in order for students to receive this help. Under this policy:

1. A student may contact any adult on the Forman School campus, or a concerned peer may make a referral. The student’s health is of utmost concern, and steps to ensure their safety, including further medical evaluation, will be the primary objective, and the school will NOT seek disciplinary action. Students may not request amnesty after they have been observed participating in or if they are currently under investigation by the Dean of Students’ office for any potential violation of our substance use policy.

2. The student seeking Amnesty knows the following will occur:

- Their parents will be notified
- Their advisor will be notified
- The Head of School will be notified
- The student is required to undergo a substance use evaluation by an outside agency, the cost of which is the responsibility of the student and their family. The school counselors will have access to all evaluations, and a plan will be put in place to support a student based upon the recommendations of the evaluation. This may include an in-patient drug and alcohol treatment program.
- The student will be placed on a “No Substance Use Contract” and expected to comply with random drug and alcohol testing. We recognize that students may struggle to remain chemical-free and want to assist those who aim to achieve that goal in good faith. Therefore, students who have already asked for amnesty may come forward to request additional support while under contract.

Tobacco Use or Any Products containing Nicotine (i.e., electronic cigarettes)

Forman School recognizes the serious health issues surrounding tobacco/nicotine use and, therefore, has established a policy that deters tobacco/nicotine use and promotes healthy choices. Students are not permitted to use or possess tobacco/nicotine products while under school jurisdiction. An accumulation of tobacco/nicotine violations will result in:

- 1st Violation — Parent communication
Gated for two weeks (restricted to main part of campus)
Saturday night detention
Viewing of anti-tobacco/nicotine video with one-page paper response

- 2nd Violation — Parent/student meeting with Dean
Gated for one month (restricted to main part of campus)
Two Saturday night detentions
Two Sunday Work Crews
Warning that next violation will result in parent/student meeting with Head of School
- 3rd Violation — Parent/student meeting with Head of School—student will likely be dismissed from school

Note: SMOKING IN A DORMITORY CONSTITUTES LIFE ENDANGERMENT AND IS A MAJOR SCHOOL RULE VIOLATION THAT MAY BE PUNISHABLE BY DISMISSAL FROM SCHOOL.

Amnesty Policy for Nicotine Vaping

Forman views nicotine use as a serious situation. We know that nicotine is a highly addictive substance and can adversely affect students' developing brains and overall health. We recognize that students may find themselves unable to stop the use of nicotine despite their efforts to do so on their own. The school offers the opportunity for students to receive help with nicotine use/addiction without the fear of disciplinary consequences. The school wants to actively assist students in getting the necessary help from appropriate personnel and offers a Nicotine Vaping Amnesty Policy in order for students to receive this help. Under this policy:

1. A student may contact any adult on the Forman School campus. The student's health is of utmost concern, and steps to support them in their commitment to stop using nicotine will be the primary objective, and we will NOT seek disciplinary action.
2. This adult will connect them to various resources for help, which may include our Student Health Center, the Director of Counseling, texting services, hotlines, and an on-campus support group.
3. The student will be encouraged to create an individualized plan and follow up with the person or people whom they decide they would like to help them on this journey.
4. We will help the student identify their challenges/triggers, manage withdrawal/temptations, strategize for success, and build a support team.
5. A student may ask for nicotine help multiple times without consequence.

SEXUAL BEHAVIOR

The school is fully aware that the desire for sexual intimacy is a normal part of adolescent development, which is why we offer education, counseling, and support services to help our students address this issue. We hope that the services offered will cultivate thoughtful decision-making and encourage students to postpone sexual activity. The school's campus is a public space, and there is no place on campus that is appropriate for sexual activity.

If students are discovered engaging in intimate sexual behavior, the school's responses may include but are not limited to the following: conversations with the students involved, communication with the students' advisors, referral to school health professionals, parental notification, and consultation with the Dean of Students. In addition, public displays of affection that are overly physical are not appropriate in the environment of Forman School.

It is imperative to note that some sexually intimate behaviors violate state laws, and school personnel are required to report such instances with local authorities. Students should be aware that sexual intimacy between students that have a three-year or greater age discrepancy is considered rape and must be reported to the police department.

Sexual Misconduct

It is crucial for the school to be a safe and supportive environment that motivates learning and individual development. Sexual misconduct in all forms that interferes with this mission will not be tolerated. "Sexual Misconduct" is a term used to describe a range of prohibited/illegal behaviors, including but not limited to sexual harassment, assault, intimidation, exploitation, and unhealthy or abusive sexual relationships. Sexual Misconduct also includes sexual insults and name-calling, inappropriate touching, and/or interaction of any kind between adults (faculty, administrators, staff, and other employees) and students, regardless of age. These types of behaviors are prohibited at all times, both on and off campus. While there are state and federal laws that define sexual harassment,

assault, and other behaviors described in this policy, the school maintains the right to hold a higher level of accountability for individuals engaged in prohibited conduct.

Appropriate action will be taken to prevent and correct behavior by both employees and students that violate this policy, and the school will take any necessary disciplinary action. Any person who witnesses or has knowledge of a violation of this policy should immediately report it to a Dean or to the Head of School's office. DCF (Connecticut Department of Children and Families), in most cases, and if appropriate, the police will also be contacted. Students who engage in sexual misconduct on or off campus are subject to appropriate discipline, including dismissal, suspension, or required counseling.

Responding to Reports of Sexual Misconduct

Students who believe that they have been subjected to sexual misconduct are encouraged to contact the Administrator on Duty, the Student Health Center, the Director of Counseling, the Dean of Students, or any trusted adult. Similarly, students who are concerned that a peer is being subjected to sexual misconduct are encouraged to similarly report to the Administrator on Duty, the Student Health Center, the Director of Counseling, the Dean of Students, or a trusted adult.

Members of the faculty, administration, and staff are educated on maintaining appropriate boundaries with students on a yearly basis. As mandated reporters, school employees are advised that any physically, emotionally, or sexually abusive relationship involving a student or student(s) must be reported to the Head of School, the Assistant Head of School, or the Dean of Students. In turn, that administrator or a designee will report the information to DCF and, in some cases, to other law enforcement authorities.

The school will support and protect both parties and other students involved in an allegation of sexual misconduct. During an ongoing investigation by external agencies or by the school, the school may, in its sole discretion, take interim measures to support the complainant and/or the accused party and the safety of the Forman community, including but not limited to imposing a "no-contact" order to instruct the parties to refrain from having contact with one another, whether in person or via electronic means, changing classes, changing housing assignments, or placing the student(s) on leave until the case is resolved. Interim measures may be imposed regardless of whether formal disciplinary action is sought by a student.

During any stage of the investigation, if the school determines that either party or any student related to the case, poses a threat of harm or disruption to the campus community, the school may take immediate action, including removing the student from school, restricting the student's movement on campus, and/or temporarily separating the student from school in the form of a Leave of Absence. This action assumes no determination of responsibility but seeks to prevent disruption to the school community. Until all procedures have concluded, the complainant and the respondent must adhere to all school-imposed restrictions and avoid unnecessary contact with each other, and refrain from any in-person or online retaliatory behavior.

The Investigation and Hearing Before the Sexual Misconduct Response Committee

After receiving information about sexual misconduct, the school or its designee may investigate to determine if the allegations can be substantiated. The school may engage the services of a third-party investigator to conduct a fact-finding investigation. The findings of the investigation will be reported to the Sexual Misconduct Response Committee ("SMRC"), and the SMRC will, in most cases, convene a hearing to hear the case. The SMRC is comprised of the following:

- Dean of Students
- Assistant Head of School
- Three trained faculty members

In some cases, the school will report incidents to DCF or other authorities and cooperate with these authorities when conducting its own investigation. Investigations into alleged sexual misconduct are highly sensitive matters and must be handled with prudence, responsibility, diligence, and care, with the best interests of students and respect for individuals as guiding principles. The school will respect student privacy to the extent that it does not interfere with the school's ability to investigate the incident. In keeping with its policy, the school will notify parent(s) or guardian(s) and relevant school personnel. The accused student, as well as the alleged victim, will be afforded ample opportunity to discuss their involvement with a professional counselor, Dean of Students, or Associate Dean of Students. At the request of the student, an advisor may be present at any investigation hearings and deliberations. Students

appearing also have the option of selecting a community member to serve as an advocate during the hearing. Advocates who attend a hearing must agree that all matters discussed there are confidential.

During an investigation and hearing before the SMRC, honesty and candor are expected of all participants, including witnesses. Failure to cooperate with an investigation, including making misrepresentations or withholding relevant information, may result in disciplinary action. Any action deemed to be retaliatory will result in disciplinary action.

When making factual findings in the course of the investigation, the “preponderance of the evidence” standard will be applied, which means that there must be a finding that it is more likely than not that an event or certain conduct occurred. If the complaint is substantiated based on the preponderance of the evidence standard, the SMRC will decide, based on the investigative findings and its review of the evidence, on the appropriate action. Disciplinary and corrective actions concerning a student may include but are not limited to awareness training (to help students understand the impact of their behavior); participation in empathy development program; mandatory counseling; a written warning; classroom or dorm transfer; short-term or long-term suspension; exclusion from participation in school-sponsored functions and/or extracurricular activities; limiting or denying access to a part or area of a school, suspension, or expulsion; and/or referral to law enforcement.

Because certain allegations carry with them severe social and legal consequences, students who intentionally report false information about another student or community member will be subject to discipline up to and including dismissal.

The Assistant Head of School and/or the Dean of Students may alter this procedure of the SMRC when practical considerations, such as privacy, safety, or logistics, interfere.

There are resources to help if you or a friend experiences sexual assault:

- AOD: 860.601.8543
- Student Health Center: 860.567.1821
- Director of Counseling: 860.567.1815
- Dean of Students: 860.567.1836 or 860.689.6584

To seek medical attention, call or go directly to the Student Health Center (860.567.1821). If you need medical attention after hours or when the Student Health Center is closed, call AOD (860.601.8543).

What if I Don’t Feel That I Can Reach Out to Anyone on Campus?

There are resources to help if you or a friend feel that you cannot talk to anyone on campus. RAINN.org is a resource that supports people who are dealing with sexual assault. RAINN created the National Sexual Assault Hotline and also offers a private online chat.

- RAINN.org
- 800.656.HOPE
- Private chat with a counselor online: online.rainn.org

Scope, Jurisdiction, and Reporting

These rules apply to students when they are on campus and when they are off campus for school-sponsored activities, including but not limited to athletic or special events. The school also reserves the right to apply a disciplinary response to misconduct that occurs elsewhere if that misconduct disrupts school operations, interferes with or obstructs the school’s mission, or jeopardizes the welfare or reputation of Forman School or other Forman students. Students should note that faculty and staff are obligated to report rule violations and student misconduct, regardless of circumstance or method of discovery.

ASSAULT, HARASSMENT, AND BIAS

Forman is committed to creating an atmosphere where every person on campus, regardless of gender, sexual orientation, race, religion, ethnic or national origin, handicap, age, or any other characteristic protected by federal or state law, is treated with dignity and respect, free from any and all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment and assault. This policy applies to all students with regard to their treatment of each other and of their treatment of faculty/staff members. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. Any harassment of a student, faculty member, or other school employee by a student is considered by the school to be

unacceptable conduct and will not be condoned or tolerated. Appropriate disciplinary action will be taken against a student who engages in such conduct.

If you are a victim of harassment, assault, or a bias-related incident, support and medical care are available 24 hours a day, seven days a week.

Regardless of whether the assault was recent or in the past, and whether or not you are sure what happened to you constitutes harassment or assault, there are people whose care and compassion can help you cope with your feelings and who can provide care, support, or referral.

Responding to Hazing, Bullying, or Harassment

What is Hazing, Bullying, or Harassment?

Hazing is any action taken or situation intentionally created that causes embarrassment or risks emotional and/or physical harm to members of a group, regardless of a person's willingness to participate.

Bullying is any significant or repeated gesture or written, verbal, graphic, physical, or other overt act (including electronically transmitted or communicated acts) directed against another person or groups of persons with the intent to:

- Cause harm to the person or the person's property
- Place such person in reasonable fear of harm to themselves or damages to their property
- Create a hostile environment at the school for such a student
- Infringe on the rights of such student at the school
- Substantially disrupt the education process or the orderly operation of the school

Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that demeans, humiliates, or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. Forms of harassment include but are not limited to written and oral remarks, remarks posted online, and messages left on voicemail systems.

What should I do if I experience or witness hazing, bullying, or harassment?

Students who have been the targets of or who witness hazing, bullying, or harassment are encouraged to consult with any trusted adult, such as a teacher, an advisor, a coach, a school counselor, the Dean of Students, or the Head of School.

Resources:

- AOD: 860.601.8543
- Student Health Center: 860.567.1821
- Director of Counseling: 860.567.1815
- Dean of Students: 860.567.1836

What happens after I report an incident of hazing, bullying, or harassment?

Forman is committed to providing a safe, timely, and supportive response to all reports. This process typically requires follow-up with those directly impacted by the behavior as well as those who perpetrated the behavior.

Responding to Discrimination and Microaggressions

What are discrimination and microaggressions?

Discrimination is the unfair or prejudicial treatment of people and groups based on characteristics such as race, color, religion, sexual orientation, gender, gender expression, gender identity, national or ethnic origin, age, or disability.

Microaggressions are defined as verbal, behavioral, and environmental indignities that communicate hostile, derogatory, or negative racial slights and insults to the target person or group.

What should I do if I experience or witness discrimination or microaggressions?

Students who have been the targets of or who witness discrimination or microaggressions are encouraged to consult with any trusted adult such as a teacher, advisor, school counselor, the Dean of Students, or the Head of School.

What happens after I report an incident of discrimination or microaggressions?

Forman is committed to providing a safe, timely, and supportive response to all reports. This process typically requires follow-up with those directly impacted by the behavior as well as those who perpetrated the behavior.

INCLUSIVITY AND GENDER IDENTITY

Forman welcomes and seeks to affirm students of all genders. Our support for gender-diverse students is individualized, which allows Forman to adapt to evolving research in the field of adolescent gender development. Forman works closely and transparently with parents in these efforts, understanding that gender-diverse students benefit when their parents are involved and supportive. To this end, Forman promotes respect for all people and will not tolerate discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression on or off campus or through the use of technology. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are handled in the same manner as other discrimination, bullying, or harassment complaints as set forth in the Policies and Rules section of this Handbook.

Forman aims to treat students according to their gender identity and to apply policies accordingly. Forman will work closely with students and their families to strive to honor their wishes with respect to use of school facilities, the school dress code, participation in athletics or school trips, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, school policies, athletic league rules, and to the extent that the school's campus facilities reasonably permit.

Forman provides access to a broad range of support services for its gender-diverse students. Advisors and members of the Student Life Office are available to discuss these services.

COMPUTER SPECIFICATIONS/POLICIES

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Forman School in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity. The continued operation of the Forman School network relies upon the proper conduct of the end users, who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the Internet. If a school user violates any of the provisions of this policy, the user's account may be terminated, and future access may be denied.

Student Email Expectations

Students are required to check their email at least once a day.

Required Computing Devices

Forman School is a leader in utilizing applications from Apple's App Store and iBooks. In an effort to ensure your student has a sufficient technology solution for their upcoming school year, all students are required to have a MacBook with at least 250GB of storage or an Apple iPad with at least 64GB of storage. It is not necessary to have 4G on the iPad. If you choose an iPad, we recommend an external keyboard. It is recommended to have a valid manufacturer's warranty on your device(s) and to add AppleCare+ to cover the device for three to four years.

Additional Computing Devices

Students are encouraged to bring their own systems to campus. There are various computer labs that are available to students during the academic day and during Study Hall. If students wish to connect to the Forman School network with their own computers, they will get the best results by using at a minimum Apple OS X Catalina 10.15 or Microsoft Windows 10/11.

It is suggested that students have the following software installed on their computers prior to coming to school:

- Operating system-specific patches and updates kept current
- Antivirus and antimalware programs are recommended, such as Malwarebytes or Sophos
- Mozilla Firefox or Google Chrome Internet browser installed

Students are allowed to use smartphones or other handheld devices to manage their schedules and assignments. Use of personal devices is encouraged in support of learning and not permitted during classes, mealtimes, sporting events, or assemblies.

The following rules apply to ALL computers on campus, including those owned by students:

- All computers/devices that connect to the Wireless/LAN must be running virus-scanning software.
- Students must have appropriate licensing for software (i.e., no pirated software, games, or music).
- Forman School reserves the right to examine student computers/devices connected to the Forman School network. If inappropriate software/hardware is found, it may be removed, and the student (or students) subjected to discipline.
- Students are not allowed to set up their own wireless networks. Use of wireless on campus is only allowed through the Forman School network and its equipment.
- We do not allow the students to use their computers/devices to act as servers in any capacity without the direct permission of the Director of Technology.
- Students logging onto the school network may have network policies applied to their systems.
- The Technology Department does not service or repair student-owned computers or devices. It is recommended to have a valid manufacturer's warranty on your device(s), and it is preferred to have an AppleCare+ plan for all devices purchased through Apple.
- Students are responsible for damages to any devices or loaner laptops and the laptop chargers in their possession, whether it is their own device or a Forman School-owned device. All damages, whether caused by the student or not, are the student's financial responsibility unless the Dean's Office determines the responsibility of a third party.
- The IT department will not be loaning chargers to students. There are chargers available for purchase in the Forman bookstore.

General Rules for Forman School Network Use

- Cyberbullying will not be tolerated.
- Users must access the network with their own account; never let anyone else use the network with their personal account.
- Using someone else's password, with or without permission, or posting a message using another's login name is a form of dishonesty and is subject to disciplinary actions.
- Public messages must not include personal attacks and should follow common, ordinary rules of appropriate public language.
- Students are only allowed to connect to the Internet or Wireless that is managed by the school.
- Students are not permitted to access the school's network using an Ethernet cable.
- Students are not permitted to connect to the Forman-Adult wireless network.
- Laptop connect cards, as well as tethering devices, are not allowed.
- The computer systems on the Forman School network may not be used for personal storage of large files such as MP3 or picture files (unless needed for academic use).
- The school reserves the right to:
 - a. Log and examine all files, computer activity, and data transmissions that occur on the Forman School network and connected machines (i.e., Internet browsing patterns, email, and files)
 - b. Limit storage space
 - c. Change its policy without prior notice to ensure the smooth and secure running of the Forman School network

Internet Access

The following is a list of guidelines for Internet use on all computers on campus:

- Students may NOT visit adult sites or possess and/or distribute pornography
- Using Forman's system to attempt to break into other computer systems will be considered a violation of school rules
- Students should not go to non-academic sites during the academic day
- Certain Internet activities will be blocked at the discretion of the school. Examples may include but are not limited to video chat rooms, Instagram, Facebook, Snapchat, Netflix, Whatsapp, blog sites, instant messaging, game sites, VPNs, etc.
- Students may be asked to refrain from activities that utilize an excessive amount of bandwidth as determined by the IT Department
- Obtaining information from the Internet that is explicitly labeled as "not intended for minors" will be considered a form of dishonesty

Responsible Digital Citizenship:

Being a digital citizen at Forman means using information and technology resources in safe, legal, and responsible ways. Be responsible by protecting yourself, respecting others, and maintaining your intellectual property. This includes but is not limited to:

- Selecting online names that are appropriate
- Posting information and images that are appropriate
- Not posting or sending messages that include your or others' personal information, such as contact information or a schedule of activities
- Not taking or posting pictures or videos of an individual without their express permission
- Protecting your password
- Not using technology to tease or bully others
- Reporting abuse and not forwarding inappropriate materials or communications
- Properly citing any and all use of websites, books, music, or other media
- Using information resources (including software, music, images, video, etc.) in an ethical manner by adhering to the copyright laws of the United States and Creative Commons licenses where the author/artist specifies how media may be shared/remixed/reused
- Protecting your own intellectual property rights

Safety

Students should never give out personal information such as address, telephone number, etc. to someone they do not know.

Forman School Network Use Violations

All violations of school rules involving Forman's Wireless/LAN will result in the same disciplinary procedures that result from parallel actions in other areas of school life. Misuse of school Wireless/LAN may also result in Technology Violations and/or loss of Wireless/LAN privileges. Due to the rapidly changing technology environment, Forman School reserves the right to determine if an action not listed in this Parent/Student Handbook is inappropriate and subject to discipline.

Cell Phone Use

Students may use cell phones during appropriate times only. Students and parents must understand that cell phones can create unintended challenges. Parents and Forman work in partnership to best monitor student cell phone usage and develop healthy cell phone habits for students.

The following are expectations for cell phone use:

- All student cell phone numbers must be registered with the Deans' Office
- Students may only use cell phones during classes and activities for educational use
- Students must have cell phones turned off or put into silent mode during class time and place them into their classroom cell phone box
- Cell phones may not be used during community and advisor lunches, assembly, practices or games, formal meals, study hall or after Lights Out
- Cell phones and cell phone cameras may not be used to make audio and/or video recordings of any individual without their permission
- Students receive a Technology Violation if on any form of technology during an academic class or student life event.

Technology Routines

In order to support students in learning to use technology and social media responsibly, we operate specific routines surrounding cell phones, computers, and gaming consoles. This will begin the habit of separating from technology for students and building the ability to self-manage their technology use and prioritize healthy sleep hygiene.

- Every night at Lights Out, dorm parents will collect devices from every student and lock all technology away in a computer bag that will be kept in each student's room. Each bag will have its own individual lock. Students will then be able to retrieve their technology once they bring their computer bags to breakfast, where a dean will unlock their technology. Gaming consoles and desktop inputs will be secured in a locker in the common room of the dorm.
- During classes and evening Study Hall, students will be required to turn their phones into the teacher or proctor, placing their devices in a technology box in each classroom. Students can use their phones to take pictures of notes on the board or homework assignments at the teacher's discretion.
- Failure to adhere to the school's technology requirements will result in faculty submitting a Technology Violation. Technology Violations carry the following consequences:
 - **1st violation:** Notification to parents
 - **2nd violation:** All previous consequences, Saturday morning detention, and a conversation with the Deans' Office.
 - **3rd violation:** All previous consequences and a Sunday Work Crew
 - **4th violation:** All previous consequences and a likely referral to a Standards Review Board.
- Students who have proven that they can manage all of their commitments and responsibilities can be exempted from the evening Technology Routine. This is limited to students on the Recognition List (John Forman Scholar and Citizenship), High Academic Honors, and Dorm Prefects. Students who show that they need that support can also be placed on the Technology Routine after they accumulate six total Missed Commitments if they had been previously exempted.

DRESS CODE

Purpose

The purpose of our school dress code is to establish a singular set of guidelines that are inclusive and accessible to all students. The academic dress code should elevate students' mindfulness of being prepared for learning as they enter their classes and create respect for themselves and other members of the Forman community. To that end, Official Forman Dress is worn each Monday and Friday. This stems from our commitment to fostering a positive and professional learning environment. By adhering to a formal dress code, we aim to instill a sense of discipline, respect, and pride among our students. We believe that dressing appropriately not only reflects self-respect but also prepares students for future endeavors where professional appearance is essential. When students wear Official Forman Dress on Mondays and Fridays, we also acknowledge the moments when our community engages together during All-School Assemblies.

At Forman School, distinctions between types of clothing help define the number of roles that students transition through during the school day: scholar, athlete, dorm community member, etc. Forman recognizes the individuality of personal appearance and expects members to dress and act respectfully at all times. It is the responsibility of the students and their parents to ensure that students dress according to school standards and of the faculty to enforce those standards. Faculty may ask a student to change into appropriate clothing at any time.

Forman understands that the nature of both acceptable fashion and workplace expectations is ever-changing. As such, the dress code may be reviewed and altered throughout the year to best reflect Forman's core values of Truth, Respect, and Kindness.

Dress code clothing can be easily found at Forman's Tommy Hilfiger Store, located by typing "Forman" into the search bar on [this page](#). It can also be found at Forman's Lands' End Store by entering "900139247" under the "Enter School Number" prompt on [this page](#). We also provide some dress code clothing at Forman's School Store, which can be bought in person or online [here](#).

Official Forman Dress (Worn each Monday and Friday and for special school events)

- Khaki-colored dress pants or skirt
- Solid white (no stripes, patterns, or writing) Oxford shirt, tucked in
- School tie or school scarf
- Blue blazer, traditional style
- Belt
- Dress shoes

During the winter (Thanksgiving Break to Spring Break), students may wear a solid color crew neck or v-neck sweater over their white Oxford shirt and beneath their blazer as a layer of warmth.

Class Dress (Worn Tuesday through Thursday from breakfast throughout the academic day)

- **SHIRTS**
Students are required to wear a collared shirt, which can be a button-down shirt or a Forman-branded or solid-colored polo shirt without logos. Button-down shirts must be buttoned. Students may wear a sweater or cardigan over their collared shirt. Students may not wear a collared sweater in place of a collared shirt.
- **PANTS**
Students may wear chinos (twill pants) or dress slacks of any color. Students may also wear solid-colored Bermuda shorts when the weather is warm in the fall and spring trimesters. Students are not permitted to wear jeans (any color), cargo-style pants/shorts, joggers, sweatpants, yoga pants, or leggings of any style.
- **SKIRTS**
Students may wear skirts or dresses of mid-thigh length. If wearing a dress, students must also wear a blazer.
- **SHOES**
Shoes may be of any style, including sneakers, boots, or sandals (no beach flip-flops, athletic/hiking sandals, or slippers).

Other Dress Code Notes

- All clothing and footwear must be in good repair, without holes or tears.

- Optional outerwear includes fleeces, vests, jackets, blazers, and coats. Please note that hoodies or crew neck sweatshirts are not considered acceptable outerwear during the academic day.
- Baseball-style caps are not permitted during the academic day or in the dining hall during meals. Students may wear winter hats during the winter months but must remove them upon entering an academic or administrative building or the dining hall.
- Ninth, 10th, and 11th graders must be clean-shaven. Seniors are permitted to have facial hair as long as it is well-groomed and professional and may be required to shave if this expectation is not followed.
- Footwear should be functional for the weather and walking required on campus.
- Athletic wear, including hoodies or sweatshirts of any style, is functional apparel for athletics and other after-school activities and may be worn **after** classes.
- During extreme weather conditions, the Dean of Students or Head of School may modify dress code requirements via a formal announcement.

Leisure Dress (after class and on weekends)

After the academic day and on weekends, the dress code is more relaxed. While there is latitude in this category, acceptable clothing would be free of inappropriate slogans/graphics and would not advertise, promote, or display alcohol, drugs, sex, or tobacco.

Graduation Day Dress For All Seniors

- Knee, tea-length, or long white dress, with white dress sandals or white dress shoes. Sleeveless or strapless dresses require a matching jacket or wrap.
- Navy blue blazer with the Forman School crest, white dress shirt, white pants, a brown belt, school tie, dark dress shoes, and dark socks.

Consequences:

Dress Code Violations

Students who violate the dress code will be asked to change. If a student continues to struggle with the expectations of the dress code, the Deans' Office will communicate with parents. Students who violate the dress code will not be eligible for John Forman Scholar or Citizenship privileges.

Dress Code Violations

Dress code violations are recorded by trimester and logged in LION. Dress code violations will result in the following consequences:

- 1st violation: Required to change and parent communication*
- 2nd violation: All previous consequences and a Saturday morning detention.
- 3rd violation: All previous consequences and a meeting with the Dean of Students.
- 4th violation: All previous consequences and a likely referral to a Standards Review Board.

*Students who have been asked to change and do not comply will likely receive a Standards Review Board for disrespect/insubordination.

Motor Vehicles

Motor vehicles include all motorized modes of transportation, such as cars, trucks, motorcycles, scooters, and off-road utility vehicles. Any exceptions to the rules below must have approval from the AOD. Failure to comply with these rules may result in students being required to turn keys in daily or having driving privileges revoked:

- Boarding students are not permitted to keep a motor vehicle on campus or in the surrounding area of Litchfield.
- Boarding students are not allowed to drive motor vehicles on or off campus unless accompanied by their parents.
- No student may ride in a motor vehicle without permission from all parents involved and the Deans' Office or AOD.
- Boarding students may not ride in day students' cars unless specific permission is given by the Deans' Office or AOD and all parents.

Day Students:

- Day student permission to drive motor vehicles on or off campus is for the sole purpose of getting to and from the school.
- Day students and their parents must agree to and sign a contract during the first week of school, obtain stickers, and apply the stickers to the rear driver's side window. If a day student obtains a license during the year, they must see the Dean immediately to begin this process.
- Day students are not permitted to use their vehicles to go to town and back. Once at school, vehicles should be parked in the designated area and remain there throughout the day.
- Day students may not allow any student to ride in their cars unless specific permission is given by the Deans' Office or AOD and all parents.

LEAVING CAMPUS

It is most important that the school knows the whereabouts of its students at all times. Students are to remain on Forman property unless downtown/leave privileges are in effect and the student is not gated. Students should be mindful that they are still under the jurisdiction of the school when they are off campus; school rules still apply, and students are subject to disciplinary action should they break them. In the event that a student does need to leave campus, they should follow the guidelines outlined below:

Policies

- As a safety precaution, students are expected to stay on the upper campus after dinner. This includes but is not limited to not accessing the wooded areas or the athletic fields.
- Sign out with the Manager on Duty (MOD) or Administrator on Duty (AOD) is required for standard downtown permission and/or lower campus, as described below:
 - a. Leaving campus outside of standard downtown permission hours requires the permission of the AOD and an appropriate sign out in [Orah](#).
 - b. Weekends and overnights require the submission of a Weekend Leave Request and parental permission via the Orah program by the end of Thursday's academic day, and the approval of the Deans' Office as described under Distant Trips below.

DISTANT TRIPS

Forman School uses the [Orah](#) system to automate and coordinate pass request procedures for boarders, day students, parents, hosts, and faculty by creating an easy-to-use, paperless system that you can access anywhere, at any time, and from most devices. A leave request is a request for your child to spend time away from campus, which requires parent and host approval.

Weekends and Overnights

Unless stated as a closed or TReK weekend, students are eligible for travel on weekends around their commitments. Students are not permitted to miss activities or games on Saturday unless there are extenuating circumstances approved by the Athletic Office and the Deans' Office. All travel plans need to be approved by the Deans' Office. A Weekend Leave Request must be submitted to the Deans' Office by the student using the [Orah](#) and approved by appropriate faculty and staff. Assistance with this process may be obtained from the Deans' Office.

- Students are only allowed to go to locations supervised by an adult who is present.
- Permission for weekends and overnights must be given by the parent and/or guardian via Orah as well as permission from the

host if the destination is not the student's home.

- If missing any academic obligations, acknowledgment must be obtained from the Academic Office.
- If missing a game, permission must be obtained from the Athletic Director or Assistant Athletic Director.
- Any requests missing the required approvals may result in the denial of permission.
- The weekend or overnight is terminated once the student returns to campus.
- Any and all changes in plans must be submitted to the Deans' Office for approval.
- Weekends and overnights are privileges and, as such, final approval from the Deans' Office may not be given if the student is not in good standing. The Deans' Office will strongly encourage students who have disciplinary commitments to remain on campus for the weekend.

Note: Students who are gated may not take a weekend or overnight unless special permission is given.

Extended Leave

Extended Leave follows the same procedure as a Weekend Leave Request, which includes filling out a leave request, gaining appropriate approval, and signing out at the time of departure. An Extended Leave would be requested any time a student will be off campus overnight during the week or will miss any classes or athletic commitments. For example, if a student plans to go home for a long weekend and will miss classes and athletics on Saturday or if a student goes home overnight for a medical appointment on a Tuesday afternoon and will not return until Wednesday morning. Extended leave requests may be filled out in advance of departure or at the time of departure in an emergency. Extended leave must be approved prior to a student's departure. [Orah](#) will notify the Director of Studies, Athletic Office, and the Deans' Office.

College Visits

College interviews or visitations must be approved through the College Counseling, Athletic, and Academic offices. Students are responsible for all assignments and missed classes. Submitting Leave Requests for a college visit is similar to Extended Leave requests; this includes filling out a leave request in the [Orah](#) program, gaining appropriate approval, and signing out at the time of departure. Requests should be submitted one week in advance of the planned departure date.

Short Leave

Short Leave would be applied for if a student was going to go off campus during the day and return on the same day. This would not be used if a student is going to miss a class or athletic commitment (please use extended leave in such an example). An example of a Short Leave would be if you were to take your student off-campus to go to dinner on a Saturday evening. A student would also apply for short leave if they planned to go off campus to dinner with a friend. Similar to a Weekend Leave, if your child would like to go off-campus with a friend or to a friend's house, you will be asked to give your implicit permission by clicking a link in an automated email. [Orah](#) will record this action and inform the Deans' Office that you have permitted the outing.

Holiday Leave

Holiday Leave applies to all students during times when campus is closed for a break and begins and ends on designated days. Permission to leave early or return late must be obtained through the Director of Studies and the Deans' Office. Generally speaking, students may leave after their last school commitment before the vacation period and must return the day before classes resume. **The campus is closed to students during vacation periods.** Students requiring accommodations during a vacation period must make independent arrangements off campus. All students are expected to attend Commencement to honor our graduates and may leave after the ceremonies.

Families and students should work together to input travel information in the [Orah](#) program under the Holiday Leave request for each available holiday break. Parents should share the travel details with their student so that the student can submit an appropriate leave request. Parents should review the travel details submitted by the student to ensure accuracy when approving the leave request. You may select one of the available options for our school-provided transportation or choose to make transportation arrangements on your own. Forman offers complimentary shuttles to Bradley International Airport and the Bridgeport Metro-North & Amtrak Train Station on the days of travel. If the shuttle times do not accommodate your needs, please contact a livery service directly. We request that travel plans be submitted into Orah 14 days prior to the break, even if you plan to provide transportation for your student. We can not guarantee that school transportation will be available without at least 14-day notice.

LOCAL TRIPS

The River and Woods

The school is fortunate to have 125 acres of beautiful rural property, much of which is wooded, with access to the Bantam River and a natural waterway that runs throughout the Litchfield County area. Students are permitted to enjoy these areas after receiving permission from the MOD or AOD. Fishing is allowed after purchasing a town permit. A State of Connecticut Inland fishing license is required for anyone 16 years of age or older. **Fires, litter, and loud noise are not permitted at any time.**

Downtown

Students may be permitted in downtown Litchfield until 5:30 p.m. during Wednesday, Saturday, and Sunday afternoons provided that they are not gated, not missing a school commitment, and have signed out with the MOD (in person) or AOD. Students should be respectful of the town's residents and shopkeepers. Neighbors are particularly sensitive to students walking on their lawns and loitering near their houses. Please respect their privacy and property. Students should sign in with the MOD (in person) upon their return to campus.

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