



FORMAN

2026-2027

Parent & 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:

MAIN LINE	8:00 AM - 4:00 PM	860.567.8712	8712
AOD <i>Administrator on Duty</i>	4:00 PM - 8:00 AM <i>Emergencies Only</i>	860.601.8543	Cell
Absences, Travel, Leave Requests	Reception & Administrative Coordinator	Kevin Poniatoski	2821
Academic Concerns	Co-Director of Studies for Curriculum and Experiential Education	Dr. Stephanie Weaver	1804
	Co-Director of Studies for Curriculum, Cognition and Learning Science	Jenai Fitzpatrick	1843
	Student Academic Success Lead	Catherine Mullen	1842
Admission	Director of Enrollment Management Admission Assistant	Ira Miles	1895
		Julia McDarren	1802
Advancement	Director of Advancement Director of the Annual Fund	Charlie Johnson	1846
		Nneka Maiurro	1817
Parent & Alumni Engagement	Director of Parent & Alumni Engagement	Heather Ford	2847
Athletics	Athletic Director	John Strawson	6215
College Counseling	Director of College Counseling Associate Director of College Counseling Coordinator for College Counseling and Standardized Testing	Michele Iannello Jennifer Strawson Rebecca Fausel	1898 2820 1857
Counseling Services	Counseling Team	Erin Kenney Jeanne Murray Joseph Opromollo	2825 2853 1818
Curriculum	Co-Director of Studies for Curriculum and Experiential Education	Dr. Stephanie Weaver	1843
Student Behavior	Director of Student Responsibility Director of Student Respect	Jennifer Miles	1849
		Laura Renard	1845
Dining Service	Director of Food Services	Brian Woerlen	1890
Head of School's Office	Head of School Executive Assistant to the Head of School	Amy Clemons	1825
		Rebecca Winans	1801
Student Life	Director of Student Life Director of Community Engagement	Nicole Ostaszewski	6230
		Zack Zampaglione	1889
Information Technology	Director of Information Technology	Don Levinsky	6236
Internal Affairs	Associate Head of School	Allie Maxwell	2870
Marketing & Communications	Director of Marketing & Communications	Kerry Conroy	1808
Student Billing	Business Office Associate, Student Accounts	Jevaire Elezi	1809
Student Health Center	Director of Health Services	Jennifer Taborda	1823

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that families may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and refer to the Handbook available online as you have questions. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The school reserves the right to modify and/or amend the content of this Handbook at any time during the year.

Students who reach 18 years of age while enrolled in the school are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardian(s) to sign and authorize any medical care, consents, or other authorizations as required by the school and (2) student's agreement for the school to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with Allie Maxwell, Associate Head of School.

If you have any questions about the Handbook or any of its policies, please contact Allie Maxwell, Associate Head of School, at allie.maxwell@formanschool.org.

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, 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, nationality, ethnic origin, or any other characteristic protected by federal or state law in the administration of its educational policies, admissions policies, scholarships, athletic, and other school-administered programs.

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 each individual's learning profile, so that all graduates become educated, confident, self-advocates throughout life.

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

DIVERSITY AND 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, learning, 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 illegal 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.

TABLE OF CONTENTS

2026-2027 School Calendar.....	6
PARENTS.....	7
Forman & Families Partnership.....	7
Parents’ Association.....	7
Forman’s Annual Fund.....	7
Parents’ Association Committees.....	7
We Welcome Your Visits.....	9
Transportation.....	10
Tuition.....	10
Communications.....	11
Sending Your Children To Forman.....	12
Publications.....	13
Guidance and Support Programs.....	14
ACADEMICS AT FORMAN.....	15
Academic Honesty.....	15
Artificial Intelligence.....	15
Grades and Comments.....	15
Winterim.....	18
Course Distribution and Requirements.....	19
Diploma Types.....	19
National Honor Society.....	20
ATHLETICS AT FORMAN.....	21
Philosophy.....	21
Athletic Offerings.....	21
Conference Membership.....	21
Code of Ethics for Team Members.....	21
Health And Medical.....	22
Policy For Team Changes.....	22
Awards.....	22
Forman Athletic Leadership Council.....	22
COMMUNITY LIFE AT FORMAN.....	24
Advising System.....	24
Attendance Policy.....	24
School Government and Student Leadership.....	24
House Responsibilities.....	25
Damage to or Loss of School Property.....	26
Checkout Procedures.....	26
Day Students.....	26
Visitors.....	27
Asbestos Management Plan.....	27
Campus Safety.....	27
Meals.....	28
Community Life Facilities.....	28

Extracurricular Activities.....	29
Clubs.....	29
Outdoor Leadership Skills.....	29
Community Service Requirement.....	29
STUDENT HEALTH CENTER.....	30
Student Protocol.....	30
Medical Records/Medical Insurance.....	31
International Winterim Travel Preparation Requirements.....	31
Medications.....	31
Health Center Transportation.....	33
Leave of Absence.....	34
AIDS Policy.....	34
Confidentiality.....	34
Counseling.....	34
POLICIES AND RULES.....	35
Jurisdiction.....	35
Inspection Policy.....	35
Investigations.....	35
Student Recognition Program.....	36
Social Status.....	36
Major Rules.....	37
General Rules.....	37
Disciplinary Action.....	38
Attendance.....	40
Room Cleanliness.....	41
Substance Use Policy: A Community Partnership Approach.....	42
Response to Student Substance Use.....	42
Sexual Behavior.....	43
Scope, Jurisdiction, and Reporting.....	46
Assault, Harassment, and Bullying.....	46
Inclusivity and Gender Identity.....	47
Computer Specifications/Policies.....	48
Cell Phone Use.....	50
Technology Routines.....	52
Dress Code.....	52
Motor Vehicles.....	54
Leaving Campus.....	54
Re-enrollment.....	57
Student/Adult Interaction and Communication.....	57
Weapons and Threats.....	57
On and Off-Campus Behavior.....	57
Intellectual Property.....	58
Reporting of Infractions to Colleges and Universities.....	58
Online Learning Management Systems and COPPA Information.....	58
Accidents.....	59
Health Information Sharing.....	59
Student Illness and Communicable Diseases.....	59

Services for Students with Disabilities.....	60
Ride Sharing.....	61
School Closure or Modification Due to a Force Majeure Event.....	61
Photos, Images, and Recording.....	61
Student Records and Information.....	61
Family Matters.....	62
Parent/Family Cooperation.....	62
Political Discourse on Campus.....	63
ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK.....	64



2026-2027 School Calendar

FALL TRIMESTER

Monday, August 17	New Colleague Summer Institute
Monday, Aug. 24-Tuesday, Sept. 8	Colleague Meetings
Wednesday, September 9	Student Leaders return
Thursday, September 10	New Student Registration and Orientation
Saturday, September 12	Returning Student Registration
Sunday, September 13	On-Campus Programming and Events/TReK*
Monday, September 14	First Day of Classes
Saturday, September 19-Sunday, September 20	Closed Weekend*
Friday, October 2	Grandparents' and Special Friends' Day
Monday, October 12	Admission Open House
Thursday, October 15	New Family Workshop
Friday, October 16-Saturday, October 17	Fall Family Weekend
Saturday, October 17	Long Weekend, students depart campus after athletic contests***
Wednesday, October 21	Students return after 3:00 pm
Friday, November 20	Thanksgiving Break, students depart campus between 12:00 and 5:00 pm***

WINTER TRIMESTER

Monday, November 30	Students return after 3:00 pm/Colleague in-service
Thursday, December 17	Winter Break, students depart campus between 12:00 and 5:00 pm***
Monday, January 4	Students return after 3:00 pm/Colleague in-service
Monday, January 18	Admission Open House
Friday, January 29	Mid-Winter Weekend, students depart campus between 12:00 and 5:00 pm***
Tuesday, February 2	Students return after 3:00 pm
Saturday, February 27-Saturday, March 13	Winterim
Saturday, March 13	Spring Break, students depart campus by 12:00 pm***

SPRING TRIMESTER

Monday, March 29	Students return after 3:00 pm/Colleague in-service
Thursday, April 1	Admission Revisit Day
Friday, April 16	Admission Open House
Friday, April 23	Dissertation Day
Friday, April 23-Saturday, April 24	Spring Family Weekend
Monday, April 26	No classes, campus remains open
Sunday, May 16	Prom
Monday, May 17	Strawberry Fest
Friday, May 21	Academic Awards Ceremony
Saturday, May 29	Commencement**
Tuesday, June 1-Thursday, June 3	Colleague Meetings
Friday, June 11-Sunday, June 13	Alumni Weekend

**Students required to remain on campus*

***Student attendance required*

****Students must depart campus*

Forman School reserves the right to amend or change dates

PARENTS

Forman & Families Partnership

At Forman School, we value the partnership and sense of community between parents, colleagues 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 strive to 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

The Parents' Association 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. Positive collaboration between parents and the school is vital to provide the necessary resources for the education of our students.

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

The Association is organized into committees, each meeting once per term, with all committees convening together in September to set their schedules for the year. We value and appreciate the diverse ways in which parents, grandparents, and special friends contribute their time and expertise—there are meaningful opportunities to get involved throughout the year, no matter where you are located. We hope you will find a committee that speaks to your interests and availability.

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 Annual Fund donors makes it possible for Forman to provide an exceptional and inclusive learning environment where students can discover their full potential and grow into confident, independent individuals. Every contribution strengthens Forman's mission and helps provide the individualized education our students need to thrive.

Parents' Association Committees

Admissions and Family Mentoring Ambassadors

This committee welcomes new and prospective families to Forman by sharing personal experiences, answering questions, and helping them feel part of the community. Ambassadors create meaningful two-way connections between current and prospective families and play an important role in welcoming prospective and new families. Ways to get involved include:

- Attending Admission Open House events and providing valuable insights to prospective parents
- Hosting regional admission receptions, allowing prospective families to connect with current parents in their area

- Supporting Drop-Off Day to welcome new families and help them feel at home
- Participating in mentor matching, which takes place over the summer—we are always looking for enthusiastic family mentor candidates

Class Representatives and Day Parent Chair

Class representatives serve as liaisons between the school administration and the parents of students in each grade, keeping families informed and helping to build connections within each class. We recruit at least two representatives per grade, as well as a Day Parent Chair to support families who live locally. This is a wonderful way to stay closely connected to the Forman community and make a direct impact for the families in your student's grade. If you are interested in serving in one of these roles, we would love to hear from you.

Annual Fund Committee

The Annual Fund Committee partners with the Advancement Office to inspire family participation in Forman's Annual Fund. Committee members serve as ambassadors for annual giving, helping families understand how the Annual Fund supports students, programs, and the overall Forman experience. Through outreach, storytelling, and peer-to-peer connections, the committee helps champion a culture of gratitude, participation, and shared commitment across the Forman community.

Colleague Appreciation and Family Weekends Committee

This committee organizes opportunities to celebrate Forman's dedicated faculty and staff, and helps coordinate parent programming around our two signature Family Weekend events. Volunteering with this committee is a great way to show appreciation for the people who make Forman such a special place, and to help create memorable experiences for the whole community.

Community Engagement Committee

Led by a parent volunteer, the Community Engagement Committee helps connect the Forman community with guest speakers, workshops, and networking opportunities beyond campus. Families can participate at a level that works for them, fostering relationships, sharing ideas, and strengthening connections that extend well beyond the Forman community. Ways to get involved include:

- Sharing connections with industry experts, speakers, researchers, public figures, and business leaders, bridging the gap between academia and the professional world
- Helping organize Trek and career exploration days for students
- Providing career networking and mentoring opportunities for young alumni
- Hosting parent regional, international, and summer receptions that foster camaraderie among families

If you are interested in joining any committee or would like more information about volunteer opportunities, please contact Heather Ford, the Director of Alumni and Parent Engagement, at parents@formanschool.org.

We Welcome Your Visits

Families 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 any buildings on campus, except service animals.

Fall Family Weekend provides two days of meetings, workshops, performances, and athletic contests, with the opportunity to schedule individual conferences with teachers in advance. Spring Family Weekend offers another two-day visit focused on the college process, showcasing student work and growth, and celebrating the senior class. Detailed information and registration forms are emailed at least one month in advance of each weekend.

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 of these awards 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

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.

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 Kevin Poniatoski, Reception and Administrative Coordinator at kevin.poniatoski@formanschool.org.

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.

Livery & Transportation Services

[Antique Limousine Service](#): 203.266.5697 or staff@antiquelimo.com

[Berkshire Livery](#): 860.567.8769

[Executive Livery](#): 860.491.3955

[Gateway Limousine](#): 203.753.5466

To support the community as a whole, our faculty and staff cannot provide transportation for recurring, scheduled off-campus appointments and events. Please reach out to Kevin Poniatoski, Reception and Administrative Coordinator, at kevin.poniatoski@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

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 who do not pay tuition in full by July 1, 2026. The cost of the plan is 5% 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, 2026. Please see the A.W.G. Dewar Tuition Insurance Plan document, which was provided with the enrollment materials for a full explanation of the plan, including definitions, benefits, and exclusions. If there is any discrepancy between this Handbook and the Plan documents, the Plan documents will control.

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.

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, 3) shall not receive a diploma or other evidence of honorable dismissal, and 4) the College Counseling Office will not send transcripts to colleges when there is a hold on a student account.

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 can call the emergency line to reach the Administrator on Duty (AOD) at 860.601.8543.

Emergency Extensions

Head of School - Amy Clemons	860.567.1825 (O)
Associate 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)
Director of Student Responsibility - Jen Miles	860.567.1849 (O)
Administrator on Duty (AOD) - (4:00 p.m.-8:00 a.m.)	860.601.8543 (C)

Emailing the Campus

All students, faculty, and staff have school email addresses. 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
Athletics Office	athletics@formanschool.org
Business Office	businessoffice@formanschool.org
Office of Culture and Community Experience	cceoffice@formanschool.org
College Counseling	college.counseling@formanschool.org
Marketing and Communications Office	communications@formanschool.org
Parents' Association	parents@formanschool.org

Faxing the Campus

Academic Office	860.567.6217
Office of Admission	860.567.3501
Athletic Office	860.567.2864
Business Office	860.567.6201
College Counseling Office	860.567.6204
Student Health Center	860.567.4692

Sending Your Children To Forman

All the Comforts of Home

Each student's 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 to help students achieve success in maintaining 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, except for seniors
- Cooking devices (microwaves, toasters, air fryers, 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 and air conditioners
- AC Units
- 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 the Director of Community Engagement.

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 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 Northwest Community Bank, which can be reached at 860.567.9401 or www.nwcommunitybank.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 and laundry service questions, you can contact E&R Laundry at 800.243.7789 or visit www.thecampuslaundry.com; Forman's password is BF32. For campus and pick-up questions, contact Tiffany Hussey at tiffany.hussey@formanschool.org or 860.567.1892. 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 School Store.

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:

Parent Newsletter

A parent newsletter is sent to all current parents weekly via email. 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.

The Forman Website

Visit our website at www.formanschool.org to access information about admissions, academics, alumni, development, and athletic schedules, as well as school publications. Parents can access helpful information in the [Parent Center](#) section of the website.

Forman Letter

The school's annual magazine, called the *Forman Letter*, provides in-depth coverage of alumni and selected campus events.

Social Media

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

Guidance and Support Programs

College Counseling Department

Young adults with learning differences and/or attention deficit disorders are most likely to succeed in college and beyond when they develop self-awareness, understand their learning styles and differences, and build strong self-advocacy skills. The mission of this office is to foster the development of these skills and to assist students and families in coordinating the post-secondary planning process for all students attending Forman.

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

Advising System

Advisors meet with their advisees every day during Community Block 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 colleagues when necessary. Advisors will gather information from other faculty members and offices within the school to share with their advisees.

Students will have an advisor connected to their House family and are encouraged to provide input on the trusted adult with whom they feel most connected. However, each faculty member is limited in the total number of advisees 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 a member of the CCE Team. A licensed professional counselor, a licensed clinical social worker and a licensed marriage and family therapist are available to work with students who require ongoing counseling. Some students continue to work with a home therapist, and a member of the Counseling Team can help schedule sessions. Counseling can be reached at counseling@formanschool.org.

Office of Culture and Community Experience

The Office of Culture and Community Experience (CCE) consists of the Associate Head of School and the Offices of Responsibility, Student Life, Campus Safety, Counseling, and DEIB. The function of the CCE Office is to ensure students understand the core values of Truth, Respect, and Kindness and uphold these values in all aspects of their behavior. The CCE 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. The CCE Office oversees and facilitates the TReK (Truth, Respect, and Kindness experience/expedition) curriculum and programming as part of our commitment to making certain that all students feel safe and welcome on this campus, as we are guardians of our inclusion statement.

The CCE Office works to build students' skills and understanding of behaviors that uphold our community values and, at times, also needs to hold students responsible for their actions. We work to make this a learning process for students and to provide support along with accountability. Parents and students should contact the CCE Office at cceoffice@formanschool.org to express concerns about student behavior or to request special permissions.

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 CCE 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 higher education. In addition to the course content, learning strategies are taught to help students meet the demands of a college-level curriculum. Efforts are made to engage 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 done by someone other than the student, receiving help on tests or quizzes without the teacher's permission, 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 print, digital, and online materials, 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 a Director of Studies, two voting faculty members, and two voting student leaders. All final decisions rest with the Head of School.

Artificial Intelligence

As artificial intelligence (AI) continues to develop at a rapid rate, Forman desires to prepare students to utilize this tool to enhance their educational experience. While there is research that celebrates and promotes the use of AI as a vital tool for students with learning differences, appropriate usage must be in line with the expectations of the institution as well as Forman's Academic Honesty policy. Any usage of AI should be discussed with the teacher prior to usage and should reflect appropriate usage as a tool rather than a solution. If a student uses AI, either inappropriately or without first discussing it with their teacher, that would be a case of academic dishonesty. When teachers give permission for students to use AI, proper attribution and disclosure of the use of AI should be made by the student. The specific requirements for its use and citing will be directed by the teacher, but will likely include: a citation of the generative AI tool used, a description of the prompt(s) used, and a statement about how it was used in relation to the final draft of the assignment. When a student is suspected of improperly using generative AI, using it without their teacher's permission and/or fails to properly cite its use, the student may be subject to disciplinary action, up to and including immediate dismissal. Students will also be subject to disciplinary consequences for using generative AI for any activities that are illegal, harmful, disclose confidential information, or infringe upon the privacy or intellectual property rights of others.

As artificial intelligence technologies continue to evolve, Forman School's AI guidelines and expectations may also evolve in response to emerging educational practices, safety considerations, and technological developments. The School reserves the right to update these guidelines as needed to ensure they remain aligned with our mission and the best interests of our students and community.

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 the 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. The grades and effort ratings that are reported are just for the work done in that trimester. At the midpoint of each trimester, a midtrimester effort mark is reported for each class. For multi-trimester courses, year-end grades will reflect the cumulative grade.

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 Houseparents will write comments at the end of the 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

For midtrimester effort marks, some effort marks may include a w. This indicates that the student's current grade in the class is below a C-.

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 Academic Office, 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 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 shared via email and posted to our online parent portal at the end of each trimester. The weighting of Honors classes will be factored in to determine if a student is eligible for the 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

Do not need to attend Study Hall unless determined by the advisor or Academic Office

Homework

As a general practice, homework is used to reinforce learning that occurred in the classroom or as an opportunity for students to read and gain information prior to an upcoming lesson. Determined on an individual course basis, a general homework practice can be graded for up to 15% of the total grade each trimester. Homework completion is also a factor in determining 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.

Afternoon Study Hall

Afternoon Study Hall occurs at the end of the academic day, Monday through Thursday. The afternoon study hall is a proctor-guided, executive functioning-informed, structured study hall to ensure that students have adequate time to complete assignments and opportunities for tutoring on their coursework, if needed. Students who have earned High Academic and Academic Honor Rolls are exempt from this programming; however, if it is determined that it is in the student's best interest, advisors, in collaboration with the Academic Office, will place students in the afternoon structured Study Hall. If students need more time to complete work and prepare for long-term assignments, there are also opportunities to participate in Study Hall venues during the evening hours.

Evening Study Hall

In addition to the structured study hall programming that occurs every afternoon, students have the opportunity to participate in various academic programming and tutoring opportunities in the evening, from 7:45 to 8:45 p.m. This includes small-group tutoring, discipline-focused extra help and tutoring sessions, open venues for athletics and the arts, and other open Study Hall spaces. These resources are open to all students. If a student has missed assignments, they will be signed up to venues by their advisors or Study Hall proctors.

Evening Tutoring

Tutoring is available during Evening 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 Academic Office for more information about private tutors. Private tutoring is provided in the evenings at an extra charge.

Academic Probation

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

Academics While On Leave

In the event that a student needs to complete work while on leave from the school, a plan will generally be made by the Academic Office.

The Student Academic Success Lead will communicate with students and families who will be off campus for less than two weeks. This may include building a priority assignment document, meeting once a week, and coordinating the collection of work with teachers.

In the event that a student will be off campus for more than a two-week period, parents should contact the Academic Office so that the school can assess whether the school can accommodate the leave, or if the student must be unenrolled. If a student will be off campus for more than a two-week period, Forman reserves the right to require the usage of outside tutoring and credit recovery programming.

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 generally be awarded for that trimester. Once the Business Office notifies the Academic Office that all accounts have been settled, an official transcript may be released. Account details are handled through the Business Office.

Attendance/Loss of Credit

Students are expected to attend all of their academic classes. If a student has seven unexcused absences in a class in a given trimester, or the equivalent due to tardiness, they will lose credit for that class. If a student loses credit in two classes in a trimester, they will be forced to withdraw from Forman.

Summer School Credit

Forman School does not grant credit for any courses taken during the summer. Students wishing to take courses during the summer need to ensure they are taken at an accredited school that will issue a transcript with a grade and credit. That transcript can then accompany the Forman School transcript in the student's academic record.

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.

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.

Academic Policies

Additional details about Forman's academic policies can be found in the Resource tab within Forman's Learning and Information Online Network (LION).

Winterim

Winterim Philosophy

All Forman students and faculty are required to participate in Winterim. Because students with different learning styles tend to excel as innovators, entrepreneurs, creators, and leaders, Winterim is designed to give students experience in and an opportunity to apply skills that lay a foundation for their talents. Winterim is more than a timely educational break in the academic routine. It is an intentional program designed for students to discover and develop their individual interests and talents. For more details on Winterim policies, please consult the annual Winterim Catalog.

Academic Credit for Winterim

Winterim is a graduation requirement for every Forman student. If a student does not earn credit for a Winterim course, they will be required to make up the missing requirement during the following summer. To fulfill this obligation, students must work with the school to find an appropriate summer course for credit. Students must understand that all school rules, including the prohibition of alcohol and illegal drugs, remain in force during Winterim for both on- and off-campus courses. Any violations of school rules while on Winterim will result in disciplinary action and could also result in the loss of Winterim credit, which will need to be made up.

Absences during Winterim

Given the short, intensive nature of the program, students are not permitted to miss any class days. Any absences may result in the loss of Winterim credit and will require summer makeup. Legitimate illnesses and emergencies will be dealt with 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.

Behavior Considerations during Winterim

Students need to be in good standing to participate in a Winterim that involves more than three days of off-campus travel. At any point, a student navigating discipline may be ineligible for travel.

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 in depth on a subject. 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 Algebra II)
- 9 credits of History & Social Sciences, including U.S. History
- 9 credits of Science, including two lab sciences; Biology or Chemistry required
- 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 Physical Education, per year
- 1.5 credits 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 Academic Office 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 a 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 Algebra II
- 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
- 60 credits minimum
- Minimum of a 60 cumulative GPA

National Honor Society

The National Honor Society is a national 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 be in their junior or senior year, be a Forman student for at least a full year, and must have a 95 weighted cumulative grade point average. Acceptance into the National Honor Society is not guaranteed. Acceptance is also based on community service and leadership contributions to the school community. In order to be accepted into the National Honor Society, the student must possess the above four qualities and distinguish themselves in each area. Each nominated student must submit an application, provide two letters of recommendation, and complete an interview with the National Honor Society Committee.

ATHLETICS AT FORMAN

Philosophy

Athletics at Forman, both competitive and recreational, provide students with opportunities to build physical fitness, develop skills, and establish habits that support lifelong health and wellness. Whether striving for excellence in competition or participating for personal enjoyment, students strengthen teamwork and leadership abilities while learning the value of commitment. Many discover a lasting passion for physical activity that continues well beyond their time at Forman. Our programs also teach resilience by showing students how to face challenges, handle defeat with dignity, and celebrate success with humility. The values of discipline, respect, and good sportsmanship gained through athletics carry over to the classroom, the workplace, and all areas of life.

Athletic Offerings

Students are required to participate each afternoon, Monday through Saturday, throughout the year in Forman's athletic offerings. These include a range of sports and recreational activities. Students must select one activity each season, and each student must participate in at least one cardio-based activity during the school year, as outlined in the Athletic Offerings Survey. Some activities may occasionally meet in the evenings. Certain activities have limited space due to safety guidelines set by OSHA and the Health Department.

Conference Membership

Forman School is a member of the Western New England Preparatory School Athletic Association (District 4), the Hudson Valley Athletic League (HVAL), and the Brigham Ski League. The Hudson Valley Athletic League 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 to:

- Showing full commitment to their team and coaches
- Treating officials, opponents, and teammates with respect
- Demonstrating honesty and integrity at all times
- Accepting the decisions of officials without dispute
- Welcoming visiting teams and spectators as honored guests
- Representing Forman with pride and respect when visiting other schools
- Displaying graciousness in both victory and defeat

Violations of this Code of Ethics or of school rules may result in suspension or dismissal from the team. All decisions will be made by the Athletic Department.

Attendance Policy

Participation in Forman's after-school activities program is required for all students. Attendance is mandatory.

Expectations

- Students must attend all scheduled practices, games, performances, and special events.
- Students are expected to arrive on time, ready to participate, and in the appropriate attire.
- Participation in athletics is a graduation requirement.

Absences

- All unexcused absences will follow the Commitment Plan laid out on page 41.
- Absences from competitions or events are not permitted unless pre-approved for legitimate reasons (illness, family emergency, or prior arrangement with the Athletic Department).
- Repeated unexcused absences may result in disciplinary action and impact the student's ability to meet the athletic participation graduation requirement.
- Students must notify both their coaches or activity leaders and the Athletic Department in advance of any anticipated absence.

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 Athletics department prior to leaving. Students may notify the Athletic Office by completing an appropriate leave request in [Orah](#).

Uniforms And Equipment

Athletic uniforms provided by the school must be worn for all competitive matches. If a uniform is lost, the replacement cost will be billed to the student's account. Students should wear Forman School apparel when traveling to and from competitions. In some cases, students may be required to provide their own personal equipment, which will be clearly communicated to them and their families in advance.

Health And Medical

Any student excused from a sport commitment for a documented medical reason may assist the Athletic Department in a role 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 to help the player return to participation as soon as recovery allows.

Policy For Team Changes

Prior to each athletic season, students may select an afternoon sport or activity of interest. They are expected to report to their chosen sport or activity on the first day of the season. A sport commitment may be changed during the first week of practice with the coaches' approval and after meeting with a member of the Athletic Department. After the first week, students are committed to their team or activity for the remainder of the season.

Awards

Student-athletes will be recognized for their individual efforts and achievements at the conclusion of each competitive and recreational season during an Athletic Awards Ceremony. All additional league and New England honors will be announced as they are received.

Forman Athletic Leadership Council

Mission Statement

The Forman Athletic Leadership Council inspires school spirit, leadership, and service through athletics. Members promote a positive student-athlete image, support all teams, model Truth, Respect, and Kindness, and give back to the community on and off campus.

Program Objectives

- Promote school pride and unity at all levels of competition
- Serve as a link between the Athletic Department and student-athletes
- Develop leaders on teams, around campus, and beyond Forman
- Model Forman's core values
- Encourage service to the community and beyond

Criteria

- Coach/faculty recommendation
- At least one season of competitive athletics
- Strong sportsmanship, commitment, and leadership potential
- Good academic standing and citizenship
- Dedication to service and empowering others

Application Process

Applications open in September through the Athletic Department. The selection includes an interview with current council members and faculty advisors.

COMMUNITY LIFE AT FORMAN

Forman School believes that education goes beyond the classroom. Community life at Forman is experienced through our Community Block, and student life program. At the core of community life is Community Block, which brings each student together with a trusted adult in their house family every day. Advisors serve as the first point of contact for parents and families. Beyond Community Block are the student life programs that encompass student leadership, clubs, weekend activities, and community service. All students are active participants in the community life at Forman.

Advising System

Students are assigned an advisor connected to their house family. Students are encouraged to provide input on the trusted adult within their house family to whom they feel most connected. (See page 12 for more details on Community Block and the advising system.)

Attendance Policy

Participation in Forman's Community Life activities is required for all students. Attendance is mandatory.

Expectations

- Students must attend all scheduled advisories, assemblies, TREKS, and other community events.
- Students are expected to arrive on time, ready to participate, and in the appropriate attire.
- Participation in Student Life Activities is a graduation requirement.

Absences

- All unexcused absences will follow the Commitment Plan laid out on page 41.
- Absences from Community Life events are not permitted unless pre-approved for legitimate reasons (illness, family emergency, or prior arrangement with the CCE office).
- Repeated unexcused absences may result in disciplinary action and impact the student's ability to meet the Community Life participation graduation requirement.
- If a student reaches seven unexcused absences in activities that fall under the Community Life Block in any one trimester, the student will lose credit for that trimester and additional community service time will be added to make up for those absences.
- Students must notify both their advisor and the CCE Office in advance of any anticipated absence.

School Government and 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 to various roles to serve their peers, promote Forman in a positive way, and foster good communication between students and the 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 grow 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. These students oversee the student government.

Specific duties may vary but include:

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

House Prefects

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

Specific duties may vary but include:

- Assisting with New Student Orientation
- House family monitoring and guidance
- Assisting houseparents, faculty, administrators, and staff
- Peer mediating and helping to resolve conflicts
- Planning and coordinating house events
- Serving as members of the Student Respect Review Council/Academic Review Board
- Assisting with morning wake-ups
- Assisting with room inspections
- Leading a club
- Helping the CCE Office plan TReK events
- Meet with the Student Life Office once a week during Study Hall

Class Officers

Elected by members of their class, these students assist in the running of grade-level affairs, 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 school's mission 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

House Responsibilities

In order for houses 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 the house job assigned to them to maintain good living conditions within the house.
- 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, 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 any pets or animals (including fish) other than service animals.
- Students are prohibited from entering and exiting any house or room through windows.
- Rooms must not be overcrowded with excessive furniture, computers, stereo systems, etc.
- 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 so as to prevent damage. Scotch or duct tape is not to be used on paint, wallpaper, or any other surfaces that may be damaged. Special hooks are available at 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-house 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 Office of Responsibility 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 house 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 houses 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 the process. Rooms should be cleaned, and all personal belongings should be packed. Trash should be removed, and floors should be left in "broom-clean" condition. After Commencement, all rooms must be inspected and keys collected before students leave campus. Houses will be closed during Commencement.

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

- \$500 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 House family in an effort to enhance their connection to 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.

Day Student 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 CCE Office of a student's absence between 8:00 and 8:30 a.m. on that day at cceoffice@formanschool.org.
- Upon arrival to campus, day students must check in at breakfast or sign themselves in using the Orah app. Day students visiting campus on a Saturday or Sunday need to check in on Orah 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 request long-term assignments from the student's teachers.
- Once students have arrived on campus, they may not leave the campus until after their last commitment; in most cases, this would be athletics.
- 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 via the Orah app. Consistent failure to do so can result in disciplinary consequences.
- Day students must have permission from their parents and the CCE Office to invite a boarding student to their homes for a visit. The boarding student's parents must also approve the pass for the visiting student.
- Day students are expected to follow school rules regarding cell phones, computers, and Internet use. (See page 50 for more information.)
- Motor vehicle use for day students is specifically outlined on page 54.

Day Student Lockers

Lockers will be available for day students in their assigned house. 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 CCE 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 54.) 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 Facilities, who can be reached at 860.567.6214.

Campus Safety

Campus Safety is present to help ensure the safety and well-being of all members of the Forman School community. If a situation arises in which you need assistance from Campus Safety, please contact the Director of Campus Safety & Student Responsibility Advisor, Matthew Fabiaschi. During off hours, please reach out to the Administrator on Duty (AOD).

Campus Safety may be contacted for a variety of reasons, including but not limited to:

- Suspicious individuals on campus grounds
- Lockouts of dorms or buildings
- Locating missing students or adults
- Room searches

Video Surveillance

The school reserves the right to use surveillance video cameras in its non-private areas to assist with student and employee safety and security. Aside from bathrooms, locker rooms, and dorm rooms, the school retains the right to conduct video surveillance of any portion of the school's property, which includes all persons and property located anywhere on school property, including, without limitation, parking lots. Therefore, please be on notice that your (student and parent) activities may be recorded and also may be monitored. These video recordings are the property of the school, and the school generally does not make these recordings available to parents or students. However, the school may, in its sole discretion, provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including dismissal.

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, and bathrobes are never permitted in the Peirce Dining Hall. Dining implements (i.e., plates, cups, flatware) may not leave the Dining Hall.

Community Life Facilities

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.

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, 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.

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 events. 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. Books and academic supplies are available, along with a small selection of toiletries, healthy snacks and drinks, clothing, and other miscellaneous items. Students can pay for their purchases with their MyKidsSpending accounts, cash, ApplePay or credit/debit cards.. Students with outstanding accounts may be denied further School Store purchases.

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. Community activities, trips to nearby stores and shopping malls, festivals, sporting events, plays, and concerts are planned throughout the year by students and faculty.

We require parents to provide appropriate insurance for athletes. The school assumes no responsibility for injury to students participating in athletics or other school activities. Parents may be required to sign a waiver and release as a condition of their student participating in athletics or other school activities. Students also must pass a physical exam to the school's satisfaction prior to participating in athletics.

The school does not promise any particular sport or activity will be offered. Furthermore, enrollment at the school does not guarantee that a student will be permitted to participate. Among other things, students must meet athletic eligibility requirements set forth by the school's athletic league.

All students must meet scholastic requirements as outlined in this Handbook in order to participate in athletics and other activities. Discipline is a prime factor in any athletic or extracurricular success—off the field, on the field, in locker rooms, on trips, and in school. Students are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

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 colleagues. At the beginning of the year, student leaders will propose clubs, and students are able to pick a club of interest to join. Clubs meet regularly during the entire year.

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 hours of community service 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. All service must be submitted via the Community Service form found on the Resource Board in LION. 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 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. - 10:00 p.m.

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

The Student Health Center serves as an on-campus resource for the evaluation, care, treatment, and support of students with non-emergent health concerns and minor injuries, while also providing initial nursing care and treatment for acute medical emergencies when needed. We are committed to providing a safe, welcoming, and supportive environment for all students. Nursing care and support services are available throughout the academic year. However, the Student Health Center does not provide primary care services or perform routine student physical examinations. A consulting physician is available on campus once per week to evaluate students who require further assessment, procedures, or treatments beyond the scope of nursing care.

Student Protocol

Nursing staff provide immediate care for acute emergencies or illnesses. Non-acute concerns will be assessed 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 houseparents, 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 CCE 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 Health Services (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 SHC telephone number is 860.567.1821, the FAX number is 860.567.4692, and the email address 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 health team will determine the appropriateness of the return of any student who leaves the school due to health problems. Students who are too ill to remain in the dorm but do not qualify for hospitalization must return home as soon as possible or be cared for by their parents or an emergency contact designee off-campus. 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. Students who have had a COVID-19 infection no longer require medical clearance from a physician or Student Health Center staff before returning to campus activities. As with all illnesses, including influenza and COVID-19, students should be experiencing improving symptoms and **must be fever-free for at least 24 hours without the use of fever-reducing medications** before returning to classes and activities.

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. The Forman School physician will determine if the administration of your child's injections is appropriate under the orders of your child's primary care physician.

Medical Records/Medical Insurance

Forman School uses an online database, Magnus Health, for student medical information. 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 and 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

All students are required to abide by any necessary entry requirements of the country/countries they are visiting. Forman's SHC highly recommends pre-travel counseling and vaccinations from a travel clinic visit if your child is to participate in an international Winterim trip. Please confirm with your child's primary care physician to make any vaccination decisions. The SHC will not be able to provide travel vaccinations.

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 will communicate with parents, students, and prescriber for further evaluation of the need for medication if a student is not taking as prescribed.

Medication Compliance

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

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 UNLESS THE MEDICATION CANNOT BE OBTAINED THERE.

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 SHC prior to your Registration 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, and 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.

A separate completed Medication Authorization Form is required for EACH medication, *both prescription and non-prescription, this includes vitamins and supplements BEFORE any doses are administered to your child. These must be filled out and signed by the prescriber and a parent. A blank medication authorization form can be printed from your Magnus Health Student Health Tracker. Please ensure that the times of administration and dates of administration are properly filled out.

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 the pharmacy.

3) International student families need to obtain prescriptions from a U.S.-licensed MD/prescriber for U.S. pharmacies to fill prescriptions. Contact the Forman Student Health Center for names of local area MDs/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 for controlled medications.

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 consent from a parent.

10) Students who have a history of actual or potential anaphylaxis requiring an 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 houseparents 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 houseparent 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, a 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, and in some cases, a leave may be required by the school. 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 approximately 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 Counseling team 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.

Confidentiality

A student's confidentiality will generally be respected except when the health or safety of any individual may be in jeopardy or when the well-being of the school, the student, or other individuals 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 Counseling Team is available to talk with students or to refer them to an appropriate counselor. Please email them at counseling@formanschool.org. If you need immediate assistance please call the AOD. 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. This means that students and parents should be aware that the conversations with the counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws. Students and parents should be aware that the counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or an actual or potential violation of the child abuse laws.

The school may require evaluation and/or ongoing therapy along with a reciprocal release so that the school can openly communicate with a student's therapist as a condition of continued enrollment if the school deems an evaluation or therapy to be necessary. The school may further require a medical assessment confirming a student's availability to return to the school at its discretion.

Appointments should be scheduled through our Counseling team 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 have reason to believe that either they or another student are at risk.

POLICIES AND RULES

For any community to thrive, its members must agree to live by certain guidelines. At Forman, we expect students to follow both the spirit and the letter of the law, as well as school rules and policies. In doing so, the Forman community will remain a healthy and productive school. Violation of the school's policies, including those set forth in this Handbook, will subject students to disciplinary consequences, up to and including dismissal in the discretion of the Head of School. The Head of School reserves the right to *immediately* suspend or expel any student at her discretion, including when the student's conduct is injurious or when the student 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 Student Respect Review Council, the Student Responsibility Review Board, and the Administration when actions are taken to uphold the rules and regulations of the school. For the welfare of the Forman community, the school 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.

Inspection Policy

Parents and students authorize the school to inspect and conduct a search of any place or item on the school's campus or at a school-related event, including, but not limited to, a student's room, locker, purse, book bag, backpack, mail, vehicle, computer, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator or if on a field trip or other activity away from campus, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of the same (texts, emails, photos, images, address books, applications, etc., whether such message or information was sent over the school's system or any personal account). Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search that is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise impedes an inspection by the school, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Investigations

The school will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations, including participating in interviews and answering questions. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, to require the student to withdraw from school, or dismissal. A withdrawal from the school during the pendency of the investigation does not preclude the school from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities.

Student Recognition Program

Level 1: Citizenship

Citizenship Status is earned by students who meet the following criteria during a trimester:

- You are in overall good standing in the community—1 missed Student Life or Academic commitment, no disciplinary actions
- You are meeting the daily expectations of a Forman Student—no more than 5 mistakes total with Health commitment, tech, dress code, lateness, or room inspection
- You have effort grades that are all 3 or above

Privileges of Citizenship Status:

- No breakfast check-in (must still attend Student Health Center obligations)
- May return from town at 7:45 p.m. on Wednesdays (AOD must be called at dinner)

Level 2: John Forman Scholar

John Forman Scholar Status is earned by students who meet the following criteria during a trimester:

- You are in good standing in the community—no missed Student Life or Academic commitments, no disciplinary actions
- You are always meeting the daily expectations of a Forman Student—no mistakes with Health commitment, tech, dress code, lateness, or room inspection
- You have effort grades that are all 3 or above with at least four 4s or 5s in all courses taken that trimester.
- Complete 5 hours of community service

Privileges of John Forman Scholar Status:

- No breakfast check-in (must still attend Student Health Center obligations)
- Exempt from technology routines during Lights Out
- May return from town at 7:45 p.m. on Wednesdays (AOD must be called at dinner)
- End-of-year dinner at the Head of School's house
(requires continuous John Forman Scholar status throughout the entire year)
- Priority in student housing selection
(requires continuous John Forman Scholar status throughout the entire year)

LOSING RECOGNITION STATUS

The Recognition Program allows students to earn privileges by consistently meeting daily expectations and community responsibilities. Students will lose their Recognition Status if they:

- Fail to meet the criteria for their designated level
- Are subject to disciplinary action
- Are no longer in good standing with the school community

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.

Winterim Probation

Winterim Probation Status indicates that students have broken major school rules, or a series of general rules and/or attendance, and warns them that breaking additional rules during the probationary period will result in them not being able to travel for their Winterim program.

Major Rules

The goal of all disciplinary action 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. Framed around our core values of Truth, Respect, and Kindness, students are expected to be cognizant of and abide by the following major rules:

Truth

Students will:

- **Be Honest:** Act with integrity—lying, cheating, or stealing undermines trust.
- **Own Their Choices:** Follow campus procedures, including signing out when leaving.
- **Respect Property & Privacy:** Use school spaces, keys, and belongings appropriately.
- **Use Technology Responsibly:** Always ask permission before recording or sharing someone's image, likeness, or voice, and use AI appropriately.

Respect

Students will:

- **Commit to a Healthy, Substance-Free Environment:** To support everyone's well-being, drugs, alcohol, and related substances are not allowed in our school community.
- **Honor Others:** Speak and act without hate, threats, or discrimination of any kind.
- **Be Safe:** Avoid actions that could endanger your own well-being or that of others.
- **Follow Dorm Guidelines:** Respect quiet hours, visitation rules, community norms, and overnight expectations.
- **Care for Spaces:** Keep our dorms and shared areas clean, safe, and flame-free.

Kindness

Students will:

- **Include, Not Exclude:** Bullying, hazing, and harassment, online or in person, are strictly prohibited in our community and will be referred to the Standards Review Committee.
- **Act with Care:** Sexual misconduct concerns are taken seriously and referred to the Sexual Misconduct Response Committee.
- **Speak Up, Not Down:** Disrespect or defiance toward others breaks trust and community.
- **Be Thoughtful:** Repeated disregard for expectations affects everyone's experience.

The foregoing is not an exhaustive list but provides examples of major rules that, if violated, are serious school infractions. As with all violations of school policies, the school reserves the right to impose the discipline it determines to be appropriate under the circumstances. Any student who violates these rules may be subject to a Student Responsibility Review Board and/or dismissal from the school. 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 Student Responsibility Review Board or dismissal from the school, an accumulation of general rule violations may.

Appropriate Conduct

Students are expected to follow all community norms 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. When determining consequences, we consider whether a student is forthcoming and accountable for their behavior and decisions.

- Students who voluntarily come forward before being caught or confronted typically receive the lowest level of consequence.
- Students who only admit to misconduct after repeated questioning or when presented with clear evidence receive the most serious consequences.

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 or a student life or athletic commitment without an approved excuse, they are expected to give that time back to the community. Give back takes place daily, and involves restorative work to make up the missed time. Students are assigned up to an hour based on the time missed. Students who miss giveback will be assigned additional consequences.

Gating/Dorming

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 CCE 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.

Dorming is when a boarding student is required to stay in their dorm during their free time. This may include loss of tech privileges during the evening and/or overnight.

Plan

At times, a student may benefit from additional support through an intervention plan. This plan is designed to clearly identify specific behavioral concerns, restate the school's expectations, and outline the strategies and supports Forman will provide to help the student make positive changes.

If the student continues to struggle despite these interventions, the next step may be a behavioral agreement. A behavioral agreement is a more formal plan in which the student commits to meeting clearly defined expectations. It also outlines specific consequences that will be enacted if those expectations are not met. This structured approach is intended to promote accountability while offering the student a clear path toward success.

Review Boards and Process

As part of the disciplinary process, students may be assigned a review conversation to engage in restorative dialogue around what happened and best determine next steps for support and accountability. There are three types of review boards for those conversations: the Student Respect Review Council (SRRC), the Student Responsibility Review Board (SRRB), and the Academic Review Board.

The Student Respect Review Council (SRRC)

The SRRC will evaluate general school rule violations or multiple minor disciplinary offenses as more of a formalized process. The SRRC consists of the Director of Student Respect, colleague(s) connected to the situation, and designated student leaders. The student in front of the SRRC will have their advisor(s), houseparent, or other trusted adult present with them. The SRRC will meet with the student(s) involved, consider the situation, and make recommendations for consequences. All consequences will be reviewed and

approved by the CCE Office before being implemented. The Director of Student Respect will keep the Associate Head of School apprised of any ongoing conversations.

The Student Responsibility Review Board (SRRB)

The SRRB is reserved for more complex, multi-layered, or nuanced cases, and consists of members of the Office Community, Culture and Experience, and other colleagues directly related to the specific situation or students. The Student Responsibility Review Board may be called for a major school rule violation or for failure to comply with a series of general school rules. The student in front of the SRRB will have their advisor(s), houseparent, or other trusted adult present with them. The SRRB will meet with the student(s) involved, consider the situation, and make recommendations for consequences. The Director of Student Responsibility will keep the Associate Head of School apprised of any ongoing conversations. All final decisions based on recommendations rest with the Administration.

The Academic Review Board

The Academic Review Board consists of a 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.

Restorative Community Projects

As part of a restorative approach, students have the opportunity to give back to the community by participating in meaningful work projects around campus between brunch and dinner on Sunday. These activities are chosen in collaboration with the student, allowing them some autonomy in selecting a task that feels purposeful. This process encourages reflection and accountability while supporting the well-being of the broader school community.

Suspension

From time to time, students' actions are unacceptable, and temporary separation from the school community is the appropriate action. In the case of in-school suspension, students may be required to participate in a restorative community project. During sports and evenings, they will catch up on their academic work. In the case of out-of-school suspension, 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 to return to campus except at the discretion of the Head of School.

Visitation Policy

While being in the room of a member of the opposite gender is not allowed, being in the dorm common room of a member of the opposite gender is allowed at specific times with appropriate supervision. Therefore, visiting in dorm common rooms by members of the opposite gender 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 Student Responsibility Review Board.

All students, regardless of sexual orientation or gender identity, are expected to maintain appropriate boundaries and conduct within the student life community. Intimate or sexual behavior is not acceptable in dorm rooms or other campus spaces, regardless of the genders of the students involved. The School reserves the right to address behavior that is inconsistent with community standards, student well-being, or the residential living environment. This policy is intended to promote a safe, respectful, and inclusive community for all students.

Attendance

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

All absences and reports of tardiness are submitted to the CCE 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.

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/Athletic/Advisory Absences, Consequences, and Credit

Unexcused Absences per Class/Activity per Trimester

Below is how the school generally handles absences, but reserves the right to handle this process differently in its discretion.

- Each unexcused absence will result in a notification sent to the parent, advisor, and student. The student will serve a Giveback during the next available session.
- If a student reaches three unexcused absences in a class, the student will be placed on an Attendance Plan and will meet with one of the Directors of Studies.
- If a student reaches three unexcused absences in an Athletic or Recreational activity, the student will be placed on an Attendance Plan and will meet with the Athletic Director or Assistant Athletic Director.
- If a student reaches three unexcused absences in advisory, the student will be placed on an Attendance Contract and meet with the CCE Office.
- If a student reaches five unexcused absences in a class or activity, the student will engage in a conference call with the relevant Director and their family to discuss next steps to support.
- If a student reaches seven unexcused absences in a class or activity, the student will lose credit for that course or activity. If a student loses credit in two classes in a trimester, they will be forced to withdraw from Forman.

Consequences for Overall Academic/Athletic/Advisory Missed Commitments:

- If a student has four or more unexcused absences for the week, the student will be gated for the weekend following the absences and will lose evening technology privileges for that weekend.

Excused Absences:

- Excused absences may include religious observations, weddings, funerals, sibling graduations, 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 planned absences must be pre-approved by the CCE and Academic/Athletic Offices in order to be excused.
- College visits must be pre-approved by College Counseling to be excused for Juniors and Seniors.
- A pass input into Orah does not equate excused absences until it has been approved by all relevant parties. If a student's pass is not approved to miss commitments, an Unexcused pass will be input for the time they are off campus.
- If a student is absent from class for an extended period of time, even when excused, they may not be able to earn credit for their courses. In these cases, the Academic Office will work with the student and their family to create a plan for how the student can regain those credits, which may include taking courses over the summer with another school.

To be noted:

- Parents, teachers/coaches, and advisors are notified at every level.
- Students will have one full academic week after the unexcused absence to correct the attendance if appropriate.

Tardiness

Teachers and coaches submit reports of tardiness to class or activity to the CCE Office. Three unexcused lates accumulated per class/activity will be equivalent to an unexcused absence. If a student misses half or more of the class/activity time, it is considered an unexcused absence.

Action Plan for Accumulated Student Life Missed Commitments

Being part of the Forman School community means attending daily commitments outside of the classroom is as important as a student's educational experience. Student Life commitments consist of the following: Dorm activities, meals, and mandatory community events. 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 has one unexcused absence in an academic day, they will be assigned a give back for the time missed.
- If a student misses four or more Student Life Commitments in a week, the student is gated for the weekend and will lose overnight tech privileges for that weekend.
- If a student misses 7 or more Student Life Commitments in a trimester, the student will be assigned community service to regain credit for that time.

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, houseparents and members of the Student Life Office engage in room inspections to support the cleanliness of all resident students. Houseparent room inspections occur in the evenings, Mondays through Thursdays, and on Sundays during the all-school dorm clean-up. Random CCE inspections will take place each week. Students who fail regularly will work with prefects, houseparents, 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 is a pass/fail system.

Room Inspection Fails & Consequences

Sundays-Thursdays: Daily room inspections will generally be conducted by the Houseparents. Students are expected to keep their rooms clean, organized, and in accordance with school standards.

If a student's room does not pass inspection, they may be required to remain in the dorm during free time until the room has been brought up to standard and approved by a Houseparent.

If a student fails three room inspections by the Houseparent, they will also be gated for the entire upcoming weekend.

If a student fails three room inspections by the houseparent, they will also be gated for the entire upcoming weekend.

CCE Office Checks: CCE Checks will be conducted weekly at random to ensure overall safety and adherence to school policies. If a student fails CCE Checks, the Student Life Office will generally step in to conduct a support session and a room review to determine whether items need to be removed from the space or the space needs to be reorganized. The Student Life team will call families to discuss cost and storage solutions.

Substance Use Policy: A Community Partnership Approach

The school is committed to providing a safe, healthy, and supportive learning environment. The use, possession, or distribution of alcohol, marijuana, nicotine in all forms, or other drugs is strictly prohibited and is considered a serious violation of community standards.

Consequences for Substance Use

Students who violate this policy can expect a strong response from the school, which may include disciplinary action, required counseling or evaluations, loss of privileges, and in some cases, suspension or dismissal. The school carefully considers each individual situation and always reserves the right to require separation from the community when substance use poses a risk to student health or community safety.

Students Present During Substance Use Incidents

Students who are knowingly present when others are using or possessing substances, even if they are not actively participating, are also held accountable. The school views these situations as opportunities to learn about decision-making, to be guardians of our community, responsibility, and personal safety. Consequences may include warnings, reflective exercises, required meetings, or other actions the school deems appropriate. Repeated involvement may lead to more serious responses.

School Approach

Our goal is to balance accountability with care and support. Responses to substance use or related incidents are designed to:

- Protect the health and safety of all students
- Encourage reflection and personal responsibility
- Provide access to counseling, education, and healthier coping strategies
- Reinforce the partnership between families and the school

Response to Student Substance Use

The school's response to confirmed student substance use is guided by three priorities: safety, accountability, and personal growth. Our goal is to help students make healthier choices while protecting the integrity of the school community.

Support and Counseling

Students who violate the substance use policy will be expected to engage in counseling or other supportive services. This may involve working with school counselors or outside professionals to determine the best support plan for the individual student. The main goals will be to explore underlying causes, build healthier coping strategies, and strengthen decision-making skills. There are a variety of paths for this support, and it may require coordination of care between outside professionals, Forman, and families.

Accountability Measures

The school may implement oversight measures to ensure student accountability. These may include regular check-ins, monitoring, or other structures designed to encourage responsibility and reinforce trust within the community.

Privileges and Leadership Roles

Because leadership requires trust, students found to be using substances may lose leadership opportunities and other privileges, including such opportunities as Winterim travel for a period of time. Reinstatement may be possible when students demonstrate consistent growth and accountability.

Reflection and Restoration

Students will be encouraged to reflect on their choices and take ownership of their next steps. This may involve written or creative projects, community service, or other restorative actions that help rebuild trust and reinforce personal growth.

Serious or Repeated Violations

Students who repeatedly engage in substance use, or who are found to be distributing or selling substances, may face more serious consequences, up to and including dismissal. The school reserves the right to respond firmly in cases that jeopardize individual well-being or community safety.

Amnesty for Substance Use

Forman School views substance use and abuse as a serious health and safety concern, particularly for adolescents. The Amnesty Policy exists to encourage students to seek help for themselves or peers without fear of disciplinary consequences, provided the request is student-driven and made before any investigation or observation of policy violations has begun.

Under the policy, a student may seek help from any employee on campus, or a peer may refer a student for support. While licensed therapists may provide confidential support as part of therapeutic care, if a student seeks Amnesty support from adults on campus, parents must be notified.

Students granted Amnesty should expect:

- Parent/guardian notification
- Notification of trusted adults, advisor/dorm team, and school leadership, CCE and Associate Head of School
- A required substance use evaluation at the family's expense, \$150
- Ongoing support planning based on evaluation recommendations, individual/group therapy
- Placement on a Use Reduction Agreement with random testing: levels must show a consistent level of decline.

The school may also require additional measures when necessary.

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:

- A student may contact any employee 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.
- This adult will connect them to various resources for help, which may include our Student Health Center, Counseling, texting services, hotlines, and an on-campus support group.
- 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.
- We will help the student identify their challenges/triggers, manage withdrawal/temptations, strategize for success, and build a support team in partnership with the family.
- A student may ask for nicotine help multiple times without consequence.

Sexual Behavior

The school is aware that the desire for sexual intimacy is a normal part of adolescent development, which is why we offer education, counseling, and support for our students.

The school's campus is a public space, and there is no place on campus that is appropriate for sexual activity. In addition, public displays of affection that are overly physical are not appropriate in the school environment.

If students are discovered engaging in intimate sexual behavior, regardless of the genders of the students involved, 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, consultation with the CCE Office, and possibly additional consequences.

It is imperative to note that some sexually intimate behaviors violate state laws, and school personnel are required to report such instances to local authorities. Students should be aware of the following Connecticut General Statutes: [53a-71 Sexual Assault in the Second Degree](#) and [53a-73a Sexual Assault in the Fourth Degree](#). Please take a moment to review these statutes by following the hyperlinks. Violations of these statutes must be reported to the Connecticut State Police, which has jurisdiction over our campus, and a referral must be made to DCF.

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 interfere 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 who 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 the CCE Office or the Head of School’s office. In most cases, DCF (Connecticut Department of Children and Families) 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, a member of the CCE Office, 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, a member of the CCE Office, or any trusted adult.

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.

Sexual Assault Exception

If a Student is the subject of a sexual assault while under the influence of drugs or alcohol, and comes forward seeking counseling or other assistance prior to being selected for testing under this policy, or the school becomes aware of their alcohol or drug use, they will not be subject to disciplinary consequences, although they may be placed on a No Use Contract.

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 generally 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:

- Office of Responsibility
- Associate Head of School
- Two trained faculty members

Consequences may be decided by the Head of School or sent to the SMRC. In some cases, the school will report incidents to DCF or other authorities and cooperate with these authorities when conducting its own investigation. 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 generally notify parent(s) or guardian(s) and relevant school personnel. Depending on the circumstances, the accused student, as well as the alleged victim, may be afforded ample opportunity to discuss their involvement with a professional counselor or a member of the CCE Office. 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, school administrators will decide, based on the investigative findings and its review of the evidence, the school will decide 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 an 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 Head of School, Associate Head of School, and/or the CCE Office may alter any of the procedures referenced in this section at their discretion.

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

- AOD: 860.601.8543
- Student Health Center: 860.567.1821
- Counseling: counseling@formanschool.org
 - Please call the AOD to be connected to a counselor in the event of an emergency
- Office of Responsibility: 860.567.1836 or 860.567.1849

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

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

If you or a friend feel that you cannot talk to anyone on campus, there are external resources available for support. RAINN (Rape, Abuse & Incest National Network) is a resource that supports people who are dealing with sexual assault. They operate the **National Sexual Assault Hotline** and offer a private online chat with trained counselors.

- Website: RAINN.org
- Call 800.656.HOPE
- Text HOPE to 64673
- 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.

Child Abuse and Cooperation with Governmental Authorities

School teachers and other personnel are mandatory reporters under the Connecticut child abuse reporting laws. Please understand that we must take our obligations seriously, and if we assess that a situation requires it, we will make a report to child abuse authorities if we reasonably suspect abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the school's mandatory reporting obligations, please consult with the Head of School.

The school may also contact and/or cooperate with law enforcement personnel or other governmental agencies if the school, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the school will cooperate with governmental authorities and provide requested information, which may include but is not limited to recordings and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. The school may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Assault, Harassment, and Bullying

Forman is committed to creating an atmosphere where every person on campus, regardless of gender, sexual orientation, race, religion, ethnic or national origin, disability, 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 group(s) 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 Director of Student Responsibility, the Director of Student Respect, or the Head of School.

Resources:

- AOD: 860.601.8543
- Student Health Center: 860.567.1821
- Counseling: counseling@formanschool.org
 - Please call the AOD to be connected to a counselor in the event of an emergency
- Office of Responsibility: 860.567.1836 or 860.567.1849

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 generally 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 the wishes of students with respect to the 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. School families should expect that transgender students will be in attendance at the school and residing in school dormitories in accordance with their gender identities. As the school aims to respect student privacy, the status of a student's gender identity may not be disclosed except to school personnel on a need-to-know basis.

As a nondiscriminatory institution, Forman School explicitly protects students on the basis of sexual orientation and gender identity. Romantic relationships among LGBTQ students are treated under the same policies and expectations as heterosexual relationships.

Forman provides access to a broad range of support services for its gender-diverse students. Advisors and members of the CCE 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

To ensure your student has the necessary technology for the upcoming school year, all students are required to have either a MacBook Pro or MacBook Air with at least 256GB of storage and 8GB of RAM, 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 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 Monterey version 12.7.5 or Microsoft Windows 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(s) 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 IT 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 CCE Office determines the responsibility of a third party.
- The IT Department will not loan chargers to students. There are chargers available for purchase at the Forman School Store.

General Rules for Forman School Network Use

- Cyberbullying is not 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 Wi-Fi 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 and 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, 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
- Students should guard their passwords as they will be responsible for any activity done on the school's system under their password, unless the school determines otherwise

Students are not permitted to use the school's name, logos, trademarks, service marks, or other similar school property in online activities without the permission of the school. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online without the permission of the school. Students are not permitted to create

websites or social media profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

Creation of Social Media Accounts: Any school-affiliated groups, clubs, organizations, etc., are not permitted to create a social media account without written consent from the Head of School.

The school reserves the right to inspect user directories, profiles, clouds, and browsing histories for inappropriate files, remove them if found, and take other appropriate action if deemed necessary, including notifying parents. The school also reserves the right to inspect any personal electronic devices brought onto campus or to a school-related event, or used at or away from school for schoolwork on a regular or intermittent basis. In such a case, the school reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the school's systems are private.

Electronic communications, such as e-mail and any kind of instant or text messaging, may not be used to harass or threaten others. The school reserves the right to randomly check electronic communications. Electronic communication must not include personal attacks, inappropriate language, or commentary that is inconsistent with the mission and values of the school. Students should be aware that deleted e-mails, messages, and browsing histories can be retrieved.

Students must respect the image, voice, and identities of community members by refraining from using software, such as AI tools, to manipulate or misrepresent them, whether on social media, in electronic communications, or otherwise.

Any person who believes that they have been harassed or threatened by any email or other electronic communication should immediately report the concern in accordance with the school's No Harassment and No Bullying policy.

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 only during appropriate times. Students and parents must understand that cell phones can create unintended challenges.

The following are expectations for cell phone use:

- All student cell phone numbers must be registered with the CCE Office.
- Students must have cell phones turned off or put into silent mode during class time and place them in their classroom cell phone box.
- Cell phones may not be used during community and advisor lunches, Assembly, practices, 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 they use their cell phone without permission during an academic class or a student life event.

To the extent that students bring any electronic devices to school or to school activities, students do so at their own risk. The school will not be responsible for the theft, damage, or loss of such devices. In addition, if electronic devices are permitted on field trips, students must follow these policies, as well as any additional instructions/rules regarding the use of electronic devices on the trip.

Students may not use electronic devices, whether on or off campus, in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on an electronic device, such as images, wallpapers, and ringtones, must be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, or in ways that would otherwise violate a school rule. Students are not permitted to use electronic devices in restrooms or locker rooms. Students are responsible for any information contained on their personal cell phones, including text messages and other media.

Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat, will receive a zero for the test/examination, and may be subject to additional disciplinary consequences.

Students who violate this policy will have their cell phones or other electronic devices confiscated. In such a case, the school reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device upon request by a school administrator. Students and their parents consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Even if the device is registered or paid for in the parent's name, its ownership and contents will be attributed to the student in whose possession the device was found. Students will also be subject to disciplinary procedures for violation of this policy. The school may also turn any such devices over to law enforcement if necessary.

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. Forman routines include:

Academic Day Cell Phone

Expectations

Phones must be placed in the designated phone box at the beginning of each class.

- Phones should not be kept in backpacks, pockets, or on students' persons during class.
- Students may not use their phones:
 - During classes (unless instructed by a teacher)
 - In TReK (Truth, Respect, and Kindness experience) programming, like Community Block, All-School Assemblies, speakers, advisory lunch, etc.
- Faculty and staff may request that students put away their phones outside the academic day, including during:
 - Afternoon activities
 - Study Hall
 - Performances
 - Other school events

Exceptions

Students may use phones in the following designated technology zones:

- Dorms
- In-between classes

Evening Technology Collection: Scaffolded Model

(phones, computers, gaming consoles)

To help students develop healthy sleep habits and balanced tech use, Forman has implemented a scaffolded approach to nightly phone collection:

Ninth and Tenth Grade

- Required to turn in technology every night
- Devices must be turned in to dorm staff by 9:50 p.m. and returned the next morning

Eleventh and 12th Grade, and PG Students

- Not required to hand in their devices nightly unless requested by the CCE Office
- The CCE Office may add a student to the nightly tech collection at any time if they are not meeting expectations, such as attendance, behavior, etc.
 - For example, if you are placed on an attendance agreement due to missed commitments, you will be placed on the tech program.

Failure to adhere to the school's technology requirements will result in faculty submitting a Technology Pastoral note. Technology Pastoral notes will be communicated to both the student and their parents. If a student accumulates three or more Technology notes, the CCE Office will communicate with parents and the student may receive additional consequences (such as temporary loss of tech privileges or referral to the SRRC).

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). Students who show that they need that support can also be placed on the Technology Routine after they accumulate three 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 class, and create respect for themselves and other members of the Forman community. We believe that dressing appropriately not only reflects self-respect but also prepares students for future endeavors where professional appearance is essential.

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, and 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-compliant clothing can be easily found at Forman's Tommy Hilfiger Store, located by typing "Forman" into the search bar on [this site](#). It can also be found at Forman's Lands' End store, using [this link](#). We also provide some dress code clothing at Forman's School Store, which can be bought in person. Dress code-compliant clothing is also available at a variety of other retailers, such as Old Navy and JCPenney.

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

- Khaki-colored dress pants, Bermuda shorts, or skirt
- Solid white (no stripes, patterns, or writing) Oxford shirt tucked in
- School tie or school scarf (Seniors have the privilege to wear a different tie on Mondays)
- Blue blazer, traditional style
- Belt
- Dress shoes

During the winter (Thanksgiving Break to Spring Break), a solid-colored crew-neck or v-neck sweater can be worn over the white Oxford shirt and beneath the blazer as a layer of warmth.

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

- **SHIRTS**
 - Students may wear a collared shirt, which can be a button-down shirt or polo shirt. Students may also wear a solid color t-shirt or blouse. Students may wear a sweater or cardigan over their collared shirt. Students may also wear Forman-branded button-downs, polos, rugby shirts, or sweatshirts. Shirts or sweatshirts may have a small brand logo, but graphics are not permitted.
- **PANTS**
 - Students may wear khakis, chinos (twill pants), dress slacks of any color, or colored denim pants (e.g. black, gray, or khaki) in good repair. Traditional jeans and any colored denim with holes, fraying or graphics are not permitted.
 - Students may also wear khaki or Bermuda-style shorts when the weather is warm in the fall and spring trimesters.
 - Students are not permitted to wear joggers, sweatpants, yoga pants, or leggings of any style without a dress or skirt on top.
- **SKIRTS/DRESSES**
 - Students may wear mid-thigh-length or longer dresses, skirts or skorts. Dresses must have straps.
- **SHOES**
 - Shoes may be of any style including sneakers, boots, or sandals (no beach flip-flops, athletic slides, Crocs, or slippers).

Other Dress Code Notes

- All clothing and footwear must be in good repair, without holes or tears. Students should wear clothing that covers the torso and undergarments at all times.
- Optional outerwear includes fleeces, vests, jackets, blazers, and coats. Please note that hoodies or crew-neck sweatshirts are considered acceptable outerwear during the academic day only if they are plain or Forman branded.
- Hats may be worn but must be removed upon entering an academic or administrative building.
- Students are permitted to have facial hair as long as it is well-groomed and professional.
- Footwear should be functional for the weather and walking required on campus.
- During extreme weather conditions, the CCE Office or Head of School may modify dress code requirements via a formal announcement.

Leisure Dress (After Class/Weekends)

Student dress is more relaxed after the academic day and on weekends. 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.

Commencement Attire (for graduates)

- A solid white (not off-white) dress with a slip (as needed), white dress shoes, or dress sandals

Or:

- Pressed navy blue blazer with the school emblem sewn on the breast pocket
- Pressed white Dockers®, which the school will order
- White button-down dress shirt, seniors' school tie, dress shoes (preferably black), and dark socks

Consequences

Dress Code Pastoral Notes

Students who leave the dorm after Community Block out of dress code will be sent back to change and a dress code note will be inputted and shared with the student and parents. If a student accumulates three or more Dress Code notes, the CCE Office will communicate with parents and the student may receive additional consequences (such as loss of privileges or referral to the SRRC). Students who violate the dress code will not be eligible for John Forman Scholar or Citizenship privileges.

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 CCE Office or AOD.
- Boarding students may not ride in day students' cars unless specific permission is given by the CCE 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 Kevin Poniatoski, Reception and Administrative Coordinator, 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 CCE 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.
- Signing 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 CCE 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 CCE Office. All travel plans need to be approved by the CCE Office. A Weekend Leave Request must be submitted to the CCE Office by the student using the [Orah](#) and approved by the appropriate faculty and staff. Assistance with this process may be obtained from the CCE Office.

- Students are only allowed to go to locations supervised by an adult who is present. Passes will not be approved without approval from an adult host.

- 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 CCE Office for approval.
- Weekends and overnights are privileges and, as such, final approval from the CCE Office may not be given if the student is not in good standing. The CCE 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.

College Visits

This pass is available to Juniors and Seniors only. If your student is going off campus to visit a college, please select this pass. It will then be reviewed by a member of Athletics, College Counseling, Academics, and CCE for endorsements. College Counseling will confirm that this college is a school that is on your student's list. If your student requests this, parent endorsement is required as well.

Off Campus Pass

The most common pass. If your student is going off campus for anything other than a college visit, please select this pass. It will then be reviewed by a member of Athletics, Academics, and CCE for endorsements. If endorsed by all parties, any absences from school commitments (classes, athletics, TREK, etc.) will be marked as excused. If your student requests this, parent endorsement is required as well. If denied by one of the departments due to missed commitments for reasons that don't reflect what is in our handbook, you can then decide to cancel the pass or the pass will be replaced with an unexcused pass.

Unexcused Pass

This pass replaces an off-campus pass and allows your student to still be marked as "Absent-Unexcused" for commitments while off campus. This pass should be used when your student will be missing school commitments (classes, athletics, TREK, etc.) and is going off-campus for a reason not endorsed by the school's handbook.

Event Passes (For School Breaks)

Leading up to breaks, there will be an Event Pass that shows up on your Orah homepage. These passes show up so you or your student can enter the travel plans for your student around breaks. We will ask for your departure date and times, arrival back date and times, and methods of transportation. It will also explain the date and times that your student will need to be off campus by and when campus reopens. These passes will be named based on the break (For example: "Spring Break Pass").

School Trip Pass

This pass is put in by a teacher, faculty member or administrator for any time your student is off campus on a school trip.

Personal Leave Pass

This pass is put in by an administrator for any personal leave matters. This includes medical leaves, when a day student is reported to be home sick for the day, or any leave prompted by the school.

Help and Support

To request a pass for your student, please visit your student's profile or use [this link](#) 48 hours in advance of departure time. Also, feel free to reach out to Kevin Poniatoski, our Reception and Administrative Coordinator at kevin.poniatoski@formanschool.org or (860) 567-2821 who can help with any concerns or questions and all things Orah.

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 town during designated times on approved days, provided they are not on social restriction, not missing a school commitment, and have properly signed out with the appropriate on-duty staff member. Students are expected to be respectful of local residents and business owners. Neighbors are particularly sensitive to students on their property or loitering near their homes. Please respect their privacy and property at all times. Students must sign in with the appropriate on-duty staff member upon returning to campus.

Contacting Dormitory Common Rooms

Please keep in mind that in case of an emergency, you should contact the Administrator on Duty (AOD) directly at 860.601.8543. The dorm extensions are provided for non-emergency situations and general inquiries. Dial 860.567. followed by the extension.

<u>Dorms</u>	<u>Extensions</u>
Baillie	2814
Beecher	1893
Carriage	1886
Cedars	2819
Chace	2829
Childress	2996
Commons	2857
Dobbins	1870
Giles	2858
Hamilton	2900
Hopkins	2915
Lewis	2938
Lodge	2957
Morris	2812
Newton	2978

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or family member causing disruption to the school or the school's educational mission can jeopardize a student's continued or future enrollment. Excessive absenteeism, excused or unexcused, may result in termination of enrollment, non-renewal of future enrollment, denial of grade promotion, or other disciplinary consequences. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust, with an understanding of appropriate boundaries between adults and students.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to a member of the CCE Office or another trusted adult.

Weapons and Threats

Firearms, explosives, electronic control weapons, and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus.

Students and parents are prohibited from bringing any type of weapon or ammunition (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials and look-alike or toy weapons, to school or school-sponsored events. This prohibition includes, without limitation, knives (all types, including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), electronic control weapons, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a real, look-alike, or toy firearm, gun, explosive, knife, electronic control weapons, or other weapon. Approved Campus Safety Officers may be exempt from carrying these listed items on campus.

On and Off-Campus Behavior

The school does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the school reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the school.

The school's policies and standards apply at all times a student is enrolled in the school, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a school-sponsored event on or off campus; any time a student is officially representing the school; any time a student is traveling on behalf of the school; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the school regards any behavior prejudicial to the best interests of the school, its students, and its employees, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Intellectual Property

By enrolling the student in the school, the parent and student acknowledge that during the student's attendance at the school, all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group school activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the school. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the school's students in conjunction with other students and/or school personnel. To be clear, if a student works on a project alone (such as a painting or music), such a project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

Reporting of Infractions to Colleges and Universities

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines, and for athletes, obligations imposed by any applicable athletic association. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school and/or the student's college counselor will also inform the college or university of such an incident in a truthful and transparent fashion.

Online Learning Management Systems and COPPA Information

We are committed to high-quality teaching and learning. We realize that part of 21st-century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is part of 21st-century learning and provides students with the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the school, but by third parties. These applications include, but are not limited to, Google Drive, Google Classroom, DeltaMath, Turnitin, Notability, Speechify, Zoom, Canva, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

For more information on COPPA, please visit:

<https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, Wireless information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature on the Handbook Acknowledgment will reflect and constitute your consent for your child to participate in these programs and services, which may also include video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others, and both may be recorded. The recording may also include images, messages, Q&A, and other content

shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the academic office.

Students are reminded not to place any confidential or sensitive information in cloud storage.

Accidents

Any accident/injury in a school building, on the school property, at athletic practices, or at any athletic event sponsored by the school must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury. Additionally, the school may have a student accident policy under which the family needs to make a claim within a certain period of time.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or the Head's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

While the school strives to safeguard student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

Student Illness and Communicable Diseases

The school has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Centers for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, the World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages, masks or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the school may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary, or the school may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza, tuberculosis, measles, chickenpox, mumps, scarlet fever, hepatitis A, C, and D, meningitis, antibiotic-resistant staph, Severe Acute Respiratory Syndrome (SARS), H1N1 flu, swine flu, avian flu, Ebola, and the novel coronavirus (COVID-19). Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot, and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

If an outbreak or suspected outbreak of any vaccine-preventable disease occurs, any student who, for whatever reason, is not immunized may be excluded from school and all school-related activities.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat

to other students, parents, school employees, visitors, or the public should immediately contact their health provider. For the health and safety of the school community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the school community. The school will follow state law in determining when the Department of Health is notified due to a student being sent home because of a communicable disease. In case of student absence due to a reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled may be required when the student returns to school (indicating that the student is no longer infectious).

The school will generally not identify an infected student to school employees or other students or their parents, although public health guidance will guide the school's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The school will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The school will comply with all federal and state laws regarding confidentiality and privacy requirements.

Parents and students are reminded that anyone who takes deliberate action that endangers the health or safety of the school community, including coming to the school campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability beyond those learning differences that the school is designed to address. As the range of those requests has grown over the years, the school believes it is appropriate to outline the school's policy and general guidelines for addressing such requests.

General Policy: In general, it is the school's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the school, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on the school, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Student Health Center regarding the need. The Student Health Center will then advise the parent of the type of medical documentation needed, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Qualified Professional Provider: Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

Assessment of Request: Once the school has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once the school determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the school will advise the parents in writing which requested accommodations have been granted. The administrative team will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

Student/Parent Responsibility: Students and parents are required to cooperate with the school in the process of providing information, discussing the needed accommodations, and implementing whatever processes are necessary at home, and working with teachers cooperatively at school. The school may deny a request for accommodation if either the student or the parents is uncooperative.

Ride Sharing

The school will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.

Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. Please be advised that the school will treat violations of this policy as it would treat other violations of school rules and policies. In addition, should the school become aware of a violation, it will contact the third-party car service and report it.

School Closure or Modification Due to a Force Majeure Event

Should events beyond the control of the school, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school's control, occur, the school has the discretion to close the school and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver as a condition of on-campus instruction, depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect, and the school shall not be liable for any such failure or delay in its performance. Should the school close, the school's duties and obligations shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If the school cannot reopen due to a force majeure event, the school is under no obligation to refund any portion of tuition paid.

Photos, Images, and Recording

Parents agree to allow the student's name, photograph, voice, image, and information to be used by the school, and those acting with the school's permission, for use in the school's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parents agree to allow the student to be interviewed by the media on campus or at school-related events. Parents also consent to the recording and distribution or live streaming of the student's voice, image, and video in instruction or presentations as may be deemed appropriate in the school's discretion. Parents release and hold the school harmless from any liability stemming from the use of the student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during distance learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

Parents and students are prohibited from recording employees or other students while on campus or during school activities without their express consent.

There may be times when teachers are having one-to-one video conferencing or digital communications with students, and the school is relying on parents to monitor these from their end, as they are in the best position to do so. Please let a Director of Studies know if you have any concerns about any interaction.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the Academic Office. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The school will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is restricted from

receiving information about their child(ren) from the school, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the school evidencing such restrictions. Parents are under an ongoing obligation to provide the school with new or subsequent orders promptly upon issuance.

Family Matters

The school requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child's education at the school. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the school or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment. If your family has a court order in place, including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative may call 911 to request that an officer arrive at the school to resolve the dispute.

If a school employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the school shall be entitled to recover from, at the school's discretion, either or both parents, the school's attorneys' fees and costs incurred with such legal proceeding. This includes, but is not limited to, the cost of legal counsel, as well as costs incurred by the school, such as those associated with collecting documents or hiring substitute teachers or staff.

Parent/Family Cooperation

The school believes that a positive and constructive working relationship between the school and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, causes safety concerns or reflects a loss of confidence in or disagreement with the school's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the school's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, (iii) files a lawsuit or threatens litigation against the school for a perceived wrong by the school (including its officers, trustees, directors, Board members, employees, agents, and affiliates), or (iv) if a parent or guardian refuses to sign the school's Enrollment Contract, the school reserves the right to place restrictions on the family member's involvement or activity at school, on school property, and/or at school-related events or to dismiss the family member from the community. The school may also place restrictions on a family member's involvement or activity at school, on school property, or at school-related events for other reasons that the school deems appropriate. The school also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the school's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the school is accurate and to protect the goodwill and value of the school's name, logos, trademarks, service marks, and other similar school property, parents and students are not authorized to use or cause to be used by others the school's name, any likeness or reference to the school's name, and/or the school's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School or Director of Marketing and Communications. This restriction on the use of school property, includes without limitation, online activities, use of School Property on merchandise, and attaching School Property (whether in print, online, or other medium) to a project, event, outing, club, sports

team, group, or other activity (“Activity”) or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not school sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the school unless the parents and students receive written notice from the Head of School or Director of Marketing and Communications stating that the Activity has been recognized by the school, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is school-sponsored, please contact the Director of Marketing and Communications or Head of School.

Political Discourse on Campus

The school maintains a policy regarding Political Discourse on Campus to ensure an appropriate and welcoming environment for members of its community. The school recognizes the value of engaging in politics and political discussions. However, in an effort to maintain a supportive environment for everyone, members of the school community should use care when discussing politics on campus. Prohibited conduct includes:

- Using school time or assets, including but not limited to the school’s Information Technology, to perform political activities
- Speaking on behalf of the school when supporting a political candidate or cause
- Using your affiliation with the school, the school’s name, the school’s logo, or the school’s letterhead to support political candidates or causes
- Distributing political literature on campus
- Engaging in political conduct, discussions, or activities that violate the school’s Policy Against Unlawful Harassment, Discrimination, and Retaliation or related policies
- Harassing, discriminating against, or retaliating against another person based upon their political beliefs or affiliation
- Wearing or displaying any paraphernalia naming, endorsing, or supporting a political candidate or political party

The school complies with the provisions of federal law governing 501(c)(3) organizations and partisan political activity. The school will not endorse candidates for public office nor allow any candidate to use the building or grounds for campaign purposes. Should you have any questions regarding this Policy, please do not hesitate to contact the Head of School.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on the student's part and on the part of the student's parents or guardians, of all rules and regulations of our School, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the goodwill and judgment of a student in all circumstances in which the student may find himself.

Parents/guardians are asked to familiarize themselves with and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians and students over age 18 must sign the form below.

Students who reach 18 years of age while enrolled in the school are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardian(s) to sign and authorize any medical care, consents, or other authorizations as required by the school and (2) student's agreement for the school to continue to share all health/medical, disciplinary, grades, progress reports, testing and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with Allie Maxwell, Associate Head of School.

We have read and understood all statements and provisions set forth in the Parent/Student Handbook and agree to comply with these terms.

We understand and agree that if this Acknowledgement is signed electronically, a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as wet ink signature.

Student

Age

Date

Parent or Guardian

Relationship

Date

Parent or Guardian

Relationship

Date

INDEX

A

Academic Board · 15, 25, 39
Academic Honesty · 15, 17, 39
Academic Probation · 17
Academics · 15
Advising System · 24
AIDS Policy · 34
Amnesty · 43
Artificial Intelligence · 15
Associate Head of School · 4
Athletics · 21
Attendance · 21, 24, 40

B

Banking & Finances · 13

C

Campus Safety · 27
Class Officers · 25
Clubs · 29
College Counseling Department · 14
College Visits · 55
Communications · 11
Community Life · 24
Community Service · 19, 29
Computer Policies · 48
Confidentiality · 34
Counseling · 14, 34

D

Damage to School Property · 25
Day Students · 26, 38, 54
Diplomas · 10, 18, 19, 20
Disciplinary Action · 15, 38
Downtown · 27, 54, 56
Dress Code · 52
Drug and Alcohol Use and Abuse Policy · 42

E

Emergency Extensions · 11
Extracurricular Activities · 29

G

Gating · 38
General Rules · 37
Grades and Comments · 15
Guidance and Support Programs · 14

H

Harassment · 37, 44, 46, 47
Head Admission Ambassadors · 25
Honor Rolls · 16
House Responsibility · 25

I

Inclusion Statement · 1
Incomplete Grades · 16
Inclusivity and Gender Identity · 47
Internet Access · 47

L

Laundry · 13
Leaving Campus · 54
Leave/Vacation · 10, 17, 22, 34

M

Major Rules · 37
Meals · 28
Medical Leave · 34
Medical Records/Medical Insurance · 31
Medication Compliance · 31
Medications · 31
Medications On Campus · 31
Missed Commitments · 40
Mission Statement · 1
Motor Vehicles · 54
Music Classrooms · 28

N

Nicotine · 43

O

Orah · 10, 40, 54, 55

P

Parents Association · 7
Policies and Rules · 35
Prefects · 25

R

Recognition System · 36
Religious Observations · 14

S

School Government · 24
School Store · 28
Social Status · 36
Standards Review Board · 37
Student Center · 228
Student Code of Conduct · 2
Student Counseling Office · 14
Student Health Center · 30

Student Leadership · 24
Study Hall · 17
Summer Storage · 12
Suspension · 39

T

Tardiness · 41
Technology Routines · 52
Transportation to Airplanes, Buses, and Trains · 10
Tuition · 10
Tutoring · 17

U

Uniforms and Equipment · 22

V

Visitors · 27

W

Weekends and Overnights · 54
Winterim · 18, 19, 31