



FORMAN

2018–2019
Parent and Student
Handbook

Contacting School Personnel

To facilitate your receiving appropriate information, please use the following as a guide:

Absences & Leave Requests	Asst. Dean of Students, Mr. Bendon	1845
Academic Concerns	Director, Ms. Dwan	1843
	Registrar, Ms. Chamberlain	1842
Admission	Director, Ms. Feinman	1830
	Assistant, Ms. DeAngelis	1802
Advancement	Asst. Head of School for Institutional Advancement, Mr. Solomon	1896
	Director of the Annual Fund, Mr. Nadeau	2826
Alumni	Coordinator, Ms. Rachel White	1810
Business Office	CFO, Mr. Scodari	1807
College Counseling	Director, Ms. Davis	1898
	Associate Director, Mr. Sands	1816
	Assistant, Ms. Murphy	1857
Counseling Services	Director, Ms. Halloran	1815
Communications	Director, Ms. Conroy	1808
Computers	Director, Mr. Levinsky	6236
Curriculum	Director, Ms. Dwan	1843
Discipline	Dean of Students, Ms. Crawford	1889
	Deans' Assistant, Ms. Bender	1849
Food - Nutrition	Director, Mr. Barkley	1890
Health - Medications	Director, Ms. Banks	1821
Head of School's Office	Head of School, Mr. Man	1825
	Head's Assistant, Ms. Kausyla	1801
Housing	Director of Student Life, Ms. Maxwell	2870
Parent Programs	Director, Ms. Funk	2847
Parents' Weekends	Assistant, Ms. Chamberlain	1842
	Head's Assistant, Ms. Kausyla	1801
Special Permissions	Director of Student Life, Ms. Maxwell	2870
Sports	Athletic Director, Mr. McCarty	6215
Sports Hotline	Sports Hotline	2912
Student Accounts	Ms. Bourque	6216
Travel/Transportation	Dean's Assistant, Ms. Bender	1849

Emergency Contact Number: 860.567.6224 (8 a.m. – 4 p.m.)

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

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NON-DISCRIMINATORY POLICY FOR STUDENTS

Forman School is a private, coeducational college preparatory school serving students with learning differences. Forman admits students of any race, color, sex, 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 administration of its educational policies, admissions policies, scholarships, athletic, and other School-administered programs.

FORMAN SCHOOL

MISSION STATEMENT

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

Our core values are truth, respect, and kindness and they are the foundation of the school's effort to fulfill its mission.

INCLUSION STATEMENT

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

2018-2019 FORMAN SCHOOL CALENDAR

FIRST SEMESTER

Student Leaders return	Tuesday, September 4
Faculty meetings continued	Tuesday & Wednesday, September 4 & 5
New Students registration	Thursday, September 6
Returning Student registration	Saturday, September 8
ACT	Saturday & Sunday, September 8 & 9
Classes begin	Monday, September 10
Closed weekend*	Saturday & Sunday, September 15 & 16
Grandparents Day	Wednesday, October 3
SAT	Saturday, October 6
Admission Open House	Monday, October 8
PSAT	Saturday, October 13
New Parent Meetings/Workshop	Thursday, October 18
Parents Weekend	Friday & Saturday, October 19 & 20
Long Weekend begins after athletic contests	Saturday, October 20
Students return after 1pm	Wednesday, October 24
Classes resume	Thursday, October 25
ACT & SAT	Saturday, November 3
Thanksgiving Break	Friday, November 16, <i>Students may depart at 12:00 pm</i>
Students return after 1 pm/Faculty in-service	Monday, November 26
Classes resume	Tuesday, November 27
Winter Break	Friday, December 14, <i>Students may depart at 12:00 pm</i>

SECOND SEMESTER

Students return after 1 pm/Faculty in-service	Thursday, January 3
Second semester begins/ Classes resume	Friday, January 4
Closed weekend*	Saturday & Sunday, January 5 & 6
Admission Open House	Monday, January 14
Winter Weekend	Thursday, January 31, <i>Students may depart at 12:00 pm</i>
Students return after 1 pm	Tuesday, February 5
Classes resume	Wednesday, February 6
Winterim	Monday, February 25 – Saturday, March 9
Spring Break	Saturday, March 9, <i>Students may depart at 12:00 pm</i>
Students return after 1 pm/Faculty in-service	Wednesday, March 27
Classes resume	Thursday, March 28
Closed weekend*	Saturday & Sunday, March 30 & 31
Admission Revisit Day	Tuesday, April 2
Admission Open House	Saturday, April 6
ACT	Saturday, April 13
Parent Forum	Friday and Saturday, April 26 & 27
Dissertation Day	Friday, May 3
Alumni Weekend	Saturday & Sunday, May 4 & 5
SAT	Saturday, May 4
Prom	Sunday, May 12
Strawberry Fest	Monday, May 13
Academic Awards Ceremony	Friday, May 17
Closed weekend*	Saturday & Sunday, May 18 & 19
Commencement**	Saturday, May 25

**Students required to remain on campus*

*** Students required attendance*

Daily Schedules

<p>Monday, Tuesday, Thursday, Friday</p> <p>7:45 - 8:15 a.m. Breakfast 8:15 - 8:30 Job Program 8:35 - 9:50 Class Block 9:55 - 10:25 Meetings 10:30 - 11:45 Class Block 11:50 - 12:30 p.m. Lunch 12:35 - 1:50 Class Block 1:55 - 3:10 Class Block 3:10 - 3:25 Job Program 3:30 - 5:30 Sports 6:00 - 6:45 Dinner 6:45 - 7:45 Free Time 7:15 - 7:45 Y Block 7:50 Dorm Check-in 8:00 - 9:30 Study Hall 9:30 House Check-in 9:55 Senior Check-in 10:00 Lights Out (underclassmen) 11:00 Senior Lights Out</p>	<p style="text-align: center;">Wednesday</p> <p>8:30 - 9:00 a.m. Breakfast 9:00 - 9:10 Job Program 9:15 - 10:20 Class Block 10:20 - 10:40 Advisor Block 10:45 - 11:50 Class Block 11:50 - 12:30 p.m. Lunch 12:30 - 12:45 Job Program until 5:30 Downtown Privileges 1:00 - 5:30 Sports/Games 6:00 - 6:45 Dinner 6:45 - 7:45 Free Time 7:15 - 7:45 Y Block 7:50 Dorm Check-in 8:00 - 9:30 Study Hall 9:30 House Check-in 9:55 Senior Check-in 10:00 Lights Out (underclassmen) 11:00 Senior Lights Out</p>
<p>Saturday</p> <p>8:30 - 9:00 a.m. Breakfast 9:00 - 9:10 Job Program 9:15 - 10:20 Class Block 10:20 - 10:40 Extra Help 10:45 - 11:50 Class Block 11:50 - 12:30 p.m. Lunch 12:30 - 12:40 Job Program until 5:30 Downtown Privileges 1:00 - 5:30 Scheduled Athletic Games 5:30 - 6:15 Dinner and Check-in 7:00 - 7:15 Job Program 7:00 - 11:00 Saturday Evening Activities 11:00 House Check-in 12:00 Lights Out for All</p> <p>Transportation for religious services upon request</p>	<p>Sunday</p> <p>11:00 - 11:45 a.m. Brunch 12:00 - 5:00 p.m. Activities until 5:30 Downtown Privileges 5:30 Return from Weekend 5:30 - 6:00 Dinner 6:00 - 6:15 Job Program 7:15 General House Clean-up 8:00 - 9:30 Evening Study Hall 9:30 House Check-in 9:55 Seniors Check-in 10:00 Lights Out (underclassmen) 11:00 Senior Lights Out</p> <p>Transportation for religious services upon request</p>

PARENTS AT FORMAN

Parents are important members of the Forman School community and ongoing dialogue between parents and faculty is encouraged. Students are educated at Forman through the combined efforts of teachers, administrators, and parents; this partnership is vital to students' success. Parents are encouraged to visit campus often and email any faculty member with questions or concerns.

PARENTS' ASSOCIATION EXECUTIVE COMMITTEE

The Parents' Association Executive Committee (PAEC) plays an integral role in the community by maintaining a strong connection between parents, students, and the School; promoting a sense of pride in the School and its programs. Its specific goals are to:

- Keep parents of current students informed of campus policies and activities
- Serve as a conduit for parents to communicate with the School
- Sponsor events to enhance the Forman experience
- Act as ambassadors for the School with prospective families and the external community
- Participate in efforts to support the Annual Fund and develop a network of volunteer solicitors. The PAEC is composed of two representatives for each class and a Chair from any class. The Chair of the PAEC is an ex-officio member of the Board of Trustees.

This body of representatives meets twice a year and conference calls as needed. They meet with the Head of School and other administrators, to carry out PAEC business and always receive a comprehensive update as well as long term vision for the School.

There are many opportunities to volunteer throughout the year, regardless of where parents live. A Parent Volunteer Form is sent out with the summer mailing, and is available on the website. Those interested may also contact the Director of Parent Programs (parents@formanschool.org) or members of the PAEC; their names and contact information are posted on our website.

WE WELCOME YOUR VISITS

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

The School holds several special events that we encourage parents to attend. Parents' Weekend in the fall which presents great opportunities to meet other parents and to spend some time on campus. Individual conferences with teachers can be scheduled in advance (see page 21). Parents are invited for two days of meetings, performances and athletic contests. Detailed information and registration forms are mailed about a month in advance of the specific weekend and can be found online.

The spring brings a two-day Parent Forum with a focus on the college application process. All parents are invited to attend as this is another opportunity to engage with parents, teachers, and staff, as well as spend time on campus with your child.

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 awards are presented to underclassmen as well. **Forman School requires all underclassmen to attend Commencement.** The culmination of the students' time at Forman is a wonderful opportunity to see the community at its best. Some local accommodations (with which the school has no affiliation) include:

Accommodations	Restaurant	Telephone
<u>Bristol</u>		
DoubleTree by Hilton Hotel	Yes	855.277.4931
<u>Kent</u>		
Inn at Kent Falls B&B	Breakfast	860.927.3197
<u>Litchfield</u>		
Hidden Valley B&B	Breakfast	860.868.9401
Mountain View Inn B&B	Breakfast	860.542.6991
The Litchfield Inn	Yes	860.567.4503
<u>Morris</u>		
Winvian	Yes	860.567.9600
<u>New Milford</u>		
Heritage Inn B&B	Breakfast	860.350.3097
<u>New Preston</u>		
Hopkins Inn	Yes	860.868.7295
Windermere B&B	Breakfast	860.868.1122
<u>Norfolk</u>		
Blackberry River Inn	Yes	860.542.5100
<u>Southbury</u>		
Heritage Resort & Conf. Center	Yes	203.264.8200
Cornucopia at Oldfield B & B	Breakfast	203.267.6772
Crowne Plaza Southbury	Yes	203.598.7600
<u>Torrington</u>		
The Inn at Mount Pleasant Farm B&B	Breakfast	845.546.2553
<u>Warren</u>		
Sachem Farmhouse B & B	Breakfast	860.868.0359
<u>Washington Depot</u>		
Mayflower Grace	Yes	860.868.9466
Orange Gild B & B	Breakfast	860.868.9636
Popple View B & B	Breakfast	860.868.7177
<u>Waterbury</u>		
Courtyard by Marriott	Yes	203.596.1000
Hampton Inn	Continental Breakfast	203.753.1777

Transportation to Airplanes, Buses and Trains

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

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

The School must be informed of students' travel plans well in advance of a vacation period. Families and students should work together to input travel information to our REACH School Boarding System under the Holiday Leave request for each available holiday break. Paper or electronic tickets should be sent directly to the student and additionally to the Deans' Office.

Livery & Transportation Services

Executive Livery: 877.854.8379 or 860.491.3955

Berkshire Livery: 860.567.8769

Antique Limousine Service: 800.917.9537

TUITION

Tuition Insurance Plan

The Tuition Insurance Plan is offered and administered by A.W.G. Dewar, Inc. on behalf of the students and families of Forman School. The Tuition Insurance Plan is required for those not paying tuition in full by July 1, 2018. The cost of the plan is 4.3% 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. Participation in the Tuition Insurance Plan will pay prorated benefits to parents/guardians should a student be withdrawn or dismissed. Premium payment is billed with the first tuition payment and is payable on or before July 1, 2018. Please see the A.W.G Dewar Tuition Insurance Plan document that was provided with the enrollment materials for a full explanation of the plan including definitions, benefits, and exclusions.

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

Payment of Prior Educational Expense

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

Withholding of Right to Take Examinations

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

COMMUNICATIONS

Writing/Sending Packages

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

Name
Forman School
PO Box 80
12 Norfolk Rd
Litchfield, CT 06759-0080

Calling the Campus

The area code for Litchfield is 860. Parents may reach 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 event of an emergency, during business hours, you may dial 860.567.6224. In the evening, you should call the Administrator on Duty (AOD) at 860.601.8543.

In cases of an emergency, parents can reach their child by calling the child's dorm parents. Parents will be provided with the telephone numbers of their child's dorm parents at registration.

Emergency Extensions

Head of School (Adam Man)	860.567.1825 (O), 860.485.5938 (C)
Asst. Head of School (Mike Kowalchick)	860.605.8433 (C)
Director of Student Life (Allie Maxwell)	860.795.4401 (C)
Dean of Students (Annie Crawford)	860.567.1864 (H), 860.601.8526 (C)
General Emergency Number (8 am - 4 pm)	860.567.6224
Administrator on Duty (AOD) (4 pm - 8 am)	860.601.8543

Emailing the Campus

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

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

Faxing the Campus

Academic Office	860.567.6217
Office of Admission	860.567.3501
Advancement Office	860.567.1162
Athletic Office	860.567.2864
Business Office	860.567.6201
College Counseling Office	860.567.6204
Deans' Office/Travel	860.567.6200
Head of School's Office	860.567.8317
Student Health Center	860.567.4692

SENDING YOUR CHILD TO FORMAN

All the Comforts of Home

Each student room is furnished with a twin bed, mattress, desk, chair, dresser, and closet or wardrobe. Windows have window shades or blinds. Room decor is left to the student, within tasteful school standards.

What to Bring

Parents and students must provide their own sheets, blankets, pillows, and pillowcases. These can be obtained from E & R Laundry or brought from home.

The following is a checklist of items you should bring:

- Twin 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)
- Cell phone and cell phone charger
- Lock box (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.)
- Monitors larger than **32 inches**
- Devices which allow a student to gain access to cable or television channels
- Electronic gaming devices for Freshmen
- Cooking devices (microwaves, toasters, hot plates, popcorn poppers, coffee makers, heating elements, etc.)
- Halogen lamps or frivolous lighting (neon signs, black lights, lava lamps, 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 not purchased through the School
- Microwaves or other heating devices
- Expensive or irreplaceable personal possessions
- Only Seniors may supplement a dorm room's furniture with futons, couches, and wardrobes. These items must be approved by the Director of Student Life or Assistant Head of School.

Shipping

The School will ship boxes and trunks via UPS for students at an additional cost to the family. Students must bring them to the student mailroom in lower Peirce Dining Hall, appropriately packed and addressed. Dorm parents can aid students in this effort. For packing and shipping service, the School recommends the UPS Store 860.643.6264; arrangements are made directly by parents.

Insurance and Responsibility for Loss

Students must take normal precautions to protect their valuables. Please note that Forman School assumes no responsibility for student possessions (money or valuables) that are lost or stolen. It is highly recommended that valuables and sizable amounts of money be given to a dorm parent or the Business Office for safekeeping. Parents should record any

serial numbers of valuable items and submit a copy to the Deans' Office. Students who live abroad should have personal insurance coverage for all of their belongings.

Summer Storage

Summer storage is handled by an outside provider in a climate controlled facility. The School does not provide on campus storage. Families must register with and pay the company directly. UPS Store 860.643.6264, store0921@theupsstore.com, formanschoolsummerstorage.com

Personal Banking & Finances

It is expected that all students either come to School with an ATM/debit card from their hometown bank or open an account in Litchfield. For your convenience, Forman has an agreement with Litchfield Bancorp (860.567.9401) or <https://www.litchfieldbancorp.com/> to provide your son or daughter 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 between the parent and the laundry service. You can call 800.890.7273 for more information or go to www.thecampuslaundry.com; the School password is BF32. Students who use the E & R Laundry service must bring their dirty laundry to Peirce Dining Hall on Tuesday mornings by 8:15 a.m. Clean laundry is returned on Friday and can be picked up at the student mailroom.

For students not opting for this service, the School provides washers and dryers on campus at no cost, with the exception of the cost of 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 students' own risk, as the School takes no responsibility for loss or damage to personal clothing.

PUBLICATIONS

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

The Forman E-News

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

The Forman Website

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

The Forman Letter

The School's magazine, mailed to alumni, parents, and friends, provides in-depth coverage of alumni and selected campus events. The *Forman Letter* is published twice a year.

The Parent/Student Handbook

The Handbook provides important information to students and parents. Students and parents are expected to understand, adhere to, and be familiar with the policies and procedures as terms of enrollment at the School. Parents and students receive the summer mailing electronically which is also available on our website.

Facebook, Instagram, YouTube, Twitter, and More

Forman can be found on Facebook, YouTube, Instagram, LinkedIn, and Twitter. Keep updated by becoming a fan or following us on social media.

GUIDANCE AND SUPPORT PROGRAMS

College Counseling Department

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

For more information about the college counseling process, visit: www.formanschool.org/college/overview.

Advising System

Advisors meet with their advisees as a group at least twice a week. Advisors are the main contact for parents at Forman and will direct parents to appropriate faculty members when necessary. Advisors will gather information from other faculty members and offices within the School to share with their advisees. Students may choose their own Advisors; however, each faculty member is limited in the total number of advisees that he or she may carry. Changes should only be made in the spring for the following school year unless extenuating circumstances exist. New students may request a new Advisor once they become more familiar with the faculty and the Forman community.

Student Counseling Office

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

Dean of Students Office

The Dean of Students Office consists of the Assistant Head of School for Internal Affairs, Dean of Students, Assistant Dean of Students, Director of Student Life, and the Administrative Assistant. The function of the Deans' Office is to clarify School policy, determine appropriateness of any exceptions to that policy, follow through on any violations, and manage the Recognition system. The Director of Student Life oversees student activities and the community life curriculum. Parents and students should contact the Deans' Office to express concerns about student behavior or to request special permissions. The Dean of Students will be the main contact in cases of student misconduct.

Grade Level Deans

Grade Level Deans oversee the students of each grade level. Each Grade Level Dean works with a team of faculty to present class activities, promote class unity, and raise funds for all-school events like Prom and Strawberry Fest. In addition to this, the Grade Level Deans meet weekly with the members of the Deans' Office and Academic Office to support individual students regarding attendance, discipline, academics, and community service.

Religious Observations

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

Religious Services

While Forman has no religious affiliation, we encourage and support the students' involvement with their respective religions. Transportation is provided each week upon request through the AOD for those students wishing to attend services.

Places of Worship

Torrington

Beth El Synagogue, Litchfield Road	Friday	8:00 p.m.
	Saturday	9:00 a.m.

Litchfield

First Congregational Church, On the Green	Sunday	10:30 a.m.
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Jewish Community Center Chabad, Village Green	Friday	6:00 p.m.
	Saturday	9:00 a.m.

	Sunday	9:00 a.m.
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St. Anthony's (Roman Catholic), South Street	Saturday	5:00 p.m.
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	Sunday	8:00 & 10:45 a.m.
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St. Michael's (Episcopal), South Street	Sunday	8:00 & 10:00 a.m.
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United Methodist Church of Litchfield, West Street	Sunday	10:00 a.m.
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Times may vary.

ACADEMICS AT FORMAN

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

Academic Honesty

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

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

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.

Grading

The School uses letter grades for academic achievement and a numeric grade for academic effort. Students who attain high levels of achievement and effort are placed on an Honor Roll.

There are two academic semesters (First and Second) and a two-week *Winterim*. Grades can be viewed by parents and students online at the end of each marking period and semester. Academic Comments are written for grades below 70 or an effort grade below 3. At the end of each semester, a complete set of comments from each of your child's teachers, advisor, coach, and dorm parents will be available online.

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	

Homework

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

Effort Grades

Effort grades are determined on the basis of punctuality, preparation, class participation, homework completion, attitude, and willingness to seek extra help; this grade 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 grade; to do more will result in a higher effort grade; reflecting effort versus achievement.

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

2 = minimal effort

1 = complete lack of commitment

Incomplete Grades

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

Honor Roll Criteria

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

High Effort Honor Roll

Students must have, in all marking periods of the semester, a grade of B or above, an effort grade of 3 or above, and must have a B+ or above on the final exam

Academic Honor Roll

Students must have, in all marking periods of the semester, a grade of B- or above, an effort grade of 3 or above, and must have a B- or above on the final exam

High Effort Honor Roll

Students must have, in all marking periods of the semester, effort grades of 3 or above, and five 4s or 5s

Effort Honor Roll

Students must have, in all marking periods of the semester, effort grades of 3 or above, and four 4s or 5s

High Honor Roll Privileges

No breakfast check-in on Wednesdays and Saturdays

Do not need to attend Evening Study Hall

30 minutes later bedtime

Internet usage for 30 minutes later at night

Evening Tutoring

Tutoring takes place Monday through Friday evenings, 7:30-9:30 p.m. on a first come, first served basis. Students must sign up to secure a spot for tutoring sessions. Generalized tutors are available for half hour increments. Students are allowed to sign up for as many sessions as they need.

Private Tutoring

Please call the Director of Studies for more information about private tutors at 860.567.1843. Private tutoring is provided in the evenings at an extra charge.

Evening Study Hall

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

Academic Comments

Students receive an Academic Comment if, after a marking period, they have a grade lower than C-, or an effort grade below 3. A Comment may also be communicated before the close of a marking period for unexcused absences in a class, or for behavioral problems that disrupt learning while in class.

An Academic Comment may result in a meeting with appropriate personnel to identify specific educational objectives that can help the student who is having difficulty.

Academic Probation

Students are placed on Academic Probation for failing one course, for having two courses with a grade below D at the end of a semester, or for committing a violation of academic honesty. The faculty may also recommend that a student whose grades are generally unsatisfactory be placed on Academic Probation.

If a student misses 25% of a class, for an excused or unexcused absence, he/she will not receive credit for that class.

The Academic Office reviews any student on Academic Probation at the end of each semester. Re-enrollment contracts for the following year may be withheld at mid-semester in the spring for those students with unsatisfactory progress.

Leave of Absence

From time to time, it may be necessary for a student to take a leave of absence for medical reasons. While the School wants to support the student as much as possible, it must also be realistic about what constitutes being a student at Forman. In order to remain a student at Forman, the child must be in attendance. A leave of absence is limited to a total of two weeks. During this time, the School will provide homework assignments and assessment through the mail, email, or fax. At the end of the two-week period, the student must be ready to return to classes.

Grade Point Averages

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

Summer School Credit

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

Requirements for Graduation

Students in all grades take a minimum of 7.5 credits each year. Students must take an English course each year in attendance, even if repeating a grade and English has previously been taken. Students must attend classes full-time at Forman during their senior year in order to graduate and earn a Forman School diploma.

Retake Policy

- An 80 (B-) is considered mastery. Any student who wishes to retake an assessment, whose original grade was an 80 or higher, may do so at the discretion of the teacher.
- Retakes will be offered on all assessments and papers.
- For papers there will be feedback on the revision.
- The retake will not be the same assessment that was originally given.
- Even if the student has an unexcused absence in a class where there is an assessment, he or she is allowed to take the original assessment.
- The highest grade is the one the student earns; no averaging of grades.
- In order to have a retake, the student must see a tutor or teacher prior to the retake, and it must be taken within two weeks from the date the assignment was returned.

Senior Exam Exemption

Seniors may be exempt from taking a final year exam (assessment) in an individual course if they meet the following conditions: have earned an A- or above in every marking period in an individual class throughout the year, have earned an effort grade of 3 or above, and have permission from the instructor of the class and the Director of Studies.

Senior Year Failures

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

Ingenuity Program

The Ingenuity Program is a course offering students with strong interests and talents the opportunity to pursue their passions and bring their ideas to fruition. Students receive guidance from experienced faculty in planning, creating, and completing long-term projects. Beyond individual work, seminars, and mentoring sessions, students collaborate and discuss their projects together. Forman provides resources for projects in product development, the arts, programming, mathematics, web design, and more. This hands-on, student-focused program comes to life in a space featuring a “fab lab” (fabrication laboratory) with a 3D printer, new computers, vinyl cutter, milling machine, laser cutter, and an Epson Stylus Pro 9900.

Upon acceptance into the Ingenuity Program, students work with a teacher to scaffold the necessary steps, materials needed, and time necessary to make progress toward the end result. All Ingenuity students have access to a shared online whiteboard called “RealtimeBoard” and update it regularly. Once a detailed, actionable plan is in place, students embark on their customized curriculum with the aim of exploring and developing their known talent while creating something truly unique and memorable. The Ingenuity Program goes beyond just the classroom. Students can use their projects to explore new endeavors, earn college credits through online courses, build college or internship portfolios, or for entrepreneurial pursuits.

Winterim Attendance

All Forman students and faculty participate in Forman School’s *Winterim*, a two-week exploration of subjects and ideas not usually taught in a traditional classroom setting. Students may not enroll in the same course twice during their time at Forman.

Given the short, intensive nature of the program, absences are not permitted. **Any absences may result in loss of *Winterim* credit and will require summer make-up.** Legitimate illnesses and emergencies will be addressed on an individual basis, but there may come a time when too much of the course has been missed. Early departure for vacation may result in automatic loss of credit. Students who are on social probation six months prior to *Winterim* may be excluded from participating in a travel *Winterim*, unless the Director of Studies and Dean of Students give permission. If a student is sent home from a travel *Winterim* for breaking a major school rule, they **will be required to make up the credit by participating in an internship during the summer.** *Winterim* descriptions can be found on our website, which also outline approximate associated costs and conditions of participation.

Course Distribution and Requirements

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

Graduation Course Requirements:

- 4 credits of English
- 3 credits of Mathematics
- 3 credits of History, including U.S. History
- 3 credits of Science, including two lab sciences
- 1 credit of Thinking and Writing
- 1 credit of Academic Reading, Metacognitive Strategies, or Executive Function Coaching
- 1 credit of Perspectives in Learning
- 2 credits in the Arts

- 2 credits of a World Language are strongly recommended
- 1.5 credit of Health and Wellness
- .5 credit Winterim, per year
- 10 hours of Community Service, per year

Typical Course Load For Each Year

Ninth Grade Course Expectations

- 1 credit of English
- 1 credit of Academic Reading, Metacognitive Strategies, or Introduction to Executive Function Coaching
- 1 credit of Mathematics
- 1 credit of Geography
- 1 credit of Integrated Science
- 1 credit of Thinking and Writing
- 1 credit of a World Language or elective
- 1 credit in the Arts
- .5 credit of Health and Wellness
- .5 credit Winterim
- 10 hours of Community Service

Tenth Grade Course Expectations

- 1 credit of English
- 1 credit of Academic Reading, Metacognitive Strategies, or Introduction to Executive Function Coaching
- 1 credit of Mathematics
- 1 credit of U.S. History
- 1 credit of Biology
- 1 credit of Thinking and Writing (by recommendation)
- 1 credit of a World Language or elective
- 1 credit in the Arts
- .5 credit of Health, Wellness and Leadership
- .5 credit Winterim
- 10 hours of Community Service

Eleventh Grade Course Expectations

- 1 credit of English
- .5 credit of Perspectives in Learning I
- 1 credit of Mathematics
- 1 credit of History elective
- 1 credit of Science elective
- 1 credit of Thinking and Writing (by recommendation)
- 1 credit of World Language or elective
- 1 credit in the Arts
- .5 credit in Health, Wellness and Leadership
- .5 credit Winterim
- 10 hours of Community Service

Twelfth Grade, PG Course Expectations

- 1 credit of English
- .5 credit of Perspectives in Learning II
- 1 credit of Mathematics
- 1 credit of a History elective
- 1 credit of Science elective

- 1 credit of Thinking and Writing (by recommendation)
- 1 credit of a World Language or elective
- 2 credits of Electives
- .5 credit Winterim
- 10 hours of Community Service

Course Drops and Changes

Schedule changes may occur throughout the year with permission from the Director of Studies. All course changes must be made through the Academic Office and parents are included in this process.

Types of Diplomas

High Honors Diploma

- 24 credits minimum
- 2 years of one World Language
- 3 years of Math through Algebra II and Geometry
- 1 year of Chemistry, Physics, or Tropical Ecology Seminar
- Minimum of A-
- No grades below B for any semester
- Weighting for honors classes will be factored in to determine a High Honors Diploma.

Honors Diploma

- 22 credits minimum
- Minimum of B
- No grades below B for any semester
- Weighting for honors classes will be factored in to determine an Honors Diploma.

Standard Diploma

- Fulfills basic credit requirements
- 20 credits minimum
- Minimum of D-

Valedictorian

The senior who has earned the highest overall GPA and has attended Forman school for at least two years is deemed the Valedictorian and delivers the senior speech at Graduation.

The National Honor Society

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

The Cognition and Learning Department

Cognition and Learning courses are specifically designed to provide strategy training and remediation for students with learning differences.

Courses focus specifically on a student's area of challenge. Students are placed in small groups and specialist

teachers customize the curriculum to meet the individual needs of the group. The classes that will be offered include: Academic Reading, Metacognitive Strategies, Introduction to Executive Function, and Executive Function Coaching.

The Barbara Chace Library

The Barbara Chace Library in Carpenter Hall plays a vital role in the educational and cultural life of Forman School. Consistent with the concept of the Library as an information commons, we provide an atmosphere that is conducive to the exchange of information, study, and the pursuit of academic, personal, and professional interests. Students, faculty, and staff are able to access an array of online databases and other resources via their own devices or library computers, and are welcome to borrow our print, video, and audio materials. The librarian is an enthusiastic collaborator with faculty and is eager to help all community members to solve research, informational, and organizational issues through a combination of instruction and the appropriate use of technology. The librarian will also supply e-books to students.

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

Library Hours

Monday-Friday: 8:30 a.m.-4:00 p.m. and 7:45-9:30 p.m.

Saturday: 9:30 a.m.-12:00 p.m.

Sunday: 7:45-9:30 p.m.

Parents' Weekends

Forman School hosts Parents' Weekend in October (see the School Calendar for dates). During Parents' Weekend, parents may have teacher conferences, see their child compete in athletic games, and participate in artistic productions and gallery openings. Parents also have the opportunity to attend special programs designed to increase their knowledge about learning differences.

Parents are encouraged to attend the whole weekend and take advantage of the time to meet individually with their child's teachers and advisor in teacher conferences. Students are strongly encouraged to attend.

Forman School uses an electronic conference scheduler called *pickAtime* to make teacher and advisor conference appointments. Information on using *pickAtime* will be emailed to parents in advance. Parents' Weekend information will be included in the *E-Newsletter* and on the School website.

The Spring brings a two day Parent Forum with a focus on the college application process. This is another opportunity to spend time with your child's friends and families on our beautiful campus. Please see the School Calendar for dates.

ATHLETICS AT FORMAN

PHILOSOPHY

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

CONFERENCE MEMBERSHIP

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

CODE OF ETHICS FOR TEAM MEMBERS

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

- show full commitment to their team and coach
- treat officials and opponents with respect, honesty, and good intentions
- accept the decisions of any official absolutely and without quarrel
- treat visiting teams and spectators as their own guests
- behave as honored guests when visiting another school
- be gracious in victory and defeat

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

UNIFORMS AND EQUIPMENT

The School provides most game uniforms and some equipment, but is unable to provide everything. Personal athletic equipment, including game shorts and some team equipment, must be purchased by the student at the School store or at the athletic cage. Regulation school uniforms must be worn in all competitive matches. If an athlete loses his/her uniform, his/her account will be billed accordingly.

HEALTH AND MEDICAL

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

POLICY FOR TEAM CHANGES

Prior to the athletic season, each student selects an afternoon sport/activity and reports to his/her selected sport/activity on the first day of that season. A sport commitment may be changed the first week of practice with permission from the coach and Athletic Department. After the first week, students are committed to their team and will remain members for the rest of the season. If conflicts arise later in the season, the Athletic Department will mediate between the coach and athlete, and an appropriate course of action will be chosen.

AWARDS

An Athletic Awards Banquet is held at the end of each athletic season to honor all athletes.

AFTER-CLASS PROGRAM

Students are required to participate each afternoon Monday through Saturday throughout the year in Forman's after-class program. The program includes activities ranging from competitive sports to theater arts. The after-class program

provides for social interaction, teamwork, caring for others, leadership opportunities, and in most cases, physical activity. Some activities may occasionally meet during the evenings. In order to guarantee availability to all students and balance the numbers, certain activities are restricted as indicated below.

<u>Season</u>	<u>Activity</u>
Fall	Boat Building - Construction (coed)
	Cross Country (coed)
	Crew (boys & girls)
	Culinary Arts (coed)
	Dance (coed)
	Football
	Rock Climbing
	Sailing ¹ (coed)
	Soccer (boys & girls)
	Theater Arts
	Volleyball (girls)

<u>Season</u>	<u>Activity</u>
Winter	Alpine Racing ¹ (coed)
	Basketball (boys & girls)
	Boat Building - Finishing (coed)
	Culinary Arts (coed)
	Dance (coed)
	Fitness Program (Seniors Only)
	Hockey ¹ (boys)
	Musical Theatre
	Rec. Skiing/Snowboarding ¹
	Wrestling (coed)

<u>Season</u>	<u>Activity</u>
Spring	Baseball
	Crew (boys & girls)
	Culinary Arts (coed)
	Equestrian ¹
	Golf ¹ (coed)
	Lacrosse (boys & girls)
	Softball
	Tennis (boys & girls)
	Theater Arts
	Ultimate Frisbee (coed)
	Whitewater Kayaking

¹ Requires an additional fee.

ATTENDANCE POLICY

Daily attendance for after-school activities is mandatory for all students. Unexcused absences will accrue as Academic missed commitments. Students are expected to arrive at the scheduled start time, in proper attire, ready to participate. All students are expected to attend both home and away competitions and events. If a student has to miss a competition or event due to an extenuating circumstance, the Athletic Department must be notified and will determine whether the student will receive an Academic missed commitment. Students taking Extended Leave over a weekend resulting in a missed practice, competition, or event must get approval from the Athletic Office prior to leaving.

COMMUNITY LIFE AT FORMAN

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

ADVISING SYSTEM

New students are assigned an Advisor. All returning students select an Advisor. (See page 13 for more details on the advisory program.)

SCHOOL GOVERNMENT

Student Leadership

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

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

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

All School Officers

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

Specific duties may vary, but include:

- Assisting with New Student Orientation
- Assisting with all school events
- Running current events program during assembly
- Making announcements at assemblies
- Serving as a member of Forman Activities and Social Team (FAST)
- Serving as members of the Standards Review Board/Academic Review Board
- Attending regular meetings with the Head of School

Dorm Prefects

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

Specific duties may vary, but include:

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

Job Leaders

All students participate in the Forman community through the Job Program. Students who are not serving in a leadership capacity as an All School Officer, Dorm Prefect or Job Leader, are assigned a job within the Forman community. Most crews meet daily, Monday through Friday, helping in the dining hall, in an academic building, outdoors to keep the campus clean, or in an office by cleaning or helping to recycle paper or plastics.

Specific job crew supervision duties may vary, but include:

- Accounting for all members of the job crew
- Assigning specific duties
- Monitoring the quality of the work
- Ensuring that the job is completed

Class Officers

Elected by members of their class, these students assist in the running of grade level affairs, help with all fundraising endeavors, represent the interests of their class at student government meetings, and promote positive school culture. Class Officers work closely with the Grade Level Deans to ensure that all class responsibilities and traditions are executed throughout the year.

Head Admission Ambassadors

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

Specific duties may vary, but include:

- Assisting with coordination of daily tours as needed
- Representing the School on panel discussions for visitors
- Assisting with coordination of Open House(s) and Revisit Day
- Assist in training new student ambassadors

DORMITORY RESPONSIBILITIES

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

- Students are responsible for whatever dorm job is assigned to them in order to maintain good living conditions within the dorm
- Students are expected to keep their rooms neat and clean. Room inspections will occur regularly, with extra attention given on Sundays
- Students are expected to follow established procedures for room cleaning in preparation for holidays or departures and extended breaks
- Students may not display materials that are sexually charged or that advertise or promote alcohol, drugs, tobacco use, crimes, or weapons

- Students may not have pets or animals of any kind (including fish)
- Students are prohibited from entering and exiting any dormitory or dormitory room through windows.
- Aerosol products are not permitted in the dormitories
- Dormitory rooms must not be overcrowded with excessive furniture, computers, stereo systems, etc
- Dormitory furniture, including desks and beds, may not be dismantled or moved out of the room. If a student has a medical need for special furniture, parents need to make arrangements through the Director of Student Life
- No stickers may be applied to walls or ceilings. Pictures and posters are to be attached to the walls in such a way that damage is prevented. Scotch or duct tape is not to be used on paint, wallpaper, or any other surfaces that may be damaged. Special hooks are available in the School Store as well as mounting puddy 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
- A student requesting permission to study in another dorm during the evening must obtain the permission of the on-duty dorm parents in both dorms
- Telephone calls may not be made or accepted during class, evening study hall, or after lights-out
- Study hall times are treated as in-dorm time during evenings that students leave for or return from vacation

In order to best acclimate our youngest students to the rigors of boarding school life and the challenges of meeting all of their obligations, 9th graders are not permitted to have gaming consoles at School. After the end of the first semester, dorm parents and prefects will assess the dorm's performance to determine whether or not a game console should be allowed and brought into the dorm to be used in the common room only. All students will then sign a contract in which they agree to observe appropriate times for gaming and continue their commitment to high academic and student life standards.

Damage to or Loss of School Property

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

Final Checkout Procedures

A formal checkout procedure exists for final year-end departures from campus. Each student will be given an itemized schedule for packing, cleaning, and room inspections to help facilitate this process. Dorms will be closed during Commencement. Rooms should be cleared of all personal belongings and trash, and be left in "broom-clean" condition. After Commencement ceremonies and before students leave campus, rooms must be inspected and keys collected by staff members assigned to each of the dormitories.

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

- \$10 for a lost mailbox key
- \$10 for a lost dorm room key
- \$5 for a lost swipe card
- \$150 per student for rooms failing inspection

DAY STUDENTS

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

Rules

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 Student Health Center (1821) of a student's absence between 8:00-8:45 a.m. of that day
- Except in cases of prolonged absence, day students are responsible for getting their own assignments. If an absence is to be prolonged, the parents may contact the Academic Office to ask the student's teachers for long-term assignments
- Once day students have arrived on campus, they may not leave the campus until after their last commitment; in most cases this would be sports
- Day students must leave the campus by 9:30 p.m. Sunday through Friday nights and 11:00 p.m. on Saturday. (Departure time during Winterim will be earlier and announced.)
- Day students must have permission from their parents and the Deans' Office to invite a boarding student to their homes for a visit.
- Day students are expected to follow School rules regarding cell phones, computers and Internet use. (See page 40 for more information.)
- Motor vehicle use for day students is specifically outlined on pg. 46
- If a day student wishes to remain on campus overnight, s/he may do so on the weekends. Requests must be made to the Director of Student Life by the preceding Wednesday

Day Student Locker Area

Lockers will be available for day students in the dorms. Students must use school-issued padlocks. Boys' and girls' bathrooms are available for changing clothes and students are permitted to use their associated dormitories for showering, if desired.

VISITORS

Family members are encouraged to visit students and can take them off campus. No permission is needed for the family member to visit, but students must sign out with the AOD if they are going to leave campus.

Students wishing to have non-family guests visit must have permission from the Deans' Office prior to the visit. Guests must abide by School rules and are held to the same standards of conduct as our students. While students and friends may leave campus, they must do so following the rules of downtown privileges (See policy on page 49.) Students must call the AOD phone (860.601.8543) to sign out and are not permitted to leave the Litchfield area or ride in their friend's cars without expressed parental and School permission.

ASBESTOS MANAGEMENT PLAN

In accordance with Section 19a-333-1 through 13 of the Regulations of Connecticut State Agencies, "Asbestos-Containing Materials in Schools," Forman School is required to inform parents that asbestos-containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of the material has been removed. What remains is included in an Operations and Maintenance (O&M) program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O&M program will remain in effect until all asbestos-containing building material (ACBM) is removed from the buildings.

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

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

CAMPUS SECURITY

The School employs a night watchman all evenings when the School is in session. The guard secures all buildings, observes the campus, and responds to plant emergencies.

VIDEO SURVEILLANCE

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

MEALS

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

Students must wear proper dress for all meals. Cleats, bare feet, bathing suits, tank tops, and hats/caps are never permitted in the dining hall. No food, drink, or dining implements (i.e. plates, cups, flatware) may leave the dining hall.

COMMONS ATHLETIC CENTER

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

LION'S DEN BISTRO

In the Chace Student Center, the School culinary program operates an eatery that is open in the afternoons, evenings, and on weekends. With a focus on locally sourced ingredients, the chef and students serve a creative menu which includes entrees, small plates, snacks, and drinks to the Forman community.

MUSIC CLASSROOMS

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

RISLEY GYMNASIUM

The Risley Gym includes a 120' x 120' 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 open Monday through Friday from 8:00 a.m. to 12:30 p.m. Textbooks and academic supplies are available along with health and beauty aids, sporting goods, clothing, and other miscellaneous items. Charges for items purchased appear on monthly student account statements which are payable upon receipt. Students with outstanding accounts may be denied further School store purchases.

STUDENT CENTER

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

SENIOR LOUNGE

The lounge serves senior students, offering music, TV, and comfortable seating for seniors to gather, relax, talk, play games, or watch TV.

VISUAL AND PERFORMING ARTS CENTER (VPAC)

The building includes a 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 costuming area. In addition to a modern, comfortable space, the photography and videography programs benefit from a dark room and green screen. The ceramics studio has an indoor and outdoor throwing area and dance students enjoy classic wall-to-wall mirrors in their studio.

EXTRACURRICULAR ACTIVITIES

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

CLUBS

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

STUDENT PUBLICATIONS

The yearbook is published by students who work in conjunction with faculty advisors.

FORMAN ENSEMBLE PLAYERS

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

OUTDOOR LEADERSHIP SKILLS

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

THE GREEN KEY SOCIETY

The Green Key Society gives recognition to students who perform services beyond the call of duty while at Forman. Green Key members are generally pleasant and cheerful students who volunteer to help and who act in a manner befitting the School. The purpose of the Green Key Society is to acknowledge the quiet and steady contributions of these conscientious students.

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 10 community service hours per year. Students may not be compensated for this work, receive academic credit, or gain these hours through fulfilling an after-school activity requirement. Forman will provide opportunities on weekends to complete these hours, but students are also encouraged to complete these hours on their own. If a student signs up for a school-provided community service opportunity and does not uphold that obligation, s/he will receive a Student Life Missed Commitment. Service done outside of a School-approved offering must be pre-approved by Brooke Crossman and students will need to provide valid proof of their work upon its completion to Brooke Crossman. Community service is a graduation requirement. Failure to meet these expectations may cause a senior to fail to graduate. Underclassmen who did not complete 10 hours by Commencement must complete double the amount owed in addition to the 10 hours required for the following year.

STUDENT HEALTH CENTER (SHC)

Hours of Operation

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

Saturday 8:00 a.m. to 1:30 p.m.

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

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

STUDENT PROTOCOL

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

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

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

During after-hours, the school utilizes the emergency facilities at Charlotte Hungerford Hospital or Urgent Care Center in Torrington, CT. The school physician and the Director of Student Health Center (or RN designee) are on-call continuously for the SHC staff and the Administrator on Duty (AOD). Local 911 services or Forman emergency drivers are used for transportation. Parents are notified of ED (Emergency Department) visits and other health concerns by Forman Administrators or SHC staff as soon as possible. The telephone number of the SHC is 860.567.1821, the FAX number is 860.567.4692, the SHC Cell Phone is 860-795-6177 and the email is health.center@formanschool.org. If necessary, messages can be left on the SHC's voicemail as well. AOD cell phone number is 860.601.8543.

Health care cannot be offered in the SHC for overnights, extended illnesses, or severe problems. The School's physician will decide upon 24-hour hospital observation and/or admission. The School's health team will determine the appropriateness for the return of any student who leaves the school for health problems. Students who are too ill to remain in the dorm, yet do not qualify for hospitalization, must return home or be cared for by parents or their designees 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 leave for psychological treatment must be approved to return by their attending physician and Forman's Director of Student Health and MD.

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

Students who are currently undergoing immunotherapy (allergy shots) must consult with the SHC in advance of arrival to determine whether the SHC will be able to administer the allergy shots. The SHC cannot initiate new serums at any time.

Medical Records / Medical Insurance

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

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

International Winterim Travel Preparation Requirements

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

Medications

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

- Students who take medication must consider this a commitment of theirs and may not be allowed to remain at Forman if they do not take their medication as prescribed.
- The Student Health Center reserves the right to discontinue medication administration to any student who inappropriately uses or abuses his or her medication.
- Initiation of new medications must occur at home or off campus for no less than 5 days, under the direct supervision of the student's parents, and in proximity of the prescribing physician. This is to observe for and address adverse reactions to new medications. Parents are requested and expected to communicate to the SHC in planning the student's return to determine when the appropriate return date shall be.

Medication Compliance

Students who refuse to take their medication as prescribed may not be allowed to remain in School.

An accumulation of missed doses will progress as follows:

- Conference with student and SHC staff.
- Conference with student, parent, and SHC staff.
- A missed commitment.
- Request for on or off-campus medication evaluation.
- Review by the Assistant Head of School that may result in suspension from school.
- Possible dismissal from school.

Medications on Campus

Forman utilizes Petricone's Pharmacy in Torrington, CT to manage all regularly scheduled and as-needed medications. The Forman School and Petricone's Pharmacy work in unison resulting in a medication management program which provides enhanced safety for students, greater efficiency for our health center 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 prescription and over-the-counter (OTC) medications – including most vitamins and nutritional supplements – and inhaled or injected medications – whether prescribed for daily or as-needed dispensing.

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

We expect full participation in the use of Petricone's Pharmacy, but exceptions will be made for any instances where Petricone's Pharmacy is unable to contract with the family's insurance company. A representative from Petricone's Pharmacy will be present at registration for your convenience. 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 Health Center in advance if your child needs to schedule an appointment with a local prescriber in order to obtain a prescription for medication.

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

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

Completed Medication Authorizations are required for all medications, prescription and non-prescriptive. These must be signed by the prescriber and parent. Any non-prescriptive, over the counter, vitamin, etc., only require a parent signature.

Forman will not be responsible to monitor or administer 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 3 weeks before the start of School.

Prescribing Methods:

- ePrescribing (most efficient)
- Pharmacy Phone: 860-489-5511, Fax: 860-489-2645
- Mail: Petricone's Pharmacy, 110 East Main St, Torrington, CT, 06790
- Prescriptions for Controlled Medications must be submitted via eScript or original hard copy mailed to pharmacy

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

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

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

5) The Student Health Center requires a completed and signed (by prescriber & parent) Medication Authorization form* for each medication BEFORE any doses are administered to your child.

*A blank Medication Authorization form can be printed from your Magnus Health Student Health Tracker.

6) 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. 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 Health Center, AOD, or dorm parent on duty. At no time should medications be left with a student to bring to Forman staff.

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

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

9) 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 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.

10) If your insurance company will not contract with Petricone's Pharmacy, medications may be brought by parent or designated adult to Forman Health Center for the student. Medications must be presented by parent or designated adult to the SHC in original pharmacy containers (preferably blister-packed), not out-dated, with labels legible and unedited.

11) Left-over medications will be destroyed if not personally picked up by a parent or designated adult within 3 business days after the last day of School. Medications will only be sent home with parents, designated adults, or student (with advanced signed consent from parent).

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

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

14) Diet pills, diet drinks, sports energy drinks such as Red Bull and muscle enhancement or protein powder supplements are not allowed at Forman. 100% 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.

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

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

Medical Leave

Students leaving School or returning back to School for medical reasons must be cleared by the SHC staff prior to leaving and upon returning. A doctor'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 his/her rights and health, while protecting others in the School community.
- It is vital that the School educate its students to understand the disease and the methods of its transmission, to help them achieve a rational perspective of its actual risks and to educate students to protect themselves from this disease.

Confidentiality

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

Counseling

There are times when students need someone to talk to who won't place judgments on their thoughts or decisions. Our Director of Counseling, Charlene Halloran, is available to talk with students, or to refer them to an appropriate counselor. Mrs. Halloran's office phone number is 860.567.1815. An additional resource for our students is our on campus, licensed Clinical Psychologist, Dr. Barbara Tarkin. Dr. Tarkin is able to provide therapeutic services to students in need of ongoing emotional and social support. While she is employed by Forman, and can act as an advocate for students, Dr. Tarkin is bound by outside ethical and legal constraints regarding confidentiality. Appointments with Dr. Tarkin should be scheduled through our Director of Counseling and are not included in our regular tuition fees.

It is important to remember that persons, who are injured, ill, extremely upset, or under the influence of drugs/alcohol can be a physical danger to themselves or others. Students are expected to notify an adult whenever they or another student are at risk.

DRUG AND ALCOHOL USE AND ABUSE POLICY

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

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

While the School recognizes the need to support students who are seeking help with substance abuse, it is important to be clear about Forman's position. Students have an opportunity to seek help from an adult without penalty prior to the School's intervening (see Amnesty policy below), however, there is a difference between a student seeking help and a student who is caught. Any student who is caught violating the School rules on drug and/or alcohol use or possession will be called before the Standards Review Board (see Major School Rules, p. 37) and faces the possibility of expulsion.

Range of Consequences for Alcohol, Marijuana and other Drug Use

Students in good standing found to be under the influence, or in possession of, marijuana and alcohol will typically be suspended from school, required to undergo an independent drug and alcohol evaluation, sign a "No Substance Use

Contract,” submit to regular random testing, and be placed on Social Probation. Students that are not in good standing or have a history of prior use will likely be expelled. The School carefully considers each individual case, and always reserves the right to expel students for substance use infractions.

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

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

Amnesty

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

1. A student may contact any adult on the Forman School campus or a concerned peer may make a referral. The student’s health is the utmost concern and steps to ensure his/her safety, including further medical evaluation will be the primary objective and the school will NOT seek disciplinary action. Students may not request amnesty if they are currently under investigation by the Dean of Students’ office.

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

- His/her parents will be notified
- His/her advisor will be notified
- The Head of School will be notified
- The student is required to undergo a substance use evaluation by an outside agency, the cost of which is the responsibility of the student and his/her family. The school counselors will have access to all evaluations and a plan will be put in place to support a student based upon the recommendations of the evaluation. This may include an in-patient drug and alcohol treatment program.
- The student will be placed on a “No Substance Use Contract” and expected to comply with random drug and alcohol testing.

POLICIES AND RULES

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

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

Jurisdiction

All School rules and policies apply while students are under School jurisdiction. Students are under School jurisdiction at all times while enrolled at Forman School.

RECOGNITION SYSTEM

The mission of the Forman Recognition System is to inspire 10th, 11th, 12th, and second semester 9th graders to realize their potential to be responsible community members in all areas. The Recognition System was established to encourage, recognize, and reward students who demonstrate mastery of all aspects of life at Forman. As each student is unique in his/her growth and effort level, the recognition program is not a competition between students. Instead, its focus is to acknowledge and reward students who independently demonstrate positive behavior and good habits.

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

Level 1: Citizenship

Citizenship Status is earned by students in the following ways:

Any 10th, 11th, or 12th grade student who has accrued only one late, one Student Life Missed Commitment, one Academic Missed Commitment, one room inspection failure, or one dress code violation, no effort grade below a 3, and has not been subject to any disciplinary action qualifies for Citizenship status. All 9th graders become eligible in the second semester.

Privileges earned by Citizenship Status:

- No dinner check-in (but must fulfill any SHC obligation)
- Closed door during study hall
- Three privilege dinners per year

Level 2: John Forman Scholar

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

Any 10th, 11th, or 12th grade student who has fulfilled every one of his/her various obligations (no unexcused absences from anything), has not received a violation of any kind, has received no effort grade below a 3, and has not been subject to any disciplinary action qualifies for John Forman status. All 9th graders become eligible in the second semester.

Privileges earned by John Forman Status:

- No dinner check-in (but must fulfill any SHC obligation)
- Closed door during study hall and no requirement to be in their dorm room (must sign out with on duty house parent)
- May return from town at 7:45 p.m. on Wed.; AOD must be called at dinner
- End of year dinner at the Head of School's house (must have continuous status throughout the entire year)

- One additional long weekend
- Wednesday morning shuttle to Dunkin' Donuts
- Wednesday and Saturday sleep-in (no breakfast check-in); but must fulfill any SHC obligation
- Seniority for student housing selection at end of year

Losing Recognition Status

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

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 either Social Warning or Social Probation, depending on the seriousness of the transgression.

Social Warning

Social Warning Status indicates that students have broken general School rules and that they are no longer in good standing. During this period of time, student conduct is closely monitored. Students on Social Warning may move to Social Probation if they continue to fail to meet the standards of the School.

Social Probation

Social Probation Status indicates that students have broken major School rules, or a series of general rules, and warns them that breaking additional rules will most likely lead to dismissal from School. A careful review of students on probation will be made before inviting them to return for the following School year.

MAJOR RULES

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

- Acts of dishonesty such as lying, stealing, cheating or plagiarism
- Endangering the health, welfare or safety of themselves or others
- The use or possession of weapons, or imposing a real or perceived threat to individuals or the community
- Hazing, bullying, or harassment of any kind
- The use or possession of drugs, or alcohol, or associated paraphernalia
Note: Being in the presence of drugs or alcohol constitutes possession.
- Burning materials inside the dormitory, including the use of lighters, matches, cigarettes, incense, or candles
- Making audio and/or video recordings of any individual without his/her permission
- Being inside an opposite-sex dormitory without permission
- Leaving the dormitory after check-in and before 6:00 a.m. without the consent of the dorm parent and AOD
- Destruction of property, whether student, faculty, staff, School, or town-resident owned
- Unauthorized use or access of School facilities or equipment, including the possession of School master keys.

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

GENERAL RULES

General rules are guidelines for less serious issues. They help keep order, ensure that students are productive and safe, and protect the rights of individuals living in the community. While the breaking of general rules does not usually result

in the convening of the Standards Review Board or dismissal from school, an accumulation of general rule violations may.

Appropriate Conduct

Students are expected to conduct themselves appropriately in all situations. This means being respectful to others and behaving in a civilized fashion: keeping voice and music volumes low, using clean language, cleaning up after oneself, etc.

Attendance

Students are expected to be on time and to honor all commitments. This includes all student life and academic commitments. Students are expected to uphold their responsibilities to the community earnestly. Attendance is important for success in School and beyond and we treat this expectation very seriously.

All absences and reports of tardiness are submitted to the Deans' Office. When a student is unexcused from an expected obligation, the student receives a Missed Commitment. Students have until Saturday at 1:00 p.m. each week to have an absence excused if it is in error.

Students who have demonstrated repeated difficulty with the School's attendance policies are reviewed at the end of each semester. 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 is recorded. Students are subject to a continuum of consequences if their Missed Commitments accumulate. The following action plans are in place for accumulated Missed Commitments in two areas: academic (classes and sports) and student life (non-academic commitments).

Action Plan for Accumulated Academic Missed Commitments

A student's academic Missed Commitment count will accrue over the entire school year. For each unexcused academic Missed Commitment, a student will be campused for one week and must also serve a Saturday Night Detention. If a student misses 25% of a class, for an excused or unexcused absence, he/she will not receive credit for that class.

- 3 = Deans' Office meets with student, parents contacted
- 5 = Student meets with Assistant Dean of Students, letter emailed to parents
- 7 = Student goes on an Academic Contract, if broken, student goes before an Academic Review Board
- 10 = Student meets with Head of School, Dean of Students, Director of Studies, and parents. A review of that student's continuing status at Forman will be discussed, including the possibility of dismissal from school

Tardiness

Teachers submit reports of tardiness to class to the Deans' Office. If a student accumulates three unexcused reports of academic lateness in any one class, this becomes an academic Missed Commitment.

Action Plan for Accumulated Student Life Missed Commitments

Missed non-academic obligations will result in a continuum of consequences that are in effect per week, as follows:

- 3 or more missed commitments = student must serve Payback (evening detention) that evening.
- 5 or more missed commitments = student must serve Payback that evening and is campused for one week

Tobacco Use or Any Products containing Nicotine (ie: electronic cigarettes)

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

1st Violation - Parent communication

Campused for two weeks (restricted to main part of campus)

- Saturday night detention
- Viewing of anti-tobacco/nicotine video with one page paper response
- 2nd Violation - Parent/student meeting with Dean
 - Campused for one month (restricted to main part of campus)
 - Two Saturday night detentions
 - Two Sunday Work Crews
 - Warning that next violation will result in parent/student meeting with Head of School
- 3rd Violation - Parent/student meeting with Head of School—student will likely be dismissed from School

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

Sexual Behavior

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

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

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

Sexual Misconduct

It is crucial for the School to be a safe and supportive environment that motivates learning and individual development. Sexual misconduct in all forms that interferes with this mission will not be tolerated. Appropriate action will be taken to prevent and correct behavior by both employees and students that violate this policy and the School will take any necessary disciplinary action. Sexual misconduct includes sexual assault and sexual harassment.

The School has a zero tolerance policy regarding all forms of sexual assault and sexual harassment. This 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. Violators will be the subject to serious penalties which include, but are not limited to, termination/expulsion and being banned from campus.

Any person who witnesses or has knowledge of a violation of this policy should immediately report it to a dean or to the Head's office. The police and DCF (Connecticut Department of Children and Families), in most cases, will also be contacted.

Visitation Policy

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

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 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, his or her account may be terminated and future access may be denied.

Student Email Expectations

Students are required to check their email once a day.

Required Computing Devices

Forman School is a leader in utilizing applications from Apple's App Store and iBooks. In an effort to ensure your student has a sufficient technology solution for their upcoming School year, all students are required to have an Apple iPad with at least 32GB of memory or a MacBook with at least 250GB of memory. It is not necessary to have 4G in the iPad. If you choose an iPad, we recommend an external keyboard. It is recommended to have a valid manufacturers warranty on your device(s).

Additional Computing Devices

Students are encouraged to bring their own systems to campus. There are various computer locations that are available to students during the academic day and during study hall. If students wish to connect to the Forman Forman School network with their own computers, they will get the best results by using at a minimum Apple OSX 10.10 or Microsoft Windows 7.

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
- Microsoft Office 2016 or newer or an equivalent such as Libreoffice
- Antivirus and antimalware programs are recommended such as Malwarebytes or Kaspersky
- 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 at assemblies.

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

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

General Rules for Forman School Network Use

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

Internet Access

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

- Students may NOT visit adult sites
- 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, Myspace, Facebook, blog sites, instant messaging, game sites, VPN's, etc.
- Students may be asked to refrain from activities which 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 yours or others' personal information such as contact information or a schedule of activities
- Not taking or posting pictures or videos of an individual without their express permission
- Protecting your password
- Not using technology to tease or bully others
- Reporting abuse and not forwarding inappropriate materials or communications
- Properly citing any and all use of websites, books, music, or other media
- Using information resources (including software, music, images, video, etc.) in an ethical manner by adhering to the copyright laws of the United States and Creative Commons licenses where the author/artist specifies how media may be shared/remixed/reused
- Protecting your own intellectual property rights

Safety

Students should never give out personal information such as address, telephone number, etc. to someone you 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 loss of Wireless/LAN privileges. Due to the rapidly changing technology environment, Forman School reserves the right to determine if an action not listed in this Parent/Student Handbook is inappropriate and subject to discipline.

Cell Phone Use

Students may use cell phones during appropriate times only. Students and parents must understand that cell phones can create unintended challenges. Parents are in the best position to monitor cell phone usage by accessing the student's cell phone account and reviewing the records. We also request that parents contact their student's cell service provider to set up limitations for usage during study hall and after lights-out (11:00 p.m. – 6:00 a.m.).

The following are expectations for cell phone use:

- All student cell phone numbers must be registered with the Dean's' office
- Students may use cell phones during the academic day for educational use
- Students must have cell phones turned off or put into silent mode during class time (teachers may require that they be placed face down on students' desks or collected during class)
- cell phones may not be used during community and advisor lunches, assembly, practices or games, formal meals, study hall, or after lights-out
- cell phones and cell phone cameras may not be used to make audio and /or video recordings of any individual without his/her permission
- cell phones may not be connected to the Forman School wifi

Note: Violating appropriate cell phone use may result in immediate loss of cell phone privileges and confiscation of the phone. The Dean's Office keeps confiscated phones for 48 hours for a first offense, 72 hours for a second offense and 7 days for a third offense. Forman is not responsible for lost or damaged cell phones.

DRESS CODE

General Guidelines

Our School dress code is designed to promote an academic environment where each student presents him or herself professionally. As current fashion and social pressures encourage students to dress toward the social environment, not the classroom, we hope to teach the importance of representing oneself appropriately. 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.

At boarding school, distinctions between types of clothing help define the number of roles the student transitions through during the school day: scholar, athlete, teenager, etc. Students are expected to have and maintain clothes that are appropriate for the following situations and activities:

Students are not permitted to wear at any time:

- Revealing clothing, i.e. too short, too tight, too low cut, or exposing midriff
- Pants low enough that undergarments are exposed
- Clothing that advertises, promotes or displays alcohol, drugs, sex, or tobacco

During the academic day

It is in the spirit and the tradition of the School that we ask all students to dress according to the following guidelines. Please understand that we expect all clothes to fit properly, and be clean and neat.

- All items must be worn properly (i.e. shirts and blouses must be tucked in)
- Jackets worn, not carried
- All items must be clean and in good condition
- Students may not wear hats prior to the end of the academic day or inside buildings other than dormitories and the gymnasium
- Students may not wear sneakers, slippers, beach flip-flops or athletic sandals
- Girls may not wear leggings as pants

Official Forman Dress (Formal Mondays / special school events)

Boys

- Classic fitting khaki colored pants (no cargo pants)
- White oxford shirt (all shirts are to be tucked in)
- School tie (available in School Store)
- Blue blazer, traditional style (as an honor, Seniors wear the Forman crest sewn on the left breast pocket)
- Belt
- Dress shoes

Girls

- Forman khaki skirt and/or Forman khaki pants from Land's End or Tommy Hilffiger (approved styles available online in school uniform stores)
- White oxford shirt (all shirts are to be tucked in)
- Blue blazer, traditional style (as an honor, Seniors wear the Forman crest sewn on the left breast pocket)
- Dress shoes
- Hosiery options: navy or white socks, navy knee socks, navy tights, nylons

Winter Formal Dress Options for Boys and Girls (from Thanksgiving to Spring Break)

A solid color crew neck or v-neck sweater may be worn over the white oxford shirt (and tie for boys) and beneath the blazer.

Class Dress

The following code must be observed for each class day (other than formal Monday) Tuesday, Thursday, Friday from 7:45 a.m. until 3:10 p.m. and Wednesday, Saturday from 8:30 a.m. until 11:50 a.m.

Boys

- Oxford shirt or dress shirt (all shirts are to be tucked in)
- Tie
- Classic fitting dress pants (no cargo pants)
- Blazer
- Belt
- Dress shoes

Girls

- Skirts (must be knee length or longer)
- Straight leg chinos or dress pants of a solid color (no cargo pants, no tight-fitting, no “skinny” cut, no colored jeans, no five-pocket style)
- Belts are to be worn with pants
- Blazer or dress jacket must be worn with pants
- Oxford or button-front dress shirts (all shirts are to be tucked in)
- A dress (knee length or longer; strapless or thin-strapped dresses must be worn with a sweater or jacket)
- Dress shoes

Winter Class Dress Options for Boys and Girls (from Thanksgiving to Spring Break)

- Crew neck, v-neck, or cardigan sweaters may be worn in place of a blazer
- Turtleneck shirts may be worn in place of a dress shirt for girls and in place of a dress shirt and tie for boys
- Straight leg dress corduroy or wool pants (no five-pocket jeans style)
- Winter jackets/coats may be worn over class dress (not a substitute for a sweater or blazer)
- Winter hats may be worn outside

September / May Class Dress Options for Boys and Girls

Blazers are expected unless we have unseasonably warm weather, in which case the Dean of Students or Head of School may excuse the blazers via a formal announcement.

Athletic Dress

Students may wear T-shirts, shorts, sweatshirts, sweatpants, and athletic footwear appropriate to the sport and practice conditions. Uniforms must be worn for all games. Forman warm-ups may be purchased for an additional fee through the School Store (they are encouraged, but not required).

Smart Casual Dress

Students may wear khaki pants, polo shirt, or button-down shirt (boy); khaki pants or knee-length skirt, polo shirt or button-down shirt (girl). No jeans are permitted. No jacket or tie is required. This dress is typically for off-campus events not requiring class dress and is at the prerogative of the chaperoning faculty member(s).

Leisure Dress

While there is latitude in this category, students will be asked to change from attire with inappropriate slogans or attire that is sexually provocative. Leisure dress may be worn after the academic and athletic day.

Dress Code Violations

Dress code violations, recorded by marking period, will result in the following:

1st Violation - required to change

2nd Violation - required to change and parent communication

3rd Violation- required to change and student is campused for one week. Every ensuing violation will result in being campused for one week.

Any hats or caps worn during the academic day will be confiscated and turned into the Deans' Office. They may be retrieved from the Deans' Office for one dollar, which goes toward a charitable cause at the end of the academic year.

Graduation Day Dress for All Seniors

Ladies: Knee, tea-length, or long white dress with shoulders covered, long slips, white shoes; stockings optional. Strapless dresses require a matching jacket or wrap.

Gentlemen: Navy blue blazer with the School crest, white pants, white shirt, School tie, dark shoes, and dark socks. Hair longer than collar length should be pulled back in a ponytail.

No sunglasses may be worn walking into the ceremony.

Hair Regulations & Personal Upkeep

Students' hair should always be clean, neat, of a natural color, and maintained appropriately. Male students are to have no facial hair at any time and must shave when necessary. Students may not have their bodies pierced or tattooed while enrolled at Forman. Facial jewelry other than earrings may not be worn during the academic day; this includes tongue and nose piercings.

DISCIPLINARY ACTION

Loss of Privileges

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

Payback

Payback is a supervised evening detention held during Y Block (7:15 - 7:45 p.m.) on weeknights. Students may bring study materials and water to drink. The following are prohibited: games, movies, cell phones, talking, sleeping, and eating.

Saturday Night Detention

Saturday Night Detention is held in Peirce Dining Hall from 8:00 – 10:00 p.m. Students are supervised and must sit by themselves at a table. They may bring study materials and water to drink. The following are prohibited: all technological devices, talking, sleeping, and eating.

Campus

Campused students *are not allowed to leave the upper campus*, with the exception of required School events, such as sports contests, practices, or academic field trips, after which they are to return to the upper campus immediately. The Deans' Office must clear any exceptions.

Campus for day students is the opposite. Campused 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.

Contract

Sometimes it is appropriate to support a student with the added structure of a contract. The student agrees to meet particular standards and/or suffer the consequences stated in the contract.

The Standards Review Board

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

The Academic Board

The Academic Review Board consists of the Director of Studies, two voting faculty members, and two voting student leaders. A special Academic Review Board may be called for violations of academic honesty, plagiarism, or

academic piracy. All final decisions rest with the Head of School.

Sunday Work Crew

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

Suspension

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

Dismissal

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

Levels of Consequences

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

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

HARASSMENT AND ASSAULT POLICY

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

A student believing that he or she is being harassed or assaulted should:

- tell the individual to stop harassing him or her
- immediately report the incident(s) to the Deans' Office along with written descriptions

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 the approval from the AOD. Failure to comply with these rules may result in 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 the permission from all parents involved and the Deans' Office or AOD
- Boarding students may not ride in day students' cars unless specific permission is given by the Deans' Office or AOD and all parents

Day Students:

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

LEAVING CAMPUS

It is most important that the School knows the whereabouts of its students at all times. Students are to remain on Forman property unless downtown privileges are in effect and the student is not campused. 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.

Policies

- As a safety precaution, students are expected to stay on the upper campus after dinner. This includes, but is not limited to, not accessing the wooded areas or the athletic fields
- Sign-out with the Master of the Day (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 permission of the Administrator on Duty (AOD) and an appropriate sign out in REACH.
 - b. Weekends and overnights require the submission of a Weekend Leave Request and parental permission via the REACH program, by the end of Thursday's academic day, and the approval of the Deans' Office as described under Distant Trips below.

DISTANT TRIPS

Forman School uses the REACH program to coordinate Leave Request procedures for School Staff, Parents, Hosts, Day Students, and Boarders by creating an easy to use, paperless system that you can access from anywhere at anytime and from any device. A leave request simply means a request for your child to spend time away from campus which requires parent and host approval. **REACH** is available for you to use from any computer or mobile device 24 hours a day, 7 days per week.

Weekends and Overnights

Unless stated as a closed weekend, students are eligible for two long weekends per semester and unlimited Saturday overnights. A long weekend starts on Friday after a student's last obligation and ends Sunday at 5:30 p.m. Students are not permitted to miss games on Saturday unless there are extenuating circumstances approved by the Athletic Office and the Deans' Office. All travel plans need to be approved by the Deans' Office. A Weekend Leave Request must be submitted to the Deans' Office by the student using the REACH program and approved by appropriate faculty and staff. Assistance with this process may be obtained from the Deans' Office.

- Students are only allowed to go to locations supervised by an adult who is present.
- Permission for weekends and overnights must be given by the parent or guardian via the REACH program by

Thursday at 3:10 p.m. as well as permission from the host, if the destination is not the student's home.

- Students should initiate Weekend Leave Requests no later than Wednesday afternoon. Forms should be approved by all appropriate parties by 3:10 p.m. Thursday.
- If missing any academic obligations, acknowledgement must be obtained from the Academic Office.
- If missing a game, permission must be obtained from the Athletic Director or Assistant Athletic Director.
- Any requests missing the required approvals may result in the denial of permission.
- The weekend or overnight is terminated once the student returns to campus.
- Any and all changes in plans must be submitted to the Deans' Office for approval.
- Weekends and overnights are privileges and, as such, final approval from the Deans' Office may not be given if the student is not in good standing.

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

Extended Leave

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

College Visits

College interviews or visitations must be arranged through the College Counseling office. Students leaving school on weekdays for college visits are excused from classes only after the College Counseling Office and the Academic Office have received clearance from the parent(s) at least one week in advance of the visit. Students are responsible for all assignments and missed classes and to notify the athletic office that they will miss athletic commitments. Submitting Leave Requests for a college visits are similar to Extended Leave requests; this includes filling out a leave request in the REACH program, gaining appropriate approval, and signing out at the time of departure.

Short Leave:

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

Holiday Leave

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

Families and students should work together to input travel information in the REACH program under the Holiday Leave request for each available holiday break. Parents should share the travel details with their student so that the student can submit an appropriate leave request. Parents should review the travel details submitted by the student to ensure accuracy when approving the leave request. You may select one of the available options for our school provided transportation or choose to make transportation arrangements on your own. Forman offers complimentary shuttles to Bradley International

Airport, and the Bridgeport Metro-North & Amtrak Train Station on the days of travel. We offer one, sometimes two, drop-off and pick-up times at these designated locations. If the drop-off or pick-up times do not accommodate your needs, please contact a livery service directly. We request that travel plans be submitted into **REACH** 14 days prior to the break even if you plan to provide transportation for your student. We can not guarantee that school transportation will be available without at least 14 days notice.

LOCAL TRIPS

The River and Woods

The School is fortunate to have 125 acres of beautiful rural property, much of which is wooded, with access to the Bantam River, a natural waterway that runs throughout the Litchfield County area. Students are permitted to enjoy these areas, after receiving permission from the Master on Duty (MOD) or Administrator on Duty (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 are permitted in downtown Litchfield until 5:30 p.m. during Wednesday, Saturday, and Sunday afternoons provided that they are not campused, not missing a School commitment, and have signed out with the MOD or AOD. Students should be respectful of the town's residents and shopkeepers. Neighbors are particularly sensitive to students walking on their lawns and loitering near their houses. Please respect their privacy and property.

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In the school's commencement address for 1956, Forman School founder John Forman wrote about how the goal of this annual farewell address was to give students "something that may stay with you and help you as you follow your way in life.

"So many possibilities present themselves. But I think it may be summed up in a simple sentence: Take your School shield with you – as you live it, it will protect you and help you to keep on growing straight and strong."

Mr. Forman then told of how, over the years, every part of the shield was chosen by the students saying "Every vote was unanimous and unhesitating." Every aspect of Forman's shield has a purpose and meaning, in the tradition of British heraldry.

Green symbolizes life and growth. White stands for wholesomeness and completeness, reminding us to keep our hearts and minds pure. The symbols of the shield are rendered in gold, which represents "that which is of the greatest worth: character."

The lion embodies courage and Mr. Forman considered moral courage the only real courage. "That lion is alert to every bold claim or tricky little suggestion of evil, and has its paw raised and its jaws open in warning that it will be rough with any evil that tries to come too close. It stands safely, for it has its back to the right. The lion – moral courage – is king of the jungle. Never forget that!"

Lastly, the school's motto "Truth is Freedom" was derived from the original student motto, which came from the Gospel of St. John who wrote "Ye shall know the truth, and the truth shall make you free."