FORMAN SUMMER PROGRAM PARENT/STUDENT HANDBOOK

PARENTS AND GUARDIANS AT FORMAN

Parents and guardians are important members of Forman School's community. Ongoing dialogue between parents/guardians and faculty is encouraged. Students are educated at Forman through the combined efforts of teachers, administrators, and parents/guardians; this partnership is vital to students' success. Parents/guardians are encouraged to email faculty members with questions or concerns.

TRAVELING TO FORMAN

Driving Information

Forman School is located in Litchfield, CT, about 45 minutes west of Hartford near Route 202. Take Route 84 West to Route 8 North to Exit 42. At Exit 42, take Route 118 West about five miles to the center of Litchfield. Take Route 63 North for about a half-mile in Litchfield and bear right onto Norfolk Road. The school is immediately on your right.

Transportation to Airplanes, Buses, and Trains

The school will provide group transportation to and from specific terminals at times determined by the school. These locations include Bradley Airport, Hartford (bus and Amtrak station), and Bridgeport Metro-North Station. Parents/guardians and students are responsible for purchasing bus, train, and plane tickets. Parents/guardians may wish to make travel arrangements (i.e., door-to-door) using one of the livery services listed below. Please notify the Director's Office (860.567.6215) when making arrangements. The livery services will not accept bookings phoned in by students. Paper or electronic tickets should be sent directly to the Director; they are secured and distributed by the vehicle driver at the time of departure.

Livery & Transportation Services

- Executive Livery: 877.854.8379 or 860.491.3955
- Berkshire Livery: 860.567.8769
- Antique Limousine Service: 800.917.9537

WRITING/SENDING PACKAGES
To send a letter or package to your child or a faculty/staff member, please use this address:

Name
Forman School
P.O. Box 80
12 Norfolk Road
Litchfield, CT 06759-0080

CALLING THE CAMPUS
The area code for Litchfield is 860. Parents/guardians may reach the school by dialing 860.567.8712 (Monday-Friday from 8:00 a.m.-4:00 p.m.). Parents/guardians should call the Administrator on Duty (AOD) at 860.601.8543 with any questions or concerns or when visiting their child. Parents/guardians will be provided with the telephone numbers of their child's dorm parents at registration. The AOD phone is available 24 hours a day, seven days a week.

EMAILING THE CAMPUS
All students, faculty, and staff have email addresses at school. Students will be issued an account at the beginning of the Forman Summer Program 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 be held responsible for the information received.

SENDING YOUR CHILD TO FORMAN
Each student's 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 standards.

WHAT TO BRING
Parents/guardians and students must provide their own sheets, blankets, pillows, and pillowcases. The following is a checklist of items you should bring:

- Extra-long twin sheets
- Mattress pad
- Blankets
- Pillow and pillowcases
- Towels
- Alarm clock
- Wastebasket
- Laundry bag/basket
- Lamp, preferably with energy-efficient light bulbs (rooms are not equipped with reading/desk lights/floor lamps)
- Hangers
- Cell phone and cell phone charger

WHAT NOT TO BRING

While additional furnishings and decorations may be desired, the 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 22 inches
- No devices that allow a student to gain access to cable or television channels
- Electronic gaming devices
- 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.)
- Decorations that illustrate 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
- Expensive or irreplaceable personal possessions

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. Houseparents can aid students in this effort. For packing and shipping service, the school recommends the Packaging Depot (888.593.6683); arrangements are made directly by parents/guardians.

INSURANCE AND RESPONSIBILITY FOR LOSS

Students must take normal precautions to protect their valuables. Please note that Forman School assumes no responsibility for lost or stolen student possessions (money or valuables. It is highly recommended that valuables and sizable amounts of money be given to a houseparent or the Business Office for safekeeping. Parents/guardians should record any serial numbers of valuable items and submit a copy to the Director of the Summer Program. Students who live abroad should have personal insurance coverage for all their belongings.

SPENDING MONEY AND EXTRA FEES

At or before registration, parents/guardians will deposit $200 into an expense account. Students may withdraw money from this account through the School Store to spend on weekend trips. Parents/guardians can set limits regarding the amount a student can withdraw weekly. Some afternoon activities, such as horseback riding, require an additional fee. If a student participates in these activities, parents/guardians must leave a credit card number with the Business Office.

LAUNDRY

Students are required to wear neat and clean clothing. It is also important that linens are washed regularly. The school provides washers and dryers on campus at no cost, except for the cost of detergent. Machines are located in the basements of most dormitories. Houseparents and staff will teach students how to do their laundry and help them through the multi-step process. The use of the laundry machines is at the student's own risk, as the school takes no responsibility for loss or damage to personal clothing.

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.

COMPUTERS AND ELECTRONIC DEVICES

Students in the Forman Summer Program should bring a personal computer or iPad, not a device owned by their current school. Ideally, it will be the device they will use in school in September. They will be expected to bring it to their classes in the morning fully charged. Students will be introduced to new ways to take advantage of assistive technology. Cell phones are permitted; however, students will not be allowed to use them during classes, afternoon activities, evening activities, or after Lights Out.

DORMITORY RESPONSIBILITIES

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

- Students are responsible for the dorm job 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 daily, with extra attention given on Sundays.
- 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 (including fish).
- Aerosol products are not permitted in the dormitories.
- 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/guardians need to make arrangements through the Director of the Summer Program.
- 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.
- Students' rooms should not be entered by other students without the permission of the resident student.

DAMAGE TO OR LOSS OF 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 occurs in dormitory common areas (i.e., lounges, hallways, lobbies, bathrooms, etc.), the Director of Summer Program 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 departures from campus. Each student will be given an itemized schedule for packing, cleaning, and room inspections to help facilitate this process. Before students leave campus, rooms must be inspected and keys collected by staff members assigned to each of the dormitories.

DAY STUDENTS
Day students are encouraged to be involved in campus life as much 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 Forman rules and are given no exceptions unless specifically stated.

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

- Day students' parents/guardians must inform the AOD of a student's absence between 8:00-8:45 a.m. of that day.
- Once day students have arrived on campus, they may not leave the campus until after their last commitment.
- Day students are expected to follow school rules regarding cell phones, computers, and internet use.

VISITORS
Visitors are not permitted on campus at this time.

CAMPUS SECURITY
The school employs a security guard during the Forman Summer Program. The guard is responsible for securing all buildings and monitoring the campus at the following times: Monday through Friday from 9:30 a.m. to 6:00 a.m., Saturday from 1:00 p.m. to 11:00 p.m., and Sunday from 2:00 p.m. to 8:00 p.m. The primary duty of the security guard is to respond to emergencies on campus.

VIDEO SURVEILLANCE
To protect the health, safety, and welfare of our students, staff, and visitors and protect the physical campus, 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 must attend all meals. There is a mandatory check-in. 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, 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.

SCHOOL STORE
The School Store is open Monday-Thursday from 12:00-1:00 p.m. and Friday from 7:45-8:45 a.m. Academic supplies, health and beauty aids, sporting goods, clothing, and other miscellaneous items are available. Charges for items purchased can come out of the $200 deposit.

STUDENT HEALTH CENTER (SHC)
Hours of Operation
Monday-Friday 7:30 a.m.-4:30 p.m.
Saturday-Sunday 8:00 a.m.-12:00 p.m.

The Student Health Center (SHC) aims to promote wellness, provide counseling, and provide supportive care, not primary clinical care, for students within the context of a school health center. The school's consulting physician can see students in his office for special problems.

STUDENT PROTOCOL
The nursing staff provides immediate care for acute emergencies, with non-acute problems scheduled for after classes as much as possible. Students who become ill during the afternoon are urged to visit the SHC promptly so their needs can be addressed prior to closing.

Parents/guardians 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 to submit all medications and discharge documents as soon as possible.

The school utilizes the emergency facilities at Charlotte Hungerford Hospital or the Urgent Care Center in Torrington, CT, during after-hours. The school physician and the Director of Student Health Center (or RN designee) are on-call continuously for the SHC staff and the AOD. Local 911 services or Forman emergency drivers are used for transportation. Parents/guardians are notified of emergency department (ED) visits and other health concerns by Forman Administrators or SHC staff as soon as possible. The

telephone number of the SHC is 860.567.1821, the FAX number is 860.567.4692, and the email is health.center@formanschool.org. If necessary, messages can be left on the SHC's voicemail. The AOD cell phone number is 860.601.8543.

Health care cannot be offered in the SHC for overnights, extended illnesses, or severe problems. The school's physician will decide upon 24-hour hospital observation and/or admission. The school's health team will determine the appropriateness of 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/guardians or their designees off campus. Parents/guardians who cannot make the necessary transportation arrangements will be responsible for all costs of school-provided or arranged livery transportation to achieve this goal.

MEDICAL RECORDS/MEDICAL INSURANCE

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

All medication authorizations and examination records are required to be complete, updated annually, and uploaded into Magnus BEFORE registration day. Current medical insurance information MUST BE ON FILE at the SHC before students are accepted into the school and at the start of the Summer Program. Students without valid medical insurance will NOT be allowed to remain on campus until adequate insurance is obtained. Forman School cannot purchase or provide medical insurance coverage on your child's behalf. If insurance coverage changes, it is the parents/guardians 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.

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 their commitment. They may not be allowed to remain at Forman if they do not take their medication as prescribed.
- The SHC reserves the right to discontinue medication administration to any student who inappropriately uses or abuses their medication.
- Initiation of new medications must occur at home or off campus for no less than five days, under the direct supervision of the student's parents/guardians and in the proximity of the prescribing physician. This is to observe for and address adverse reactions to new medications. Parents/guardians 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.

MEDICATIONS ON CAMPUS

Forman uses Petricone's Pharmacy in Torrington, CT, for all regularly scheduled and as-needed medications. Forman and Petricone's work in unison, resulting in a medication management program that provides enhanced safety for students, greater efficiency for our health center, and convenience for you. Petricone's will fill prescription and over-the-counter (OTC) medications, including vitamins and nutritional supplements, and inhaled or injected medications, whether prescribed for daily or as-needed dispensing. A pharmacist or representative from Petricone's will be at registration. They will need an insurance card and a credit card to have on file for regularly scheduled medications. Having an extra prescription for your child's medications would also be helpful. PARTICIPATION IN THIS PROGRAM IS REQUIRED FOR ALL STUDENTS TAKING MEDICATION. We expect full participation in Petricone's Pharmacy program. However, exceptions will be made for any instances where this pharmacy is unable to contract with the family's insurance company. Link to their pharmacy website: http://www.petriconespharmacy.com/

INTERNATIONAL STUDENTS

Petricone's is only able to fill prescriptions from appropriate medical professionals licensed in the United States. Please contact the SHC if your child needs to schedule an appointment with a local doctor in order to obtain a prescription for medication.

PRESCRIBING METHODS:

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

FORMAN SHC MEDICATION POLICIES:

1. Medications to be kept in SHC and exceptions:
    a. Medications (prescriptions, over-the-counter, vitamins, and supplements) are to be kept and administered by Forman staff. Exceptions are made for inhalers, topical skin cream/ointments, growth hormone therapy, and oral contraceptives, which students can keep and self-administer in the dorm room.
    b. Completed Medication Authorizations are required for self-administered medications. The prescriber and parent/guardian must sign these.
    c. Forman will not be responsible for monitoring or administering oral contraceptives.
2. All medications need signed prescriptions.
    a. ALL medications (including prescriptive, over-the-counter, vitamins, AND supplements) will need a signed prescription from a licensed MD/prescriber in the U.S.
3. Petricone's asks for prescriptions one week prior to the start of the Summer Program.
    a. 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.

    b. Non-controlled medication AND over-the-counter medication prescriptions may be mailed, faxed, called in, or e-scribed.
4. Prescriptions are required for over-the-counter medications.
    a. For Petricone's Pharmacy to provide OTCs (over-the-counter meds/vitamins and supplements), a signed prescription is needed for each item.
5. International students need prescriptions from U.S. prescribers
    a. 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.
6. All medications need Medication Authorization forms.
    a. The SHC requires a completed and signed (by prescriber & parent/guardian) Medication Authorization form* for each medication BEFORE any doses are administered to your child.
        i. *A blank Medication Authorization form can be printed from your Magnus Health Student Health Tracker.
7. Medications brought to SHC:
    a. 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.
    b. If you need to bring medication supplies to Forman, the parent/guardian or designated adult is expected to personally bring any medications to the SHC, AOD, or dorm parent on duty. At no time should medications be left with a student to bring to Forman staff.
8. Prescriptions written by parents/guardians (who are prescribers) will not be accepted.
    a. Prescriptions written by parents/guardians who are MDs/prescribers will not be accepted.
9. Medication dosing and schedule will be strictly followed per Medication Authorizations.
    a. Forman will adhere strictly to the 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/guardian. Medication Authorizations cannot be amended by anyone other than the MD/prescriber.
    b. Parents/guardians 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, signed by parents/guardians. 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. Medication for students not using Petricone’s
    a. If your insurance company does not contract with Petricone’s, medications may be brought by a parent/guardian or designated adult to SHC for the student.
    b. Medications must be presented to the SHC by a parent/guardian or designated adult in original pharmacy containers (preferably blister-packed), not outdated, with labels legible and unedited.
11. Left-over medications at the end of the program

a. Left-over medications will be destroyed if not personally picked up by a parent/guardian or designated adult within three business days after the last day of the Forman Summer Program. Medications will only be sent home with parents/guardians or designated adults, not students.

12. Severe Allergic Reaction/Anaphylactic treatment
    a. Students who have a history of actual or potential anaphylaxis requiring an epinephrine auto-injector (i.e., EpiPen or Adrenaclick) are responsible for carrying one at all times. Forman requires the student's family to supply three epinephrine auto-injectors: one for the student to carry at all times; one to be kept in a locked dorm med box (accessible to dorm parents and nurses); and one in the SHC for backup use.
13. Student Health Center Standing Orders
    a. 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. Holistic/Herbal Supplements
    a. Diet pills, diet drinks, sports energy drinks such as Red Bull, and muscle enhancement or protein powder supplements are not allowed at Forman. One-hundred-percent whey protein powder is allowed for self-administration if a completed Medication Authorization Form is on file in the SHC.
    b. 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.
    c. 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.

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 this disease's real and imaginary threats. Accordingly, Forman 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 Forman's 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 strives to protect their rights and health while protecting others in Forman's community.
- It is vital that the school educate its students to understand the disease and the methods of its transmission, help them achieve a rational perspective of its actual risks, and 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.

POLICIES AND RULES

For any community to thrive, the community members 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 Director of the Forman Summer Program reserves the right to immediately suspend or expel any student whose conduct is injurious or poses an imminent threat to any school community member, including themselves.

In signing the school's contract, parents/guardians and students "agree to accept and comply with the school's rules and regulations." These rules and regulations, and 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/guardians and students also agree to abide by the decisions made by the 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.

MAJOR RULES

The goal of all disciplinary action at Forman is to deliver appropriate consequences to offenders and provide students with an opportunity to learn from their mistakes. However, certain violations will not be tolerated and may result in dismissal from the school. It is vital that students are aware of these major school rules. Students are forbidden to take part in the following activities, and violators are subject to an Administrative Review and dismissal from the 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, 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 their permission
- Being inside an opposite-sex dormitory without permission
- Sexual activity
- Leaving the dormitory after check-in and before 7:00 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 school's reputation 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.

DRUG AND ALCOHOL USE AND ABUSE POLICY

The use of drugs or alcohol is harmful and destructive to the well-being of students and the entire Forman community. The school is committed to a drug and alcohol-free environment. It will play its part along with parents/guardians, students, law enforcement authorities, and social service agencies to stop drug and alcohol use while the students are under the jurisdiction of the school. The school reserves the right to test students for drug or alcohol use.

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 providing a support system to help students stop self-destructive behavior.

While the school recognizes the need to support students seeking help with substance abuse, it is important to be clear about Forman's position. There is a difference between a student seeking help and a student who is caught. Any student caught violating school rules on drug and/or alcohol use or possession will be subject to an Administrative Review and will likely be dismissed from Forman Summer.

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 breaking general rules does not usually result in an Administrative Review Board or dismissal from the school, an accumulation of general rule violations may.

APPROPRIATE CONDUCT
Students are expected to conduct themselves appropriately in all situations. This means 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.

TOBACCO USE OR ANY PRODUCTS CONTAINING NICOTINE (i.e., electronic cigarettes)
Forman School recognizes the serious health issues surrounding tobacco/nicotine use and, therefore, has established a policy that deters tobacco/nicotine use and promotes healthy choices. Students are not permitted to use or possess tobacco/nicotine products while under school jurisdiction. An accumulation of tobacco/nicotine violations will result in:

First Violation -	Parent/guardian communication Loss of free time
Second Violation -	Parent/guardian communication. The student will likely be dismissed from the school.

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

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

STUDENT EMAIL EXPECTATIONS
Students are <u>required</u> to check their email at least once a day.

REQUIRED COMPUTING DEVICES
To ensure your student has the necessary technology for the Summer Program, all students are required to have either a MacBook Pro or MacBook Air with at least 256GB of storage and 8GB of RAM, or an Apple iPad with at least 64GB of storage. It is not necessary to have 4G on the iPad. If you choose an iPad, we recommend an external keyboard. It is recommended to have a valid manufacturer's warranty on your device(s) and to add AppleCare+ to cover the device for three to four years.

ADDITIONAL COMPUTING DEVICES

Students are encouraged to bring their own systems to campus. There are various computer labs that are available to students. If students wish to connect to the Forman School network with their own computers, they will get the best results by using at a minimum Apple OS X Monterey version 12.7.5 or Microsoft Windows 10/11.

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

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

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

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

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

GENERAL RULES FOR FORMAN SCHOOL NETWORK USE:

- Cyberbullying will not be tolerated.
- Users must access the network with their own account; never let anyone else use the network with their personal account.
- Using someone else's password, with or without permission, or posting a message using another's login name is a form of dishonesty and is subject to disciplinary actions.
- Public messages must not include personal attacks and should follow common, ordinary rules of

appropriate public language.

- Students are only allowed to connect to the Internet or Wireless that is managed by the school.
- Students are not permitted to access the school's network using an Ethernet cable.
- Students are not permitted to connect to the Forman-Adult wireless network.
- Laptop connect cards, as well as tethering devices, are not allowed.
- The computer systems on the Forman School network may not be used for personal storage of large files such as MP3 or picture files (unless needed for academic use).
- The school reserves the right to:
    - 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)
    - Limit storage space
    - Change its policy without prior notice to ensure the smooth and secure running of the Forman School network

INTERNET ACCESS

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

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

RESPONSIBLE DIGITAL CITIZENSHIP:

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

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

SAFETY

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

FORMAN SCHOOL NETWORK USE VIOLATIONS

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

CELL PHONE USE

Students may use cell phones during appropriate times only. Students and parents/guardians must understand that cell phones can create unintended challenges. Parents/guardians 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/guardians contact their student's cell service provider to set up limitations for usage after lights out (10:00 p.m.-6:00 a.m.).

The following are expectations for cell phone use:

- All cell phone numbers must be registered with the Director of the Summer Program
- 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 afternoon activities, evening activities, or after lights out.
- Cell phones and cell phone cameras may not be used to make audio and/or video recordings of any individual without their permission.
- Cell phones may not be connected to Wi-Fi.

Note: Violating appropriate cell phone use may result in immediate loss of cell phone privileges and confiscation of the phone. Forman is not responsible for lost or damaged cell phones.

DRESS CODE

Dress code expectations for the Forman Summer Program are casual. Students are expected to wear comfortable clothing appropriate for the activity they are doing. Students should avoid clothing with images or slogans that promote illegal activity or contain profanity. Students who are inappropriately dressed will be asked to change.

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 their treatment of faculty/staff members. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical, and visual harassment. Any harassment of a student, faculty member, or other school employee by a student is considered by the school to be unacceptable conduct and will not be condoned or tolerated. Appropriate disciplinary action will be taken against a student who engages in such conduct.

Students who believe that they are being harassed or assaulted should:

- Tell the individual to stop harassing them
- Immediately report the incident(s) to the Director of the Summer Program 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 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/guardians.
- No student may ride in a motor vehicle without permission from all parents/guardians involved and the AOD.
- Boarding students may not ride in day students' cars unless specific permission is given by all parents/guardians involved and the Director of the Summer Program or AOD.

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/guardians must agree to and sign a contract during the first week of the Summer Program, obtain stickers, and apply the stickers to the rear driver's side window. If a day student obtains a license during the Summer Program, they must see the Dean immediately to begin this process.
- Day students are not permitted to use their vehicles to go to town and back. Once at school, the vehicle should be parked in the designated area and remain there throughout the day.
- Day students may not allow boarding students to ride in their cars unless specific permission is given by all parents/guardians involved and the Director of the Summer Program or AOD.

LEAVING CAMPUS

The school must know 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 school's jurisdiction 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 AOD is required as described below
    - Leaving campus requires permission from the AOD
    - Weekends and overnights require permission from the Director of the Summer Program

AOD (Administer on Duty): 860.601.8543 (24 hours)
Director of the Summer Program: 860.567.6215