



# **Student & Parent Handbook**

## **2021-2022**

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# **I. Introduction**

Welcome to The Foundry! We are excited that you are part of what we believe is one of the best educational programs in the country. This handbook is a guide to help you succeed at The Foundry. The administration reserves the right to update the handbook at any time, when necessary. Parents will be informed of updates to the handbook by school-wide email, and a copy of the most recent handbook will be maintained on the school website. If, at any time, you have questions regarding these changes, please feel free to contact us.

## **Vision**

The Foundry redefines education by teaching students to harness their gifts and talents, so they can successfully reach their fullest potential through challenging, meaningful work in the classroom and the real world.

## **Mission**

To equip students for success.

## **Motto**

“Work hard. Be kind. Change the world.”

## **Honor Code**

On my honor, I pledge to...

- Practice compassion toward others;
- Commit to integrity, even when no one is watching;
- Work for justice;
- Take responsibility for my actions; and
- Treat everyone with kindness, respect, and civility.

As a student of The Foundry, I will pursue knowledge and wisdom to become a virtuous leader determined to make the world a better place.

## **Core Values**

In order to see that The Foundry’s mission is accomplished, the following values must be incorporated into the very culture of the school and its stakeholders:

1. Strong character is an essential facet of a meaningful life. In order for students to develop into the virtuous leaders of tomorrow, they must be determined to act with honor today.
2. Intelligence is plastic. With a growth mindset, all students are capable of learning and improving. With grit, gratitude, independence, and self-control, their present circumstances can be changed to achieve the future of which they dream.
3. Students are capable of complex critical thinking and problem solving, becoming stewards of their communities and the world and addressing critical societal and ethical issues.

4. Students learn best in an environment that breaks down the walls of a traditional educational institution to involve a diversity of subject experts, peers, teachers, and community leaders.
5. Engagement takes place when learning is relevant to the world around us and academic disciplines are integrated, fostering an appreciation of how they interact and form a whole.
6. In addition to academic knowledge, a practical understanding is required for future success. For that reason, a blend of relevant project-based learning and expeditions make up the heart of education for all students at The Foundry.
7. Global interdependence compels us to understand languages, systems, and cultures of people throughout the world.
8. Literature, music, and the arts are essential, timeless aspects of human existence.
9. Effective communication is often the only difference between a good idea and a successful initiative.

## **Diversity Policy**

The Foundry strives to create a diverse and multicultural environment, in which all members of our community are welcomed, respected, valued, and included. The Foundry's board, faculty, and staff are committed to creating and maintaining an academically and socially excellent learning environment. We acknowledge our responsibility to prepare our students to thrive in an increasingly diverse and interconnected world. We believe our students will be better prepared to lead as they expand their perspectives, are able to recognize the quality and value of different ideas and people, and become increasingly competent in understanding the various cultures they will encounter.

We acknowledge and respect the differences of opinion that exist around political and social issues in our community. Therefore, The Foundry promotes the free flow of ideas and will introduce our students to a wide variety of thought while avoiding bias in all school programs and functions. We reaffirm our non-affiliation and support no political, religious, or social agenda. We are a community that will not tolerate bigotry, harassment, discrimination, complacency, or mediocrity. These elements destroy our ability to educate our students to live as effective citizens in a democratic society.

We understand diversity as an umbrella term that includes but is not limited to race, color, gender, nationality, ethnicity, religion, social and economic class, and age, as well as other characteristics that contribute to each individual's interests, skills, and learning styles.

## **Non-Discrimination Policy**

The Foundry admits students who possess the motivation, ability, and character which would enable them to succeed in our school community. All students are entitled to enjoy the rights, privileges, programs, and activities made available by the school. The Foundry welcomes students of any race, color, or national/ethnic origin.

## **II. Admissions**

### **Admissions Steps**

1. Speak with the Headmaster to have any questions answered.
2. Complete the online Application for Admissions and submit the application fee.
3. Obtain school records/transcripts.

- a. Complete the Transcript Request form, and provide it to your student's current school.
  - b. Send a Teacher Recommendation and a Principal Recommendation to applicant's current school for completion and return to The Foundry. For homeschoolers, recommendations can come from teachers, Scout leaders, coaches, pastors, etc., but not from family members.
4. Participate in a placement test and a parent/student interview with the Admissions Board.
  5. When a student's application file and placement test are complete, they will be reviewed by the Admissions Board for acceptance. Parents will be notified of an applicant's acceptance.
  6. Complete registration packet:
    - a. Student Release Authorization
    - b. Tuition Agreement
    - c. Release of Liability and Medical Treatment Authorization
    - d. Media Consent
    - e. Copy of Student's Birth Certificate (or equivalent documentation)
    - f. Certificate of Immunization (Form 3231)
    - g. Medication Authorization (if applicable)
    - h. Allergy Information
    - i. Technology Agreement
    - j. Health History/Consent
    - j. Student and Parent Compact
  7. Pay tuition deposit and Curriculum Fee.

## **Admissions Criteria**

The Foundry seeks to enroll students who love to learn and are of good moral character. Students are admitted on the basis of academic testing, school records, personal recommendations, and an interview. Currently enrolled students who do not re-enroll by the posted deadline of the current academic year are not guaranteed a place in the student body of the upcoming school year. Open spots will be filled during open enrollment. All candidates are carefully considered. No student has the presumed right to re-enrollment. We strive to make a fair decision based on the services our school can provide for each student, as well as what the student can contribute to The Foundry. The school welcomes students of any race, color, or national/ethnic origin. We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

## **Payment Schedule and Policies**

The current Tuition and Payment Schedule, including the various payment options, can be viewed at the [www.thefoundryschool.org](http://www.thefoundryschool.org) or obtained through The Foundry's office.

Extracurricular fees, fees for excursions and outings, and graduation fees are examples of items not included in tuition. These charges will be separately invoiced by The Foundry's office.

If there is a balance due on your student's account, an email notification will be sent early in the month by The Foundry notifying you of the need for a payment.

Payments may be made by check or money order. As noted in the Tuition and Payment Schedule, a monthly handling fee will be added to the multiple payment options.

## Terms and Conditions of Enrollment

1. The non-refundable first tuition payment for the current academic year is due upon acceptance on or before April 1. The signed Tuition Agreement, Registration Packet, and deposit should be submitted by the required date.
  - a. Failure to pay the full, non-refundable first tuition payment in good funds on or before the due date may result in the student's position at The Foundry being vacated.
  - b. Late payment of the full first tuition payment, plus late fees as specified in the Tuition and Payment Schedule, will guarantee reinstatement of the student's place.
  - c. Failure to pay the full first tuition payment and the applicable mandatory late fee may result in the student being placed on the waitlist.
2. The Foundry offers payment plans to meet your family's financial needs.
  - a. Failure to make tuition payments in full within one week of the due date could result in the student's position at The Foundry being vacated.
  - b. Tuition payment, accompanied by late fees as specified in the Tuition and Payment Schedule, made no later than on the tenth of the month, will allow the student's position to be reinstated.
  - c. Failure to pay the full tuition payment plus the applicable mandatory late fees within ten days after the due date will result in the requirement that the full annual tuition plus the mandatory late fees be paid in order for the student's position to be reinstated. Such reinstatement is possible only if space is available.
3. Financial Responsibility: As stated in The Foundry Tuition Agreement, the parent(s) or guardian(s) signing the contract is (are) financially responsible for the full amount of the annual tuition.
4. Cancellation of Enrollment
  - a. By withdrawing a previously registered student after June 1 and before the start of the academic year, the parent/guardian will be responsible for one quarter of the annual tuition. If a withdrawal occurs after the start of the academic year, the parent/guardian will be responsible for tuition for the entire year. Families who choose to withdraw their student(s) from The Foundry must notify The Foundry in writing. The payment of tuition is a serious commitment, and it is important to stay current in making tuition payments.
  - b. Withdrawal for Non-Payment: If a student is withdrawn for reason of non-payment, The Foundry reserves the right to withhold grades and/or an official transcript from a receiving school until all outstanding financial obligations to The Foundry are paid in full.
5. Timeliness of Payments: A payment will be considered "late" and the full mandatory late fee will be due if payment is not received in The Foundry office by 5:00 p.m. on the due date.
6. Statements of Account: The email address provided by the financially responsible parent(s) or guardian(s) will be considered your email address of record unless the school is otherwise notified in writing. Email notification will serve as your reminder to pay. Non-receipt of such notification does not change the requirement for you to make tuition payments on time in accordance with the Tuition and Payment Schedule and on the current Tuition Agreement.

7. **Returned Payments:** Payments returned by the bank for any reason constitute nonpayment of fees. In addition to the mandatory late fees that may result due to a returned payment, The Foundry will impose a service charge for each returned item. The Foundry reserves the right to require payment by cashier's check.
8. **Other Charges:** Charges for miscellaneous supplies or fees will vary according to the student's grade level and participation and will be invoiced accordingly as they are incurred. Payment of these fees is due within 30 days, unless otherwise specified. The Foundry reserves the right to charge a late fee on charges not paid within 30 days.
9. **Other:**
  - a. The Foundry reserves the right to remove a student from enrollment at any time if, in the judgment of school administrators, that student's industry, attendance, progress, conduct, or influence, on or off campus, is not in keeping with the school's accepted standards, or if that student fails to abide by the rules and policies of The Foundry as stated in the current edition of The Foundry Handbook. There will be no refund of any tuition or fees paid in the event that such removal occurs. Furthermore, any unpaid balance on the student account will be payable in full in accordance with our published Tuition and Payment Schedule.
  - b. If information developed or considered after the Tuition Agreement date but prior to June 1 of each calendar year suggests the inappropriateness of attendance in the school by the student concerned, the school reserves the right to withdraw an offer of re-enrollment or new enrollment. In such a case, the terms of the Withdrawal Policy in the Tuition Agreement remain in effect.
  - c. At the time of graduation, if a graduating student's account reflects an unpaid balance, the school reserves the right to withhold final grades and/or an official final transcript, to withhold a diploma, or to otherwise decline to certify the student's graduation until all outstanding financial obligations to The Foundry are fully paid.

### **III. Daily and Routine Expectations**

#### **Arrival**

Classes begin for all high school students at 8:00 a.m. on Monday through Friday. Students should not arrive earlier than 7:30 a.m., and it is suggested that they arrive no later than 7:50 a.m. If students are not in their seats at 8:00 a.m., they are considered tardy.

#### **Dismissal**

Dismissal begins at 3:30 p.m. Monday - Friday. Parents may not presume that the school will supervise their students after fifteen (15) minutes past dismissal.

#### **Early Dismissal**

If it is necessary to have your student released early from school, please call the office at least one hour ahead of time. A pass will be issued and sent directly to your student with the dismissal time you are requesting. If you do not call ahead of time, we cannot guarantee that your student will be ready for dismissal at the desired time. Advance notice allows staff to locate a student and have him or her ready to leave prior to your arrival.

## **Lunch**

Students will have a 30-minute lunch break daily. The Foundry does not offer food services. Students should bring a snack, lunch, and a water bottle from home.

## **Attendance and Absences**

Compulsory Attendance Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. The Foundry defines the calendar year as 180 days. Students are expected to be in attendance for the full school day. Students who check in late or check out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

Whenever students are absent for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their student's teacher no later than the third day following the student's return to school after their absence. After five personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.

All students are expected to attend daily unless they are ill or a family emergency occurs. A call to the office regarding an absence should be placed as soon as the parent is aware of the absence. It is the responsibility of the individual student to make up any missed work. All assignments are listed on The Foundry's Google Classroom and SIS, and any missed notes should be secured from fellow students.

Students may be excused for the following reasons: illness, death in immediate family, religious holiday, instances in which attendance could be hazardous, deployment of a parent, etc. Other circumstances may arise in which parents request absences for vacations, etc. These will be granted on a case-by-case basis according to the student's academic and disciplinary standing.

Students are permitted five "Parent Excuses" per school year. A Parent Excuse is an excuse written by a parent/guardian that excuses the student from school for absences pertaining to illness, vacation, etc. If a student is absent five consecutive days or more because of illness, a medical doctor's statement must accompany the student upon returning to school. Additional absences may warrant a meeting with administration. Students who are not in attendance miss important classroom instruction which cannot be made up by completing homework packets. Students missing more than 20 days of school may not receive credit for the year's work, and this may prevent the student from being promoted to the next grade level.

Students will be given a reasonable amount of time to make up work with an excused absence. In most cases, make-up work is due within the number of days absent. For example, if your student is absent three days, they will be given three days to make up the work. If necessary, please make arrangements with your student's teachers for the expected due date of completed make-up work. We ask that you contact teachers to make arrangements for a student's missed assignments. Parents will need to call the office to arrange pick up of the work missed. It will be available at the end of the school day.

## **Tardiness**

Being on time to school allows the student to be prepared and in the right frame of mind to begin the day. It is an interruption and distraction when a student arrives late. We want to teach our students that being punctual is important and to be considerate of other students in class. We ask that parents conform with this requirement.

Students will be considered tardy when not seated and ready to begin class by 8:00 a.m. Late students must check in at the office before proceeding to class, and a parent or guardian will be notified by email. For students who repetitively arrive late and/or check out early without a doctor's excuse, three or more occurrences per quarter will equal one unexcused absence. These absences will be recorded on report cards and permanent records.

## **Weather Events**

In the case of weather conditions (hurricanes, snow, etc.), The Foundry will follow the Fayette County School System's lead to call school dismissals and closings. Whenever possible, classwork will be posted online for students to complete.

## **Care of School Property**

Students are responsible for all textbooks, library and classroom books, athletic uniforms and equipment, and all other school property issued to them during the school year. All lost or damaged books or other school property must be paid for.

Student records will not be released until all outstanding fees are paid.

## **Communication**

1. The Foundry maintains a website that allows parents and students to access daily information about school programs, events, policies, procedures, and various necessary documents. The calendar is intended for parents to keep apprised of school activities and events.
2. A web-based gradebook will give daily updates about class homework and student grades.
3. E-Mail Blasts: Regular email blasts are sent to all parents, groups of parents, and students regarding important updates, changes, and information about school events and activities. It is vital that the school has a current email address for each parent and student. Please ensure your email address is current.
4. Newsletter: School newsletters will be published throughout the school year and will be emailed to the parent and student email addresses provided in your registration paperwork. Both faculty and administration may report timely information about the school and upcoming events.
5. SLCs: Students participate in Student-Led Conferences (SLCs) where accountability occurs by students explaining to parents how targets have or have not been met.
6. POLs: Presentations of Learning are public presentations made to teachers, students, and parents that reflect on the school year, what a student learned, how they can improve, etc. The audience is allowed to ask questions.
7. Teacher Accessibility: Teachers will be available by phone or email for certain hours outside of school. They will post how they can be contacted within their syllabus.

## **Dress Code**

In order to facilitate and maintain an effective, healthy, and safe learning environment, the Headmaster and Board have developed a business casual dress code policy. The purpose of this dress code policy is twofold: to prepare students for the business world and to prevent distractions in class and on campus. All students are expected to wear clothes that comply with this dress code policy to school on all regular school days and on field trips. Project Days are usually an exception to the business casual requirement.

Unless otherwise directed, students can wear jeans, shorts, and shirts that are both modest and appropriate for the work being done during project time. Students who choose not to comply by wearing inappropriate or immodest attire will be sent home with an unexcused absence.

Students or parents requesting an exemption from any provision of this dress code policy for religious or other reasons should contact the Headmaster directly.

## **Excursions**

Excursions are considered a crucial piece of the educational model at The Foundry and are not optional. Parents will be given a monthly calendar and permission form to cover the off-campus activities. Because of our staffing, if parents choose for their student to not participate in an activity, he or she will need to stay home.

Parents are welcome and encouraged to participate, and drivers may be required. All drivers are required to show proof of insurance and will have a driver's license on file at the school.

Excursions are a privilege and not a right. Students who are unable to follow set rules during school will not have the opportunity to attend excursions.

## **Junior Fellowship Program**

The objective of The Foundry Junior Fellowship Program is to help students identify their skills and passions and define a pathway to utilize those skills and passions in a future career field. The program is designed to equip students with the knowledge and skills needed to realize their vision. This is accomplished through a deliberate plan of either on-the-job learning that increases in responsibility and accomplishment as the students progress through high school or completing an in-depth research project. First-year students will spend the year preparing for the program and the expectations in the workplace.

All students will participate in The Foundry Junior Fellowship Program, choosing one of the three options:

1. A summer internship;
2. An after-school semester-long internship; or
3. An in-depth semester research project.

## **Dance Policy**

All Foundry students are eligible to attend school dances as long as they are in good standing with school policies. Students who attend a dance are expected to follow all school rules, dance behavior guidelines, and dance dress code. Once at the dance, all students must remain until the published time for the end of the dance.

The school reserves the right to refuse the entrance of any guest to the dance. Students will be asked to cease any inappropriate dancing and asked to leave if said behavior continues. Refunds will not be issued.

All students who wish to attend a dance and bring a non-Foundry guest must abide by the following rules:

1. Fill out and submit a guest pass form. Note: All guests must be between the ages of 13 and 18 (no 6th-8th grade students). A guest cannot be older than 18, unless the guest is a Foundry

alumnus from the previous year's graduating class or prior approval has been granted by the Headmaster.

2. All guest passes must be turned into the Headmaster for approval 7 days prior to the dance. Late guest passes will not be approved.
3. Sponsor, sponsor's parents, guest, and guest's parents will be held responsible for the behavior of the guest.

## **Student Drivers**

All student drivers must have a parking permit form registered with the school. A copy of the student's driver's license and insurance information must be provided as well. Rules regarding student driving are as follows:

1. All student vehicles on school grounds must be registered in the office. A Foundry parking permit must be visible in the window.
2. Students are to drive no faster than 5 mph while on school property.
3. Transportation to and from school is outside the control of The Foundry. Parents should be aware of who is driving their children.
4. Students may not transport students other than siblings during the first six months of driving.
5. Students may not go out to the parking lot during school hours, i.e. the car is not a locker.
6. Student drivers may not drive other students from The Foundry to school activities without written parental consent supplied to the school office.

Any violation of the above rules could result in the loss of driving privileges while on campus.

## Grading Policy

Report cards will be issued at the end of each semester.

Students will receive number/letter grades for assignments. The grading scale is as follows:

Final Grade (Whole Number %)	Letter Grade Equivalent	GPA Equivalent
99-100%	A+	4.33
91-98	A	4.00
90	A-	3.70
89	B+	3.50
81-88	B	3.30
80	B-	3.00
79	C+	2.50
71-78	C	2.00
70	D	1.00
0-69	F	0.00

Habit of Work and Learning (HOWL) rubrics will be issued for classes and work habit categories. While tests, homework, and class participation are vitally important to success in school, averaging together behaviors and learning can obscure academic progress and achievement, making it much harder to determine in what areas students are excelling or struggling. Has the student failed to grasp critically important concepts, or did she simply not turn her homework in on time? Is it a learning problem or a behavioral problem? What kind of support does the student need to address the issue and succeed in the course?

HOWL systems are designed to identify specific learning gaps and academic needs which teachers can then use to inform instructional adjustments, interventions, and academic support. Student work habits, behaviors, and character traits are essential to academic success, which is why The Foundry monitors HOWL and reports these habits for students and parents.

## Academic Support

Student academic progress will be reviewed every three weeks. Any student with two Ds, one or more Fs, or a GPA that falls under 2.0 will be placed on Academic Support under one of the following designations:

1. **Academic Review** is a designation for students whose grades show two Ds, one or more Fs, or a GPA that falls under 2.0 at the end of a three-week cycle. These students will be required to meet briefly with their House leader twice a week and attend daily after-school study sessions until the next review process. Any student who is late for, or does not attend, an after-school

study session will have an additional study session added to the end of his or her review period. The following rules apply for a study session:

- a. Students must bring their work.
  - b. Study sessions are silent.
  - c. Group work is not allowed.
  - d. No breaks are given.
  - e. Students will be released at 4:45 p.m.
  - f. Technology should be used solely for academic purposes.
2. **Academic Warning** is a designation for students whose grades include two Ds, one or more Fs, or a GPA that falls under 2.0 at the semester grading period. Academic Warning applies to the semester following the grading period. A student does not need to be on Academic Review prior to being placed on Academic Warning. Requirements of students on Academic Warning include the following:
- a. Attend a meeting with a parent, House leader, and the Headmaster at the beginning of the semester term.
  - b. Attend two hours of tutoring per week, either at or outside The Foundry, and submit a record of tutoring when asked by the Headmaster until grades improve to a C or better.
  - c. Meet with House leader regularly to review grades, discuss current academic standing, and develop an academic plan for successful improvement.
  - d. Schedule appointments with teachers, as appropriate.
  - e. Suspend participation in Foundry extracurricular and school-sponsored activities at the discretion of the Headmaster until grades improve to a C or above.
3. **Academic Probation** is a designation for students whose grades show two Ds, one or more Fs, or a GPA that falls under 2.0 at the end of two consecutive semester grading periods. A student does not need to be on Academic Review or Academic Warning prior to being placed on Academic Probation. A student on Academic Probation must complete the same requirements as Academic Warning, may be asked to add additional tutoring hours, and may not participate in extracurricular and other school-sponsored activities. The final decision as to whether a student on Academic Probation will be allowed to continue at The Foundry will be made on a case-by-case basis.

The Headmaster will notify parents in writing when a student is placed on Academic Review, Academic Warning, or Academic Probation. House leaders will meet with a student to devise a plan for making up a course for which a student received a D or an F. Students are required to remediate any F in order to graduate from The Foundry. If a course is failed at the end of a semester and the student is permitted to remain at The Foundry, the student will be required to take the course again, which, in some cases, may delay graduation.

If a student on Academic Warning or Academic Probation wishes to attend a school-sponsored event during the Academic Support period, he or she is required to write a letter to the Headmaster. The letter should include which event the student is attempting to attend and what progress he or she is making toward grade improvement, and the letter must be submitted no later than one week prior to the event.

## Course Placement

The Foundry intends to offer dual enrollment options to students who qualify. Those classes will take place on our campus during normal class hours. Dual enrollment carries the same weight as AP as a course of rigor. College-prep courses, such as dual enrollment, are designed to allow students to achieve

a solid grasp of the fundamentals of a subject area. The college-prep course prepares students for college-level work in a subject area and allows students numerous opportunities to demonstrate and apply their knowledge of a subject area.

## **Student Support Services**

For assistance with Special Education, 504, or At Risk services, please contact the Headmaster.

## **College and Career Counseling Services**

College admission focuses on appropriate academic rigor, extracurricular achievement, dual enrollment, soft skill development, and projects. Students will, therefore, be made aware of the importance of course selection, academic success, internships, service, and extracurricular commitment.

The primary emphasis in college admission is the high school transcript. Students have the opportunity to excel according to their own drive and strengths, especially in math. Teachers and school administrators establish an academic floor but are constantly pushing students to move beyond the status quo in both mindset and academic ability.

Foundry students are encouraged to take a minimum of one SAT and one ACT by the end of sophomore year. The House system is designed as a college prep platform with test prep, essay practice, college visitations, scholarship applications, and college applications figuring prominently.

The college counseling team will maintain contact with college representatives throughout the year, set up regular visits to college campuses, and routinely represent The Foundry at professional conferences. College representatives will be invited to visit The Foundry annually to meet with students. Students will maintain a digital portfolio beginning their ninth grade year as a collection of personal bests -- a cloud-based story of their development and artifacts of accomplishment that is easily shareable in full or in part and organized for presentation.

## **Health Services**

If a student has a fever or displays other symptoms of illness, the parent/guardian will be notified. The student must then be picked up as soon as possible both for his/her protection, as well as that of other students and staff.

Please note the following:

1. It is essential that home addresses, phone numbers, and emergency contacts be kept current. Please notify the office immediately of any changes.
2. Students who need to take prescribed or over-the-counter medication, including inhalers and Epipens, must have a Medication Authorization Form signed by the parent and physician before the medication can be brought to school and administered to the student at school. The medication and form must be left in the school office, and the original pharmacy label must be on the item. The school cannot administer medicine, including any over-the-counter medications without the aforementioned form being completed.
3. An Allergy Information Form must be completed for each student, indicating whether or not the student has any known allergies and providing treatment instructions.
4. Students who will need the aid of orthopedic appliances or equipment (such as a cast, crutches, wheelchair, or sling) must provide a note, including specific instructions or activity restrictions, from their physician.

5. Students may not carry or self-administer medication without a Medication Authorization Form. This policy also applies to over-the-counter medication.
6. If, for any medical reason, a student needs special accommodations, please contact the office and provide a doctor's note with the medical explanation.

If your student has any special health needs, please inform the office as soon as possible.

## **Homework**

The amount of homework students are expected to complete each evening varies according to grade level. Students should manage their after school time so that an appropriate amount of time is allotted to comfortably accomplish all work.

It is the philosophy of The Foundry to require homework from students. Teachers provide assignments for the week. Homework will be posted online with notice. This enables the student to take charge of his or her workload and plan appropriately.

Teachers often assign homework to be completed over time. It is the school's belief that this assists students with time management and planning. Parents are advised to monitor the completion of assignments through the learning management system to prevent last-minute frustration. Providing a quiet environment, regular time for completing homework, and a printer is essential. Reading is intrinsic to learning and is in addition to homework.

No regularly assigned homework shall be assigned over the Thanksgiving, Christmas, Winter, or Spring breaks unless approved by the Headmaster in advance. Should a student fall behind, however, make-up work may need to be completed during school breaks.

## **Personal Property**

**Lost or Stolen Items:** The Foundry is not responsible for lost or stolen items. Keep this in mind when assisting your student with the selection of personal property he or she chooses to bring to school.

**Lost and Found:** Please label everything sent to school. Unmarked items not claimed will be placed in the Lost and Found for a short period of time. If they are not claimed, they may be discarded, sold at campus sales, or donated to charity.

The Foundry is a Bring Your Own Technology (BYOT) campus. Laptops, tablets, and other devices used for educational purposes are allowed. Students must respect their teacher's instruction as to when and where to use technology appropriately. Should any devices be used inappropriately they will be confiscated and returned at the end of the day. If unapproved device use is a continuing problem, parents will be called and must come to the campus to take possession of the device and the student will lose the privilege of BYOT. This includes before and after school and at any school-related function such as games, dances, field trips, etc. For more information, see the Technology Agreement.

## **Visitors**

For the protection of the students and the security of the school, visitors and parents on campus must call the school office first. For the purpose of campus-wide security, visitors and parents who will be visiting any other part of the school will be given appropriate identification while on campus. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking through the office first.

## **Volunteers**

The Foundry encourages parents/guardians, and other members within our school community to share their time, knowledge, and abilities with the school in line with our mission to provide an excellent education to our students.

The Foundry recognizes that volunteers enrich the educational programs, enhance supervision of students, and contribute to school safety while strengthening the school's relationships with parents and friends. The Foundry also encourages parents and friends to serve as mentors in modeling virtuous behavior to help support and motivate our students in fulfilling the school's mission.

Please note that, if you wish to volunteer on campus or volunteer on an outing, you must complete a background check.

## **Media Release**

The Foundry reserves the right to make, produce, reproduce, exhibit, publish, transmit, and distribute by means of live broadcast, video tape, print, and photograph, your student's likeness, photo, grade, and actions as an individual engaged in school activities. Your student's image may appear in occasional candid photographs without identification. Should your student's interview be requested by a third party, a parent or guardian will first be notified.

Parents who wish that their child not be photographed or videotaped for publication by the school (for the website, newsletter, social media, or other school publication) need to indicate their preference on the Media Consent form. The school will make every effort to honor the wishes of the parent/guardian. Nevertheless, parents should be aware that cell phone recording and photography may occur without the school's knowledge.

## **IV. School Discipline**

### **School Discipline Policy**

The primary goal of The Foundry is to create a heritage of students who understand the need for virtue, are of discerning character, and possess the knowledge and ability necessary to positively impact the world around them. Vital to the success of this goal, The Foundry's discipline policy has been designed to provide an atmosphere of civility in which due respect is given to teachers, staff, and individual students, as well as institutional and personal property. Thus, students are expected to adhere to the general rules of the school as well as those established by each teacher within his or her classroom. However, students are humans and apt to make mistakes, to test boundaries, and to misbehave.

In order to effectively address such situations, The Foundry will adopt the Love and Logic Discipline plan, characterized by the recognition that every student be treated as a unique individual. We, as a staff, will create disciplinary actions that are consistent with a set of basic principles which serve as the basis for all decisions regarding the treatment of discipline problems. Those beliefs include the following:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher or administrator.
2. Students will be guided and expected to solve their problems or the ones they create without creating problems for others.
3. Students will be given the opportunity to make decisions and live with them, good or bad.

4. Misbehavior will be handled with natural or logical consequences, rather than punishment, whenever possible.
5. Discipline is seen as an opportunity for individual problem solving and preparation for the real world, not a personal attack.
6. Students will be encouraged to request a due process hearing whenever consequences appear unfair.
7. School problems will be handled by school personnel; criminal activity will be referred to the proper authorities.

Our prescriptive discipline plan emphasizes consistency in addressing problems. Teachers will not ignore misbehavior, and basic principles will be adhered to. There are, however, penalties or consequences for violating some rules that cannot be excused or changed by school staff. Those include, but are not limited to, the following:

- Possession of illegal drugs
- Possession of alcohol
- Possession of weapons
- Acts of sexual harassment
- Misuse of internet

We see our teachers as professionals who have chosen to teach from a love of students. Through teacher training, teachers can and will make decisions based on a thoughtful analysis of the situation. Our staff will agree to deal with the misbehaving student in a way that is appropriate to the situation. They will deal with discipline on their own terms and on their own time schedule.

Teachers will take into consideration five critical conditions that must be addressed before a situation is addressed:

1. The precipitating events
2. The student's intentions
3. The personality and temperament of the student
4. What actually happened
5. The damage or hurt caused by the misbehavior or rule violation

## **Plagiarism, Cheating, and Falsification**

The Foundry believes it is the role of administrators and faculty members to educate students on what constitutes cheating and plagiarism. The Foundry also believes there must be a clear policy for how these forms of academic dishonesty should be and will be addressed.

Practical examples of the three major forms of academic dishonesty are as follows:

Plagiarism:

- Submission of someone else's work as one's own, whether the material is paraphrased or copied verbatim
- Improper acknowledgment of sources in essays or papers
- Submission of material that has been edited or revised by another person that results in substantive changes in content or style
- Unauthorized collaboration on a project, homework, or other assignments

#### Cheating:

- Use of any external assistance in the completion of an academic assignment, test, or quiz (unless permitted by faculty). This includes communicating with fellow students; allowing another student to copy; or possessing or using unauthorized notes, a calculator, or any instrument (such as cell phones) that can convey exam answers.
- Submission of altered work after grading, including changing answers after an exam or assignment has been graded and returned
- Obtaining for self or others a solution to homework or other assignments, or a copy of an exam or exam key without the expressed consent of the instructor
- Use of an essay, term paper, or project in more than one course without permission of the instructors of both courses
- Completion of any coursework for another student, or allowing another individual to complete one's own coursework
- Allowing another student to see completed assignment prior to the due date and enabling the student to copy or cheat, even if unintentional

#### Falsification:

- Submitting material for lab assignments, class projects, or other assignments that is wholly or partially falsified or otherwise does not represent work undertaken by the student

#### Procedures for addressing academic dishonesty:

Final grades in any course are based on the faculty member's evaluation of the student's achievement in the course. When a student is suspected of having engaged in any form of academic dishonesty, the suspected infraction is to be reported to the Headmaster immediately for consideration of disciplinary proceedings against the student. Until such proceedings, if any, have been completed, the grade "I" (Incomplete) shall be assigned for that assignment or course. If, in such disciplinary proceedings, it is determined that the student did engage in academic dishonesty, the Headmaster shall report back to the faculty member of the course involved the nature of the dishonesty, and the student shall receive an "F" (Fail) on the assignment. The faculty member will notify the student and parents, stating the reasons for assigning the "I" during the course of the investigation. The Headmaster will inform all parties of the outcome of the investigation.



### **Student & Parent Compact**

By signing this compact, I confirm that I am familiar with the contents of The Foundry’s Student & Parent Handbook, and I agree to abide by the policies and guidelines listed therein. I understand that consequences will follow as a result of my noncompliance with the policies and expectations stated within the Handbook. Failure to read the material contained in this Handbook does not excuse me from observing the information therein.

The Board and Headmaster retain the right to amend the Student & Parent Handbook, if necessary. If this occurs, parents, guardians, and students may access an updated version on our website.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Current Academic Year: \_\_\_\_\_