



FORGE SCHOOL

POLICY AND PROCEDURE MANUAL



THE PURPOSE OF THIS HANDBOOK IS TO OUTLINE THE SCHOOL AND FAMILY PARTNERSHIP.

SCHOOL LOGISTICS

Days & Hours of Operation

School is held Monday-Friday from 9:00 a.m. - 3:00 p.m.. Some days may have an earlier start time or pick up time due to a planned expedition or field trip. Students are expected to arrive on time and students must be picked up no later than 3:15 p.m. unless otherwise arranged with an educator.

Wellness and Nutrition

Parents need to provide their student(s) a snack and lunch daily unless otherwise communicated. These should be meals that do not require heating. Each student is required to have a water bottle every day to facilitate proper hydration. If your child has a severe food allergy, it should be noted on their Emergency Medical Information form and their educators should be alerted as well.

Birthdays

If you wish to celebrate your child's birthday at school with their classmates, please ask our Educators for suggestions. Forge makes an effort to minimize snacks and treats high in sugar content.

Student Sustainability Practices

We aspire to be an environmentally friendly school and to teach our students about sustainable living practices that minimize waste, impact and footprint. We suggest practices such as:

- Reducing the number of single-use items or disposable products.
- Reusing and repurposing items rather than buying new
- Recycling practices

Emergency Information

Each student must have an Emergency Medical Information and Permission to Treat form on file with the school. Students will not be allowed to attend school unless their medical information has been submitted. Parents are responsible for keeping the school informed of any changes.

In the event of an emergency involving the entire school, students will be transported to our designated Temporary Relocation Site - The Southside parking lot of Caldera High School.



Expeditions and Overnights:

Expeditions and overnight trips are a fundamental Forge experience. To participate in such events, students must have an Overnight Permission Form, Medication Administration Form and a Waiver, Release of Liability Form signed and on file with the school.

Medication

School educators may administer medications to students only if the following guidelines are met;

- Medication needs to be prepackaged in daily dosage requirements and clearly labeled. For example, morning dose, afternoon dose and evening/night dose. Educators will not administer medication unless prepackaged in correct dosages with labels. Medication must be provided to educators so they can keep the medication stored appropriately.

Snow Day/Delayed Start/Early Release:

We will assess the situation for each occurrence and if we decide that the risk of getting children to school poses excessive safety concerns, we will close school for that day (Snow Day). Alternatively, we may elect to call a Delayed Start Day. This means that school will start on a 2 hour delay, but will end at the normal time. If either of these options are put in motion, you will be notified by text by 7:00 a.m.

If weather conditions worsen during the school day, and the risk of getting students home creates safety concerns, we will announce an Early Release. This message will go out via text.

Facilities:

Forge adheres to risk management and safety plans for all activities; both on campus and off. Students are expected to act in accordance with the guidelines, procedures, and policies outlined in the documents at all times, as instructed by the responsible adults for that expedition or excursion. Failure to do so will result in removal from the trip or activity. Our Educators are all trained in First Aid. One of our Educators is a certified Wilderness First Responder and a second is certified in Wilderness First Aid.

The plans may be viewed by clicking the following links.

[Wilderness Emergency Procedures](#)

[Challenge Course Elements Recommendations and Emergency Procedures](#)

[Risk Management: Biking](#)

Same with expeditions and overnights.



SCHOOL POLICIES

Attendance Policies

Please call, text or email our educators when your child is going to be absent either due to illness or vacation.

Learning Summits

Students are expected to be present for the twice yearly Learning Summits. These summits are the culmination of all the work the students have executed, learned and integrated throughout the learning cycle. These summits are an opportunity for students to share their body of work, practice their presentation skills, demonstrate that they have mastered the curriculum concepts and to support their fellow students. We strongly encourage parents and extended family and friends attend.

Maintaining a Healthy Campus

If your child develops a fever or a stomach virus or other signs of a communicable viral or bacterial infection, please keep them home until they are no longer contagious.

Tardiness

Being on time for school is vital to one's academic success. Tardiness to school disrupts the learning environment and does not show respect for oneself or others. If a pattern begins to develop where a student is often tardy and it leads to class disruption and having to be caught up by educators, the parents will be notified so the issue can be addressed.

Excused Absences

Absences are considered "excused" when the parent notifies the School that the child will not be in attendance. Valid excused absences include, but are not limited to, hospitalization, death in the family, religious or cultural holidays, family emergency, court appearance, testing or evaluations.

Illness

Parents may excuse their child for two illness periods (i.e. one cold and one flu), afterward each period of illness must be accompanied by a doctor's note.

Family Vacation

Please schedule vacations and appointments so your child misses as little school as possible. When a student is absent for any reason, that student and his or her family are responsible for finding out what assignments/projects he or she will miss, and for being sure that all missed work is made up. This make-up work is often project based and it may require the student to stay late after school or come to school on the weekends to catch up. Family vacations are considered excused absences when make-up work is completed before leaving or upon return.

For vacations shorter than five days, notification must be given to the educators at least one week in advance of the vacation. For vacations longer than five days, notification must be given to the educators at least four weeks in advance of the vacation. Educators, students, and parents will create a clear plan for how the student will be held responsible for learning while away from school. Due to the nature of fieldwork, make-up work for fieldwork is often impossible to deliver, thus unplanned vacation absences are discouraged. The responsibility to make-up all academic components is on the student. Students who accrue more than 15 excused absences are subject for re-enrollment review by the Head of School and Educators.

Return of Equipment Upon Disenrollment

If a student/family voluntarily or involuntarily disenroll from Forge, all equipment is to be returned to the School in working order. This includes the iPad, iPad pencil, chargers, case and keyboard and digital camera.



CODE OF CONDUCT

The following school policies outline our expectations for our school's Code of Conduct. Each student and family is expected to agree to and abide by this Code of Conduct and will be asked to sign an enrollment agreement before each school year that confirms that they understand and agree to follow these expectations. All students and parents are expected to demonstrate Forge's character values.

Respect for Cultural Diversity

We believe that the intellectual, emotional, social, and psychological development of our students happens most effectively in a community that embraces and values diversity, whether based on cultural and ethnic background, nationality, socioeconomic status, gender, sexual orientation, gender identity/expression, religion or creed, ability/disability, learning style, age or generation.

Respect for the Learning Environment

Repeated interference with the school's ability to provide educational opportunities to other students does not help us provide a respectful environment for all students, and we expect each student to uphold this standard.

Respect for Community Members

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity. We combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, promotes hate or violence, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. The School invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their Educator or the Head of School or another trusted adult so that the School can respond appropriately.

Harassment & Physical Contact

Students may not use any language or behavior that ridicules or criticizes another individual. Students may not use suggestive, rude or offensive words, hate speech, gestures, or actions. Harassment is a serious offense and can result in disciplinary action by administrators. Students may not touch, push, punch or physically threaten or harm another person. Incidents will be addressed using best practices to ensure that the physical and emotional safety of all persons is not compromised.

Bullying

We have a zero-tolerance policy on bullying and are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. Forge defines bullying as, "unwanted, aggressive physical and/or verbal behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time." Accordingly, the School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The School does not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, related to a School activity or School attendance that occur at any time, including, but not limited to, any of the following: while on School grounds, while going to or from School,



during the lunch period whether on or off the campus, and during or while going to or coming from a school-sponsored activity, via technology or otherwise not connected to the School, should the conduct negatively impact an individual's experience at the School. We will investigate reports and complaints of bullying, cyberbullying, or retaliation, and take appropriate action (mediation, suspension, expulsion, etc.) to end that behavior and restore the sense of safety.

Sexual Harassment

Through education and intervention, the School will maintain an environment that is free from sexual harassment. The School does not tolerate verbal or physical behavior that constitutes sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. The School takes seriously all complaints of sexual harassment or retaliation, and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the School's sexual harassment policy, including any instance of sexual abuse, should contact the Head of School. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

Dress Code

We expect students to dress appropriately for the demands of their learning expeditions and outdoor adventures. We ask for parental support and adherence to this simple guideline: students should wear or bring clothing appropriate for being outside every day. Students who are not prepared may be denied the opportunity to participate in the scheduled activities if the faculty or staff determines that there is a circumstance that will create an unnecessary risk and the parent(s) will be asked to pick the child up from Forge. As we are frequently providing students opportunities to master aspects of our Six Attributes, both inside and outside of the classroom, being unprepared to participate in an activity may mean missing out on a chance to demonstrate mastery.

Profanity

Profane language is disrespectful, disruptive and offensive. We ask our community members to use respectful, appropriate language during school, to follow the Code of Conduct and to help us maintain a safe, positive learning environment.

Drug, Alcohol & Tobacco Use

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaporizers), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, at any school-sanctioned event.

Personal Safety & Use of Tools

Forge students are encouraged to approach potentially risky activities not with fear, but with awareness, safety, and educated minds. Some of the activities students will participate in are learning to handle and use power tools, welding equipment, sewing machines, pottery wheels, hand tools and other hands on vocational tools and equipment. Each student must go through a safety course and prove proficiency to the educators before being allowed to operate any power tool or piece of equipment. A Power Tool and Equipment Use Policy signed by both student and parents must be obtained before learning to use such equipment.

Forge abides by all Federal, State, and Local laws. While, according to Oregon law, it is illegal to have a knife on campus, knives may be used in wilderness experiences during off-site wilderness field studies at the discretion of educators. All students using knives on fieldwork must go through a safe knife handling lesson and submit the Knife Use Policy signed by both the student and their parents prior to using knives at school. Educators will maintain secure possession of any knives outside of the school-sponsored activity. Students will not have access to knives while in transit. Any knives that are going into the field will be transported in secure containers managed by educators. Knives will not be sent home.



Electronic Communications and Acceptable Use

The School is fortunate to have excellent resources for communication and research. Students must remember that the principal purpose of any exchange of information within this community is for educational purposes and that any communication made to or from the School or members of the School, with or without School-controlled equipment, must be made in line with the Code of Conduct. Whether physically on-campus or off-campus, whether during the school day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School's network from School or from a remote location or not at all, or using their own personal computer or communication device on or off-campus, all students must comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled at the School, as set forth in this Handbook and as further described below.

The School has explicit guidelines for using computers and other electronic communication devices (cell phones & tablets), both on and off-campus, using the School's network, and accessing the Internet. The School may monitor the activity and contents (including email) of computers on campus and/or connected to the School's network, to ensure student safety and that the guidelines are being followed. The School expects students and parents to adhere to the following guidelines.

Students may:

- Use technology for schoolwork or class projects and assignments, at the educator's discretion.
- Access the Internet with educator permission to enrich learning related to School work.
- Use technology in ways directed by the educator.

Students may not:

- Post personal contact information about themselves or other people.
- Access or try to access network resources not intended for them.
- Share their passwords with anyone except the educators.
- Alter electronic communications to hide their identity or impersonate another person.
- Communicate with or make plans to meet in person anyone the student has contacted online.
- Use inappropriate language or images in email, web pages, videos, or social networking sites
- Be disrespectful by talking or posting derogatory material (images, videos, etc.) via email, social networking sites, live chat, web page, or any other method.
- Engage in cyberbullying, harassment or sexting, in violation of the school's bullying prevention and intervention plan and related policies as stated in this handbook.
- Access inappropriate information on the internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, gaming, or sites with sexually explicit or graphic, pornographic, or obscene material.
- Plagiarize printed or electronic information; students must follow all copyright, trademark, patent and other laws governing intellectual property.
- Install or download software onto school computers from the internet, home, or by any other means; they may not remove network cables, keyboards or any other components unless expressly permitted by the school.
- Remove any school-owned computer equipment from the school without express permission from the administration.
- Store personal files on the network, except in their own network user account. Any information that a student leaves on a school-owned device may be deleted at any time, with or without notice;



- Disclose confidential or proprietary information related to the school, make public remarks that defame or disparage the school, its employees, its students or its interests, or that recklessly disregard or distort the truth of the matters commented on.
- Access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission.
- Intentionally vandalize, steal, or cause harm to any school-owned equipment.
- Deliberately disrupt or attempt to disrupt the software or hardware of the school network.
- Be “friends” with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes.

Students should understand that:

- The use of inappropriate language, harassment, and disrespectful comments in an email, texting or a chat room, or on a website or social networking site from either inside and outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled at the School, may result in disciplinary action.
- There is no guarantee of privacy associated with their use of the School’s technology resources. Students should not expect that email, voicemail or other information created or maintained on the School’s network or School-issued devices (even those marked “personal” or “confidential”) will be private, confidential or secure. The School has the right to access and monitor both student-owned and School owned computers and communication devices connected to the School’s network. By accessing the School’s system, each student has consented to the School’s right to view and/or monitor the School’s network and all of its associated accounts.
- They will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.
- They are expected to read and understand the Acceptable Use Agreement. Students should understand that they are responsible for following these rules. If a student does not follow these rules, and if use of technology on or off-campus negatively impacts the educational experience of a student enrolled at the School, the student may lose computer privileges and may face disciplinary action.

Parents should understand that:

- It is the responsibility of all parents to read this policy and discuss it with the student.
- Educators and parents will strive to help students understand this policy at a level that is appropriate to their age and maturity.
- If a student willfully damages the hardware or software of any school-owned technology, the parent will be responsible for paying for the repair or replacement of that technology.

The School reserves the right to:

- Access, view, monitor and track any information or communication stored on or transmitted over the School’s network, on or over equipment that has been used to access the School’s network, or School issued devices, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring or unintended delivery.
- Restrict the material accessed and not permit computers to be used for commercial purposes or for accessing inappropriate sites.
- Rescind student privileges to use technology at school or for school-related activities.



Electronic Communication Devices (Personal computers, iPads, cell phones)

The School provides access to electronic communication devices for student use during the School day. These devices serve as valuable tools for students, providing structured, monitored, and equitable access to resources that students will need to complete assigned work. All electronic devices are expected to be used for academic purposes only.

Cell phones and computers may serve as an outstanding instructional tool and learning resource if used appropriately. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. The classroom educator will determine when and how cell phones and computers will be used during class. Cell phones need to be turned off at all times and stored in their backpack or left at home unless arrangements are made prior to use.

Email

The School provides students with an email account that should be used only for School-related communication, e.g., contacting and receiving information from educators, submitting homework and assignments, transferring files to and from School, etc.

Vandalism

Vandalism will result in cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other devices or networks. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, changing hardware or software settings, or changing online materials without permission.

Reporting Violations

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another school community member's use of technology, the student should immediately report his or her suspicions, feelings, and observations to the educators.

Behavioral Expectations

While Away From School Students should be aware that they represent the School community at all times, both on and away from campus. While it is not the School's intention to monitor students in all their off-campus activities, the School reserves the right to take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus.

Fieldwork Manual

Safety is our primary concern. As a result, we have **created the Fieldwork Manual outlining guidelines, procedures, and policies that we abide by as a school in outdoor settings**. Students are expected to act in accordance with the guidelines, procedures, and policies outlined in the Fieldwork Manual at all times, as instructed by the responsible adults for that fieldwork. Failure to do so could result in removal from the trip.



DISCIPLINARY ACTION

Forge may use suspension, in-school suspension, detention, expulsion, or restorative, logical consequences to respond to any of the following behaviors. The school reserves the right to deny re-enrollment and/or promotion of a student who fails to consistently demonstrate Forge's character values, follow school policies, codes of conduct and/or engages in one or more of the following types of behavior while on school property, connected locally or remotely to the school computer network, being transported in a school vehicle, at a school or school-sponsored activity or event, or off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event:

- Causing or attempting to cause physical injury to another person, except in self-defense.
- Violation of the School's policy on student conduct, which includes Personal Safety and Use of Tools.
- Violation of the School's drug, alcohol, and tobacco policy.
- Violation of the School's policy on bullying, harassment of students, and/or engaging in verbal abuse.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Engaging in scholastic dishonesty, which includes but is not limited to cheating, plagiarism, or unauthorized collaboration with another person in preparing written work, as outlined in the related policy.
- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school's faculty or staff.
- Behavior on or off school property that is detrimental to the welfare, safety or morals of one or more students, school personnel or other persons.
- Repeated interference with the School's ability to provide educational opportunities to other students.
- Violation of the school's policy on student use of computers, email, and Internet access.
- Violation of the school's policy on student possession and use of personal communication devices.

Should any of the above incidents occur, Forge will demonstrate due diligence by conducting a full investigation. It will be at the Educator's and Head of School discretion to determine the consequences of such behavior or breach. Documentation of disciplinary action may be included in a student's records.

In utilizing best practices while evaluating circumstances surrounding incidents warranting a disciplinary investigation, Educators and the Head of School will manage all incidents exclusively. We expect that parents/guardians adhere to this expectation at all times. This system ensures that incidents of a severe nature are addressed in a systematic and professional manner. Adhering to this system allows us to carry out due diligence and engage in best practices.



ENROLLMENT AND REENROLLMENT

Academic Re-enrollment & Graduation Expectations

In order to re-enroll, to be promoted to the next grade level, each student is expected to:

- Consistently demonstrate character in regard to our values by year's end.
- Participate appropriately in adventures, service learning, and field studies, unless there is a reasonable explanation for absence such as illness or injury.
- Adhere to Forge's policies and procedures
- Regularly attend all classes or make proactive accommodations and clearly communicate needs and intentions to the Educators and, if necessary, to the Head of School.

There are a number of steps the school will take in order to prevent a situation wherein a student may be denied re-enrollment, promotion and/or graduation. These steps include, but are not limited to, positive reinforcement and feedback, clear communication with regard to academic performance, the documentation of events, meeting with parents, the establishment and implementation of a Behavior Modification Plan (BMP), external counseling, tutoring and appropriate classroom accommodations. In the case where a student cannot meet the stated criterion above in a time frame determined by the school, then the educators will evaluate the student's case and in collaboration with the Head of School will make the final decision regarding re-enrollment, advancement and/or graduation.

Re-enrollment Agreements

Re-enrollment agreements are sent to families each winter. Students may not attend classes for the following school year unless a properly executed enrollment agreement is submitted to the School by the due date. Enrollment agreements will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance or behavior. Once an enrollment agreement has been signed and accepted by the School, parents are responsible for the full tuition for the academic year, regardless of the reason for withdrawal.

Tuition Refund

Forge does not issue tuition refunds under any circumstances, regardless of whether the student leaves voluntarily or is dismissed prior to the end of the school year.

Non-Payment of Tuition

Tuition balances are expected to be paid in full by November 30 of the academic school year unless specifically stated otherwise in the enrollment agreement. Payment arrangements can be made in time of hardship. If regular tuition payment or attempts to make regular tuition payment is not made, the school may choose to decline re-enrollment for that student in the following school year and/or procure funds through alternative methods and collections agencies.



FAMILY INVOLVEMENT & COMMUNICATION

School Communication

We want to provide you with pertinent and interesting information about our educators, school events, updates and news. In addition to this Handbook, we use four primary methods to do so:

- Website
- Newsletter
- Social Media
- Text, Email

Current Family Contact Information

Parents are expected to keep the School informed of contact information for emergency situations and of those authorized to pick up their student(s). If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number with the Registrar where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

Multiple Households

In order for the School to most effectively communicate with parents and support each student, it is important for educators and the school to be aware of students who spend time in multiple households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips or other issues, please include the School in the communication loop. These situations can be stressful for parents and confusing for students, and parents' help in minimizing the School's phone calls home for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's evaluation as well as other informational mailings and electronic communications during the year.

Fundraising at Forge

The Forge experience will be enhanced by the generosity of our Forge community (parents, grandparents, staff, volunteers and even students). In 2022, Forge created the Forge Foundation. One of the responsibilities of this foundation is to provide financial support for student scholarships. In an effort to remain accessible, tuition fees are set lower than the actual cost of providing a Forge education. Additionally, in pursuit of our commitment to equity and opportunity, over 30% of our students receive some level of tuition assistance. Fundraising allows us to live our values as a school and provides a mechanism so parents can join us. Forge's Annual Giving Campaign, with the goal of 100% participation, invites each member of our Forge community to donate at a level that is meaningful for them.

Parent Involvement in GPS (Genius, Passion, Spark) Projects

GPS projects are an integral part of the Forge experience. Each student is required to explore individual projects that seek to reveal their individual genius, passions and spark. Friday's are dedicated to individual GPS projects. It is a requirement of Forge that parents are involved in this pursuit. Specifically, helping the student(s) remain curious, participating in their discovery of new ideas, being available for questions, encouragement and when necessary the required nudges to move the student past their comfort zones. Involvement also means ensuring the student does the work (on or off campus) to meet project milestones and deliverables.



Parental Commitment and Support for School Policies

At Forge, we believe that a positive relationship between the school and a student's parents/guardians is essential to the fulfillment of the school's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Forge, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

1. Share in the School's vision.
 - a. Support the mission of the School.
 - b. Understand and support the School's philosophy, policies, and procedures.
 - c. Abide by school rules and policies and support the mission and values of Forge through action such as encouraging inclusion, providing a sense of belonging for all, and embracing diversity.
 - d. Support the School's disciplinary process, and understand that the School's authority in such matters is final.
 - e. Support the School's emphasis on social, economic, and environmental sustainable practices.
2. Participate in the establishment of a Home/School and School/Community relationship built on communication, collaboration, and mutual respect.
 - a. Provide a home environment that supports positive attitudes toward the School.
 - b. Treat each member of the community with respect, assume goodwill, and maintain a collaborative approach when conflicts and challenges arise.
 - c. Actively communicate with other members of the school community openly, directly, promptly, and constructively without resorting to gossip or rumor, in person or online, and be mindful of others when posting about our community on social media and be respectful of their wishes for privacy. Seek to resolve problems and secure information through appropriate channels (i.e., educator/Head of School, in that order).
 - d. Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, educators, outside professionals, or law enforcement officers.
 - e. Commit to reading and responding to oral and written communication from the School, including school publications such as weekly communications, the Student/Parent Handbook.



- f. Respect the School’s responsibility to do what is best for the entire community, while recognizing the needs of an individual student, and assume good intentions regarding the school’s policies and decision making.
- g. Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- h. Share with the School any religious, cultural, medical, or personal information that Forge may need to best serve students and the School community.
- i. Understand and support the School’s technology policies.

Non-Discrimination Policy

Our community includes people from a variety of cultural and ethnic backgrounds. At our School, students have the opportunity to learn from their peers, and that opportunity extends to matters of language, race, gender, sexual orientation, class, religion, disabilities and other cultural backgrounds. Students are expected to offer the same kind of respect they would demand from others.

The School admits qualified students of any sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, or any other status protected by applicable law in the administration of its educational, admissions, financial aid and other policies and programs.

Disclaimer

The Forge (“Forge” or the “School”) Student and Parent Policy Handbook is published and distributed to members of the Forge community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, Educators, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School reserves the right to take actions that it determines to be in the best interests of the School, its educators and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies and procedures, before, during and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Forge and any parent, guardian or student affiliated with or attending the School. Forge reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the School year.



KEY DATES FOR THE 2022/23 SCHOOL YEAR

These dates are subject to change.

- Forge Summer Institute: July 11-22
- First Day of Learning Cycle #1: August 22
- Fall Break: October 17-21
- November Break: November 21-25
- Winter Break: December 26-January 6
- Spring Break: March 20-March 31
- End of Learning Cycle #2 Break: May 29-June 2
- 2 Week Travel Studies: June 5-June 16



POLICIES AND PROCEDURES

CHALLENGE COURSE ELEMENTS RECOMMENDATIONS AND EMERGENCY PROCEDURES

Challenge Course Elements FORGE level 1:
low risk, low consequence

- Initiative games no special equipment required

Challenge Course Elements FORGE level 2:
low risk, medium consequence:

- Trolleys
- Whale Watch
- All aboard
- Zig Zag
- TP Shuffle

Challenge Course Elements FORGE level 3: medium risk, medium consequence (elements that use need trained spotters)

- Wall
- Hole in space
- Tire Pole (Dumbledore's Thumb)
- Electric Fence
- Spider Web



FORGE Staffing for Challenge Course Levels in remote setting:

Level 1

Staffed by teacher/leader:

- Who understands the initiative/debrief.
- Understands the FORGE risk management policies.

Ratio adult: student –

- Can be whole class with 1 teacher/leader with responsible student as second
- Identify who is the second. Additional adult preferred.

Level 2

Staffed by teacher/leader:

- Who understands the initiative/debrief.
- Understands the FORGE risk management policies.

Ratio adult: student –

- 1:12 (Group of 24 can have 1 teacher/leader and 1 parent volunteer)
- Group of 25+ must have 3 adults (1 teacher/leader and 2 parent volunteers or 2 teacher/leaders and 1 parent volunteer)

Level 3

Staffed by Challenge Course Lead:

- Staff primary trained as challenge course facilitator
- Who is proficient on leading the specific element with debrief.
- Who understands the specific risks and risk mitigating factors of the specific element.
- Understands the FORGE risk management policies.

Ratio adult: student –

- Group size no larger than 13 students.
- 1 Challenge Course Lead and 1 additional adult for each group

When Running an Element remember:

All participants must wait for primary teacher/leader before proceeding in activity.

Make sure all participants are ready and know their role before proceeding.

Feel confident to STOP the activity if it doesn't feel right.

- Stop
- Regroup
- Think – is everybody comfortable with the situation?
- Shift – What can we do differently to make sure everyone is comfortable?



In Case of an Incident or Accident remember:

Each situation will require a response from the teacher/leader team appropriate to the emergency and all the variables involved. The basic plan of action for most emergencies would be:

1. Stabilize the situation by preventing any further incidents and staying calm. Provide any necessary first aid to injured participants. Use/Include:
 - Get out your risk management plan and assure the group
 - Incident command system of appropriate degree to incident/accident.
 - Responsible person taking care of the rest of the group – removing from site, debriefing if necessary . . (Take care of staff involved – relieving from later duties . .)
 - Communicate for additional support (cell phone, runner . . .)

2. Notify the FORGE Director or on-call supervisors. Use:
 - Communication system
 - Notification system

3. Develop a more detailed plan of action and activate it when appropriate

4. Document your actions and fill out appropriate forms

5. Re-evaluate and make a new plan if conditions change



POLICIES AND PROCEDURES

RISK MANAGEMENT: BIKING

Supervision

- Suggested guideline 2:12
- FORGE biking protocols should be followed (see Biking Protocols)
- Itinerary known by all participants with map access
- A Forge Contact person on call

Personal Equipment

- All necessary personal equipment is checked by staff prior to trip (appropriate stiff soled hiking/biking shoes, comfortable non cotton layers, optional gloves & bike shorts; campus outings may include student bikes and helmets)
- Necessary medications will be given to and distributed by designated staff member accompanied by Medication Administration Form (see form).

Group Equipment

- Forge trip leaders maintain group equipment after use and packs it away in ready condition OR return to rental organization as requested by organization
- Forge trip leaders check group equipment prior to trip
- Each leader carries a stocked first aid kit (see First Aid Kit Supplies); emergency equipment; and bike repair kit and knows how to use them.
- Each leader has basic bike repair knowledge (see bike maintenance and repair skill sheet)
- Leaders will be familiar with route plan and carry navigational equipment when appropriate. Route plan will be left on file at Forge and with other sections of the trip.

Instructional considerations

- Length and difficulty of trip should be commensurate with age and ability of students
- Students will understand Forge Biking Protocols including the buddy system (see Biking Protocols)
- Students will participate in pre-trip training (See Bike Training Scope & Sequence)
- Contingency and evacuation routes identified prior to departure
- Students will be familiar with group guidelines to guide behavior prior to the trip (see example in specific trip planning)
- General learning targets are developed and shared with students (see example in specific trip planning)
- Students should be aware of Forge Wilderness Emergency Procedures including Lost Protocols (see section 6 and Lost Protocol Cards)
- Process of accounting for students should be in place
- Each biking group must carry all the equipment and first aid supplies necessary to be self contained
- Medications (see camping section)



POLICIES AND PROCEDURES

WILDERNESS EMERGENCY PROCEDURES

It is the goal of the Forge Travel Study Program to prevent or decrease the likelihood of having an emergency by:

- Hiring qualified staff
- Providing thorough training in FORGE specific programming
- Maintaining a high staff to student ratio
- Following appropriate policies and procedures
- Using good judgement and common sense

Good preventative measures are still not a guarantee that an emergency situation will not occur. In the event of an emergency it is important to have a set of guidelines to help staff make decisions and take appropriate action. In each situation, the action taken will be determined through a combination of thorough data collecting, the team's assessment, clear communication, and the use of sound judgement and common sense. Following is a set of guidelines that will help in the decision making process.

An emergency is considered to be any major accident, injury or incident that would require the evacuation of a student from the field or prompt action to reduce the risk to individuals or the group. This would include:

- A medical injury or illness serious enough that continuing on the trip would create a significant risk to the student or the group.
- A behavioral or personal problem that creates an unmanageable risk
- A logistical problem with equipment, supplies or itinerary that could affect the safety of the group
- A missing or lost student which creates a risk for the group and the absent student

Each situation will require a response from the instructor team appropriate to the emergency and all the variables involved. The basic plan of action for most emergencies would be:

1. Stabilize the situation by preventing any further incidents and staying calm. Provide any necessary first aid to injured participants.
2. Notify the School Director or on call supervisors
3. Develop a more detailed plan of action and activate it when appropriate
4. Document your actions and fill out appropriate forms
5. Re-evaluate and make a new plan if conditions change



Incident Command – The first person on the scene of an incident or accident is in charge of the incident until a person with a higher level of training and/or authority arrives. At this time the responsibility of incident commander should be transferred to the person with more authority or training. First aid and patient care responsibilities should remain with the person with the highest level of first aid training (this may not be the incident commander). There should be a person on the scene designated as the second. This person should take over incident command in the event the primary person cannot continue their responsibility for any reason.

Communication Protocol—In the event of an emergency that requires the evacuation of someone from the field or necessitates the transfer of information to the Director or On-Call Supervisors, staff members in the field should:

1. Use the cell phone (or other) to contact the Director. Try to reach them at FORGE first then try their home phones. An on-call schedule will be included in the trip packet information. (If a PLB is taken in the case of no cell service the appropriate procedure will be followed).
2. If these people cannot be reached, leave a message on the Forge voice mail and on their home answering machines. Make sure to set a time that you will call back or if your phone will receive calls, when someone should call you.
3. If the situation calls for immediate attention, call the most appropriate emergency service then continue to try Forge or activate PLB.
4. Before placing a call, make sure you have written down all the important information which may include:
 - Nature of the emergency
 - Students or Staff involved and their current status
 - SOAP note
 - Location of the group
 - Your cell phone number and your location in relation to the group
 - Action that has taken place and a clear statement of what your needs are

Notification of Significant Other People—Anytime there is a serious incident or accident, evacuation, or lost student it is imperative that the Director is notified as soon as possible and given all pertinent information. It is his/her responsibility to notify the appropriate people and /or agencies. This may include but is not limited to:

- Parents or Legal Guardians
- The Police
- The media—Staff should refer all media contact to the Director to avoid any problems with student confidentiality. The Director will handle all media contact according to protocol.



Sending a runner—There may be times when the accompanying communication device does not work or may not be the appropriate choice in the particular emergency. In this case it may be necessary to send a runner to the nearest phone or emergency vehicle. It is always safer to send a group of three or four to run for help but this is seldom possible. One FORGE staff lead the runner team, and depending on the situation the team may decide to send one or more capable students with them. The staff team should choose the best route by reviewing the maps and evaluating the terrain, weather, time of day and abilities of the running party. It is imperative for the running party to take extra caution not to create another emergency. Runners need to remember to bring the following:

1. Supplies that they will need to be comfortable and safe while they're gone(food, water, warm clothes, maps, sleeping gear)
2. Detailed incident information or SOAP note if the problem is medical.
3. Written directions to pinpoint the location of the incident
4. Emergency phone # list and some quarters
5. Runners should have a travel plan so that the remaining staff knows approximately when they will return with help or receive a phone call.

Missing Student—There are many reasons that someone could be considered missing in the field. A student may be lost or have run away but it is also possible for a student to be hiding, or have just wandered out of sight and sound. At the point when you discover that someone is missing you should:

1. Stay calm and interview staff and students to gain information, which would lead to the whereabouts of the missing person.
 - What is the history leading up to the incident?
 - Had the student been talking about running away?
 - Was the student homesick?
 - Had the student been in a fight or disagreement lately?
2. Perform a Hasty Search of the immediate area
 - One staff should stay with the group to keep them calm and occupied
 - The other two staff should take 10-15 minutes to search the immediate area calling out the students' name or blowing the safety whistle.
 - Listen for a response. If the student is still not found staff should start filling out the Missing Person Report Form and:
3. The staff team should have a conference to discuss possible scenarios. Factors to consider may include:
 - Location and distance from the trailhead
 - Time of day
 - Current weather conditions
 - Student's behavioral history
 - Type of terrain
 - Recent mood the student was in
 - What the student was wearing
 - What gear was the person carrying
 - What was the last spot that the student was sighted



Lost Student—If the team decides that the student is most likely lost or is hiding they should make plans to systematically expand the search. Staff should utilize the group and split up into search teams. Teams should coordinate how long they will search for, how far they should go, and when they should re-group. **Proactively teach students Lost Protocol and use procedures.** (See addendum with procedures and Lost Protocol cards).

Search Reminders

- Hasty search of area
- Search to last seen point (instructor with 2-3 students – utilizing the strengths of the group). Calling and whistling. Checking possible alternate route, etc. Wait for response. Have planned regrouping time.
- Consider the well being and safety of the group. Leave responsible group at site to set up camp, continue to signal, keeping group warm, dry, calm and feeling productive.
- Search in continued direction of travel (instructor with 2-3 students – utilizing the strengths of the group). Calling and whistling. Checking possible alternate route, etc. Wait for response. Have planned regrouping time.
- If night falls, evaluate safety of continued search. Begin again at first light.
- If phone contact is possible contact the Director.
- Final search before calling in reinforcements: leave team at camp and send out self-contained team to next trail head searching the whole way.
- Cell phones add a connection to the outside that may not be an advantage. Continue to go through all search processes before making contact with a search organization.

If the student is still not found the staff team should contact the Director so that they can help coordinate with Search and Rescue. Staff should have the information from the Missing Persons Report Form available to give to appropriate persons. Staff should follow the communication protocol. At any time the student is found the staff team should meet with the student to:

1. Make sure they are okay and provide any necessary first aid
2. Process how the situation happened
3. Contract on expected future behavior to avoid the situation happening again
4. Make sure to call the Director and/or Search and Rescue to let them know that you've found the student and that the Director can help support next steps.
5. Fill out the appropriate paper work (Missing Persons Report Form)

Medical Emergency—In the event of a medical emergency due to injury or illness the staff will:

1. Provide all necessary first aid to the level of their training
2. Gather all pertinent information and write a thorough SOAP note
3. Depending on the extent of the injury or illness and all the variables the staff will need to make a plan and be prepared to re-evaluate. Depending on the situation the staff may need to:
 - Provide first aid and move on because there is no risk of further injury
 - Provide first aid and wait and see if the condition improves. This may require changing the itinerary and calling FORGE
 - Provide first aid and make plans to evacuate the student. Check the evacuation guidelines for the types of injuries that would require evacuation.
 - Fill out an Incident/Accident/Near Miss Form



Evacuations— It is the policy of the FORGE Travel Study Program to perform our own evacuation only when the person can walk out without creating further injury or endangering the group. Any evacuation that requires someone to be carried out on a litter is the job of Search and Rescue or another Emergency Service. Staff may get some help with this decision by calling a Supervisor or Doctor but ultimately it is a judgement call for the staff in the field. Request a helicopter only when there is a definite threat to life or limb. Any time someone is evacuated from the field an Evacuation Report form must be filled out.

Walk out—If the person being evacuated can walk out the staff team will need to consider the following:

- Who to send to provide first aid, help carry gear and be supportive
- Writing a detailed SOAP note to send out with them. Remember to send the student information packet.
- Making sure that the walkers have all the necessary clothing and gear to stay safe including food, water, first aid supplies and shelter. Be careful sending gear that may be needed by the group.
- Contacting someone from FORGE so that there is a person to meet when you come out of the field.
- Making a plan of where and when the walkers will rejoin the group.
- Document your decisions and actions

Carry out—If you know that you are going to need assistance to transport the injured person:

1. Call as soon as possible so that Search and Rescue can get started. Make sure you have all the necessary information ready.
 - Your exact location.
 - Incident information. What happened, where, and how?
 - Patient information including injuries, care given and vital signs.
2. Continue good patient care, keep the patient comfortable, and make provisions for them to eat, drink, and go to the bathroom. Take a set of vital signs regularly.
3. Keep the rest of the group safe, in the information loop to the extent reasonable, and occupied with relevant activities.
4. Consider sending someone to meet the Rescue Team at the trailhead or a trail junction.
5. Assist the Rescue Team when they arrive. Send out all the appropriate paper work.
6. If at all possible have a staff stay with the student until another FORGE staff takes over.
7. Document all your decisions and actions



Helicopter—Do not take a helicopter evacuation lightly. Any time a helicopter flies in the backcountry the pilot and crew is taking a risk. Helicopters do not fly in bad weather and they need a good landing zone that may not be near your patient. At the time of contacting 911 inform the emergency personnel of the landing site location and condition as well as the proximity to the group and patient. If a helicopter is coming for the patient the staff will need to:

1. Brief the students regarding expectations and safety procedures
2. Choose, clear, and mark a landing zone—
 - Choose an area that is at least 100ft in diameter and long enough for the helicopter to approach and take off at a 15-degree angle. Helicopter pilots like to be able to take off pointed down hill and against the wind, if possible.
 - Clear all obstacles that could blow into the rotors.
 - The site's long axis should face into the wind.
 - Hang a brightly colored wind sock in plain view
 - Mark a firm, flat spot with something bright that won't blow away
3. Direct the pilot by having one person stand at the far end of the landing zone with their back to the wind and arms extended toward the landing area.
4. Prepare the patient for air travel by dressing them warmly. Ear plugs, safety glasses, helmet and gloves are also appropriate if available.
5. Be safe around the helicopter rotors by not approaching it until the pilot signals and keeping your head low. Never approach the helicopter from the rear.
6. Keep camp and all other students 150 yards away from the landing zone.
7. Remember that a pilot will make his own decisions of when and where to land safely depending what he sees at the time.
8. Follow all the instructions of the pilot or crew.
9. Accompany the student if possible.
10. Document all your decisions and actions.

Natural Phenomenon or Disaster – FORGE staff should be aware of the possibility of storms, rock fall, lightning, river flooding, earthquakes, forest fires, and avalanches. Staff should be prepared to assess the dangers that these phenomenon present to the group and be able to make quick decisions and longer term plans on how to keep the group safe. Staff may need to make a cell phone call to gain more information or direction. The first priority is the safety of our students. Storms, rockfall, avalanches and lightning are all semi predictable events which staff can be prepared for. Earthquakes and forest fires are unpredictable and the staff will need to make action plans on how to deal with these situations when they arise. The general rule of thumb is to remove our students from harms way.



Fatality in the Field—In the event of a fatality in the field it is extremely important that the staff:

1. Not disturb the accident scene or the body until the legal authorities show up and provide guidance and instruction
2. Take care of the emotional, mental, and physical well being of all the members of the group.
3. Keep communication with others factual and avoid offering opinions, judgements or speculations.
4. Notify the Director as soon as possible

The Director is responsible for:

- Notifying next of kin and other appropriate people and filling out “Next of Kin” form
- Make arrangements to deal with the authorities and the media according to protocol.
- Setting up a debriefing to deal with the trauma of family and friends