



2723 Tumbling Creek Road  
Gainesville, GA 30504  
Phone: 770-534-6857  
FAX: 770-536-4846

Dr. Bryan Gray, Principal

William Schofield  
Superintendent

### Information for Parents and Students

The purpose of The Foundry is to provide an educational alternative for students who are suspended by a disciplinary tribunal or tribunal waiver.

*Please consider the following information:*

1. Parents must provide transportation for their students.
2. School hours are from 8:45 a.m. until 2:25 p.m. Classes are held Monday through Friday. Students who enter the building after 8:45 a.m. will be considered tardy. Students are expected to be picked up promptly at 2:25 p.m. as well. \*The last check-out time is at 1:30 pm\*
3. Students not in the building by 8:45 a.m. will be marked Tardy. If a student has more than **three** unexcused tardies in a semester, they will be suspended upon the **fourth** tardy and will be sent home immediately upon any further tardies. (any extenuating circumstances will be taken into account). Suspensions for tardies will be treated as infractions of the Code of Conduct that may result in removal from The Foundry and the student having to return next semester.
4. Students are required to wear uniforms consisting of solid white (including collar) polo knit shirts (small logos or brand symbols are allowed), straight-legged khaki slacks with the only metal being the button and/or zipper, and pants must go down to the ankles (no cargo pants, no joggers, no leggings pants, no metal on pants). Students must keep their shirts tucked in at all times and must wear a brown plain black belt with no metal or decorations. The belt buckle can have no initials or logos. Students must wear low-top tennis below-the-ankle or vans type shoes allowed (No Crocs or Boots), and laces must be tied. No jewelry of any kind is allowed. No makeup or lip balm is allowed into the building, and there will be no application or reapplication of any beauty product during school hours. No acrylic nails past fingertips are permitted. No hats, caps, bandanas, chains, book bags, or purses will be allowed. All hair bows, braids, bands, etc., must be black. Tattoos must not be visible, and students must provide their own bandaids or wear long-sleeved shirts to provide coverage. No bare midriffs or underwear may be visible. No gym shorts or any shorts may be worn under pants. An ID badge supplied by the school is part of this dress code and will be worn on the school lanyard on top of all clothing and around a student's neck at all times. If the ID is lost, the school will charge \$7 for the replacement ID. **No student will be admitted to school without an ID badge or \$7 to buy a replacement. Students who come to school out of uniform or violate the dress code will be required to modify their appearance to meet the dress code or the student will be sent home.**
5. The Foundry will not be loaning out items to students who are not in proper uniform; it is the student and family's responsibility that the student arrives in proper uniform.
6. Students should never bring more than \$5 to The Foundry. In addition, students cannot bring food, gum, candy, or drinks.
7. All medications, including prescription and over-the-counter medications, must be brought to the office. The Foundry will dispense medicine only after parents have signed the proper authorization and have been approved by the nurse. Students who are found with unregistered medications will be considered to have violated the Hall County Schools Code of Conduct as it applies to the possession of drugs.

8. Students are subject to a noninvasive search daily to ensure that no illegal or dangerous items are brought into The Foundry. Hand-held metal detectors may be used during this search. Should it be suspected that students have illegal items hidden on their person, law enforcement officers may be called in to complete the search. In addition, a student may be required to self-adjust their foundational clothing privately with appropriate Foundry staff members if there is a reasonable suspicion of prohibited materials being brought into the building.
9. Students are to be immediately picked up from The Foundry to go home when requested by Administration for disciplinary issues or illness.
10. Upon enrollment, students will be issued a Chromebook that they will be responsible for the remainder of their enrollment. Any attempt to use another student's Chromebook will result in disciplinary actions taken.
11. Upon enrollment, students will be issued headphones for the remainder of their enrollment to wear at all times when working on Edgenuity. Students will not be permitted to take them home and are not permitted to bring in their own headphones. If the student breaks their headphones, they will be required to pay a \$35.00 fee for new ones.
12. Headphones are essential in order to be successful when working on Edgenuity. Any student who refuses to use their headphones will immediately have their access to Edgenuity closed until they comply.
13. For Foundry students to become better prepared for their transition process, all 7<sup>th</sup>, 8<sup>th</sup>, and 9th-grade direct instruction students must complete the portfolio process culminating in a required presentation to family and staff. Students must complete the portfolio/ family presentation process before being released from The Foundry.
14. Students will not enter the building on either The Foundry/LCCA side before school without going through The Foundry security door. Any student dropped off before The Foundry security door opens at 8:10 a.m. must wait outside in the fenced-in area. Any student found in the building before 8:00 a.m. will result in disciplinary actions taken.
15. Students will not use their personal or school phones for any reason while on school property. Any communication must go through The Foundry front office.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



### Behavior Contract

The Foundry's mission is to provide a safe, nurturing learning environment in which students who have been chronically disruptive or adjudicated through the tribunal process may continue their educational progress. Therefore, one of the requirements for each student's admission into the program at The Foundry is acceptance by both the student and the parent of this behavior contract.

1. The student will abide by all the rules set forth in the Hall County School System Code of Conduct and Discipline Procedures as adopted by the Hall County Board of Education.
2. The student will attend school regularly on time and will provide acceptable documentation for all absences.
3. Should the student accrue (10) or more days of unexcused absences, the student may be withdrawn from The Foundry. They may also be subject to return for an additional semester due to violating The Foundry's behavior contract.
4. The student will obey The Foundry Class Rules, including.
  - a. Enter the classroom and immediately be seated.
  - b. Stay in their seat unless permitted by the teacher to leave it.
  - c. Raise their hand and wait for permission to speak in class.
  - d. Participate appropriately in all classroom activities.
  - e. Use appropriate language in all interactions with the teacher and other students.
  - f. Avoid the use of put-downs, bullying statements, intimidation, humiliation, and sarcasm in all interactions with the teacher and other students.
5. Upon the student's first infraction of the Code of Conduct or the Class Rules mentioned above, a warning will be given, and the parent may be notified.
6. Upon a second infraction, the student will be suspended from school for two (2) days.
7. Upon a third infraction, the student will be suspended for four (4) days.
8. Should the inappropriate behavior continue after the second suspension, the school may begin the Discipline Tribunal Process with the intention of suspending the student from The Foundry for the remainder of the current semester and requiring that the student re-enter The Foundry and successfully complete the next semester before they may return to the school from which they were initially suspended.
9. The student is required to submit to drug testing at the administration's discretion.
10. Any dirty drug screen may result in immediate withdrawal from The Foundry.
11. Any evidence of gang involvement or behavior may result in immediate withdrawal from The Foundry.
12. Any vandalism of school property may result in immediate withdrawal from The Foundry.
13. Other provisions (to be completed at the time of the student's enrollment at The Foundry)

*I have read the terms of this behavior contract, and I understand that failure to comply with its terms could result in the student's suspension from school or in the initiation of the Discipline Tribunal Process as authorized by the Hall County Board of Education.*

*I also understand that serious violations of the Hall County Schools Code of Conduct may result in immediate suspension, immediate initiation of the Discipline Tribunal Process and/or referral to law enforcement.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date





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Please list the names of anyone who has permission to check your child out of school or to pick him/her up in the afternoon.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

