

The Putney School Student Handbook 2011 - 2012



The Putney School

Elm Lea Farm

418 Houghton Brook Road
Putney, Vermont 05346
www.putneyschool.org

This book belongs to:

The Putney School
2011-2012

MISSION STATEMENT

The Putney School stands for a way of life. Putney is committed to developing each student's full intellectual, artistic and physical potential. Putney students are encouraged to challenge themselves intellectually, to pursue rigorous learning for its own sake, to actively participate in and appreciate the arts, to contribute meaningfully to the work program that sustains the School community and the farm on which it is located, to engage in vigorous athletics, and to develop a social consciousness and world view that will provide the foundation for lifelong moral and intellectual growth. *Adopted June 8, 1997*

FUNDAMENTAL PRINCIPLES OF THE PUTNEY SCHOOL

To work not for marks, badges, honors, but to discover truth and to grow in knowledge of the universe and in the understanding of men, to treasure the hard stretching of oneself, to render service.

To learn to appreciate and participate in the creative arts where man gives expression to his struggle for communication of his inner life and for beauty, and to grant these arts great prestige.

To believe in manual labor, be glad to do one's share of it and proud of the skills learned in the doing.

To play just as wholeheartedly as one works, but watching out a bit for the competitive angle, remembering that play is for recreation and an increased joy in living.

To want to lend a hand to the community at large, not to live in an "ivory tower."

To combat prejudices caused by differences in economic, political, racial, and religious backgrounds; to strive for a world outlook, putting oneself in others' places, no matter how far away or how remote.

To have old and young work together in a true comradeship relation, stressing the community and its need for the cooperation of all.

To wish to live adventurously, though not recklessly, willing to take risks, if need be, for moral growth, so that one definitely progresses along the long slow road toward achieving a civilization worthy of the name.

May 1954

- Carmelita Hinton,

CONDUCT AND EXPECTATIONS

The Putney School is an educational community. Our goal is to create a safe and supportive environment founded on mutual respect and sound judgment. We believe that it is through the creation and maintenance of an enriching and dynamic environment that Putney nurtures its members. It is the intent of the school to help everyone grow to become their best selves as individuals while contributing to the community as a whole.

We recognize that in order to maintain such an environment, we need to live within certain boundaries that have been developed over time. *Acknowledging that excessive action by one person can become an infringement upon another's freedom, we agree to live within limitations that can help us relate positively to each other and to the environment.*

It is expected that each student will uphold the five following expectations:

Integrity

Integrity and honesty are essential components of a Putney education. While we recognize that every person will make mistakes, we expect our students to learn to accept responsibility for their actions. Students are expected to be honest, to do their own work and to tell the truth.

Respect

Learning respect is an important goal at Putney—respect for oneself and for others, respect for property and for the environment, and respect for differing points of view. Students are expected to respect the physical and emotional well-being of all other members of the community and their property—violence, hazing, stealing, or “borrowing” without permission are not tolerated.

Participation

Many skills and many kinds of work are required to maintain this community, and everyone at Putney is expected to participate fully and actively. We believe that the breadth of experiences and great variety of opportunities for work at Putney are important. Students are expected to participate and cooperate with the faculty in carrying out all aspects of our program.

Stewardship

The natural setting of our school is beautiful and we have built much of our campus ourselves. Stewardship is our commitment to understanding, caring for, and improving this environment. Students are expected to show stewardship for the buildings, grounds, and the surrounding natural environment that is our campus.

Safety

The well-being of all members of the community is dependent on the choices and actions made by individuals. We expect community members to make thoughtful and prudent decisions to ensure and maintain a safe living and learning environment. Students are expected to observe personal and community safety.

All basic rules at Putney are implicit in the above **Expectations for Conduct**. Specific day-to-day rules, however, are a necessity in any community and the entire Handbook functions as a more specific guide to the letter of the rules. Several of the rules and expectations are outlined extensively in such sections as Academic Honesty, Attendance, or Drugs and Alcohol; others, such as those about hazing or dangerous weapons, are not as detailed. In either case, spirit or letter, students who fail to live up to these expectations or rules may be subject to serious disciplinary action.

ACADEMIC PROGRAM

The academic program at Putney provides a broad background in the liberal arts: English, history and the social sciences, foreign languages, mathematics, the physical and biological sciences, and studio and performing arts. The curriculum is designed to make students more keenly aware of themselves and their part in the world. To that end, students are encouraged to discover and develop their own interests at the same time as they gain the skills and insights derived from study in the traditional disciplines (See also **Grades and Reports**, and **Graduation Requirements**.)

Academic Honesty

Honesty is critical in an academic institution. It allows students and faculty to live together comfortably and responsibly in the school community. Just as stealing property from anyone is unacceptable and is treated as a major disciplinary issue, stealing intellectual property will not be tolerated at Putney. Teachers in all classes will discuss standards of academic honesty with their students. *Plagiarism, cheating, copying of homework, theft or destruction of educational materials, and improper use of technology are unacceptable at Putney.* Both the receiving and the giving of information in a dishonest manner is a serious offense. Academic dishonesty is always reported to the Academic Dean, who will determine the consequences of such infractions, and may refer the matter to the Standards Committee for disciplinary action (see **Conduct and the Disciplinary System**). Normally, academic dishonesty is penalized with a failing mark on the assignment, and the student is placed on Academic Probation. The student may also fail the course for the marking period in which the offense takes place. Consequences are particularly serious if academic dishonesty is compounded by lying to cover up, and second offenses may result in dismissal. Students should consult with their teachers, advisors, and deans to be sure they understand what is, and is not, academic dishonesty for each class, teacher, and assignment.

Academic Standards

Students are placed on **Academic Warning** if they an achievement mark of C- or below, or if they have two or more effort marks of 3 or 4 in any marking period. (See also **Grades and Reports**.) The student is placed in Study Hall for the following marking period and parents are notified of their child's academic status. Students whose academic status fails to improve, or worsens, may be placed on **Academic Probation**. This means that their progress is reviewed at the end of the next marking period to determine their probationary status and to decide if they should continue at the school.

Class Deans

Each grade level is supported by a class dean, who is responsible for tracking the progress of each student in the class. The class deans meet weekly with the Academic Dean, the Dean of Students, and the Coordinator of Health Services to discuss the situation of specific students and to decide on support that particular students may need.

The Academic Dean or Class Deans communicate with the advisors and parents of students who are having difficulty meeting the demands of the school program. Parents with particular concerns about their child may wish to contact the student's advisor and the appropriate class dean. Parents and students will have the opportunity to meet their advisor and class dean at the start of the school year.

Attendance

Students are expected to participate fully in all of their scheduled classes and activities. This includes Sing, Assemblies, Seminar and other all-school activities. Students who are significantly late for appointments may be considered absent. Attendance reports are available for viewing on NetClassroom.

Absences from all school appointments are monitored by the Dean of Students' office. Repeated absences are considered a serious disciplinary issue. Responses may include probation, no credit for the class or activity, and ultimately, dismissal from the school.

Study Hours

The Putney School strives to provide students with sufficient structure to succeed in their studies, while also allowing students increasing responsibility for planning their own time.

Daily Schedule & Study Hours: *Students are expected to use their unscheduled periods and conference block during the day to work on assignments;* the school's schedule and program are based on the responsible use of this time. Students are expected to be in class or studying by 8:15 am on school days and to maintain a study atmosphere through the academic day.

Evening study hours begin at 7:30 pm. Students should be studying after this time if they are not in an evening activity. Ninth, tenth and eleventh graders must check in by 7:30 pm with the Dormhead on duty in their dorm and inform them of their whereabouts during study hours. Willfully misrepresenting oneself or another student when signing out/in (for example, signing out to a false destination or signing another student in) is a serious disciplinary infraction. During study hours (7:30-9:30pm) the campus, including dorm spaces, is expected to be quiet and the atmosphere conducive to studying.

Approved study places: Students may study in their dorm rooms, dorm common rooms, the Learning Center, monitored study hall, Library, computer rooms, music rooms, or arts building; they may not be in the Field House, or other non-academic places. Seniors are expected to use their time well, but need not check in to a specific place.

Social Time: 9:30 to 10:00 pm is quiet social time.

Evening Activities: Students who have evening activities are expected to return to their dorms or other study space at the end of their activities. Students excused from their activity for any reason should return to their dorms for study hours.

Day students who remain on campus during evenings when they do not have evening activities must work in one of the appropriate study places.

Study Halls

There are supervised study halls on weeknights. Any student who is not in good academic standing will be assigned to study halls by the Academic Dean. All new 9th and 10th grade boarding students are assigned to study hall for at least the first marking period.

Study halls meet in academic classrooms in the fall, then in the Learning Center for the winter and spring and run from 7:30 pm until 9:30 pm. Students are expected to arrive at 7:30 with their materials and are expected to work in the study hall throughout the period. Students in academic art classes may be allowed to go to studios to do their art homework *with permission from their teacher and the study hall proctor*. Students may bring computers to use in the study hall for academic work only. Students who finish daily assignments before the end of the study hall should plan to work ahead or bring additional reading materials.

If students are significantly late or do not use their time well, they may receive an unexcused absence for the study hall and be subject to disciplinary action, such as weekend restrictions. The **only** acceptable excuses for missing study hall come from the Health Office or the Dean's office.

Conference/Seminar Block

Students are expected to be in a place of study that is not their dorm room, dorm common space or cabin, during conference blocks in which they do not have a grade level seminar to attend. Conference blocks are intended to give students time to meet with teachers, work on homework, meet with tutors or meet with study/project groups.

Academic Support and Learning Center

Students having academic difficulty may require support beyond that available in the classroom. Such needs may stem from learning differences or disabilities, problems with time management, or poor study skills. The Academic Dean and Learning Center Coordinator organize school efforts to meet the needs of these students, which may include in-school study halls, extra help or study skills sessions, and outside-school tutoring (at extra cost to the student). Students should always first seek additional help from their teachers and advisor.

The Learning Center provides academic support in the form of organizational help, study skills and math workshops. The Learning Center Director is available to provide advice to students having specific challenges meeting the demands of their academic work. Located in the center of campus, the center serves as a resource for all students, not just those with particular learning differences. Students who require additional tutoring on a regular basis may arrange this through the Learning Center Director.

The Putney School maintains a tradition of making reasonable accommodations to help students with learning differences or disabilities fully engage in the academic and experiential programs. Such accommodation may require flexibility on the part of the school, the student, and the student's family. The Putney School cannot make fundamental alterations to its program for individual students; to be admitted and to remain at The Putney School, students must be able to handle both the rigors of the academic curriculum and the experiential program.

Grades and Reports

The Putney School has always sought to encourage students to work for themselves and not merely for the incentive of a good grade. Therefore, students receive detailed comments on their work rather than letter grades. However, grades are important for college purposes and for keeping track of each students' progress; they provide faculty and administrators with a snapshot of the students' current academic standing. Letter grades (A–E) and effort marks from 1 (outstanding) to 4 (unsatisfactory) are regularly reported to the Academic Office. Students and parents see grades only for the purpose of college counseling beginning in the second half of the junior year.

Reports: Narrative evaluations of students' academic work, afternoon and evening activities are sent home at the end of each semester in lieu of grades. If a student is failing or barely passing a course, the teacher will say so in the written report. Mid-term comments on academic progress are reported in the middle of each trimester. Twice a year, advisors write a narrative letter home with an overview of their advisee's experience at Putney.

Graduation Requirements (see *Program of Studies* for more details)

To receive a diploma, a student must fulfill the following requirements:

- 3 credits of English
- 2 credits of American Studies (which includes English and History for the 11th grade)
- 1 ½ credits of history and one trimester of senior history (senior history may be waived for students who take three credits of history before 12th grade)
- ½ credit in senior humanities—typically either an English elective or history elective
- 3 credits of a modern language
- 3 credits of mathematics (including Algebra 2)
- 3 credits of laboratory science (including at least 1 credit biology and 1 credit physical science)
- 1 credit in the arts
- Seminar for all years enrolled
- 2 projects each semester
- 2 evenings of activities per semester
- The 6 work job distribution requirements: lunch waiter, dinner waiter, barn, dish crew, general substitute, and a land-use job
- 4 afternoon activities per week for 2 trimesters and 2 afternoon activities per week for the third trimester; 2 afternoons per week each trimester must be a physical exercise activity.

Students must also live up to their responsibilities in all other areas of the program including Dorm Jobs, Assemblies, Special Meetings, Long Fall trips and other special events where attendance is required. Students who do not receive credit for non-academic activities will be expected to make up the missed credits during the next major vacation or the following semester. Seniors must pass all of their classes in the spring trimester in order to graduate.

Senior Independent Work

Students can work with a teacher to design a **Senior Tutorial** course. Tutorial proposals must be reviewed and approved by the Educational Program Committee.

Juniors and seniors can submit a proposal to do a **Work Term** during the winter Project Week. Seniors can also submit proposals for Work Terms during the March Vacation. This program is intended to provide juniors and seniors the opportunity to explore an area that might be of future career interest.

To demonstrate mastery in an area of special interest, seniors may apply to do a **Senior Exhibition** as a culmination of their work at Putney. Usually interdisciplinary, an Exhibition replaces one or two courses for the last trimester of the senior year. The final presentation is evaluated by selected teachers and specialists from outside the school. If a senior elects to do independent work, such as a Tutorial course, a Work Term, or an Exhibition, its successful completion becomes a prerequisite for graduation.

Project Week

At the end of the fall and spring trimesters, students choose two areas of interest from the term (one academic and one non-academic) to study intensely. Project Week epitomizes the Putney ideal; students should learn to work for the love of learning; they are encouraged to engage in an independent process of inquiry and investigation. Projects represent a significant culmination of a previous term's work as the time devoted is the equivalent of an academic month. In addition to sponsoring individual projects, faculty and staff also offer group projects in areas of special interest.

Transfer of Credits

If a student ceases to be enrolled at The Putney School, whether because of withdrawal or dismissal, he/she may be granted academic credit for that trimester on his/her transcript at the discretion of the Director. If a student ceases enrollment mid-term, the Registrar may provide marking period grades to allow the receiving institution to combine and/or average grades to provide appropriate credit.

EXPERIENTIAL PROGRAM

The experiential program is a critical element to a Putney education, equally important in a student's daily life to their academic coursework. Students are required to participate in the Afternoon, Evening and Work Jobs programs throughout their careers at Putney. Numerous other community events and expectations fill our educational program – some required and some optional. The following section will outline some of the more prominent elements of the experiential program.

Activities

Afternoon Work and Sports Program: Physical work and being outdoors are important components of Putney's approach to a balanced educational experience. Weekday afternoon activities include sports, physical activities, and work jobs. Students must be in an afternoon activity for at least four afternoons per week during two seasons and two afternoons per week the third season.

Evening Arts Program: These activities offer Putney students an opportunity to pursue their creative interests in a non-academic setting. Each semester, students select activities, each of which is supervised by a member of the Putney staff or a local artisan. Each activity meets at

least once a week. Students are required to successfully complete at least four evening activities per year (two in the fall, two in the winter/spring).

Jobs

Work is a significant part of the Putney program, and students take responsibility for a great deal of the physical day-to-day running of the school. Each student has two jobs, as described below:

Dorm Jobs: In addition to keeping bedrooms clean and helping to tidy the common areas, each student has a dorm job that rotates regularly throughout the year. These include vacuuming the common room or hallways, emptying trash, and cleaning the bathrooms. We purposely do not employ a large janitorial staff because we believe that we all can and should clean and care for our own spaces. There is a formal dorm inspection, including room checks, every Sunday.

Work Program: Each season, every student assumes a school job, which takes about four to six hours per week to do. Certain school jobs are required for all students before graduating, including barn crew, dinner waiter, dish crew, lunch crew, land-use and general substitute. Students may request a specific work job each season. This program is run by the Work Committee—a group of students and a faculty advisor who assign and supervise these jobs.

All-School Meetings

Assembly: Three days a week, the entire school meets between classes for an Assembly. This is a time for announcements and a forum for students and faculty to share experiences and concerns with the school as a whole. Assembly frequently includes short presentations such as student-produced skits, musical performances, films or slide shows. On selected Fridays each month, outside speakers and performers also come to Assembly to discuss political, cultural, and social issues.

Sing: Once a week the school meets to sing together. Selections range from the works of major composers to contemporary songs, rounds, and folk music from many cultures.

Seminar

Once a week, each grade level meets to investigate and discuss topics relevant to their age and time at Putney. The 9th grade seminars are primarily focused on understanding ourselves as young adults and students – topics include health, social choices, study skills, technology and research. In addition, because we see value in being able to read music, all 9th graders will spend one seminar learning music theory. In 10th grade, the focus shifts to look more at how we understand and live with each other, both at Putney and on national and global levels. In 11th grade, we look more closely at what it means to be in a position of responsibility, investigating leadership and ethics, before launching into the college process in the winter term. The early stages of the college planning course are designed to help students understand the process, define their goals, and start the necessary groundwork before the senior year. In the 12th grade, students work intensely on the application process through the fall and early winter, writing essays, detailing applications, and polishing portfolios. After the winter break, the seminar focus shifts to life after Putney, first with a faculty lecture series on topics in selected fields, followed in the spring by a selection of workshops on “things everyone should know before graduating from high school.”

Trips

Long Fall: Each year, the whole school divides into groups and sets out for the mountains, coast, or countryside for a week of camping. Students sign up for their choice of trips such as biking, hiking, canoeing, or rock-climbing. These trips require students to work together as a group, as they learn to provide for themselves in the varying conditions of the outdoors. The trips are an important reinforcement of the residential program, and are a requirement for graduation.

Day/Weekend Trips: There are various opportunities throughout the year for students to go on trips off campus. These range from regular weekend trips to Brattleboro to class field trips to area museums, outdoor settings, or cultural events. There are also optional trips offered such

as camping trips, skiing/sports trips, trips to Boston or New York, and other offerings as time and staffing allow.

A Note on Risk: Students and their parents must be aware that any school trip entails some risk and students on Putney trips need to be especially attentive to safety rules. All school rules are in effect during school trips and may be supplemented by other rules related to specific hazards. Students who violate school rules or behave in a manner deemed unsafe or irresponsible by the trip leader may face disciplinary action and the possibility of being sent back to school or home at the parents' expense.

STUDENT LIFE – GENERAL

Student Leaders:

Much of the day-to-day leadership of the school is carried out by students; this is an essential element to the culture of the school and is instantly apparent to those who visit our campus. The following is a list of some of the more conspicuous student leadership positions:

Student Heads of School:

Jack Kelly-Willis and Perri Meeks

Student Head of Dorms:

Natalie Silver

Student Trustees:

Lyssa Jackson and Chava Lansky

Student Members of the Educational Program Committee (EPC):

Audrey Batchelder and Mollie Goldblum

Student Members of the Standards Committee:

Charlotte Dillon, Nicholas (Reed) Elkington, Emily Gross, and Sophie Rodenbush

Admissions Committee:

Isabel Higgins-Long, Varney Glassman, Dong Yeol (Shin) Jang, and Andy Francis

International Ambassadors:

Rommie Cardenas, Yiru (Steven) Jiang, Stella Jordan, Hak Kyung Lee, Xi (Lucy) Lu, Rachakorn (Jan) Nanthavisai, and Corelle Rockiki

Student Sustainability Coordinator:

Delio Anthony Fernandez and Sylvie Graubard

Work Committee:

Robert Baskett, Rosa Donaldson, Emily Gross, Innocent Ndubuisi-Obi, Emma Sherefkin, Natalie Silver, and Hyun Seok Yoon

Advisors

The advisor is arguably the most important person in each student's life at Putney. Advisors support students in all realms of their Putney experience: academic, experiential, residential and personal. Each student is assigned their advisor before their first year, but is allowed to change advisors if they find a better connection with another adult during their time at Putney. The advisor stays in close touch with the student throughout the year as a mentor and is in regular contact with parents through phone calls, e-mails, notes, or letters as warranted. Advisors have access to their student's reports, attendance, and are often contacted with news regarding student's achievements at the school. Parents should not hesitate to contact their child's advisor or any of the Deans about matters involving their child.

Campus Rules

Putney maintains a purposefully open and accessible campus to its students and staff. As a community, we operate more from expectations than rules; the principles of integrity, respect, participation, stewardship and safety guide most of our guidelines. Doors are rarely locked, with exceptions made only for reasons of safety and privacy of confidential information. To sustain a campus and community in this way demands an incredibly high degree of

responsibility and trust. Our expectations are very high, but we recognize our own fallibility and are committed to learning and growing together to work towards Carmelita Hinton's goal of "a civilization worthy of the name."

Leaving Campus

It is essential for the school to know where all students are. **Students must sign out when leaving campus** either by signing up for a scheduled trip (such as the Saturday Brattleboro trip) or by signing out at the Dean's office during the week, or in the Faculty Room on weekends.

Willfully misrepresenting oneself or another student when signing out or signing in (for example, signing out to a false destination or signing another student in) will be considered a serious disciplinary infraction.

Students are permitted to leave campus to go to Putney village on Wednesday afternoons after classes, on Saturday after classes, and during the day on Sunday, but must be back by dusk or 6:00 PM, whichever is earlier. To go to a day student house or further away than Putney, students must have specific permission from their parents (and host parents, if applicable).

Day students are not allowed to drive other students unless they get specific permission each time from their parents via the Dean's office. The school provides bus service on appropriate days. *Students are not allowed to hitchhike at any time.* (See also Weekends.)

The only exceptions to these rules relate to Independent Seniors and day students (see Day Student Driving Rules).

Independent Seniors

At the end of each marking period the Dean's office, in conjunction with the Registrar, the class deans and Work Committee, draws up a list of seniors who are in good standing in all ways. Students on this list are Independent Seniors for the next marking period and enjoy the following privileges:

- They may go into Putney on foot or by bike at any time during the day, provided that they do not miss any commitments. They do not need permission of the Dean, but must sign out at the Dean's office and be back by dusk or 7:30 pm, whichever is earlier.
- They may occasionally spend the night at a day student's home **during the week** with the permission of dormheads, parents and the Dean. The host parents must inform the Dean's office by phone of the invitation. All overnights must be planned at least a day in advance.
- Once a semester, they may apply for a long weekend (Friday through Sunday) with a Special Weekend Form obtained from the Dean's office. All weekends must be planned at least 3 days in advance.
- They may visit each other in their dorm rooms during study hours, observing regular visiting guidelines, without disturbing the study atmosphere in the dorm.

Students on the Independent Senior List are expected to monitor their own behavior, to obey school rules, and to exercise general responsibility. Failure to do so will jeopardize their continuation on the list and possibly the privilege of the list itself.

Campus & Buildings

The Woods: Students are encouraged to take advantage of Putney's extensive woods and fields for walking, exploring, and just being outside. Though there are obvious trails and maps available, care must be taken to avoid getting lost or injured. Students should always tell someone when they are going into the woods, where they might go, and tell them when they have returned.

The Puddle: Students may swim in the Puddle in pairs, but never alone and never after dark. Students must be appropriately clothed at all times.

Buildings: Students should not climb on or under buildings unless supervised by an adult. Storage areas, crawlspaces, attics and basements are off-limits to students for safety reasons.

Farm Equipment and Other Machinery should only be used with training, permission and direct supervision.

Guests and Visitors to Campus

Guests are permitted to visit on campus, provided that the student host has received approval for the visit from the Dean of Students. Guests who are currently attending high school and under 18 may stay overnight in the dormitories with the additional permission of the dormhead. Guests must be of the same sex, and the student's roommate must agree to the visit. Visits can be up to three days (two nights). Guests are not permitted on the weekends of Harvest Festival, Snowball, Social Dance, and Graduation, as well as during Project Week. Guests must follow all school rules while on campus, and the host student is expected to see that they do so. Guests over 18, including parents, may not stay overnight in the dorms. The school also maintains a hostel where adult guests (over 21 years) may stay inexpensively, although advance reservations are required. (See **Accommodations**.) Hostel guests may stay no more than three nights.

Food

The school provides a variety of excellent food for three meals and snacks every day in the school dining hall, known as the KDU. Hot breakfast is served early in the morning, with a cold breakfast continuing a little longer; "milk lunch" follows first period; lunch is at midday; a fruit snack is available before afternoon activities; and dinner follows at 6:15 pm. State law requires that shoes and shirts be worn at all times in the KDU.

Food and nutrition are treated as important educational topics and are discussed from time to time in Assembly, advisory and dorm groups and in classes. Much of the school's food, including vegetables, grain, eggs, dairy products, and meat is grown on the school farm and processed with student labor. Meals are an important community experience; students are expected to attend meals for health and social well-being. The school takes eating disorders seriously through referrals to the Health Office.

Fire Code

Due to the risk to human life caused by fire, smoking, burning incense, or having an open flame inside or near a building is considered a major violation of community standards and is grounds for suspension, probation or dismissal.

The following is a list of specific fire safety regulations mandated by the State of Vermont regarding arrangement of dorm rooms. These are posted in each dorm.

- A three-foot-wide access way must be maintained from the door to the heart of the room.
- There can be no draperies on either long side of a bed.
- At least one window per room should have clear access; beds under windows are okay.
- Radiators must be kept clear.
- Draperies/tapestries on ceilings are not allowed. However, small posters are okay.

- Windows cannot have fixed drapes covering them. All drapes must be moveable.
- Draperies on walls must have fire breaks and no drapes can be run around corners.
- Each electrical socket may be used for only one fixture. Extension cords must have their own circuit breakers.
- Electric blankets may not be used.
- Doors must open fully.
- Open flames or high resistance heaters are not allowed in any dorm room.
- Mattresses must be off the floors.
- No halogen or other lamps above 60 watts are permitted.

IT IS ILLEGAL TO TAMPER WITH SMOKE DETECTORS, FIRE EXTINGUISHERS OR OTHER FIRE SAFETY MATERIALS ON SCHOOL GROUNDS.

Fire Information: Fire and Fire Drill Procedures

- **IF YOU SEE A FIRE:** Alert all persons in the building by ringing the fire alarm in the building or yelling "**FIRE, FIRE, FIRE!**" If you can do so safely, go through each corridor and alert the occupants of each room; if not, go around the outside of the building checking for occupants. Fire alarms are located at the entrances and exits of the buildings.
- **Immediately call or send someone, preferably an adult, to call: 911. *On school phones, you must dial either a 9 (office phones) or 8 (dorm phones) first to get an outside dial tone.***
If you are in a safe location, stay on the phone to give the dispatcher all the information needed. If you are in a dangerous area, tell the dispatcher that you are at The Putney School, the name of the building, and the type of fire. Then go to a safe place and call again to give further information.
- **Send someone to ring the school fire siren**, located by the light near the bathroom on the first floor of the Main Building. Do not ring the siren under any other circumstances. The school bell above the Ceramics Studio should also be rung with **three quick strokes**, between short intervals, for a period of five minutes.
- Note: The Putney School Plant Manager also serves as Fire Warden for campus.

If there is a fire alert:

- Go immediately to your assigned meeting place. Hurry, but do not panic. Check in with your supervising adult.
- If you are off campus and learn of a fire, make a list of all persons with you and call **387-6267** to check in.
- **If the fire occurs at night** and your dorm is involved, evacuate immediately. In winter, make sure to put on shoes and wrap yourself in a blanket. If there is smoke, crawl along the corridors to a door or window to exit the building. Go to your assigned meeting place. Dormheads should report attendance to the first fire official on the scene. If your dorm is not involved, go to the Common Room and check in. The dormhead should call 387-6267 to report attendance.
- All Putney Dorms have auto-dialers to 911. In the event an alarm is triggered for any reason the fire department will respond. It is essential to follow all fire drill procedures as closely as possible and stay off campus roads. Do not interfere with the Fire Department response.
- **During a fire remember:** All persons should stay clear of the fire area and access roads so that fire equipment may get to the scene as quickly as possible without risking your safety.

Fire Drills: Fire drills are serious. They may mean the difference between safety and serious injury or death in the event of a real fire.

- Be quiet and orderly. Your cooperation is essential to safety.
- The siren should sound only three times for a drill, the bell for only one minute.
- All check-in procedures are the same as for a real fire.

Bullying and Harassment Policy

The Putney School seeks to maintain a healthy and safe environment for every member of the school community. To this end, it is a violation of the policies of The Putney School and illegal under state and federal laws for anyone to harass, bully or discriminate against others.

16 V.S.A. §11(32) defines bullying as:

Any overt act or combination of acts directed against a student by another student or groups of students and which:

- (A) is repeated over time
- (B) is intended to ridicule, humiliate, or intimidate the student; and
- (C) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity.

16 V.S.A. §11(26) defines harassment as:

(A) An incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, gender identity, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

(B) "Harassment" includes conduct which violates subdivision (A) of this subdivision (26) and constitutes one or more of the following:

- (i) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:
 - (I) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.
 - (II) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
- (ii) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
- (iii) Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, gender identity, marital status, sex, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

There are 11 categories of illegal discrimination and harassment. They are based on a person's:

- race or ethnicity
- color

- creed or religion
- gender
- ancestry
- place of birth
- age
- disability or handicap
- sexual orientation
- marital status
- national origin

Any student who feels that he or she is a victim of discrimination or harassment, or would like more detailed information on state and school policies, should contact the Dean of Students or the Health Service Coordinator.

Sexual Harassment Policy

Sexual harassment is a form of discrimination and means:

- Unwelcome sexual advances, verbal or physical.
- Unwelcome requests for sexual favors.
- Other verbal or physical conduct of a sexual nature when:
 - One individual is 17 years old or older and the other is under 16.
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement,
 - Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or educational decisions affecting such an individual, or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment, if it is known or should be known that the behavior is unwelcome.

Because of the professional responsibility of Putney faculty and staff to our students, any intimate or sexual relationship between a Putney employee and student will be grounds for immediate action under this policy.

Some examples of sexual harassment are:

- Verbal: offensive sexual language, jokes of a sexual nature, unwanted flirtations, or sexually degrading words.
- Non-verbal: sexually suggestive objects or pictures, or obscene or insulting gestures.
- Physical: unwanted or offensive touching or contact, coercing sexual acts.

Anyone who believes her/himself to be a victim of sexual harassment should report the incident(s) to a Dean, or to a trusted faculty or staff member. A full and prompt inquiry will follow and appropriate action will be taken. More information is available at the Dean's office.

Sexuality

Adolescence is a time of enormous physical and emotional development surrounding sexuality. We want all of our students to develop the healthy foundations - emotional and physical - that will enable them to have healthy sexual lives as adults. While we support close personal relationships, a high level of consideration for the feelings of others in this community and of public space is of utmost importance. To these ends, Putney students are expected to refrain from sexual intimacy (involving opposite sex or same sex partners) as it is inappropriate in our school setting; it can put students at risk for pregnancy, paternity, and/or sexually transmitted diseases and can cause students emotional distress and detract from their educational focus.

Students found engaging in sexual intimacy will be required to see a school health care professional and their parents will be contacted. Additionally, students may face disciplinary consequences including visiting restrictions, suspension, and probation. Repeated disregard of the schools sexuality policy may be grounds for dismissal.

The Putney School's formal curriculum includes a Healthy Living course for 9th and 10th graders that discusses sexuality. Birth control and sexually transmitted disease information are always available through the Health Center on a strictly confidential basis.

Unwanted sexual advances will lead to investigation by the Dean's Office and the Director.

The Putney School is required by Vermont Statute to report sexual activity between a person over 18 years old and a person under 16 years old.

Leave of Absence

Being away from school is always problematic, especially given the intensity of the Putney schedule and the significance of the experiential program. We strongly discourage repeated or extended leaves, but recognize that some exceptions are inevitable. Leaves are granted at the discretion of the school for the purposes described below:

- When a serious medical condition occurs that requires the student to be away from the school. In such cases both the student's departure and return must be approved by the school's Health Services Coordinator, usually in conjunction with an appropriate consultant.
- When, in the opinion of the Dean of Students or the Administrator on Duty, an unusual, emergent or critical situation arises requiring a student to be away from campus. A serious family illness or death are examples.
- When a major family event is necessarily scheduled during school time a student may apply for a special leave or weekend. A family wedding or traditional holy days are examples. This type of leave should be requested as early as possible, and at least a week in advance.
- Seniors may apply for a short leave for a college visit (See College Counseling).

Departure and return dates for a leave of absence are coordinated by the Dean of Students office in consultation with families and, if appropriate, Health Services. Students returning from a leave of absence must coordinate with the Dean's office to plan for any academic accommodations, obtain make-up work, clarify travel plans, and notify dormheads, teachers, and activity leaders.

Conduct and the Disciplinary System

The main goals of the disciplinary system are to educate students about the value of their own integrity, and about their responsibilities to themselves and the community. Equally, the disciplinary system must protect that community. The ultimate responsibility for discipline rests with the Director of the School, who delegates the handling of disciplinary matters to the Dean of Students and the Standards Committee. Students who do not meet the expectations of the school will normally be referred to the Dean of Students. The Dean may handle minor infractions directly, or refer them to the Standards Committee for a recommendation. Following investigation, the Dean refers major infractions to the Standards Committee.

The Standards Committee, composed of four students (three voting members) and two faculty or staff members, reviews disciplinary cases with the Dean of Students. The process includes meeting with the student and their advisor, deliberating on the incident in a closed session, and making a final recommendation for action to the Director. These procedures are further outlined in the working guidelines for the Standards Committee in the Dean of Students' office. Parents may not be involved in the Standards Committee meetings.

If a student's performance or behavior is no longer serving his or her best interests, the Director or the Dean of Students may require the student to take a mandatory leave of absence. Such action will only be taken following discussion with the student's parents (or legal guardian), and often in consultation with the Health Office. It is the policy of The Putney School to note on the transcript a mandatory leave of absence. Seniors who find themselves in such circumstances should expect any colleges to which they have applied to be informed of any significant changes in their status at Putney.

The Director reserves the right to dismiss or place on probation any student for flagrant or repeated violations of school expectations. In the absence of the Director, the Dean of Students (or in the Dean's absence the Administrator in charge) may take temporary action to be reviewed by the Director upon her return.

Note: The Standards Committee will not meet during Project Week. Disciplinary infractions will be handled administratively.

Work Committee Discipline: In the case of a work job infraction, the Work Committee reviews the case with the Work Coordinator and the student and then confers on the incident. For minor infractions the Work Committee makes a recommendation to the Work Coordinator and for repeated or major infractions refers the matter to the Dean of Students for formal disciplinary action.

School rules are in effect on all school-sponsored trips (including, but not limited to Orientation, Long Fall, field trips, athletic games and meets, and any weekend trips), and students are further expected to behave in a fashion that reflects positively on The Putney School. In the case of any infractions, students may be returned to the school or immediately sent home at their parents' expense at the discretion of the school chaperones. Any such incident would then be resolved through the school's regular disciplinary procedures.

Conduct Away from School. Students are not normally held accountable for school rules when away on vacation or under their parents' care. However, students are expected to behave in a fashion that reflects positively on The Putney School. If a student away from the school behaves in a fashion that would constitute a danger to members of The Putney School community, or that is grossly inappropriate, he/she may not be allowed to return to The Putney School. Such action would be taken following a process determined by the Director which allows the student and family to respond to the issue.

Documentation: It is the policy of The Putney School to record serious disciplinary matters (probation with a suspension of a week or more, or dismissal) on the student's transcript. For seniors in the process of applying to colleges, this may mean contacting the schools to which the student is applying (or has been accepted) to notify the admissions office of a change in the student's status at Putney during his or her senior or post-graduate year. A standard letter is sent that notifies the college of this change in status, and then refers the college to the student for further information. We believe that this provides the student with the opportunity to take responsibility for his or her actions and to demonstrate maturity and strength of character by dealing honestly and forthrightly with colleges.

Levels of Disciplinary Response: There are five different levels of disciplinary responses, depending on the gravity of the infraction: censure, restrictions, suspension, probation and dismissal. These are as follows:

1) Censure is a formal reprimand without a specific concrete punishment. A letter is often sent to the student and copies are made for parents, the advisor and the student's school file.

2) Restriction is formal notification that the student has not lived up to a specific school expectation. Decisions on the nature of the restrictions are made by the Dean or Standards Committee and may include the following: early check-in, denial of off-campus permission, denial of weekend permission, Saturday and Sunday check-in. The Standards Committee may decide (in advance) to review the student's record during the period of restrictions and consider further action based on the results of the review.

3) Suspension involves sending the student away from the school for a period of time depending on the severity of the infraction. The purpose of such a separation is to warn the student that he or she is very close to permanent separation from the school and for the student and family to reflect on and discuss the incident. Suspension of a week or more is recorded on a student's transcript.

4) Probation is formal notification that a student is one step from **dismissal** and it consists of the following components:

- A period of restrictions and/or suspension.
- A waiting period of at least one month so as to give the student an opportunity to do his/her best in taking an active and positive role in the school.
- Ongoing review of the student's progress by the Deans' Committee. This review leads to a recommendation to the Director and might include a recommendation for dismissal. Once a student is on probation it is his/her responsibility to earn reinstatement as a member in good standing of the school community.
- The student is subject to immediate dismissal for a major infraction during the probationary period. Probation becomes part of a student's permanent file, will influence any further disciplinary decisions, and will result in continued progress reviews by the Dean of Students.

5) Dismissal: The Director may decide to dismiss a student at any time for repeated or egregious violations of school expectations. The decision to dismiss a student is an indication that the school is no longer able to work successfully with that student. A dismissed student may not return to campus until after all current students graduate, except by permission of the Dean of Students or Director.

Reapplication: After separation from the school, students may apply for readmission. Normally readmission is granted only after one full semester has elapsed and the student has demonstrated significant growth.

Withdrawal: If parents decide to withdraw a student for any reason, they must notify the Director in writing of their decision. The official date of withdrawal will be the date of written notification or the date the student actually departs from The Putney School, whichever comes later. A withdrawn student may not return to campus until after all current students have graduated, except by permission of the Dean of Students or the Director.

Drugs, Alcohol and Tobacco

Alcohol, tobacco products, and other drugs are not permitted while students are under school care and supervision: while on campus, in Putney or Brattleboro, or on any school-sponsored trip. This includes the misuse of prescription drugs or use of legal or illegal psychoactive drugs for the intention of intoxication or achieving an altered mental/physical state. Day students who have left school for the day or the weekend are presumed to be under their parents' care, but may not flout the letter or the spirit of school rules. Students may not purchase drugs, alcohol, or tobacco products, or return to the campus with, or under the influence of, such substances.

The school's response to drugs and alcohol infractions comes in two parts. The first is educational and health-oriented, the second is disciplinary. We believe that both responses are essential to the well-being of the individual student and the school community. If a student is found using or possessing drugs, alcohol, tobacco or related paraphernalia the parents will be notified and the student will likely be suspended for a minimum of 24 hours. When the student returns he/she will meet with the Standards Committee for determine further disciplinary responses (often including a year of probation and urinalysis). The student will be required to undergo an evaluation by a certified substance abuse counselor and subsequently may be required to undergo therapy. The student may also be required to attend school-sponsored help sessions.

A second drug or alcohol infraction will be grounds for dismissal regardless of when the first infraction occurred.

Any student found distributing drugs or alcohol under any circumstances will be subject to immediate dismissal. Sharing, even without compensation, may be considered distribution.

Any student who is in the presence of others who are violating drug and alcohol rules is also considered accountable and subject to disciplinary action.

Sanctuary Policy

The main purpose of the sanctuary policy is to promote safety, individual responsibility, and trust. It is not meant to promote or enable substance use. If a student judges that the health of another student or his/her own is in jeopardy, he/she can contact a faculty member with the intention of getting professional help for the impaired or addicted student(s). Such contact is called "sanctuary." Sanctuary cannot be claimed by a student if confrontation or discovery by a faculty member occurs first or is imminent.

- The student claiming sanctuary will retain anonymity except to the informant, the Director and the Dean of Students.
- No disciplinary consequences will be put on the reporting student's record.
- The impaired or addicted student will receive no disciplinary action.
- The impaired or addicted student must take these actions:
 1. Call his/her parents, inform them of the incident and direct them to call the Dean of Students.
 2. Meet with the Health Office Coordinator and arrange for a substance use assessment and long-term support plan.

Sanctuary may be used by students for events occurring off or on campus. In the case that law enforcement was to become involved, the school's sanctuary policy does not release students from whatever legal action ensues.

If a student believes that he or she has a substance abuse problem, he/she can contact a member of the Health Office without fear of disciplinary response. The information will be held confidential unless the staff member believes that the health or safety of the student (or any others) is in jeopardy.

If a student who has claimed sanctuary is later brought to Standards for a substance use infraction, the committee will be made aware of the conditions of the sanctuary case.

Drug and Alcohol Intervention. The purpose of this policy is to hold students accountable for their behavior and performance at school and to confront problems proactively. An intervention is based on concern about possible substance use and may include both confrontation and counseling.

Informal intervention is an expression of concern by a member of the community to a student about his/her behavior and possible substance use. Informal interventions are private and non-disciplinary. Students are encouraged to intervene informally when they have concerns about another student's substance use. Faculty members are expected to intervene when they have concern about a student's possible substance use, and are expected to keep a record of interventions and report them to the Dean of Students.

Formal intervention signifies that the student has lost the trust of the faculty and staff regarding drug and alcohol use. The purpose of formal intervention is to help the student confront the issues that have created the distrust. A formal intervention may or may not be preceded by informal interventions.

Formal interventions may include a required drug test and search of the student's room. Room searches are led by the Dean of Students, assisted by the adult dormhead and observed by the student dormhead whenever possible. The student and the student's parents receive a written report of the intervention and the conditions that may be placed on the student resulting from the intervention. Such conditions may include a professional drug and alcohol assessment, counseling, and urinalysis. If the student does not agree to the conditions of a formal intervention, the alternative is medical leave or withdrawal from the school. The faculty and staff are not required to work with students whose commitment to being substance free cannot be trusted.

Tobacco. Given the addictive nature of nicotine, the school treats tobacco products much like any other drug. Therefore, a student caught using tobacco products will be required to meet with the Standards Committee. A first offense may lead to mandatory attendance at a smoking

cessation support group, restrictions, and/or other repercussions. A second offense may result in suspension, and a third offense will result in a recommendation for dismissal. Any student who is in the presence of smoking is also considered accountable as a user. **A student found smoking in or within 50 feet of a building will also be subject to a fire safety infraction.**

The school does make an effort to work with students who have developed habits around use. However, the ultimate burden rests on the student; no one can break substance habits for them.

Searches

The Putney School reserves the right to enter student rooms, lockers or vehicles parked on campus and to look through personal belongings, following the guidelines contained in the school search policy. A student who has been caught in a drug or alcohol infraction, or who has had a formal intervention, should expect his or her immediate belongings to be checked and his or her room searched. A copy of the working guidelines for conducting searches is printed in the Faculty Handbook and available in the Dean's office.

STUDENT LIFE – BOARDING STUDENTS

Dorms and Dorm Life

Dormitory life is at the core of the residential program at Putney. The habits and skills learned by living closely with roommates, dormheads, and other students can be invaluable in building personal relationships throughout a student's life. With the exception of cabin dwellers, boarding students live in dormitories ranging in size from 10 to 30 students. Each dorm is supervised by at least two resident adult dormheads with the assistance of dorm liaisons (off-campus teachers who take active roles in dorm activities), and at least two student dormheads.

Dorm Safety: in a residential setting, we must have systems to help ensure that our students are safe. The following are two of the most essential components of our residential safety plan:

- **7:30 pm Check-in:** Students must visually check in with the dormhead on duty by 7:30 pm each night.
- **In-dorms:** All students must be in their own dorms, and check in with the dormhead on duty by 10 pm on weekdays and Sundays and by 11 pm on Saturdays. In-dorms on Wednesdays is at 9:30 to allow for dorm meetings. *Students must remain in their dorms until at least 5 am every morning unless they are accompanied by a faculty member.* An in-dorms violation is a major disciplinary infraction, which may lead to dismissal.

Dorm meetings are held at 9:30 pm on Wednesday nights to discuss common concerns, establish guidelines, and organize responsibilities. They are also often a time to share stories, have a snack, plan events and come together as a group. Dorm members are expected to attend meetings and fulfill the obligations defined by their individual dormitories.

Retiring Hour: Since The Putney School is an early-rising community, communal and individual health and well-being depends on sleep, *it is required that freshmen and sophomores be in their own rooms by 10:30 pm, juniors and seniors by 11:00.* At this time, the lights in the common areas are turned off and the dorm prepares for sleep. Students who need to study later may do so only with the permission of their dormhead.

Dorm Jobs and Room Cleanliness: In keeping with the school's philosophy on work, participation and stewardship, students hold primary responsibility for maintaining the cleanliness and upkeep of the dorms and rooms. Every day, students clean and tidy the dorm common areas as well as their individual rooms. Every Sunday, students "deep clean" their rooms and the common areas in preparation for an inspection. Failure to maintain minimal standards of cleanliness may lead to disciplinary action. Damage to rooms may also lead to disciplinary action as well as repair charges to the student's account.

Residential Code: The school's Residential Code is an attempt to address small but repeated infractions which erode dorm cohesion and trust, community spirit, and the overall quality of life. A student incurring a Residential Code infraction (including, but not limited to, late night noise, playing music so that it is audible out of the room during quiet hours, failure to do a dorm job, messy room) may be subject to the following consequences: after the first offense the dormhead will let the student know that he or she has incurred an infraction and may impose dorm or visiting restrictions, after the second offense the student and dormhead will meet to discuss the student's behavior in the dorm and impose further restrictions, after the third offense the student will meet with the Dean of Students and incur additional restrictions, and after the fourth offense the student may go to the Standards Committee for disciplinary action.

Rooms at Putney are not large, but are adequate for the simple lifestyle the School promotes. We encourage students to limit the number of their possessions accordingly, emphasizing relationships with people over things. Rooms are normally assigned for double occupancy, because living with a roommate is an essential part of the boarding school experience. Furthermore, rooms are not locked. Therefore, students are strongly encouraged not to bring expensive personal possessions to school. Students are encouraged to bring some type of lockable trunk, footlocker, or storage bin and keep expensive items locked away. Beyond this, the school does not take responsibility for students' possessions. Storage over the summer is only available for international students.

Cabins

The cabin program at Putney is open to a few students, usually seniors, who have demonstrated their commitment to the residential program and who have shown themselves to be outstanding and responsible members of the community. These students need written permission from their parents to live in a more rustic and less supervised setting. Cabins house two students, are heated by woodstoves, and are equipped with solar or propane lighting. Each cabin is affiliated with a dorm for supervision, bath facilities, and the social life that the dorm offers.

Cabin visitation: Regular visitation rules apply to all cabins. Overnight visits can happen with dormhead approval, but should be a rare event. Because of the relative lack of supervision in cabins, any student who spends more than the occasional night in a cabin during a semester must have the dormhead or Dean call the parents and obtain specific permission for that student to sleep in a cabin. Cabin selection is a very involved process and only cabin dwellers and their families have signed on to the additional responsibility related to this experience.

Cabin dweller responsibilities: Students living in cabins are responsible for maintaining their cabin and the grounds around it. Cabin dwellers must also do one term of woods crew before or during their period of cabin residence. Because the cabins are heated with wood stoves, there is an inherent safety issue. Students in cabins must therefore behave with extra care and good sense. Students in cabins are accountable for all the same rules as other students, including those regarding in-dorms, pets, cleanliness, and inter-dorm visiting. Students who do not live up to the spirit of the cabin program will lose the privilege of living in one.

Weekends

Weekends at Putney begin on Saturday after the student's last school commitment and extend until 7 pm on Sunday. Regular weekend events include a Saturday afternoon trip to town, a Saturday evening trip to the movies, and films shown on campus Saturday evening. Faculty and students arrange additional weekend activities such as dances, concerts, bowling, skating, camping trips, excursions to art exhibits, plays, flea markets, lectures, and religious services throughout the year. Each weekend a group of faculty known as the Weekend Duty Team is in charge of weekend activities and general supervision.

Weekend Away Permissions are allowed at the discretion of the Dean of Students, who will consider such factors as academic performance, conduct, number of previous weekends taken, and the nature of the weekend activity. Students who wish to be away for the weekend must apply to the Dean of Students' office no later than noon on the preceding Wednesday. All requests for a weekend away require permission from parents and an invitation from the adult host. This permission and invitation must be emailed or called in to the Dean's office by Thursday evening (802-387-6242 or 387-6256). Parents and students must recognize that granting permission is ultimately at the school's discretion. We understand that it is beneficial for students to have an occasional change of scene, but regular weekend absences can undermine the residential program at the school.

Special Leaves and Weekends: Longer weekends are not granted routinely, and imply special circumstances, such as a family wedding, graduation or funeral. (See **Leave of Absence**.) Requests for special weekends should be made to the Dean's office as far in advance as possible, and no later than noon of the Monday preceding the intended departure.

Closed Weekends: Some weekends are not open for students to leave or have visitors. These include Long Spring, Harvest Festival, Project Week, and the weekends immediately before and after major vacations. (See the **Calendar** for specific dates.) Otherwise, the number of weekends a student may take is not systematically restricted.

Late Returns: If a student is returning after in-dorms, he or she must contact their dormhead on duty before they leave campus. If a student is going to return late, he or she needs to call their dormhead and the Weekend Duty team as soon as possible.

All students returning from a weekend, leave, or vacation should return no later than 9:00 pm and immediately sign in with their dormhead when they reach campus.

Take-out and dorm food

Each dorm is equipped with a small refrigerator, sink and microwave oven for student use. However, students are discouraged from keeping large quantities of food in the dorms as it can lead to unsanitary conditions, vermin, and pilfering. The KDU provides healthy food options throughout the day as well as offering dorm snacks most evenings. Students may order pizza and sandwiches locally on occasion. Such orders must be delivered to campus before in-dorms.

Visiting Other Dorms

Students may visit other dorms during visiting hours only at the invitation of a host who is present during the visit. Visiting hours are Monday, Tuesday, Thursday, and Friday from 5pm-6pm and from 6:30-7:30pm, on Wednesday afternoon from 1pm-6pm and from 6:30pm-7:30pm, on Saturday afternoon and evening from 1pm-10:45pm, and on Sunday afternoon from noon-7:30pm. Dorm room doors must be propped open during the visit and others should feel welcome to enter.

Sleepovers: On Saturday nights boarding students may stay in other rooms and dorms of students of the same sex, with permission of the adult dormheads involved granted by 10:00 pm. Please note that Sunday through Friday night inter-dorm sleepovers are not allowed; students must be in their own beds to be easily accounted for by faculty dormheads.

Electrical Appliances

Most electrical appliances are not allowed in student rooms. (Refrigerators, heaters, and appliances drawing 100 or more watts of electricity, etc. are not allowed; electric razors and hair dryers are OK.) Questions about the acceptability of an electric appliance should be directed to the Plant Manager.

Technology is evolving at such a pace that rules are almost immediately outdated. We operate instead with general guidelines and an ethic of openness and personal interaction.

- **Computers**, used as study tools, are strongly encouraged. (See **Acceptable-Use Policy**.)
- **DVDs and other video media** for entertainment are only permitted during visiting hours.
- **Televisions and dedicated gaming devices** are not permitted.

- **Cell Phones** are permitted in private places only. Ringers must be turned off when phones are in public areas. Bothersome or inappropriate use of cell phones (late night, messaging, excessive use, etc.) may also result in confiscation. Confiscated items will be returned after a short time (dependant on the infraction and pattern of use) and conversation with the Dean.
- **Recorded or live music** is permitted only when it is played quietly and does not disturb other people. It may not be audible outside the room (headphones help). If you are asked to turn the volume down, you should comply; failure to do so, or a repeated offense, will result in confiscation of the equipment. Music should not be played out of windows.
- **Digital media with headphones** may not be used in public places such as the KDU, Assembly Hall, or outdoors. Headphones worn in public may be confiscated.

Cars

Boarding students may not have cars at Putney, nor may they bring a car to the area and keep it at someone's house. Any exceptions that have not been previously approved by the Dean of Students will be viewed as serious rule infractions. The school does not give permission for students to drive with other students, friends, families, etc.; only parents or guardians can give driving permission to their children.

Parents may use the **riding and weekend permission form** to give students general permission to ride with siblings, other relatives, or specific day students. Contingent upon that permission, boarding students with the specific permission of the Dean of Students **for each occasion** may be allowed to ride with those specific persons in a car. The school reserves the right to have the Dean of Students make a final decision in each specific case.

Pets are not allowed in the dorms or cabins except in faculty dorm head apartments. Students are encouraged to consider helping to raise a farm animal in the barns.

STUDENT LIFE - DAY STUDENTS

Requirements for day students differ marginally from those of boarding students. Putney was conceived as a residential school, and the program remains extensively residential in character. Therefore, day students are expected to participate fully in the life of the school and to take advantage of all programs. Day students are always welcome at meals. Any time a day student is on campus during a required activity, such as all campus meeting, he or she is expected to attend that activity. Day students that do not live on campus are typically not assigned to morning barn chores or breakfast jobs.

Experience shows that some situations, such as long commutes and major obligations at home, can produce an untenable level of stress in some day students. Putney is committed to working with day students and their parents to keep such stress at manageable levels. If a day student has significant activities outside the school, the student may request that an outside activity take the place of a school activity. All such arrangements are made through the academic office in conjunction with the appropriate program directors.

Day Student Dorm Affiliation

Day Students have a "dorm affiliation" and are able to be in their affiliated dorms outside of regular visiting hours. Day students are expected to respect dorm rules that pertain to boarding students. Showers and bath facilities are available to Day students in the Field House and they may have a locker in their affiliated dorm, in the Field House or in an academic building. However, because of limited locker space, day students are asked to limit their possessions at school to necessities. The school does not take responsibility for students' possessions.

Arrival

Day students should arrive at school in plenty of time for their first commitment (e.g. class, Assembly, Sing or work job).

Departure

Day students may depart from school after their last activity, normally 4:35 pm or 9:00 pm on evening activity nights. Day students may remain on campus to use a place of study, such as the library, computer room, art building, or music rooms. During evening study hours they must be in a place of study or off campus. All day students must be off campus 15 minutes before in-dorms (9:45 pm during the week, 9:15 pm on Wednesdays, 10:45 pm on Saturday nights).

Cars

Day students are only allowed to have cars at Putney as a convenience in getting to and from school. **Cars must be parked along the drive in front of the main building**; other lots are reserved for faculty, staff and delivery vehicles. **Once students arrive in the morning, cars should not be used again for any purpose**, except by special permission, until the student leaves school at the end of the day. This means that day students may not use their car for appointments during the day, or as transportation for school trips, including athletic events. The same rule applies to weekends. The only exceptions are if students receive special permission from their parents to use their cars during blocks of free time greater than 90 minutes.

Day students may not transport other students at any time while school is in regular session.

Permission to transport other students will only be granted on weekends after classes and on Wednesday afternoons. Any exceptions to the driving rules must be approved by the Dean of Students each time a trip is to be made, and students who misuse their cars will be denied the privilege of driving, as well as face possible disciplinary action.

Due to the risk to human life caused by car accidents, driving infractions will be considered major safety/disciplinary infractions and could lead to suspension or dismissal.

Inclement Weather

In the event of snow or other dangerously inclement weather, the school will house day students in the dormitories. Overnight arrangements will be makeshift, but will provide for the safety of the students. School is almost never canceled due to inclement weather; however, day students should not be sent to school in dangerous weather conditions. When such conditions occur, parents are asked to call the Health Center to let the school know that the student will be absent or late to school.

Contacting a Day Student

There are several ways to leave a message for a day student. Calling Jane Cyr in the bookstore (802-387-6264) will allow you to have a message put in a student's mailbox. In an emergency, call the Dean's office (802-387-6256 or 6242) or the emergency beeper service (866-888-9613). For general information about a returning field trip or school event, call the main number (802-387-5566). The school switchboard is generally open from 8 am to 4:30 pm on weekdays. After hours, calls to the main number are answered by the school's voice mail system. You may also call the affiliated dormitory directly. (See **Telephones**)

Reporting an Absence

If your child will not be at Putney due to illness or inclement weather, please call one of the following numbers (listed in order of preference) by 9 am to notify us that the student will not be at school (leaving a message for non-emergency situations is sufficient notice):

Health Center:	802-387-6221
Dean of Students' Office:	802-387-6256
Dean of Students:	802-387-6242

If a family matter or other special occasion will cause a student to miss school, a parent must contact the Dean of Students well in advance, and the student must fill out the special leave permission form. Day student parents may not excuse absences their child accrues during the school day.

Weekends

Day students may leave the school after their last commitment on Saturday. They may return to campus for a special event, but should not come and go repeatedly. They are welcome to go on the bus to town on the afternoon and movie trips, provided that there is space; they must sign up for the trip on the regular list. Day students may sleep in a dormitory on Saturday nights with the permission of the Weekend Duty staff and the adult dormhead. Otherwise, day students should be off campus 15 minutes before in-dorms, 10:45 pm Saturday, 9:45 pm Sunday.

STUDENT SERVICES

Book Orders

Students order books for their classes with an online tool. Detailed instructions are provided by email from the Academic office. If you have any questions, please contact the Academic Dean.

College Counseling

The college counseling process begins during the junior year, and extends through the senior year. Students attend a college planning class and meet regularly with the college counselor throughout the process (College office contact: **802/387-6227**). Students are encouraged to visit and apply to a range and variety of colleges to find the best match for the individual.

College visits: Students are encouraged to begin visiting colleges during their vacations junior spring and during the summer before senior year. Return visits to a few schools during the senior year can be important, and seniors should be prepared to use midterm breaks and the first part of winter vacation for such purposes. Putney will support judiciously planned, limited visits to colleges during the school year. Visits must be approved, first by the college counseling office, and then by the Dean of Students. A completed college visit form must be returned to the academic office at least one week in advance of the student's departure.

Computer and Internet Services

The Putney School maintains a variety of computers for use on campus. The ITC computer lab is open all day, and available for classes and for individual students to do their work. The library has multiple computers, and The Currier Center has two labs, a specialized midi lab, and a video lab for video editing. All buildings on campus are covered by our campus-wide wireless network, and printing is available in the ITC computer lab and the library. If possible, students are encouraged to bring laptop computers or "netbooks" for personal use.

Computer Lab Rules:

- The computer lab is for academic work. Academic work will always take precedence over non-academic work.
- Food and drinks should not be in the computer lab.
- Headphones should be used when listening to audio on the computers.

Acceptable-Use Policy

The computer network at The Putney School provides resources and information to the community, but also places a major responsibility on all users. All school expectations about honesty and respect apply to network use; students should pay particular attention to the school's policies and expectations regarding academic dishonesty, harassment, and respect for privacy and personal property. The school's network is maintained for the educational use of students and faculty. Any use of this facility for profit, illegal copying, downloading, or distribution of protected materials, is prohibited.

The Internet itself is an electronic community that has its own expectations of consideration and courtesy. You are on a virtual field trip when on the Internet; we expect students and faculty to maintain the highest standards of integrity and scholarship when using it. A student's permission to use the network or his or her computer while at the school is contingent upon acceptance of these principles.

1. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy and plagiarism. Students must cite material that is downloaded or referenced from electronic databases just as they must cite quotations, ideas, or content that they find in print material. Students have an obligation to protect their own personal information: It is not a good idea—and it is highly unsafe—to publicize personal data, including an address and phone number, on the Internet. Internet sites aimed at social networking are accessible to future employers and college admissions offices.

2. Seeking or gaining access to the accounts, e-mail, and files of others is prohibited. This rule protects the basic right of privacy of all users on the network. Taking advantage of someone who inadvertently leaves a computer without logging out is no different than entering an un-locked room and stealing, reading a personal letter, or destroying personal property. Once accounts have been established, students must not share their network or e-mail account passwords with anyone.

3. Attempts to subvert network security, to impair functionality of the network, to bypass restrictions set by administrators, to capture passwords or network traffic data, and to download or to possess software that attempts to do these actions are serious offenses, which could lead to expulsion from the school. Assisting others in violating these rules is likewise punishable.

4. Wasteful use of time and resources is not permitted. Just as TVs, VCRs, and video games are not allowed at Putney, using a computer to perform these tasks is restricted. While there are small amounts of time during the week when students may run software of their choice on personal computers, games are never allowed on any school computers. Use of computers for entertainment is not permitted during the academic day, during study hours, or after 11 p.m. on school nights. Instant messaging services are similarly restricted to non-academic time and should never interfere with homework.

5. Use of Putney Gmail to communicate is a privilege, not a right, and entries made on Community Comments or any other conference must be consistent with our expectations of respect. Civil discourse must be maintained; any statement that would be deemed offensive or inappropriate when spoken in a public forum is equally unacceptable on an internet conference. Profanity, obscenity, harassment, and abusive language are prohibited. Violations may result in loss of internet account privileges and disciplinary consequences. Violations of Vermont and/or federal law may have consequences reaching outside of the school.

6. The school's computers and network are property of The Putney School and are subject to access and inspection by network administrators. Users do not have an absolute right of privacy, and entries made within our network are subject to inspection and response whether the user was on or off campus at the time. Day students using their accounts from home, or boarding students when on vacation, must respect acceptable use expectations. The Putney School will follow, when possible, the same protocol in conducting such a search of a personal account as it would in conducting a search of physical property (room search). The user will be notified and present during the inspection of the account, and will be accompanied by a community member of his/her choice.

7. Students must have explicit permission to install any programs or to make any significant unauthorized change on any school computer. Academic users of the network always take precedence over casual users. Word-processing and e-mail users may not commandeer more powerful machines to the detriment of academic users who require use of these machines for their software. Common courtesy and respect for academic needs must always prevail.

8. Students are expected to reduce waste caused by unnecessary printing and paper usage. Students and faculty should make every effort to minimize paper use through electronic communication. Printing large documents from the web should be limited. Use of recycled paper is encouraged.

The Putney School reserves the right to suspend network access if the expectations of this acceptable-use policy are not met. Likewise, a student using his or her own computer in ways contrary to the mission and purposes of the school may have the computer confiscated. Offenses may result in disciplinary action.

Health Services

The school Health Center is staffed by registered nurses and the school's mental health coordinator. The school also contracts with a local physician who is available for phone consultations or office visits when necessary. Other medical appointments are made through the Health Center office.

- Health Center: 802-387-6221; 802-387-7318
- Paging Service: 866-888-9613 (toll-free emergency service)
- See **Emergency Numbers** at the end of the handbook for more options

Clinic Hours: The school Health Center is open 7:45 am until 7:45 pm during the week, 8:00am-12:00am on Saturdays, 10:00am-12:00pm on Sundays. A nurse is also on call for emergencies whenever school is in session and can be reached through the emergency paging service: **866-888-9613** (ask them to page the nurse on duty). A student with a medical problem after clinic hours should go first to his or her dormhead or activity leader for care.

Individual Counseling: The school has contracted with a full-time licensed mental health counselor to provide short-term support and drop-in services for students as well as guiding ongoing support groups and educational programs. Referrals may be made for ongoing psychological counseling. The school maintains a relationship with several local therapists (some of whom come to campus to meet with students); this type of service has been extremely beneficial to many students. Confidentiality between the student and therapist is strictly maintained according to state law and good practice. Financial arrangements for therapy are made individually between the parents, the student, and the therapist involved.

Medical Leave: Under some circumstances, a student may be granted a leave of absence for medical or mental health purposes. In such an instance, both the departure from the school and the return to school must be approved by the Dean of Students and the Health Center Coordinator, usually in conjunction with an appropriate consultant.

The school is not equipped to provide ongoing services for a student whose psychological state seriously impairs his or her ability to function as a member of this learning community.

Confidentiality: We encourage Putney students to talk over issues and concerns with their advisors, dormheads, or other faculty members. Faculty members usually consider such conversations to be private, and the school generally supports the privacy of faculty/student discussion as essential to honest and open communication. However, faculty members cannot guarantee confidentiality in all situations, particularly when a conversation gives rise to a concern for the welfare of the student, the welfare of other students or involves the breach of a school rule. Conversations with counselors or other health professionals are strictly confidential unless there is a situation that immediately threatens the safety of the student or the community, or requires mandated reporting to the Department of Social and Rehabilitative Services.

Health Insurance: The Putney School cannot assume liability for the health care of students and associated expenses. It is necessary that all students, for their well being and safety, be covered under a health insurance program provided by the parent or guardian. Students may not participate in school activities without evidence of health insurance and a completed Student Health Insurance Form on file.

Excused absences: The Health Office can officially excuse sick students from classes, jobs or activities. A student who is ill must come to the Health Center before 9 am, and the staff will determine the student's medical status. A parent of a day student who is ill must call 387-6221 before 9 am and leave a message (see **Reporting Absences**). A student who becomes ill during the day and wishes to be excused from an afternoon or evening activity should go to the Health

Center during the afternoon. All students not actually in the Health Center or on **Meals and Classes** (see following) are expected to find personal substitutes for any job they miss.

- **Meals and Classes:** A student may be given a reduced load for the day and be excused from work jobs and afternoon and evening activities, as determined by the Health Center staff. Students excused from afternoon activities must be in the health office, resting.
- **Infirmity Day:** A student who is too ill to attend classes must stay in the Health Center until 5 pm. A student on an infirmity day is excused from classes, activities and jobs.
- **Limited Activity:** A student who is not capable of strenuous physical activity due to injury or illness may have his or her activity limited for a period of time. The student must check with the head of work jobs and afternoon activities to be reassigned.

Visiting hours for the Health Center are limited and must be approved by the nurse on duty.

Medical Appointments: *We recommend keeping outside appointments to a minimum while classes are in session.* It is difficult for students at Putney to get to appointments outside the school; students are busy, and transportation to and from Brattleboro is both time consuming and expensive. We ask parents to use vacation time for planned medical appointments. A student who needs to be excused from school responsibilities for a medical appointment should see the infirmity staff well in advance. Only when absolutely necessary can a student be excused from class for medical appointments.

- **Boarding students** should make their appointments through the Health Center.
- **Day students** must call the Health Center in order to be excused from school commitments.

Medications: Students who have medical needs that necessitate special treatment or prescription drugs must make appropriate arrangements with the Health Center for dispensing medication. *It is critical that parents inform the Health Center of any and all prescription medications that their child is taking.* **Prescription medications are kept in the Health Center and dispensed by the nurse. No medications should be kept in dorm rooms.** Each dorm has a locked box that allows the Health Center to securely distribute nighttime medications as needed. Medications put into these boxes are given to students by an adult dormhead. In addition, each dorm has a First Aid Kit that is kept by the dormheads for over the counter remedies, band-aids, etc. **All medications should be sent to the Health Office prior to students' arrival or personally delivered by parents – students should not transport medications to school.**

Infectious disease policy: The Putney School has adopted and follows the NAIS guidelines on HIV/AIDS and other serious infectious illnesses which contain general as well as specific sections for students and employees. These guidelines are available in the school's Health Center and are printed in The Putney School Employee Handbook.

Body Art: For health reasons, piercing, tattooing, or other forms of permanent body art may **not** be undertaken by any student while at The Putney School or on any school trip. Students wishing to be pierced, tattooed, and so on, should do so away from The Putney School and under the supervision of their parents. Disregard of this expectation may result in disciplinary action.

Library

The library is at the heart of our academic community and a center of activity throughout the day and night. Students may use the library from 7:30 am until 10 pm. The library is divided into a quiet study room, main room and magazine area. Quiet talking and group work is allowed in the main room and magazine area, but no talking is allowed in the quiet room.

At Putney, books are checked out of the library by students under the honor system. Deliberate damage to library materials, or failure to check them out properly or return them will result in substantial penalties.

School Store

The School Store and Post Office is managed by Jane Cyr and located in Old Boys Dormitory. The store has school supplies, school products from tee and sweat shirts to yarn, maple syrup, telephone debit cards, and most postal services. Textbooks are ordered online by individual students. (See Book Orders) The store is open during Milk Lunch, after lunch, and during other posted hours Monday through Friday.

Student Accounts

The school requires that each student establish a bookstore/debit account, which is linked to a parental credit card. Once the account is established, each student will receive a student ID, which the student may use for purchases at the school store, to obtain allowances, and for other expenses within the school. Non-school expenses (college application fees, sports equipment, etc.) cannot be billed to this account. Depending on the student's choice of extracurricular activities, a boarding student will normally need between \$1000 and \$1500 a year for supplies, spending money and other necessities; day students need between \$500 and \$1000. As spending occurs throughout the year, periodic charges are made to the parental credit card in order to maintain a normal account balance of \$1000. A monthly statement of activity is sent to the parent.

Some parents may chose for their child pay by cash or check and (especially for day students) make only occasional use of the account, primarily for bookstore supplies. However, we strongly discourage students from keeping large quantities of cash at school and find that most parents prefer to have transactions (including allowances) occur via this bookstore/debit account to monitor student spending and to limit access to cash.

Purchases or allowances are not permitted if there is a credit problem with the account, so good financial planning and timely communication between student and parent are essential. Students should monitor their account each time they make a purchase or obtain an allowance at the bookstore. Any remaining balances will be promptly refunded upon final billing.

Allowance: Students are normally permitted weekly withdrawals of \$15 in cash for spending money. For larger withdrawals or for special purposes, parents should normally advise the bookstore (e-mail, fax or phone message) and/or the Dean of Students. Students may cash checks for less than \$50 at the School Store. Higher amounts require 24 hours advance notice and permission from the Dean. There are ATM machines in Putney village and Brattleboro.

The Putney School emphasizes a simple life style, and the school asks that parents support the spirit of this policy in their cash allowances. To avoid disappointment, please keep in mind the following simple guidelines:

- Plan ahead for cash needs and the transfer of funds;
- Payment will not be advanced on behalf of a student if there are not sufficient funds available in his or her account;
- Please remember to provide separately for expenses that are inappropriate for a school debit account.

Travel Expenses: For travel expenses, parents should make arrangements with their local travel agent, via the Internet or with the school's travel agent. Jane Cyr, in the Bookstore, can help make reservations for students, but tickets will not be issued until payment arrangements are complete (visit <http://www.putneyschool.org/directory/travel.htm> for more information). Parents may wish to make billing arrangements directly with the school's agent—Greater Falls Travel, Bellows Falls, VT, 802-463-3919. (See also Travel.)

Academic Tutoring provided by the Learning Center is billed directly to student accounts.

Charges for riding lessons are billed in advance via the bookstore account on a quarterly basis. Once lessons have started no refunds are made for the quarter if the student discontinues or misses lessons.

Music lessons are arranged through the music department and are billed directly to the student account twice per semester. Students must notify teachers at least 24 hours in advance of a

lesson if they need to cancel or reschedule. Excused absences (proper notice, illness or Dean's Office excuse) are not billed to student accounts; all other absences are billed at the normal rate.

Travel

Bus: Unfortunately, bus service to Brattleboro was discontinued in spring 2011.

Rail: The nearest train station is in downtown Brattleboro. Service is currently limited to one train to the south (to New York, NY via Springfield, MA) each morning and from the south each evening. It is best to buy Amtrak tickets well in advance, especially before and after holidays. Amtrak's national number is 800-872-7245. At each vacation the school coordinates transportation to and from the train station in Brattleboro for a nominal fee.

Air: The closest significant commercial airport is Bradley International (BDL) at Hartford-Springfield, which is less than a two-hour drive from the school. Parents should make arrangements with their local travel agent or on the internet. While the school will be happy to make reservations on the student's behalf, tickets are not issued until payment arrangements are complete.

Once you have made travel reservations (by phone, Internet, or travel agent) please make sure to let Jane Cyr in the bookstore (802-387-6264) know your travel plans. If you have an itinerary, please send a copy or have one faxed (802-387-5082). Jane will keep track of travel information for the Dean of Students. She will be happy to answer questions and to assist making reservations, however credit card information and authorization will need to be supplied before tickets can be purchased.

Shuttle Service: Putney contracts with two van services to provide transportation to airports and to nearby cities: Thomas Transportation (800-526-8143), and Adventure Limousine (877-238-5466). To avoid double-booking and costly misunderstandings, please allow Jane Cyr in the bookstore to coordinate these van reservations for normal vacation travel. At other times, if parents make van reservations, please notify Jane of your plans, preferably by fax or email.

Please resist the temptation to make travel arrangements during times that would jeopardize valuable class time. Questions about irregular departure for a break or return from a break should be directed to the Dean of Students or to the Assistant Dean.

For more information on travel, please feel free to use links on Putney's website: (<http://www.putneyschool.org/directory/travel.htm>).

PARENT INFORMATION

Special Events

Several times during the year the school extends a special invitation to parents to join the Putney community.

October 14-16: Fall Parents' Weekend, culminating with Harvest Festival: an all-school event on Sunday of the Columbus Day weekend. The local community is invited to participate with parents and alumni in a traditional celebration of the harvest.

December 17 Project Week concludes with exhibits and performances.

April 27-29: Spring Family Weekend.

June 9: Project Week concludes with exhibits and performances

June 10: Graduation

Vacations and Recesses

There are six formal vacations or recesses during the Putney year when the school is closed and students must be off campus. These are the appropriate times for medical appointments, college visits, family vacations, etc. Parents are asked not to interrupt their child's experience with these types of activities while school is in session.

Fall Mid-Term Recess

Sunday, October 16 to
Sunday, October 23 by 7 pm

Thanksgiving Recess

Saturday, November 19 (noon) to
Monday, November 28 by 7 pm

Winter Vacation

Saturday, December 17 (evening, dorms close Sunday by 10am) to
Wednesday, January 4 by 7 pm

Winter Mid-Term Recess

Wednesday, February 8
(after last commitment) to
Sunday, February 12 by 7 pm

Spring Vacation

Saturday, March 10 (noon) to
Sunday, April 1 by 7 pm

Summer Vacation

Sunday, June 10 following graduation

The dorms close for vacations at 4 pm if there are classes until noon, or by 10 am the following morning if there are evening commitments before the break (Fall Mid-Term Recess and Winter Vacation). Students may depart early *only* if they have met all of their commitments AND with permission from the Dean of Students. **Students should return to their dorms by 7:00 pm on return travel days after major vacations.** Travel arrangements for these vacations should be made well in advance (see Student Services, Travel). When

parents foresee travel difficulties or when a student's departure cannot fit with the school schedule, parents are asked to contact the Dean of Students to discuss the student's plans.

Some students live too far away from Putney to make traveling home practical during the short mid-term breaks. These students are encouraged to arrange visits to the homes of other students or friends during these periods, as the campus and dorms are closed. While the school will naturally try to help with placing students over these breaks, particularly international students, it is ultimately the responsibility of the students and their parents.

Storage: The school has limited space for storing students' possessions over the summer and reserves that space for international students. Students must pack any possessions they wish to leave and make arrangements for storage with the Plant Manager. The school cannot take responsibility for property left at the school over vacations.

TROUBLESHOOTING

In any complex institution it is often difficult to know where to go for help when a problem arises. Here are a few names and numbers that may prove useful:

Academic Program

Ann-Marie White, Academic Dean
387-6224

Accounts

Jane Cyr, Bookstore Manager
387-6264
Lyda Brown, Director of Student Accounts
387-6270, or 387-6277 (fax)

Afternoon Activities or Work Jobs

Lies Pasterkamp, Activities Coordinator
387-6255

Evening Arts

Lynne Weinstein, Evening Arts Coordinator 387-7326

Classroom Issues

Ann-Marie White, Academic Dean
387-6224

College Counseling

Jennifer DesMaisons, College Counselor
387-6227

Day Students

Tom Kardel, Dean of Students
387-6242

Furnishings and Heating

Mark Grieco, Plant Manager
387-6231

Harassment Issues

Tom Kardel, Dean of Students
387-6242
Iris Vicencio-Rasku, Health Services Coordinator
387-6221

Learning Center

Christine Crocker, Learning Center Director
387-6223

Long Fall Trips

Mary Beth Berberick, Trip Coordinator
387-6247

Medical Appointments

Iris Vicencio-Rasku, Health Services Coordinator 387-6221

Music Lessons

James Wallace, Music Director, Art Dept Chair
387-6220, fax: 387-7309

Orientation

Tom Kardel, Dean of Students
387-6242

Registrar and Transcripts

Lucy Matteau, Registrar
387-6232, fax: 387-2305

Student Life/Personal Problems

Tom Kardel, Dean of Students
387-6242

Study Halls/Tutors

Ann-Marie White, Academic Dean
387-6224

Substance Use Concerns

Tom Kardel, Dean of Students
387-6242
Iris Vicencio-Rasku, Health Services Coordinator
387-6221

Travel

Jane Cyr, Bookstore
387-6264

Visitors and Weekends

Dean of Students Office
387-6242

ACCOMMODATIONS

Putney

Putney Hostel 387-6806
2 rooms, 7 bunk beds each room
The Putney School Lower Farm

Copper Kettle (B&B) 387-4040
at base of West Hill Road

Hickory Ridge House (B&B) 387-5709
2 miles from center of Putney

Holland Hill B&B 387-4234
2 miles beyond The Putney School

The Putney Inn (motel) 387-5517
exit 4 off route I-91

Bellows Falls

Blue Haven (B&B) 463-9008
exit 5, off route I-91

Horsefeathers (B&B) 463-9776
exit 6, off route I-91 800-299-9776

Hetty Green Motel 463-9879

Brattleboro

Quality Inn (motel) 254-8701
Hampton Inn 254-5700
Holiday Inn Express 257-2400
Colonial Motel 257-7733
Latchis Hotel 254-6300
Super 8 Motel 254-8889
The Tudor (B&B) 257-4983
exit 2, off route I-91

Newfane

approximately 10 miles from Putney over Putney Mountain

Four Columns Inn (B&B) 365-7713
800-787-6633

The Inn at South Newfane 348-7191
Newfane Inn 365-4427
800-784-4427

River Bend Lodge (motel) 365-7952

Saxtons River

Saxtons River Inn 869-2110
on Main St., approximately 10 miles north of Putney.

Ranney-Crawford House (B&B) 387-4150
On the Westminster West road

Chesterfield, NH

Chesterfield Inn 603-256-3211

The Putney School Hostel

The hostel is a quiet communal space at the Lower Farm. It includes a living room, kitchen and bath downstairs, 14 bunks in two sleeping rooms upstairs. Rates are \$10 per night per person with a flat

rate of \$10 for sheets and towels if you need them. You can cook in the hostel's kitchen. Guests must be 21 years or older, unless accompanied by a parent.

A few simple rules: No Pets, Alcohol, Tobacco, or Drugs.

Please arrive before 9 pm, observe quiet time after 9, and clean up after yourself. If guests observe these simple rules, we can continue to make the Putney Hostel a friendly and inexpensive place for alumni, friends, and employee guests to stay.

To reserve a space, please call Juliane Danielski-Chatal at 802-387-6806, and leave your name, phone number, number of guests in your group, the dates you hope to stay and the time you plan to arrive. Please indicate whether or not you need linens. Accommodations are by confirmed reservations only.

TELEPHONE NUMBERS

The school's main telephone number is 802-387-5566. Calls are directed by the school's voice mail system. If a message is left for a student, it will be transcribed and put in his or her mailbox. To speak with an operator during normal business hours, press 8. On weekends, 802-387-6267 and 802-380-1352 (Cell) are monitored by the Weekend Duty team from noon until 11 pm Saturday and from 10 am until 10 pm Sunday.

Emergency Numbers

Weekend Duty Room	802-387-6267; 802-380-1352 (cellular)
Pager (24 hour coverage)	866-888-9613
Windham County Sheriff's Office	802-365-4949

Administrator Contact Numbers (office)

Dean of Students	802-387-6242
Academic Dean	802-387-6224
Director	802-387-6211

Dorm (Common/Shared) Phones (area code 802):

Gray House: 387-7388 or 387-7387

Huseby House: basement 387-7392
1st floor 387-7393
2nd floor 387-7394
common rm 387-7391

J.R.: 387-7377 or 387-7376

Keep: 1st floor 387-7372
2nd floor 387-7373
common rm 387-7371

New Boys: 387-7375 or 387-7374

Noyes: 387-7379 or 387-7378

Old Boys 1st floor: 387-7385
 2nd floor: 387-7386
 common rm: 387-7384

Old Girls: 387-7381 or 387-7380

White Cottage: 387-7390 or 387-7389

KDU (basement): 387-7396

School Store Number: 387-6264

School Store Fax: 387-508

In an emergency, students can be reached at night through the Faculty Dormheads. The names and numbers will be distributed at registration.

TO REPORT A FIRE, dial **911**. On School system phones, you will need to dial 9 (office phones) or 8 (dorm phones) first to get an outside dial tone.

GOVERNANCE

Putney is bound together by common goals, shared values and traditions. As an educational community its central goal is the intellectual and personal growth of its students. A healthy community and its members are mutually supportive. The group nurtures the individual while each individual, in turn, enriches the group. Mutual respect and honest communication are binding forces in the common effort to achieve the highest social ideals.

Administration: The chief administrator of the school is the Director, Emily Jones, who oversees all aspects of the school. The Director delegates primary responsibility for individual students, discipline, and the residential program to the Dean of Students, Ben Freeman. All financial matters are overseen by the Business Manager, Randy Smith.

The Board of Trustees bears the final responsibility, both legal and financial, for the functioning of the school. The Director, staff and students work together to develop and implement the educational program; ultimately, however, it is the staff's responsibility to determine the shape and content of the program and to provide for the health and safety of the students. Students are accountable for their own behavior and are expected to conduct themselves responsibly and with common sense and decency to others.

The school government includes all members of the school community. The student Head of School and other key leaders are elected annually. Student representatives are elected to the major administrative bodies of the school including the Board of Trustees and all of the standing committees. (See also Constitution and Student Life—General, for a list of current student leaders.)

This handbook sets forth the rules, regulations, and philosophies of The Putney School. The Director is the final arbiter of proper interpretation of the language in this handbook. It is inherent in the nature of a dynamic institution that things may change from time to time during the course of the school year. Therefore, the Director, acting on behalf of the school, reserves the right to alter provisions in this Handbook.

THE PUTNEY SCHOOL CONSTITUTION

Preamble

We, the members of The Putney School Community, believing that the ideals of the school can be fostered through the active participation in the government of the community, set forth this Constitution.

Basic Ideals

Putney is an educational community where the experiences are broad, expectations are high, and friendships are close. This is a school where energetic and thoughtful young people are engage in many experiences, learn responsibility, and begin to feel their potential.

The ability to learn and the desire to question are critical to human growth and creative achievement. Our academic program stimulates intellectual curiosity and the skills necessary for thoughtful and thorough learning. Students are encouraged to question and to work independently.

We believe that music and the arts are basic expressions of the human spirit and the quest for beauty. To that end, each student participates in the arts and in music to develop skills that will bring lifelong enjoyment.

The years at Putney are a time of intense outdoor activity. Students work on the land and take part in a vigorous athletic program; they develop self-reliance and lifelong pleasure in accomplishment.

Life at Putney helps students develop intellectual integrity and social conscience. Living in a small community, we urge consideration and respect for others. The broad range of experiences and intensity of life at Putney help students to understand their full potential as human beings. By looking beyond our hilltop to the rest of the world, we are encouraged to work consciously toward the highest civilization we can envision.

We believe that freedom entails responsibility.

Basic Expectations

Integrity and honesty are essential components of a Putney education. While everyone will make mistakes, students are expected to be honest, and learn to accept responsibility for their actions.

Learning respect is an important goal at Putney—respect for oneself and for others, respect for property and the environment, and respect for differing points of view. Students are expected to show consideration for the physical and emotional well-being of all other members of the community and their property.

Many skills and many kinds of work are required to maintain this community, and everyone at Putney is expected to participate fully and actively. We believe that the breadth of experiences and great variety of opportunities for work at Putney are important. Students are expected to participate and cooperate with the faculty in carrying out all aspects of our program.

The well-being of all members of the community is dependent on the choices and actions made by individuals. We expect community members to make thoughtful and prudent decisions to ensure and maintain a safe living and learning environment.

By living close to the land we cultivate an appreciation of nature. We strive to protect the natural world through a thorough understanding and an acute awareness of the environment. Sustainability and stewardship are critical elements to achieving this end.

Article I. The Board of Trustees

Section 1.

The Putney School is incorporated under the laws of the State of Vermont, with ultimate responsibility for its affairs residing in the Board of Trustees.

Section 2.

The affairs of the corporation shall be managed by a Board of Trustees who shall be members of the corporation.

Article II. The Director

The control and supervision of the general educational policy of the corporation and its general management, including authority with respect to employment practices and policies, shall be vested in the Director of the School.

Final responsibility for the actions of the School Government rests with the Director.

Article III. The Staff

The Director looks to the Staff Meeting for advice and counsel regarding the educational program and the ideals of the school.

Article IV. The School Government

Section 1.

The School Government has its authority delegated to it by the Director.

Section 2.

The School Government administers various school programs entrusted to it by the Director.

Section 3.

The School Government maintains rules and standards consistent with the Basic Ideals of the school.

Section 4.

The authority of the School Government is vested in its various committees.

Article V. Structure of The School Government

Section 1. The Student Heads of School

A. are chosen by the students and staff of the school at the end of the winter term. The Student Heads of School take office upon the return to school in the spring, and hold office for one year.

B. call and chair meetings of the School Council.

C. oversee the operation of other organs of School Government.

D. preside over the meetings of the Dormitory Committee, which oversees general dormitory life.

Section 2. Two Student Representatives to the Education Program Committee (EPC)

A. two students who are chosen in the same manner as the Student Heads of School.

B. are members of the School Council.

C. participate as full voting members in all meetings of the EPC.

D. one is selected by the Student Heads of School as the acting Head in the event of the absence or illness of both the Student Heads of School.

Section 3. School Council

A. Membership:

1. Members of the School Council will be: the Director of the School, the Dean of Students, two members of the teaching staff, one member of the non-teaching staff, the Student Heads of School, the two Student Representatives to the EPC, one member from each of the Standing Committees, elected Dorm Representatives, two Day Student Representatives (one male, one female), the two standing Student Trustees, the secretary, the Student Sustainability Coordinator, and the International Ambassadors.

2. As critical components of school, members of the School Council are subject to the same attendance percentage rate as other school commitments. A failure to meet this attendance rate displays a lack of concern for school affairs and jeopardizes one's leadership position. In such a case the Director will decide the proper course of action on a case-by-case basis.

3. Elections of teaching staff, non-teaching staff and dorm representatives will be in the fall, approximately two weeks after the beginning of the Fall term.

B. Functions

1. to be concerned with the quality of life at the School.

2. to take actions pursuant to its goal of improving the quality of life at the School, and to strive toward the Ideals of the School.

3. to be a representative voice of its various constituencies.

4. to oversee the work of the various standing committees: Work Committee, Dorm Committee, Academic Committee and Standards Committee.

5. to establish such temporary committees or task forces as are necessary to meet particular needs or achieve its goals.

Section 4. Dorm Committee

A. is a standing committee of the School Council and is responsible to it.

B. Membership

1. the Student Head of Dorms and the Dean of Students.

2. student dormheads will make up the dorm committee.

C. Functions

1. to be concerned with the "quality of living" in the dorms and to work with the dormheads committee to improve this area of school life.

2. to deal with dormitory rule infractions.

3. to make recommendations to the School Council where it sees the need for substantive change.

4. to report regularly to the School Council.

Section 5. Standards Committee

A. is a standing committee of the School Council and responsible to it.

B. Membership:

Standards Committee consists of six persons: two staff members, three students and 1 alternate.

1. one staff member who is chosen by the Director to serve as Chairman.

2. one staff member who is elected by the staff.

3. three students and one alternate, who are chosen in the same manner as the Student Heads of School.

C. Functions

1. to discuss and take action on disciplinary matters referred to it by members of the community or by committees.

2. the Committee may refer problems of a highly personal nature to the Director.

3. decisions to suspend or expel are recommendations to the Director.

4. when the Standards Committee cannot meet the Director may act in its place.

Section 6. Work Committee

A. is a standing committee of the School Council and responsible to it.

B. Membership

Members of Work Committee will be the adult head and seven students. In May of each year students will be selected to fill vacant seats by the standing members and one additional faculty member.

C. Functions

1. to assign and supervise the Work Jobs Program.
2. to recommend changes to improve the quality of service to the needs of the community.
3. to recommend disciplinary action for students who fail to meet their assigned responsibilities.

Section 7. International Ambassadors

A. is a standing committee of the School Council and responsible to it.

B. Membership

Four students, two American and two international, serve as Putney's International Ambassadors. They are chosen through an application process designed by the International Student Office.

C. Functions

1. To serve as mentors for and give support to international students throughout the year.
2. To contribute to bridging the gap between students of different cultures on campus.
3. To design and carry out campus-wide projects to promote cross-cultural learning in the Putney School community.

Section 8. Student Sustainability Coordinator

A. is a standing committee of the School Council and responsible to it.

B. Membership

The Student Sustainability Coordinator will be a student chosen through by committee through an application process. The committee will consist of the current Student Sustainability Coordinator, the Faculty Sustainability Coordinator and one other faculty member.

C. Functions

1. To work on connecting students and community to issues of sustainability.

Article VI. Amendments

Section 1.

Amendments to the Constitution must first be approved by two-thirds of the members of the School Council.

Section 2.

To pass, the amendment must be approved by two-thirds of the school community (staff and students).

Article VII. Interpretation

In the event of conflicting interpretation of the Constitution, the Director, in consultation with the Student Heads of School, shall decide on the interpretation.

2011-2012 Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AMJ	6:00 AMJ	6:00 AMJ	6:00 AMJ	6:00 AMJ	6:00 AMJ
7:15	7:15	7:15	7:15	7:15	7:30
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:15	8:15	8:15	8:15	8:15	8:30
8:15	8:15	8:15	8:15	8:15	8:30
ONE	FOUR	ONE	THREE	TWO	THREE
9:45	9:45	9:45	9:45	9:45	10:00
ML 9:45-10:00	ML 9:45-10:00	ML 9:45-10:00	ML 9:45-10:00	ML 9:45-10:00	ML 10-10:15
10:00 Assembly	9:50 Dept. Mtg	10:00 Assembly	10:00 Sing	10:00 Assembly & Advisory	10:15
10:35	10:40	10:30	10:35	10:50	FOUR
10:40	10:40	TWO	10:40	10:55 Conf; 9th Sem	11:45
Conference 12th Seminar	Conference 11th Seminar		Conference 10th Seminar		
11:40	11:40		11:40	11:40	11:45
11:45	11:45	12:00	11:45	11:45	11:45
TWO	ONE	Lunch	FOUR	THREE	Lunch
12:45	12:45	LWJ	12:45	12:45	LWJ
12:45	12:45	1:00	12:45	12:45	1:00
Lunch	Lunch	1:00	Lunch	Lunch	AFT
LWJ	LWJ	Faculty Mtg	LWJ	LWJ	
1:45	1:45	Fac Mtg & AFT	1:45	1:45	2:35
1:45	1:45	2:00	ONE	FOUR	
2:45	2:45	AFT	2:45	2:45	
3:00	3:00	3:00	3:00	3:00	
AFT1	AFT1	AFT1	AFT1	AFT1	
4:35	4:35	4:35	4:35	4:35	
4:40	4:40	4:40	4:40	4:40	4:55
AFT2	AFT2	AFT2	AFT2	AFT2	PMJ
5:40	5:40	5:40	5:40	5:40	5:25
5:45	5:45	5:45	5:45	5:45	5:30
PMJ	PMJ	PMJ	PMJ	PMJ	Dinner
6:10	6:10	6:10	6:10	6:10	6:30
6:15	6:15	6:15	6:15	6:15	
Dinner	Dinner	Dinner	Dinner	Dinner	
7:00	7:00	7:00	7:00	7:00	
7 to 7:30	7 to 7:30	7 to 7:30	7 to 7:30	7 to 7:30	
7:30	7:30	7:30	7:30	7:30	
Study Hours Evening Art EV1	Study Hours Evening Art EV1	Study Hours Evening Art EV1	Study Hours Evening Art EV1	Study Hours Evening Art EV1	
9:00	9:00	9:00	9:00	9:00	
EV2	EV2	EV2	EV2	EV2	
Study Hours 9-10 pm	Study Hours 9-10 pm	In doms: 9:30	Study Hours 9-10 pm	Study Hours 9-10 pm	
In doms: 10:00	In doms: 10:00		In doms: 10:00	In doms: 10:00	

Notes:

Classes meet four times per week for two 60 minute classes and two 90 minute classes. Each week students have a Seminar class; other days the Conference block is available for tutorial support, music lessons or other appointments. This is all-school academic work time. AMJ, LWJ, PMJ refer to times when students may have work job commitments. AFT2 is time for performing art classes, lessons, club activities or free time

The Putney School 2010-2011 Calendar

August 2011

Tue 30: Student orientation leaders arrive
Wed 31: New international students arrive

September

Fri 2: New students arrive and register
Sat 3: Returning students arrive and register
Mon-Fri 5-9: Long Fall Camping Trips
Mon 12: Fall trimester classes begin
Fri-Sun 16-18: Trustees Meeting
Wed-Fri 28-30: Rosh Hashanah (classes as usual)

October

Sat 1: SAT (Reason & Subject)
Sat 8: Yom Kippur (classes as usual)
Wed 12: PSAT's for juniors (no AM classes)
Fri-Sun 14-16: Parents' Weekend
Sun 16: Harvest Festival
Sun 16: Mid-fall break begins after HF cleanup
Mon 17: Dorms close 10 am
Sun 23: Mid-fall break ends; Students return 3-7 pm
Mon 24: Classes resume
Sat-Sun 29-30: College Weekend

November

Sat 5: SAT's
Sat 19: Thanksgiving break begins at noon; dorms close 4 pm
Mon 28: Faculty in-service day
Mon 28: Students return 3-7 pm
Tue 29: Classes resume

December

Fri-Sun 2-4: Trustees Meeting
Sat 3: Fall classes end
Mon 5: Winter Activities Day
Tue-Sat 6-17: Project Week
Sat 17: Winter break begins after last commitment
Sun 18: Dorms close 10 am

January 2012

Wed 4: Students return 3-7 pm
Thu 5: Winter trimester classes begin
Mon 16: Martin Luther King, Jr., Day, Special program

February

Wed 8: Mid-winter break begins after last commitment; dorms close 4 pm
Sun 12: Students return 3-7 pm
Mon 20: President's Day (classes as usual)

March

Fri-Sun 2-4: Trustees Meeting
Sat 10: Winter trimester ends; Spring break begins; dorms close 4 pm

April

Sun 1: Students return 3-7 pm
Mon 2: Spring trimester classes begin
Wed 4: Revisit Day

Fri 6: Good Friday (classes as usual)
Sat-Sat 7-14: Passover (classes as usual)
Sat 14: ACT—all Juniors
Fri-Sun 27-29: Family Weekend
Mon 30: Mid-spring holiday (dorms remain open) Students return 3-7 pm

May

Tue 1: Classes resume
Sat 5: SAT (Reason & Subject)—all juniors
Mon 28: Memorial Day (classes as usual)
Wed 30: Spring trimester classes end
Thu 31: Project Week begins

June

Fri-Sun 1-3: Trustees Meeting
Sat 9: Project Week ends
Sun 10: Graduation