

The Putney School Summer Programs

2010



**Student-Parent
Handbook**

Contents

Office Contact Information	1
Student Standards and Expectations.....	2
Arrival/Departure Dates & Times	4
Travel	5
Directions to Campus.....	6
International Students	6
Registration	7
Dormitory Information.....	8
What to Bring	9
What Not to Bring.....	10
Daily Schedule & Special Events	11
Day Students.....	14
Both-Session Students.....	14
Tuition, Expenses & Money Matters	14
Health Insurance	15
Medical.....	15
Getting In Touch With Your Child	17
Dorm Phone Numbers	18
Visiting.....	18
Restaurants & Accommodations	19

WELCOME

... to The Putney School Summer Programs!

From reading our catalog and website (the information is the same on both), you're already familiar with the exciting and challenging experience you can expect at the Summer Programs. We offer an abundance of opportunities for you to hone your skills and to expand your work as an artist, dancer, musician, writer, actor, as a student of the English language, or on the Farm!

Together we will create a safe and supportive community. We'll work hard and have fun. We hope that every student and teacher will experience the deep joy of creative expression.

This Handbook is meant to supplement and underscore information both students and parents will need to get ready for The Putney School Summer Programs. Please read it carefully.

If you have any questions, please feel free to contact us by phone at (802) 387-6297 or email us at summer@putneyschool.org.

We look forward to seeing you this summer!

SUMMER PROGRAMS OFFICE

Tom Howe, Director.....(802) 387-6234

Trish Kneeland, Administrative Coordinator.....(802) 387-6297

Wendy Wilson, Business Manager(802) 387-6276

Summer Programs FAX(802) 387-6216

E-mail..... summer@putneyschool.org

Website..... www.putneyschoolsummer.org

During the Summer Programs, our office is open 8:00am to 10:30pm weekdays except during mealtimes, with varied hours on weekends.

STUDENT STANDARDS AND EXPECTATIONS

The goals of The Putney School Summer Programs (TPSSP) are for students to learn and to grow through enjoyable, productive and safe experiences. Our staff is supportive and involved, but, ultimately, each student must display commitment and initiative in order to succeed. We have established these standards and expectations intended to promote the safety and mutual respect of all participants and of the entire Putney School Summer Programs community.

Each student enrolling in the program has agreed to:

- participate fully in the program
- act in ways that show consideration and respect for the physical and emotional well-being of all members of the community
- respect the property of all members of the community and of TPSSP
- not leave the supervision of my program leaders without their permission
- forgo possession and/or consumption of any alcohol, un-prescribed drugs or illegal substances of any kind for the duration of the program
- forgo the use and/or possession of tobacco and other smoking products (TPSSP is a non-smoking institution) for the duration of the program
- not have fires or any kind of open flame (including incense, lighters, matches) except as supervised by staff members for program activities
- forgo possession and/or use of any smoking paraphernalia, drug paraphernalia, weapons, firearms or explosives
- give, upon arrival, all cell phones to TPSSP staff for safe keeping; forgo use of cell phones while enrolled in the programs (cell phones are returned to students upon departure.)
- maintain the cohesiveness of the group and not become involved in any exclusive relationships, whether a clique or sexual relationship
- not tattoo, pierce, scar or cut myself or anyone else while enrolled as a student in TPSSP

- remain in my assigned dormitory during the night from 10 p.m. until 6 a.m. and visit other dorms (common rooms only, not student rooms), only during supervised visiting hours (9 to 10 p.m.)
- not drive a car on campus
- accept the fact that some program activities, including but not limited to horseback riding and swimming, inherently involve some risk and that I will conduct myself safely and accept the risk involved
- give permission to TPSSP to use photographs, film, video or other representations of me or of my work, in addition to my written evaluations of TPSSP, in promotional, documentary and other educational publications
- abide by TPSSP Enrollment Agreement and Contract and understand that the standards and expectations are established for the good health, safety and welfare of all members of TPSSP community
- acknowledge that any violation of these standards and expectations may result in disciplinary action that may include dismissal, at the discretion of the Director, with no refund of tuition and at my family's expense.

These standards and expectations are intended to ensure the safety of the community and the mutual respect of the participants. **Students and parents should understand that the student's disregard of the standards and expectations may be deemed sufficient cause for dismissal.** The director reserves the right to dismiss any student who fails to fulfill the student's obligations or whose presence at The Putney School Summer Programs is, in the Director's judgment, contrary to the best interests of the programs.

ARRIVAL AND DEPARTURE DATES AND TIMES

SESSION I

ARRIVAL on Sunday, June 27
1 to 5 p.m.Registration

DEPARTURE on Friday, July 16

Families welcome!

9 a.m. to Noon.....Performances, Open Studios & Readings

NoonFinal Sing

12:30 p.m.Buffet Lunch

1:30 p.m.Students depart, dormitories close

Students staying both sessions remain on campus with chaperones

SESSION II

ARRIVAL on Sunday, July 18
1 to 5 p.m.Registration

DEPARTURE on Friday, August 6

Families welcome!

9 a.m. to Noon.....Performances, Open Studios & Readings

NoonFinal Sing

12:30 p.m.Buffet Lunch

1:30 p.m.Students depart, dormitories close

TRAVEL

Session I Sunday, June 27 to Friday, July 16

Session II Sunday, July 18 to Friday, August 6

Students arrive on campus for registration between 1:00 and 5:00 p.m. on the first Sunday of the session and depart by 1:30 p.m. on the final Friday of the session. We cannot accommodate students arriving earlier than 1:00 p.m. on registration day or staying after 1:30 p.m. on the final Friday of the session. A between-session program is provided for students staying both sessions.

Air Travel Students arriving by plane should arrange flights through Bradley International Airport (BDL) in Hartford, Connecticut. Summer Programs shuttles will be available to transport students arriving at Bradley between 10 a.m. and 3:30 p.m. on arrival day (Sunday) and departing Bradley between 3:30 p.m. and 7 p.m. on departure day (Friday). The charge for the shuttle, one-way, is \$65. Families must make their own arrangements for transportation to/from Putney if their student is arriving/departing at other times or other locations. **Please notify the Summer Programs office at least one week in advance if a student is taking a flight under “unaccompanied minor” status.**

Upon arrival at the airport, students should look for a staff member holding a sign for “The Putney School.” If your child cannot find the school representative within 10 minutes of arrival, he or she should go to the Information Booth and have The Putney School representative paged. **Your child may call our office collect by dialing 0-802-387-6297.**

There are two independent transportation services that families have contacted for transportation to Putney at other times or from other locations:

Adventure Limousine & Transportation
(877) 238-5466 • www.advlimo.com

Thomas Transportation Service
www.thomastransportation.com • (800) 526-8143

Please notify the Summer Programs office of whatever arrangements are made so that we can prepare for students’ arrivals and departures.

Train Travel Pick-up and drop-off of students on the opening and closing days of each session from the Amtrak train station in Brattleboro, Vermont, is provided free of charge.

Bus Travel Pick-up and drop-off of students on the opening and closing days of each session from the Vermont Transit (Greyhound) bus station in Brattleboro, Vermont, is provided free of charge.

Car Travel Putney is about 100 miles from Boston and about 200 miles from New York City. When traveling by car, take exit 4 off Interstate 91 in Vermont. Merge right onto Route 5 North toward the village of Putney. Pass the post office and the town hall on your left. Turn left (west) at the General Store onto Westminster-West Road (if you pass Basketville, you have gone too far on Route 5). Follow Westminster-West Road for approximately one mile, and turn left onto West Hill Road. Approximately 1½ miles up West Hill Road, veer left onto Houghton Brook Road. As you come up the hill, the main entrance to The Putney School is the first drive on your left.

Find a detailed navigation map at:

www.putneyschool.org/admissions/putneyinfo/directions.htm

INTERNATIONAL STUDENTS

Completing the application process and making travel and immigration arrangements can be time-consuming and complicated. Be assured that if he or she is arriving by plane, we will meet your child at the airport in Hartford, Connecticut (BDL). We will help him or her into life at Putney with care and gentleness.

Visas If the student's passport is issued by a country other than the U.S., he or she may need a Tourist F-1 Student Visa. We can help. Contact Trish Kneeland, Administrative Coordinator, at summer@putneyschool.org regarding visa requirements.

REGISTRATION

SESSION I Sunday, June 27, 1:00 to 5:00 p.m.

SESSION II Sunday, July 18, 1:00 to 5:00 p.m.

We cannot accommodate students and families arriving before 1:00 p.m.

At Registration students and families will:

- Meet Tom Howe, Summer Programs Director
- Verify your workshop enrollment with Trish Kneeland
- Get your dorm and roommate assignments from the Residential Life Coordinator
- Check in with Wendy Wilson, Business Manager, and deposit cell phones, passports, plane tickets, cash/spending money and all other valuables, and open a student account (if not already done prior to your arrival)
- Check in with the Nurse, and turn in all medications in their original containers
- Sign up for afternoon activities
- Meet your dorm head, and walk (or drive) to your dorm with your belongings to settle into your room

Families are welcome to tour the campus until 5 p.m., when all students meet with their dorm heads in their dormitory and then walk together to the KDU (dining hall) when it is time for dinner.

DORMITORY INFORMATION

Dorms Each student is assigned a single, double, or triple room in one of nine single-sex dorms on campus. We make every effort to place each international student with a roommate from the United States. Students receive dorm and room assignments, names of their roommates and meet their dorm head at registration. The dorm rooms at The Putney School do not have locks, nor do they have internet or phone hookups. Students can access their personal email accounts in the Computer Lab during specified hours.

Boarding students are required to remain in dormitories from 10:00pm until 6:00am. For reasons of privacy, students may visit other dormitory common rooms only – not student rooms – during visiting hours (9:00 to 10:00pm).

Linens All students must bring their own bed linens and towels. A blanket and a pillow are provided. Beds are twin sized. The Putney School Summer Programs does not have any bedding aside from the pillow and blanket provided with each bed. Students must bring a sleeping bag for their overnight camp-out.

Laundry Each dorm is equipped with washers and dryers so that students can do their laundry. There is no charge for use of laundry facilities. Soap is provided.

Phones Each dorm has a telephone for students to make long-distance calls with a phone card. Students are encouraged to arrive with a pre-paid phone card. Pre-paid phone cards are also available for sale in the school bookstore.

The Putney School Summer Programs understands that some students will arrive with cell phones, but we ask families not to depend on cell phones to contact their children. We require students to leave their cell phones with the Business Manager once they arrive on campus; phones will be locked in a safe in the office. This policy is intended to minimize distraction from the schedule and focus of the programs, excessive phone use, and loss.

WHAT TO BRING

We dress comfortably and casually. Be prepared for studio work, outdoor play, and occasional trips to town. Summer temperatures at Putney run, on average, from a daytime high of 80 degrees to a nighttime low of 50 degrees. Vermont's weather is changeable, so be prepared to dress in layers. Please mark all clothing and other belongings with the student's name.

Required

twin bed sheets and pillowcase

sleeping bag

towel and washcloth

water bottle

alarm clock

flashlight & batteries

running shoes to be active in

wool sweater or fleece jacket

cap or knit hat for extra warmth

rain jacket or poncho with hood

bathing suit, beach towel and sunscreen

daypack/bookbag (the kind many students use to carry books at school)

Photography students: a 35mm manually adjustable camera with a new battery.
(Black & white film is provided to photography students.)

Optional

electric fan for bedroom

prepaid phone card

clothes for dances, field

trips

sandals

wristwatch

personal art supplies

letter writing supplies

musical instrument

camera (*not on your cell phone*)

insect repellent

Students who bring large amounts of money for travel, or who have airline tickets, passports, visas, cell phones or other valuable items must deposit them with the Business Manager upon arrival, after which they will be stored in a locked safe in the Summer Programs office.

WHAT NOT TO BRING

Students may not bring the following items to Summer Programs:

No media players (TVs, DVD players, etc.)

No computers / laptops

No cell phones

No cars

No pets

To fully interact and participate in the programs, students are not “plugged in” with cell phones, headphones or other devices while at Putney.

Contact with family and friends outside the program is encouraged through letter-writing, phone calls from dormitory phones, and occasional access to email.

Use of iPods (and similar devices) is limited, as they tend to isolate students. They are not allowed in public places, such as the dining hall, the assembly hall, or on the common.

Cell phones (including electronic devices like iPhones that contain a phone) are not allowed and must be deposited, along with other valuables, with the Business Manager.

Audio systems (boom boxes, stereo docks, etc.) are permitted in dorms only when they are played quietly and do not disturb other people. If any member of the community is disturbed by the noise, the volume must be reduced. Playing electronic music outside or out of dorm windows is not allowed.

DAILY SCHEDULE & SPECIAL EVENTS

A typical weekday at Putney is as follows:

8:00	Breakfast (required)
8:25	Sing
9:00	Morning Workshops begin
10:15	Break/Snack
11:45	Morning Workshops end
12:00	Lunch
12:40	Assembly (Monday, Wednesday & Friday)
1:15	Afternoon Workshops begin
2:30	Break/Snack
4:00	Afternoon Workshops end
4:15	Afternoon Activities
5:30	Optional Puddle Swim
6:00	Dinner
7:15	Evening Activities
9:00	Visiting/Social Hour/Readings
10:00	In dorms
10:45	In rooms
11:00	Lights out

Workshops

Workshops form the core of our schedule. Each student is enrolled in two workshops, one in the morning, and one in the afternoon. Workshops meet for three hours each weekday for the entire session. Students in the Writing Intensive and the Program for International Education (ESOL) spend both the morning and afternoon workshop times in their intensive group. All workshops are led by professional artists, performers and teachers.

Drop/Add Period for Workshops There is a short Drop/Add period at the start of each session. Students have until no later than Tuesday afternoon to request a change in workshop. Given the intensive nature of the program, we find that students best acclimate to a new workshop if the change is made swiftly. All workshop changes are made through Trish Kneeland, Administrative Coordinator. Choices are limited, as most of our workshops run at full capacity.

Afternoon Activities When students arrive at registration, they sign up for two afternoon activities – a variety of sports, recreational activities, and farming. These activities meet after workshops, encourage physical activity and group participation, and change weekly.

Evening Activities Students choose two arts-related evening activities. Each activity meets twice a week for the entire three-week session. While activities change each year, a sample of past offerings includes Theater Improv, Subconscious Drawing, Junk Art, Poetry, Folk Dance, and Art as Social Activism. Selections are made in Assembly on the first Monday of the session.

Sing Weekdays after breakfast, everyone on campus gathers to sing together in the Assembly Hall. In unison, in rounds, in harmony, we sing a wide variety of music, including madrigals, Beatles songs, Appalachian music, African songs, and freedom songs from the 60s. Some of the lyrics reflect faiths and traditions across the globe. Sing is about believing in the joy of our voices and the sense of community nurtured by singing together.

Wednesdays Following the Afternoon Workshop, we offer a variety of group activities including a trip to a state park for a barbecue and swimming, concerts and fairs, and time on campus to prepare for the Coffee House.

Field Trips Several arts and writing workshops take students on field trips to local artists' studios, museums, and other areas of interest in their particular field. Students in the Program for International Education take full-day trips to nearby towns and local sites.

Camping Students spend a night each session sleeping at one of the camping sites on The Putney School's 500-acre campus. Each trip is comprised of two adult leaders and ten students. A unique opportunity to appreciate the outdoors and to bond with students from other parts of the program, the camping overnight is a much-anticipated and memorable highlight of each session.

Weekends The first weekend of each session is dedicated to overnight camping and special events on campus.

The second weekend offers a variety of on- and off-campus activities. These include a Community Morning (all-campus work), a trip to a nearby town or museum, games/sports, open studios for select workshops, and simply time to relax.

The weekend schedule also allows for more personal time, including additional time to sleep.

Religious Services Students wishing transportation to religious services on the weekends can make arrangements with Trish Kneeland in the Summer Programs office.

Special Events throughout each session

- Open readings by students
- Faculty and staff panel discussions regarding life in the arts
- Coffee House featuring performances by students and staff
- International Dinner
- Outside speakers and performers
- Dances and live music performances

Final Friday Open Studios, Readings and Performances from 9:00 a.m. to noon, on Friday, July 16 (Session I) and Friday, August 6 (Session II). At noon we gather for a final Sing. Buffet lunch is served at 12:30 p.m. Families and friends are welcome. On Final Friday, students pack up and move out of the dorms by 1:30 p.m., when dorms are closed.

Library A valuable resource for periodicals, reference books, as well as pleasure reading, the school library is available to students during certain hours. Using an honor system, students and faculty enter their name and the book's "I" bar code on a clipboard at the librarian's desk. All materials not returned before the end of the session will be charged to the student's account.

DAY STUDENTS

Day students enroll in morning and afternoon workshops and participate in Sing, assemblies, and selected community activities. An average day begins at 8:25 a.m. (Sing) and finishes at 5:30 p.m. (Afternoon Activities). Day students have the option to arrange to spend the first and last night of each session in dorms, in order to more strongly integrate themselves into the campus community. Day students are expected to participate in the programs at all times that they are on campus. There are additional fees for Evening Activities and campus field trips. Please contact Wendy Wilson, Business Manager, for more information.

BOTH-SESSION STUDENTS

We encourage the families of students enrolled in both sessions to visit and to take their children off campus for the weekend. Both-session students whose families cannot visit remain with adult chaperones and have a relaxed schedule of activities and excursions on Friday, July 16 and Saturday, July 17, and join in welcoming incoming Session II students on Sunday, July 18.

TUITION, EXPENSES & MONEY MATTERS

Tuition All tuition is due in advance of arrival to campus. Please see your Enrollment Contract and Agreement, Tuition and Fees information as stated in the catalog or on the website, and your billing statement for details. Students with a balance outstanding will not be able to register. Please contact Wendy Wilson, Business Manager, at (802) 387-6276 or wwilson@putneyschool.org regarding tuition payments.

Student Spending Money Accounts An allowance of spending money is suggested while students are at The Putney School Summer Programs. During each session, there are several all-campus outings and occasional field trips during workshops. Students may charge against their spending money account for items such as stamps and phone cards and they may also withdraw spending cash for outings.

In order to be able to withdraw cash or charge items, families must deposit money in their student's account before they arrive or at Registration. Most families find that \$150 is sufficient spending money for a three-week stay, but this amount is only meant to serve as a guideline.

After the end of the session, we mail to parents an itemized account of what their student spent and a check for any money remaining in the spending account.

Students may not bring large quantities of cash (over \$50) to keep in their room or carry with them. Students must deposit all cash, cell phones, passports, plane tickets, and all other valuables with the Business Manager upon arrival. The Putney School Summer Programs cannot be responsible for lost, stolen or misplaced personal items, including currency.

HEALTH INSURANCE

Students are required to have medical insurance to be enrolled and must submit a photocopy of current health insurance card with the completed Health Form. International students (non-U.S. citizens only) are covered under a minimal group medical and accident policy provided by The Putney School Summer Programs for the time they participate in the program.

MEDICAL

The safety and well being of our participants is the highest priority of The Putney School Summer Programs.

Medications A student's prescribed medications, in their original containers, are given to the Nurse at registration. Students will be given any daily medications at the prescribed times. Be sure to bring enough medication for the student's full stay at Putney.

If your student is taking a break from medication for the summer, parents should clearly explain in writing on the Health Form the reasons for the break and what behaviors we might expect.

Health Information To best serve students, information regarding students' chronic illnesses, medications, allergies, etc. is shared with staff at the start of each session. This list is based on information provided by families and physicians on the Student Health Form. Confidentiality is maintained in the sharing of this information.

If it is determined that families have not communicated pertinent health information about their student, The Putney School Summer Programs reserves the right to rescind its offer of admission or dismiss the student from the program without refund and at parent's expense.

Health Forms Parents must give consent for medical treatment by signing the pertinent section of the Student Health Form and let The Putney School Summer Programs office know where they can be reached in case of emergency. The Student Health form must be submitted prior to registration so that the Nurse can review each student's health history. Students will not be registered without all components of the Health Form (Physical History from MD, Health History from parent, copy of insurance card).

We respond to medical situations as follows:

Minor injuries and discomforts: Dormitory, activity and workshop leaders are provided with a first-aid kit to treat cuts, headaches and minor injuries.

Illness and injuries: The Nurse offers daily clinic hours to treat colds, flu, sprains, etc., and to administer necessary medications. The Nurse refers more serious problems to Bellows Falls Urgent Care or Brattleboro Memorial Hospital. We will notify families of any instance in which a child requires a doctor's treatment.

Emergency Medical Care: Residential Staff members are trained in basic first aid. Emergency medical response (Rescue, Inc.) is located in Brattleboro and has staff available in Putney.

GETTING IN TOUCH WITH YOUR CHILD

Mailing address

You can sent letters to a student using this address:

Student's Name
The Putney School Summer Programs
418 Houghton Brook Road
Putney, VT 05346 USA

Email

Parents and friends are welcome to send messages to summer@putneyschool.org. Please indicate the student's name in the subject bar of each message. Our office staff will print out emails and faxes intended for students and place them in student mailboxes daily.

Given our busy schedule, the limited schedule of our Computer Lab, and our policy not allowing students to bring their own personal computers, your student may not be able to email back promptly. (We will always give students an immediate means to reach you in case of emergency.)

Telephone

It can be hard for parents to reach students by phone for a casual check-in. All dorms have telephones (numbers listed below), but students and staff are rarely in the dorms during the day and early evening to answer your call.

You might expect your student to call you in the later evening during In-Dorm time or perhaps during a break using a phone in the dining hall. Students use their pre-paid phone cards to place calls.

If you need to get in touch with your child urgently, it's best to call the Summer Programs office at (802) 387-6297. We will provide families with our Emergency Beeper number at registration.

Dorm Phone Numbers

(Area Code 802):

Huseby	387-7391, 387-7392, 387-7393, 387-7394
JR	387-7376, 387-7377
Keep	387-7371, 387-7372, 387-7373
New Boys	387-7374, 387-7375
Noyes	387-7378, 387-7379
Old Boys.....	387-7384, 387-7385, 387-7386
Old Girls.....	387-7380, 387-7381
White Cottage	387-7389, 387-7390
Gray House	387-7387, 387-7388

VISITING

Parents and other family members may visit students by prior arrangement with the Director. To arrange a visit, please contact Trish Kneeland in the Summer Programs office at (802) 387-6297 or sfarber@putneyschool.org. Students are expected to attend workshops and activities during visits. Students may not leave campus without the permission of the Director.

In keeping with our safety policies, students and families are required to check in at the Summer Programs office when leaving campus and when they return.

Visits by non-family members are not permitted during the Summer Programs.

RESTAURANTS & ACCOMMODATIONS

All phone numbers are area code **802** unless otherwise noted.

Restaurants and Eateries

Front Porch Café (Putney).....	387-2200	Backside Cafe (Brattleboro)	257-5056
Putney Inn (Putney)	387-5517	India Palace (Brattleboro).....	254-6143
Putney Diner (Putney)	387-5433	Shin-La (Brattleboro).....	257-5226
Putney Co-Op (Putney).....	387-5866	Panda North (Brattleboro)	257-4578
Putney Village Pizza (Putney)....	387-2203	The Steak Out (Brattleboro).....	257-1333
Curtis' Barbecue (Putney).....	387-5474	Riverview Café (Brattleboro)	254-9841
McCliment's Pub (Putney)	387-4499	Thai Garden (Brattleboro).....	251-1010
Peter Havens (Brattleboro) \$\$...	257-3333	Marina Restaurant (Brattleboro)	257-7563
TJ Buckley's (Brattleboro) \$\$...	257-4922	Adagio Trattoria (Brattleboro)...	254-6046
Fireworks (Brattleboro).....	254-2073	Panasian (Brattleboro).....	257-8188

Hotels / Inns

Putney Inn (Putney).....	387-5517
Hickory Ridge House (Putney)	387-5709
Raney-Crawford House B&B (Putney)	387-4150
Copper Kettle B&B (Putney)	387-4040
Meadowlark Inn (Brattleboro).....	257-4582
Colonial Motel (Brattleboro)	257-7733
The Latchis Hotel (Brattleboro).....	254-6300
Econo Lodge (Brattleboro).....	254-2360
Holiday Inn Express (Brattleboro)	257-2400
Ramada Hotel (Brattleboro)	254-8701
Hampton Inn (Brattleboro)	254-5400
Motel 6 (Brattleboro)	254-6007
Forty Putney Rd B&B (Brattleboro)	254-6268
Riverside Hotel (W. Chesterfield, NH)	603-265-4200

Nearby Country Inns

Barn at the Red House (Dummerston).....	257-5665
Four Columns (Newfane)	365-7713
Inn at Saxtons River (Saxtons River).....	869-2110
Newfane Inn (Newfane).....	365-4427
Old Tavern (Grafton).....	843-2231
Chesterfield Inn (W. Chesterfield, NH).....	603-256-3211