

The Putney School Handbook

This Handbook sets forth the rules, regulations, and philosophies of The Putney School. The Head of School is the final arbiter of 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 Head of School, acting on behalf of the school, reserves the right to alter provisions in this Handbook, and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to with regard to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The school reserves the right to suspend or alter the policies as written in this Handbook should a public health or other emergency require us to do so.

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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 worldview that will provide the foundation for lifelong moral and intellectual growth. Adopted June 8, 1997

FUNDAMENTAL BELIEFS OF THE PUTNEY SCHOOL

The following Fundamental Beliefs were authored by Putney School Founder Carmelita Hinton in May 1954, and updated by the Putney School Community in April 2019:

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

To learn to appreciate and participate in the creative arts where we give expression to our struggle for communication of our inner lives 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 prejudice and injustice wherever it appears; 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 steward and protect the land, to seek ways to live on the earth that are healthy for all beings, and to shape our community as a model of sustainable living.

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.

EXPECTATIONS FOR CONDUCT

The Putney School is an educational community whose 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 this environment that Putney nurtures its members and provides a space for them to develop. It is the intent of the school to help everyone grow to become their best selves and to learn to become self-regulating individuals who contribute 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 these five expectations:

Integrity

Integrity and honesty are essential and valued 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, even and especially when doing so is difficult.

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, student leaders, and each other 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. Furthermore, students are expected to show stewardship and care for their surroundings while they are off campus and on trips abroad.

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, conscientious, and prudent decisions to ensure and maintain a safe living and learning environment for themselves and for others.

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.

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.

The chief administrator of the school is the Head of School who oversees all aspects of the school. The Head of School delegates primary responsibility for student life, discipline, and the residential program to the Dean of Students. All financial matters are overseen by the Assistant Head of School and Chief Financial Officer.

The Board of Trustees bears the final responsibility, both legal and financial, for the functioning of the school. The Head of School, staff and students work together to develop and implement the educational program; ultimately, however, it is the responsibility of the faculty and staff 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 Heads 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.)

NON-DISCRIMINATION POLICY

The Putney School does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs on the basis of race, color, religion, national origin, sex, sexual orientation, crime victim status, pregnancy, gender identity, HIV status, ancestry, place of birth, age, physical or mental disability, veteran status, military service, or other categories protected by law. All students are provided the same rights, privileges, programs, and activities.

We encourage students and families to make outreach with any concerns related to discrimination or accommodation to the following resources:

- Tarah Greenidge, Dean of Students: tgreenidge@putneyschool.org (802-387-6242)
- Ann-Marie White, Director of Diversity, Equity and Inclusion: awhite@putneyschool.org (802-387-6263)

Please also see the [Student Life](#) section of this Handbook for making a report regarding [Harassment, Bullying and Hazing](#), [Microaggressions](#), and/or [Sexual Misconduct](#).

ACADEMIC PROGRAM

Academic Expectations

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, theft or destruction of educational materials, fabrication of data,

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 reported to the Academic Dean, who will work with the student involved and may refer the matter to the Standards Committee for disciplinary action. Normally, academic dishonesty results in the student not getting credit for the work in question. The student will be required to complete a new version of the assignment to show evidence of skills or knowledge in the area being assessed. In addition to redoing the work, students will have a note placed in their record documenting the incident. Repeated offenses may result in dismissal from the school. 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 Warning and Probation

Students are placed on Academic Warning if they earn 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 [Academic Feedback](#).) The Academic Office will coordinate academic support for the subsequent marking period and parents will be 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.

Academic Review

The Academic Dean, the Dean of Students, the College Counselor, the Director for Equity and Inclusion, the Director of the Center for Teaching and Learning, and the Dean of Faculty meet weekly to discuss specific students who may be experiencing difficulty and to decide on support particular students may need.

The Academic Dean communicates 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. Parents will have the opportunity to meet with their child's advisor at the start of the school year and during family weekends in the fall and spring.

Attendance Policy

Students are expected to participate fully in all of their scheduled classes and activities. This includes Sing, Assemblies, afternoon activities, evening arts, seminars, work jobs, and other all-school activities. Students who are significantly late for appointments may be considered absent.

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

Attendance Concerns

When attendance concerns arise for students (2 or more unexcused absences in any seven-day period), they are asked to meet with their advisor to explore the reasons behind their absences and/or tardiness. In many cases, it is possible to solve the underlying problems together through troubleshooting, connecting to other campus resources, scheduling and time management strategies, and other interventions.

If attendance concerns persist, students meet with the dean or associate dean of students to explore why their original plan was unsuccessful, and to develop new strategies. Parents may be included in this conversation and/or in the resulting agreement for improved attendance. The dean and associate dean may also assign additional measures to support the student in prioritizing attendance. These may include but are not limited to any or all of the following:

Boarding students:

- Early in dorms
- Assignment to a designated study area during free blocks and conference blocks
- Restricted from leaving campus during the weekend
- Ongoing check-ins with the Dean of Students Office

Day students:

- Assignment to a designated study area during free blocks and conference blocks
- Ongoing check-ins with the Dean of Students Office
- Restrictions from visiting campus on Sunday and/or other weekend events

If a student continues to accumulate unexcused absences, Putney may work with the advisor, Academic Dean, and family to develop a Behavioral Contract identifying expectations the student must meet in order to remain at Putney.

Academic Schedule and Studying

Daily Schedule and Study Expectations

The Putney School strives to provide students with sufficient structure to succeed in their studies, while also allowing students to assume increasing responsibility for planning their own time. Students are expected to use their unscheduled periods and conference block during the day for academic work; the school's schedule and program are based on the assumption of responsible use of this time. Students are expected to be in class or studying by 8:15 a.m. on school days and to maintain a study atmosphere throughout the academic day.

Conference/Seminar Block

Conference blocks are scheduled four days a week. They are intended to give students time to meet with teachers, work on homework, meet with tutors or meet with study/project groups. As noted above, 9th, 10th and 11th graders may not be in their dorms during conference blocks.

Evening Arts

Students who have evening arts are expected to use their time responsibly once they have completed their activities. Students excused from their activity for any reason should report to an appropriate academic study space for the remainder of study hours, or to their own rooms to rest if they were excused from their activities due to an illness.

Day students who remain on campus during evenings when they do not have evening arts must work in one of the approved study places noted above, including the common room of the dorm with which they are affiliated.

Evening Study Hours and Social Time

Evening Study Hours begin at 7:30 p.m. Students should be studying after this time if they are not in an Evening Art activity. Boarding students must check in by 7:30 p.m. with the dorm faculty on duty in their dorm and inform them of their whereabouts during study hours. During study hours (7:30-9:30 p.m.) the campus, including dorm spaces, is expected to be quiet, and the atmosphere conducive to studying. Students may enjoy quiet social time between 9:30 to 10:00 p.m. in the dorms or in approved spaces elsewhere on campus.

Approved Study Places

In the evening, students may study in their dorm rooms, dorm common rooms, the Center for Teaching and Learning, Library, music rooms, arts buildings, or other academic spaces. They may not be in the Field House, Barn Skate Park, or other non-academic places without permission from an adult.

Academic In-Dorms/Study Hours

Any student who is not in good academic standing may be assigned to Study Hours or to study in their dorm by the Academic Dean, under the supervision of the faculty member on duty in the dorm. Students with tutors may also spend this time in the CTL.

Students are expected to be ready at 7:30 p.m. with their materials and are expected to work throughout the entire Study Hours time. Students in academic art classes may be allowed to go to studios to do their art homework with permission from their teacher and the dorm faculty member on duty. Students may use computers for academic work only. Students who finish daily assignments before the end of Study Hours should plan to work ahead.

If students are significantly late or do not use their time well, they may be placed on weekend restrictions. The only acceptable excuses for missing Study Hours come from the Health Center or from any Dean's office.

Academic Resources

Academic Support and The Center for Teaching and Learning (CTL)

The Putney School recognizes that all students learn differently. If students experience specific challenges meeting the demands of our academic program, they may require support beyond that available in the classroom. Such needs may stem from learning differences, challenges with time management and organization, or a lack of effective study skills. The Academic Dean and Director of the Center for Teaching and Learning organize school efforts to meet the needs of these students, which may include Academic In-Dorms, study skills sessions, or subject-specific tutoring. Students should always first seek additional help from their teachers and advisor.

Located in the center of campus, the Center for Teaching and Learning is a resource for all students, not just those with specific learning differences. To accommodate various learning styles, the Center for Teaching and Learning provides academic coaching, study skills instruction, and content support. Students who require academic support on a regular basis can meet with a learning specialist for individualized tutorial sessions. Students can be referred to the Center by parents, teachers, advisors, the Academic Dean, or by self-referral. A contract is required and an additional fee will be charged. Arrangements may be made with the Director of the CTL.

Accommodations and Resources

The Putney School does not discriminate against qualified applicants or students on the basis of learning disabilities, and makes reasonable accommodations to help students with learning differences or disabilities to engage fully in the academic and experiential programs. Such accommodation may require flexibility on the part of the school, the student, and the student's family. For students who need additional support or curricular adjustments, Putney requires documentation indicating that the student's disability substantially limits a major life activity. Students who present appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student and Putney. The Putney School cannot make fundamental alterations to its program for individual students; to be admitted and to remain at Putney, students must be able to handle the rigors of both the academic curriculum and the experiential program.

Although Putney endeavors to provide the finest academic programs and assistance to students in helping them to achieve their academic goals and advancement, no particular student success is, or can be, guaranteed. These are primarily the result of the individual student's effort, ability and attitude.

Please contact the following individuals for questions about accommodations:

- Tarah Greenidge, Dean of Students: tgreenidge@putneyschool.org (802-387-6242)
- Ann-Marie White, Director of Diversity, Equity and Inclusion: awhite@putneyschool.org (802-387-6263)

Academic Feedback

Grades

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 student's progress; they provide faculty and administrators with a snapshot of the student's current academic standing. Letter grades (A+ to 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 marking period in lieu of grades. If a student is failing or barely passing a course, the teacher will say this in the written report along with feedback and advice on how to get back on track.

Academic Program

Graduation Requirements

The Putney Core outlines the skills, knowledge, and understanding essential to a Putney education and necessary for graduation. It is a proficiency-based system, which requires students to show progress and proof of their learning. A Putney diploma represents four years of planned secondary school study. In addition to successful completion of the baseline requirements outlined by the Putney Core, students will define and pursue other areas of individual interest.

Required elements include:

- Humans in the Natural World (9th grade)
- American Studies (11th grade)
- The equivalent of 4 Project Week projects a year
- 2 evenings of arts activities per semester
- A job every trimester, including the 7 work job distribution requirements: 2 kitchen credits, 1 senior credit (completed during Senior year), 1 barn credit, 1 crew credit, 1 general Substitute credit, and a land-use job.

Students must also live up to their responsibilities in all other areas of the program including dorm and campus jobs, Assemblies, Sing, 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 academic term. Seniors must pass all of their classes in the spring trimester in order to graduate.

Project Weeks

Twice a year, after the fall and spring trimesters, students choose two areas of interest (one academic and one non-academic) to study intensely. Project Weeks epitomize the Putney ideal that students should learn to work for the love of learning, and are therefore encouraged to engage in an independent process of inquiry and investigation. In addition to sponsoring individual projects, faculty and staff also offer group projects in areas of special interest.

Independent Work

Independent Study Courses

Students can work with a teacher to design an independent study course. Independent Studies encompass the same breadth and depth as a full academic course. Proposals must indicate careful thought and planning for the course goals and content, including learning goals from the Putney Core. Proposals must include a timeline indicating a progression of learning activities along with methods of assessment along the way. Students interested in a science Independent Study should first consider submitting a proposal for the “Science Independent Topics” class. This is a course offered by the Science department in order to support individual science work.

Work Term

Seniors can submit a proposal to do a Work Term during the fall Project Week. Seniors and juniors can submit proposals for Work Terms during the March vacation. This program is intended to provide juniors and seniors the opportunity to put themselves in the adult working world and explore career interests.

Senior Exhibition

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 student's disciplinary status changes, their eligibility to continue their exhibition may be referred to the Educational Policy Committee.

If a senior elects to do independent work, such as an Independent Study, a Work Term, or an Exhibition, its successful completion becomes a prerequisite for graduation.

Transfer of Credits

If a student ceases to be enrolled at The Putney School, whether because of withdrawal or dismissal, they may be granted academic credit for their final trimester on their transcript at the discretion of the Head of School. If a student ceases enrollment midterm, the Registrar may provide marking period grades to allow the receiving institution to combine and/or average grades to provide appropriate credit.

EXPERIENTIAL PROGRAM

Activities

The experiential program is a critical element to a Putney education, equally important as the academic coursework. Students are required to participate in the Afternoon, Evening and Work Programs throughout their time at Putney. Numerous other required and optional community events and expectations fill our educational program. The following section outlines some of the more prominent elements of the experiential program.

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 during the third season.

Evening Arts Program

These activities offer Putney students an opportunity to pursue their creative interests in a non-academic setting. Twice a year, 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). Some evening activities meet 2 times a week and therefore will fulfill both necessary credits per semester.

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 ongoing 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, shoveling and salting the path to the dorm in the winter, cleaning the bathrooms and more. 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. Every week, each dorm will do a deep clean and conduct formal dorm room inspections, to ensure that all residents are living up to this community expectation.

Work Program

Each trimester, every student assumes a school job, which takes about four to six hours per week. Certain school jobs are required for all students before graduating including barn crew, senior credit, dish crew, kitchen (x2), land use, and general substitute. Students may request a specific work job each trimester. This program is run by the Work Committee, a group of students and faculty who assign and supervise these jobs as well as take attendance and assign make-up work when necessary.

All-School and Grade-Level Meetings

Assembly

Twodays 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 slideshows. At selected Assemblies, outside speakers and performers also come 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. Sing is an important community building activity that has been a tradition for many years. Full participation in this event is expected of all members of the Putney community.

Seminars

Once a week during different trimesters, 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 themselves as young adults and students; topics include health, consent, social choices, study skills, technology and research. In addition, because we see value in being able to read music, all 9th graders will take one seminar to learn music theory.

The 10th grade health seminar furthers the discussion from the 9th grade health seminar regarding making healthy choices, self-care and substance use.

In 11th grade, students launch 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. All 11th graders are also enrolled in one trimester of sex education, in which they explore the topics of consent, communication, and sexual health. In the 12th grade, students work intensely on the application process through the fall and early winter, writing essays, detailing applications, and polishing portfolios. All 12th graders also take a trimester of sex education, in which they continue to explore the topics above, with an added focus on transitioning from Putney to more adult environments.

Trips

Long Fall

Each year, the whole school divides into groups and sets out for the mountains or the countryside for four days of camping. Students sign up for their choice of trips such as biking, hiking, canoeing, backpacking and more. These trips require students to work together as a group, as they learn to provide for themselves in the varying conditions of the outdoors. Long Fall 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 parent's expense.

STUDENT LIFE

General 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 standards. 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."

People and Roles

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, social, 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. Students will meet with their advisor and advisory group weekly. 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 needed. Advisors have access to their advisees' reports, attendance, and are often contacted with news regarding a student's achievements at the school.

Dorm Teams

Each dorm has a team of four adults who share responsibility for the dorm community. With slight variation based on dorm size, each dorm generally has two adult dorm heads who live in the dorm, one "super liaison" whose responsibilities roughly mirror those of the dorm heads but who does not live in the dorm, and one "liaison" who provides additional dorm supervision during select week nights. The role of the dorm team is to create an inclusive and welcoming environment in which residents explore community responsibility and compromise, conflict resolution, leadership, and connection across differences. Dorm teams also explain and uphold residential living expectations, and cultivate supportive individual relationships with their residents and affiliated day students.

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. Most

student leader positions are elected by the student body, although a small number are selected through interview processes. A complete list of student leaders for the year can be requested from the Dean of Students Office.

Independent Seniors

The Independent Senior program is an acknowledgement that as seniors prepare to live more independently, they may benefit from more opportunities to practice governing their own behavior while under more limited supervision. Independent Senior status is both a reward and a responsibility, as it is a status with advantages that must be earned, and that may be modified or revoked if students do not demonstrate good judgment in these areas.

At the end of each marking period, the Dean's office, in conjunction with the Academic Dean and the class deans, draws up a list of seniors who do not have current disciplinary problems or an effort mark lower than a two in any class. This status may also be reviewed by the Standards Committee and the Work Committee. Approved students are designated as Independent Seniors for the next marking period.

Independent Seniors who are boarding students have 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 from the Dean, but they must sign out and be back by dusk or 7:00 p.m., whichever is earlier.
- They may have a sleepover one night a week at either a day student's home or inviting a friend to stay over with them on campus with the permission of adult dorm heads, parents and the Dean of Students. The host parents must inform the Dean's office of the invitation by phone or e-mail.
- They may visit other independent seniors in their dorm rooms during study hours.
- They *may* occasionally complete their 7:00 p.m. check-in remotely, either by text, phone or email according to the preference of their dorm team. This privilege is not intended to become a default mode of communication, and may be restricted by dorm teams if they feel a student is utilizing it excessively or inappropriately.
- If they are ill and have been seen by the Health Office staff, depending on their condition, the staff member may approve them to rest in their dorm room rather than requiring them to remain in the Health Office.

Independent Seniors who are day students are granted these additional privileges:

- They may sign out to leave campus in their own vehicle during the school day (if their parents have given permission for them to leave during school-approved times), and they have 90 minutes or more free time. Day students may not transport other students at any time while school is in regular session without approval from the Dean's Office every time.

- When invited by a student host, in accordance with Putney's sleepover policy, they may have one weeknight sleepover per trimester with the permission of the adult dorm heads, the day students family and the Dean of Students.

All 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 result in a temporary or permanent modification of the particular privilege of concern, or in extreme cases, the loss of Independent Senior status for the trimester or the year.

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 in advance. Guests who are currently attending high school and under 18 may stay overnight in the dormitories with the additional permission of the dorm faculty and the guest's parents, and in accordance with Putney's sleepover policy. Visits can be up to two days (one night). Guests are not permitted on the weekends of Harvest Festival, Snowball, Social Dance, and Graduation, nor during Project Week. Guests must follow all school rules while on campus, and hosts must assume responsibility for the conduct of their guests. Guests over 18, including parents, may not stay overnight in the dorms.

Putney maintains a hostel at Lower Farm where adult guests over 21 years of age may stay inexpensively, although advance reservations are required. (See Accommodations.) Hostel guests may stay no more than three nights.

Student Status

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 may be necessary. Leaves are granted at the discretion of the school for the purposes described below:

- When a serious medical condition (including a mental health 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 Director of Health Services and/or the Director of Counseling, usually in conjunction with an appropriate consultant. Generally, a medical leave of more than two weeks cannot be supported by the school's academic program and may require the student to complete the semester with the assistance of a tutor, through an outside, accredited program, or consider withdrawal from Putney (please see the more detailed policies on medical leave and withdrawal).

- 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.
- Juniors and 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, the Health Center. Students returning from a leave of absence must coordinate with the Academic Dean and the Dean of Students office to plan for any academic accommodations, obtain makeup work, clarify travel plans, and notify dorm faculty, teachers, and activity leaders.

Withdrawal

If parents decide to withdraw a student for any reason, they must notify the Head of School and Dean of Students 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.

Students Age 18 and Older

Some students enrolled at the School will reach the age of 18 before graduation. In Vermont, 18 is the age of majority, which means that legally, an 18 year old student is able to enter into contractual obligations (and is required to abide by those obligations). As a condition of continued enrollment, students and/or parent(s) or guardian(s) will be asked to agree that when any student turns 18 while enrolled at the School, the School shall continue to have the right to communicate with his or her parent(s) or guardian(s) about a variety of topics regarding the student including, but not limited to, academics, conduct and discipline, medical and mental health, or financial matters, or any issue whatsoever that the School deems necessary. Once the student turns 18, the student and parent(s) or guardian(s) will receive a reminder about this obligation. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

Traveling To and From Campus

Leaving Campus

With the appropriate permissions and having signed out, students may leave campus during the following times:

Monday, Tuesday, Thursday and Friday after 4:30 p.m. until 7:30 p.m.

Wednesday afternoons after 12:00 p.m. until 7:30 p.m.

Saturday afternoons after 12:00 p.m. until 10:45 p.m.

Sunday: Mornings until 7:30 p.m.

** During the Winter months the time to be back on campus Sunday-Friday is 7:30 pm or dusk, whichever comes first.*

The school provides a free shuttle service on Wednesday and Sunday afternoons to and from the town of Putney. Students are not allowed to hitchhike at any time. The only exceptions to the departure rules above relate to Independent Seniors and day students.

Signing Out and Signing In

It is essential for Putney to know where all students are. Students must sign out when leaving campus, either by signing up for a scheduled off-campus activity or by signing out with the Dean's office during weekdays, or in the Faculty Room on weekends. Students must confirm their return by signing back in as soon as they are back on campus.

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) not only violates the standard of integrity, but also compromises safety, and will be considered a serious disciplinary problem.

Walking/Biking off Campus

Students may walk or bike off-campus within the town of Putney, as long as they are not missing any commitments. **They must sign out appropriately.**

Boarding Student Permission to Ride in Cars

Each boarding student is given one of three categories of permission by their parents/guardians for riding in cars:

All driver permission: This allows your child to be driven off-campus by any licensed driver - adult, or another student. Day student drivers can drive other students, with appropriate permission on file as long as it is consistent with the day student's driver's license permissions.

Adult driving permission: Your child may be driven off-campus only by an adult licensed driver, including Putney School employees and parents of other students. Your child may not be driven by other students.

No driving permission: Your child may only be driven by employees of The Putney School

In other words:

- To be driven by a day student parent, boarding students must have adult driving permission and must sign out/in when leaving and returning

- To drive with day students, boarding students must have all driver permission and sign out/in when leaving and returning

All permission must be in writing from parents/guardians and provided to the school.

Day Student Driving Permissions

The parents/guardians of day student drivers are asked to designate certain permissions for their student drivers, as follows:

Dean of Students Discretion. This allows your child to leave campus at any time during the day provided that they check out with the Dean's Office before departing and receive permission.

Morning-Evening Driving Permission. This allows your child to drive to school in the morning and home in the evening but not throughout the day. This is recommended for younger drivers.

Restricted Driving Permission. This allows your child to leave campus throughout the day for special reasons such as medical appointments.

Dean of Students Discretion. This allows your child to leave campus at any time during the day provided that they check out with the Dean's Office before departing and receive permission.

Doesn't Apply (N/A). My child doesn't have a license.

All permission must be in writing from parents/guardians and provided to the school in advance of any outing.

Day student drivers are responsible for making sure that their student passengers have the correct permissions (All Driver Permissions) to allow them to be passengers in a student-driven car.

Campus Spaces

Buildings

Students should not climb on or under buildings unless supervised by an adult. Storage areas, crawl spaces, attics and basements are off-limits to students for safety reasons. Students should treat all of the buildings on campus with respect and stewardship. Any intentional damage (carving, drawing or defacing) done to buildings or other property may result in disciplinary action.

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 when they plan on returning to campus, and should confirm their return.

The Puddle

Students may swim in the Puddle, but never alone and never after dark. The Puddle is a public space, and therefore students must be appropriately clothed at all times.

Food

Putney provides three meals and snacks every weekday in the school dining hall, known as the KDU (Kitchen Dining Unit). Hot breakfast is served early in the morning; "milk lunch" follows the first period; lunch is at midday, and dinner is served at 6:15 p.m. on weekdays and at 5:30 p.m. on weekends. State law requires that shoes and shirts are 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, dorm groups and in classes. Much of the school's food, including vegetables, 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.

Cell Phones

Cell phones can be used to isolate as well as communicate. In an effort to maintain a spirit of community and collaboration, the use of cell phones on campus is as follows:

- No cell phone use is permitted at sit down dinners or in Calder Hall during assembly, sing, concerts, and similar events.
- Briefly checking phones is acceptable during buffet style meals.
- Smartphones may serve academic purposes and will be allowed in class at the discretion of the teacher.
- Phone calls should be carried out in private.

In all public places, the individual using their phone should be responsive to the needs and requests of those around them. Individuals are encouraged to self-regulate phone use. However,

if another member of the community feels someone is breaking this policy, they may ask the individual to change their behavior and take further action if necessary.

Safety

Weapons and Equipment

Farm equipment, school machinery, and tools should only be used with permission, proper training and direct supervision. Any student using farm equipment or other machinery without permission may be subject to disciplinary action.

It is illegal to have dangerous weapons (including guns and ammunition) on campus according to state law. Anything that is clearly made for fun or a toy and unable to cause injury is allowed on campus (this excludes paintball guns, airsoft and BB guns). Students who have knives for utility purposes are expected to use them responsibly. We reserve the right to confiscate any instrument that causes concern.

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 (within 50 feet) is considered a major violation of Putney's safety standard 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:

- A 3-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 the 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 draperies over 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.

Fire and Fire Drill Procedures

IF YOU SEE A FIRE: Alert all persons in the building by pulling the fire alarm in the building or yelling "FIRE, FIRE, FIRE!" 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 a 9 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.
- Note: The Putney School Plant Manager also serves as Fire Warden for campus.

If there is a fire alarm:

- 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 802-428-3527 (the AOD Cell Phone) 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. Dorm faculty 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 dorm faculty should call the Administrator on Duty to report attendance.
- All Putney Dorms have autodialers 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.
- All check-in procedures are the same as for a real fire.

Interpersonal Safety

Sexual Intimacy

Adolescence is a time of great physical and emotional development surrounding relationships with others, and sexuality. We want all of our students to develop foundations in both of these areas that will help them to navigate their relationships as adults in ways that are healthy. While we support close personal relationships, we view a high level of consideration for the feelings of others, everyone's comfort in public spaces, and student physical and emotional health and safety to be of utmost importance.

To these ends, Putney students are expected to refrain from sexual intimacy, which is inappropriate in our school setting. It can result in unwanted student, staff and faculty exposure to the intimacy of others, which can strain relationships, and can compromise consideration for others with whom living and working space is shared. Additionally, students at this developmental stage, and in this close social environment, may face barriers to clear communication and to accurately understanding each other's wishes and boundaries, which can result in significant and long-lasting harm. Finally, sexual intimacy can put students at risk for sexually transmitted infections, and/or pregnancy or paternity.

Students found engaging in sexual intimacy will be required to see a school health care professional, and the students' parents will be contacted. Additionally, students may face disciplinary consequences including but not limited to visiting restrictions, suspension, and probation. Repeated disregard of the school's sexual intimacy policy may be grounds for dismissal. Putney moves students to different dorms if a romantic relationship within a dorm violates the spirit of this policy.

While sexual intimacy is not permitted at Putney, we want students to be informed about the complexities of sexual relationships, consent, and clear communication. The Putney School's curriculum includes grade-appropriate health and sexual education courses that discuss sexuality. Birth control and sexually transmitted infection information are available through the Health Center on a strictly confidential basis.

Legal Definitions and School Policies

In accordance with the school's mission, values, and standards of conduct, Putney has supplemented certain definitions and concepts provided by law in an effort to articulate the school's philosophy toward addressing disrespectful and harmful misconduct. In essence, Putney's standards may be stricter than the law and the school may impose discipline accordingly. Putney's efforts to enhance its protection of students in no way expands an individual's rights under the law.

Harassment, Hazing, and Bullying Prevention

The Putney School seeks to provide a healthy and safe environment for every member of the school community. Harassment, hazing, and bullying have no place at Putney and are antithetical

to at least three of the five overarching expectations for community conduct: integrity, safety, and respect. These activities may also violate laws. Harassment, bullying, or hazing also include sexual harassment, and “cyberbullying” which is harassment, bullying or hazing through the use of technology or any electronic communication.

Definitions

- **Harassment** means an incident or incidents of oral, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity 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. Harassment may also constitute one or more of the following: sexual harassment, racial harassment, or harassment of any other member of a protected class.

- **Bullying** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - is typically repeated over time;
 - is intended to ridicule, humiliate, or intimidate the student; and either
 - occurs during the school day on school property, on a school bus or at a school sponsored activity; or
 - does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

- **Hazing** means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with any program operated by the school; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. It is not a defense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sexual Misconduct

Sexual misconduct is corrosive to the community. Any sexual misconduct which endangers the health or wellbeing of another student will result in actions which may include dismissal.

Sexual misconduct includes:

- **Sexual assault:** Non-consensual sexual intercourse or sexual contact involving the genitals or anus.
- **Sexual exploitation:** Taking non-consensual sexual advantage of another, including but not limited to taking photos or recordings without consent, sharing private nude pictures with third parties, or knowingly exposing another to an STD or to pregnancy or paternity.
- **Relationship violence:** Violence against a student by a person who is or has been in an intimate or romantic relationship with that student.
- **Relationship misconduct:** Threatening or coercive behavior that does not involve physical contact or violence, but that occurs in the context of a dating relationship. Examples include but are not limited to threats of violence, violation of another's privacy or threats to do so, or physical restraint.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.
- **Sexual Harassment:** Unwanted, severe, pervasive and objectively offensive interactions that are either physical or verbal in nature with some reference to sexuality, including but not limited to the use of offensive sexual language, depictions, jokes of a sexual nature, or unwanted contact with intimate parts of the body not covered by the definition of sexual assault.

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Consent

If Putney students choose to engage in sexual activity with each other, they must both understand and abide by the rules of consent.

- The age of consent for sexual activity involving genital or anal contact in Vermont is 16, unless both people are between the ages of 15 and 18. A person under the age of 15 can never consent to sex. (13VSA 3252)
- Consent cannot be inferred by the absence of "no." Clear affirmative consent by words or by actions is necessary.
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing and can be revoked at any time.
- Consent obtained by threat, coercion, or force does not constitute consent.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

Faculty and Staff

Because of the professional responsibility of Putney faculty and staff to students, any intimate or sexual relationship between a Putney employee and Putney student will be grounds for immediate termination of employment by the adult involved and a report to legal authorities, regardless of the age of the student.

Privacy and Mandatory Reporting

Complaints of sexual misconduct, bullying, harassment or hazing to the administration, health office, or a trusted adult will be kept private to the greatest extent possible. However, Putney does have legal and ethical obligations to share certain information with a limited number of people. As Putney is entrusted by families with their students' care and safety, the School needs to let parents/guardians know if their child has shared a complaint of conduct that may have significantly compromised their safety.

All Putney School employees, including counseling and health staff, are mandated reporters under Vermont Law, and therefore required to report to the appropriate state agency any sexual activity between a person over 18 years old and a person under 16 years old (if both are students), and any allegation of sexual misconduct (or non-consensual sexual contact). Putney reserves the right to retain or dismiss a student no matter the decision by the state to pursue a report, or a legal decision by the state resulting from a report. As noted above, no sexual contact between any adult employee of the school (anyone over age 18) and any student—regardless of age—is permitted and any such sexual contact will be reported to law enforcement.

Making a Complaint of Sexual Misconduct, Harassment, Bullying, or Hazing

Sanctuary and Sexual Misconduct, Harassment, Bullying and Hazing

Student safety, and encouraging students to report to Putney when students safety is compromised, is of the utmost importance. Therefore, students who believe they have experienced sexual misconduct, harassment, bullying, or hazing and wish to report it will not face disciplinary action for conduct concerns connected to the incident(s), such as use of prohibited substances or violating other residential expectations. There is no need to specifically request sanctuary from the dean of students in these cases.

Making a Complaint to Putney

Any individual who believes that they have been harassed, bullied, or hazed, or who witnesses or believes they know of a student who has been, and any student who believes they have experienced any form of sexual misconduct, should promptly report this to the Dean of Students, the Director of Health Services, or the Director of Counseling, or another trusted school employee. Please keep in mind the mandatory reporting obligations noted above. Complaints may also be submitted directly to the Interpersonal Behavior Committee (IBC) at ibc@putneychool.org.

Any student may seek information about the process of reporting a complaint by talking with the Dean of Students, a member of the counseling or health office staff, a member of the IBC, or another Putney School adult. Gathering information about reporting processes and support resources without disclosing information does not generally require a mandated report on the part of the staff member.

Making a Complaint of Sexual Misconduct to Law Enforcement

Any student who wishes to report a complaint of sexual assault, relationship violence or stalking directly to law enforcement may do so. Putney staff, such as an IBC member, the Dean of Students, or a counselor or nurse, can provide support and assistance with this process.

Interpersonal Behavior Committee (IBC)

The Interpersonal Behavior Committee (IBC) consists of 3-4 faculty and staff members appointed by the Head of School. The IBC investigates complaints of harassment (including sexual harassment, and microaggressions that may also constitute harassment), bullying, hazing, and sexual misconduct, and recommends appropriate actions to the Head of School. The IBC may also meet with students having an interpersonal conflict for which adult support and mediation may be helpful. Students may request to meet with the IBC directly (and may ask any Putney adult for guidance and support with this request), or an IBC meeting may be arranged by the Dean of Students when conflict resolution support for students is needed. Students may contact the IBC directly to submit a complaint of harassment (including sexual harassment), bullying, hazing, or sexual misconduct, or to request assistance with an interpersonal conflict, at ibc@putneyschool.org. The membership of the IBC can be found in [Contact Information](#).

IBC Process

The goal of the IBC process is to better understand what has occurred, and to explore its impact on the involved individuals and on the Putney community, through a fair and impartial process. The IBC will then recommend a course of action to the Head of School that may be restorative, educational, and/or disciplinary, as appropriate.

When a complaint has been received by the IBC, the committee will acknowledge its receipt to the reporting individual(s). They will also notify the targeted student(s), if the complaint was submitted by a third party, and the student(s) whose conduct is in question that the IBC will be gathering information about the matter. Advisors of students involved will be notified so that they can support the student through the process. The IBC will generally meet individually with all involved parties as appropriate. This may include the individual(s) who submitted the complaint; the alleged target(s); and witnesses and other individuals who may have relevant information, including teachers and parents. In more complex cases, the Head of School may appoint an appropriate internal or external professional to gather information in place of the IBC. In undertaking the process of looking into the complaint, Putney will handle private information

with sensitivity, and will not disclose information about the matter or identify the involved students to anyone unnecessarily. Putney will make every endeavor to complete this process in an expeditious and respectful manner.

As noted above, in certain circumstances, the school may be obligated to report misconduct to external authorities, such as to law enforcement or the local child welfare agency. Putney cooperates with external agencies and may postpone its own investigation into misconduct as appropriate. Please see the Privacy and Mandatory Reporting policy, above, for more information.

Cooperation and Honesty

Students are expected to cooperate in IBC processes and to be honest when doing so, even when there may be personal or social pressures to do otherwise. Failure to cooperate with an investigation may itself be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an IBC process for any reason, Putney reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from Putney.

Interim Measures and Administrative Leave

Putney may take interim remedial measures while the school is looking into the complaint. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, or other actions to create space between individuals.

In certain cases, a student may be required to go on an Administrative Leave while a matter is in the process of being investigated. An Administrative Leave is considered a non-disciplinary leave, and does not reflect a conclusion by the school of any wrongdoing. During an Administrative Leave, Putney will work with students to continue their educational experience to the extent possible, such as through tutoring, online learning and other methods.

False Complaints

All students involved in an IBC process should understand that false or exaggerated accusations can be extremely damaging; therefore, Putney expects and requires the honest and full disclosure of facts by all involved individuals. Any person who knowingly makes a false accusation of bullying, hazing, harassment, sexual misconduct, or retaliation, or fails to fully disclose relevant information, may be subject to disciplinary action.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct. Retaliation may include but is not limited to ostracizing, threatening, or spreading rumors or misinformation about the reporting or targeted student(s), or abusing the

power of a student leadership position in order to unfairly burden the reporting or targeted student(s). Anyone who retaliates against a complaint of harassment, bullying, hazing, or other serious misconduct is also in violation of school policy. A student may violate this anti-retaliation provision regardless of whether the original complaint turns out to be true, or whether the retaliation was not intended to be harmful (“it was just a joke”). Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses, will also be protected from retaliation under this policy.

Student Bystander Responsibilities

Putney expects that any student who has knowledge that any form of bullying, hazing, harassment, sexual misconduct, or retaliation will occur, is occurring or has occurred, if they feel comfortable doing so, will take reasonable steps to prevent that activity or stop it from going any further. Students are encouraged and expected to report knowledge of any of these behaviors, including sexual misconduct, to a responsible adult at the school. Every effort will be made to maintain confidentiality.

In addition to, or as an alternative to filing a harassment complaint under this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
[Email: human.rights@state.vt.us](mailto:human.rights@state.vt.us)

State of Vermont Attorney General’s Office
Civil Rights Unit
109 State Street
Montpelier, VT 05602-1001
(888)745-9195 (Toll Free VT) or (802) 828-3657
(802) 828-3665 (tty)
(802) 828-2154 (fax)
Office for Civil Rights, Boston Office

Microaggressions

Definition

A microaggression is a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority). They are painful remarks, questions, or actions that have to do with a person's membership in a group that's discriminated against or subject to stereotypes.

Making a Complaint

Any student who has experienced a microaggression, or knows of a student who has, is encouraged to report (in writing or in person) to the Directory of Equity and Inclusion or the Dean of Students' office. Students are welcome to speak with an advisor or another Putney employee for support as well.

When a microaggression is reported, the Dean and/or Associate Dean of Students and the Director of Equity and Inclusion will work together to investigate the complaint, support the reporting student and other impacted parties, and address the concern within seven days. The range of responses may include dialogue (which may or may not involve the reporting student based on their preference), education, restorative practices, and/or disciplinary action. Microaggressions may also constitute a form of harassment; in this case, the Interpersonal Behavior Committee would be informed and follow the procedures outlined under Harassment, Bullying and Hazing policy above.

The Head of School will be made aware of microaggression trends.. Putney will maintain records of reported microaggressions and their resolutions in order to monitor the campus climate, identify trends, and inform the development of student, faculty, and staff training, program planning, and school policy.

Student Conduct and Accountability

The main goals of Putney's approach to student accountability are to educate students about the value of their own integrity and their responsibilities to themselves and the community. Equally, the school's response must protect that community. The ultimate responsibility for discipline rests with the Head of the School, who delegates the handling of disciplinary matters to the Dean of Students and the Standards Committee. The Dean may handle minor problems directly, or refer them to the Standards Committee for a recommendation.

Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. Putney may, in its sole discretion, contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

The Standards Committee

The Standards Committee is composed of five students and three faculty or staff members. A minimum of three student members and two faculty or staff members will be selected to review each case. The process includes meeting with the student and their advisor, deliberating on the incident in a closed session, and making a final recommendation about disciplinary action to the Head of School. If the student's advisor isn't available, the student has the option of asking another staff member to accompany them to the standards meeting or they may appear before the Standards Committee without a supporting adult. Parents, guardians, or other parties may not participate in Standards Committee meetings unless asked to do so by the Dean of Students. When convening the Standards Committee is not possible, such as during project week, conduct issues are handled by the Dean of Students and the Head of School.

Levels of Disciplinary Response

There are five levels of disciplinary responses, depending on the gravity of the problem: censure, restrictions, suspension, probation and dismissal. These are defined 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 but are not limited to the following: early check-in, denial of off-campus permission, denial of weekend permission, or 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 problem. The purpose of such a separation is to provide the student with an opportunity to reflect on what has occurred with family members, to recommit themselves to conduct consistent with the Putney community's expectations, and to identify resources that can help them to meet that goal. Suspension of a week (7 days) or more is recorded on a student's transcript.
- 4) **Probation** is normally preceded by suspension, and is formal notification that a student is at risk of dismissal if further conduct concerns arise. Probation consists of the following components:
 - A period of restrictions.

- Ongoing review of the student's progress by the Deans' Committee. Once a student is on probation, Putney will ensure that it has clearly communicated to the students the specific expectations that student must meet to remain a student in good standing.
- The student is subject to immediate dismissal for a major misstep during the probationary period.
- Probation becomes part of a student's permanent internal file, will influence any further disciplinary decisions, and will result in continued progress reviews by the Dean of Students.

5) **Dismissal:** The Head of School 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 believes it 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 Head of School.

Administrative Actions

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

If a student's performance or behavior is no longer serving their best interests, the Head of School 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 Center. It is the policy of The Putney School to note on the transcript a mandatory leave of absence for conduct concerns (as opposed to medical leaves 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.

Publicizing Disciplinary Responses

The entire school may be informed about any aspect of a disciplinary matter when, in the sole judgment of the Head of School, it is deemed appropriate to help further the educational or learning experience of the school community.

Documentation

Recent changes to the Common App have removed questions related to student discipline and criminal conduct. Nonetheless, many selective colleges and universities still include supplemental questions in their applications addressing these topics. It is the School's policy to

support students in reporting serious disciplinary consequences to colleges under such circumstances. 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. If a student has been suspended for a week or more or dismissed from the school, the transcript will reflect those consequences, the date of the suspension or dismissal, and whether the consequence was for an academic or behavioral reason. If a college asks the school for more information, the school will direct the college to the student to provide a more detailed explanation of the transcript notation. The college counselors are available to support students in responding in an honest and thoughtful manner. We believe that this provides the student with the opportunity to take responsibility for their actions and to demonstrate maturity and strength of character by dealing honestly and forthrightly with colleges.

Reapplication

After dismissal or withdrawal from the school, students may apply for readmission. Normally readmission is considered only after a minimum six-month period of time, and only if the student has demonstrated significant growth.

Work Committee Oversight

In the case of a work job issue, such as attendance and/or performance concerns, the Work Committee reviews the case with the Work Coordinator and the student and then confers on the incident. For minor issues, the Work Committee makes a recommendation to the Work Coordinator. The Work Committee and Work Coordinator may not assign any of the five sanctions noted above, but may fire or otherwise discipline students for work-related problems. Students who continue to have serious problems may also be referred to the Dean of Students and possibly the Standards Committee.

Conduct on School Trips

School rules are in effect on all school-sponsored trips. These trips include but are not limited to: Orientation, Long Fall, field trips, international trimesters abroad, athletic games and meets, and any weekend trips. Whether on or off campus, students are expected to behave in a manner that reflects positively on The Putney School. In the case of bad behavior during school trips, 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, as noted above, students are expected to behave in a manner that reflects positively on The Putney School. If a student's conduct while away from Putney would

constitute a danger to members of The Putney School community, or is grossly inappropriate, there may be disciplinary consequences, including the possibility that they may not be allowed to return to Putney. This includes but is not limited to bullying, harassment, or hazing that occurs through electronic communication or other media. If such conduct is alleged, Putney may invoke the Standards, IBC, or other process, as appropriate, to address the alleged conduct.

Drugs, Alcohol and Tobacco

Prohibited Conduct

The possession and/or use of alcohol, tobacco and nicotine products, and other illegal drugs, and paraphernalia related to their use, are not permitted while students are under school care and supervision. This includes time on campus, in Putney or Brattleboro, or on any school-sponsored trip. Misuse or distribution of prescription drugs or use of legal or illegal psychoactive drugs for the intent of intoxication or achieving an altered mental/physical state is similarly prohibited. Medication or other remedies which are prescribed by the health office to assist with substance use cessation are permitted to be used only as authorized, and only by the student to whom they are prescribed.

A first instance of possession and/or use of any prohibited substance is normally referred to the Standards Committee. Any student who is in the presence of others who are violating Putney's drug and alcohol rules will also be held responsible, and may be considered as another user. Smoking in or within 50 feet of a building is a major fire safety issue, which may result in suspension, probation, or dismissal. Any student found distributing drugs or alcohol under any circumstances, and/or receiving prohibited substances by mail, is likely to be subject to immediate dismissal. Sharing, even without compensation, may be considered distribution.

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 and nicotine products, or return to the campus with or under the influence of such substances.

Educational, Health and Disciplinary Response

The school's response to drug and alcohol use comes in two parts: one that is educational and health-oriented, and one that 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, parents will be notified. The student will be removed from classes and activities and will meet with the Standards Committee as soon as possible. In some cases, students may be suspended immediately, after which they will meet with the Standards Committee to determine further disciplinary responses (often including a time of probation and random drug screening).

Putney utilizes a “two strike” approach to drug and alcohol use, based on our investment in student growth and learning. Students who are found in violation of this policy for the first time receive one “strike.” A second incident of drug or alcohol will be grounds for dismissal.

Expected outcomes for drug and alcohol use include all of the following:

- A period of suspension;
- A required substance use evaluation, with a related requirement of adherence to the recommendations of the substance use counselor;
- Required participation in school-sponsored help sessions with a counselor or other appropriate professional;
- A period of probation;
- One “strike”;
- Other restrictions as appropriate.

Sanctuary Policy

The main purpose of the sanctuary policy is to promote safety and community responsibility. It is not meant to enable substance use or other unhealthy behaviors. If a student judges that their own health or that of another student is in jeopardy based on an immediate or ongoing significant health concern, they can request sanctuary. In general, sanctuary includes the following elements:

- The identity of the student asking for sanctuary will remain confidential to the best of Putney’s ability to protect this information.
- The student of concern will not receive disciplinary consequences, nor will the reporting student if their involvement in the matter includes policy violations.
- Putney will pursue the matter as a health-related concern, which generally includes contacting parents, requiring appropriate health-related assessment, and supporting the student’s pursuit of treatment as necessary.

Students who wish to request sanctuary should reach out to the dean of students, associate dean of students, or Administrator on Duty (AOD), any of whom are responsible for assessing the situation and determining whether to grant sanctuary in this situation. Students may request assistance with these communications from any Putney adult, including dorm heads, advisors, or other adult mentors.

Sanctuary may be used by students for events occurring on or off campus. Sanctuary cannot be requested in order to prevent or avoid responsibility when a significant immediate or ongoing health concern is not present. Sanctuary will not be granted if confrontation or discovery by a Putney staff member occurs first or is imminent. If a student who has been granted sanctuary is later brought to Standards for a related problem, the committee will be made aware of the

conditions of the sanctuary case. Should law enforcement become involved in a student conduct matter, Putney's sanctuary policy does not protect students from potential legal action.

If a student believes that they have a substance abuse or other health-related problem that includes violating Putney's policies, they can contact a member of the Health Center for help 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 other individual is in immediate jeopardy.

Putney is not a treatment facility. While we do work with students whose health-related needs match our resources, students with more serious problems with addiction or other self-harming behaviors may need to seek specialized treatment through a temporary medical leave before they can successfully reengage Putney's program. Students who need more than two weeks of medical leave to treat a substance abuse, mental health, or other medical problem may be asked to withdraw from the school. Under such circumstances, the student may reapply after a medical or other appropriate evaluation concludes that they are prepared to re-engage with the rigors of the Putney academic and work curriculums.

Searches

Regrettably, it may sometimes be necessary to search students' rooms, cars, lockers, or bags for stolen items, drugs, alcohol, or other prohibited items, or if a rule violation is suspected that impacts the health and safety of the student or others on campus. Putney reserves the right to conduct these searches, but generally does so only under the following circumstances:

- When it is determined that a significant danger exists on campus. Examples could include but are not limited to evidence or rumors of the existence of dangerous weapons, poisons, or materials of harassment, bullying, hazing, or similarly severe prohibited conduct.
- When a theft occurs that meets both of the following criteria: it is clear that an on-campus theft occurred, and a search is reasonably likely to recover missing property.
- When there is evidence that illegal substances are present in a school facility (including campus buildings and vehicles). Examples include but are not limited to drug-related paraphernalia, odor of marijuana or alcohol, the presence of illegal substances, direct testimony about the existence of illegal substances, students appearing under the influence of substances, or follow up on a formal intervention.

Two Putney adults, including the dean or associate dean of students, typically conduct the search. The student whose belongings are being searched may also be present, and if the student is unavailable, the student's dorm head or student head of dorms may serve as a proxy. All searches should be directed toward the missing or suspected articles, and are not more intrusive than

necessary. Prohibited materials discovered during a search will be confiscated, and major violations will lead to discipline.

A student who has been caught using or possessing drugs or alcohol, or who has had a formal intervention, should expect their belongings to be checked and their room searched.

Boarding Student Life

Dorms and Dorm Rooms

Dormitory life is at the core of the residential program at Putney. The habits and skills learned by living closely with roommates, dorm faculty, 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 6 to 30 students. Each dorm is supervised by at least two resident adult dorm faculty with the assistance of dorm liaisons (other faculty who take active roles in dorm activities) and student dorm heads.

Rooms at Putney are not large, but are adequate for the simple lifestyle Putney promotes. We encourage students to limit the number of their possessions accordingly, emphasizing relationships with people over things. Rooms are normally assigned for double or triple 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, box or storage bin and avoid bringing expensive items or keep them locked away. Beyond this, the school does not take responsibility for students' possessions. Storage over the summer is available to all students through an outside vendor whose work is coordinated through the Dean's Office.

Check-Ins

In a residential setting of over 500 acres, we rely on check-ins to ensure that we have regular interactions with students to confirm that they are safe and well when they are not in class or participating in other supervised activities. These include:

7:00 p.m. Check-in: All students must check in with the dorm faculty member on duty in their dorm's common room by 7:00 p.m. each night. Check-in must be done in person, and not electronically or by proxy, although the latter privileges may be available to students with Independent Senior status (see above). Saturday night check-ins take place at dinner in the KDU.

In-dorms: All students must check in with the dorm faculty member on duty in their dorm by 10 p.m. on most weekdays and Sundays; by 9:30 p.m. on Wednesdays for Dorm

Meetings; and by 11 p.m. on Saturdays. Students must remain in their dorms until at least 5 a.m. every morning unless they are accompanied by a faculty member, or have special permission. Students who are not in their dorms when they are required to be there will meet with the Dean of Students and may go before the Standards Committee.

Dorm Expectations

Dorm meetings: Dorm meetings are held weekly 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: The Putney School is an early-rising community, communal and individual health and well-being depends on sleep. Ninth and tenth graders must be in their own rooms by 10:30 p.m. Sunday-Friday, juniors and seniors by 11:00 p.m. Sunday-Friday. 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 the dorm faculty member on duty.

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 are expected to clean and tidy the dorm common areas as well as their individual rooms. Once a week, students "deep clean" their rooms and the common areas. 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.

Visiting Other Dorms

Students may visit other dorms during visiting hours only at the invitation of a host who must be present during the visit. Visiting hours are Monday, Tuesday, Thursday, and Friday from 4:30 p.m.-7:00 p.m., on Wednesday afternoon from 1:00 p.m.7:00 p.m., on Saturday from 1:00 p.m.10:45 p.m., and on Sunday afternoon from noon to 7:00 p.m. Dorm room doors must be propped wide open (at least 45 degrees) during the visit, and the hosting student's roommate should feel comfortable being in the room as well. Students are reminded that visiting a dorm is not the time or place for physical intimacy beyond a level that is acceptable in more public areas of campus.

With the goal of building community in the open, students may invite guests over to study in their dorms' common room from 7:30 p.m. until In-dorms check in. Adult faculty members on duty may ask students to leave the common room if it becomes too loud and/or not a conducive place to study.

Cabins

The cabin program at Putney is open to ten 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-powered lights. Each cabin is affiliated with a dorm for supervision, bath facilities, and the social life that the dorm offers.

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 to all the same rules as other students, including those regarding in-dorms, pets, cleanliness, and interdorm visiting. Cabin Dwellers may never sleep in their cabin alone overnight. If it is known that one cabin dweller will not be home for the night, it is the responsibility of the other cabin dwellers to either host an approved sleepover, or sleep in another approved space on campus. Cabin Dwellers will be given dorm jobs in their affiliated dorm. Students who do not live up to the spirit of the cabin program will lose the privilege of living in one.

Cabin Visitation

Regular visitation rules apply to all cabins. Overnight visits can happen with dorm faculty 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 must have the dorm faculty member or Dean call the parents and obtain specific permission for that student to sleep in a cabin. Cabins are not meant to be spaces to host large numbers of guests. Maximum occupancy should be no more than eight.

Weekends

Weekends at Putney begin either on Friday, if the student does not have a Saturday academic, curricular or extracurricular responsibility or on Saturday after the student's last school commitment. The weekend extends until 7:00 p.m. on Sunday. Regular weekend events include a Sunday afternoon trip to the town of Putney, a Saturday evening trip to the movies in Brattleboro, films shown on campus Saturday evening and more. 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 and students, known as the Weekend Duty Team, is in charge of weekend activities and general supervision.

Sleepovers

Putney is continuing to reevaluate its policies regarding boarding students sleeping elsewhere on campus with other boarding students, or day students sleeping on campus with boarding students, in order to ensure that this practice is inclusive of all students. Currently, any sleepover must be requested 24 hours in advance and must be approved by a Dorm Head in residence and/or with the parent/guardian of the day student, looking to stay on campus for the night.

Off- Campus Sleepovers

Boarding students who wish to sleep over at a day student's house on Friday or Saturday night must have the permission from the Day Student's parents, the border's parents, and the Dean's office. The student must request this permission by completing the Student Travel Request Form in Veracross at least two days before the intended sleepover.

Weekend Away Permissions

Students who wish to be away for the weekend must apply online no later than 5:00 p.m. on the Thursday before the desired weekend away. All requests for a weekend away require permission from parents and an invitation from the adult host. This permission and invitation must be submitted by Thursday evening in Veracross. 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 scenery, 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 Fall, Harvest Festival, Snow Ball, Social Dance, Project Week, and Graduation (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, they must contact the dorm faculty member on duty before leaving campus. If a student is going to return late, they need to call the dorm faculty on duty and the Weekend Team as soon as possible. All students returning from a weekend, leave, or vacation should return no later than 7:00 p.m. and immediately sign in with the dorm faculty on duty when they reach campus.

Dorm Food and Delivery Food

Each dorm is equipped with a small refrigerator and microwave 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 food to be delivered on occasion. **Food must be delivered before in-dorms.** This may require some prior planning by the student to make sure their food delivery has enough time to make it to the dorm before in-dorms.

Although students are welcome to receive packages containing food through our post office, we will refuse large deliveries of beverages shipped through the mail, as their size, weight, packaging and delivery labor are in contrast with our commitment to sustainability.

Electrical Appliances and Media Equipment

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.)
- Gaming devices and VR sets are permitted on campus. Gaming monitors are not allowed. Students will be expected to use judgment around the amount of time spent gaming and device usage. Adults can intervene if using such devices are negatively affecting a student's health, school work, or full participation in the community.
- 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.
- Digital media with headphones may not be used in public places such as the KDU, Calder Hall, or outdoors. It is okay to wear headphones while working out in the weight room or gym, or while going on a run.

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 must be approved by the Dean of Students. Please see [Traveling To and From Campus](#) for more information.

Pets

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

Shipping and Storage

The school does not have adequate space to store student belongings over the summer. Summer storage and shipping of belongings at the end of the school year is handled through an outside vendor through the coordination of the Dean's Office. Information about the storage and shipping options, as well as pricing, are generally available in the spring.

Day Student Life

Overview

Requirements for day students differ only 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 an all-school meeting, they are 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.

Day Student Departure from Campus

Day students may depart from school after their last activity, normally 4:35 p.m. or 9:00 p.m. on evening activity nights. Day students may remain on campus to use a place of study, such as the art building, studio spaces, 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 p.m. during the week, 9:15 p.m. on Wednesdays, 10:45 p.m. on Saturday nights), unless they are granted special permission by the Dean of Students Office or the faculty on duty.

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.

Day students may not transport other students at any time while school is in regular session. Day students are allowed to transport students with written permission from their parents and the Dean of Student's office after the academic day is over only on Wednesday and Saturday afternoons and Sunday. 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, breaking the driving rules will be considered to be major safety/disciplinary issues 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 that they are affiliated with. 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 associate dean of students (802-387-6256) to let the school know that the student will be absent or late to school.

Contacting a Day Student

In an emergency during the workweek, call the Dean's office. On the weekend or off hours call the emergency beeper service. For general information about a returning field trip or school event, call the main number. The school switchboard is generally open from 8:00 a.m. to 4:30 p.m. on weekdays. After hours, calls to the main number are answered by the school's voice mail system. All contact information is provided at the back of this Handbook.

Reporting an Absence

If your child will not be at Putney due to illness or inclement weather, please call us.

Illness-related absences should be reported to the Health Office, and all other absences should be reported to the associate dean of students.

If a scheduled family matter or other special occasion will cause a student to miss school, parents should notify the associate dean of students well in advance, and the student must fill out a School Travel Request 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 are welcome to remain on campus but we ask that they do not come and go repeatedly. They are welcome to sign up for the weekend bus to town, for trips to the movies and/or for any other weekend activity that is being offered. . Day students may sleep in a dormitory, by invitation of a resident on Saturday nights with the permission of the Weekend Team, the dorm faculty member on duty and their parents. Otherwise, day students should be off campus 15 minutes before in-dorms (10:45 p.m. Saturday, 9:45 p.m. Sunday).

STUDENT SERVICES

Academic and College Resources

School Store and Post Office

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

Students are provided with a mailbox in the Student Post Office located in the Old Boys Dormitory. Letters and packages (other than student medications) should be addressed to the student, and should use the Putney School address: 418 Houghton Brook Rd., Putney, VT 05346. Student medications, including non-prescription supplements, must be addressed to the attention of Health Services. Access to the mailboxes is available anytime, while student packages are available for pick-up only during times that the School Store is open (Monday-Friday), and only after they have been recorded as received by Putney.

In keeping with Putney's commitment to sustainability, all community members should be mindful of packing, waste, and labor involved with online shopping. To that end, packages with liquids such as soft drinks and other excessively heavy items will be refused. Items not allowed in dorms (toasters, hot plates and mini fridges) will also be refused. Serious disciplinary action

will be considered for anyone who uses the Post Office to send or receive items prohibited on campus.

Book Orders

Detailed instructions are provided by email from the Academic office. If you have any questions, please contact the Academic Dean.

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 the start of the day at 5:00 am until in-dorms. 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, failure to check them out properly or failure to return them will result in substantial penalties.

Library Computer Lab

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.

Computer and Internet Services

The Putney School maintains a variety of computers for use on campus. The computer lab is open all day in the Library, and available for classes and for individual students to do their work. The Currier Center has a specialized midi lab, and there is a video lab for video editing in the Huseby basement. All buildings on campus are covered by our campus-wide wireless network, and printing is available in the Library Building, Reynolds and the Center for Teaching and Learning. Students are highly encouraged to bring laptop computers for personal use. Laptops are necessary for work during many classes.

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. While it is not Putney's intention or within its capacity to monitor all of the students' electronic activity, students should be aware that they can be held accountable for violations of the community's standards whether a violation physically occurs on campus, through school computers, or the school's network; or if it occurs through any technological

resource while away from campus. 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.

Students' permission to use the network or their 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, email, 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 unlocked room and stealing, reading a personal letter, or destroying personal property. Once accounts have been established, students must not share their network or email 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. While there are small amounts of time during the week when students may use their computers for entertainment purposes, 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 an atmosphere conducive to working and studying through the academic day.

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 their 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.

9. Students should not be "friends" with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify their advisor.

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 their own computer in ways contrary to the mission and purposes of the school may have the computer confiscated. Offenses may result in disciplinary action.

College Counseling

The college counseling process begins during the junior year, and extends through the senior Year. Each student has a weekly meeting with a college counselor and the college office supports a

weekly essay writing session in the fall term. Students are encouraged to visit and apply to a range and variety of colleges to find the best match.

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 School Travel Request form must be returned to the Dean's Office at least one week in advance of the student's departure.

Health Resources and Policies

Health Services

The school Health Center is staffed by registered nurses and two counselors. Putney also contracts with a local physician who is available for phone consultations or office visits when necessary, and with additional local counselors. Other medical appointments, including those for reproductive health if requested by students, are made through the Health Center. See contact information at the end of this Handbook.

Clinic Hours

The school Health Center is open 7:45 am until 7:30 p.m. during the week, 8:00 a.m.-12:00 p.m. on Saturdays, 10:00 a.m.-12:00 p.m. on Sundays. A nurse is also on call for emergencies whenever school is in session and can be reached by evening staff and faculty through the emergency paging service. A student with a medical problem after clinic hours should go first to their dorm faculty member on duty or activity leader for care.

Individual Counseling

The Counseling Services professional counselors provide short term support and drop-in services for students, and offer mental health programming and workshops. Referrals may be made for ongoing specialized mental health services. The school maintains a relationship with several local therapists (some of whom come to campus to meet with students). Confidentiality between the student and therapist is maintained according to state law and ethical practice; please contact the Health Office for more detailed information on confidentiality practices. Financial arrangements for therapy are made individually between the parents, the student, and the therapist involved. Services provided by Putney School counselors are free of charge.

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 Services Coordinator or Counseling Director, usually in conjunction with a student's outside medical provider. We ask parents to provide updates to Health Services, especially when planning the student's return to campus.

The school is not equipped to provide ongoing services for a student whose mental health concerns seriously impair their ability to function as a member of this learning community. Please see Putney's *Student Resources and Accommodations*, available from the Dean of Students or the Health Office, for more detailed information about the different kinds of specialized support and resources Putney is able to offer.

Students who have medical needs requiring an absence beyond the scope of a medical leave (generally for longer than two weeks) will likely be provided a medical withdrawal. A student who is granted a medical withdrawal can complete coursework for the trimester provided the withdrawal is no more than two weeks before the end of the trimester. Students granted a medical withdrawal are eligible to request readmission to the school at a later date, usually in the following academic year, although readmission may be possible in the same year provided the school has room and the student has been able to keep current with course work, and provided also that medical recommendations support readmission. The application process will include the Health Office's review of information and recommendations from health care professionals who have treated the student during their absence from the school.

Although Putney requires the input of health professionals, the health office and dean of students make the decision to allow a return, subject to the approval of the head of school, based on its assessment of the school's preparedness to support all recommendations for treatment and support, and the school's preparedness to serve the student well.

Confidentiality

Putney School health services staff and counselors make every effort to keep the content of their work with students confidential. There are exceptions to confidentiality, which include situations that threaten the safety of the student, of the community, or require mandated reporting to the Department of Children and Families. In addition, if a student's physical or mental health concerns preclude them from participating fully in the Putney program, with the consent of the student, health and counseling staff may speak with members of the student's wider team to coordinate support or resources. Please contact the Health Office for a copy of Putney's comprehensive written explanation of how confidentiality works related to health and medical information.

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

comprehensive health insurance program paid for by the parent or guardian. All policies must be USbased insurance plans. All international students are enrolled, at parents' expense, in a health insurance policy which the school maintains with a qualified provider to help facilitate insurance for international students. This comprehensive tenmonth accident/illness policy is not available to domestic students. Questions about what level of health insurance is acceptable should be directed to the Health Office.

Excused Health-Related Absences

If a nurse or counselor determines through an in-person assessment that a student health concern warrants the student's absence from some or all daily Putney commitments, they may officially excuse the student from classes, jobs or activities. When a day student is ill, a parent must call or email the Health Office (healthoffice@putneyschool.org) to report their child's absence. Any student who feels they are too ill to participate in some or all of their scheduled commitments must visit Health Services for an in-person assessment by a nurse or counselor. Students may be triaged to determine whether they have an immediate need for support, and if they do not, may be asked to make an appointment with a counselor. The Health or Counseling Services staff does not offer retroactive health excuses for missed obligations, or assign health excuses without meeting with a student in person for assessment. Any student who has been provided with a health excuse must stay in the Health Office until they and the staff member determine that they are ready to resume activity, with the exception of seniors, who may recuperate in their dorm rooms when this is deemed appropriate by the Health Services staff. There are no visiting hours in Health Services other than at the staff's discretion.

When a student is not capable of strenuous physical activity due to injury or illness, the Health Services staff may limit the student's activity for a period of time. The student must check with the Work Program Coordinator and/or afternoon activities leader to be reassigned.

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 infirmary 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. Parents/guardians of day students must call the Health Center in order to have their child 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 or by appropriately trained employees authorized to provide medication to students. No medications, prescription or non-prescription, should be kept in students' rooms unless authorized by the Health Center. Under such circumstances, students are reminded that medication is to be taken as directed and only by the student in possession of the medication.

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 the dorm faculty member on duty. In addition, each dorm has a First Aid Kit for over-the-counter remedies, bandaids, etc. All medications should be sent to the Health Center in pharmacy-labeled containers prior to students' arrival or personally delivered by parents; students should not transport medications to school. Non-prescription supplements should also be sent directly to the Health Office, so the staff can be aware of the student's usage when dispensing other medications. The staff will determine whether the supplement can be released to the student, or if the student should access it through the Health Office.

Supplement Use

The school does not condone the use of supplements such as those commonly purchased at GNC stores or online and often used for the goal of enhancing athletic performance, building muscle mass or losing weight. Such substances, which are not FDA approved, can pose serious health risks especially to adolescents. Students instead are encouraged to follow good nutrition habits, sleep well and train within their chosen sport or in the fitness center to achieve their athletic and personal goals. Staff members in athletics and the health center are excellent resources for guidance in these areas. Should a student choose to use supplements, parents must provide permission, and the school strongly suggests that such use be under a pediatrician's supervision.

Infectious Disease Policy

Putney may exclude from school any student who has a communicable illness or has been exposed to an infected person if Putney determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student who is excluded from campus and/or the welfare of other students or employees at Putney. In reaching the decision to exclude a student, Putney may consult with appropriate medical professionals, including the Centers for Disease Control (CDC) and/or the Vermont Department of Health.

Privacy

Parents/legal guardians are asked to provide Putney with immunization information to comply with state immunization laws. Putney is committed to protecting the privacy of students and their

families by treating all such medical information confidentially and restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Health And Safety Communications Regarding Communicable Illnesses

If and when appropriate, Putney will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, Putney may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. All parents and guardians should contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Covid-19

Throughout the Covid-19 pandemic, Putney has relied on expertise from public health and infectious disease experts as it implemented health and safety protocols. Consistent with that approach, Putney strongly recommends that our age-eligible students be vaccinated against Covid-19. If and when Vermont mandates the Covid-19 vaccine for school-age children, Putney will follow state law and also require vaccination of students, subject to the medical and religious exemptions recognized by our state. Putney will not accept a religious exemption for the Covid-19 vaccine only, if families are complying with other state immunization requirements.

In support of recommending that students be vaccinated, we offer the following:

- A fully vaccinated student population is the best way to protect the health of students, employees, and the broader community against Covid-19 infection.
- Guidance from the Centers for Disease Control and Prevention emphasizes that vaccinations against the coronavirus are safe and effective and protect against current variants. Vaccines are now widely available.
- People who are fully vaccinated are less likely to transmit infection to others.
- This public health approach is consistent with longstanding efforts across the United States to protect students of all ages from a wide range of serious and contagious diseases.

In order to gauge how many students will be vaccinated, Putney may ask families to complete a questionnaire and update the student's vaccine status if it changes. This information will be maintained confidentially, and will only be used to help determine what safeguards are needed as students return to campus, and to otherwise update policies throughout the school year. Depending on the vaccine census in the school community, Putney may require periodic

Covid-19 testing, mask wearing, and other public health measures recommended by public health and education agencies.

The evolving nature of the Covid-19 pandemic requires Putney to regularly evaluate and update related policies and protocols. Please request the most current Covid practices from the Health Office, Dean of Students, or Business Office.

Body Art

For health and legal 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 who disregard this expectation will be subject to disciplinary action, both for the student receiving any permanent body art and for anyone assisting in the process of making the permanent body art.

Student Finances

Student Accounts

The school will maintain an expense account for each student. This account is used for purchases made in our school store, as well as other costs associated with school life during the academic year. Expenses include (but are not limited to) course packs, activity fees, athletic equipment rental and deposits, art materials, medical charges, travel and trips, music lessons, tutoring and horseback riding. Depending on the student's choice of extracurricular activities, a student will normally need between \$1000 and \$3000 a year for supplies, activities and other necessities. As spending occurs throughout the year, charges will be incurred to their spending account and you will receive statements through email via the online portal MyKidsSpending.com. Parents may either fund the account online through this portal or keep a credit card on file to have our Business Office periodically charge as needed.

Purchases 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 at the bookstore. Any remaining balances will be promptly refunded upon final charges after graduation.

Allowance

Students do not typically need cash while on campus and we discourage them from having large amounts of cash at the school. When they leave campus, there are opportunities to spend money. Families should develop a system that meets their personal needs/finances either through a debit or credit card system. This will allow their students to have access to whatever resources a family deems appropriate. We have local ATM's in town and most businesses accept debit and credit cards. In limited and necessary circumstances the school always has cash available and a withdrawal may be requested by a parent. Please contact the Business Office.

Expenses

Putney offers several activities and services that entail expenses that are not included in the tuition, room and board, and are billed to families. Putney will not let financial circumstances compromise student success; please contact the Assistant Head of School if assistance is needed.

Travel, Trimester Programs Abroad, Vacations and Accommodations

Putney's student travel coordinator supports students and families by arranging for transportation to and from local airports, bus stations, and train stations.

Travel Dates and Transportation

Putney's annual Line Calendar indicates which days in the year are intended to be Travel Days during which students should plan to travel to or from campus. These designations are intended to ensure that travel will not jeopardize valuable class time. Questions about student travel other than the designated travel days should be directed to the Dean of Students. The student travel coordinator will not book movement for students whose travel arrangements fall outside the designated time frames without direct communication from the parents and authorization from the Dean of Students.

Bus

[Greyhound Bus](#) makes regular stops in Brattleboro. Putney also runs a private direct bus from the school to the NYC Port Authority Bus Terminal at Madison Square Garden for selected school vacations. Students are notified by email of these shuttles and will be required to sign up in advance.

Train

There is an [Amtrak train station](#) in Brattleboro. Service is 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 around holidays and weekends.

Air

The closest significant commercial airport is Bradley International Airport (BDL) in Connecticut, which is a 90-minute drive from Putney's campus. Parents are expected to make flight arrangements, but Putney's travel coordinator is available to assist if needed. Logan International Airport (BOS) in Boston is the nearest international airport and is approximately 2.5 hours from campus. International students may also elect to be picked up from JFK Airport in New York if needed.

Shuttle Service

Putney often contracts with selected commercial carriers to help provide transportation between airports and the school. Families requiring shuttle service should contact Putney's student travel coordinator to make transportation reservations rather than booking reservations themselves. Parents who make private reservations with a commercial carrier should notify the coordinator by email at travel@putneyschool.org for each pick up and dropoff.

Vacations

There are several formal vacations 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. Please see the School Calendar for dorm closure information.

Students may depart early only if they have met all of their commitments and have received permission from the Dean of Students. Students should return to their dorms by 7:00 p.m. 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 midterm breaks. These students arrange visits to the homes of other students or friends during these periods, as the campus and dorms are closed. Given the rural nature of southern Vermont, arranging homestays can be quite difficult. Students and families should make every effort to make their own arrangements for the stays. The Dean's Office can be of some assistance but cannot guarantee a homestay.

The Putney School Hostel

The hostel is a quiet communal space at the Lower Farm. It includes a living room, kitchen and bath downstairs and 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. Guests must be 21 years or older, unless accompanied by a parent. Contact information to reserve a bed at the hostel is provided at the back of the Handbook.

Miscellaneous

Student Media Information

The School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of

students' voices, video recordings of students and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School magazine, marketing materials, the School website, newsletters, and local newspapers. The School adheres to the following general guidelines when using Student Media Information:

- Photographs or references to Student Media Information in traditional, print publications, distributed internally to the school community, such as our yearbook and School publications, may include the first and/or last names of students and community members.
- Photographs or references to Student Media Information on the public portion of our website will not include last names.
- The School will not post student names on social media websites.
- Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

Multiple Households

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

Putney also understands that significant others may live in or be affiliated with the household who are unrelated to a parent or student and who are also involved in the student's life. If a parent wishes to designate such an adult as someone who is permitted to receive information about the student, pick up a student from school or otherwise participate in school events, Putney requires that a parent provide that information in writing to the school. If there is disagreement between parents about such a designation, the school will not permit the additional adult to have access to the school until the dispute is resolved—absent input from the school.

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have

been developed for the school. These plans are available and accessible to the public at the school's Physical Plant Office.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

CONTACT INFORMATION

Please see Putney's Web site (www.putneyschool.org) for additional contact information.

Emergency Numbers

Administrator on Duty (24 hour coverage for emergencies): 802-428-3527

Weekend Team: 802-387-6267

Windham County Sheriff's Office: 802365-4949

Administrator Contact Numbers (office)

Dean of Students: 802-387-6242

Academic Dean: 802-387-7352

Head of School: 802-3876211

Assistant Head of School: 802-387-6245

School Store: 802-387-6264

School Store Fax: 802-387-5082

Health Center: 802-387-6221

Counseling: 802-3877318

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 emailed to the student. To speak with an operator during normal business hours, press 8. On weekends, 802-387-6267 is monitored by the Weekend Duty team from noon until 11 p.m. Saturday and from 10 a.m. until 5 p.m. Sunday.

Academic Program

Kevin FealStaub, Academic Dean

802-387-7352; kfealstaub@putneyschool.org

Accounts

Stephanie Harkins, Student Accounts

802-3877302, or 802-3876277 (fax); sharkins@putneyschool.org

Afternoon Activities

Ryan Hockertlotz, Director of Afternoon and Work Programs
802-3876255; @putneyschool.org

Center for Teaching and Learning

Mary Doherty, Director of Center for Teaching and Learning
802-3876223; mdoherty@putneyschool.org

College Counseling

Jennifer DesMaisons, College Counselor
802-3876227; jdesmaisons@putneyschool.org

Day Students

Parker Farthing , Assistant Dean of Students
802-387-6256; pfarthing@putneyschool.org

Evening Arts

Gavy Kessler, Director of Theater
802-387-7332; gkessler@putneyschool.org

Furnishings and Heating

Mike Doran, Interim Plant Manager
802-387-6231; mdoran@putneyschool.org

Hostel Reservations

Marie Derouault, French Teacher
mderouault@putneyschool.org

Interpersonal Behavior Committee

ibc@putneyschool.org
Karla Baldwin, College Counselor
Pete Stickney, Farm Manager
Sarah Wiles, Librarian
Honor Norwood, Director of Work Program
Dan Folgar, Associate Director of Summer Programs
Eric Thomas, Music Dept Director
Tarah Greenidge, Dean of Students

Long Fall Trips

Parker Farthing, Assistant Dean of Students

802-387-6256

Medical Appointments

Felicity Ladd, Health Services Coordinator
802-3876221; healthoffice@putneyschool.org

Music Lessons

Eric Thomas, Music Director
802-387-6220; EThomas@putneyschool.org

Orientation

Tarah Greenidge, Dean of Students
802-387-6242; tgreenidge@putneyschool.org

Registrar and Transcripts

Mallory Elliott, Registrar
802-387-7321, fax: 802-387-2305; melliott@putneyschool.org

Student Life/Student Wellness Concerns

Tarah Greenidge, Dean of Students
802-387-6242, tgreenidge@putneyschool.org

Meredith Reuter, Director of Counseling
802-387-6268, fax: 802-387-6228; mreuter@putneyschool.org

Substance Use Concerns

Tarah Greenidge, Dean of Students
802-387-6242, tgreenidge@putneyschool.org

Felicity Ladd, Health Services Coordinator
802-387-6221; healthoffice@putneyschool.org

Meredith Reuter, Director of Counseling
802-387-6268, fax: 802-387-6228; mreuter@putneyschool.org

Travel

Ryan Hockerlotz
travel@putneyschool.org

Trimester Abroad Programs

Daniel Garcia-Galili, Math Teacher

802-387-6247; dgarcia-galili@putneyschool.org

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 Head of School

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

Article III. The Staff

The Head of School 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 Head of School.

Section 2. The School Government administers various school programs entrusted to it by the Head of School.

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 Head of School 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 Head of School 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 dorm-heads 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 problems with rules in the dormitory
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

1. Standards Committee consists of eight persons: five students and three staff members.

a. the three adult members of the committee are designated by the Head of School.

b. the five students are chosen by the vote of the school community.

2. For any given Standards hearing, three of the five students and two of the three staff members will be selected to hear the case, question, deliberate, and vote on consequences. Student members of Standards are expected to recuse themselves from adjudicating a case if they have a conflict of interest, before the hearing commences.

C. Standards for Standards

Given that the members of Standards must adjudicate other students' violations of school standards, it is expected by the community that members will refrain from school rule violations. Members of Standards that are found to have violated major school rules may receive more severe consequences for rule violations.

D. Functions of the Standards Committee

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 Head of School

3. decisions to suspend or expel are recommendations to the Head of School

4. when the Standards Committee cannot meet the Head of School 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 the 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 Head of School, in consultation with the Student Heads of School, shall decide on the interpretation.