



The Putney School
SUMMER ARTS

FARM
SPACE
COLONY
COMMUNITY
EXPERIENCE
STUDIOS.....



2018
STUDENT HANDBOOK

WELCOME

.... TO THE PUTNEY SCHOOL SUMMER ARTS!

From reading our brochure and website, you're probably already familiar with the exciting and challenging experience you can expect during the Summer Arts. We offer an abundance of opportunities for you to hone your skills and to expand your work as an artist, dancer, musician, writer, actor, student of the English language, or on the Farm!

We work hard and we have fun. We hope that every student and teacher experiences the deep joy of creative expression. Together, we also create a safe and supportive community.

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

We look forward to seeing you this summer!

The Putney School Summer Arts
418 Houghton Brook Rd
Putney, VT 05346 USA

(802) 387-6297 fax: (802) 387-6216 summer@putneyschool.org

summer.putneyschool.org

CONTENTS

Student Standards and Expectations.....	04
Arrival/Departure Dates & Times.....	06
Registration.....	07
Travel.....	08
International Students.....	09
Dormitory Information.....	10
What to Bring.....	11
What Not to Bring.....	12
Campus Life.....	13
Health & Medical.....	16
Tuition & Expenses.....	18
Contacting Your Child.....	19
Daily Schedule.....	20

CONTACT THE PUTNEY SCHOOL SUMMER ARTS

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

Summer Programs Office

Tom Howe, Director.....	(802) 387-6234
Dan Folgar, Admissions Coordinator.....	(802) 387-6297
Residential Life Coordinator.....	(802) 387-6276
Activities & Transportation Coordinator.....	(802) 387-6205
Summer Programs FAX.....	(802) 387-6216

During the summer, our office is open 9:00am to 10:15pm weekdays except during mealtimes, with varied hours on weekends.

Mailing Address:

The Putney School Summer Programs
418 Houghton Brook Road
Putney, Vermont 05346

STUDENT STANDARDS AND EXPECTATIONS

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

Each student enrolled in the program has agreed to:

- Participate fully in the program
- Act in ways that show consideration and respect for the physical and emotional well-being of all members of the community
- Respect the property of all members of the community and of TPSSA
- Not leave the supervision of program leaders without their permission
- Forgo the use and/or possession of alcohol, tobacco products or items intended for nicotine use, and other drugs while under The Putney School care and supervision, while on campus, or on any Summer Arts sponsored trip. This includes the misuse of prescription drugs or use of illegal psychoactive drugs for the intention of intoxication or achieving an altered mental/physical state
- Not have fires or any kind of open flame (including incense, lighters, matches) except as supervised by staff members for program activities
- Forgo possession and/or use of any smoking paraphernalia, drug paraphernalia, weapons, firearms or explosives
- Upon arrival, give all cell phones or devices that allow internet access to TPSSA staff for safe keeping; forgo use of cell phones and devices that allow internet access while enrolled in the programs (items will be returned to students prior to departure)
- Maintain the cohesiveness of the group and not become involved in any exclusive relationships, whether a clique or sexual relationship
- Not tattoo, pierce, scar or cut oneself or anyone else while enrolled as a student in TPSSA
- Remain in my assigned dormitory during the night from 10pm until 6am and visit other dorms (common rooms only, not student rooms), only during supervised visiting hours

- Not drive a car on campus
- Accept the fact that some program activities, including but not limited to horseback riding or swimming, inherently involve some risk and that each student will conduct themselves safely and accept the risk involved
- Give permission to TPSSA to use photographs, film, video or other representations of me or of my work, in addition to my written evaluations of TPSSA, in promotional, documentary and other educational publications
- Abide by TPSSA Enrollment Agreement and Contract and understand that the standards and expectations are established for the good health, safety and welfare of all members of TPSSA community
- Acknowledge that any violation of these standards and expectations may result in disciplinary action that may include dismissal, at the discretion of the Director, with no refund of tuition and departure travel arrangements at the family's expense.

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

ARRIVAL AND DEPARTURE DATES/TIMES

SESSION I

ARRIVAL on Sunday, June 24th

Registration..... 1pm - 5pm

DEPARTURE on Friday, July 13th

FAMILIES WELCOME!

Performances, Open Studios & Readings.....9am - 11:30am

Final SING.....11:30am

Buffet Lunch.....12pm

Students Depart..... 1pm

BETWEEN SESSIONS

Activities TBD.....1pm Fri, July 13 - 1pm Sun, July 15

SESSION II

ARRIVAL on Sunday, July 15th

Registration..... 1pm - 5pm

DEPARTURE on Friday, August 3rd

FAMILIES WELCOME!

Performances, Open Studios & Readings.....9am - 11:30am

Final SING.....11:30am

Buffet Lunch.....12pm

Students Depart..... 1pm

REGISTRATION

SESSION I Sunday, June 24, 1:00pm to 5:00pm

SESSION II Sunday, July 15, 1:00pm to 5:00pm

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

At Registration students and families will:

- Meet Tom Howe, Summer Programs Director
- Meet Dan Folgar, Admissions Coordinator and verify your workshop enrollment and get your dorm and roommate assignments
- Deposit cell phones or other devices, passports, plane tickets, all cash/spending money and other valuables, and open a student account (if not already done prior to your arrival)
- Meet the Nurse, and turn in all medications in their original containers
- Meet the Activities & Transportation Coordinator, and sign up for afternoon activities
- Meet the Residential Life Coordinator, your dorm head, and walk (or drive) to your dorm with your belongings to settle into your room

Families are welcome to tour the campus until 5:00pm.

At 5:00, all students meet in their dormitory, together with their dorm heads. After this first dorm meeting, all students walk together to the KDU (dining hall) for dinner at 6pm.

TRAVEL

SESSION I Sunday, June 24 - Friday, July 13

SESSION II Sunday, July 15 - Friday, August 3

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

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

Upon arrival at the airport, students should look for the Putney driver or staff member just outside the security area. They will be holding a sign for “The Putney School Summer Arts.” If your child cannot find the school representative within 10 minutes of arrival, he or she should go to the Information Booth and have The Putney School representative paged. **For any further assistance upon landing, your child may call our office: 802-387-6297.**

Independent Transportation Companies: Below is an independent transportation company in the region that is familiar with The Putney School and serves airports throughout New England

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

Please submit a Travel Form online and notify the Summer Arts office of any changes in travel arrangements so that we can prepare for your child’s arrival and departure.

Train and Bus Travel: Pick-up and drop-off of students on the opening and closing days of each session from the Amtrak train station or Vermont Transit (Greyhound) bus station in Brattleboro, Vermont are provided free of charge and in Springfield, MA for \$40 each way.

Directions to Campus: Putney is about 100 miles from Boston and about 200 miles from New York City. When traveling by car, take Interstate-91 to exit 4 in Vermont; go north on Route 5. Turn left in the village of Putney at the General Store (Westminster Rd.). Approximately one mile from the village, turn left at West Hill Road. About one mile up West Hill, turn left onto Houghton Brook Rd, the paved road that leads to the main entrance of The Putney School.

INTERNATIONAL STUDENTS

Completing the application process and making travel and immigration arrangements can be time-consuming and complicated. We are here to help you with this process. Please be reassured that if your son or daughter is traveling to Putney without a parent or guardian, we will be available to them via email and phone during transit and ask each international student to call home upon arrival to campus.

Visitor Visas: If a student's passport is issued by a country other than the United States and the country of issue is not included in the visa waiver program, the student may need a Visitors B-2 Visa.

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

DORMITORY INFORMATION

Dormitory Living & Roommates: Each student is assigned to a single, double, or triple room in one of our seven single-sex dorms on campus. Students receive dorm and room assignments, names of their roommates, and meet their dormitory heads at registration. We make every effort to pair students of similar ages and interests together, based on information provided to us on the Student Dorm Form (required from each student). We are not able to make arrangements for friends to room together but will try and place students in the same dorm if requested, whenever possible. We make every effort to place each international student with a roommate from the United States. The dorm rooms at The Putney School do not have locks, nor do they have internet or phone hookups. Each dormitory does have a land-line phone to receive calls. Students can access their personal email accounts in the Computer Lab during specific hours.

Boarding students are required to remain in dormitories from 10:00pm until 6:00am. For reasons of privacy, students may visit other dormitory common rooms only – not student rooms – during visiting hours (generally 9:00pm to 9:55pm).

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

Phones: Each dorm has a land line telephone. Students and their families will receive dormitory phone numbers at registration. Students may receive incoming calls and make long-distance calls on the dormitory phones by using a pre-paid phone card. Students are encouraged to arrive with phone cards. Pre-paid phone cards are also available for sale in the school bookstore or at registration.

Cell Phones: Cell phones are not allowed. We require students that may have brought their cell phone with them to leave it with the summer office staff at registration, once they arrive on campus. Phones will be locked up for safe keeping until the last day of the session. This policy is intended to encourage student engagement in the programs and with one another for the relatively short time we are all together at Putney.

Valuables: Students who bring cash, passports, visas, cell phones, printed tickets for travel or other valuable items must deposit them upon arrival at registration for safe keeping. All valuables are locked up in the Summer Arts office, to be returned at prior to departure.

WHAT TO BRING

We dress comfortably and casually. Be prepared for studio work, outdoor play, and occasional trips to town. Summer temperatures at Putney run, on average, from a daytime high that can reach, in recent years, into the 80's (Fahrenheit) and 90's, with nighttime lows in the 40's and 50's. Vermont's weather is changeable, so be prepared to dress in layers. Please mark all clothing and other belongings with the student's name.

Required/ must haves

- Twin bed sheets and pillowcase
- Sleeping bag
- Towel and washcloth
- Water bottle
- Alarm clock (not on your cell phone)
- Flashlight & batteries
- Running shoes/sneakers to be active in (laced is best)
- Wool sweater or fleece jacket
- Cap or knit hat for extra warmth
- Rain jacket or poncho with hood
- Bathing suit, beach towel and sunscreen
- Backpack/bookbag
- Photography students must bring a 35mm manually adjustable camera with a new battery. (Black & white film is provided to photography students.)

Optional/might want with you

- Electric fan for bedroom
- Prepaid phone card
- Fun clothes for dances
- Sandals
- Wristwatch
- Personal art supplies for free-time
- Letter writing supplies
- Musical instrument
- Camera (not on your cell phone)
- Insect repellent

WHAT NOT TO BRING/NOT ALLOWED

Students may not bring the following items:

- No cell phones
- No devices that allow internet access (iPod Touch, e-readers, etc.)
- No media players (TVs, DVD players, etc.)
- No computers/laptops/desktops/tablets
- No cars
- No pets

Headphones: To fully interact and participate in the programs, we ask students to refrain from using headphones outside of dorms.

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

Cell Phones: Cell phones or electronic devices that contain a phone or internet access are not allowed and must be deposited, along with other valuables, at registration.

Audio Systems: Speakers, stereo docks, etc. are permitted in dorms only when they are played quietly and do not disturb other people. If any member of the community is disturbed by the noise, the volume must be reduced. Playing electronic music outside or out of dorm windows is not allowed. We encourage students to bring their instruments and to play music with one another.

Contact with family and friends outside the program are encouraged through letter-writing, phone calls from dormitory phones, and email when the computer lab is open.

CAMPUS LIFE

Workshops: Workshops form the core of our schedule. Each student is enrolled in two workshops, one in the morning, and one in the afternoon. Workshops meet for three hours each weekday for the entire session. All workshops are led by professional artists, teachers and performers.

Drop/Add Period for Workshops: There is a short Drop/Add period at the start of each session. Students have until Tuesday morning during the first week to request a change in workshop. Given the intensive nature of the program, we find that students best acclimate to a new workshop if the change is made swiftly. Choices are limited, and all workshop changes are made through the Admissions Coordinator.

Afternoon Activities: When students arrive at registration, they sign up for three afternoon activities from a variety of sports, recreational activities, and farming. These activities meet after workshops, two afternoons per week and students change activities each week. The Afternoon Activities are designed to encourage physical activity in a group setting on this beautiful Vermont hillside.

Evening Activities: Students choose two arts-related evening activities. Each activity meets twice a week for the entire three-week session. While activities change each year, a sample of past offerings includes landscape drawing, performance poetry, personal story telling, comics/graphic novels, and felting. Selections are made in afternoon assembly on the first Monday of the session.

Sing: Sing has been a central part of both The Putney School and Summer Arts for decades. We gather as a community each morning to sing from the Putney Sing Book—a diverse compilation of songs ranging from madrigals to sacred choruses to sea shanties to folk tunes from around the world, and songs of social protest. It's uplifting, joyous, and a very memorable part of the summer experience.

Wednesdays: Following the Afternoon Workshop, students participate in a variety of group activities including a trip to a state park for a barbecue, student performances, a fair, and student dances.

Field Trips: Occasionally students in ESOL and Farm will go on field trips to local areas of interest related to the workshop topics.

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

Weekends: The first weekend of each session is dedicated to overnight camping and special events on campus. The second weekend offers a variety of on- and off-campus activities. These include a Community Morning (all-campus community service), a trip to a nearby town or museum, games/sports, open studios, and simply time to relax. The weekend schedule also allows for more personal time.

Religious Services: Students wishing transportation to religious services on the second weekend should make arrangements with the Summer Arts office staff.

Special Events

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

Final Friday: Open Studios, Readings and Performances from 9:00am to noon, on Friday, July 13 (Session I) and Friday, August 3 (Session II). At 11:30am we gather for a final Sing. Buffet lunch is served at 12:00pm. All families and friends are welcome. On Final Friday, students pack up and move out of the dorms by 1:00pm, and all dormitories are closed.

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

Day Students: Day students are welcome to join us for breakfast at 8am and are expected to join us by 8:30am, M-F, for Sing and can end at 4:00pm, after their afternoon workshop. Day students are welcome and encouraged to participate in other daily activities and special events, including Afternoon Activities (4:15pm-5:30pm), Evening Activities (7:15pm-8:45pm), evening readings, student & faculty performances and trips off campus. Each day student is affiliated with a dormitory and has the option to arrange with Summer Arts office to spend the first and last night of each session in their dormitory as a way to enjoy integrating themselves into the broader community on campus. Day students are expected to participate in the programs at all times that they are on campus and should complete the Day Student Participation form before the start of the session, indicating evening activities and other program events they plan to attend. Please contact the office for more information.

Both-Session Students: We encourage the families of students enrolled in both sessions to visit and to take their children off campus for the weekend. Both-session students whose families cannot visit may remain on campus with adult chaperones for a relaxed schedule of between-session activities and excursions on Friday, July 13 and Saturday, July 14. On Sunday, July 15, we invite all both session students to join us in welcoming incoming Session II students at registration starting at 1pm. Contact the summer office if you are interested in staying on campus between sessions.

HEALTH AND MEDICAL

Health Forms: Parents must give consent for medical treatment by signing the pertinent section of the Student Health Form and let The Putney School Summer Arts office know where they can be reached in case of emergency. The Student Health form must be submitted **no later than June 1st** so that the Nurse can review each student's health history. Students will not be registered without all components of the Health Forms including Physical History from MD, Health History from parent, and a copy of insurance card.

Health Insurance: Students are required to have medical insurance to be enrolled in the programs and must submit a photocopy of their current health insurance card, together with the completed Health Form. International students (non-U.S. citizens only) receive coverage under a very basic group medical and accident policy provided through The Putney School Summer Arts for the time they participate in the program.

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

If your student is taking a break from medication for the summer, parents should clearly explain, in writing, on the Health Form the reasons for the break, together with the prescribing physician's authorization.

Confidentiality: To best serve students, information regarding students' chronic illnesses, medications, allergies, etc. is shared with the appropriate staff at the start of each session. Shared medical information is based on the information provided by families and physicians.

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

Medical Needs: The safety and well being of our participants is of the highest priority. We respond to medical situations as follows:

- **Minor injuries and discomforts:** Dormitory, activity and workshop leaders are provided with a first-aid kit to treat cuts, headaches and minor injuries.
- **Illness and injuries:** The Nurse offers daily clinic hours to treat colds, flu, sprains, etc., and to administer necessary medications. The Nurse refers more serious problems to the Clear Choice Urgent Care or to Brattleboro Memorial Hospital. We notify families of any instance in which a child requires a doctor's treatment.
- **Emergency Medical Care:** 911 connects us to Rescue, Inc., located in Brattleboro, VT, with first responders in Putney. Rescue, Inc. provides emergency care and transportation to Brattleboro Memorial Hospital.

TUITION AND EXPENSES

Tuition: All tuition is due in advance of arrival to campus. Please see the Enrollment Contract and Agreement, the Tuition and Fees information as stated in the brochure and on the website, and your billing statement for details. Students with a balance outstanding will not be able to register. Please contact the office regarding tuition payments.

Student Spending Money Accounts: An allowance of spending money is suggested. During each session, there is one all-campus outing and optional excursions. Students may charge against their spending money account for items such as stamps and phone cards in the school bookstore and they may also withdraw spending cash for outings.

In order to be able to withdraw cash or charge items, families must deposit money in their student's account before they arrive or at registration. Most families, depending on spending patterns, find that no more than \$100-\$150 is quite adequate for students to have as spending money for the three-week stay. This amount is only meant to serve as a guideline.

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

Students must deposit all cash, cell phones, passports, plane tickets, and all other valuables at registration. The Putney School cannot be responsible for lost, stolen or misplaced personal items, including currency, not deposited with the summer office staff.

CONTACTING YOUR CHILD

By Mail: Students often really enjoy receiving letters from home. Letters are actually a great way to be in touch with your child while they are at Putney. If sending a care package, we ask that you limit the size to that of a standard shoe box – and be sure to include something for your child to share with others. Please use the following address for all mail sent to your child:

(your child's name)
The Putney School Summer Arts
418 Houghton Brook Road
Putney, VT 05346 USA

Email: Our community is one where students are largely removed from technology. Letters are the preferred means of communication. Students have limited access to the computer lab.

Telephone: It can be hard for parents to reach students by phone for a casual check-in. All dorms have telephones but students and staff are rarely in the dorms during the day.

You might expect your student to call you after 9pm or during In-Dorms time, after 10pm. Students must use pre-paid phone cards to place all calls.

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

Visiting: Most students do not have visitors. If you would like to make arrangements to visit outside of scheduled activity and class time, please contact the Summer Arts office at (802) 387-6297 or summer@putneyschool.org.

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

THE TYPICAL DAILY SCHEDULE AT PUTNEY IN THE SUMMER:

7:30am	Wake Up
8:00am	Breakfast (required)
8:30am	Sing
9:00am	Morning Workshops begin
10:15am	Milk Lunch Break/Snack
11:45am	Morning Workshops end
12:00pm	Lunch
12:40pm	Assembly (Monday, Wednesday & Friday) Staff Meetings (Tuesday & Thursday)
1:15pm	Afternoon Workshops begin
2:30pm	Break/Snack
4:00pm	Afternoon Workshops end
4:15pm	Afternoon Activities (Monday & Friday) Special Events (Wednesday - week 1 & 2) Independent Studio Time Tuesday & Thursday - week 1 & 2 Sunday & Wednesday - week 3
5:30pm	Optional Puddle Swim
6:00pm	Dinner
7:15pm	Evening Activities/Special Events
9:00pm	Visiting/Social Hour
10:00pm	In dorms
10:45pm	In rooms
11:00	Lights out