

# **PUTNAM SCIENCE ACADEMY**

## **WELCOME PACKET 2023-24**



**18 MAPLE STREET, PUTNAM, CONNECTICUT 06260  
1-(860)-928-5010 | WWW.PUTNAMSCIENCE.ORG**



## A Letter From the Head of School

Putnam Science Academy has a unique history dating back to 1928. It has morphed from a women-only Catholic school into a co-educational international boarding school, now housing students from more than 37 different countries. As the times have changed, so has our school. Not coincidentally, Putnam Science Academy has won countless awards for educational and athletic competitions, each time establishing a new standard of excellence, opening up doors for our students with each new accomplishment.

We are so very proud of the hard work and dedication our students bring to PSA. The skills they are building and developing, as part of this Putnam Science Academy family, will be carried with each of them once their time in our community is finished and they move on to the next chapters of their lives.

Developing students who are not only educationally solid, but also unique, compassionate, and inspiring individuals is our goal here at Putnam Science Academy. We aim to create an environment that our students, faculty, staff, and families can be proud of.

Just by stepping on our campus you will feel the energy of the students and staff and the familiar feel of being with us. I encourage you to come visit our campus, see our students in action - on the fields, or on the court, and in the classroom - and experience what makes Putnam Science Academy such a wonderful family to be a part of.

Best Regards,  
Sarah Healey  
Head of School



# Putnam Science Academy

## Administration

## Support Staff



Sarah Healey  
Head of School



Alissa Lynch  
Asst. Head of School for  
Student Services



Heather Stewart  
Associate Director of  
Admissions - Dean of  
Marketing



Vaso Brodeur  
Assoc. Dir. of  
Admissions



Tom Espinosa  
Assoc. Head of School  
for Athletics



Jo Fuller  
Dean of Academics



Kelly Moulin  
Guidance Counselor



Jim Weagle  
IT Director



# A Letter From the Admissions Department

On behalf of everyone here at Putnam Science Academy, we want to welcome you all to the Mustang family for the 2023-24 academic school year. The decision to join our Mustang community will help your student develop new passions, friendships, and experiences that are guaranteed to last a lifetime. Your students time here will guide, inspire, and greatly impact their future. We can not wait to greet all of you when you arrive on campus.

This welcome packet is to help make your family's transition to PSA, and to campus, smooth and seamless.

Please be sure to complete all of your student's required paperwork listed in their SchoolAdmin portal. NO STUDENT will be approved to move on to campus until all checklist items are completed and reviewed by the Admissions Department and our Director of Health.

Students will NOT BE PERMITTED to move onto campus unless their tuition accounts are up to date.

Once your student has been cleared by our Finance Department, Admissions Department, and our Health Department, you will receive an email from our Admissions Department, clearing your student to move in on move weekend (dates on next page).

All international students should have received their I-20's and Student Visa's by now. Please know that all international students MUST travel with their PSA issued I-20 as well as their government issued passport/visa. If your student has not recieved their I-20 from Putnam Science Acacemy, please contact Vaso Brodeur at [vbrodeur@putnamscience.org](mailto:vbrodeur@putnamscience.org) as soon as possible.

NEW Mustang students will receive instructions on how to set up their PSA email accounts in the coming weeks. If you are experiencing difficulties setting up your student's email, please contact our IT Director Jim Weagle at [jweagle@putnamscience.org](mailto:jweagle@putnamscience.org).

Once their email accounts have been set up, students are required to check their PSA emails daily for important news and information. All new students will be receiving their Powerschool username and passwords from our Guidance Department during the summer months as well. This will provide them with their schedules as well as other academic information. Please be sure to log into your account to make sure you understand how to navigate the portal. If you are experiencing difficulties with Powerschool, please contact our Guidance Counselor Kelly Moulin, [guidance@putnamscience.org](mailto:guidance@putnamscience.org).

Our Head of School, Sarah Healey, sends out a weekly "Head of School" email with all of the latest information on updates and happenings on campus. These weekly emails are a vital way to keep open communication with our Mustang families near and far. If any parents and/or guardians would like to be added to the weekly parent email list, please notify our IT Director Jim Weagle at [jweagle@putnamscience.org](mailto:jweagle@putnamscience.org).

Should you have any questions or concerns in regards to anything listed in this Welcome Packet, please do not hesitate to contact our office anytime at [admissions@putnamscience.org](mailto:admissions@putnamscience.org).

Again, congratulations and welcome to the Mustang family.

PSA Admissions Department



# MOVE-IN DATES FOR ALL PSA MUSTANGS:

(dates are subject to change)

**August 18-22, 2023**  
**Classes begin August 23, 2023**

## IMPORTANT DATES:

**WINTER BREAK - DECEMBER 16, 2023 - JANUARY 8, 2024 (CAMPUS CLOSED TO ALL)**  
ALL students need to be off campus by December 16, 2023 and can not move back in until January 5, 2024

**SPRING BREAK - March 9, 2024 - March 24, 2024 (CAMPUS CLOSED TO ALL)**  
ALL students need to be off campus by March 10, 2023 and can not move back in until March 22, 2024

Putnam Science Academy will provide FREE transportation from Logan Airport in Boston, Massachusetts to our campus from August 18-22, 2023. Any student traveling outside of those dates are responsible for their own transportation to our campus.

Should your student require transportation outside of the above listed dates, you can contact Bob Kaminsky Car Service at 1-508-254-4769, or Knights Airport Limousine Service at 1-508-839-6252 ([knightslimo.com](http://knightslimo.com)), or should we have the staffing available, we will bill the students account \$100.00 to provide transportation.

Should a student require transportation from the airport to campus during the above referenced dates, please send your travel plans to [travel@putnamscience.org](mailto:travel@putnamscience.org). Our transportation coordinator will arrange pick up based on the information you provide. Please add your students contact information to the email as well, so that we may give that to the drivers.

\*\*\* Should your student arrive at any other airport other then Logan Airport, it is the responsibility of the student/family to arrange their transportation to our campus.

\*\*\* We do not provide transportation for students outside the above referenced travel dates especially during the normal academic school year.

\*\*\* PSA does NOT provide transportation for families escorting their students to campus. All families flying in with their students MUST provide their own transportation to and from campus.



# 2023/24 School Calendar

**\*\* DATES ARE SUBJECT TO CHANGE \*\***



August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	28
29	30					

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**\*\* All dates are subject to change \*\***

Aug. 15-17 - Staff Development - RA Training

Aug. 18-22 - Move-in Weekend (ALL STUDENTS)

Aug. 23 - Traditions Day (1st day of classes)

Sept. 4 - Labor Day (NO SCHOOL)

Sept. 6, 13, 20 - Professional Development (Reverse 1/2 day)

Oct. 4, 11 - Professional Development (Reverse 1/2 day)

Oct. 18-20 - MIDTERM EXAMS

Nov. 1, 2, 15 - Professional Development (Reverse 1/2 day)

Nov. 2 - Foundation Visit (NEASC)

Nov. 10 - Veterans Day (All School Event)

Nov. 2 - Foundation Visit (NEASC)

Nov. 23-24 - Thanksgiving Break (NO SCHOOL)

Nov. 29 - Professional Development (Reverse 1/2 day)

Dec. 6 - Professional Development (Reverse 1/2 day)

Dec. 13-15 - FINAL EXAMS

Dec. 16-Jan. 8 - WINTER BREAK (CAMPUS CLOSED)

Jan. 6-8 - Move-In Weekend

Jan. 15 - MLK Day (All School Event)

Jan. 17 & 31 - Professional Development (Reverse 1/2 day)

Feb. 7 - Professional Development (Reverse 1/2 day)

Feb. 10 - Lunar New Year (All School Event)

Feb. 21 - Professional Development (Reverse 1/2 day)

Mar. 3-8 - MIDTERM EXAMS

Mar. 9-24 - SPRING BREAK (CAMPUS CLOSED 3/11 - 3/21)

Mar. 22-24 - Move-In Weekend

Mar. 25 - Classes Resume

Mar. 27 - Professional Development (Reverse 1/2 day)

Apr. 3 - Professional Development (Reverse 1/2 day)

Apr. 28-May 1 - NEASC VISIT

May 1 - Professional Development (Reverse 1/2 day)

May 15-17 - FINAL EXAMS

May 18 - 2024 GRADUATION DAY



# Dorm Room Checklist




## What to bring

- ☐ XL twin size bedding
- ☐ XL twin mattress pad
- ☐ Personal & hygiene items
- ☐ Towels, face clothes
- ☐ Pillows, pillowcases
- ☐ American AC power plugs
- ☐ Laundry basket
- ☐ Laundry detergent
- ☐ Umbrella, rain jacket
- ☐ Snow boots, winter jacket
- ☐ Room cleaning products
- ☐ Clothes hangers
- ☐ Bath shoes (slides, slippers, flip-flops)
- ☐ PLUG-IN room deodorizer's
- ☐ Electric surge protector
- ☐ Mini-fridge
- ☐ Phone, Laptop chargers
- ☐ Televisions
- ☐ Gaming consoles
- ☐ Sunscreen, Bug Spray

## What NOT to bring

- ☐ Microwaves, air-fryers
- ☐ Toaster Ovens, Toasters
- ☐ Electric Tea Kettles
- ☐ Matches or lighters
- ☐ Candles, wax burners
- ☐ **Aerosol room spray**  See message below
- ☐ **Aerosol deodorant**  See message below
- ☐ **Tobacco products, vapes**  See message below
- ☐ ANY drugs or drug paraphernalia
- ☐ Space heaters or electric heat fans
- ☐ Electric Rice Cookers
- ☐ Hot plates, Irons

 BE ADVISED - any student(s) that are involved in a fire alarm being set off in a dorm room or anywhere else on campus will be charged \$250.00 per incident from the local Fire Department.

BE ADVISED - If any student(s) are found with any of the above "What NOT to bring items" in their dorm rooms, or on their person, items will be confiscated and those students will be subjected to additional fees added to their billing account.



# Lost and/or Stolen Items:

PSA is a safe and caring environment, but like your home, it still requires forethought about protecting personal belongings. We encourage you to talk with your students about their personal belongings in their dorm rooms and keeping their doors locked at all times. Putnam Science Academy is NOT responsible for any lost or stolen items.

Lost and/or stolen items need to be reported to the Asst. Head of Schools for Student Services, Alissa Lynch, by the students within a 24-48 hour time frame after discovering the items missing, in order to properly investigate.



## Items needed for the Classroom

- Scientific calculators (TI Inspires are preferred)
- School supplies as needed for each class (i.e.; binders, paper, pencils, pens, notebooks, etc.)

## Information for Unaccompanied Minors:

Students designated as unaccompanied minors by the airline (generally students younger than 15 years of age, but individual guidelines vary by airlines) sometimes require special arrangements for transportation and check-in or check-out by a designated individual from the gate as they fly. We will be happy to help you with this, but would appreciate plenty of advance notice to make the proper arrangements.

If your child will be flying as an unaccompanied minor, please contact the Travel Coordinator at [travel@putnamscience.org](mailto:travel@putnamscience.org)

# Local Accommodation Information for Boarding Students:

## \*\*\* On-Line ordering and deliveries \*\*\*

We strongly recommend that students pre-order anything they may need for their dorm rooms prior to arriving on campus. Should you order anything for your students dorm room, please use the address below as the mailing address for delivery. Items will be placed in the students dorm rooms upon arrival.

18 Maple Street, Putnam, Connecticut 06260

### Banks:

- Putnam Bank
- Hometown Bank
- Key Bank
- Centreville Bank

### Pharmacies:

- Walgreens Pharmacy
- Price Chopper Pharmacy
- CVS Pharmacy
- Stop & Shop Pharmacy
- Walmart Pharmacy

### Grocery Stores:

- Price Chopper
- Walmart
- Stop & Shop
- Aldis

\*\*\*Be advised - there are numerous restaurants/fast food chain in the area that will deliver to the campus\*\*\*

- Instacart.com
- Grubhub.com
- Doordash.com
- Seamless.com

## On-Site Laundry Accommodations:

Students will need to purchase a \$5.00 - laundry card. These laundry cards have to be continuously replenished, so please plan accordingly when factoring in your students budget on campus. The machines only accept US dollars and can be found in all of the dormitory areas. If a student needs cash to purchase or reload their cards, we have an ATM on campus. We can also make arrangements with the Business Office to have parents send students money through their student accounts.

## International Student Information:

International students are required to travel with all the required documents in order to gain entrance into the United States. (ie: valid passports, student visa's and I20's). Any new students who have previously issued I20's through another school must contact our Admissions Department ASAP to have them transferred to Putnam Science Academy.

If your student has NOT received their I20, please contact the Admissions Department ASAP.

# Putnam Science Academy

## Dress Code

One hallmark of a prep school student is his/hers neat, clean and proper appearance. The normal dress code requires clothes to be neat, clean, and in good repair (i.e. no holes, tears, etc). All clothing should fit properly. The administrative team at Putnam Science Academy is the absolute and final arbiter of all issues surrounding the dress code. If a student is uncertain about an article of clothing, he/she should ask the Assistant Head of Schools for Student Services before wearing it or they will have to accept appropriate consequences (please refer to the Discipline section of the Student and Family Handbook).

Each student will be issued two (2) short sleeve polo's, two (2) long sleeve polo's, one (1) fleece pullover and one (1) 3-seasons jacket. Please fill out the Uniform Checklist form in this Welcome Packet and return it to Heather Stewart in the Admissions Department at [hstewart@putnamscience.org](mailto:hstewart@putnamscience.org).

### **General Appearance:**

Uniforms will be handed out on Traditions Day (August 23, 2023). If a student has not arrived on campus before Traditions Day, it is their responsibility to contact our admissions department to get their uniform before they start classes. If any school issued uniform attire is ruined or lost, a replacement must be purchased through the Admissions Department.

### **Warm Weather Uniform:**

The warm weather dress code will be in effect from the 1st day of school (August 23, 2023) through November 1, 2023 and will resume April 1, 2024 through the last day of school.

- School issued short sleeved shirt
- Black "BELTED" dress pants, belted dress shorts, skorts must be fingertip length or longer
- School issued fleece pullover or 3 seasons jacket

### **Cold Weather Uniform:**

The cold weather dress code will be in effect from November 1, 2023 through April 1, 2024.

- School issued long sleeved shirt
- Black "BELTED" dress pants
- School issued fleece pullover or 3 seasons jacket
- Optional V-neck sweater or sweater vest from our Mustangs BSN Sideline Store [here](#).

### **Belted Black Pants**

Only black dress pants are to be worn as part of the every day school uniform. No denim look-alikes; decals, or lettering; no balloon pants, cargo pants, leggings/jeggings, fatigues or sweatpants are permitted. Belts or suspenders must be worn with pants; belts with studs/metal points are not permitted.

# Putnam Science Academy

## Dress Code

### **Uniform Shoes:**

Shoes should be solid color dress shoes (black or dark brown only) or black sneakers. Oxfords, loafers, and Mary Jane styles are acceptable in black only. Black boots may be worn, uniform pants may not be tucked into the boots.

### **Jackets:**

PSA Jackets, winter coats, or official school issued fleece pullovers must be worn between classes in all common areas (halls, offices, etc.).

### **PSA Issued Photo Identification Badges:**

PSA issued photo identification badges must be in the students possession at all times. Failure to have an ID badge is in violation of the dress code as well as prevents a student from entering designated buildings.

### **Hair:**

Hair must be kept neat, clean, and well groomed at all times. Hair that obstructs a student's view must be secured in an appropriate manner so that it appears neat. Facial hair, if neat, is permitted under the discretion of the Assistant Head of Schools for Student Services (AHOS). The AHOS is the final arbiter of what is and what is not acceptable hair style. Hats or hoodies are to be worn inside school buildings. Hats worn in the building(s) may be confiscated and not returned until the last day of school.

### **Dress Down Guidelines:**

All students are to abide by the dress code while on campus on school days. Exceptions to this policy include each Friday, where students are able to wear comfortable, appropriate clothing as long as they are wearing something PSA. This could be a t-shirt, sweatshirt, jacket, or team attire.

Other exceptions to this policy that are permitted for specified dress down days is special permission by either the Assistant Head of School for Student Services, the School Nurse or the Head of School.

In general, students are expected to maintain a neat appearance during official school dress down days. Although dress down days permit a relaxed dress code, students should still take care not to wear any clothing that distracts from the general atmosphere of the school community. This includes NO CROP TOPS, tank tops with excessive openings, or shorts/skirts less than a fingertip in length.

The Administration reserves the right to determine neatness and to interpret the dress code.

# Home-stay Programs

Due to the COVID-19 pandemic, Putnam Science Academy implemented a requirement for all INTERNATIONAL BOARDING STUDENTS. ALL international boarding students are required to fill out the Student Emergency Guardian form in their SchoolAdmin portals, naming a family member, friend, host family or program that will assume temporary guardianship of the student in the event of an emergency, school closing or if a student should be exposed and/or contracts COVID-19. The named party will assume responsibility for the student and remove the student from campus within a 24-48 hour time frame.

The Admissions Department has researched some options for Homestay Programs that are available in the United States should you not have another alternative for your student. Listed below are links to the program websites for your convenience.

<https://hostfamilies.org/connecticut.html>

<https://www.internationalstudent.com/homestay/>

<https://www.sarahomestay.com/special-programs>

<https://www.icesusa.org/host-a-student-connecticut/>

Should you require any further information or assistance regarding the US Guardianship requirement, please do not hesitate to contact the Admissions Department.

## Storing Student Belongings

Putnam Science Academy will NO LONGER, under any circumstances, store student belongings at the end of the school year, unless the students contract for the next school year has been signed and their deposit has been paid. In the event that a student is returning and wants to store some personal items for the summer they are responsible for packing up everything in their dorm room and making arrangements with our Asst. Head of Schools for Student Services, Alissa Lynch as to where they are to be stored.

If you are in need of additional storage for the summer months, please refer to the local storage companies below for your convenience. Be advised storage fees are the responsibility of the students. Should your student require or opt for this storage option, Putnam Science Academy will assist the student in transferring their belongings to said storage company.

● Church Street Storage  
24 Church Street  
Putnam, Connecticut 06260  
(860) 928-2019

● Quiet Corner Self Storage  
123 Park Road  
Putnam, Connecticut 06260  
(860) 315-9575

● Countryside Self Storage  
579 5 Mile River Road  
Putnam, Connecticut 06260  
(860) 928-7474



# FOLLOW US ON SOCIAL MEDIA

## Instagram

School Official Page - putnamscienceacademynews

Men's Basketball - putnamsciencehoops

Women's Basketball - psagirlshoops

Men's Soccer - psamenssoccer

Women's Soccer - psagirlssoccer

Esports - esportspsa

Baseball - \_psabaseball

Dance - dance\_psa

## Facebook

PutnamScienceAcademyNews

## Twitter

School Official Page - @putnamscienceacademynews

PSA Athletics - @PSA\_Athletics

Men's Basketball - @PSAhoops

Women's Basketball - @PSAGirlsHoops

Men's Soccer - @psamenssoccer

Women's Soccer - @psagirlssoccer

Esports - @EsportsPSA

Baseball - @\_PSABaseball



# Student - Family Summer Informational Zoom Dates:

The Putnam Science Academy's Administrative Team has scheduled two (2) summer zoom sessions for new and returning students and families. This is a great resource for new and returning students/families to meet with our staff, learn important information, and ask questions for the Admissions Department, Guidance Department, Health Department, Finance Department and our Head of School.

It is very informative and if you can not make the first date, please feel free to join the second session.

Dates and zoom links are listed below:

1st Zoom Session - June 29, 2023 @ 4:00 pm EST.

<https://putnamscience.zoom.us/j/97956753055?pwd=WEp2eHV1RLZGQ210ZnJlcVE4ckpoZz09>

2nd Zoom Session - August 3, 2023 @ 10:00 am EST.

<https://putnamscience.zoom.us/j/96389643379?pwd=Tm1mQXF5bVQ5ToRqaopVcExDNnpiZz09>



# PSA Uniforms



Please fill out and return to the admissions department as soon as possible.

**Student's Name:** \_\_\_\_\_

**Short Sleeve:** (Please check desired size)

☐

**Adult Small**

☐

**Adult Medium**

☐

**Adult Large**

☐

**Adult X-Large**

**Long Sleeve:**

☐

**Adult Small**

☐

**Adult Medium**

☐

**Adult Large**

☐

**Adult X-Large, XXL, XXXL**

Please indicate which size

**Fleece Pullover:**

☐

**Adult Small**

☐

**Adult Large**

☐

**Adult Medium**

☐

**Adult X-Large, XXL, XXXL**

Please indicate which size

**3 Seasons Jacket:**

☐

**Adult Small**

☐

**Adult Large**

☐

**Adult Medium**

☐

**Adult X-Large, XXL, XXXL**

Please indicate which size

Students get 2 short sleeve shirts, 2 long sleeve shirts, fleece pullover and a 3-season jacket included with their tuition.

NOTICE: PSA is not responsible for any lost or stolen uniforms. Additional uniforms are available to purchase upon request.

Email [hstewart@putnamscience.org](mailto:hstewart@putnamscience.org) if you are interested.

\$20.00 - Short sleeve

\$25.00 - Long Sleeve

\$30.00 - Fleece Pullover

\$125.00 - 3-seasons jacket