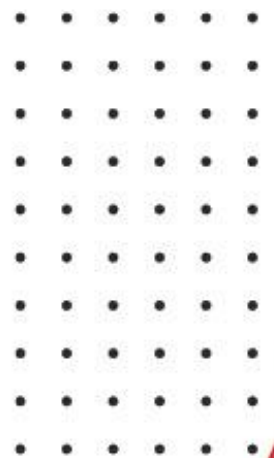


Putnam Science Academy



2025-2026 Student and Family Handbook

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MISSION STATEMENT

Putnam Science Academy strives to develop young people, locally and from around the world, who are committed to academic excellence and are engaged citizens. Our goal is to provide a challenging educational experience to prepare all students for acceptance into top universities and colleges in the United States and across the world.

Core Values

We believe, as an educational community, fostering in our students the following core values; **Personal Development**, **Service** and **Academics** as a foundation for living our lives. As educators, we value **P.S.A.**

- **Personal Development:** We are dedicated to the personal development of our students. From the dorm to academic life, we strive to honor the uniqueness of each individual and to embrace diverse backgrounds. We prepare students for life in a multicultural society by developing strong moral and ethical attributes, which will allow them to exert positive influence on the communities they live in.
- **Service:** Using moral and ethical lessons, we encourage students to actively engage in the local and global community for the betterment of others.
- **Academics:** Students engage in a challenging and well-rounded academic program, which aims to prepare students to be successful in future college and career courses.

Non-discrimination Policy

Putnam Science Academy encourages diversity both in its student body and employees. We do not discriminate in any way based on age, color, creed, marital status, race, nationality or ethnic origin, religion, gender, gender identity, sexual orientation, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other characteristics protected by law.

This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid, and other school administered programs) as well as to all areas of employee concerns and hiring, discipline, portion, and termination. Putnam Science Academy is an Equal Opportunity Employer (EOE).

Disclaimer

Please notice in this manual there are several places where you will see notations highlighted. These are addendums to our regular school policies. They have been implemented to specifically address issues pertaining to the current COVID-19 Pandemic. Please understand that the safety of our students and staff is our number one priority. The addendums WILL CHANGE FREQUENTLY as the situation changes in conjunction with all state and federal mandates that may be put into place. These are not guidelines or suggestions, they are strict changes to the pre-COVID regulations and will be strictly enforced. Putnam Science Academy reserves the right to change these practices at any time. It is the responsibility of each student and their families to be diligent in making sure to be aware of these changes. We thank you for your trust and support in these difficult times.

Inclement Weather Cancellation Policy

Putnam Science Academy shall adhere to the following winter season school cancellation protocol:

- PSA shall follow the Town of Putnam School System cancellation policy when it directly relates to unsafe weather conditions (severe weather).
- PSA shall follow WINY broadcasts, WFSB of NBC Conn./WVIT and post to the PSA website front page or send an email to students and families by 6:30 a.m.
- PSA shall NOT cancel school if the Town of Putnam cancels for any other reason than severe weather such as power outages, blocked roads, flooding, heating issues or bomb scares as examples. Please understand we are not limited to only these previous issues/examples listed above.
- Any student commuting to PSA who feels the weather impedes their safety will be excused for that day. Teachers must forward all lesson plan information to the Head of Schools and all of their students in their classes by 7:45 a.m.
- Commuting students who are unable to attend will receive their assignments via their PSA email or through our remote learning platform.
- Students should be prepared to have all assignments and assessments completed on the day of their return to school.
- In the event of an early dismissal at Putnam Public Schools, PSA status will be determined by the Administrative Team and Head of Schools as necessary.

Class Schedules

Please not all students will begin classes using the following Remote Learning Schedule. We will use this schedule throughout the school year at intermittent times as deemed necessary by the Head of School or Administrative Team.

Regular Day Schedule

7:00-7:45	Breakfast
8:00-9:20	A Period
9:30-10:50	B Period
Wednesdays: 9:30-9:50	<i>Mustang Meeting</i>
10:00-10:50	<i>B Period</i>
11:00-12:50	C Period
11:30-12:00	Lunch 1
12:20-12:50	Lunch 2
1:00-2:20	D Period
5:00-6:00	Dinner
9:30	In Dorms
10:00	In Rooms/Lights Out

Reverse ½ Day / Professional Development Schedule:

8:00-8:45	Professional Development
8:30-9:15	Brunch
9:30-10:15	A Period
10:25-11:10	B Period
11:15	Mustang Meeting/Grab & Go Lunch (Cafeteria will be open)
12:05-12:50	C Period
1:00-1:45	D Period

½ Day Regular or Remote Learning Day Schedule

7:00-7:45	Breakfast
8:00-8:50	A Period
9:00-9:50	B Period
10:00-10:50	C Period
11:00-11:50	D Period
12:00-12:45	Lunch

Remote Learning Full Day Schedule:

7:00-7:45	Breakfast
8:00-9:10	A Period
9:20-10:30	B Period
10:40-11:50	C Period
12:00-12:45	Lunch
12:50-2:00	D Period

Late Start Schedule/ Weather or Emergency

9:00-9:50	Brunch
10:00-10:50	A Period
11:00-11:50	B Period
12:00-12:50	C Period
1:00-1:50	D Period

IMPORTANT NOTICES

THIS HANDBOOK IS NOT A CONTRACT

This document is not an express or implied contract and is for informational purposes only. It is not all inclusive and is intended to offer only general guidelines. The policies, benefits, and operating procedures contained in this Handbook are not intended to create, and are not to be construed to create, any contract, agreement or legally binding obligation between Putnam Science Academy (“PSA” or the “School”) and its employees. Any highlights of benefits contained in this Handbook are not intended to take the place of more detailed benefit plan documents. Descriptions in the plan documents will override the information in this document in the event the information presented in this Handbook conflicts with the information in the plan documents. This Handbook does not guarantee any specific level of benefits or continuation of any specific benefits.

THE COMPANY’S RIGHT TO CHANGE THE HANDBOOK

This Handbook supersedes all prior handbooks, if any, distributed to School employees. The School may, without having to consult with any employee and without receiving any employee’s agreement, change, suspend, or discontinue any or all Handbook policies, benefits, or procedures (except the School’s at-will policy). Revised handbooks may be issued from time to time. Final decisions as to the meaning and application of the policies rest entirely with the School.

COMPLIANCE WITH APPLICABLE LAW

In all circumstances, the School will comply with applicable laws within each jurisdiction in which it does business. To the extent any provision of this Handbook conflicts with any applicable state or federal law, the School will follow and comply with the applicable law and not this Handbook.

Introduction and History of Putnam Science Academy

Putnam Science Academy “PSA”, is a private co-educational boarding school located in Putnam, CT. PSA is a center of academic and athletic excellence for both American students and young adults from all around the globe. The school focuses on a holistic approach to teaching. PSA educates students to be academically strong, morally sound, and socially responsible individuals.

PSA is located in the “Quiet Corner” of Connecticut. The campus rests upon a peaceful 30 acre neighborhood setting, overlooking the Quinebaug River in the town of Putnam, Connecticut. The STEM and LA building host our academic classrooms.

Our STEM building was built in the 1960’s and originally was a facility for an all female Catholic high school. PSA originally purchased this building in 2002 and converted it into an all-male international boarding school. In October of 2015, Dr. Tieqiang Ding purchased PSA with the intention of continuing the strong academic and athletic programs. This building currently

houses the STEM classrooms, gymnasium, weight room and our female dormitory. Attached to the STEM building is one of our residential facilities. The Gilman dormitory is located in the large 1950's red brick building, which now houses our male students.

In 2019, PSA purchased the LA building. Set within our school and town community, the Liberal Arts building houses students, provides additional classroom space, as well as part of our administrative offices. This building was originally a mansion that was converted to house retired catholic nuns. Once the building was purchased by PSA, renovations were made to the building. These adjustments were used to create the main floor as an active part of our academic community, and the mansion portion of the building to house our administration/admissions.

The enrollment of PSA has gradually increased under the leadership of Dr. Ding and the staff. The goal of PSA is to continue to provide both domestically and internationally students with a safe, motivational, and challenging environment to grow as young adults.

Academic Philosophy

Based in the 'Quiet Corner' of Connecticut, Putnam Science Academy (PSA) offers a high quality preparatory boarding school education. PSA places family first, offering a close-knit environment, comprising grades 8-12 and a Postgraduate year. Along with a nationally ranked basketball program, PSA offers an excellent American College Prep education, with a focus on Science and Math.

Our educational philosophy at PSA is to create a classroom environment that promotes critical thinking, evidence based learning and problem solving.

Additionally, PSA provides a rigorous program of study, which prepares students for college. Lessons are designed to be enjoyable and differentiated so as to allow all learners to make progress. Daily learning is based on the core tenets of the International Baccalaureate and National Common Core programs and focuses on administering a balanced program, which challenges PSA students to become principled, open-minded, inquisitive and reflective learners. This educational philosophy is comprehensive and matches the Academy's mission and core values.

Advanced Placement (AP) Program

Putnam Science Academy may offer AP courses in the following areas:

- English Language and Composition
- Calculus A/B
- Calculus B/C
- Statistics
- European History
- U.S. History
- Human Geography

AP Policy

Students enrolled in an advanced placement course(s) will have to meet an even higher standard of performance as defined by the College Board guidelines on curricular and resource requirements for AP courses than in the college preparatory or honors curriculum.

The opportunity to be in an AP class carries with it certain assumptions about the capabilities

and maturity of high school students who will now be doing high college level work.

Students will:

- Receive significantly more homework assignments; sometimes more than twice as much work, as their corresponding college preparatory or honors classes.
- Be required to demonstrate a higher level of performance in the quality of their work in order to earn the same grade as in the corresponding college preparatory course or honors course.
- Be expected to demonstrate more student independence and responsibility in the completion of required work.
- Be independent learners, willing to read, learn, ask questions of the text, pursue outside readings, and research, integrate and discuss material from diverse sources.
- Be primarily motivated by an appreciation for the subject matter and secondarily by the GPA or the AP exam.
- Spend, on average, approximately one hour of outside students for each AP class per school day.
- Always attend class, take evaluations, and turn in assignments on time.
- Accept that enrollment in an AP course does not guarantee an A or B grade; as there is a possibility of receiving a C or lower grade.
- Accept assignments, suggestions, and coaching from the teachers.

Advanced Placement Grading and Expectations

Students enrolled in AP courses have additional expectations placed upon them. In order to take an AP course, a student must agree to these expectations and requirements. Please see a separate grading policy column, located in the “grading scale” section of this handbook, which is produced for these courses.

AP Student Contract

Students must sign and have their parents sign Putnam Science Academy’s Advanced Placement Course Contract (through your AP teacher), which includes playing for the College Board fees. A copy can be found at the end of this handbook on page 51.

Repeated Course Policy

All students who fail a course are eligible to retake that course during their tenure at PSA. If a student wishes to retake a failed course during the summer term, they must be determined to be eligible (must have received a minimum grade of 50% in the course during the academic year) and the new grade will be placed on the transcript and noted with a “CR” for Credit Recovery before the course title. Students will recover credit lost by attending Summer School at SA for a 4 week time period through Odysseyware and Edgenuity. Upon completion of the Summer School Program, the summer school grade and the original failing grade will be added together and divided by 2 to compute the final class grade. Courses taken through Virtual High School, Odysseyware and Edgenuity are also available as an alternative credit recovery option and must be paid for by the student.

Transcript Revision Policy

Students who wish to have a transcript revision must petition the school counselors for a

change, and outline the rationale for that change in writing. Upon receiving the petition, the counselor will review the request and meet with the Head of Schools for final determination.

Examples of rationale for a transcript revision include:

- Student performance in class was adversely impacted by unexpected circumstances, such as illness, injury or family emergency. Additional documentation may be necessary to validate the unexpected circumstances.
- Administrative error in the issuing of a grade.

Grading Policy and Assessment

Grades are quantitative statements reflecting instructor assessment of student performance. Grades represent the degree of mastery of the prescribed curriculum of a given content area or course at a given point in time in a student's educational development. Measurement of a student's performance provides a means for educators to communicate with students and parents. Assessment is to be a daily function so that feedback, both written and verbal, is constant. Grades reflect actual student's academic performance.

Parameters include assessments, tests, class work, homework, and class participation. Teachers will follow additional guidelines in the course of study when determining a grade. For long term projects students will be given checklists and or in progress grades. Unexcused absences and consistent tardiness will negatively affect grades (see attendance policy).

Grades are interpreted as follows:

Grade	GPA	Range
A+	4.3	97-100
A	4.0	93-96
A-	3.7	90-92
B+	3.3	86-89
B	3.0	83-85
B-	2.7	80-82
C+	2.3	76-79
C	2.0	73-75
C-	1.7	70-72
D+	1.3	66-69
D	1.0	63-65
D-	0.7	60-62
F	0.0	0-59

P- Special Grade (credit only)

X-Medically Excused

WP-Withdrawn Passing

WF-Withdrawn Failing

I- Incomplete

Weighted GPA

Weighted GPA is not reported on student transcripts.

Course Level	GPA
AP	4.5
Honors	4.25
Standard College Prep	4.0

Attendance Policy

Students are required to attend all classes, practices, games, and school activities. More specifically, all students are expected to attend classes in person for the entirety of the semester. Students will not be permitted to leave early, arrive late, or miss classes for the convenience of travel.

Unscheduled Absences

In the case of illness or other short-notice events, the procedures to request an excused absence are as follows:

Day Students: A parent or guardian must notify the main office by 7:45 a.m. to excuse the student from the academic day and provide documentation, if necessary, to the administration.

Boarding Students: The student must visit or contact the school nurse or main office by 7:45 a.m., whereupon the student will be advised appropriately.

Scheduled Excused Absences

Students or their guardians must notify and request permission in advance for excused absences, using the Scheduled Absence & Leave Request Form or its equivalent via email or in writing, which describes the reasons and conditions for the absence or extended leave of absence. Official medical leaves must be approved by the head of health services and administration. Official college visits must be approved by the Dean of Academics, Guidance Counselor, and, where appropriate, Head Coach. Please understand that additional supporting documentation may be requested and that the absence(s) may or may not be excused.

Excused & Unexcused Absences

Excused absences include, but are not limited to:

- Medical appointments with documentation
- Illness with doctor's documentation and/or approval from school nurse or administrator
- Family Emergency (i.e. a death in the family)
- Religious Holidays
- Administration-approved academic, athletic, or arts competitions
- Administration-approved college visits
- Driving license test with documentation

Unexcused Absences include, but are not limited too:

- Missing class for health reasons without approval by the school nurse or administrator
- Willfully missing class
- Leaving school without approval
- Personal appointments without approval
- Family vacations during school time

Unexcused absences will lead to disciplinary action. Students must clear unexcused absences with administration within three days of a missed class. Excessive unexcused absences will have direct academic consequences.

Students who miss five classes will be reviewed by the Campus Cares committee and be monitored directly by the Dean of Students.

A student who has ten (10) unexcused absences, in a course, will be placed on academic probation, and subsequent unexcused absences will result in the loss of grades and/or credit for the course.

Students who miss ten classes or more will be required to meet with the Dean of Students and Dean of Academics. As a consequence for missing more than ten days in an academic year, a student will be required to complete additional mandatory study periods after school or on Saturdays in order to make up missed work and credit hours. In addition, the student may not be able to participate in sports and/or clubs until work and credit hours have been completed.

1 st unexcused absence:	Detention per administration
5 th unexcused absence:	Campus Cares/Disciplinary committee per administration
10 th unexcused absence:	Academic probation and athletic prohibition; mandatory meeting with guardians and administration
11 th unexcused absence:	Full letter grade reduction per administration
13 th unexcused absence:	½ step credit reduction per administration
15 th unexcused absence:	Credit may be withdrawn per administration

Remote Attendance

On scheduled remote-learning days, students must join Google Meet video conferences hosted by each teacher via Google Classroom. Students must be visible on camera and participate when called upon by their instructors; students who fail to meet these criteria will be marked absent.

Although remote learning was a necessity during the pandemic and transformed the accessibility of education, we now know that remote learning is inferior to in-person learning. It taxes the teachers' resources, and students do not learn as effectively. Unless a student is enrolled in PSA as a *full-time remote-learning student*, we will no longer offer remote learning as a convenience to students and families. Additional program fees will be incurred when students apply to any of PSA's *full-time remote-learning programs*; please contact admissions about those programs and fees.

International students are specifically barred from remote attendance by SEVIS regulations:

Putnam Science Academy does not run a hybrid model for our SEVIS account. Under SEVP regulations and certification we are an active "on campus" enrollment only for F-1 students to maintain their I-20 active status. At the start of each semester F-1 students have 30 days from the session start date to arrive on campus to physically participate in all of their studies. Failure to do so will result in canceling/terminating of the I-20.

Nonimmigrant F-1 and M-1 students attending schools but operating online may NOT take a full online course load and remain in the United States. The U.S. Department of State will not issue visas to students enrolled in schools and/or programs that are online for the fall/spring semester nor will U.S. Customs and Border Protection permit these students to enter the United States. Active students currently in the United States enrolling in such programs must depart the country or take other measures, such as transferring to a school with in-person instruction to remain in lawful status. If not, they may face immigration consequences including, but not limited to, the initiation of removal proceedings. (SEVIS, PSA School Profile, I-17 form)

Homework

Homework will be given based on the teacher's discretion. Homework is relevant to classroom instruction and may be graded individually or as a cumulative grade. Students are responsible for completing homework on time.

Late Policy and Makeup Assignments

Late work may result in grade reduction. Over one day late and work may not be accepted unless special arrangements are made with the teacher. Each teacher sets her or her own expectations. Work missed due to illness or excused absences can be made up, and is the student's responsibility to make up. Make up tests and quizzes will be scheduled on students' return to school. All make up work should be turned in 2 weeks after students return to receive full credit.

Class Participation and Effort

Students are assessed and graded on their effort and participation in class. These grades are reported as part of the normal reporting cycle.

Graduation Policy/Requirements

PSA offers a College Prep School to students who satisfactorily meet graduation requirements. Postgraduate students who complete program requirements are issued a completion certificate. To participate in graduation exercise, PSA students must earn a minimum of 24 credits in grades 9-12, and must include the following credit distribution:

Diploma Credit/Distribution Requirements:

English	4
Mathematics	3
Science (with Lab)	3
Social Studies	3
World Language	2
Art	2

Electives	7
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Transfer students, having successfully completed high school level academic work, must present certified transcripts from accredited high schools or agencies where their work was completed for PSA evaluation. Credits, reflecting previous accomplishments, will be evaluated for individual students in selecting a course schedule that meets PSA total and distribution graduation requirements.

College Entrance Requirements

The minimum PSA graduation requirements should not be confused with College/University admission requirements. The general rule of thumb for most four-year Colleges/Universities is that applicants should have completed a minimum of 4 units in English, 3 units in each of Math, Science, Social Studies, and World Languages. Top Colleges recommend a minimum of 20 units, 4 units in each subject area. (Academic units are considered to be full year courses in College preparatory courses in English, Math, Science, Social Studies, and World Languages).

Personal Integrity and Acts of Dishonesty

At PSA, we highly value a student's personal development. It is the first of our core values. Part of this development is for students to understand that personal integrity is an extremely important quality. Integrity is the quality of being honest and having strong morals.

PSA's code of conduct reflects our desire to reward students for behaving in a manner consistent with that of a person with integrity and to sanction students who fail to live up to this standard. A dishonest student is one who intends to trick others. Academically this is often referred to as cheating (to act in a dishonest way in order to gain an advantage especially in a game, competition, or exam), or plagiarism (to copy another person's ideas, words, or work and pretend that they are theirs). *Dishonest practices are not only unacceptable at PSA, but to all educational institutions, the College Board, businesses, and to life in general.*

PSA has a zero tolerance policy towards cheating. Cheating includes plagiarism of any kind, including unintentional plagiarism. It also includes, but is not limited to:

- Copying or allowing work to be copied.
- Using cheat-sheets or speaking during quizzes or tests.
- Scanning, photocopying or conveying to another person information on a test, exam, or quiz.
- Any fraudulent or deceptive acts for the purpose of improving one's grades or earning course credit.
- Changing a few words or font types and using it as your own work is also plagiarism.***
- Using artificial intelligence generated material and using it as your own work is also plagiarism.***
- Using unauthorized devices during exams is considered cheating.

*****IMPORTANT:** If students have read something and wish to use it, **they must cite** where the information was found, *who* wrote it, and *when* it was written or sourced. (MLA notation is commonly used at PSA).

Any incident of cheating can result in a zero for the assignment or exam in which the cheating took place with no opportunity to make up the grade. The student can also be reported to the disciplinary committee for review and possible further punishment.

Repeated incidents of cheating can lead to increased severity of punishment up to and including dismissal from the school. For more details regarding the consequences, please refer to the policy on discipline.

Common Language

At PSA, our common language is English. Students travel the world in order to graduate and get into college. In order to achieve this, all students must be fluent not only in conversational English, but also in academic English as well.

In order to be fluent in any language, the language must be practiced in a multitude of settings. Therefore, students and staff are expected to speak English in all areas of the school. By speaking English, all students and staff are included. It is everyone's responsibility to support those whose English skills make it difficult for him or her to follow or to participate.

ESL Program

The PSA English as a Second Language (ESL) Department was developed to assist students in moving from low-intermediate English proficiency to a proficiency level, which will allow them the chance to succeed in regular college-preparatory classes. Students study vocabulary, TOEFL, reading comprehension, literature, reading, grammar, speaking/pronunciation and listening, and other primary subject courses. All courses are designed to prepare students for the rigorous coursework of college preparatory classes they will encounter after graduating from the program.

While in the ESL program, students will be expected to learn and adapt to a North American style school system as well as the language and culture of the English speaking United States. Each day in the ESL program will be considered training for future classes in the college preparatory program. Students will be held to high standards of behavior and academia, and will be expected to perform at a level of excellence.

During the student interview, the admissions officer is able to determine a level of speaking and communication skills presented by the student. This along with our mandatory ESL test allows our ESL teacher to evaluate and place the student into the appropriate program level (ESL I or ESL 2) .

Placement Exam

Upon admission, students are assessed on speaking, reading, writing, listening, and grammar and assigned proficiency scores in each area on a scale of 1 - 4. (Minimal, Approaching, Proficient, Mastery)

[Examples for Proficiency Levels](#)

PSA offers two levels of ESL instruction. Students may be enrolled in the appropriate level for 1-4 semesters, depending on the individual needs of the student.

Advanced Academic English

English for Speakers of Other Languages (ESL 1)

This full-credit semester course is designed as the final transition to mainstream English classes. This course is designed to give students an opportunity to practice the skills needed in mainstream English classes, such as analytical and personal writing, reading, and how to discuss literature. Students will be placed in this class based on teacher recommendation or based on their performance on a placement test given during orientation. Current ESOL students will usually be placed in EIS. The course counts as one credit of English and cannot be taken concurrently with ESOL or mainstream English. This course can be taken for more than one semester.

English Grammar & Usage

English for Speakers of Other Languages (ESL 2)

This is a full-credit semester course that concentrates on teaching English as a secondary language. Students acquire listening and speaking skills and study grammar, vocabulary, reading, and writing. New students will be placed in this course based on teacher recommendation or based on their performance on a placement test given during orientation. The course counts as one credit of English and cannot be taken concurrently with EIS or mainstream English. This course can be taken for more than one semester.

Dress Code

One hallmark of a Prep student is his/hers neat 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 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 before wearing it or accept appropriate consequences. (Refer to the Discipline section of your Handbook) School Issues polos are to be worn daily. Students will each be issued 2 warm weather (short sleeve) and 2 cold weather (long sleeve) polo shirts, 1 fleece and one 3 season jacket.

General Appearance

Every student MUST be in the designated uniform attire. Students who do not follow these rules will be disciplined accordingly. To avoid a violation of the dress code, uniforms are obtained by the admissions office upon arrival. If any school issued uniform attire gets ruined or lost a replacement must be purchased through the Admissions Office.

Putnam Science Academy Warm Weather Uniform

The Warm Weather Dress Code will be in effect from the first day of school in August through November 1st and resume April 1st through the final day of school.

- School issued short sleeve shirt
- Black belted dress pants or belted dress shorts or skorts must be a fingertip length or longer.
- School issued fleece or jacket

Putnam Science Academy Cold Weather Uniform

- School issues long sleeve shirt
- Black belted dress pants
- School issued fleece or jacket
- Optional V-neck sweaters or sweater vest from the supplier linked below

Belted Dress Pants

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

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. Black crocs are also allowed. Boots may be worn if boots are worn, pants may not be tucked into the boots

Jackets/coats or official school fleece may be worn between classes in all common areas (halls, offices, etc.). Non-uniform jackets must be removed in the classroom. Sweatshirts with or without hoods are not permitted. If a student is cold, he/she may wear a PSA issued fleece or jacket.

ID badges must be in the student's possession at all times. Failure to have an ID badge is a violation of the dress code as well as prevents a student from opening school doors.

Hair must be kept neat, clean, and well groomed. Hair that hangs obstructing students' 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 (AHOS). The AHOS is the final arbiter of what is and what is not acceptable hair style. Hats must not be worn inside school buildings. Hats worn in the building may be confiscated and may not be 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 what they would like to school, as long as they are wearing something PSA. This could be a t-shirt, sweatshirt, jacket, or team attire. Other exceptions to this policy are permitted for specified dress down days or by special permission of either the Assistant Head of Schools for Student Services or the Head of Schools. Common sense is the guide. 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 take care not to wear clothing that detracts from the general atmosphere of the school community. This includes crop tops, tank tops with excessive openings (more skin revealing than not), shorts less than fingertip length. The Administration reserves the right to determine neatness and to interpret the dress code.

Dormitory Policies and Procedures

Dormitories (NOT dorm rooms) are cleaned regularly by the Housekeeping Staff. It is expected that students will treat the dorms with respect and assist the staff to do their job efficiently. Students will help in keeping the hallways, bathrooms, and common areas clean and take out the trash on the weekends. It is the expectation that students will pick up clothes and books from the floor and be respectful of others when using the bathrooms. Do not enter the bathrooms while the housekeeping staff is present.

If furniture or electrical sockets are broken, students should report this to their Resident Assistant (RA) and ask him/her to fill out a work order so the maintenance staff can fix it.

It should be noted that the RAs will be performing weekly inspections of the students' dorm rooms. Students are expected to clean their rooms at least three times a week. If their rooms are not up to satisfactory standards, they will potentially lose points and be documented for it.

Gender Room Assignments

The Residential Life Department has the authority to assign students to their designated rooms. Students will be assigned to either the female or male dorms based on the gender that they selected in the SchoolAdmin system when they applied to PSA. The School is not currently able to assign any gender neutral housing assignments based on the inventory that is present. If students need specific accommodations, they can contact the Assistant Head of Schools for Student Services. When accommodations are available the school will grant the request if given proper documentation and/or reasoning are provided.

Electrical Appliances and Fire Safety

- Irons, kettles, air fryers, and any type of hot plate are not to be used in the dorm rooms. They are a fire and safety hazard.
- If you need an extension cable or cord, you must get approval from the Facilities Director of the Assistant Head of Schools for Student Services. Either one will instruct students on the correct type of extension cords to use or buy. The thin white cables are not

permitted, as they are a fire hazard.

- DO NOT remove fire exit signs. If one is missing from your room, please report it to the RA on your floor or a staff member as soon as possible.
- DO NOT touch the emergency lights.
- DO NOT pull on the fire alarm pull stations unless there is a fire.
- DO NOT smoke or vape in the dorms. Do not use aerosol deodorants or room sprays, as these can set off the fire alarms.
- DO NOT place any object on the red sprinklers, or cover them up.

The misuse of fire prevention equipment is reportable to the Town of Putnam Police Department and/or the Fire Marshall. Criminal action can be taken.

IMPORTANT: *If it is found that a specific student is responsible for a fire alarm going off for a reason that was stated above, it is at the discretion of the school to charge the student a minimum of a \$250 fine that will be given to the Town of Putnam Fire Department for having to come to campus.*

A student will also go through the Disciplinary Committee if this were to occur.

Fire Drills/Lock Down

In case of an emergency or fire drill, each room is equipped with the standard procedure on where to exit. This will be located next to the door, on either the left or right side, with instructions and a diagram of where to go.

In case of a lock down, students are to remain seated on the floor in a corner of his or her room, with the door closed, and away from windows and doors. If possible, you should lock your door, turn off your lights, and shut the shades to any windows.

Prohibited Smoke Alarm Dorm Items

Students will not be allowed to bring microwaves, refrigerators, hot pots, hot plates, air fryers, tea kettles etc. for use in his or her dorm room. There are kitchens with these items for students to use.

IMPORTANT: no aerosol sprays (deodorant or room sprays specifically) of any kinds are allowed in the dorms. These items cause a slight mist of spray that sets off the fire alarm systems. **If the fire alarm goes off in a student's room because of aerosol sprays or deodorant, that student's account will be charged \$250.00 for each incident.**

Nothing is to be hung from the ceiling or the sprinkler systems in the dorm rooms.

The fire alarm system is extremely sensitive to these items and use of them will set them off. Plug-in or solid air fresheners will be allowed as well as roll-on or stick deodorant. If the fire alarms are set off, a minimum fine of \$250 will be added to the student account if they are found responsible for why the alarm went off. Smoking and/or vaping of any kind are also prohibited and will result in immediate In School Suspension or Out of School Suspension will ensure until a full Disciplinary Hearing can be held to determine the appropriate disciplinary actions. Outcomes may result in dismissal from the school based on the hearing and evidence

presented to the Hearing Committee as well as the severity of the situation.

Weekly Cleaning

Students will be given the responsibility to keep their rooms clean and tidy on a daily basis. Room checks will happen three times a week: Monday, Wednesday, and Friday. Specific points of observation will include the following:

- Floors must be clear of all debris.
- Shoes are to be kept either under their bed or in the closet.
- Floors and desks are free of garbage, and all garbage has been taken out and disposed of in the proper receptacles.
- Trash must be brought out to the dumpster (old food/garbage must be taken out nightly).
- Nothing in the room has been altered (furniture, bed etc. same as when students move in).
- Beds are made, clothes are put away neatly, desk is clean and organized. If not completed to the satisfaction of the Residential Life Staff, loss of points will result, or disciplinary action will be taken.

Room Searches

PSA has the right to enter a students' dorm room at any time if there is due cause. The school can go through all student property and items if need be. The purpose of a room search is for safety purposes and to make sure that there is nothing in the room that would be a violation of the code of conduct or school policy. Room searches may take place with the student not present, they will be notified after the search has been completed.

Dorm Kitchen

The kitchen in the dorm is a privilege, not a right. This area must be kept clean and free of old food and garbage. This includes inside the refrigerator. Food must be labeled to ensure students know what is there. No food or drink should ever be taken from the dining room or from other students without consent. If these rules are not upheld to the standards of the Residential Life Staff, then the kitchens will be closed.

Dorm Laundry Room

Students will be required to do his or her own laundry. With this, students will be responsible for changing and unloading their own laundry. At no time will taking someone else's wet clothes out of the washer, and placing them anywhere, other than an open dryer, be acceptable. If there is an issue find the RA on duty and they will assist the student by finding out whose clothes they belong to. Please be conscientious of the time that these machines will take to do laundry so as not to tie up a machine that someone else may be waiting for. The cost of the washer and dryer is \$1.60 per load.

Students can purchase a laundry machine card for \$5 in their dorms. They can then reload money onto their laundry machine cards as needed.

Dorm Etiquette

Students are allowed to have television, video game systems and may play music at a reasonable volume level. If any of these things exceed the appropriate level of volume, he or she will be asked to turn it down. If asked a second time, consequences set forth by

Administration will occur. At no time should these items be playing after lights out.

WiFi Shut Off

Wifi access will be shut off from 11 p.m. to 4 a.m.

Drugs/Alcohol/Tobacco/Vaping/Opposite Sex Dorm Policy

At no time is a student allowed to possess drugs, alcohol, tobacco, vaping products of any kind, and/or be in the opposite sex dormitory. If caught, immediate In School Suspension or Out of School Suspension will ensure until a full Disciplinary Hearing can be held to determine the appropriate disciplinary actions. Outcomes may result in dismissal from the school based on the hearing and evidence presented to the Hearing Committee.

Stealing

At no point should any student enter another student's dorm room without their permission. If caught entering another student's dorm room without their knowledge or permission, consequences will ensure. If caught stealing anything from another student, immediate In School Suspension or Out of School Suspension will ensure until a full Disciplinary Hearing can be held to determine the appropriate disciplinary actions.

Lights Out/Other Important Times

Lights out during weekdays (Sunday through Thursday) is 10:30 p.m. Lights out on the weekends (Friday and Saturday) is 11 p.m. Students who have left campus must return by 9:30 p.m. and must be in his or her dorm by 9:30 p.m. where they must remain for the rest of the night. Everyone must be in his or her room by lights out. If a student is caught off campus past 9:30 p.m. without permission, not in the dorm by 9:30 p.m. without permission, and/or not in their room by lights out will result in disciplinary action and may end up in a Disciplinary Hearing.

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Weekly Study Hall

Mandatory study halls will be conducted each week at the availability of RAs and Teachers. If needed, more study halls will be put in place at the discretion of the teachers, Administration, and/or coaching staff.

Leaving Campus

Students will be allowed to leave campus, both on the weekdays and the weekends. The following rules apply for each.

Weekdays:

- Students are allowed to leave campus after school between the hours of 4 p.m. to 8 p.m. Prior to going off campus, students must find an RA to sign them out on a sign out sheet.
- Students must provide their destination, return time, and signature.
- If approved by the Residential Life Staff, students will be signed out.

Once the student(s) return to the school, he or she must find the RA on duty to sign back in.

- If a student wishes to leave campus and get into a vehicle with a parent, guardian, or agent, an email must be provided by the person picking up the student. The email should be sent to either the Assistant Head of Schools for Student Services or the Head of Schools. The email should explain the situation and must be sent prior to the student leaving campus. Once approved and the student completes the regular sign-out procedures, they will be allowed to leave
- If a student wishes to leave campus and get into a vehicle with another student, an email must be sent to the Assistant Head of Schools for Student Services from both sets of parents/guardians. This means an email from the parents/guardians giving the student permission to drive students in his/her car and the parents/guardians of the student getting into the vehicle. The email must state that parents/guardians give permission to students to leave campus and that PSA is not responsible for anything that takes place in the vehicle or while the students are off campus. Before students leave campus, they must properly sign out and gain permission from the Assistant Head of Schools for Student Services.

Weekends:

- Students are allowed to leave after school on Friday after their last commitment and must return by 8 p.m. on Sunday night in time for study hall.
- In order to leave, they are required to follow the same protocol as a weekday exit, but must also supply an email at least one week prior to departure from a parent, guardian or agent to the Assistant Head of Schools for Student Services for approval. Once approved, and the student completes the other sign-out procedures, they will be allowed to leave.
- Under no circumstances will a student be allowed to enter a vehicle without permission from a parent or guardian or the Assistant Head of Schools for Student Services.

If a student wants to leave and it is not a “released weekend,” it is his or her responsibility to provide a ride to and from campus.

Failure to follow this procedure may result in disciplinary action set by the

Administration.

Student Drivers

Students and families must know that it is at the discretion of the Academy on whether or not a student can bring a car to campus. In order for a student to have their car on campus, they must notify the Office of Residential Life prior to bringing a vehicle on school grounds. The following rules must be followed or else the student will not be allowed to have their vehicle on campus:

- Students must register their vehicle with the Office of Residential Life by filling out the Student Driver Contract (this document). If this form is not filled out completely students will not be allowed to have a car on campus
- This form must be filled out even if a car is only going to be with a student on campus for an evening, week, month, or the entire academic year
- A parent or guardian must also sign this document stating that they understand the rules that are depicted in this policy
- Students are not allowed to drive their vehicle during school day hours (8:00am to 2:20pm)
- Students are not allowed to drive students between buildings for classes, meals, or practices under any circumstances
- Students must park their vehicle in the Liberal Arts Building parking lot (72 Church Street Putnam, CT 06260)
- Students are not allowed to park on the street outside of the Stem Building after school hours or on the weekend
- Students are not allowed to drive other students in their vehicle unless their own parent/guardian has given permission and the student who is getting in the vehicle's parent/guardian has also given permission. Permission must be given in writing to residentiallife@putnamscience.org
- If a student is found to be misusing their vehicle in any way, the Academy will take the students keys and notify the parents that they must come and take the car off campus
- If a student is leaving campus for a short period of time, for the evening, or for the weekend then they must notify their RA/Coach where they are going and when they will be returning

Elite Sport Activities

From time to time, students may request to be released to participate in Elite Sporting Activities. Each and every release request will be treated on a case-by-case basis.

However, no release will be sanctioned unless students meet the following criteria:

- The school has received a completed Elite Sports Release Form, which students can get from their coaches.
- Both the parent/guardian and coach must sign it.
- Details of travel and accommodations are needed.
- Any classes missed must be made up by attending make-up class/study session the following Saturday morning.
- Dorm room inspections are completed satisfactorily.
- Students must not have any pending disciplinary actions.

Academic Competitions

From time to time, students may request to be released to participate in academic competitions. Each and every release request will be treated on a case-by-case basis.

However, no release will be granted unless students meet the following criteria:

- The school has received a completed Academic Competition Release Form, which students can get from the Head of Schools.
- Both the parent/guardian and Head of Schools must sign it.
- Details of travel and accommodations are needed.

- Any classes missed must be made up by attending make-up class/study session the following Saturday morning.
- Dorm room inspections are completed satisfactorily.
- Students must not have any pending disciplinary actions.

Extended Release Weekend/Vacation Release Procedures

From time to time, students can be released from school to return home, to participate in elite sport activities or academic competitions. The school has a number of scheduled home release weekends and vacations, where students can return home after their classes and school duties are completed. These dates appear in the school calendar highlighted.

The PSA Calendar is made available during the summer to ensure students and families have more than enough time to plan for vacations and breaks. PSA has 2 scheduled vacations and breaks: Winter and Spring Breaks, during which students must arrange to leave campus for the duration of the vacation and or break. Please see the calendar for these specific dates.

While we understand travel time is busy and some families may want to have their student home earlier, the Assistant Head of Schools for Student Services and Head of Schools will not excuse students before the designated travel days on the academic calendar. Students who leave early for any vacation (and who do not log on remotely) will receive an unexcused absence for each day missed and these absences will count towards the attendance policy.

Student Vacation Departure/Arrivals

All students must have written permission and travel itinerary approved by their parents, guardians, or agent 2 weeks prior to the scheduled departure date and time. This itinerary and written permission must be submitted to the Assistant Head of Schools for Student Services 2 weeks prior to departure.

There will be scheduled group transportation offerings made available for students to specified airports and train stations. Seats will be reserved on a first come/first served basis. Please check with the Travel Coordinator when planning your itinerary by emailing travel@putnamscience.org.

- All students must communicate travel/flight plans to the Travel Coordinator who will then coordinate with drivers.
- Students who need transportation to or from campus must communicate with the Travel Coordinator at least 2 weeks prior to vacation and or break. Students who do not provide this information before this time frame will be responsible for their own rides to and from the school.

Transportation will be provided to and from Boston Logan International Airport located in Boston, Massachusetts. It will also be provided to the Worcester Train Station, located in Worcester, Massachusetts and the New London Train Station, located in New London, Connecticut. This will only be available on scheduled travel days at a time that students can be grouped together to accommodate their travel plans. Families will be charged an additional fee for emergency travel outside the scheduled travel dates.

Rides will be provided at prearranged, designated travel dates and times arranged around the academic calendar and final academic commitments before a vacation begins (see travel dates on academic calendar). Students will need to participate in these scheduled trips if they would like PSA to arrange their transportation. If they do not participate in the scheduled trips, students will be responsible for their own rides and will still need to follow the academic calendar/dorm closing times.

Even if students are not participating in transportation provided by PSA, all travel plans must be given to the Travel Coordinator at least 2 weeks prior to vacation and or break.

If you do not make your travel arrangements within the designated drop-off/pick-up windows, students will be responsible for their own transportation. PSA staff members have no obligation to provide transportation outside of the designated times.

Postgraduate Expectations and Obligations

A Postgraduate student at PSA has already completed graduation requirements and has a highschool diploma either from PSA or from their sending institution. PSA Postgraduates are student athletes pursuing a scholarship.

Like any student at PSA, Postgraduate students are expected to take a full course load of 4 classes. Postgraduate students are working towards specific academic and/or athletic goals and will have an individualized class schedule after discussions with coaches, counselors, families to set them on a path to achieve these goals.

All Postgraduates must commit to withdrawing at the midterm or completing the spring semester by completing the PSA Withdrawal form. This form is due before spring break. As outlined in the attendance policy, students will be withdrawn from classes if they miss more than ten academic periods.

Unlike underclassmen, Postgraduates have the choice to withdraw early (although they will still owe full tuition). The date to leave early is March 6th, or the start of our scheduled Spring Break. After Spring Break, students may choose not to return to campus. However, until their withdrawal date, students are expected to attend their 4 scheduled classes and complete all required work. Their transcripts will reflect their grade as Withdraw Passing (WP) or Withdraw Failing (WF) depending on their grade in each class at the time of their departure. The only acceptable time to leave early is at the start of Spring Break so as to not cause disruption to classes and other students and staff.

If students choose to come back to PSA after Spring Break, students are expected to return to campus at the scheduled return date and time. Upon returning, students will continue on in the same 4 classes they were enrolled in to begin the second semester. Once making the decision to return to PSA, students are expected to stay until the end of the school year and earn credits in their courses.

Packages and Deliveries

All packages and deliveries to PSA are brought to the main academic building, the STEM Building. Before distribution to the addressee, the school has the right to open packages for the sole purpose of preserving the safety and well-being of the school community.

PSA is also not responsible for any lost or damaged items that are sent to the school. If a package is lost in transportation it is not the responsibility of the school to replace that item. Students will need to contact the carrier or the company from which they ordered the package and deal with them directly.

Gym Use

PSA only has one gym and asks that it is treated with respect. PSA wishes to keep it open at all times, however in order to prevent it from being left disrespected and to prevent the lights from being constantly broken, it may have to be locked outside of supervised times. If damage is caused, please report it immediately either to a coaching staff member or RA. No food or drinks are allowed in the gym. The gym is monitored by cameras and students will be fined for damage.

Alumni Fitness Room

The Alumni Fitness Room is to be used responsibly and at a student's own risk. Most of the equipment is free weights. Prior to using any equipment, students must be trained by PSA authorized staff on how to use the equipment safely. The fitness room is monitored by cameras and students will be fined for damage.

If students would like advice on how they can improve their health, fitness, strength, and flexibility please speak with staff directly, so that they can give the best and safest advice.

Religious Affiliations

PSA celebrates the diversity of its students and respects their individual beliefs. Everyone who wishes to practice their religion shall be provided the time and space to do so. Staff is expected to make appropriate accommodations. Days that students are not present due to religious reasons will be considered an excused absence. Below is the list of local places of worship:

- Putnam Baptist Church- 170 Church Street Putnam, CT.
 - Methodist Church of Putnam-53 Grove Street Putnam, CT.
 - St. Philip's Episcopal Church- 63 Grove Street Putnam, CT.
 - St. Mary's Roman Catholic Church- 218 Providence Street Putnam, CT.
 - Congregation B'nai Shalom Synagogue-125 Church Street Putnam, CT.
 - Islamic Center of University of Connecticut-28 North Eagleville Rd. Storrs, CT.

Student Behavior Policy

PSA firmly believes that in order to fulfill its core value of personal development, it must have a robust and flexible system of promoting high standards of behavior. PSA tries to promote and model positive behaviors, so that we can develop the kinds of morals and ethics a successful and just society requires.

Our standards and expectations reflect the values, which are found in all respectful institutions. They are the essential components that will help accommodate the academic and social growth of our students, eventually leading to healthy, educated, responsible, compassionate, and successful adults. Our philosophy is based around the concept of 'discipline with dignity'. Conversely, praise and reward are strong responses for creating the values and morals we are looking to develop in our school culture.

Tiered Zone System

Extreme behaviors that are irrefutably unacceptable in our community will be managed swiftly, and appropriately. Conversely, students may make a poor choice that necessitates a corrective measure. PSA uses these situations as teaching moments. PSA strives to foster accountability, and an understanding, that all throughout a student's life, every action yields a consequence. However, it is important for students to see that they can create positive consequences through their actions as well.

With this in mind, PSA has instituted a tiered zone system. There are 3 tiers of suggested conduct infractions that increase in severity, with Level 1 being the lowest up to Level 3, which are the most serious transgressions. The types of behaviors and suggested actions listed are not meant to be an exhaustive or hard and fast rule. Rather, they are meant to be used as a "rule of thumb" by administrators in promoting and maintaining the level of dignity and excellence we expect from PSA students.

Please note that a student's behavior will be treated on a case-by-case basis.

- Points will reset to the green zone at the start of each semester.

PSA Tiered Points System **Emails will be sent to parents/guardians if an incident occurs that warrants an investigation***	
Reward Zone	Students have the opportunity to replenish deducted points or earn privileges for exemplary behavior.
Green Zone	Minor Infractions
Yellow Zone	More severe infractions that typically lead to a detention

Red Zone	Most severe level of infractions, student demonstrates total disregard for school policies
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Types of Infractions

Level 1 Infractions

- Uniform (hoods, pants, sneakers)
- Unexcused Tardy
- Profanity
- Not prepared for class
- Not clearing trays in the cafe
- Eating or drinking in class w/o permission
- Excessive noise level • Ear/headphones in class
- Non-educational phone/computer use
- Repeated offenses (asked to do

something multiple times)

- Possession of inappropriate materials

- Disrespectful conduct • Entering dorm room w/o permission
- Removal/defacing of fire maps
- Not being in correct dorm past nights out • Leaving class without permission
- Being in dorm during school hours w/o
- Misuse of bathroom break/in wrong area • Disrupting class • Dorm not cleaned to standard

- Being in an unauthorized or restricted area
- Use of another person's password
- Verbal confrontation

- Public displays of affection
- Provoking behaviors • Horseplay
- Failure to follow staff requests
- Insubordination • Does not report dorm damage
- Not following through with a punishment
- Propping open a locked door
- Entering a dorm room without permission

Level 2 Infractions (will send a student straight to the yellow zone)

- Skipping class
- Conspiracy to bring danger to others
- Conspiracy cause damage to property
- Not attending study hall w/o permission
- Misuse of Fire Equipment
- Repeated removal of fire maps
- Ongoing disrespect to staff
- Damage to facilities (walls, doors, chairs, etc.)
- Not reporting student car keys to an RA/Staff member
- Inappropriate use of dorm elevator
- Stealing
- Copying, cheating, forgery
- Leaving dorm w/o permission past curfew
- Leaving campus without permission
- Fighting on school property
- False activation of fire alarm or 911 call
- Improper use of or tampering with a fire extinguisher

- Remove or rearrange form room furniture
- Lying about an incident

Level 3 Infractions (will send a student straight to the red zone)

- Refusing to leave the building when a fire alarm sounds
- Possession of, using, and/or being under the influence of drugs and/or alcohol
- Vaping of any kind on campus
- Possession of vaping materials
- Hazing/bullying
- Harassment w/efforts to bully, intimidate, ridicule, or w/offensive expressions
- Harassment with unwelcome sexual advances, offensive, sexually oriented or threatening messages, pictures, or symbols
- Physical attack on student(s) (no injury)
- Physical attack on student(s) (with injury)
- Possession of tobacco, alcohol, prescription medications (not belonging to the student) • Conduct of illegal activities via the school network
- Threats to kill or seriously injure any member of the school community
- Conspiracy to bring harm and danger to any member of the school community
- Involvement in any activity that directly or indirectly causes a riot or other catastrophe, including during a school assembly
- Possession of a weapon (knife, fire arm, starter pistol, BB gun, water guns, water bead guns, etc.)
- Involvement in gang activities
- Inappropriate sexual conduct
- Writing and/or speaking negative comments on social media
- Bringing the school into repute
- Fighting in public, off school property
- Unruly behavior
- Indecent assault
- Indecent exposure
- Any threats to school personnel
- Assault on any member of the school community
- Possession of other deadly weapons
- Possession of a stabbing/cutting instrument
- Possession of, or involvement in the planning, making or use of an explosive, incendiary, or chemical device
- Repeated misuse of fire equipment
- Possession of an instrument that could bludgeon, cause concussion, and/or injury
- Sale of controlled substances or possession of harmful biological or toxic substances with intent to deliver an/ or distribute
- Arson
- Threats related to any other weapons, including biological and/or toxic substances
- Robbery/extortion
- Other assaults with a weapon, or where serious injury may result
- Damage to school property that disrupts or impairs business
- Retaliation against an employee, witness, and/or hearing officer
- Rape and sexual assault
- Involvement in, and/or threaten use of a bomb or other explosive device
- Switching to another room/dorm without permission from the Assistant Head of Schools for

Green Zone

Students who are in the Green Zone will be able to participate in all normal campus activities:

- Leave campus via sign out sheet until 9 p.m.
- Eat meals in the cafeteria
- Able to fully participate in on-campus activities and off-campus activities and events
- Able to fully participate in after school activities (clubs, games, practices)
- Study hall in dorm room (doors open, no TV/Video games)

Yellow Zone

Students who are in the Yellow Zone may be restricted from normal campus activities:

- Automatic 1 hour of detention on a date designated by Administration
- May leave campus via the sign out sheet until 6 p.m.
- Grounded in dorm from 6 p.m. until breakfast the next morning
- Restrictions on ability to participate in practice, games, ad clubs (based on teams or clubs coach/teacher rules)
- Study Hall in room assigned
- Cannot participate in any evening or weekend activities on or off campus • If a student stays in the Yellow Zone for 14 consecutive days, they will automatically be placed into the Red Zone

Red Zone

Students who are in the Red Zone will have the most restrictions from normal campus activities:

- Automatic ISS or OSS (depended on if the student is a threat to the school or others or if they are international students and cannot leave immediately)
- Eat lunch in Administration offices
- Phone will be taken away except during breakfast, lunch, and dinner (given back at 5 p.m.)
- Grounded to the dorm room (cannot leave dorm outside of school hours including weekends)
- Cannot participate in any after school activities including practices, games, or club activities
- Study hall in room assigned
- Mandatory community service dictated by the Assistant Head of Schools for Student Services
- Cannot participate in any evening or weekend activities on or off campus
- If a student stays in the red zone for 14 consecutive days they will be sent to the Disciplinary Committee to determine if they will be dismissed from the school or not

Reward Zone

Students who are in the reward zone will be able to participate in all normal activities, while having special privileges:

Students who are in the consistently in the Green Zone will be able to participate in all normal campus activities, while also some having special privileges:

Rewards are at the discretion of the staff - This will be given based on consistency, taking responsibility and accountability

- Allowed a special non-uniform day other than Friday Dress Down days
- Allowed to miss Study Hall for a day
- Allowed first priority on evening or weekend activity sign ups
- Allowed access to the weight room, computer lab, and/or auditorium past 6 p.m.

- Not required to participate in trash duty
- Allowed access to 'late night wifi' (midnight weekdays, all access weekends)
- Allowed to be off campus until 10pm on weekends (Friday and Saturday only)

If any student abuses any of these privileges, he or she will be banned from the reward zone permanently.

Zone Replenishment

Students will be given opportunities to earn their zone status back in multiple ways through either community service duties. Students must have these opportunities supervised and approved by an adult staff member and the points must be sent in through the Zone Replenishment Form. Below is a list of ways to replenish points:

- | | |
|--|--|
| ● Security Office | ● Prep Dinner |
| ● Trash collection | ● Clean tables |
| ● Work concessions at a game | ● Scores table duty |
| ● Work the school store | ● Work with maintenance on projects |
| ● Film game | ● Shovel snow |
| ● Sweep/Vacuum dorm hallways | ● Clean bathrooms (toilets, showers) |
| ● Clean/Tidy up the gym prior to games | ● Assist with meals in the kitchen |
| ● Help set up prior to games | ● Other community service in the community |
| ● Sweep gym prior to games | |
| ● Floor wiper at a game | |

Student Conduct/Disciplinary Committee/Roles and Responsibilities

At PSA we see our Student Conduct Process as an educational opportunity. This is a time to help educate students after they have had an infraction against our code of conduct and school policies. The following process helps detail what happens when a student has a violation and needs to meet with staff members to discuss it.

This process does not supersede the Points system. This is to be used WITH the Points system. Any violations that require needing to meet for an individual conduct meeting will be done on a case by case basis. The meeting will involve Head of Schools, Coaches, and Residential Life staff members as needed.

Types of Sanctions

- Class Detention (CD)
 - The class teacher for infractions occurring in the classroom will set a class detention. A reasonable amount of time should be given to arrange the detention. CDs can be arranged for lunchtime or after school. The CD should last no longer than 30 minutes. CD takes priority over any practice or club event.

If a student chooses to cut a CD, then the matter is referred to the Assistant Head of Schools for Student Services, who will decide the next course of action, such as issue and Administrative Detention. Should the student not be at school on the next day set, the CD would be rearranged.

- Residential Detention (RD)
 - A RD will be set for infractions occurring outside of the classroom. The RD will be held after Study Hall or when practice has ended. It should last no longer than 30 minutes. If a student chooses to cut a RD, then the matter is referred to the Assistant Head of Schools for Student Services, who will decide the next course of action, such as issue an Administrative Detention. Should the student not be at school on the day set, the RD would be rearranged.
- Administrative Detention (AD)
 - An AD will be held on Saturday mornings. Students will go to the designated room to serve. Each AD is at least 2 hours. If a student chooses to cut AD, he/she will be assigned a 1-day AD makeup and possibly a 1-day ISS. Should the student not be at school on the day set, the AD will be rearranged.
- Internal School Suspension (ISS)
 - Students will report to the Assistant Head of Schools for Student Services at 7:30 a.m. ISS will last until the end of the school day. Students should arrive with sufficient homework and classwork to sustain them for the day. Students will not be permitted to go to a class to ask for materials etc. If a student has a scheduled test for that day, the teacher will provide a copy to the Assistant Head of Schools for Student Services for completion.
 - Students are not permitted to attend classes, organized activities or lunch with other students. Students will not be permitted to participate in practice, games, or clubs. At the discretion of the organizing staff member, the student may attend the event as an observer.
- Out of School Suspension (OSS)
 - Due to the complexities of an OSS, there may be a time delay in enacting this most serious of sanctions. A student who has been given an OSS is not allowed on school property during the suspension period. These students will not be allowed to stay in the dorms. A student who has an OSS cannot make-up any missed schoolwork and will be given a zero for those assignments (exams, tests, homework, projects, etc.). Parents and guardians of the student will be notified in advance of the dates of suspension. If the incident is severe, the Head of School or Assistant Head of Schools for Student Services may keep the student in their dorm, until parents are notified to immediately pick up their child. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
 - The President of the school is informed about each OSS. Failure to follow School Suspension Rules may result in extra disciplinary action.
- Dismissal for the School
 - The decision to expel or dismiss any student is not taken lightly. It can have serious consequences for the student, their family and their future college plans. It is taken after due consideration, investigation, and meeting of the Administrative Team. An expulsion decision will be made in writing and will include the reasons for the expulsion by the Head of Schools after weighing the events involved.
 - An expulsion may be used for students who have committed a previous serious offense or suspension. The President of the School is consulted prior to any expulsion decision being made.

Electronic and Technology Use Policies

“Here at Putnam Science Academy, I respect myself, my peers and other members of the PSA community, therefore I will act responsibly and not use any electronic devices inappropriately during the class time.”

Students must conduct themselves responsibly and not allow their phones to disrupt the environment. Students must not use their phone or any other electronic devices during the class time without permission for each and every lesson from that teacher. All ear buds, headphones, or any other listening devices are not allowed during school hours and may be confiscated. The only exception to this rule is if a student has a disability in which it requires the use of these types of materials.

This is to avoid disruption and to keep the class productive. If a cell phone or any other electronic device is used without permission and/or disrupts the learning environment this would be considered a negative behavior and may be subject to corrective discipline action.

Study Hall Regulations

The use of electronic devices during study hall time is for the sole purpose of helping students to be successful in their academic studies. It is not for social media or gaming purposes. Repeatedly being asked to close those programs/apps will lead to confiscation of said device and a detention.

Acceptable Technology Use Agreement

All students and staff must sign the agreement located at the end of the handbook. It is designed to try to keep students and staff safe. Copies of your signed agreement will be kept on file.

Technology

The following, by nature, is a working document and cannot articulate all issues pertaining to the use of technology at PSA.

General Technology Expectations

School computer systems and networks are provided for the students and staff as part of the school academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges or even further disciplinary action.

School computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate and administrative needs of the students, faculty, and staff is limited. The School has a right and a duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the student's academic programs as well as reasonably limited time. The school reserves the right to define what unauthorized students use. The school also reserves the right to determine what

uses of technology constitute a violation of our rules, including, but limited to, those rules related to theft and harassment.

As with anything that is constantly evolving and changing, keeping up to date with technology issues provides a perpetual challenge. With the advent of cell phones, the widespread internet access and now computers, such as the Apple iPad that will connect to the internet over the cell network, PSA is trying (and will continue) to make sure that all of our students have a safe and enriching experience. Because this new technology is able to subvert our network controls, we want to reiterate our firm stance on cyber bullying, whether it is via text, e-mail or social networking sites and on viewing inappropriate materials.

Use of technology, including cell phones and computers, is a privilege, not a right, and inappropriate use of technology could result in disciplinary action and/or forfeit of the right to use and possess this technology.

Parents should be aware that PA is unable to monitor student internet activity on a detailed and constant basis when the student is using the device, such as a cell phone or iPad, to access the internet via cell phone networks. Should parents wish their child's internet access to be subject to PSA internet controls, including access times and content management, they should then provide their child with technology that uses Wi-Fi to access the internet. For example, the

Apple iPad Wi-Fi version would use the PSA network to reach the internet and be subject to all our controls. The cellular version uses an operator (provider) to access the internet and PSA has no control over such activity.

The director of technology or designee(s) at each department in the school and the school office may monitor students' use of accounts, files, and/or login sessions for appropriate management purposes. Such purposes include, but are limited to: performing archival and recovery procedures, evaluation system performance, and ensuring system integrity and security.

Technology Hardware

All dorm rooms are provided with network access. Students are not allowed to attach routers, hubs, switches, or wireless access points without permission. Student computers are not to be set up as servers for web, ftp, email, or peer-to-peer file sharing. Printers may be installed locally on computers but should not be shared across the network. Attempting to bypass network security, impair function of the network, or bypass restrictions set by the network administrator is forbidden. This includes, but is not limited to, accessing network switches, servers, or filtering and packet shaping hardware.

Internet Access

Access to the internet is primarily to serve as an academic resource. Students are expected to refrain from accessing web sites that are inappropriate for an academic institution. This includes, but is not limited to, hacking, malicious use of computers, and accessing sites that contain pornography, hate, and racism. Content filtering hardware is installed to manage access to inappropriate sites. Students found to be bypassing such safeguards and attempting to gain anonymous internet access will lose internet privileges.

Network Access Times

The network will be accessible for students during the times designated by the school administration and the dorm management. Please note Dormitory Wi-Fi is not available from 11PM - 4AM.

Email

The email addresses provided for students are properties of Putnam Science Academy. Therefore, PSA reserves the right to monitor the email addresses for the purpose of guaranteeing the proper use of the email addresses.

Penalties for Improper Use

The use of a PSA network is a privilege, not a right, and misuse will result in the restriction or cancellation of the accounts. Misuse may also lead to other legal action, including prosecution by government authorities.

Medical Clinics

The nurse operates clinic hours and is always on-call during the school year. Each of the RA's will support this protocol in the absence of the Administrative Assistant or the Assistant Head of Schools for Student Services. The school nurse will collect, organize, and monitor all health records for our students. The school nurse will check all student's annual health forms and vaccinations to make sure the forms are current and complete. The school has an agreement with a local clinic (Westview Health) to support our students. Along with normal medical checkups, Westview Health is able to provide a full range of services. They may come in to give wellbeing presentations as needed.

In the event of an emergency, the local hospital (Day Kimball Hospital), is located one half mile from the school. Staff should call 911 for EMT assistance.

Anti-Bullying/Hazing Policy

Statement of Policy

PSA prides itself in giving students an environment that is supportive, caring and safe where there is no fear of being bullied. Bullying is not an acceptable behavior and therefore is not tolerated under any circumstances. In order to fully benefit from the opportunities available at PSA, all students are encouraged to report bullying to the proper authorities who are confident in their ability to stop bullying.

Our Goals:

- To prevent and eradicate all bullying / hazing
- To provide a positive and safe learning environment for all students to promote self-respect and respect
- for everyone in the building
- To consistently and effectively deal with all incidents of bullying / hazing
- To make all members of the school community aware of the definition of bullying / hazing to ensure that staff and students do everything in their power to stop bullying / hazing
- To be facilitators in the reconciliation process between the perpetrator and victim(s)

Bullying is in the eyes of the bullied. Bullying is unwanted, aggressive behavior predominantly among school-aged children that involves a real or perceived power imbalance. (It also includes bullying between adults and bullying between adult-students). Bullying often occurs where there is a power imbalance. (e.g. chaperone on student, administrator on teacher). The behavior is repeated, or has the potential to be repeated, over time.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often predicated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, national origin, or because a child is adopted or has caring responsibilities. The bullying might be motivated by actual differences between children, or perceived differences.

What is Hazing?

Hazing is the practice of playing unpleasant tricks on someone or forcing someone to do unpleasant things. It is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. (www.hazingprevention.org)

Hazing is often carried out by a group of people, where there is a power imbalance.

The 3 main types of bullying are:

- Physical (e.g. hitting, kicking, theft).
- Verbal (e.g. name calling, racist, homophobic and other discriminatory remarks)
- Indirect (e.g. spreading rumors, social exclusion, use of the internet)

All PSA staff must act swiftly and firmly against bullying in accordance with all school Policies.

Staff Responsibilities

The following steps will be taken when dealing with incidents:

- If bullying is suspected or reported, the member of staff concerned will take down a detailed statement, and hand it to the proper authorities: e.g. Head of School, or Assistant Head of Schools for Student Services.
- All concerned parties will be spoken to and interviewed Parents will be kept informed • Sanctions will be issued as appropriate and in consultation with families, students and staff
- Restorative measures will be taken with the consent of all parties so the reconciliation process can begin

What Do You Do If You Are Being Bullied?

Tell a staff member immediately and the problem will be dealt with. Never hide the fact that you or someone you know is being bullied.

Students who have been bullied will be helped with: discussion of the occurrence with the proper authorities, the opportunity to repair harm through mediation facilitated by the proper authorities, and the involvement of families to help modify behavior.

The following disciplinary steps will be taken:

- A Disciplinary Hearing Committee will be called to order to investigate the situation in its entirety
- A written warning to the student or parties involved and parents, enclosing a copy of this policy
- A detention or, depending on severity, an internal exclusion, police involvement or possible expulsion based on the hearing outcome.

In the event of any re-occurrence of bullying of the same child, there will be, as appropriate:

- A brief external fixed-term exclusion
- A long external fixed-term exclusion
- Permanent exclusion

What do you do if you see someone being bullied or if you know someone is being bullied?

We all have a responsibility to make sure that bullying is not allowed to continue at PSA. This situation can make people feel uncomfortable and insecure. In its worst form, it can ruin people's lives. If you see someone being bullied, you are expected to report it. The school has a "Whistleblower Policy", which means you are safe from retaliation.

Protocol for Student Identified with Emotional or Mental Health Disorder

1. The Student is identified by dorm RA, coach, nurse, faculty, staff member, or head of school as struggling with an emotional need or mental health issue.
2. The student will be given emotional support and unconditional care. Non-judgemental reaction, listening and support. Depending on the situation, if self-harm, abuse, or neglect is suspected, the Mandatory Reporter Policy will be followed by the school to bring to the attention of the Head of School, Assistant Head of Schools for Student Services, or the Director of Nursing. The student will be evaluated by the school mental health counselor.
3. Annual in-service for Mandatory Reporting is conducted at the beginning of each new school year. Information is also located in the employee handbook.
4. If not a situation of abuse/neglect or self-harm, the situation is brought to the attention of the head of school or school nurse.
5. The head of school's office with the collaboration with the school nurse identifies the need for evaluation by a mental health, psychological, or psychiatric counselor, and the process of setting up an appointment is begun.
6. Depending on the situation, the appointment may be scheduled with the school's psychologist on a case-to-case basis.
7. If found to be a more urgent matter, the parent is advised of possible need for action. Payment for counseling services explained and agreed upon prior to appointment being made.
8. Appointments will be made on an outpatient basis with Harrington Behavioral Health and kept confidential and held in a private area to maintain HIPAA compliance.
9. Boarding student medications are managed through the health office.
10. Day student's medications if taken during school hours are managed through the health office.
11. If a pre-existing condition is present, the parent/guardian will be responsible to establish

appropriate counseling based on students' needs and advice and recommendations of the current counselor/psychiatrist prior to being enrolled or returning to PSA.

Suicide Attempt or Verbalizing Self-Harm Policy and Protocol

1. Report received; if occurrence in dorm or after hours, faculty member/dorm RA/AOD and nurse are notified immediately. The situation is evaluated and if a life-threatening attempt is made, a 211 call is made to evaluate the student/employee and/or 911 if applicable.
2. If the attempt was not an emergency but a "cry for help" (scratches or cuts on wrist but no cuts to major arteries), observation remains one-on-one until the individual can be evaluated by AOD on duty, and/or school nurse, mental health counselor, and 211 if applicable. Parent/guardian is notified immediately of occurrence regardless of the student's age.
3. If the student is in class, they must be removed and escorted to the health office. At no point is the student or individual to be left alone. If the school nurse is not available, then the student must remain on one-on-one observation in the head of school's or main office, or with another faculty member present at all times.
4. Information is kept confidential and to only whom needs to know.
5. The AOD on duty or nurse, whomever is aware of the incident first, reports to the Assistant Head of Schools for Student Services and the Head of Schools.
6. Student must not be left unattended if witness suicide attempt. The student must be supervised at all times until he or she can be dismissed from school with their parent or guardian or transported by police/EMS for medical evaluation.
7. Student reports to the school nurse for evaluation and remains in the health office until picked up.
8. Suicidal thoughts, depression, or attempt identified.
9. Head of school will be made aware and a confirmation is made.
10. Student's parent (s) or guardians are contacted and made aware.
11. School psychologists are made aware that urgent evaluation is needed.
12. Day students or U.S. and/or boarding students will be required to leave school and undergo psychiatric evaluation. International boarding students will need to be either hospitalized if a serious attempt, or one-on-one observation with a faculty member until parents can make arrangements to get the student home for care if deemed necessary.
13. Parents will need to give consent for school officials (Nurse and Head of School) to speak with the therapist to share support structures available in the school. The boarding student's therapist will indicate, in writing, if the student is appropriate and safe to return to residential living on campus. *****See consent form.**
14. If the boarding structure is not appropriate for the student, then admittance as a day student may be an option dependent on an individual basis.

Child Abuse and Neglect Policy

This policy has been developed in accordance with the principles established by the model provided by the Department of Children and Families for the State of Connecticut. It is written in line with **Connecticut General Statutes 17a-101, as amended by Public Act 02-138** and 11-93. Due to the nature of business and methods of working at Putnam Science Academy, all employees and coaches are considered to be **'Mandated Reporters'**.

Roles and Responsibilities: The Academy

All adults in the Academy have a role to play in protecting children and young people from abuse, in promoting the welfare of children and young people and in preventing children from being harmed. It is essential that the role of the Academy in terms of Safeguarding concerns is NOT to investigate but to **RECOGNIZE and REFER**.

Concerns for a child or young person may come to the attention of staff in a number of ways. Some concerns are overt but others may seem more covert. Observation of behavior or change of attitude, demeanor or behavior may be subtle rather than obvious signs of injury or disclosure.

If a child or young person makes a disclosure of abuse to any member of staff, the staff member should follow the Academy's procedure as stated below:

- Allow the child or young person to make the disclosure at their own pace and in their own way.
- Avoid interrupting; instead it is vital to engage in attentive and reflective listening, only seeking clarification of what has been disclosed if necessary.
- Never ask leading questions or probe for more information or details that the child does not volunteer.
- Reassure the child or young person that they have been heard and believed and it is of utmost importance that the member of staff explains to the child that what has been said will be passed on to relevant people as soon as possible.
- The child should be praised for doing the right thing in telling a responsible adult.
- Never speculate to the child what the outcome of the disclosure will be or make promises.
- Ensure the child understands that Academy staff has a duty of care to every child.
- Details of the conversation should be recorded as written evidence. Try to use the person's actual words, not your interpretation of them.
- As a 'Mandated Reporter', you are required to contact the 24 Hr. Care line within 12 Hrs. of concern. 24 Hour Reporting Hotline is 1-800-842-2288
- As soon as practical, please report your concerns to the Head of School, or in their absence the Assistant Head of Schools for Student Services.
- The written report is required to be sent within 48 hours of the reporting phone call. A copy of that report should also be given to the Head of School, or in their absence the Assistant Head of Schools for Student Services.

Asbestos Disclaimer

In accordance with AHERA regulations:

- All contractors, visitors, staff, and students are to be made aware that Putnam Science Academy property, located at 18 Maple Street, 55 Gilman Street, 26 Church Street, and 72 Church Street may contain asbestos material.
- The asbestos person designated to contact at PSA is the President, Dr. Ding. You can reach him by email at tding@putnamscience.org.
- The asbestos management plan is available to view in the main office.
- This notice is required to be sent out at the beginning of each school year. It does not indicate any new or serious concern at Putnam Science Academy.
- The school was last inspected in March 2018 by Mystic Air.

Putnam Science Academy's Sexual Misconduct Policy

I. PURPOSE:

A. Putnam Science Academy (the "School") is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. This Policy (the "Policy") prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. This reflects the School's commitment to ensuring that each person has the right to work and be educated in an atmosphere that is free from misconduct on the basis of sex, including sexual assault, sexual discrimination and sexual harassment.

B. This Policy prohibits sexual misconduct, including sexual assault, sex-discrimination and sexual harassment, in the workplace, the classroom, or in any other settings in which students, faculty and staff may find themselves in connection with their education or employment at the School. The term "Sexual Misconduct" is all inclusive and is defined in Article XI.A, below.

C. This Policy also outlines Federal laws, including Title IX (prohibiting sex discrimination), the Clery Act (mandating reporting of crimes on campus), and the 2013 Campus SaVE Act (broadening the scope of responsibility to include dating violence, domestic violence and stalking), that make clear the obligations of schools to provide a safe and secure educational environment free from discrimination, harassment and violence. By including a Policy that is compliant with Title IX, or any other Federal law, the School does not admit it is subject to any Title IX requirements, but rather aims to create a working and learning environment in which all people are treated with respect and dignity.

D. Any retaliation against an individual who has filed a Formal Complaint, or retaliation against individuals for cooperating with an investigation of a Formal Complaint, will not be tolerated. To achieve our goal of providing a working and learning environment free from Sexual Misconduct, which is unlawful, the conduct that is described in this Policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with if a Formal Complaint is filed, and/or the School has actual knowledge of an alleged violation of this Policy and has elected to take action.

E. Because the School takes allegations of Sexual Misconduct seriously, we will respond promptly to Formal Complaints or when the School has actual knowledge of an alleged violation of this Policy. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is determined to be necessary, including disciplinary action where appropriate. Such disciplinary action may include expulsion and/or termination.

F. Please note that while this Policy sets forth our goals of promoting a working and learning environment that is free from any form of Sexual Misconduct, the Policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies any legal definition of sexual misconduct, sex-discrimination or sexual harassment. The School does not

need or require a Formal Complaint to take action to address any form of Sexual Misconduct. If a claim of violation of the Student Code of Conduct is predicated on a common set of operating facts as a Formal Complaint, or if the facts alleged in a Formal Complaint could also constitute a claimed

violation of the Student Code of Conduct, the Formal Complaint and Student Code of Conduct

cases may be combined and processed together under this Policy and may be subject to a single consolidated hearing.

II. SCOPE

A. This Policy applies to all School employees and students.

B. This Policy is only initiated if the alleged conduct occurred in the United States, within a Putnam Science Academy education program, dormitory, or activity, which includes locations, events or circumstances over which the School exercises substantial control over both the accused perpetrator of sexual misconduct and the context in which the sexual misconduct occurred.

III. REPORTING SEXUAL MISCONDUCT

A. The School has Actual Knowledge of a potential violation when verbal or written notification is given to the Assistant Head of School, Head of School, any other school official, or any employee of the School.

B. Upon notification of a potential violation, the Head of School will promptly contact the Complainant (who may be someone other than the person who reported the alleged sexual misconduct) to discuss supportive measures; to consider the Complainant's wishes with respect to supportive measures; to inform the Complainant of availability of these measures with or without the filing of a Formal Complaint; and to explain the process and the procedure for filing a Formal Complaint.

IV. TITLE IX INVESTIGATION

A. To initiate a Formal Complaint, the Complainant or the Head of School must file a document alleging Sexual Misconduct against a Respondent and requesting that the School investigate the allegation of Sexual Misconduct. A Complainant may only file a Formal Complaint under this Policy if the alleged conduct occurred in the United States within a School education program, dormitory, or activity, which includes locations, events or circumstances over which the School exercises substantial control over both the accused perpetrator of Sexual Misconduct and the context in which the Sexual Misconduct occurred.

B. The School will treat the Complainant and Respondent equitably throughout the investigatory and hearing process. All School officials involved in the investigatory and hearing process must be free of conflicts of interest or bias for or specifically against either Party or generally against Complainants or Respondents.

C. Upon receipt of a Formal Complaint, the Assistant Head of School of Student 50

Services will provide written notice to the Parties of the allegations of Sexual Misconduct. Such written notice shall include sufficient details as known at the time of written notice, including, if known, the identity of the individuals allegedly involved, the alleged conduct constituting Sexual Misconduct and the date, time, and location of the alleged conduct. Such written notice shall allow sufficient time of not less than 48 hours, for the Respondent to prepare a response before the initial interview. The written notice must contain a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is only made at the conclusion of the investigatory and formal hearing process. The written notice must inform the Parties that they may have a character witness of their choice. The written notice must inform the Parties of the section of the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the investigatory or formal hearing process. Where applicable, the written notice

will inform the Parties that issues arising under the Student Code of Conduct may be processed together with the Formal Complaint as a consolidated case. 45 Notwithstanding, the School may take any and all immediate steps necessary to investigate, preserve evidence and protect the well-being of its students and personnel.

D. Time frame: The School will endeavor to complete its administrative investigation within thirty (30) days of the School's receipt of the Formal Complaint. However, there may be reasonable delays or extensions as circumstances arise. When applicable, the formal hearing will be scheduled at least 5 days following due notice to the Parties, and with due regard to the availability of those who will participate. Postponements or extensions of interviews may be granted by the Assistant Head of School for Student Services or, when applicable, the Head of School for good cause.

F. Standard of Proof: The "preponderance of the evidence" standard shall be applied to the investigation of Sexual Misconduct complaints. This standard requires a finding that it is more likely than not that Sexual Misconduct occurred in order to recommend that a formal hearing be initiated.

G. Gathering information: The School will conduct prompt and thorough interviews of the Complainant, the Respondent, and any witnesses. Both Parties will have an opportunity to suggest witnesses and submit and review evidence. The Administration will interview all witnesses who have information relevant to the investigation. The burden of gathering both inculpatory and exculpatory evidence and proof sufficient to reach a determination of responsibility is on the School. The School will not restrict the ability of either Party to discuss the allegations under investigation or gather and present relevant evidence. The School is prohibited from disclosing the identity of any individual involved in the reporting or investigation of Sexual Misconduct except the School may disclose individuals' identities to carry out the purpose of this Policy or as required by law.

H. Advisor/Parents: Both Parties are allowed to have an advisor of their choosing and/or Parents present during any investigatory interview. The School may restrict the extent to which an advisor and/or Parents may participate in the process as long as the restrictions apply equally to both Parties. Advisors and/or Parents will not be able to speak unless requested in order to provide relevant information, but only listen to the interview process. If a Party wishes to have an advisor present, the School will provide an advisor of the Party's choosing, without fee.

I. Notices of Proceedings: Written notice of the date, time, location, participants, and purpose of all hearings, interviews or meetings must be provided to a Party whose participation is invited or expected with sufficient time for the Party to prepare to participate as set forth herein, but no less than 48 hours.

J. Investigative Report and Responses: An investigative report will be generated at the end of the investigation. Within three (3) days after completion of the investigative report, the Assistant Head of School for Student Services or Head of School will send each Party and their parents a final investigation letter.

K. Mandatory Dismissal: If the conduct alleged in the Formal Complaint would not constitute Sexual Misconduct as defined herein if proved, or did not occur in the School's education program, dormitory, or activity, or did not occur in the United States, then the Assistant Head of School for Student Services must dismiss the Formal Complaint. Such dismissal does not preclude action under another Policy or a provision of the School's code of conduct. Upon dismissal, the Assistant Head of School for Student Services must promptly send written notice of the dismissal and reason for the

dismissal simultaneously to the Parties. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

L. Discretionary Dismissal: The Assistant Head of School for Student Services or the Head of School may dismiss the Formal Complaint, if at any time during the investigation or hearing: (1) the Complainant provides written notification to either the Assistant Head of School for Student Services or the Head of School that the Complainant wishes to withdraw the Formal Complaint; (2) the Respondent is no longer enrolled or employed by the School; (3) or circumstances prevent the gathering of evidence sufficient to reach a determination regarding responsibility. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

M. Referral: If the investigation substantiates the allegations, the Assistant Head of School for Student Services may refer the matter to the Student Conduct Board for a formal hearing or, if warranted, propose an informal resolution process. Any notice of a formal hearing shall include an advisement of the range of possible disciplinary sanctions and remedies that the School may implement following any final determination of responsibility.

V. FORMAL HEARING

The Student Conduct Board will preside over a formal hearing and will notify both parties that the purpose of the formal hearing is to review and receive relevant information concerning alleged violations of the School's Sexual Misconduct Policy and, where applicable, the Student Code of Conduct.

Witnesses/parents: Both Parties are allowed to have their parents and/or an advisor of their choice present during the formal hearing. Witnesses may also be present as allowed by the Student Conduct Board. The School may restrict the extent to which such individuals may participate in the process as long as the restrictions apply equally to both Parties. Advisors and Parents will not be able to speak, but only listen to the proceedings, unless otherwise directed by the Student Conduct Board. If a Party wishes to have an advisor present, the School will provide an advisor of the Party's choosing, without fee.

The Parties may make opening statements to the Student Conduct Board. They then may have a witness(s) brought to the hearing to make a character statement or provide additional important information. The Board is entitled to question the Parties and their witnesses.

Questioning Witnesses: The Student Conduct Board presides over the live hearing and must permit each Party to ask the other Party and Witnesses all relevant questions. Such questions must be asked through the Chairperson of the Student Conduct Board. The questioning must be conducted directly, orally, and in real time by the Board. Live hearings may occur virtually and with all parties in different rooms. If the hearing proceeds with the Parties in separate rooms, audiovisual technology will be used to allow the Student Conduct Board and Parties to simultaneously see and hear the questioning of the Party or Witness.

Relevance of Certain Evidence: Only relevant questions will be permitted to be asked and answered. The Student Conduct Board shall make a determination as to relevance after a question is asked and before the answer given. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Refusal to Testify: Parties or witnesses who do not submit to questioning will preclude the decision-makers from relying on their statements in determining responsibility. However, a decision-maker cannot rely solely on a Party or witness's absence or refusal to answer questions in determining responsibility.

Recording or Transcript: The School may create an audiovisual recording of the virtual meeting or transcript of the live hearing and make it available to the Parties for inspection and review.

Standard of Proof: The "preponderance of the evidence" standard shall be applied to Sexual Misconduct complaints at a formal hearing. This standard requires a finding that it is more likely than not that Sexual Misconduct occurred in order to assign responsibility to the Respondent.

Determination Regarding Responsibility: The Student Conduct Board will issue a written determination regarding responsibility to each of the Parties using the preponderance of the evidence standard ("Written Determination"). The Written Determination will include the allegations constituting sexual misconduct, the procedural steps taken, the findings of fact supporting the determination, conclusions regarding the application of this Policy, including any sanctions which might be imposed, and a statement of the findings and the rationale, as well as the procedures and basis for appeal.

VI. APPEAL

Following all hearings under this Policy (including, where applicable, hearings in which issues under the Student Code of Conduct have been consolidated), the Respondent and Complainant may appeal a determination regarding responsibility, or from a dismissal of a Formal Complaint based on: (1) procedural irregularity that affected the outcome; (2) new evidence not previously available that could affect the outcome; and (3) bias or conflict of interest on the part of the Student Conduct Board that affected the outcome. In the event of an appeal(s), the Head of School may allow a submission(s) by the counterparty(ies), and a reply by the appellant(s), on such terms and timelines as the Head of School shall determine. The Head of School may also grant extensions of time as the Head of School determines to be appropriate. Unless an extension is granted, any appeal must be made within five (5) days of the date of the Written Determination. The information will then be sent to the Student Conduct Board for consideration. The decision of the Board on any such appeal will be deemed final.

VII. INFORMAL RESOLUTION

When deemed appropriate, the School may offer an informal resolution process such as mediation after the filing of a Formal Complaint. Informal resolution does not involve a full investigation and formal hearing. The informal resolution process may begin at any time prior to the issuance of a Written Determination. The School must provide the Parties with the written notice as to the allegations and the requirements of the informal resolution process. Both Parties must voluntarily agree and provide written consent to the informal resolution process. The Parties have the right to withdraw from the informal process at any time prior to resolution. Informal resolution is not permitted in cases of sexual harassment of a student by an employee.

VIII. ADMINISTRATION TEAM

The School's coordinator is our Assistant Head of School for Student Services and oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct Policy. The Coordinator reports directly to the Head of School. Questions about this Policy should be directed to the Assistant Head of School for Student

Services. Anyone wishing to make a report relating to sexual misconduct may do so by reporting the concern to the coordinator:

Kevin Donovan
Director of Residential Life
kdonovan@putnamscience.org
18 Maple Street
Putnam, CT 06260

IX. EMPLOYEE RESPONSIBILITIES

A. Actual Notice

The concept of actual notice requires that the School must “respond promptly” when the Assistant Head of School for Student Services and other employees are notified of a report of sexual misconduct. This response includes contacting a Complainant and notifying them of the Policy and procedures, availability of supportive measures, and ability to file a Formal Complaint. Reports do not automatically trigger the initiation of a formal grievance procedure.

B. Mandated Reporter

The “mandated reporters” must report all relevant details of the incident including the name of the Complainant and Respondent, if known, dates, times, locations, and the names of Witnesses. Reporting must take place regardless of the location of the incident (on or off-campus) as it assists the Assistant Head of School for Student Services in tracking patterns, evaluating the scope of the problem, formulating appropriate campus-wide responses, and ensuring that impacted students are provided with information about reporting options and resources. All employees including faculty and staff are considered mandated reporters.

C. Reports Involving Children and Vulnerable Populations

The School is committed to safeguarding all children, young people, and vulnerable adults involved in our programs, or on our campus.

D. Confidential Employees

The School has designated employees on campus as individuals to whom confidential reports may be made. These employees are referred to as “Confidential Employees.” Confidential Employees cannot reveal information to any third-party, unless one or more of the following conditions are present: (1) the individual has provided written consent to disclose information; (2) there is a concern about imminent harm to oneself or others; (3) the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or (4) an employee has been charged with providing non-identifiable aggregate information for purposes of the Clery Act.

E. Employees’ Duty to Cooperate

Every School employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy. This duty includes, among other things, speaking with the Assistant Head of School for Student Services, Administration, hearing panel as deemed necessary and appropriate, and voluntarily providing all documentation that relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in separate disciplinary action, up to and including termination.

X. DEFINITIONS

- A. **Actual Knowledge** means notice of sexual misconduct or allegations of sexual misconduct which must be brought to the attention of the Administration or any official who has the authority to institute corrective measures.
- B. **Business Day** means any day, Monday through Friday, that the School is open.
- C. **Complainant** means the individual who is alleged to be the victim of Sexual Misconduct.
- D. **Conduct file** means the printed, written, electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- E. **Student Conduct Board** means those annually trained who participate in the Panel process and private deliberations. The Student Conduct Board determines the relevancy of proposed questions, findings of responsibility, and sanctions.
- F. **Discipline File** means the portion of Conduct File which contains the information showing the disciplinary sanctions against an individual, if any, which resulted from a determination of responsibility by the Student Conduct Board.
- G. **Designee** means any employee who has responsibility for implementing or administering this Policy.
- H. **Employee** means all full and part time staff and faculty.
- I. **Evidence**
- a) Inculpatory Evidence means information that suggests a Respondent is in violation of this Policy.
 - b) Exculpatory Evidence means information that suggests a Respondent is not in violation of this Policy.
- J. **Formal Complaint** means a document filed and signed by a Complainant or by the Administration alleging sexual harassment against a Respondent and requesting that the School investigate the allegation(s) of sexual harassment/violence described in the document
- K. **Party** means a Complainant or a Respondent.
- L. **Personnel File** means the employee file which contains the history of employment.
- M. **Preponderance of the Evidence** means a standard of proof in which the totality of the evidence offered in support of an alleged fact is greater or more convincing than the evidence which is offered in opposition to it. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a violation of this Policy (i.e. over 50%).
- N. **Relevant (or relevancy)** means the information tends to support or disprove a fact in contention that bears on the outcome of the disputed fact(s). Investigators and the Student Conduct Board make relevancy determinations at the appropriate stages of the process.

- O. **Respondent** means an individual who has allegedly engaged in Sexual Misconduct
- P. **Student** means any person who attends or has been admitted to the School. For purposes of this Policy, the Administration will make the final determination as to whether or not an individual is a student.
- Q. **Support Person/Advisor** means any person who attends a meeting associated with this Policy. Support Persons do not have an active role in the process, and may not ask questions, present evidence, or make statements. A Support Person may not have any additional role, such as a Witness, in the School process. Only reasonable requests to change proposed meetings to accommodate a Support Person's schedule will be considered. Requests to have more than one Support Person will be considered on a case-by-case basis, and the final decision is the sole discretion of the Head of School. No faculty or staff member is required to accept a request from a Party to serve as a Support Person. The Parties must inform the Head of School of the name of the Support Person prior to any meeting.
- R. **Witness** means any individual who has relevant knowledge of an incident.
- S. **AMNESTY** Sometimes students are reluctant to report an incident of sexual misconduct as alcohol or other drugs may be involved. In cases of sexual assault, the School may grant amnesty from violations of alcohol or drug policies to students who file a report and/or who were victimized by an act of sexual misconduct. While amnesty is typically limited to violations involving the use of alcohol and drugs, determinations regarding amnesty are made on a case-by-case basis.

XI. SEXUAL MISCONDUCT

A. The following are examples of Sexual Misconduct:

- a) Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 - i. An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct;
 - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education; or
 - iii. Sexual assault, dating violence, domestic violence, or stalking.

1. **Quid Pro Quo** means an employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct.

Allegations arising from *quid pro quo* harassment under this Policy must involve employees. A single instance of abuse of authority may constitute *quid pro quo* harassment. Additionally, it may still constitute *quid pro quo* sexual harassment when a Complainant acquiesces to the unwelcome conduct.

2. **Hostile Environment** means unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education.

3. **Sex discrimination** means discriminatory conduct based on sex, including pay or hiring discrimination

4. **Gender-based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

5. **Unwanted sexual attention**, includes verbal or physical sexual advances. This may also include, but is not limited to, unwanted sexual behaviors such as pressuring a person for dates, unwanted touching including hugging and kissing; dissemination of “revenge porn;” conspiring to sexually harass people; unwelcome conduct that harms and humiliates a person on the basis of sex; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; and exposing one’s genitals or inducing one to expose their own genitals in nonconsensual circumstances.

6. **Sexual Assault – Rape (FBI definition)** is the penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

7. **Sexual Assault – Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary incapacitation (or attempts to commit the same).

8. **Statutory Rape** is sexual intercourse with a person who is under the 58

statutory age of consent, which is 16 in Connecticut. Attempts to commit statutory rape are also prohibited.

9. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

10. **Dating Violence** includes any act of violence or threatened violence against a person who is, or has been in, a social relationship of a romantic or intimate nature with that person. This includes but is not limited to sexual or physical abuse, or the threat of such abuse.

11. **Domestic Violence** includes any felony or misdemeanor crime of violence committed by one person on another where the individuals:

- are or were married to one another;
- are or were residing together in the same household;
- are or were related by blood or marriage;
- have a child in common regardless of whether they have ever been married or lived together; or
- are or have been in a substantive dating or engagement relationship according to Section 16 of title 18 of the United States Code;

the term “crime of violence” means:

- an offense under Connecticut State law that has as an

- element the use, attempted use, or threatened use of physical force against the person or property of another; or
- any other offense that is a felony in Connecticut and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX, is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Connecticut laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g. parent/child). While non-intimate-relationship violence would not be addressed using this Policy, it would still be counted for purposes of Clery Act reporting and may be addressed under other School policies.

12. **Stalking** means any course of conduct (more than one act) directed at a specific person (directly, indirectly, through a third party, or other means) that places that person in reasonable fear for his or her safety or the safety of others. For the purposes of this Policy, the behaviors must be directly related to that person’s sex.

XII. CONSENT

A. Consent for purposes of this Policy is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority. Silence, previous sexual relationships or experiences, and/or a current relationship may not, by themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot give consent. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

B. Consent cannot be given if any of the following factors are present: Force, Coercion, or Incapacitation.

a) Force is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

b) Coercion is the use of an unreasonable amount of pressure to engage in sexual activity. Coercion does not begin when the initiator makes an initial sexual advance. Coercion begins when the initiator continues to pressure another, through the use of psychological/emotional pressure, alcohol, drugs, threat, intimidation, or force, to engage in sexual behavior, when a reasonable person would realize that the other does not want to engage in sexual activity.

c) Incapacitation is the physical and/or mental inability, whether temporary or permanent, of an individual to make rational, reasonable decisions, or judgments regarding one's well-being or welfare. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may result from the voluntary or involuntary consumption of alcohol and/or other drugs. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision making capacity, awareness of consequences, and ability to make informed judgments. For purposes of this Policy a person is not incapacitated merely because the person has been drinking or using drugs. The question of incapacitation is determined on a case-by-case basis using both objective

subjective standards. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the School will consider: (1) whether the person initiating the sexual activity knew that their partner was incapacitated, and if not whether a reasonable person in the same situation would have known that their partner was incapacitated; and (2) whether the person initiating the sexual activity played a role in creating the circumstances of incapacity.

XIII. REPORTING OPTIONS

A. The School strongly encourages all who have experienced any form of sexual misconduct to report the incident so that the School can provide support and pursue an appropriate resolution. The School prohibits, and will not tolerate, retaliation against anyone who makes a report for sexual misconduct under this Policy.

B. Immediate Needs: Safety and Preserving Evidence:

If an incident occurs, the School encourages victims to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a Complainant to make a Formal Complaint or take any further action, but the decision to seek medical help and gather evidence allows Complainants to preserve the full range of available options. The School will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement.

Any person who has experienced any form of sexual misconduct is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to the proof of a crime or to obtain a protection order from the court. After an incident of sexual assault occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, or changing clothes until the evidence can be collected. If one changes clothes, one should place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), take care to preserve copies and not delete the originals.

Complainants may choose to file a report with both law enforcement and the School when the incident constitutes both a crime and a violation of School Policy. In cases in which the Complainant chooses to report to law enforcement, the Administration may contact any law enforcement agency that is conducting its own investigation to inform that agency that a School investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the School in its investigation. At the request of law enforcement, the

investigators may delay the School investigation temporarily while an external law enforcement agency is gathering evidence.

C. Reporting to Law Enforcement:

Conduct that violates this Policy may also violate state and local laws. The School encourages all individuals to immediately contact law enforcement in situations which may present imminent or ongoing danger by contacting:

- 9-1-1- for emergencies
- Putnam Police Department:
Detective Donna Brown 860-928-6565

While the School encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless of whether a report is filed with law enforcement. School officials will provide assistance in contacting law enforcement as requested.

D. Reporting to the School:

Complainants are encouraged to report the incident to the School by contacting the Assistant Head of School for Student Services. The Assistant Head of School for Student Services may be contacted by telephone, mail, email or in person as needed.

Head of School
18 Maple Street
Putnam, CT 06260

As discussed above, upon receipt of a report, the Head of School, or Designee, will promptly contact the Complainant and provide the following: (1) information on the availability of supportive measures; (2) information on the Complainant's ability to receive supportive measures with or without filing a report; and (3) information about the process for filing a Formal Complaint. The Assistant Head of School for Student Services will consider the Complainant's wishes with respect to supportive measures.

E. Confidential Reporting Options:

- Students may call Health Services (508) 341-2505 or the Guidance Office at 860 (928) 5010 ext 2108.

F. Delayed Reporting:

Complainants have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a report at a later date, may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the School's process for stopping any form of sexual misconduct, remedying its effects, and preventing recurrence, as well as potentially weakening evidence that could be useful in determining whether sexual misconduct occurred.

G. Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services

offered as appropriate and reasonably available without fee or charge to the Complainant or the Respondent, before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Supportive Measures are

designed to balance restoring or preserving access, without unreasonably burdening the other Party, unless the Respondent has been found responsible in which case the burden to Respondent does not prevent imposition of Supportive Measures. Additionally, they are intended to protect the safety of all Parties and/or deter sexual harassment.

Supportive Measures include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security and monitoring of certain areas.

The School will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any reports of retaliation or violations of mutual no contact orders. The School has the discretion to impose and/or modify any Supportive Measures based on all available information.

H. Interim Action

a. Emergency Removal

The School may impose an interim emergency removal of a Respondent prior to or during the investigative process. Such action may be taken when, after an individualized safety and risk analysis, a School official has determined that an immediate threat to the physical health or safety of any student or other individual exists.

Respondent(s) will be provided with written notice of their Emergency Removal. Such written notice shall include: (1) information about the grievance process, including an opportunity to challenge the Emergency Removal; (2) identities of the Parties involved in the incident, if known; (3) the conduct allegedly constituting Sexual Misconduct; and (4) the date and location of the alleged incident.

Respondents wishing to challenge an Emergency Removal must submit a written appeal of such decision within five Business Days. Appeals must be submitted to the Head of School.

The Head of School (Appellate Administrator) will provide their decision to the Respondent within five Business Days of receiving the appeal. If the appeal is denied, the Emergency Removal may remain in effect through the conclusion of the grievance process, including the appellate process.

I. Administrative Leave

The School may place an employee, including student employees, on administrative leave from employment prior to or during the grievance process outlined in this Policy.

Typically, those placed on administrative leave will continue to receive pay and benefits. Additionally, administrative leave is not indefinite and anyone on administrative leave will be provided updates regarding their status.

B. Risk Reduction means practices designed to decrease the potential for Sexual Misconduct, and to increase empowerment for victims and bystander intervention in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some

strategies to reduce risk of victimization. (RAINN) has created a list which can be found by clicking here: <https://www.rainn.org/safety-prevention>.

C. Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene. The School promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger dial 911 if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks to be in trouble or needs help, ask if the person is okay.
- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this Policy for support in health, counseling, or with legal assistance.

XIV. DISABILITY ACCOMMODATIONS AND INTERPRETIVE SERVICES

Students with a disability who desire an accommodation regarding this Policy must request an accommodation by following the procedure for requesting an accommodation through Disability Services. Disability Services will make a determination regarding the request and notify the appropriate parties. An Individual will not be considered to have a disability unless and until the student registers with Disability Services. Employees with a disability who desire an accommodation regarding this Policy should request an accommodation with Human Resources.

XV. RECORD RETENTION

The School will keep for 7 years, the following records:

- All information obtained as part of each sexual misconduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- All information regarding any action taken, including Supportive Measures, and a rationale as to why a Formal Complaint was not filed. If a Complainant was not provided with Supportive Measures, a rationale must be provided as to why Supportive Measures were not provided.
- All training materials used to train Administration and Decision makers, Appellate Administrators, and those who facilitate the informal resolution process will be kept in the Office of Human Resources, and current training materials will be available on the School's website.
- Generally, information from a student's Discipline File is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the School who have a legitimate legal or educational interest in obtaining it. Typically, the information that is released to those outside of the

School is limited to information associated with findings of “in violation” which resulted in a suspension or expulsion (Discipline File). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

- Personnel files are the property of the School and will not be shared without a subpoena and in compliance with applicable state and/or federal law, except upon request by the individual whose records are contained in the personnel file.

XVI. REVISION AND INTERPRETATION

- A. The Policy is maintained by the Office of Residential Life and Housing and is effective June 1, 2022. The School reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the School.
- B. Any questions of interpretation regarding the Policy shall be referred to the Assistant Head of School for Student Services, or Designee for determination. The Head of School or Designee’s determination is final.
- C. All reports received by the School after this date will be administered in accordance with the procedures described under this Policy.

XVII. FREEDOM OF EXPRESSION AND ACADEMIC FREEDOM

The School is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this Policy.

Acknowledgement of the Student and Family Handbook

I have read, understood and accepted all of the rules, regulations, and codes of conduct written in the Student and Family Handbook. I understand throughout this handbook several policies and addendums strictly pertain to COVID-19 safety and procedures. I understand that these addendums either take the place of, or are in addition to the current policies and may change frequently.

I understand that it is my responsibility to understand, maintain and stay current with the policies and procedures written in this document.

Student Last Name: _____ Student First Name: _____

Student Signature: _____ Date: _____

Parent Last Name: _____ Parent First Name: _____

Parent Signature: _____ Date: _____

*Putnam Science Academy administration reserves the right to amend the behavior policies

and procedures as are needed in order to respond to changes that may occur.

Putnam Science Academy

Advanced Placement (AP) Course Contract

No student should take any AP course UNLESS the student and parent sign this contract. By signing this contract, I understand that the following conditions and requirements apply:

Participation in AP classes requires me to demonstrate:

- A high level of student independence
- A high degree of student responsibility
- Independent mastery equivalent to a college level course

I am expected to:

- Complete required summer work to be appropriately prepared for the course (not completing the summer assignment is not a reason to be dropped from the course).
- Remain in the AP class for the entire school year unless I drop the class on or before the end of the add/drop period.
- Aim to take the AP exam for each AP course in which I am enrolled.
- Pay the total AP exam fees.

I affirm that I have read this contract, and I will abide by its stipulations. Student's Name

and Signature: _____ Date: _____ **I support my**

student's decision and I understand the ramifications of this selection. Parent' Name

and Signature: _____ Date: _____

Technology Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of Putnam Science Academy's computer network. I understand that violations of this policy may result in disciplinary actions, including possibly termination/expulsion and civil and criminal penalties.

Student Last Name: _____ Student First Name: _____

Student Signature: _____

Date: _____

Parent Last Name: _____ Parent First Name: _____

Parent Signature: _____ Date: _____

This handbook provides information regarding aspects of life at Putnam Science Academy. It serves as a resource for answers to questions about the people, programs, and places that make up our educational community.

This handbook articulates the core values and expectations that ensure mutual respect among all members. As with any community, we are governed by expectations and standards of conduct.

This handbook will not cover every eventuality or practice. If in doubt, ask. The contents of this handbook are subject to change at the discretion of Putnam Science Academy.