



The Taft Summer School
Student Handbook
2010





To Those Entering Taft...

WELCOME!

We extend our best wishes for a happy and successful summer at Taft. You may encounter some confusing moments during your first few days here, but be assured that you will feel at home and comfortable in a very short time. Everyone here will do his or her best to help you. You will be assigned a faculty advisor during the first few days of school. Take the time to get to know your advisor, and remember that he or she will always be there to help you in any way.

What follows is a variety of information designed to acquaint you with life at Taft. It might seem like a great deal to absorb at once, but please read this handbook carefully. Learn the rules by which we live and familiarize yourself with the expectations we have of you. Much of this information will be reviewed in school meetings and in meetings on corridor, but please ask questions if you have trouble understanding any material in the handbook.

A handwritten signature in cursive that reads "Stephen J. McCabe, Jr." followed by a flourish.

Stephen J. McCabe, Jr.
Director

The Honor Code

No principle is more essential to all that we do than that of honesty. A student's word on any question of conduct will be taken as a matter of fact. Students pledge all tests, quizzes, and papers, affirming that they have done their own work and neither given nor received aid. Any evidence of dishonesty in any area of a student's life here will be viewed as unacceptable and as grounds for dismissal.

Fundamental School Rules

- ❖ Students must demonstrate honesty and integrity in all their relationships in the School. As the community is based on mutual trust, any student found to be lying, stealing, or cheating will most likely be dismissed.
- ❖ The use or possession of alcoholic beverages or illegal drugs under any circumstances is forbidden. Any student considered to be under the influence of any substance, possessing paraphernalia intended for use in the consumption of drugs or alcohol or showing other signs indicative of substance use will be considered in violation of the rule. Students who are present when this rule is violated will be guilty of complicity and will be eligible for dismissal. Students are considered to be under the School's jurisdiction at all times, unless they are away from campus on an approved Weekend. Returning from a Weekend under the influence of any substance is considered a Major School Rule violation. Liquor bottles and/or beer cans may not be used as decorations in student rooms. Students in violation of this rule will be dismissed.
- ❖ Students may not operate motor vehicles or travel in an unauthorized motor vehicle while under the School's jurisdiction. Students may travel only in School vehicles or in vehicles driven by their parents. If a parent wishes to give permission for a student to drive with anyone other than a relative over the age of twenty-one, the Director or the Dean of Students must be notified in **writing**.
- ❖ Students may not smoke in their rooms, anywhere on campus, or in Watertown. In addition, they may not smoke on School trips or at any time while under the School's jurisdiction. **Students found smoking in their rooms or inside any school building will likely be dismissed.** Additionally, students may not use chewing tobacco or dip.
- ❖ Students who intentionally tamper with or pull a fire alarm will be dismissed.

- ❖ Students who in any other way create a fire hazard will be found in violation of a Fundamental School Rule. Any open flame is considered to be a fire hazard. Use of candles or matches is forbidden. Possession or use of fireworks is a fire hazard. Illegal appliances forming fire hazards include toasters, electric curling irons, clothes irons, hot pots, and hot plates.
- ❖ Students may not visit with members of the opposite gender in their rooms or anywhere in the residential corridors.
- ❖ Boarding students may not visit private homes in Watertown, **including** homes of day students. If a boarding student wishes to visit the home of a day student, he or she must follow the following procedure:
 - ◆ The day student’s parent(s) must inform the Dean of Students that the boarding student has been invited and that the parents will be at home during the visit.
 - ◆ The boarding student must have his or her parent(s) notify the Dean of Students that the boarding student has permission to visit that day student’s home.
 - ◆ The Dean of Students must then give approval.
- ❖ Students found to be on private property in Watertown—for **any** length of time—will be considered in violation of Fundamental School Rules.
- ❖ The trips taken by the Summer School are for the enjoyment of the entire community. Students are expected to conduct themselves in a polite, cooperative manner, and they must abide by all School rules.
- ❖ **Harassment** – all members of the community have the basic right not be harassed.

Harassment entails behavior that is inappropriate and that should not take place through ignorance or thoughtlessness. The School recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender and sexual orientation. Inappropriate behavior, either verbal or physical, that demeans or offends other is unacceptable. This includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between two individuals or groups of individuals. Forms of harassment include written and oral remarks, remarks posted to the campus computer network, and messages left on voice mail systems. Telephones, e-mail, and other forms of electronic communication may not be used to harass others through anonymous calls or postings, repeated unwanted calls or messages, or obscene calls or postings.

Procedures for addressing harassment:

- ◆ Individuals might unintentionally act in a manner that others experience as harassing or humiliating. Attempts to justify such behavior as a "prank" or "joke" do not change its harassing nature if the object of the joke is not a willing participant. Whenever possible, explaining the unwelcome and inappropriate nature of the behavior to the offender should precede more formal action.
- ◆ Any student who feels victimized by harassment or who is concerned about such behavior is encouraged to consult, confidentially, with any trusted adult, such as a classroom teacher, an advisor, an intern, the Dean of Students, or the Director. The student will be made aware of the options available if further action is desired or advisable.
- ◆ Given the wide range of behavior that constitutes harassment, cases will be considered on an individual basis by the Director, Dean of Students, or other appropriate authority in consultation with all involved parties. Disciplinary responses, when called for, will be determined at the discretion of the Director. When behaviors demonstrate a serious disregard for the welfare of other individuals or the community as a whole, penalties including dismissal may be warranted.
- ◆ It is critically important that the School supports and protects any individual who raises a complaint. Therefore, the School will take action in cases of retaliation against someone making a complaint about harassment. Any Disciplinary response will be determined by the Director and may include possible dismissal for a student, or the termination of employment for an adult.

Dormitory Regulations

Responsibility for conduct and life on the corridor rests primarily with the individual. It is assumed that students have the ability to cope with such freedom and will not abuse it, and that students have the maturity to pursue their own day-to-day lives in a self-regulated coexistence with others.

General Rules

- ❖ Students must be inside the buildings at 7:30 PM for Study Hall and under no circumstances may they leave the School grounds after this time. Students, with the permission of the Dean of Students, may walk to town after sports, but they must return to campus by 7:00. They also must be accompanied by at least one other student. Students are not to be off corridor after lights. Failure of students to be on corridor after lights will be treated most seriously.

- ❖ It is absolutely essential that relative quiet be maintained on the corridor at all times to allow those who wish to study or sleep to do so.
- ❖ Each student is allowed to use personal audio equipment (e.g. iPods). The equipment must be played **through earphones** except from 2:30 PM to 7:30 PM on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays; NOON to lights on Saturdays; and until 7:30 PM on Sundays. At those times equipment may be played through loud speakers—**but not so loudly as to disturb anyone**. Neglect of such standards will result in demerits and confiscation of the equipment. Students are not to use personal audio equipment except on their dormitory corridors and outside the buildings.
- ❖ Aside from computers, radios, stereos, electric clocks, hairdryers and fans, NO other types of electrical appliances are allowed.
- ❖ A telephone is available in each dormitory room, and students are encouraged to bring along a phone card.
- ❖ Out of consideration for the faculty and their families, students are not allowed to use the School elevators without an infirmity excuse.
- ❖ Possession of firearms, knives, and other dangerous items is strictly prohibited.
- ❖ Under no circumstances may pets be kept by students in School buildings.
- ❖ Students may not, under any circumstances, be out on the roofs of School buildings, since the School cannot take responsibility for such activity. Students who abuse this regulation may be asked to withdraw.
- ❖ Evening supervised room study is held from 7:30 to 9:30 PM Sunday through Friday.
- ❖ Bicycles, skateboards, and rollerblades are not permitted at the Summer School.
- ❖ Students are not allowed to gamble.
- ❖ Students, for their own safety, may not enter construction areas.



Directions For Care Of Rooms

Rooms should be kept generally clean, as fire insurance and standards of health demand it.

- ❖ Beds are to be made daily—a ritual defined as at least an effort to neaten and straighten the bed coverings.
- ❖ All clothing is to be neatly put away and not left on the floor.
- ❖ Uncovered or spoiled perishable food is not to be stored in rooms.
- ❖ Floors are to be cleaned and wastebaskets are to be emptied daily—unless other arrangements are made for removal of refuse.
- ❖ Any alteration of School furniture is prohibited.
- ❖ School furniture may not be moved from room to room or from corridor to corridor.
- ❖ The use of tacks and nails is limited to the molding. No paste, adhesive type tape or scotch tape is permitted anywhere; they pull paint off after extended contact. However, a putty-like compound made by various companies may be used directly on the wall.
- ❖ Halls must be kept clear at all times.

Dining Rooms

Our dining room staff is dedicated to providing you good food in a pleasant environment. They work hard to serve you well, and students are expected to respect the dining room and the kitchen staff; they are integral parts of the Summer School. Students are expected to converse normally in the dining hall—and **NOT** play music or speak so loudly so as to disturb other people's meals. Students are to clear their tables after they have finished eating and to keep their dining area clean. Once they are finished eating and have cleared their tables, students are to leave the dining hall so others may eat and so that the kitchen staff may get the dining rooms ready for the next meal.

Students may not remove any food from the Dining Hall.



Permission And Weekend Procedures

Students wishing to leave the campus for Saturday Weekends or for Day Permissions (after School commitments) may do so if they follow the appropriate procedure. First, the student must have his or her parent notify the Director or School Duty Officer, giving permission for the student to leave campus and approving the student's destination and means of transportation. The student must file a Weekend or Day Permission card

with the Director. For Saturday Weekends, both the card and the permissions must be received no later than **NOON** on the **THURSDAY** prior to the weekend.

If a student intends to visit the home of another Summer School student, he or she must have the host's parent(s) notify the Director or Dean of Students of their approval of the visit.

Students wishing to leave Watertown for Day Permissions must have their parent notify the Director or Dean of Students, approving both the destination and the means of transportation. Students given permission for such a trip must file a Day Permission card with the School duty person prior to leaving the campus. Students may not leave until after their last scheduled commitment and must return before 7:30 PM study hall signing their card upon their arrival.

Obviously, special circumstances can arise, making it necessary for a student to be away from School for a longer period of time. In such cases, the parents should contact the Director or Dean of Students and make special arrangements.

The Hulbert Taft, Jr. Library

The School Library is viewed as the major academic resource available to students and faculty. In light of this central role, everyone should be aware of the following information regarding its use. At the beginning of the session, each student will be given a library card which must be returned before the student leaves. Above all, the Library must be a place of quiet. It is a place where students and faculty can go for research, study, reading, or reflection. To preserve this atmosphere, it is necessary for all talking to be kept to a minimum. Essential conversation must be conducted at a voice level no greater than a whisper. Informal chatting and socializing are not permitted in the Library. The Library and its staff are resources to be enjoyed and used by all members of the community. These regulations and routines preserve the philosophy that Library materials should be available to as many persons as possible at all times. Those who violate the spirit of the Library will be asked to leave. Continued violation of Library procedures can lead to the loss of Library privileges or disciplinary action.

Circulation Policy

Books may be checked out and may be renewed if the material is not requested by someone else. All materials are due back in the Library by July 30. Videocassettes and compact discs may be checked out for 3 days. Periodicals and reference books do not circulate. The Library maintains a few small collections that must be used in the Library because of the fragile nature of the materials.

Overdue Fines and Lost Books

Most overdue materials carry a fine of 25 cents per day per item. Lost books will be charged at the current replacement cost for the item. Out-of-print books will be charged at a minimum of \$35.00. All replacement costs will also include an additional processing fee of \$5.00 per item lost.

Other Library Services

The Library provides access to several electronic databases for research. Most of the databases are available via any campus networked computer at Taft. The Library also provides access to some databases and research tools via a local area network or at stand alone stations available in the Library.

The Library provides numerous places where personal laptops may be connected to the campus network. Small group study rooms are available for students who need to work together on a project. The Library provides viewing and listening areas for video and audio recordings. A photocopying machine is available at a cost of 10 cents per page.

Library Hours

Monday through Thursday	7:45 AM to 10:00 PM*
Friday	7:45 AM to 4:00 PM* 6:00 PM to 9:00 PM*
Saturday	8:00 AM to 12:00 NOON (7/3, 7/24, 7/31)
Sunday	4:00 PM to 10:00 PM*

*Only those students who have a written permission signed by their teachers **AND** who have signed out on corridor will be allowed to use the Library for study and computer use during Study Hall. Students using the Library must sign in on corridor when they return.

Computer Facilities

- ❖ The computer laboratories in the main building and in the Library are the only computer facilities available to Summer School students.
- ❖ Students may not eat or drink in the room, and it is expected that students will follow the same rules of conduct as those of the library.
- ❖ Quiet must be observed at all times, and students are to treat the computers with respect.
- ❖ Students found to be using the computers inappropriately—particularly the Internet—will face disciplinary action. Students failing to abide by the general rules of conduct or the Computer Use Policy will not be allowed to use the laboratory.

Computer Use Policy

The Taft School's computer facilities are intended to enhance the educational and administrative work of the School. Use of these facilities is a privilege and places a responsibility on all users of these facilities. All users of Taft's computer facilities have the responsibility to utilize these systems in a considerate, ethical, and lawful manner. This privilege may be revoked temporarily or permanently by the system administrator or School administrators if abused. Since these facilities provide an educational service, the rules concerning their use are more restrictive than those governing other forms of written communications. Ethical standards for the use of these facilities are very similar to the standards of behavior described in the Honor Code. However, the information technology is so new that users need help in understanding the ethical issues.

The following rules of conduct are provided to assist users with these ethical and legal issues:

- ❖ **Users agree to the following principles of academic honesty**—*In keeping with the Honor Code, users must cite the source of any text, photos, or video that is not their own.* Copyright laws need to be observed carefully. These laws apply to software, papers, reports, and all written messages. Software may not be given to other computer users unless you are the owner or author of the software. The use and transfer of stolen software is a federal offense. Commercial software may not be stored or transferred on School computers
- ❖ **Users agree to the following community standards**—Users shall not receive or transmit sexually explicit material or send or receive material of a harassing, threatening, or hazing nature. Files used in School computer facilities may not contain foul, abusive, or offensive language or descriptive situations that would not be heard or seen on public television or in a P.G. rated movie.
- ❖ **Users agree to respect the privacy of other users**—Users shall not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords on School computer systems. Users shall not copy or alter files on school computers. Attempts to gain unauthorized access to private information on a school computer or an individual computer is a violation of privacy and a breach of ethical standards. One may not use another student's computer without the expressed permission of that student.
- ❖ **Users agree to respect the integrity of the network and operating systems**—Vandalism is defined as any attempt to harm or destroy data of another user or the School's computer facilities. This includes, but is not limited to, the uploading or creation of computer viruses. Users shall not intentionally develop or use programs that harass other users of the

facility or infiltrate the system and/or damage the software or hardware components of the system. Since the well-being of all users depends on the availability and integrity of the network system, any defects discovered in system accounting or system security should be reported to the appropriate system administrator.

- ❖ **Users agree to respect the rules and regulations governing the use of facilities and equipment**—Each computer facility has rules and regulations that govern the use of equipment and software at that facility. Each of these facilities has supervisors who have been given the responsibility to supervise the use of that site. User cooperation with these individuals is expected at all times.
- ❖ **Users agree to the following standards for sending and receiving electronic mail**—Repeatedly sending E-mail to a person who has indicated that he or she does not wish to receive E-mail is considered harassment and is prohibited. Users should not forward personal E-mail to public electronic bulletin boards or to other individuals without the original author's permission. Public messages may not include personal attacks and should follow ordinary rules of appropriate public language. Users must respect the rights and cultural differences of others and must never send insensitive, abusive, or offensive messages. Use of Internet E-mail and news resources for commercial purposes, product advertisement, or political lobbying is prohibited. "Spamming", the sending of a message to large number of individuals or the sending of a message to multiple news groups, is not permitted.

Students may not use e-mail or access the internet during study hall unless such use is required for academic purposes.

Any language stating or suggesting violent intent may be monitored by government agencies and could result in arrest and prosecution. Posting credit card information anywhere on the Internet is against the law. It is unlawful for a user to represent him or herself as another user in any form of computing activity, including all forms of electronic communications. Anonymous forms of electronic communication are not permitted. Users must never post a home address, home phone number, school mail address, or school phone number to public bulletin boards. Users should not give out this information to people they do not know in private E-mail messages.

Violations of the Computer Use Policy may result in disciplinary action and can be grounds for dismissal.

Portions of this Computer Use Policy were adapted from the policies of Miss Porter's School and the Lakeside School.

School Store and Student Bank Hours

Monday through Friday	8:00 AM to 3:00 PM (STORE) 8:30 AM to 10:00 PM (BANK)
Student Union	
Sunday through Friday	4:30 PM to 7:15 PM 9:30 PM to 10:15 PM
Saturday	NOON to Lights
Sunday	NOON to 7:30 PM 9:30 PM to 10:15 PM

No Food or Beverages may be taken into the Common Room.

Demerits

Demerits for violation of certain procedures of the School rules will be given by faculty members. The standardized penalties are as follows:

Class Cut Cut Sports	5 demerits
Library or Computer Lab Study Noise Locked door (while room is occupied) Off Corridor after Check-in Unauthorized Elevator Use	3 demerits
Late to Lights Out of Room During Study Hall	2 demerits
Late Class Room Order	1 demerit

The accumulation of 12 or more demerits will result in that student being assigned to a penalty crew. Continued violations will lead to an official warning from the School and a call to the student's parent(s). Subsequent to that, continuing problems will result in the student's dismissal.

Monday–Friday		DAILY SCHEDULE		Saturdays
Breakfast		7:00 AM to 7:45 AM		Breakfast
Period 1		8:00 AM to 9:30 AM		Meets July 3 8:00AM to 9:30AM July 31 8:30AM to 8:55AM
Assembly		9:30 AM to 10:00 AM		Free Time until Lunch
Period 2		10:00 AM to 11:30 AM		Meets July 24 8:00AM to 9:30AM July 31 9:00AM to 9:25AM
Lunch		11:30 AM to 12:15 PM		Lunch
excluding Wednesdays	Period 3	12:30 PM to 1:10 PM		Afternoon Activities
	Period 4	1:15 PM to 1:55 PM		
	Athletics	3:15 PM to 4:30 PM		
Dinner		5:00 PM to 6:00 PM		Dinner
Free Time		6:00 PM to 7:30 PM		Activities
Supervised Study Hall		7:30 PM to 9:30 PM		
Dorm Check-in		10:15 PM		Dorm Check-in
Lights out		10:30 PM		Lights out

Church Services

Opportunities for worship are available in Watertown and Waterbury.

First Congregational Church 40 DeForest Street, Watertown Sunday Services at 8:30 AM and 10:00 AM	(860) 274-6737
All Saints, Episcopal 262 Main Street, Oakville Holy Eucharist at 8:00 AM and 10:00 AM Sundays Youth Group at 6:00 pm Sundays	(860) 274-2352
Christ Church, Episcopal The Green, Watertown Holy Eucharist at 8:00 AM and 10:30 AM Sundays Sunday School and Adult Classes at 9:15 AM	(860) 274-1910
Our Savior Lutheran Church 505 South Main, Thomaston Sunday Worship 10:15 AM	(860) 274-8534
United Methodist Church 305 Main Street, Watertown Sunday Worship at 10:30 AM	(860) 274-3785
St. John's Roman Catholic Church 574 Main Street Saturday Mass at 5:00 PM Confession 3:00 PM to 4:00 PM Saturday or by appointment Sunday Masses at 7:00 AM, 8:30 AM, 10:00 AM, NOON, 5:00 PM	(860) 274-8836
B'nai Shalom Synagogue (Orthodox) 135 Roseland Avenue, Waterbury	(203) 754-4159
Beth El Synagogue (Conservative) 359 Cooke Street, Waterbury	(203) 756-4659
Temple Israel (Reform) 122 South Pomperaug Avenue, Woodbury	(203) 263-3213

Area Services

Bakery (Watertown)

La Palette, 49 DeForest Street (860) 945-3336

Drug Stores (Watertown)

Health Complex Pharmacy, 55 DeForest (860) 274-8816

Rite Aid Pharmacy, 1161 Main Street (860) 274-7057

Rite Aid Pharmacy, 1271 Main Street (860) 274-9191

Florists (Watertown)

Agnew Florist, 587 Main Street (860) 945-0647

Main Street Florist, 973 Main Street (860) 274-4992

Laundry Service (Watertown)

Allyn's Dry Cleaning Service, 15 Echo Lake Road (860) 274-1636
Town & Country Cleaners, 620 Main Street (860) 945-3337

Inns

Courtyard by Marriot, 63 Grand Street, Waterbury (203) 596-1000
Hampton Inn, 777 Chase Parkway, Waterbury (203) 753-1777
Heritage Inn, 522 Heritage Road, Southbury (203) 264-8255
Hummingbird Hill B&B, 891 Main St. South, Woodbury (203) 263-3733
Crowne Plaza, 1284 Strongtown Road, Southbury (203) 598-7600
The Litchfield Inn, Route 202, Litchfield (800) 499-3444

Pizza

Daveluy's Restaurant, 150 Echo Lake Road, Watertown (860) 274-8829
Dimitri's Pizza, 599 Main Street, Watertown (860) 274-7709
Mario's Pizza & Deli, 1650 Watertown Avenue, Waterbury (203) 575-0485
Oakville Pizza, 263 Main Street, Oakville (860) 274-9233

Restaurants

Caffe Napoli, 686 Main Street, Watertown (860) 945-0337
Carmen Anthony Fishhouse, 757 Main St. South, Woodbury (203) 266-0011
Chubba's Bagelry, 1044 Main St., Watertown (*Lunch*) (860) 274-4900
Diorio Restaurant & Bar, 231 Bank Street, Waterbury (203) 754-5111
Golden Palace, 544 Straits Turnpike, Watertown (860) 274-6779
Good News Cafe, 694 Main Street South, Woodbury (203) 266-4663
Hopkins Inn, New Preston (860) 868-7295
John's Restaurant-Cafe, 693 Main Street South, Woodbury (203) 263-0188
Maggie McFly's, 6 Woodside Drive, Middlebury (203) 577-2205
Matteo Restaurant, 971 Main Street, Watertown (860) 274-9800
Roma Ristorante, 179 Davis Street, Watertown (860) 274-2558
Senior Pancho's, Southbury (203) 262-6988
The Mayflower Inn, Washington (860) 868-9466
West Street Grill, 43 West Street, Litchfield (860) 567-3885

Taxis And Liveries

Connecticut Limo 1-800-472-LIMO (5466) (203) 878-2222
Gateway Limousine, Inc., 1 Mattoon Road, Waterbury (860) 274-4148
Yellow Taxi Cab (203) 754-5151

Video Rentals (Watertown)

Blockbuster Video, 1156 Main Street (860) 274-7273

Pertinent Telephone Numbers

Taft Switchboard / Main School Number 9:00 AM to 3 PM Monday–Friday 8:00 AM to NOON Saturday, July 31 st only Will take messages for Summer School students	860-945-7777
Summer School Office / Duty Officer 8 AM to 10 PM daily	860-945-7961
Summer School Fax	860-945-7859
Stephen J. McCabe, Jr., Director	860-945-7961
Thomas Antonucci, Dean of Students	860-945-7961
Frank Trosky, Coordinator of Technology	860-945-7906
Kristina Kulikauskas, Program Administrator	860-945-7967

Summer School Email summerschool@taftschool.org

Dormitory Numbers

Student will have a telephone in their dorm room, and telephone numbers will be assigned on Registration Day.

- *Please do not call dormitories between 7:30 PM and 9:30 PM; this is quiet study time.*
- *Please do not call students after 10:30 PM.*
- *If you need to reach someone after 10:30 PM in the event of an emergency, please call the Infirmary and they will notify the appropriate person.*

Taft Infirmary	860-945-7762
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The Taft Summer School

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Watertown, Connecticut 06795

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Email: Summerschool@taftschool.org

Web: www.taftschool.org/summer