

Miss Porter's School  
**Summer Programs 2012**

**Community Handbook**

[www.porters.org/summerprograms](http://www.porters.org/summerprograms)

## GENERAL INFORMATION

**TUITION PAYMENTS AND REFUNDS:** No student will be allowed to register for any Porter's program if there is an outstanding balance of tuition. The balance of tuition is due on or before June 1, 2012. Any payments made after this date must be made in the form of a cashier's check. No tuition refunds will be made for early withdrawal from Porter's Summer Programs.

**DAMAGE DEPOSIT:** To help preserve our dormitories, we require a \$100 damage deposit from each boarding student. Payment of this deposit must be made *in cash* and can be paid at Registration. (DO NOT include it with a tuition payment. No credit cards or money orders will be accepted.) **No student can be admitted to a boarding program without having paid the damage deposit.** Dorm inspections will take place prior to each student's departure. Deposits will be returned on the last day of the program unless there are damage charges. If so, a check for the remaining balance will be mailed within four weeks after the program ends.

**FACILITIES AND DORM LIFE:** Porter's Summer Programs make extensive use of the wide range of Porter's facilities. The 75-acre campus, classrooms, theatre, art studios, library, computer labs, and athletic facilities provide a resource-rich experience for Summer Programs girls.

Students live in small, home-like dormitories, most of which are former family residences. Meals are served in the Dining Hall in the Main building. The dorms are supervised by counselors, many of whom are recent graduates of Porter's, and by senior program faculty and program directors.

Every student shares a room with at least one roommate, with adequate furniture and storage space for each girl. Decisions about roommates are made by program directors, considering each girl's age, grade level, and responses to the essay portion of her application. As each girl gets acquainted with new friends and activities, it is typical that they experience a period of adjustment during the early days of each program. Parents and students should be aware that it often takes time to adjust to a new rooming situation; rooming switches rarely occur.

Dormitories are not air-conditioned.

### **MAIL:**

Porter's Summer Programs students love to receive mail and packages. Family and friends are encouraged to send mail frequently. All mail should be sent to the following address:

**Summer Programs Office  
Miss Porter's School  
60 Main Street  
Farmington, CT 06032**

When addressing mail to students, please write the name of your daughter's program on the envelope.

### **SPENDING MONEY:**

In each of the programs, it may make sense for girls to keep a small amount of money for emergency toiletries or for spending at a program outing. We encourage girls to keep no more than \$25 in their rooms. **Again, students should NOT keep large sums of money or any valuables in their rooms, as**

**Porter's is not responsible for lost or stolen items.**

**PORTER'S BOOKSTORE:**

The Porter's Bookstore will be open at registration and at various times during the day as well as during and after closing ceremonies for all programs.

**MEDICAL CARE & SECURITY:**

Medical care is provided by the Porter's physician, who is on call 24 hours a day for consultations and to arrange office visits. In an emergency, the student is taken to the Emergency Room of the Connecticut Children's Medical Center in Hartford. Parents (or guardians) are notified whenever contact is made with a physician regarding the health of their daughter. If an office visit is required, the family will receive a bill from the physician. Information is enclosed regarding submitting a recent physical examination record, proof of health insurance and medication authorization forms. **Please note: Non-prescription medications must also be provided by parents, in the original containers marked with the student's name.** Supplemental health insurance (form enclosed) is open to all enrolled students, and is required for international students and students who cannot provide proof of independent insurance.

A security officer monitors the Porter's campus around the clock. Each Porter's security officer is trained in basic first aid and CPR. A security officer can respond to any campus emergency within minutes.

Dormitories are kept locked; students gain access to their dorms by using the "Key Card" lock system.

**ID/KEY:**

Each Summer Programs student is issued an Identification Card that also serves as a Key Card. This card gives you access to your room and other buildings. The Key Card system keeps all members of our community and their belongings safe.

- You must report a lost Key Card to your counselor or the director immediately; not doing so compromises safety and could result in dismissal from the program.
- Inappropriate use of the Key Card is treated as a serious violation of the rules.
- If you lose or damage your Key Card, the cost for a replacement is \$25.

**WHAT TO BRING:**

**Clothing:** Dress is casual all summer (e.g., t-shirts, shorts). Bring at least one sweatshirt, a light windbreaker and one pair of long pants. You may want one nice outfit for closing activities and, if you have costume-type clothes, they might be fun, too! Bring enough athletic clothes for daily participation in sports and please bring an athletic bra and proper footwear. **You must have white-soled athletic footwear for the gym.** And don't forget a one piece bathing suit and towel!

**Room Furnishings and Decorations:** Each room is furnished with beds, desks and chairs, dressers (with mirrors), a bookcase, rug and curtains. The rooms are NOT AIR-CONDITIONED. It is **strongly recommended** that each student bring a fan for her room. Fans should be UL approved. Window fans work well to cool down the room.

**You Should Bring:** Pillows, pillowcases, sheets, blankets (beds are extra long), towels and washcloths, soap dish, cup/glass, toiletries, and flashlight. Please leave all valuables at home.

**You May Bring (optional):** Ipod, Itouch, alarm clock/clock radio.

**Do not bring:** Portable televisions, stereos, computers, or other electrical devices. **Coffee pots, hot pots, kettles, air conditioners, and heating pads are not allowed.**

**Please do not bring a laptop or desktop computer.** Computers in the dorm rooms detract from the social experience that is a crucial part of our program.

**Decorations:** You may hang room decorations only by hooks or wires that are already in the molding. **No new hooks or wires may be put in walls by Summer Programs students.** No putty, scotch tape, masking tape, adhesives, nails or tacks are allowed on walls and/or woodwork. Each room has a bulletin board on the door where pushpins may be used. **Pushpins are NOT allowed on walls or doors—use bulletin boards ONLY.** No decorations may be hung from the sprinkler pipes. **Holiday lights are not allowed.** You are welcome to bring stuffed animals, favorite items and family photos.

**Food:** Snacks may be brought and should be stored in tightly covered containers. Please bring non-perishable food items only.

**Porter's is not responsible for damage to or loss of students' property. Students should be sure their doors lock when going out, keep track of their key cards at all times, and label their property to protect against loss.**

## **POLICIES & PROCEDURES, BEHAVIORAL EXPECTATIONS**

### **MAJOR RULES**

The following rules are essential to the health and safety of everyone at Porter's Summer Programs. Violation of any of these rules will result in disciplinary action and likely expulsion from the program with no possible refund of tuition.

**Drugs and Alcohol:** Possession, distribution or use of illegal or controlled drugs or alcoholic beverages of any kind is forbidden. Prescribed drugs and over-the-counter medications are to be dispensed only through our designated health care provider. A student who violates this rule will be immediately dismissed from Porter's Summer Programs. There are **NO** circumstances under which it is permissible to have alcoholic beverage containers or drug paraphernalia on any part of the Porter's campus.

**Smoking:** Possession, distribution or use of cigarettes or other tobacco products is forbidden. A student who violates this rule the first time will receive a warning and her parents will be notified of the infraction. A student who violates this rule the second time will be expelled.

**Stealing:** Unauthorized taking or use of personal or school property is prohibited.

**Lying:** Lying is destructive of trust, can be dangerous to others and is unacceptable.

**Endangering Oneself or Others** may include, but not limited to:

- a. **Creation of a fire hazard** through smoking or lighting candles or matches in school buildings, use of unauthorized electrical appliances, tampering with the fire safety equipment or any other reckless behavior.

- b. **Creation of security risks** through violation of campus security procedures.
- c. **Repeated crosswalk violations.**

**Serious Lack of Consideration to Member(s) of the Community:** Unacceptable behavior includes intimidation or abusive and/or insulting speech.

**Physical Abuse or Assault of Members of the Community:** Any physical aggression on the part of students will not be tolerated. Students who commit abusive or violent acts against others will be immediately dismissed.

**Destruction of School Property** is not tolerated.

### **INDIVIDUAL RESPONSIBILITY**

A Porter's Summer Programs student is expected to be responsible in her behavior. This means that she must meet her academic, sports and extracurricular commitments, observe safety, health and nutrition needs, and learn and follow program rules. She is expected to behave with propriety and to show respect for each member of the community, to respect needs for quiet to study and sleep, and to respect the individuality of each person at the programs.

**Curfew:** Girls must be in their dorms by 9 p.m. unless participating elsewhere in a Summer Programs activity or in the care of a parent/guardian. Students may not leave their dorms until 7 a.m.

**Security:** Safety requires the attention of everyone at Porter's. Dorms are locked at all times and access to the dorm and individual rooms can be obtained only with the use of Key Cards. If a key card is lost it can produce a substantial security risk to all our students and staff; students must report a lost key card immediately. The key card system must be honored at all times. Do not use anyone else's key card or try to gain access to other students' or counselors' rooms with your key card. Our electronic system records all such transactions, and there will be severe consequences for anyone using the key card system inappropriately.

**Safety:** Students must not cross Main Street anywhere except at the traffic lights at the corner of Main Street & Mountain Road, on the "walk" signal. An infraction of this rule is taken very seriously.

**Dress:** There is no dress code for the Summer Programs. However, all clothing must be neat and presentable and provide appropriate coverage. T-shirts with inappropriate words, phrases or designs are NOT allowed. **Shoes or sneakers must be worn at ALL times.**

**Dormitory Work Program:** All students participate in a Dormitory Work Program each morning. Each girl makes her own bed and cleans her own room. Students clean common areas with responsibilities organized and supervised by counselors. Bathrooms are to be kept neat; personal items must be kept in students' rooms.

**Meals: Students are required to attend all meals.** No food other than one piece of fruit may be taken out of the Dining Hall.. The Dining Hall and kitchen are off limits when meals are not being served.

**Dining Hall Procedures:** Students are expected to behave appropriately at all meals.

- a. Students must bring their plates to the conveyor belt after each meal.
- b. Silverware should be placed in the soapy dish bucket.

- c. Students should clean off any messes made at their tables. If food is dropped or spilled on the carpet, students must report this to a cafeteria worker immediately.
- d. No running or shouting is allowed in the Dining Hall.

#### **TELEPHONES & CELL PHONE USAGE:**

**Students are not permitted to have a phone in their room.** They may use their counselor phone, their cell phone or any number of campus phones to call home. School phones will not complete long-distance calls; students must charge their calls (calling cards are available for purchase in the Bookstore). Students must give their cell phones to their counselors when they arrive so please label phones clearly. Students will be allowed to call home once a week or at the discretion of their program director. Should parents want to check on their daughter, contact phone numbers will be provided by each director at registration.

**POLICIES AND PROCEDURES CONTRACT:** Students and their parents are *required* to read the above Porter's Summer Programs Policies & Procedures before completing and signing the Behavioral Expectations Contract. Each student must abide by the stated rules and regulations at all times. If she does not, she may be dismissed without refund of tuition or fees.

#### **DIRECTIONS TO CAMPUS:**

Porter's is nine miles west of Hartford, Connecticut, in the town of Farmington—109 miles from New York City and 111 miles from Boston. The School can be reached by:

**Air:** Bradley International Airport, in Windsor Locks, Connecticut, is a 30-minute drive from the campus. Rental cars, taxis or limousines are available to complete the trip. If driving from the airport, parents should take Route 20 East, to I-91 South, to I-84 West. Take Exit 39 (Farmington). To continue, see directions from Exit 39.

**Bus:** Bonanza and Peter Pan buses travel between Boston and New York City with a stop in Farmington on a regular basis. Taxi service is available to the School. Greyhound and Trailways buses serve Hartford from Boston and New York City on a regular basis. Taxi service and rental cars are available nearby.

**Car:** From Boston area, take Route 90 West (Mass. Pike) to I-84 West. Take Exit 39. To continue, see directions from Exit 39.

From Albany, take Route 90 East, to I-91 South, to I-84 West. Take Exit 39. To continue, see directions from Exit 39.

From New York City, take 684 North to I-84 East. Take Exit 39. To continue, see directions from Exit 39.

**Directions from Exit 39:** At the end of the exit ramp, continue straight through the light onto Route 4 West. Continue through the blinking light, then turn left at the next traffic light onto Main Street (Route 10 South). Continue straight through the light (you will see the sign for Porter's on your right). Then take the next right onto Mill Lane. At the end of Mill Lane, turn right onto Garden Street. Turn left into the lower parking lot or turn at the next right into the driveway before the tennis courts. See campus map for directions to Registration.

Porter's often recommends Premier Limousine, a private car service, for students needing transportation from airports in New York City. Parents should call the service directly at (860) 659-8600.

**If you anticipate needing different travel arrangements, please be in touch with the Summer Programs Office at (860) 409-3692.**