



Taft

Student
Handbook

2018-19

THE TAFT SCHOOL DAILY ACADEMIC SCHEDULE (6-Day Week)

MONDAY	TUESDAY	WEDNESDAY		THURSDAY	FRIDAY	NORMAL SATURDAY	*ALTERNATE SATURDAY
A Super 8:15-9:15	G Super 8:15-9:15	B Super 8:15-9:15		F Super 8:15-9:15	E Super 8:15-9:15	A 8:15-9:00	A Super ALT 8:15-9:15
Department Meetings 9:20-10:00	School Meetings 9:20-10:00	Assembly 9:20-9:50		School Meetings 9:20-10:00	Faculty Meetings 9:20-10:00	Assembly 9:05-9:50	Assembly 9:20-9:50
B 10:05-10:50	F 10:05-10:50	Normal Wed G 9:55-10:40	Alt Wed Meetings 9:55-10:40	A 10:05-10:50	G 10:05-10:50	G 9:55-10:40	G 9:55-10:40
BH 10:50-11:20	FH 10:50-11:20	E 10:45-11:30	E 10:45-11:30	AH 10:50-11:20	GH 10:50-11:20	B 10:45-11:30	B 10:45-11:30
C 11:25-12:10	D Super 11:30-12:30	EH 11:30-12:00	EH 11:30-12:00	C Super 11:30-12:30	D 11:25-12:10		Alt BH 11:30-12:00
D 12:15-1:00	C 12:35-1:20			D 12:35-1:20	C 12:15-1:00		
E 1:05-1:50	CH 1:20-1:50			DH 1:20-1:50	F 1:05-1:50		
F 1:55-2:40	A 1:55-2:40			E 1:55-2:40	B 1:55-2:40		
Meetings 2:45-3:30	I Block / Meetings 2:45-3:30			Meetings 2:45-3:30	Meetings 2:45-3:30		

* Alternate Wednesdays and Saturdays happen on weeks when Monday classes do not meet.

THE TAFT SCHOOL DAILY ACADEMIC SCHEDULE (5-Day Week)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A Super 8:15-9:15	G Super 8:15-9:15	B Super 8:15-9:15	F Super 8:15-9:15	E Super 8:15-9:15
Break 9:15-9:25	Break 9:15-9:25	Assembly 9:20-9:50	Break 9:15-9:25	School Meetings 9:20-10:00
B 9:30-10:15	F 9:30-10:15	G 9:55-10:40	G 9:30-10:15	A 10:05-10:50
BH 10:15-10:45	FH 10:15-10:45	E 10:45-11:30	GH 10:15-10:45	AH 10:50-11:20
G 10:50-11:35	D Super 10:50-11:50	EH 11:30-12:00	C Super 10:50-11:50	D 11:25-12:10
C 11:40-12:25	C 11:55-12:40		D 11:55-12:40	C 12:15-1:00
D 12:30-1:15	CH 12:40-1:10		DH 12:40-1:10	F 1:05-1:50
E 1:20-2:05	B 1:15-2:00		A 1:15-2:00	B 1:55-2:40
F 2:10-2:55	A 2:05-2:50		E 2:05-2:50	Meetings 2:45-3:30
Meetings 3:00-3:30	Meetings 2:55-3:30		Meetings 2:55-3:30	

Student Handbook

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Parents may download any forms referenced
in this handbook from Taft's website at:
www.taftschool.org/parents

THE TAFT SCHOOL
110 Woodbury Road
Watertown, CT 06795

Preamble

To All Students:

To come to Taft and to be part of this community is to enjoy enormous privilege. Being part of any community—a neighborhood, a club, a school—entails “signing on” to a kind of social contract. We all have to willingly sign it, to agree that we will abide by the values of the school, and to recognize that we all have a part in making the place work. That’s how we create the kind of welcoming, inclusive place to which we aspire every year.

This handbook has lots of rules and regulations, and in a way it serves as the contract I just mentioned. You should read it carefully. If you boiled off lots of the text until only the essentials were left, you would see that it’s a pretty simple document. Basically it says this: *Be nice. Work hard. Follow the rules.*

Let’s think about those three imperatives:

Be nice. Of course, it takes more than being nice to make a community work; but it is a pretty good place to start if you are trying to be a welcoming school of students, faculty and staff from amazingly diverse backgrounds and where every member feels valued. This handbook outlines some of the ways we think about what it means to be nice in terms of general treatment of each other, social media and network acceptable use, bullying and harassment. But a lot of those pages really are about simply being nice. Taft is well known for being a warm, caring, spirited community; and it’s the people who create that feeling, one nice act at a time. So we expect you to be nice. We won’t accept conduct that runs counter to this.

Work hard. As you know, Taft is a very demanding school. We think that the business of learning is very serious indeed, and teachers set the bar of expectations high. There is a very good chance that Taft will be a lot harder than any school you have known—and, after all, that may be why you came. To be successful, you will have to work hard. That means you need to eat well, get plenty of sleep, and lead an organized life such that you can come to class every day prepared and ready to learn, and to contribute to the learning of others. Taft is going to require you to have grit: to be resilient, focused and determined. So, part of the “contract” you have signed says that you agree to work hard.

Follow the rules. This expectation is hardly a surprise: after all, a community only works—only exists—if its members follow the rules. To be clear, you may not like all the rules, but we do ask that you respect them. We don’t have silly rules; we have rules that are essential to being the kind of learning community we want to be, where every member has an opportunity to grow and thrive. If over the course of a term you have so many small violations that your behavior reveals you won’t or can’t follow the rules, it’s only natural that the faculty would question whether you could remain part of the school. Of course, there are some rules which can lead to immediate dismissal: harassing or bullying another student, using alcohol or drugs, cheating on a test, plagiarizing an essay, and some other behaviors. These behaviors are wrong, and we can’t be the community we are trying to be if even one student breaks these rules.

One of the things that is special about Taft, and something that has marked the place for many years, is the ethos of the community. Students, teachers, parents, alumni and visitors often comment on this: there’s a special “feel” to the place, a warmth and energy and caring, even as Taft is a very demanding school. There are lots of reasons Taft has this “feel,” but in the end, it is because students are nice, work hard, and follow the rules. If you do those three things, you should do well.

—William R. MacMullen ’78, *Headmaster*

The Taft School

Established at Pelham Manor, New York, in 1890, the Taft School is the realization of the late Horace Dutton Taft's life purpose: to found a school in which students would receive the physical, mental, moral, and spiritual background necessary to be responsible leaders and disciplined, constructive citizens. Mr. Taft, the school's first headmaster and the brother of President William Howard Taft, believed that spiritual growth and development of character were equal in importance to the scholarship that he valued highly.

The school's 8,000 living alumni are engaged in virtually every phase of the world's work—business, industry, the professions, and public service. Taft has always taken its school motto—*Non ut sibi ministretur sed ut ministret*, or, Not to be served but to serve—very much to heart, and students and alumni alike devote themselves to their communities and to causes around the globe.

The school moved to its present location in Watertown, Connecticut, in 1893, and the campus today encompasses more than 220 acres with top-notch facilities for intellectual, artistic, and athletic pursuits. In 1936 Mr. Taft was succeeded as headmaster by Mr. Paul Cruikshank, who led the school for the next 27 years. Mr. John C. Esty served as headmaster from 1963 to 1972, as the school welcomed its first coeducational class. A young history teacher named Lance R. Odden arrived from Princeton in 1961 and quickly climbed the ranks, serving as headmaster for 29 years, until his retirement in 2001.

William R. MacMullen '78 became the first alumnus to head the school, the fifth headmaster in 118 years—a record of leadership unparalleled among peer schools. Prior to this appointment, Mr. MacMullen was an English teacher (appointed in 1983), dean of faculty, dean of academic affairs, and Uppermid class dean.

To Those Entering Taft

We extend our best wishes for your success here. It is likely that you will encounter much that seems strange or different at first. You will probably find the first few days particularly confusing, and this is a typical reaction. Taft is a welcoming community, and many people will do their best to help you feel at home. Before long, you will find yourself part of the school.

All new students are assigned student sponsors, often referred to as “old boys” and “old girls,” whose job it is to answer questions, explain our customs, and help you feel at home here. Do not hesitate to go to your sponsor for advice and information. Furthermore, as a new student you will participate in activities that will help you understand more about the school.

During the first semester you will choose a faculty member to be your advisor. New students will be assigned a temporary advisor for the first three weeks of school. This temporary advisor can become your permanent advisor if you so choose. Your advisor will be intimately concerned with all phases of your career at Taft, and we hope you will feel free to discuss any important issues in your life at Taft. Early in the year we will help all students understand a few obvious boundaries of this relationship and will suggest how you should go about choosing an advisor who is right for you. Go out of your way to get to know your faculty advisor well; you will find your advisor ready to help whenever you need assistance or guidance.

In addition, each student has a class dean. Class deans oversee your academic progress and will make an effort to get to know you well. During the opening days of school, you may find your class dean to be someone who is willing to answer questions about any aspect of the school. Class deans are listed on page 61. You will be informed when you receive your course schedule in July which dean will be working with you.

On succeeding pages of this book you will find, among other things, most of the rules and regulations of the school. At first they may seem overwhelming in number and detail, but in the long run you will find that most of them are dictated by common sense. The basic principle of all Taft’s institutions is that of honesty. Tests are conducted on the Honor System. You will be assigned work to do on your own, and you need only pledge that you have neither given nor received assistance. Your word on any question of conduct will be taken as a matter of fact.

If you use consideration and common sense, you should have little difficulty with the rules. If there are rules or procedures that you do not understand, feel free to stop by the Dean’s Office to speak with Mr. Mark Traina, the dean of students, or Ms. Lindsay Leal, associate dean of students.

This handbook is intended to provide information and guidance to all members of the Taft School community. It is not a contract. Provisions may be changed at any time at the sole discretion of the administration of the Taft School.

A PDF of this handbook, and more detailed information about life at Taft, can also be found on the school’s website: www.TaftSchool.org.

Taft Statement on Diversity, Equity, and Inclusion

Taft is an intentionally diverse institution whose members work to acknowledge, respect, and empathize with people of all different identifiers, such as race, socioeconomic status, gender identity and expression, education, age, ability, ethnicity, culture, sexual orientation, language, nationality, and religion. We foster these habits and dispositions in accordance with Taft’s mission to educate the whole student, thus preparing individuals morally and pragmatically for global citizenship. As such, community members commit to participate in and support ongoing equity and inclusion programming through curricular and co-curricular offerings, professional development, residential life, and local and global partnerships. Moreover, members of the Taft community strive to understand and combat the symptoms and causes of systematic oppression—ranging from implicit biases to microaggressions to discriminatory policies, practices and traditions—that benefit privileged groups and disadvantage marginalized groups. While at Taft and beyond, community members commit to affirm and honor the lived experiences of others, to willingly challenge inherited beliefs and ideologies, and consequently learn, grow, and serve.

The Honor System

The Honor System is the basis of student life and government at Taft. It places in the hands of each student the responsibility for honorable conduct as a way of life. A student who comes to Taft must be willing to accept this responsibility.

The Honor Court, whether for theft or academic infractions, will hear potential violations of the Honor Code. Responses to such violations almost always include a period of warning with regard to all aspects of the Honor Code, and could include suspension or dismissal from Taft.

In most cases, a parent conference will be held following these proceedings.

PREAMBLE

This we believe: that Personal Honor in word and deed, Personal Integrity in thought and action, Honesty in every facet of life, and Respect for other people and their rights are the essence of a student of the Taft School.

PRINCIPLES

The Honor System is based on these principles, the basic characteristics of a Taft Student:

1. a student’s word is his or her bond
2. a student respects the integrity of personal property
3. a student has respect for academic honesty
4. a student’s conduct is always that of a person of character.

CONSTITUTION

Article 1

Violations of the Honor System shall consist of:

1. the theft of other persons' property,
2. any attempt to give or receive assistance in any way or form in connection with scholastic work for credit,
3. lying in regard to academic matters.

Article 2

1. The phrase "I pledge my honor" written at the end of any scholastic work done for credit is an abbreviation of the statement "I pledge my honor that I have neither given nor received aid on this paper."
2. On all department examinations, this statement must be written out in full. Any student not signing the pledge to his or her paper will be notified by the teacher correcting the paper, and then, if unable to sign the pledge, he or she shall be reported to the Honor Committee for investigation. A discussion of plagiarism is included on page 7 of this handbook.

Article 3

1. There shall be an Honor Committee, which shall investigate and deal with all cases involving the Honor System, as the System is defined in Article 1.
2. This committee shall have the power to summon any accused person or persons, to summon any other persons who might have information about the alleged offense, and to recommend penalties to the headmaster.
3. The committee shall submit to the headmaster a record of all cases considered in its sessions. The instruction of the succeeding committee shall be the responsibility of the outgoing committee.

Article 4

The **Preamble** and the **Constitution** shall be announced and explained to all new students at the beginning of each year.

Article 5

The effectiveness of the Honor System lies in the cooperation of the student body. It is left up to the discretion of the individual as to whether or not he or she shall report an offender to the Honor Committee.

Article 6

1. The committee, without altering in any way the provisions of the Constitution, may take whatever measures it deems necessary to perpetuate the Honor System.
2. This Constitution, the Preamble, or any parts or articles may be amended or repealed by a three-quarter vote of the combined Senior and Upper Middle classes.

—Classes of '43, '61 and '82

ACADEMICS

Academic Honesty

Article 1 of the Constitution of the Taft School Honor System includes the following statement: “Violations of the Honor System shall consist of ... any attempt to give or receive assistance in any way or form in connection with scholastic work for credit.”

Article 2 states:

1. The Phrase “I pledge my honor” written at the end of any scholastic work done for credit is an abbreviation of the statement “I pledge my honor that I have neither given nor received aid on this paper.”
2. On all departmental examinations, this statement must be written out in full. Any student not signing the pledge to his or her paper will be notified by the faculty member correcting the paper, and then, if unable to sign the pledge, he or she shall be reported to the Honor Committee for investigation.

There are three forms of academic dishonesty at Taft: cheating, plagiarism, and lying with regard to academic matters. In academic terms, cheating takes the form of copying someone else’s work or giving or receiving assistance on an exam, test, paper or other work for credit which must be pledged, in an attempt to deceive the teacher into thinking that the work is the student’s own. Examples include using illegal notes or copying from another student during a test; having someone else write a paper, or part of a paper, or receiving or giving help in writing a paper without acknowledging the assistance; using a mobile phone or unauthorized electronic device during an assessment; and obtaining or giving information about a quiz or test given to an earlier section of a course.

The second form of academic dishonesty is plagiarism, another violation of the Honor Code. The *American Heritage Dictionary* defines the verb “to plagiarize” as “to take and use as one’s own the writings or ideas of another.” Plagiarism is the direct copying of someone else’s words or ideas without giving the author credit for them, thereby presenting them as evidence of your own work and thought. It also refers to the rewording of a sentence, a paragraph, a page, an entire article or a story plot and calling it your own.

To avoid plagiarism, you must footnote everything that is not the result of your own thinking. Direct quotations—the exact words of another person—must be put in quotation marks and footnoted. Paraphrases—the translation of facts and ideas into your own words—must also be footnoted. Single words or phrases that are particularly appropriate or illuminating, the organization of ideas, and the ordering of examples given in a source must all be documented. In any case in which students feel confused, they should consult their teachers or a librarian for guidance.

Carelessness and coincidence are no excuses for plagiarism. But if every source is to be so carefully documented, a student may ask, what is the research paper but a garland of quotations? The answer is that a good research paper (or critical essay) is not an anthology of quotations but an assimilation of material from sources. This material has been collected for a purpose: to answer some question that has been the guiding purpose in the student’s

research. The material has been penetrated, condensed, filtered, arranged, and interpreted by the student, and bears the mark of the student's own intelligence. The product is an original research paper, fully documented on every major point, sometimes supported by and sometimes thoughtfully refuting the opinions of authorities, amplified by quotation when such quotation is apt and appropriate, and everywhere demonstrating the student's intellectual mastery, honesty, and scholarly integrity.

The third form of academic dishonesty is lying to a faculty member with regard to academic matters. This covers both verbal and written interactions between students and faculty.

For instance, if a student were to communicate to a teacher that he had completed and/or submitted an assignment for credit when in fact that was not the case, the student would be in violation of the Honor Code.

Seniors who violate the Honor Code after Long Weekend in the Spring Term will not, in all likelihood, be permitted to participate in the graduation ceremony.

Grading System, Academic Credit, Placement, Promotion

Taft's academic grading system includes a 40 to 100 achievement scale and a letter grade-based assessment of students' academic habits. Below is the achievement scale.

93–100	High Honors
90–92	Honors
87–89	Above Expectations
80–86	Meets Expectations
70–79	Approaching Expectations
60–69	In Danger of Failure
40–59	Failure

The honor roll is comprised of students who earn an academic average of 90 or above for a semester. The high honor roll is comprised of students who earn an average of 93 or above for a semester. Students' academic habits are broadly categorized under "Planning and Persistence" and "Engagement and Self-Regulation." Below is what is represented by the letter grades students earn in these categories.

E	Exceeds Expectations
M	Meets Expectations
A	Approaches Expectations
N	Needs Attention
U	Unacceptable

Each report card will also include the average achievement grade for all students enrolled in a particular course. This information is often helpful to those seeking to understand a student's progress and relative success, but any questions should be directed to the appropriate class dean.

For all courses, academic credit is granted on a semester-by-semester basis. Also, the academic departments determine student promotion and placement.

Examinations, Assessments, Extended Time

Examinations or culminating assessments are given at the end of each semester. Students may not reschedule exams to facilitate an early departure for vacation.

Students who find during the term that they have three major assessments—tests, papers, projects, labs—due on the same day may request to have the last assigned exercise due at a later date. Such requests should be made at least 48 hours in advance.

The following policies were written by the department heads to clarify examination procedures:

PRINCIPLE

Students are responsible for meeting their academic obligations during the regular school year and also at prescribed times during examination periods each semester. Failure to do so will result in a response as described below.

DURING THE SEMESTER

A student who misses an announced assessment as a result of an unexcused absence will be penalized 10 points if he/she takes the assessment that same day and 10 more points each day thereafter.

Assessments submitted late on the due date are penalized 5 points, and submissions after the due date are penalized 10 points per day up to five days, after which the maximum earnable grade is a 50. Assessments of passing quality submitted after five days will receive a 50, while those not of passing quality will receive a 40. Assessments submitted more than one day late may not be revised. Students must complete all major assessments to be complete in a course.

Students with extended-time accommodations should speak with their teachers in advance of timed assessments to determine how their teachers prefer to handle the sometimes-complex logistics of extended time. In many cases, teacher and student may determine beforehand that the student will take the assessment in its entirety at a time other than the regular class meeting. But in those cases when students with extended-time accommodations begin and do not have enough time to complete in-class assessments, the below procedures apply:

- ▶ Teacher and student will discuss and determine when and where the student will complete the assessment; this completion must take priority over other uses of available times during the class day such as a mid-morning slot, part of a lunch block or an afternoon Meetings block.
- ▶ The student's completing the assessment will typically take priority over his/her extracurricular commitments except competitions and performances.
- ▶ Ideally, the student will complete the assessment under the oversight of his/her classroom teacher.
- ▶ To be consistent with the Honor Code, a student whose completion of an assessment is delayed due to his/her extended-time accommodation may not consult materials related to the assessment and must avoid situations in which he/she might unintentionally glean assessment-related information.

DURING EXAMINATION PERIODS

A student who misses a semester examination as a result of an unexcused absence will receive a 40, which will be averaged with the grade the student receives upon making up the exam. Students who arrive late for an exam but within the first hour will receive a penalty of 5 points. After one hour, the student will receive a penalty of 10 points. In each case, the student will be given the full time for the exam.

Students may not wear hats during examinations.

SEMESTER EXAMINATIONS AND ACADEMIC CREDIT

If a student fails a semester examination in the spring of his/her senior year, the teacher will offer a re-examination only if the student fails the semester and needs to pass that course in order to receive a Taft diploma. In most other circumstances, Taft does not offer re-examinations for credit. If an underclassmen or fall semester senior fails an examination, a re-examination will not be given even if the student has failed the semester and received no credit for the course. If the student has failed a semester course that is part of a sequence of semesters, after a reasonable period of time for preparation, the student must take a placement exam in order to proceed to the next level. For instance, a student who fails the spring semester of Latin I must pass a placement exam in order to proceed to Latin II in the fall.

Electronic Devices

Student use of devices such as laptop computers, smart phones, or tablets is determined by departments and teachers. To minimize distractions and interruptions, students are expected to leave their cell phones in a designated area in the classroom before the start of each class unless otherwise instructed by the teacher; the penalty for not doing so could include confiscation of the phone, a score of 40 on the assessment and/or a disciplinary response consistent with Honor Code violations.

During exams, students may not be in possession of cell phones, smart watches, or unapproved electronic devices of any kind, or of any written materials which may assist them on the exam. If a proctor discovers a student in possession of one of these item(s), it will be confiscated. The student's penalty could include immediate expulsion from the exam room, a score of 40 on the exam and/or a disciplinary response consistent with Honor Code violations.

Absence and Academics

Taft prides itself on close contact between faculty and students, and classes are the most important place for this relationship to develop. Being in class is essential to each student's intellectual experience, so students should miss class only due to illness or special circumstance.

We understand that sometimes students will miss class to pursue unique opportunities away from school. The Petition Leave guidelines below outline policy and procedures for such absence.

While ultimately the school decides whether it is appropriate for a student to attend Taft, there may be times when a student is unable to function and needs to take a short- or long-term leave.

PETITION LEAVE

Occasionally, Taft students may encounter an opportunity to pursue excellence in an area of long-term commitment and expertise. In these cases, students may petition for permission to miss a total of up to 5 academic class days in an academic year.

Students wishing to leave school must submit a completed petition, including a complete explanation of the program or event in which they wish to participate, one week in advance of their proposed departure. Once they have completed their formal petition and submitted it to their class dean, the class dean will meet with the student's teachers, as well as any other appropriate adults (advisor, coaches, athletic director, Arts Department head, etc.) to determine whether to approve the application. Students should not make travel arrangements or assume that they will be granted permission to leave until this meeting has occurred and formal permission has been communicated. Unusual requests will be referred to the department heads, who will determine whether the proposal merits consideration.

Any student planning to request an extended absence must be in good academic and disciplinary standing. The class dean and teachers will determine the student's academic standing. Disciplinary standing will be determined by the dean of students. In addition, if a student has missed significant class time for other reasons, that circumstance may have an impact on the decision about the student's petition.

Finally, if a student's petition is approved, he/she must remain in solid academic and disciplinary standing until the time at which he/she leaves. Changes in the student's circumstances may result in withdrawal of permission to leave at any point. As usual, students must sign out through the Dean's Office before leaving campus.

MEDICAL LEAVE

There are situations in which a student's medical condition interferes significantly with his/her ability to meet academic and social demands of the school. Because these leaves are involuntary, students do not need to complete a petition as described above. However, students must submit all major assessments in order to receive Taft grades at semester's end.

An illness that requires a student to remain in the Health Center may precipitate the need for the student to go home for a few days. This may be to prevent the spread of certain illnesses such as norovirus or influenza. The Health Center must be aware of any students leaving campus for health reasons, even if initiated by a parent.

A student who will be leaving Taft at the parent's request will also need to be seen in the Health Center for the appropriate brief medical absence form and a signed permission form to exchange medical information. Upon return to school from a brief medical absence, the student needs to be seen in the Health Center before returning to normal activities.

An extended medical leave of absence will be reviewed on a case-by-case basis in conjunction with the policies of the Academic Office and Health Center.

PERSONAL LEAVE

Short Term

In the event that a student needs to leave school for personal reasons, a short-term leave of absence may be granted through the Dean of Students or Counseling Offices. A short-term leave is limited to one week. Before leaving campus, the student must meet with the appropriate class dean and be assessed by the director of counseling. Failure to meet with appropriate personnel before leaving may result in the student's required withdrawal.

If a leave of absence is granted, the class dean will make the conditions of the return explicit. In most cases, the student will not be allowed back to school until having met with the director of counseling for reevaluation, and a conference with the parents, the student, the class dean

and the director of counseling has taken place. If, as a result of these meetings, the school deems the student's return inappropriate, an extended leave or withdrawal may be required.

In most cases, a student will be permitted only one short-term leave during his/her time at Taft. A student may not leave the school unless both student and parent have discussed the request with the class dean and received explicit permission to go home.

Extended

A student who requires a mental health leave of more than one week will in all likelihood be asked to return home for the duration of the academic year. The student may be asked to seek support and treatment at home, and to sign release forms that allow the director of counseling to share information with off-campus practitioners.

A student wishing to return to school after an extended leave of absence will not be required to reapply through the Admissions Office. The student will, however, be expected to meet with parents, the director of counseling, the class dean and the headmaster to determine whether he/she may return to school.

MANDATED LEAVE

There may be situations in which the school mandates a leave of absence. These leaves would occur in response to concerns about a student's mental health and well-being, or his/her ability to function effectively within the expectations of the school community.

EXTENDED PERSONAL OR MEDICAL LEAVES UP TO 50 PERCENT OF SEMESTER

During the absence, students and families must make arrangements for the completion of required course work with the dean of academic affairs and class dean. Families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit when they have completed all of the required assignments in each class.

When a student requires a leave that exceeds 50 percent of a semester, the headmaster, dean of academic affairs, class dean and director of counseling will convene to determine whether it is appropriate for the student to remain enrolled in the school. Although the student and family will share in discussions about educational options as the student moves forward, the approval of an extended personal or medical leave is at the discretion of the headmaster.

SPECIAL SUPPORT INTERVENTIONS

Occasionally the school has unusual concerns about a student's ability to function in this community. In such cases the appropriate class dean will inform the student and his/her parents of the school's concerns. After a consultation with the appropriate faculty members and the headmaster, a support plan will be determined and the student will be expected to meet all expectations of that plan. The plan will most likely include assessments and recommendations from outside professionals. Parents may be asked to attend the meeting at which this plan is formulated. The student's progress will be monitored closely; status at the school will be evaluated periodically and at the end of the school year. Evaluation may result in change or termination of the plan or temporary or permanent separation from the school.

The kind of support process described above could be deemed necessary in a variety of situations. Conditions might include, but are not limited to: depression; self-destructive behaviors such as self-mutilation; substance use or eating disorders; unusual difficulty meeting appointments; lack of relationships with adults in the community; and sudden or extreme changes in behavior, attitude or physical appearance.

RULES & CONDUCT

Fundamental Rules

GENERAL

Students shall always act honestly and with consideration for others. Conduct that violates the law or reflects badly upon the school, whether committed in school or elsewhere, and whether committed while school is in session or not, may be cause for discipline, including dismissal.

A student's standing at Taft is determined on the basis of scholarship, effort, and conduct. Failure to maintain a good standing in any one of these areas may result in dismissal and/or the denial of a diploma. Students and parents should know that some conduct may also violate state and/or federal laws and, in some instances, Taft will report such conduct to legal authorities as required by law.

Certain rules, which the school considers particularly important for the well-being of the individual and the community, are grouped together as the Fundamental Rules of the school. Violation of any of them may be considered as grounds for dismissal.

Upon reaching the age of adulthood, any student who remains enrolled at Taft agrees and understands that in choosing to remain at the School, he/she is agreeing to the terms of enrollment and agrees to abide by the Fundamental Rules of the School and such other terms of the Taft Student Handbook.

Both parents and students should understand that while students are away on weekends, their conduct and welfare is the primary responsibility of their host, not of the school, but students who take weekends to nearby homes must not be in violation of Taft rules if they return to the school or to the Watertown area during the weekend. Students who take weekends to homes in the immediate Watertown area must not be in violation of Taft rules when leaving the homes of their host.

When students leave Taft to participate in off-campus programs, whether it be short trips, college visits, or semester or yearlong programs, they do so with the school's recommendation and thus serve as representatives of Taft. These students are expected to act in a manner consistent with the guiding principles and expectations of the Taft community. If a student does not act accordingly, the school will respond appropriately to the situation.

The school reserves the right to search student rooms and belongings for evidence of violation of school rules.

ALCOHOL AND DRUGS

No student may use, possess, or attempt to purchase or sell dangerous or illegal drugs, hallucinogens, drug paraphernalia, or alcohol at school. Vaporizers, including all vape devices and e-cigarette systems, constitute drug paraphernalia.

Boarding students, and day students in the company of boarding students, may not violate any aspect of the Alcohol/Drug Rule in the general neighborhood of school,

including Watertown and nearby towns. In addition, day students' use of alcohol and drugs (including hallucinogens) is subject to the general prohibition against violation of the law and conduct reflecting badly upon the school while away from Taft.

The dean of students or his designee may at his discretion test students for drug and alcohol use. Any student who refuses to be tested in such situation will be subject to discipline as determined at the discretion of the headmaster. The costs associated with drug and alcohol tests will be billed to the student's parents or guardians.

Arrival at school with evidence of use of such drugs or alcohol is a violation of this rule, whether by boarding students following a permission, weekend or vacation, or by day students at any time.

Use of alcohol on day permissions, even in the company of parents, is a violation of this rule. Use of alcohol or illegal drugs while on a college visit is a violation of this rule.

Prescription drugs must be kept in the Health Center. Students found possessing prescription drugs without specific permission from a nurse at the Health Center are in violation of the Alcohol/Drug Rule.

All students aware that the Alcohol/Drug Rule is being broken in their presence and who do not make an immediate attempt to leave the vicinity are in violation of the rule. Questions as to whether a student was so aware will be resolved by a committee composed of the headmaster, the dean of students, and the student's class dean and faculty advisor.

Students are not permitted to drink nonalcoholic beer at school.

Students who violate the Alcohol/Drug Rule will be required to undergo a formal assessment by the school counselors and agree to participate in ongoing work with those counselors if recommended. Monitors, dormitory monitors, or class committee members who violate the Alcohol/Drug Rule will, in almost all circumstances, be asked to resign from their positions of leadership.

SEXUAL INTIMACY

The school does not condone students' sexual activity while on campus. Adolescence is a time of personal growth that includes a developing sense of individual sexuality. Taft students are responsible for their behavior as they navigate the rights and responsibilities of emerging sexual identity. Students need clear boundaries and an understanding of potential consequences to aid in their decision making. Any student found being sexually intimate with another person must speak with a Taft faculty member about the incident. The School expects students in same sex relationships to observe the same expectations as everyone else. Students may speak with a faculty member of their choosing including advisor, class dean, coach, dorm parent, school doctor, school counselor, dean of students, or any other faculty member. The faculty member and student will also contact the student's parents to inform them of the incident.

If student(s) violate a school rule while being sexually intimate, the student(s) may be subject to disciplinary action. Some sexually intimate behaviors may also violate state laws despite the consent of both parties. Sexual contact with anyone three (3) years or older when the other person is 13, 14 or 15 years of age is against Connecticut law and the school will be required to report such acts to the Department of Children and Families and/or law enforcement.

STATEMENT ON CONSENT

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent may be revoked at any time by either party.

SEXUAL MISCONDUCT

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual violence/assault, stalking (including cyberstalking), or any conduct of a sexual nature that is without consent, or has the purpose or effect of threatening, intimidating, or coercing the person against whom such conduct is directed. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

It is always inappropriate for a faculty member or employee of Taft to engage in any sexual activity with a student, regardless of the student's age. Taft faculty and employees who violate this policy will be subject to discipline, including termination and being barred from campus. The school also will report the conduct to the Connecticut Department of Children and Families ("DCF") or law enforcement as required by law.

Sexual misconduct is incompatible with the standards and ideals of our community and will not be tolerated. All members of our community are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of any party involved. Sexual misconduct is a violation of a Fundamental Rule at Taft and may result in suspension or dismissal from the school. Sexual misconduct may also be against the law and require the school to report the conduct to legal authorities, including law enforcement and/or DCF when appropriate.

Any student who believes they have been the victim of sexual misconduct or who is concerned about such behavior by others should seek help immediately from a trusted adult, such as a parent/guardian, a classroom teacher, an advisor, a school counselor, a class dean, the dean of student, the school doctor, or the headmaster. Students should call 911 if they, or another, need immediate police and/or medical attention.

The school will treat all reports of sexual misconduct seriously, with the well-being and safety of its students as the main priority. The school will notify parents of any sexual misconduct allegations involving their child and also will comply with any laws requiring them to report the alleged sexual misconduct to law enforcement and/or DCF. The school may conduct its own investigation regarding the alleged misconduct to ensure the safety and security of the entire community and to determine whether disciplinary action is warranted. Taft's investigation will be independent of any investigation being conducted by law enforcement and/or DCF, but the school will attempt to coordinate with law enforcement and DCF in an effort not to interfere with their investigations. Matters of sexual misconduct will be handled at the discretion of the Headmaster, in consultation with the dean of students, the assistant headmaster, the dean of faculty, their designees, or other people the headmaster deems relevant, including the involved parties. The headmaster has the discretion to exclude violation of other school rules which occurred during the alleged misconduct. The headmaster may take interim measures to ensure the safety and health of those involved and/or the Taft community, including, but not limited to, changing classes or rooming assignments, or placing student(s) on leave until the case is resolved. Disciplinary responses will be determined at the discretion of the headmaster and are independent of any law enforcement or DCF findings.

The school will support and protect any individual who raises an allegation of sexual misconduct. Retaliation against someone making a complaint about sexual misconduct is unacceptable and will be subject to a disciplinary response if found by the headmaster or his designee to be a valid claim of retaliation. Any disciplinary response will be determined at the discretion of the headmaster and may include possible dismissal for a student or the termination of employment for an adult.

TOBACCO AND OTHER TOBACCO PRODUCTS

Students are prohibited from using or possessing tobacco products.

In response to a first offense, a student will be required to meet with the dean of students, call their parents and meet with the school doctor. A letter will be sent home to document the incident and response.

In response to a second offense, a student will be required to meet again with the dean of students, and the student will be required to meet with the school counselor to discuss the need for ongoing treatment. Students found in violation of the tobacco rule a second time will be required to serve a one-day stayover.

If a student is found in violation of the tobacco rule more than two times, the dean of students will hold a conference with the student, the parents, the class dean, the advisor and a school counselor to determine the appropriate course of action.

Students found smoking within any of the school buildings will also be referred to the dean of students as a violation of the school's Fundamental Rule with regard to creating a fire hazard.

MOTOR VEHICLES

Boarding students are forbidden to have automobiles or other motor vehicles in Watertown or the vicinity. Students may ride in or drive motor vehicles only when operated by or under the direction of a person or service approved by their parent or guardian on the Automobile Permission Form, which must be on file in the Office of the Dean of Students. This rule applies to all travel to and from destinations on weekends and permissions, and arrival and departure for vacations. Hitchhiking is not permitted. Students who wish to ride with anyone under 21 years of age, other than members of their family specifically approved as above, must consult the Dean's Office well in advance regarding requirements before the school can grant such permission. Written permission from the parents of the student and the parents of the driver, and proof of the driver's liability coverage, must be submitted to the Dean's Office. Driving permissions can never be accepted over the telephone.

Day students who have legitimate driver's licenses may drive to school. They may drive other students if the following conditions are met: (1) written permission from both the driver's and the rider's parents are on file in the Dean's Office; (2) written proof of the driver's liability insurance is on file in the Dean's Office; (3) the driver has had a valid license for at least one full year and meets and complies with the driving requirements of his/her state of license. Day students who have not met the above requirements are not permitted to ride in a motor vehicle to and from school or to and from school functions held either at Taft or some other school unless accompanied by a parent, a faculty member, or an adult approved by name.

Uber provides services in the Watertown area, however, please note that Uber's "Use of Services" explains, "The Service is not available for use by persons under the age of 18. You may not authorize third parties to use your Account, and you may not allow persons under the age of 18 to receive transportation or logistics services from Third Party Providers unless they are accompanied by you." Therefore, third party permission from parents does not allow students under the age of 18 to ride Uber.

Boarding students on a weekend permission may not drive cars to Watertown, Waterbury, other nearby towns, or the general neighborhood of the school at any time during the weekend or at the conclusion of the weekend unless special permission is obtained from the Dean's Office well in advance.

PERMISSIONS

Students are not allowed to leave school property after the times specified on page 23–24 without permission and are not allowed outside the school buildings after check-in until after 6:00 a.m. the next day. Although the Charles Phelps Taft (CPT) and Horace Dutton Taft (HDT), Vogelstein and ISP dormitories are all in the main building, they are treated as separate dormitories. Thus, when a student from HDT is found in CPT after check-in—or vice versa—that student will be considered in violation of the Permissions Rule. Day students must be off the campus by check-in and may not return until 7:00 a.m.

Whenever a student leaves campus, she/he is required to sign out with the Dean's Office. Boarding students may not go out of Watertown (approximately a 3 mile radius around campus) without permission granted in advance. Filling out a weekend permission with the intent to deceive or going to an unapproved destination is a violation of the Permissions Rule. See pages 22–23 for sign-out procedures.

Every time a student signs out, whether from the Dean's Office or from the dormitory—during study hall, for example—she/he is expected to accurately and honestly indicate the destination.

Unauthorized use of a physical space at the school is a violation of the Permissions Rule.

VISITATION

Students are not permitted to have individuals of the opposite sex on dormitory corridors or in student rooms except as specified by the Visitation Privileges (see pages 37–38). Parents are permitted in dormitory rooms at any time, and other close relatives may visit dormitory rooms with prior permission from a dormitory faculty member. Students may secure special permission to visit faculty in any dormitory for special help, feeds and other functions of a similar nature. For specific rules and regulations with respect to Visitation, please refer to the Visitation section of the handbook on page 37. Students who fail to follow proper procedures will lose Visitation privileges. Flagrant violations of the Visitation rule will result in consequences that are more severe.

FIRE HAZARDS

Creating a fire hazard is a violation of a Fundamental School Rule. Examples of such actions include, but are not limited to, irresponsible or unauthorized use of fire extinguishers, matches, lighters, candles, cooking appliances, incense or other combustibles in or around a school building, use or possession of fireworks and tampering with alarms or fire equipment. Using a common room microwave and consequently causing something to burn will be considered a violation of the Fire Hazard Rule. Phoning in a false alarm is also a violation of this rule. More details regarding fire and safety regulations are provided on pages 41–42.

Smoking in any of the school buildings is a violation of the Fire Hazard Rule.

FIREARMS AND WEAPONS

This rule prohibits the possession or use of firearms and other weapons. This includes, but is not limited to, firearms, BB guns, pellet guns of any kind, paint guns, martial arts weapons, crossbows, knives with blades longer than 3 inches, and any other object that is designed, or intended to be used primarily as a weapon.

KEYS AND FOBS

Students found using or in possession of school keys or fobs that were not legally issued to them, as well as students found in unauthorized areas of the school, are in violation of this rule.

RECKLESS ENDANGERMENT

Students may not engage in reckless acts that expose others or themselves to an obvious risk of serious injury. For instance, going out on the roofs of the school buildings is a violation of this rule.

GENERAL CONDUCT

Students are expected to meet their daily commitments at the school and are also expected to uphold the standards of the community. Students who repeatedly reach Disciplinary Report (see page 26) or whose general conduct is deemed unsatisfactory will not be allowed to remain at Taft.

ACCEPTABLE, APPROPRIATE USE OF THE TAFT NETWORK

It is the general policy of the Taft School that computers and network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the school. Users of the Taft network acknowledge their understanding of the general policy and guidelines as a condition of using the network. All users are responsible for adhering to these Taft policies and procedures for network use. Any communication or action that would be considered inappropriate in any other setting is equally inappropriate on the computer, computer network, and/or the Internet. Users should have no expectation of privacy as the school has the right, and occasionally, the responsibility, to monitor usage and activity.

Use of the network is a privilege, not a right. Failure to act in accordance with the Acceptable Use Policy as described below and published administrative procedures may result in a loss of network access, disciplinary action, and/or criminal penalties under applicable state and federal law. Information on observed or reported violations will be turned over to the Dean's Office for disposition.

Acceptable use of the network includes activities that support learning, teaching, and communication. Students and faculty are encouraged to explore and develop new ways of using technology to support Taft teaching and learning objectives.

UNACCEPTABLE USE OF THE NETWORK INCLUDES, BUT IS NOT LIMITED TO:

- ▶ Using network credentials that belong to someone else.
- ▶ Violating the rights to privacy of students, employees of the Taft School, or others outside of Taft.
- ▶ Using the network to harass or bully another individual or individuals.
- ▶ Using profane or obscene language that may be offensive to another user.
- ▶ Plagiarism and/or copying materials in violation of copyright law.
- ▶ Using the network for financial gain or for any commercial or illegal activity.
- ▶ Acting in a manner that degrades or disrupts system performance or unauthorized entry to and/or destruction of computer systems and files.
- ▶ Excessive bandwidth usage that impacts the network or Internet performance of others.
- ▶ Reposting personal communications without the author's prior consent.
- ▶ Accessing, downloading, storing, or printing files or messages that are illegal, obscene, or that offend or degrade another.
- ▶ Using bittorrent or other peer-2-peer methods as a means to unlawfully download copyrighted material such as movies, music, games, programs, etc.
- ▶ The use of any technology or device to disable, bypass, or otherwise attempt to circumvent Taft's access policies, firewall systems or other access points. This would include personal routers, Internet Connection Sharing, Proxies, Anonymizers, or other devices and methods

The Taft School makes no express or implied warranty for the Internet access it provides or the resources available through the use of our network. We cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Taft School campus. Taft does not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical and/or other difficulties.

SOCIAL MEDIA POLICY

All Taft social media accounts (including accounts used to promote Taft athletic teams, clubs, etc.) must be associated with a Taft email address. All Taft social media account holders are required to send their usernames and passwords to the Director of Communications.

UNMANNED AIRCRAFT SYSTEM (UAS) AKA DRONE CAMPUS POLICY

Any use of a UAS from or over the campus, or inside a campus building, is prohibited.

Harassment, Hazing and Bullying

All members of the community have the basic right not to be harassed, hazed, or bullied.

The Taft School prohibits any form of bullying, hazing or harassing behavior, whether in the classroom, on the campus, or at Taft events. Such behavior occurring outside of a school setting that has a negative and direct impact on a student's academic performance or safety in school is also prohibited and may be subject to school discipline. Demonstration of appropriate behavior, the treatment of others with civility and respect, and the refusal to tolerate harassment, hazing, or bullying is expected of administrators, faculty, staff, volunteers and students.

Bullying is any significant or repeated gesture, or written, verbal, graphic, physical or other overt act (including electronically transmitted or communicated acts) directed against another person or groups of persons with the intent to: (1) cause harm to the person or his/her property; (2) place such person in reasonable fear of harm to himself/herself or damages to his/her property; (3) creates a hostile environment at the school for such a student; (4) infringe on the rights of such student at the school; or (5) substantially disrupts the education process or the orderly operation of the school.

Harassment and hazing entail behavior that is inappropriate and that should not take place through ignorance or thoughtlessness. Hazing is any action taken or situation intentionally created that causes embarrassment or risks emotional and/or physical harm to members of a group regardless of a person's willingness to participate. The school recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender, and sexual orientation. Inappropriate behavior, verbal, written electronically, or physical, that demeans or offends others is unacceptable. This includes, but is not limited to, 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, but are not limited to, written and oral remarks, remarks posted online or to the campus computer network and messages left on voicemail systems. Telephones, email and other forms of electronic communication or media may not be used to harass, haze, or bully others such as anonymous calls or postings, repeated unwanted calls or messages, or obscene calls or postings.

PROCEDURES FOR ADDRESSING HARASSMENT, HAZING AND BULLYING

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 or bullying 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, hazing, or bullying, or who is concerned about such behavior is encouraged to consult with any trusted adult, such as a classroom teacher, an advisor, a school counselor, a class dean, the dean of students, or the headmaster.

Given the wide range of behavior that constitutes harassment, hazing, and bullying, cases will be considered on an individual basis by the headmaster, dean of students, dean of faculty or other appropriate authority in consultation with all involved parties. Disciplinary responses, when called for, will be determined at the discretion of the headmaster. Suspension or dismissal may be warranted particularly when behaviors demonstrate a serious disregard for the welfare of other individuals or the community as a whole.

It is critically important that the school supports and protects any individual who raises a complaint. Retaliation against someone making a complaint about harassment, hazing, or bullying is unacceptable and will be subject to a disciplinary response if found to be a valid claim of retaliation by the headmaster or his designees. Any disciplinary response will be determined at the discretion of the headmaster and may include possible dismissal for a student or the termination of employment for an adult.

Voluntary Use of the Health Center

A student may voluntarily use the Health Center when he or she has been drinking or using controlled substances. A student or student assisting can, and should, contact the Health Center or a faculty member to begin this process and ask for assistance. A student confronted about alcohol or substance use cannot claim that he or she had intended to go to the Health Center or was en route there. However, once the phone call, text, or conversation establishes the intent, the student will not sit before the Discipline Committee, be suspended or placed on probation; however, in all likelihood he or she would be placed on Warning with regard to the Alcohol/Drug Rule, and the student’s parents will always be asked to come to school for a conference with the headmaster and other appropriate faculty to discuss measures that will be taken to help the student move forward. The student will be required to be evaluated by a member of the counseling staff.

Disciplinary Response

When a student violates a Fundamental Rule of the school, his/her case is referred to the office of the dean of students, who will either refer the case to the Discipline Committee or will set a penalty in accordance with guidelines established by the Discipline Committee. The Discipline Committee is usually composed of six students and six faculty with a nonvoting faculty chair. In unusual circumstances when students are not available to serve, the Discipline Committee will be comprised of six faculty with a nonvoting faculty chair. Students who appear before the Discipline Committee will have an opportunity to make a statement regarding the circumstances of the infraction. The student's faculty advisor, the dean of his/her class and a member of his/her student class committee will also be invited to the meeting to speak in support of the student, but no other representatives may participate in the disciplinary process.

The Discipline Committee may recommend warning periods, probation periods, suspensions or combinations of these; dismissal; or other responses they deem appropriate.

A student may, in some cases, be placed on Warning in regard to the rule that was violated for a period of time recommended by the Discipline Committee. Warning indicates that a student will most probably be dismissed if he or she violates that rule again during the period of Warning.

A student who violates more than one Fundamental School Rule or whose conduct warrants such a response would, at the recommendation of the Discipline Committee or the dean of students, and with the approval of the headmaster, be dismissed if they were to violate a Fundamental School Rule during the ten-week period following their violation.

Of course, the Discipline Committee may recommend the dismissal of a student for a first violation of a Fundamental Rule if it feels the circumstances warrant such action. Students found selling drugs or alcohol or procuring drugs or alcohol for other students in all likelihood will be dismissed for a first offense. In addition, students who consume alcohol and who then drive or ride in an automobile will most likely be dismissed for a first offense.

In considering violations of the Alcohol/Drug Rule, the headmaster, the deans of students, the faculty advisor and the class dean shall meet to discuss whether further penalties in addition to those imposed by the Discipline Committee are appropriate in the case of a particular student in light of his/her overall record at the school.

Whenever students are found in violation of the Alcohol/Drug Rule, their parents are required to come to school to discuss the students' overall record.

In considering violations of the Reckless Endangerment Rule, the headmaster and deans of students will decide if the student is required to appear before the Discipline Committee. The response to a violation of this rule may vary from a stayover to dismissal.

When students are suspended from Taft, these suspensions will be reported to the colleges if asked. In the case of seniors who are in the midst of the college process, these suspensions will be reported promptly following their return from the suspension. In addition, if a student's record changes in some fundamental fashion, the school will report these changes to colleges.

While this discretion is rarely exercised, the headmaster and the deans of students acting together reserve the right to dismiss a student or withhold a diploma for failure to maintain good standing in scholarship, effort or conduct, without resorting to the foregoing disciplinary procedures.

In unusual situations when the well-being of the community is affected, disciplinary matters may be discussed with the general school body for educational purposes.

The headmaster reserves the right in his sole discretion to forego all, or parts, of the

disciplinary procedures above and change a student's status at school (including probation or mandatory leave), dismiss a student or withhold a diploma for any reason, including, but not limited to, if a student's conduct involves harm to others or an official investigation by law enforcement or other government agency. The outcome of any such law enforcement or other governmental investigation may be considered as a factor in the school's disciplinary process, but such outcome will not be determinative on the school's disciplinary process.

Procedures, Regulations and Information

When Leaving Campus

Weekend and day permissions sign-outs are based on the principle of the Honor System that "a student's word is his or her bond."

Students must always sign out when leaving campus, unless they are on a school-sponsored trip such as a class trip or an interscholastic athletic competition. Discussing your plans with the Dean's Office or having your parents call in does not relieve you of the responsibility of signing out properly.

DOWNTOWN PRIVILEGE

Students are allowed downtown during their free time within the following time periods. Students who will be downtown must always be accompanied by another student and should sign-out before leaving campus and sign-in upon their return.

Nights when there is sit-down dinner	7:00 a.m.–6:00 p.m.
Nights when there is no sit-down dinner	7:00 a.m.–7:30 p.m.
Saturday	7:00 a.m.–10:15 p.m.
Sunday	7:00 a.m.–7:30 p.m.

SIGN-OUT PROCEDURES

- ▶ Any time a student leaves campus (with the exception of class field trips or teams departing for athletic contests), a permission request must be submitted by coming into the Deans Office or signing out online via Veracross.
- ▶ Weekend requests must be submitted by 11:00 p.m. on Thursday. For Long Weekends, permission requests may be due earlier. Students should check the weekly calendar and listen to announcements in Assembly for deadlines.
- ▶ A three-grade penalty will be assigned to students filing late requests.
- ▶ It is assumed that when students take a weekend or day permission they are going to a place approved on the form sent to the Dean's Office by their parents. They may not take a weekend or day permission to any other place without parental permission.
- ▶ When students sign out to their own homes, no invitation is necessary, provided the parents of the student have given permission to sign out home. When students go to their homes, the school expects that a parent or an adult approved by a parent will be present.
- ▶ Students may not sign out to a hotel, home, or any other location unless their parent, the parent of another student, or an adult approved by their parent is present for the entire weekend.

- ▶ Students must have an invitation from their host for the weekend whenever they leave school to visit any place other than their own homes. Invitations may be called in to the Dean's Office or may be submitted in writing. All invitations are expected in the Dean's Office at least 48 hours before departure.
- ▶ When attending a concert or other function before going to their home or to the home of their host family, students must be picked up from school by their own parent or their host parent.
- ▶ Upon returning to school, students must be sure to come into the Duty Office to sign in; in most cases students are required to return to campus and sign in by 7:30 p.m.
- ▶ Finally, if you are detained in returning from your weekend for some reason, please call the Duty Office at 860-945-7800 before 7:30 p.m. to let the duty officer know where you are. If the duty officer is not present, you should leave a message in the voice mailbox.

DAY PERMISSIONS

All students in good standing are allowed unlimited day permissions during free time. Permissions are granted for travel near the school. Students wishing to leave Watertown must consult one of the deans of students regarding permissions and invitations required.

Saturday permissions start after a student's last Saturday class or athletic contest and end at 10:15 p.m. No students may be excused from class to get an early start. Sunday permissions run from 8:00 a.m. to 7:30 p.m. Students leaving early Sunday morning are advised to have their travel approved on Saturday, as the duty officers are usually not available until 10:00 a.m.

Day students may invite boarding students to their homes only if an adult is present. A day student's parent must call in an invitation for a boarding student to come to their house on a day permission. Day students must sign out and back in if they intend to return to campus on any given day. Boarders must sign out in the Duty Office, even if the home is near campus.

Boarding students who have permission to drive with a day student may ride downtown during the hours specified on page 22, but each student must sign out in the Duty Office.

Students may not sign out for dinner on nights when sit-down meals are served.

All permissions to be away from the school for medical appointments must be cleared first through the Health Center.

WEEKEND PERMISSIONS

Weekends during the school year are designated as being either open or closed. On a closed weekend, boarding students are not permitted to be away from Taft overnight without receiving special permission from the Dean's Office. The dates of the closed weekends are given below. Students are allowed to leave Taft on an open weekend, with certain exceptions explained below, as long as they do not miss any classes, athletic contests, or other extracurricular obligations.

Saturday Weekends start after a student's last class or athletic commitment on Saturday and end at 7:30 p.m. Sunday. No students may be excused from class to get an early start. On open weekends when Saturday classes do not meet, students are permitted to leave after their last commitment on Saturday. Students may not leave for a weekend on Friday unless they have received special permission from the Dean's Office.

All students are granted three Long Weekends, one during each term. All dorms will be open for students during these long weekends, with the exception of USGD and ISP. These two dorms will close for Fall and Winter Long Weekends. If a student living in one of these dorms does not plan on leaving campus during these weekends, he or she will need to stay in another room on campus. For 2018–19, the Long Weekends are October 6–9, February 1–5, and May 3–6.

Students assigned to serve weekend detention may not leave campus unless the detention has been rescheduled by the dean of students.

On Parents' Weekends in the fall and winter students may leave campus with their parents on Saturday night.

Weekends or day permissions may not be taken after the Winter Formal or other events specified by the Dean's Office.

A number of weekends during the year are closed. This year, closed weekends fall on the following dates: September 8, September 15, October 13, November 10, December 1, December 8, January 5, January 19, February 9, March 30, May 18, and May 25. No weekends are closed for seniors in the spring.

COLLEGE DAYS

Students are allowed to miss a limited number of days during their Taft career for the purpose of visiting colleges. While these days are almost always taken during the senior year, there are rare cases in which students request to use one of their college days during the Uppermid year. To be granted a college visit day, green college cards (available in the Dean's Office) must be signed by the teachers whose classes will be missed, by one of the college counselors and by the class dean. Cards should then be brought to the Dean's Office for final approval at least 48 hours before departure.

Students are encouraged to use school vacations and Free Day Weekends for college visits in order to allow them to use their college days for visits in late April after college acceptances have been received.

Seniors should understand that college days are to be used only for the purpose of meaningful college visits and should not be viewed as "free days" that they are entitled to take for any purpose. The college counseling staff will determine if the proposed visit is a meaningful part of the student's college search process. If a student feels that it is unavoidable to miss more than three class days, he/she must seek approval from the college counselor and the class dean well in advance of the proposed departure. If permission is granted, the sign-out procedures described above should be followed. Seniors who take more than three college days will not be granted the privilege of taking Friday weekends in the Spring Term.

VACATIONS

In addition to the Summer Vacation, the school provides Thanksgiving, Winter and Spring Vacations. Before a student leaves for vacation, all major work in every course must be satisfactorily completed.

The school cannot provide living accommodations or board for any student during the vacation periods (Thanksgiving, Winter and Spring Vacations). The dormitories will be open for two nights prior to the first class day following a vacation and for the night of the final class day before vacation. When leaving for these vacations or for the summer, students must check out with the dormitory faculty to assure that they have left their rooms in satisfactory condition. Students leaving their rooms in unsatisfactory condition may be assigned a weekend detention, asked to return to campus, and/or billed for cleaning.

If students do not go immediately home for vacation, permissions and invitations must be submitted to the Dean's Office just as if students were taking a weekend to a place other than their own homes.

Transportation arrangements should be made so as to permit students to attend all of their classes.

Only under extraordinary circumstances may a student petition to leave for vacation early. Special circumstances should be brought to the attention of the dean of students well in advance of departure.

The Conduct System

Taft's Conduct System is not designed to penalize students for every minor infraction of the school's regulations. We are concerned about students who, over the course of the term, cannot regularly meet their obligations. If a student accumulates too many conduct grades in a given term, it is a signal that some part of the student's behavior at school is not acceptable. In this case the student's advisor and class dean are likely to become involved in discussions about how the student can meet the school's expectations more frequently.

Conduct grades are cumulative for each term. A daily total of each student's grades is available online and accessible via the Dean of Students' Office.

All conduct reports are issued by the Dean's Office. An email indicating the offense and the number of assigned conduct grades will be sent to the student. If a student has any question about the report, he or she should consult with one of the deans of students within 72 hours. Excuses for conduct reports will generally not be accepted after the date indicated in the email notification.

Most conduct grades are handed in on the day of the offense, but sometimes dormitory faculty enter grades for dormitory offenses every few days.

Students who miss class for illness must report to the Health Center before the class meets. Students taking medications may not miss classes, Assemblies, or Morning Meetings to pick up their prescriptions.

It is the responsibility of each student to meet required appointments. Alarm clock problems will never be accepted as an excuse for missing class or any other obligation. We recommend that students have an alarm clock with a battery backup so that power surges or outages do not cause alarms to fail.

PLEASE NOTE THE FOLLOWING STANDARDIZED PENALTIES.

- 1 grade offense:* Lateness (extreme lateness carries larger penalties), improper dress, cell phone violation
- 2 grade offenses:* Breakfast cuts
- 3 grade offenses:* Riding elevator, late weekend sign-in or sign-out, job cuts, dinner cuts
- 4 grade offenses:* Assembly cuts, exercise cuts, leaving corridor in HDT or CPT to move between floors after 10:30 p.m. for underclassmen or after 11:30 p.m. for seniors
- 5 grade offenses:* Class cuts, Morning Meeting cuts
- 1-day stayover:* Throwing water balloons or anything else out of windows, swimming in the pond or throwing others in the pond, failing to leave building in a prompt fashion in response to an alarm
- 2-day stayover:* Reaching Disciplinary Report in consecutive terms or more than two times

Continued violation or abuse of a school rule or regulation may result in a more serious penalty than the one normally applied.

Although Taft grades run on a semester schedule, conduct records are maintained on a three-term basis. The fall term conduct records will close on Saturday, December 1, the winter term records will close on Saturday, March 2, and the spring term records will close at the end of the school year.

DISCIPLINARY RESTRICTION

Students who have accumulated a total of 18 grades (20 in the fall term) will be placed on Disciplinary Restriction. A student who reaches this threshold is restricted to campus to serve one Weekend Detention.

DISCIPLINARY REPORT

Students who have accumulated a total of 25 grades (30 in the fall term) will be placed on Disciplinary Report, and their cases will be referred to one of the deans of students for violation of a Fundamental Rule. A student who reaches this threshold for the first time will receive a Weekend Detention and additional sanctions as determined by the Dean's Office.

Students who are placed on Report more than once are, at the discretion of the dean of students and/or headmaster, likely to be held over at the end of the term, suspended or dismissed from school.

WEEKEND DETENTION

Taft uses Weekend Detention as the primary consequence for disciplinary infractions that do not constitute violations of Fundamental School Rules.

Students will be expected to serve Weekend Detention on the Saturday immediately following their infraction. If a student has a scheduled commitment that makes serving an assigned Weekend Detention impossible, the student must submit a request to reschedule the detention to one of the deans of students by Friday at 3:00 p.m.

A student who earns a Weekend Detention is restricted to campus after classes and extracurricular commitments on Saturday through Sunday evening check-in. This student is required to attend study hall on Saturday night from 9:00 to 11:00 p.m. Day students who earn Weekend Detention will be required to come to campus to serve study hall. Students assigned Weekend Detention must arrive to study hall on time and with appropriate work for the entirety of the study hall period. Students will not be permitted to sleep or watch movies; cell phones are not allowed.

A student who misses Weekend Detention will be assigned an additional Weekend Detention. Weekend Detention may be converted to work detail at the discretion of the Dean's Office.

STAYOVER

Students may be assigned to a stayover as a result of reaching Disciplinary Report in consecutive terms, missing too many classes, going into the pond, throwing objects out of windows, accumulating too many Weekend Detentions, or for committing a variety of other infractions. When students are assigned to a stayover, they must remain at school at the end of the term after they have completed their final commitment. The stayover program runs only at the beginning of winter, spring, and summer vacations. Students serving a stayover are required to work for several hours each day performing tasks for the school. In addition, students must check in several times a day with the faculty member who is supervising the program.

ADDITIONAL DISCIPLINARY RESPONSES

In addition to any disciplinary action, the deans of students will automatically review the record of each student on Disciplinary Report at the end of the term, or earlier if the situation warrants, and will confer with the class dean and headmaster for further action if necessary. Students placed on Report more than once will receive stiffer penalties, and the faculty will review their records at the end of the term.

Response to Cutting Class

The school takes very seriously a student's obligation to attend classes. Failure to attend class will result in the following responses:

- First cut*
 - ▶ Five conduct grades
 - ▶ Notification sent to class dean and advisor; required conversation with advisor

- Second cut*
 - ▶ Five conduct grades
 - ▶ Notification sent to dean of students, class dean, and advisor
 - ▶ Required conversation with class dean and advisor
 - ▶ One Weekend Detention
 - ▶ Email sent home explaining which classes were missed

- Third cut*
 - ▶ Five conduct grades
 - ▶ Notification sent to dean of students, class dean, and advisor
 - ▶ Required conversation with the dean of students and class dean
 - ▶ One Weekend Detention
 - ▶ Notification sent to parents to share details of missed classes and course of action determined by the student in consult with dean of students and class dean

- Fourth cut*
 - ▶ Five conduct grades
 - ▶ Notification sent to dean of students, class dean, and advisor
 - ▶ Required meeting with dean of students, class dean, and advisor to discuss the student's disciplinary status and determine the appropriate course of action
 - ▶ One-day stayover
 - ▶ Letter to parents

- Fifth cut*
 - ▶ Five conduct grades
 - ▶ Notification sent to dean of students, class dean, and advisor
 - ▶ Three-day stayover
 - ▶ Parent conference to establish a conduct contract for the student.
In all likelihood the student will be required to uphold all major school rules for a period of ten weeks in order to maintain status at the school.

General Privileges and Regulations

DRESS AND GENERAL APPEARANCE

Class Dress

Class dress code at Taft is not particularly formal, but students are expected to dress in a way that respects the standards and academic purpose of the School. All clothing must be neat, clean, and in good repair.

Class dress is not required during final examination weeks. Students taking College Boards and AP exams should be in class dress.

Class dress must be worn in all public areas of the school from breakfast until the end of the class day. Students inappropriately dressed for school will be required to change their dress and may receive conduct grades.

During the hours when classes are in session, including breakfast and school meetings, the following dress code applies:

- ▶ Collared shirts are required; button-down collared shirts must be tucked in.
- ▶ Dress shorts may be worn before Fall Long Weekend and after Spring Long Weekend.
- ▶ Students may not wear any kind of clothing made of blue denim.
- ▶ Halter tops, backless or off-the-shoulder shirts, tops with cut-out patterns, sheer tops, T-shirts, athletic gear including exercise pants, mesh shorts, sweatshirts and team jerseys, shower shoes or slippers, immodest apparel, patched clothing, and camouflage are not permitted.
- ▶ Midribs must be fully covered, and sleeveless tops or dresses must have straps that fully cover undergarments.
- ▶ Leggings may be worn with long tops or dresses; leggings may not be worn alone as pants.
- ▶ Skirts, dresses and shorts must be fingertip length or longer.
- ▶ Shoes may be of any style, including sneakers or sandals, between the start of school year and Thanksgiving Vacation, and after Spring Vacation. During the winter months (between Thanksgiving and Spring Vacation), sandals, flip-flops and other forms of open-toed footwear are not permitted.
- ▶ Hats may not be worn in academic buildings or in the Dining Hall at any time.

Formal Dress

Formal dress is required for sit-down dinners and other special events. Formal dress follows the same guidelines as above, with the following additional stipulations:

- ▶ Students must wear either a suit coat with a collared shirt and tie, dress trousers, socks and dress shoes, or slacks, skirts or dresses with dress shoes or dress sandals.
- ▶ Appropriate, modest apparel befitting a formal school event, rather than a dance or party, is required. As a guide, consider what one might wear out dinner with one's grandparents.

BACKPACKS AND BOOK BAGS

When left loose in the halls, identical books, notebooks, and calculators can often be picked up by mistake after Assemblies, classes, or meals. Students are therefore required to carry their books and notebooks in some sort of backpack or bag during the class day. Keeping all of your belongings in one place helps to prevent loss. We recommend that you mark your bag clearly and also suggest that if you find a pack or bag that is some hideous color not found in nature, you invest in it for ease of identification.

COMMUNICATIONS

Students are responsible for keeping up with communications sent to them. All students are expected to check their mailboxes and their email—both personal and news folders—at least once a day.

Students are permitted to have cell phones, but at Taft we value face-to-face interaction. As such, it is not appropriate to make calls or text in public on campus. This includes but is not limited to classrooms, school hallways, the walkways and outdoor areas around campus, dormitory common rooms and the gym. Calls should be made in private spaces, subject to other applicable rules and regulations. Because cell phones have many uses, students may use their phones in public for such activities as checking the time or their calendar. But any activity that interferes with face-to-face communication is prohibited. If a cell phone interferes with class, Morning Meeting or any other academic setting, the phone may be confiscated and turned in to the Dean's Office.

Taft believes in the importance of developing an effective partnership with families to support students during their time at the School. To help foster such collaboration, Taft routinely communicates with parents and/or guardians regarding student progress and may, at times, require specific permissions of a parent/guardian in connection with certain school events such as off campus trips and activities. For this reason, even though a student may turn 18 while enrolled at Taft, the school will continue to maintain regular communication with parents/guardians and will expect the same degree of parent involvement for all students, regardless of age, in all aspects of Taft's program. Any student who remains enrolled in Taft following his/her 18th birthday must therefore understand that in choosing to remain at the school, he/she is providing consent for the school to discuss and/or release information and records to his/her parents/guardians to the same extent as if he/she were a minor, including, but not limited to, information related to academics, enrollment, attendance, discipline, college counseling and health matters and may still require parent/guardian consent for specified activities.

FREE ABSENCES FOR SENIORS

Seniors are permitted five free absences per term. These absences may only be used for exercise, sit-down dinners, and Assemblies. Seniors are not permitted to use cuts to miss the Volunteer Program. Although this principle brings to mind the oxymoron "mandatory volunteer work," the principle makes sense as people are counting on you to fulfill your commitments. Reports of absences will be submitted to the deans of students. The deans will maintain a record of these absences in their office. Seniors will receive emails for cuts that have been reported. Unless the cut was given in error, seniors can ignore these emails and the computer in the Dean's Office will not add the first five cuts to grade totals. Seniors are responsible for informing the dean on those occasions when their absences were reported incorrectly.

EXCEPTIONS AND PROVISIONS

The first five cuts a senior receives for any of the school functions noted above will count as his/her excused absences for the term. Certain special meetings and Assemblies may be required from time to time. Seniors may not use cuts for these events. Programs that are required will be listed as such on the school calendar. Cuts may not be carried over from term to term.

FUND RAISING

Class committees, clubs, teams or organizations that wish to raise money for charitable causes, to help finance their activities or for any other purpose, must consult with class dean, coach or faculty advisor for approval of their methods and products. The Dean's Office will not approve fund-raising projects whose primary goal is to provide resources to feed the members of organizations. In other words, buy your own pizza and raise money for something worthwhile. Anything made for sale or distribution must be approved by the faculty advisor and then the dean of students.

IN CASE OF FIRE OR OTHER EMERGENCY

Detailed instructions regarding procedures to follow in case of fire are posted in each dormitory at the beginning of the year, but students should remember the following points: If students are in their rooms when the fire alarm sounds, they should go immediately to their mustering points outside the buildings. If students are not in the dormitory when the fire alarm sounds, they should immediately exit the building without returning to their dormitories or cutting through buildings. Students must remain outside until an audible announcement is made over the public address system that it is safe to enter the building. Students should never assume that an alarm is false. Specific fire and safety regulations for student rooms are on page 41.

Procedures for other types of emergencies, such as weather-related events, intruders or accidents, are contained in the emergency response guides provided in campus buildings and dorms and the school's Crisis Manager app. In the event of such an emergency, students should listen to the public address announcement and monitor push notices and emails for instructions on how to proceed. Students may be instructed to shelter in place, evacuate, or lockdown in place. Students should continue to follow the instructions until they are told by the public address system, push notices, and/or emails that it is safe to return to their normal routine.

INDEPENDENT STUDIES PROGRAM (ISP)

The Independent Studies Program provides students an opportunity to explore an area of artistic or academic interest in depth outside of the regular school curriculum. Students on ISP may take an exemption from one term of exercise. In addition, they may obtain permission to miss dinner if they are working on their project. Students who are found to miss dinner without reason will be held accountable for their absence. Also, with the permission of his/her ISP advisor for extraordinary circumstances, such as a field trip or special presentation, ISP students may miss class. Permission to miss a class must follow permission procedures outlined under "Absence and Academics" on page 10.

JOB PROGRAM

In the belief that every student should have the experience of making a positive contribution to the community, Taft has long maintained a student work program. Throughout the year, students participate in dinner jobs. Other jobs evolve in response to the needs of the community. A frequent job rotation ensures that all have an opportunity to serve without being overburdened.

OUTDOOR REGULATIONS

Because of potential damage to the lawns, windows, and a variety of other objects, games should be played on the athletic fields behind the school. Given their proximity to classrooms and offices, students may not create distracting noise in the area surrounding the Pond, in Centennial courtyard, or in the Vogelstein/CPT quadrangle during the class day or during study hall.

Students are not allowed to swim in Potter's Pond or in the various ponds on the golf course or in the Watertown area.

Students should never trespass on town or private property. When walking downtown, students should remain on the sidewalks. Taking shortcuts through lawns and wooded areas creates problems for the owners of those properties.

MORNING MEETINGS AND ASSEMBLIES

Morning Meeting is generally held on Tuesday and Thursday mornings. Books should be left in lockers or in the hallways before entering the auditorium. Food and drink are not permitted in Bingham. As programs for Morning Meetings are normally of a serious nature, students are expected to enter Bingham quietly and take their assigned seats. Students should not stand in the aisles or in the front or rear of the auditorium before Morning Meetings begin. When the speaker for the day takes the stage, students should stop talking immediately. At the conclusion of Morning Meetings, students should quietly exit in an orderly fashion after allowing the Senior Class to leave first.

Assemblies are held on Wednesday and Saturday mornings. These gatherings are used for announcements, videos, or skits. All videos should be submitted to the deans of students for approval at least 24 hours before the Assembly. Although Assemblies are not as formal as Morning Meetings, it is essential that students enter and leave in an orderly fashion and show proper respect for those making announcements. Seniors will leave the auditorium first.

Students have assigned seats at Morning Meetings and Assemblies. Students not in their assigned seats will be given cuts.

Cell phones should not be used or even visible when the community gathers in Bingham Auditorium.

SENIOR SPRING TERM

During the spring term, certain special regulations for seniors go into effect. The school reserves the right to withhold these privileges for a student whose conduct has been irresponsible during the senior year. The school also reserves the right to ask a senior to spend the spring term away from Taft.

1. Seniors are excused from certain obligations. Class deans will notify students about such changes.
2. Seniors may be downtown between 7:00 a.m. and 10:00 p.m. daily, but must be back in their dormitory by check-in. As is the case during the school year, students going downtown after 6:00 p.m. must be accompanied by another student. Seniors returning to school from a weekend permission must be back by 7:30 p.m. If they wish to go downtown after a weekend permission they may do so, but they must sign in first by 7:30 p.m. in the School Duty Office and then fill out a day permission card.
3. During spring term, seniors in good standing are allowed two Friday weekend permissions and unlimited Saturday overnight permissions. Weekend cards must be filled out by the Thursday at noon before departure. These cards should be taken to one of the senior class deans for approval. Deans reserve the right to deny weekend permission to seniors who are not in good standing or who will be missing a crucial academic obligation. A Friday weekend begins after a senior's final commitment (academic or non-academic) on Friday. Seniors taking Friday weekends are responsible for their work. It is never appropriate for seniors to take a Friday weekend before a Monday or Tuesday Advanced Placement Exam. Furthermore, seniors who play on interscholastic teams may not leave on Friday and return for a Saturday game.

Day Student Information

Day students are an integral part of the Taft community. As a school we seek to give day students every opportunity to immerse themselves in all aspects of student life, including the residential life experience. Therefore, all day students will select a dormitory where they are invited, and sometimes required, to attend events and meetings.

DROP-OFF

Day students should not arrive at school earlier than 7:00 a.m., but are expected to arrive to campus at least ten minutes before their first commitment each day. The area of the Main Circle in the front of the school closest to the building is reserved for day student parents who are picking up or dropping off their children.

PARKING

Day students must park their cars only in the parking lot across the street from the main entrance to the school. Day students should never drive their cars on the campus side of Route 6. Day students parking at the Cruikshank Athletic Center should use the main lot and not the small lot by the rink. Students found in violation of these rules may be subject to disciplinary action.

INCLEMENT WEATHER

Most of the faculty and students live on campus, and we hold classes regardless of the weather. In the case of weather that could interfere with transportation to or from school, day students are welcome to stay overnight in the dorms. If your child elects to stay over, he or she should submit a permission card, signed by the dorm head, to the duty office by 8 pm. If a student does not stay over during a period of inclement weather, please use your discretion in deciding whether it is possible to get to school. If your child will not be present, please call the Dean's Office. Also, if a potentially dangerous storm starts during the day, feel free to pick up your child whenever you think it is wise to do so. Day students who leave early should stop by the Dean's Office to let us know that they will be missing class.

REPORTING ABSENCES

A parent should call the Health Center, 860-945-7762, by 8:30 a.m. on days when illness prevents a student from attending school. Permission for absence from school for any reason other than illness must be requested in advance through the Dean's Office.

ILLNESS DURING THE CLASS DAY

Day students who become ill during the class day should report to the Health Center. The Health Center staff will decide if the student should remain at school or be sent home.

MEALS

Day students are expected to eat lunch at school, and they are invited to eat dinner here. Day students who remain at school for dinner on nights when the school has sit-down dinners must be properly dressed (see page 28 for formal dress). A few times a year, day students are required to stay for an all-school or class dinner. These dates will be posted on the school calendar well in advance.

OFF-CAMPUS SIGN-OUT

Day students are not required to sign in when they arrive to campus in the morning or sign out when they leave for the day. However, if a day student leaves campus for a portion of the day (to walk downtown, for example), they are expected to follow the sign-out procedures described on pages 22–23.

EVENING HOURS

Lower school day students are generally not allowed to remain on campus after 8:00 p.m. on school nights unless they have obtained permission from a faculty member to stay later. Upper school day students are generally not allowed to remain at school after 10:15 p.m. on school nights. During evening study hall, Uppermid and Senior day students may be in the library, classrooms or faculty apartments, but they should not be in non-academic places. Senior day students may be in the Student Union. Senior day students who visit the dormitories during study hall must sign in with the faculty member on duty. On weekend nights, day students are permitted and encouraged to stay on campus until check-in.

OVERNIGHTS

With the approval of the Dean's Office and the appropriate dormitory head or faculty member on duty, day students may spend the night at Taft on an occasional basis in order to participate in a special activity at the school during the evening hours. This privilege is generally only allowed on a Saturday night. In all such cases, day students must obtain the permission of all occupants of the room in which they have been invited to stay, and they should also ask the permission of the faculty member on duty in the dormitory. All appropriate permissions must be secured in advance, and a completed overnight visitor card must be submitted to the Duty Office by dinner on Saturday. Stays longer than one night are not allowed except under extremely unusual circumstances. Requests for stays of longer than one night should be directed to one of the deans of students.

LOCKERS

Day students will be assigned a locker by the Dean's Office. We strongly encourage students to secure their locker with a combination lock. Any student who abuses the locker area or who in any way tampers with other students' or the school's property will be subject to disciplinary action.

Day students are required to remove all belongings from their lockers at the end of the school year. The school is not responsible for belongings left in lockers after the last day of exams.

RESIDENTIAL LIFE

Residential Life Regulations and Information

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

The overriding concept of such a fluid system must be one of consideration and respect for the individual.

Of course, freedom from binding structure is not freedom from responsibility, which increases in an almost direct relationship. The role of the individual is paramount in such a system: it is expected that students will have the necessary sense of community to be able to reach a satisfactory compromise with those around them regarding the various irritants of communal living.

It is necessary to establish a student-faculty relationship that is informal and frank—a relationship based on mutual trust. Communication is essential for such a system to work effectively, and informal dorm meetings are to be encouraged to develop such a dialogue.

—*The Monitors*, 1970

RESIDENTIAL LIFE MISSION STATEMENT

The goal of the Residential Life Program is to create a safe, happy, healthy living environment where Taft students can grow emotionally, physically, and intellectually.

PRINCIPLES OF THE RESIDENTIAL LIFE PROGRAM

- ▶ To act with honor and integrity
- ▶ To serve others unselfishly
- ▶ To be morally thoughtful
- ▶ To be a good citizen
- ▶ To live a healthy and balanced life
- ▶ To work cooperatively and collaboratively for the good of Taft

Dormitory Monitors

Dormitory monitors are students who are selected by the faculty to assist them in making the dorms run smoothly. They help with details of dorm life, but more importantly assist students in their personal and academic lives in any way they can. Dormitory monitors are selected in the spring after being interviewed by the faculty.

TAFT SCHOOL DEFINITION OF LEADERSHIP

Leadership is choosing to act with empathy, integrity, and courage to help one's group achieve its goals.

TAFT SCHOOL EXPECTATIONS FOR STUDENT LEADERS

- ▶ I will be principled in my actions, ambitious in my goals, energetic in my duties, open-minded in my interactions with others, and respectful in my communications with everyone.
- ▶ I understand that the role of class committee member/school monitor/dormitory monitor is constantly changing and that circumstances may require difficult decisions and different tasks than have been required in the past.
- ▶ I will invest myself in the process of learning good leadership.
- ▶ I will work with faculty and my fellow committee members/monitors to construct an identity for my group that encompasses a diversity of viewpoints and serves the larger Taft community.
- ▶ In order to act with moral authority, I will conduct myself in accordance with the Honor Code, the rules of the community, and with the highest personal integrity.

DORMITORY MONITORS ARE EXPECTED TO:

- ▶ Carry themselves in a way that embodies the balance of community membership and self-discipline expected in our dormitories.
- ▶ Be excellent role models, following all the rules of the school.
- ▶ Have a fundamental role in building a strong sense of community in each dormitory.
- ▶ Be present and visible in the dormitories and around campus.
- ▶ Plan and facilitate events in their dormitories.
- ▶ Encourage and remonstrate students appropriately.
- ▶ Work closely with dormitory heads to establish expectations specific to the running of their particular dorm.
- ▶ Reach out to other students to help ease their transition to a new school or a new dormitory.
- ▶ Work together to make certain that every member of a dormitory community is known well
- ▶ Immediately communicate with dormitory faculty about major problems that arise in the dorm.
- ▶ Support the other members of the dormitory team and serve as a spokesperson for student concerns.
- ▶ Communicate as soon as possible to a faculty member or the health center via the sanctuary policy if they have reason to believe that a fellow student's health, safety, or place at Taft may be at risk. In an emergency, always call 911.

General Rules for Residential Life

1. Students must be inside the buildings at 8:00 p.m. (Please consult the Fundamental Rules for regulations regarding being off campus.) Naturally, students may leave buildings to move about the main campus area, but under no circumstances should they be out on the athletic fields, the golf course, the cemetery, etc., after 8:00 p.m. On nights when students are allowed downtown after 8:00 p.m., they are expected to use the main roadways to go downtown. Downtown privileges do not extend to the adjacent fields and the golf course. Students are not to be out of dormitory after 10:15 p.m. (10:45 for seniors once approved by faculty), except that seniors may visit other senior rooms after 10:15 p.m. until 11:30 p.m.—boys between senior rooms on the second, third and fourth floors of CPT and girls on the various floors of their own dormitories. In addition, seniors may visit faculty apartments in their own dormitories.
2. Sufficient quiet must be maintained in the dormitories at all times to allow those who wish to study or sleep to do so.
3. Students may use radios, speakers, and other music-making devices. However, at no time may this equipment be played loudly enough to disturb anyone. A further restriction is placed on the volume level of speakers from the beginning of evening study hall until the end of classes the next day. During these time periods, Lowermids and Mids may play music only through earphones, and Uppermids and Seniors may play music at a level that cannot be heard outside the room.
4. During study hall and after lights, lower school students may not use computers, cell phones or any other Internet-capable devices for non-academic work except with permission from the faculty member on duty.
5. Upper School students (Uppermids and Seniors) may have external video game systems in dorm rooms if they choose: lower school students may not. Of course, students are expected to abide by study hall and “lights out” guidelines such that they can meet academic goals and be rested and well. Note that students who inappropriately use or play video games, or students who struggle to meet expectations will earn consequences and lose the privilege.
6. Computer monitors may not exceed 32”.
7. Students are not allowed to gamble (for fun or money).
8. Students are not allowed to use the school elevators without permission from Health Center personnel or the Dean’s office.
9. Dart boards are not permitted.
10. Students may not keep pets at school under any circumstances. Fish are permitted; small, toothless fish.
11. Liquor bottles, beer cans or bottles, or any drug paraphernalia may not be used as room decorations or kept in student rooms. Posters or other decorations that show alcohol or drug products are prohibited. Posters that depict nudity or that are otherwise, at the discretion of faculty, inappropriate, are not permitted.
12. The porches of HDT and CPT are off limits for students.
13. The use of rollerblades, skateboards, scooters, hoverboards, or bicycles is not permitted inside school buildings.
14. Students are not permitted to have refrigerators. Exceptions will only be made for medical reasons and must be determined and approved by Dr. Diane Fountas, Director of Health Services.

15. Consistent with the school's role in loco parentis, the dormitory faculty and school staff reserve the right to enter student rooms at any time for school business. This includes, but is not limited to, daily room inspections, maintenance tasks, cleaning purposes, and other school business.
16. Students may only room with students in their own grade.

Evening Hours and Interdorm Visitation

Evening hours at Taft begin at 7:00 p.m. except in the fall and spring on Tuesday and Thursday nights of formal sit-down dinner, and will end at "lights out" for each of the respective classes. During this time, dormitory faculty will be present in the dormitory, ensuring an environment that is conducive to productive study hall conditions. Supervised evening room study is held from 8:00 to 10:00 p.m. (8:00 to 9:45 p.m. for Uppermids and Seniors) every evening that is followed by a class day. On the evenings that students return after a long weekend or extended vacation, there will be quiet hours in lieu of a study hall. Attendance will be taken at 8:00 p.m., and students are expected to maintain an environment that is conducive to studying until 10:00 p.m. During study hours, all students must be in their rooms or at one of the allowed locations. Study hours are a sacred time; therefore, it is important that quiet be maintained throughout campus. Students are not to gather in the halls or public areas of the school, but rather are expected to go to their destinations quickly and quietly. Leaving the dormitory without permission, going to an unapproved location, or intent to deceive on a dormitory sign-out violates our Permission Rules and may result in loss of sign-out privileges. Because Taft places high value on individual responsibility, we believe in instilling more responsibility in our students as they progress through their Taft educational experience.

Visitation

At Taft, students begin to think of their rooms as home and we understand that they might want to share their space with friends from time to time. The purpose of Dorm Visitation is twofold. One, we want to allow students to visit friends of the opposite gender in a comfortable setting, analogous to visiting in the living room of a family home. Two, we want to encourage members of a tremendously diverse school to broaden their relationships and friendships, and we recognize the need for them to gather in healthy, fun, and safe ways in places other than the Jig, library, or dining hall. Our policies on intimacy (page 14) still hold true for any and all dorm interactions (co-ed or same sex) just as they would anywhere on campus.

The Dorm Visitation privilege is extended only to Taft students. Alumni and students not enrolled at the school are not permitted in the dormitories without permission of one of the deans of students.

ANY OF THE FOLLOWING WILL BE CONSIDERED A VIOLATION OF PROCEDURES WITH REGARD TO VISITATION.

1. Allowing someone without proper permission to be in a room during Visitation.
2. Visiting a room other than your host's room.
3. Closing a door while visiting.
4. Failure to sign in or sign out properly and in a timely fashion, in person, with the faculty member on duty.

The Following expectations for Visitation are for all students anytime Visitation is used:

- ▶ A faculty member must be present in the dormitory if visitation is to take place.
- ▶ Hosts and their guest(s) must sign in, in person, with a faculty member on duty in the dormitory being visited and must sign out with the faculty member when departing.
- ▶ Guests may sign in only to the room of their host, though a student can host more than one guest in their room.
- ▶ The door to the student's room must be kept ajar by a standard Taft-issue trash bin.
- ▶ Students should expect faculty or other students to drop by at any time.
- ▶ Hosts and their guests must sign out, in person, with the faculty member on duty in the dormitory being visited.
- ▶ There are no visitation privileges on any nights of long weekends.

Dorm Visitation for Seniors:

- ▶ Begins in the third week of September for students who complete the proper paperwork.
- ▶ Seniors may visit senior rooms of students of the opposite gender from 7:00 p.m. until 10:00 p.m. Sunday through Friday nights and on Saturday nights from 7:00 p.m. until 11:00 p.m.
- ▶ Seniors may visit in Uppermid rooms from 7:00 p.m. until 10:00 p.m. Sunday through Friday nights and on Saturday nights from 7:00 p.m. until 11:00 p.m.
- ▶ Seniors are never permitted to visit in rooms of Middlers or Lowermids.

Dorm Visitation for Upper Middlers:

- ▶ Begins after Long Weekend in the fall for students who complete the proper paperwork.
- ▶ Uppermids may visit in Uppermid or Senior rooms of students of the opposite gender from 7:00 p.m. until 10:00 p.m. Sunday through Friday nights and on Saturday nights from 7:00 p.m. until 11:00 p.m.
- ▶ Uppermids may visit in Middler rooms on Sunday, Tuesday, and Friday evenings from 7:00 p.m. to 7:50 p.m. only.
- ▶ Uppermids are never permitted to visit in rooms of Lowermids.

Dorm Visitation for Middlers:

- ▶ Begins after Long Weekend in the fall for students who complete the proper paperwork.
- ▶ Middlers may visit in Uppermid, Mid, or Lowermid rooms of students of the opposite gender from 7:00 p.m. until 7:50 p.m. on Sunday, Tuesday, and Friday nights.
- ▶ Middlers can only visit with Lowermids during the second semester.

Dorm Visitation for Lower Middlers:

- ▶ Begins after the first semester for students who compete the proper paperwork
- ▶ Lowermids may visit in Mid or Lowermid rooms of rooms of the opposite gender from 7:00 p.m. until 7:50 p.m. on Sunday, Tuesday, and Friday nights.
- ▶ Lower Middlers and Middlers may also visit on Saturday nights between 7:00 p.m. and 11:00 p.m.

LOWER SCHOOL EVENING ROUTINE

8:00–10:00 PM: Lower School Study Hall & Room Inspections

- ▶ Doors must remain open during study hall.
- ▶ Rooms inspection can be held Sunday through Friday:
 - ◆ Beds made
 - ◆ Floors cleared and cleaned
 - ◆ Trash emptied
 - ◆ Open food removed from room
 - ◆ Closets straightened
- ▶ Students may not use computers, cell phones, iPads, or other electronics for email, instant messaging, or Internet surfing except with permission from the faculty member on duty.
- ▶ Students may ask the permission of the faculty on duty to sign out to faculty apartments, computer labs, language lab, academic tables, or counseling offices. Permission will be granted to lower schoolers only if the faculty member on duty has been given advance notice by a faculty member. Students wishing to go to the Writing Center or any academic table may do so at their discretion, and they do not need prior faculty permission, although they must follow the proper sign-out procedure. Students wishing special permission to go anywhere except the above destinations must receive permission from their class dean. The Lowermid deans may require some Lowermids to study in a supervised room during study hall.
- ▶ Students who sign out during study hall must sign back in by 9:45 p.m.

10:00 PM: Study Hall Ends

10:00–10:15 PM: Check In with Faculty Member on Duty and Request Late Lights

10:30 PM: Lights Out / Internet Access Turned Off

10:30–11:30 PM: Late Lights (Monday Through Friday Only)

- ▶ Lowermids may request late lights for studying purposes one night a week, but they must be in bed by 11:30 p.m. unless they have special permission from the faculty member on duty.
- ▶ Mids are allowed to stay up after 10:30 p.m. for studying purposes two nights a week, but they must be in bed by 11:30 p.m. unless they have special permission from the faculty member on duty.
- ▶ Mids that might need a third late light per week must get permission from his/her class dean and dormitory head.
- ▶ Overhead lights must be off during this time and students using late lights must be sitting at their desk using a desk lamp. The roommate of the student taking late lights must be in his/her bed unless he/she has also signed up for late nights.

11:30 PM: The Library and Other Taft Academic Online Resources are Turned Off

Special Study Requirements

Mids and Lowermids who must attend evening practices or play rehearsals—a situation that sometimes occurs during the winter term—are required to attend an afternoon study hall.

UPPER MIDDLE EVENING ROUTINE

7:00–9:15 PM: Uppermid Sign-Out

- ▶ Students must sign out in person, with the faculty member on duty, to sign out to any academic venues or faculty apartments.
- ▶ Students may also sign out for cultural events when appropriate.

8:00–9:45 PM: Study Hall

- ▶ During study hours students must be in their rooms or at one of the locations specified above.
- ▶ Room inspections can be held Sunday through Friday:
 - ◆ Beds made
 - ◆ Floors cleared and cleaned
 - ◆ Trash emptied
 - ◆ Open food removed from room
 - ◆ Closet straightened
- ▶ For purposes of maintaining quiet during this important time of the day, students are not to gather in the halls or public areas of the school, but rather are expected to go to their destinations quickly and quietly.

9:45 PM: Study Hall Ends

10:15 PM: Check In with Faculty Member on Duty

10:45 PM: Room Check

- ▶ Students must remain in their own room at this time.

11:30 PM: Lights Out / Internet Access Turned Off

Special Study Requirements

Uppermids who must attend evening practices or play rehearsals—a situation that sometimes occurs during the fall or winter term—are required to attend an afternoon study hall.

SENIOR EVENING ROUTINE

7:00–10:00 PM: Senior Sign-Out

- ▶ Senior sign-out is a privilege.
- ▶ Seniors do not need permission to sign out.
- ▶ Seniors must sign out with the faculty member on duty to go to any academic venue, the Jigger Shop, or cultural event when appropriate.
- ▶ Seniors must sign back in on the same sheet when they return to the dormitory.

8:00–9:45 PM: Study Hours

- ▶ Seniors are expected to be in their room during this time unless they have signed out to a destination listed above.
- ▶ Room inspections will be held Sunday through Friday:
 - ◆ Beds made
 - ◆ Floors cleared and cleaned
 - ◆ Trash emptied
 - ◆ Open food removed from room
 - ◆ Closet straightened

10:15 PM: Check In with Faculty Member on Duty

10:15–11:30 PM: Seniors May Visit Rooms of Other Residents After Signing Out on the Appropriate Sheet.

- ▶ Seniors may visit Senior rooms until 11:30 p.m.
- ▶ Seniors may visit Uppermid rooms until 10:45 p.m.

11:30 PM: Lights Out / Internet Access Turned Off

Directions for Care of Rooms

- ▶ Rooms should be kept clean for reasons of fire insurance and health standards (and because it is the right thing to do). All rooms can be inspected at any point throughout the week by dormitory faculty to ensure that standards (beds made, trash emptied, open food removed from the room, closet straightened, and floor cleared) are being met. Each dormitory establishes its own schedule for room inspections, and students should expect daily room inspections.
- ▶ School furniture may not be moved from room to room and should not be modified in any way.
- ▶ The use of tacks and nails is limited to the molding. Paste, glue, and tape should not be used because these substances can pull the paint off of the walls. “Fun-tak” and other similar adhesive materials may be used in USGD and CPT dormitories; in other dormitories, students must use tacks for all wall hangings.
- ▶ Room decorations should be selected while keeping in mind that although a student’s room is his/her own, it is also part of the dormitory and the community. Good taste and respect for others are expected. Students may not hang posters or other decorations that display symbols of hate, images of alcohol, drugs, scantily clad models, or other inappropriate images. Room decorations must consider the community and uphold respect and dignity for all.
- ▶ Faculty reserve the right to ask a student to remove inappropriate room decorations.
- ▶ Perishable food is not to be stored in rooms.

Beds are not to be lofted unless with the approval of the director of residential life.

FIRE AND SAFETY REGULATIONS

In the interest of safety and in order to comply with the fire marshal’s regulations and safety codes, students must strictly adhere to the following rules:

1. Nothing may hang from or near the ceiling light fixtures or across the ceiling itself. Only one wall may be covered by a wall hanging, which must be fire-resistant and must be free and clear of any electrical outlet or fixture.
2. Rooms may not be subdivided by furniture, sheets, blankets, flags, or hangings so as to prevent clear access or view to and from the door. Beds may not be placed in the middle of the room—they must be arranged with one long side against a wall. Bed legs must be on the floor, except when elevated by bed risers. Beds may not be suspended on bricks or cement blocks. Bureaus must have their backs against a wall, and desks are to have one side against the wall. Waterbeds are not permitted.
3. Cloth coverings may not be used on any tables, chairs, or pieces of furniture. The fire marshal also prohibits beanbag chairs in the dormitories unless documentation can be provided that it is made of flame retardant material.

4. Halls must be kept clear at all times. Bicycles may not be stored in dormitory rooms. Athletic equipment should be stored in locker rooms provided in the athletic center.
5. Trunks and large luggage must be stored in the storage rooms.
6. Students may have additional furniture in their rooms, unless this furniture prevents an easy exit from the room, in which case it will have to be removed. A maximum of one love seat and one extra easy chair are permitted in any student room.
7. Each student may have one desk lamp and one other lamp, which must use compact fluorescent light bulbs or LED light bulbs. No light may be attached to a wall near a blanket. Due to state fire regulations, halogen lamps are not permitted.
8. The use of electrical appliances such as toasters, popcorn machines, grills, hot plates, hot pots, percolators, refrigerators, heating coils, space heaters, irons, and heat lamps is prohibited. Such items found in student rooms will be confiscated until June and conduct grades will be assigned. Students found using heat-producing appliances will be considered to be in violation of the Fire Hazard Rule as described on page 17.
9. Extension cords must be UL approved. They must not be laid under rugs or walking areas. Splicing of cords is not allowed. Use only insulated staples to attach cords to moldings. Dorm rooms have duplex outlets, each of which is limited to three appliances unless a junction box with a circuit breaker is used.
10. No lighting fixtures or electrical appliances may be wired into the closets of dormitory rooms.
11. Tampering with lighting fixtures, outlets, switches, and panels is forbidden.
12. Open flames of any kind are prohibited.
13. Students may not tamper with fire hoses and extinguishers.
14. Fire doors should be kept closed at all times. No door should be propped open at any time.
15. Students may not hang anything out of windows at any time.

ROOM DAMAGES

The school's maintenance staff inspects all rooms three times each year (winter vacation, spring break, end-of-year). Any damages over and above normal wear and tear will be charged equally to the room occupants.

Furniture, furnishings, and closet doors may not be removed from rooms; if they have been removed there will be charges for their restoration.

Room doors should be kept free of stickers and markings.

ROOM CHANGES

Room assignments are made at the beginning of the school year. Because Taft expects its boarding students to adapt to dormitory life and sharing space with a roommate, it does not allow room change requests until after Fall Long Weekend. At that point, changes will only be considered if the roommates have worked with each other, their dormitory head, faculty advisors, and director of residential life to try to resolve their differences. Further, students must recognize that it is not always possible to effect room changes, so their only option may be "to get along."

COMMON ROOMS

The school provides common rooms in the dormitories. Common rooms, equipped with refrigerators and televisions, are for recreational and social use during free time.

Movies shown in common rooms or anywhere else in the school should always be in good taste. Students found watching movies that are not in keeping with the standards of the community will be reported to the dean of students for disciplinary action.

As the name suggests, common rooms are meant to be shared public spaces. It is essential that students assume responsibility for both behaving appropriately and maintaining a level of cleanliness in these spaces. Unseemly conduct or unreported damage to the furnishings will be considered grounds for closing the rooms.

Common rooms throughout the school will be open to all students from 7:00 p.m. to 7:50 p.m. Sunday through Friday and on Saturday evenings from 7:00 p.m. to 11:00 p.m.

On certain evenings when special events are in progress, these privileges may be cancelled by the Dean's Office. Students going to common rooms to visit may not stop off in student rooms or linger in other spaces on their way to common areas.

The common rooms in USGD, the basement of Voge, the first floor of Centennial and ISP may be used for visitation from the end of the class day until 10:00 p.m. During the study hours, these areas must be quiet enough to be conducive to studying.

SUMMER STORAGE

Taft does not provide storage for students over the summer. Two services are provided for students at the end of the school year. UPS comes to campus and will ship boxes for students. In addition, Dorm Room Movers will store or ship students' belongings. For more information go to www.dormroommovers.com, or contact UPS at 860-676-0660.

END-OF-YEAR EXPECTATIONS

Students are expected to leave their rooms in the same state they found them on move-in day.

- ▶ The only furniture in the room should be a bed, desk, desk chair, bureau, and trash can for each student.
- ▶ All extra furniture must be removed from the room and either brought home or stored with Dorm Room Movers or another storage company; any furniture a student wishes to store is subject to inspection to ensure the unit is safe and fit for storage and reuse.
- ▶ School-provided pillows and curtains should be in each room, whether or not they were used.
- ▶ Desk and bureau drawers are empty.
- ▶ Closets are empty.
- ▶ Lights are off.
- ▶ Windows are closed.
- ▶ The floor must be swept or vacuumed, but any objects too large for a vacuum are to be thrown away.
- ▶ Trash must be emptied.
- ▶ Fobs returned to dormitory head. Students will be billed for each lost fob.

We encourage students to donate anything and everything that they no longer want or need. We have an amazing group of faculty and students that collect, organize, and distribute items ranging from non-perishable foods, toiletries, and used books to sheets, towels, and clothes. Specific instructions will be given to all students at the end of the year.

All students must sign out, in person, with a faculty member before leaving campus. Students that do not sign out with a dormitory faculty member, or leave their room in a way that does not meet our expectations, may be asked to return to campus to clean their room and/or may be charged a cleaning fee of \$100 an hour.

STUDENT SERVICES

Martin Health Center

The Health Center is open 24 hours a day whenever school is in session. It is staffed by the school physician and a professional nursing staff. The school physician, Dr. Diane Fountas, is in the Health Center daily for students to be seen.

Students should make every effort to visit the Health Center during a free period, not during study hall, class time, Morning Meeting or Assembly. In an emergency a student may, of course, go to the Health Center at any time.

With a few exceptions, all prescribed medications must be kept in the Health Center. Even most over-the-counter medications must be approved by the Health Center. For controlled medicine, the Health Center will accept written prescriptions only, to be filled at the Health Complex pharmacy. Students may not bring controlled medications to and from school, and cannot under any circumstances be kept in a student's room.

Students going to the Health Center after lights and before 6:00 a.m. must be escorted by a dormitory monitor, and the faculty member on duty in their dormitory must be notified.

Students must obtain permission from the nurse on duty before visiting a patient.

If a student will leave campus for medical reasons, he/she must follow the process for Medical Leave (see page 11).

All downloadable medical forms, as well as information about health services at Taft are available on the school website.

Important Information Regarding Concussions: Connecticut law requires us to provide you with important information regarding concussions, particularly sport participation and the risk of concussions. The law was enacted as a means to reduce the number of concussions in children. It requires us to provide parents with written information regarding concussions and the treatment of concussions at Taft. The law also requires all parents to sign an informed consent authorizing their child to participate in school athletics at Taft. Taft requires this form to be signed for all students whether they participate in athletics or not. Without this document, a student cannot participate in any extracurricular activity. This law also requires signed permission from a parent/ guardian allowing a student to resume activity following a concussion.

Important information regarding insurance: A copy of both sides of the medical insurance card is imperative. Standardized health insurance is required for all non-U.S. students. If a student does not have insurance recognized by doctors in the Connecticut area and the Connecticut Insurance System; they must obtain coverage only from Clifford Allen Associates. **This includes all students not from the United States.** Please contact the Taft Health Center at 860-945-7762 to inquire about this insurance or telephone Clifford Allen directly at 1-888-342-2224. Information and enrollment forms are available on the Taft website.

Counseling Services

School counselors offer support and guidance to individual students, consult with deans and faculty members, and contribute to the emotional health and well-being of the school as a whole. There are three school counselors: Rachel Jacobs, PhD (Director of Counseling), Jonas Katkavich, PsyD, and Lauren Henry, LCSW. Counselors are available for appointments during the school day. Students who would like to meet with a counselor can send an email to an individual counselor or to counseling@taftschool.org.

Many students contact a counselor on their own, while others are referred by advisors, deans, health center staff, school monitors, friends, or parents. Conversations with counselors are supportive and confidential. Of course, there are legal and ethical exceptions to confidentiality, such as when there is a question of potential harm to self or others. Although counselors do not share details of their conversations with students, relevant faculty may be aware that a student is meeting with a counselor. Students generally inform their parents when they are speaking with a counselor. However, some students may choose to keep this information private. Parents should contact the counseling director if they would like to be contacted prior to their child being seen.

Taft's counseling services are provided at no charge. The school does not offer psychiatric services; however, the counseling director or school physician can help facilitate referrals. The same is true if a student or family prefers to work with a counselor outside of Taft. More detailed information about the counseling program can be found at www.taftschool.org.

Athletic Trainers

The school's certified athletic trainers, Mr. Sergio Guerrero, Ms. Rachel Cohen, and Mrs. Magdalena Wilson, are available in the athletic training room in the Cruikshank Athletic Center during all athletic periods. Athletic trainers are also available for morning appointments with students.

More information on athletic training services can be found on the Taft website.

FALL AND SPRING HOURS

Monday, Tuesday, Thursday, Friday:	10:00 a.m.–6:00 p.m.
Wednesday & Saturday:	Noon–Start of games

WINTER HOURS

Monday, Tuesday, Thursday, Friday:	10:00 a.m.–9:00 p.m.
Wednesday & Saturday	Noon–Start of games

Spiritual Life

At Taft you will find a wide range of religions and philosophical views represented among the student population. Our goal is help students from a variety of traditions find spiritual strength and community support in the religious and spiritual programs that are being offered.

We view education as both an intellectual and a spiritual endeavor. All expressions of faith are celebrated and respected as we look for common moral, ethical, and spiritual ground in the world's treasure house of great religions.

In the Taft community, we believe that a sound, broad-based liberal arts education has at its core the quest for meaning and purpose. Our understanding is that no one spiritual group or religious tradition is in sole possession of the Truth. With this in mind, we covenant with one another to pursue Truth through religion, science, art, music, athletics, and in every other human inquiry.

Today's world is replete with rich opportunities for all of us to evolve as global citizens so that we can live mindfully in this world with consideration and concern for others. We believe that educating the whole person encourages and challenges us to take seriously the values and moral codes that we have inherited through our many diverse cultural and religious traditions.

—Chaplain Robert Ganung

The school chaplain brings to the community an understanding and celebration of the world's various religious faiths. Rabbi Eric Polokoff, from B'Nai Israel in Southbury, assists the Jewish Student Organization at Taft. The chaplain also takes Muslim students to the United Muslim Mosque in Waterbury bi-monthly. During the fall and winter months interested students gather for meditation in the Taft Living Room before relaxing with a cup of tea or hot chocolate. This warm setting invites students from all religious and nonreligious backgrounds to come together in a mindful way to exchange spiritual ideas and values in a friendly and inclusive atmosphere.

The offerings of the Global Service and Scholarship Department promote spiritual, moral, and ethical discourse among students. On Tuesday and Thursday of each week, the entire school gathers for Morning Meeting in Bingham Auditorium—a time for reflection by students, faculty, the headmaster, chaplain, or outside speakers. The Paduano Lecture Series invites distinguished speakers to offer lectures in the field of philosophy and ethics. Grounded in Taft's mission to educate the whole person, the school provides many opportunities on campus—both formal and informal—to nurture spiritual life.

OPPORTUNITIES INCLUDE:

- ▶ Monthly Candelight Vespers
- ▶ Gospel Vespers (periodic)
- ▶ Morning Meeting
- ▶ Jewish Student Organization
- ▶ Shabbat Dinners
- ▶ Buddhist Meditation Group
- ▶ Weekly Sunday Worship Service
- ▶ Monthly Communion
- ▶ Yoga/Meditation
- ▶ Bible Study
- ▶ FOCUS (Fellowship of Christians in Universities and Schools)
- ▶ Coffee Houses

Many of the above opportunities are available at or within walking distance of the school. Transportation to churches and synagogues not within walking distance, as well as transportation to a Muslim mosque in Hartford, is also provided. Students are urged to consult with the chaplain concerning particular religious services.

College Counseling

The mission of Taft's College Counseling Office is to i) provide a student-centered process geared towards educating and supporting students and their families as they navigate the college search and selection process; and ii) present the student's character and achievements to prospective colleges in an accurate, nuanced, and compelling light. Particular emphasis is placed on developing students' analytical skills to discover schools which match their interests well; self-advocacy skills so that they can present themselves effectively and authentically in the process; and understanding of the process so they can maximize those elements which are within their control. In order to best serve our students and the Taft community, the college counseling team is committed to educating themselves on the issues of our profession through attendance at conferences, visiting college campuses, constant review of media reports in the field, and careful cultivation of relationships with their colleagues in admissions.

More detailed information about the College Counseling program at Taft can be found at www.taftschool.org.

Advisory

A faculty advisor plays an important role as mentor and guide for each Taft student. At the start of every school year, students select a faculty advisor. New students will be assigned a temporary advisor who will guide them until they make a final decision about their advisor in October. Students can expect that faculty advisors will mentor and provide support in all aspects of Taft life. Students may change advisors at any time after consultation with their class dean and the dean of students.

The Moorhead Academic Center

The mission of the Moorhead Academic Center is to improve student learning; to provide support to teachers, students and parents; and to make available scientific research on learning and the brain.

The Academic Center is open each class day and for study hall hours Sunday through Friday evenings. Lower School students may use the MAC during study hall hours upon recommendation by the dean. All students are welcome to the resources available. Appointments are made on an individual basis given the student's schedule. Some students schedule several appointments to improve in a given area; some schedule ongoing appointments throughout the year. Services provided are tailored to students' needs and are intended to empower students with the skills to become more proficient, independent, lifelong learners. Services include:

- ▶ providing strategies for learning/understanding such as retrieval practice, spaced review, and metacognition;
- ▶ providing instruction in strategic reading techniques;
- ▶ providing methods to study and learn math, science, and foreign languages;
- ▶ coaching in time management, organizational, and study skills and self-advocacy and self-determination techniques;

- ▶ assisting in the writing process involved in long-term research papers;
- ▶ screening and evaluation for students without previously identified learning differences to understand strengths and weaknesses of the individual's learning profile, as well as facilitating recommendations and accommodations for documented learning differences.

Another ongoing service of the Moorhead Academic Center is the Peer Tutoring Program. Each year, department heads, in collaboration with their respective faculty, recommend outstanding students to work as peer tutors in their field of expertise. These peer tutors are paired with other students who have been referred by their teachers for additional support work.

EDUCATIONAL ACCOMMODATIONS AND TESTING

Taft provides educational accommodations it deems reasonable in accordance with the Americans with Disabilities Act. The School will request current documentation indicating that the disability substantially limits some major life activity, including learning.

Parents with specific concerns regarding their child's academic learning style should contact the student's class dean.

TAFT WRITING CENTER

The Taft Writing Center promotes excellence in writing across the curriculum by providing resources to students and teachers. Designed to complement the instruction offered in the classroom, the center is a place where all writers in the Taft community have the opportunity to receive close personal attention as they develop their writing skills. By working in conference with faculty and peer tutors, writers can both seek counsel on papers in progress and address specific problems that their teachers or other critical observers have identified in their work. Moreover, academically proficient, talented writers, as well as those who are working on extracurricular or personal writing projects, benefit from the feedback of Writing Center tutors. The center provides an online site with a variety of resources. More information is at www.taftschool.org.

The Library

The Hulbert Taft Jr. Library plays a central role in the educational and cultural life of the school. The Library provides access to more than 70 online databases, which include online monographs and reference books, streaming video, music, and audiobooks, journal and newspaper articles, as well as map and image collections. In addition we have more than 50,000 circulating items including books, DVDs, and CDs.

CIRCULATION POLICIES

Books may be borrowed for four weeks and may be renewed if not requested by someone else. Borrowers may renew their materials online or by contacting the circulation desk at extension 7780. Audiovisual materials have a shorter loan period, reference books and periodicals do not circulate.

RESERVE MATERIALS

Materials on reserve may be designated as “closed” or “overnight.” Closed reserve materials may be used only in the library, and for a specified length of time, depending on the material. Overnight reserves may be used in the library during the day and borrowed overnight, beginning one hour before closing. Overnight reserve materials must be returned to the library within one hour of opening on the next day.

INTERLIBRARY LOAN

Research needs occasionally require students to go beyond the resources of our library. Requests may be placed through the Interlibrary Loan link on the library homepage or by communicating directly with Ms. Taylor. The length of the loan period, as well as renewal privileges, are dependent on the policies of the lending library. Students requesting ILL material should be aware that it may take up to two weeks for their requested items to arrive.

LOST LIBRARY MATERIALS

Lost materials are charged at the current replacement cost for the item. Replacement charges will also include a processing fee of \$5 per lost item.

OTHER LIBRARY SERVICES

The library provides access to a wide range of electronic databases and e-books for research. These resources are available from the library’s home page via the Taft network. The library houses numerous computer workstations (both PC and Mac).

A photocopying machine, with scanning and color capabilities, and a networked printer are available for student use.

LIBRARY HOURS*

Monday through Friday	8:00 a.m.–10:00 p.m.
Saturday	8:00 a.m.–2:00 p.m.
Sunday	Noon–10:00 p.m.

*Hours will be increased during exam periods and reduced during holiday and vacation periods. These changes will be posted in advance. Please check student email and the school online calendar for any changes.

Dining Hall Schedule, Procedures and Regulations

DINING HALL PROCEDURES

We hope that eating in the dining room will be pleasant for everyone, and have designed the following procedures to minimize traffic and confusion. More important, we anticipate that everyone will follow, at both sit-down and buffet meals, the commonly established principles of decorum that make dining a civilized affair.

Sit-Down Meals

Taft has had a commitment to formal “sit-down” dinners for over a century, and this tradition is critical in creating the sense of community that marks the school. Attendance at sit-down dinners is required for all boarding students. Day students are not required to attend sit-down dinners, but they are welcome and encouraged to attend. Typically, during the Fall Term and during the Spring Term until Long Weekend, sit-down dinners are on Tuesday and Thursday evenings. Students are required to sit at the tables to which they have been assigned. Students who do not sit at their assigned tables will receive dinner cuts. If a table is not set, students whose tables are “closed” are not excused from dinner.

Students will be excused from dinner together at the end of the meal. Students should not leave before this announcement.

Buffet Meals

At buffet meals, students are asked to clean up after themselves and are requested to deposit their trash in the proper receptacles. Dishes, glasses, cups, and silver should be returned to the bussing area. No glasses, utensils, plates, or other items are to be taken from the dining rooms. Sponges and mops are available to clean up spills.

Breakfast

Lowermid and Mid boarders are required to attend breakfast on all class days, although they have the privilege of using cuts, as described below. Students must sign in for breakfast between 7:15–8:10 a.m. at the table in Laube Dining Room nearest the entrance to the servery.

Breakfast Cuts

	Fall	Winter	Spring
<i>Lowermids</i>	0	0	1
<i>Mids</i>	1	2	2

DINING HALL SCHEDULE FOR MEALS

Changes in times will be posted on the school calendar at www.taftschool.org.

Breakfast

Monday through Saturday 7:00 a.m.–8:15 a.m.

Sunday Brunch

Continental Breakfast 10:00 a.m.–11:00 a.m.

Full Brunch 11:00 a.m.–1:00 p.m.

Lunch

Monday through Saturday 11:00 a.m.–1:00 p.m.

Dinner

Sit-Down Dinners (assigned tables) 6:30 p.m.

All Buffet Dinners (free seating) 5:00 p.m.–7:00 p.m.

During Winter Sports

Dinner Buffet 4:45 p.m.–7:15 p.m.

Transportation

Students from New York should leave Grand Central on trains for Waterbury, or they should leave Port Authority by bus for Waterbury.

Students from Boston should come either through Hartford or through New Haven, using bus lines from there to Waterbury.

There is a bus service between Waterbury and Watertown, Mondays through Saturdays. The ride takes about 20 minutes.

Cabs are available in Waterbury, but cab fares may not be charged home.

Uber also provides services in the Watertown area. However, please note that Uber's "Use of Services" explains, "The Service is not available for use by persons under the age of 18. You may not authorize third parties to use your Account, and you may not allow persons under the age of 18 to receive transportation or logistics services from Third Party Providers unless they are accompanied by you." Therefore, third party permission from parents does not allow students under the age of 18 to ride Uber, or other ride sharing services.

If there is sufficient need, the school runs chartered buses at the student's expense directly from Taft to Kennedy and LaGuardia Airports, Bradley Airport, Pennsylvania Station and Grand Central Station at the beginning of Thanksgiving, Winter and Spring Vacations and at the close of school in June. Return transportation is also provided from these points to Taft (except from Kennedy and LaGuardia Airports) at the end of Thanksgiving, Winter, and Spring Vacations, but not at the opening of school in September. The buses will depart from Taft approximately 30 minutes after the end of the last class. Students scheduling flights should allow sufficient time for airport check-in and travel. Depending on traffic, Bradley is one hour from Taft; JFK/LaGuardia are two hours away. Taft will not provide transportation to students who schedule flights that require them to leave school before the end of the class day or return after the 7:30 p.m. sign-in time at the end of vacations.

In addition, Taft cannot provide transportation for students traveling as unaccompanied minors. Students who fall into that category must arrange their own transportation to and from the airport. Questions about transportation can be directed to the czar of transport, Mr. Mike Blomberg, at mikeblomberg@taftschool.org, 860-945-7721.

MEDICAL TRANSPORTATION

If students need transportation to medical appointments, the Health Center will do its best to assist with the details and provide drivers. The family is responsible for covering the cost of this transportation and medical appointments.

BUSES AND TRAINS

Watertown To Waterbury

Buses leave Watertown every hour on the hour daily. Monday through Saturday, service begins at 6:00 a.m. and the last bus leaves at 6:00 p.m. On Sunday, buses leave Watertown on the hour from 10:00 a.m. until 4:00 p.m.

Waterbury to Watertown

Monday through Saturday, buses leave Waterbury at 5:30 a.m. and then at half past every hour. The last bus of the day does not leave on the half hour, but leaves at 5:45 p.m. On Sunday, buses leave Waterbury on the half hour from 9:30 a.m. until 4:30 p.m.

Fare: Exact change in coins is required.

\$1.40 Student fare when school is in session (up to age 18)

\$1.75 Adult fare

Waterbury to New York

Regularly scheduled buses and trains travel several times a day between Waterbury and New York City. Buses depart from the Travel Center at 188 Bank Street in downtown Waterbury. For the most up-to-date information on bus schedules and fares, call 203-754-4343. The Metro-North line connects Waterbury and New York with four to six trips each day. The train station in Waterbury is located on Meadow Street. Information on Metro-North Fares and schedules can be found online at www.mta.info.

ADDITIONAL SCHOOL SERVICES

BIRTHDAY CAKES

Aramark Food Service will make birthday cakes for Taft students, faculty, and staff for \$25. Orders must be placed at least 48 hours in advance. To place an order, contact Francesca Vitale, dining hall supervisor, at 860-945-7913 or fvitale@taftschool.org.

KEYS AND FOBS

Fobs, post office box, and room keys are distributed in the Duty Office. Replacement keys and Fobs may be picked up during the class day Monday through Friday. Students will be billed \$25 for each lost key or fob. If you lose an elevator key, you will be charged accordingly.

LAUNDRY AND LINEN

Students have access to internal card-operated laundry equipment or may send their personal clothing and linen to an outside commercial laundry service. Card-operated washers and dryers are located in most dormitories. The cost is \$1.25 per wash and \$1.25 per drying cycle.

Students who wish to arrange for laundry service may do so in the Business Office at the opening of school in September. Nametags must be sewn securely in all articles sent to the laundry. Within reason, the commercial laundry will not limit the number of items washed each week. However, the student will be expected to contract for this service for the duration of the school year. Cancellation of the contract for valid reasons may be arranged, but credit for a week in which laundry is not sent will not be possible. Also, it is assumed that items to be laundered are the personal property of the student who has signed the contract.

Personal laundry, with checklist filled out, is to be delivered to the distribution room on Monday morning. It will be returned on Friday morning of the same week. The laundry distribution room is located in the basement corridor near the dining hall.

The rental of linens and towels is not available. Students supply their own blankets, sheets, bedspreads, pillowcases and towels.

Dry cleaning may be sent to the laundry and will be charged separately by the unit. Charges for laundry and dry cleaning will be posted to the parents' charge account.

LOST AND FOUND

Books and other items left in the halls will be taken to the lost and found, which is located in bins at the base of the HDT stairs in the basement. Lost valuables such as watches, glasses and wallets should be turned in to the Campus Safety Office or the Dean's Office.

THE POST OFFICE

The post office, located in the basement of the Main Building, is open from 8:00 a.m. to 4:30 p.m. Monday through Friday and from 8:00 a.m. to 12:00 p.m. on Saturday.

Mail arrives and is picked up daily except Sundays and legal holidays. Outgoing mail pickup is at 3:00 p.m. daily. Stamps are available in the School Store.

STUDENT DEBIT CARD, SCHOOL BANK, AND SCHOOL STORE

Most student purchases on campus require a student debit card, and students are responsible for maintaining a sufficient balance on the card at all times. Students may deposit or withdraw money on their debit card accounts during Student Bank hours. The school imposes a \$20 charge for the replacement of a lost debit card and a \$20 fine for student checks returned for insufficient funds.

School supplies, toilet articles, and athletic equipment are available in the School Store in the basement of CPT.

Returning students are not issued a new debit card each year. They should return to school with their most recently issued student debit card.

Store and Banking Hours

Monday	8:00 a.m.–3:15 p.m.
Tuesday	8:00 a.m.–3:00 p.m.
Wednesday	8:00 a.m.–12:15 p.m.
Thursday	8:00 a.m.–3:00 p.m.
Friday	8:00 a.m.–3:00 p.m.
Saturday	8:00 a.m.–12:15 p.m.
Sunday	closed

TELEPHONES

The school's main switchboard phone number is 860-945-7777. The school switchboard is open Monday through Friday from 8:00 a.m. to 4:30 p.m. and on Saturday from 8:00 a.m. to 12:00 p.m. Students or parents can reach the school duty officer until 11:00 p.m. at 860-945-7800.

If the school duty officer is not available, campus safety can be called in the event of an emergency at 860-945-7789.

STUDENT ACTIVITIES

Student Government

The school monitors and the class committees of the younger classes serve as the leaders of student government. However, it is part of the mission of the school to develop in every student a sense of responsibility to and for the community. It should be one of your aims to be a cooperative and constructive citizen in your new environment.

The central agency of self-government at Taft is the monitorial staff, a group of 12 to 16 seniors elected by their class. The school monitors implement the Honor System, assist in the supervision of the dormitories, and accept a large share of the responsibility for the day-to-day conduct of the school's affairs.

Class committees for the lower three classes are elected twice each year, first in January and again at the end of the school year. Committees are elected by the members of each class, and the committee chairs, one boy and one girl, are elected from among those elected to the committee.

Monitors are elected in May before their senior year by the rising senior class. The entire student body elects the head monitors, one boy and one girl. Monitors serve for their entire senior year. In January a few additional monitors will be elected.

Leadership, of course, carries responsibilities, and students who are on probation will not be eligible for election. If sitting committee members or monitors are placed on probation during their term of office, they will forfeit their position of leadership. Students whose probation period has ended will again be eligible to stand for election. The headmaster, dean of students, and class deans will decide questions about eligibility.

All classes are given valuable experience in self-government through participation in an elected class committee. As students progress through the school, they are awarded a greater share of the privileges and responsibilities of democratic living. Thus, through a natural and gradual process, students develop a sense of personal and group responsibility that is recognized in the senior year by a substantial measure of self-government.

TAFT SCHOOL DEFINITION OF LEADERSHIP

Leadership is choosing to act with empathy, integrity, and courage to help one's group achieve its goals.

TAFT SCHOOL EXPECTATIONS FOR STUDENT LEADERS

1. I will be principled in my actions, ambitious in my goals, energetic in my duties, open-minded in my interactions with others, and respectful in my communications with everyone.
2. I understand that the role of class committee member/school monitor/dormitory monitor is constantly changing and that circumstances may require difficult decisions and different tasks than have been required in the past.
3. I will invest myself in the process of learning good leadership.

- I will work with faculty and my fellow committee members/monitors to construct an identity for my group that encompasses a diversity of viewpoints and serves the larger Taft community.
- In order to act with moral authority, I will conduct myself in accordance with the Honor Code, the rules of the community, and with the highest personal integrity.

SCHOOL MONITORS

Class of 2019

Eva Baurmeister, *Head Monitor*
 Julia Dawson
 Billy Dobensky
 Mohamed Doucoure
 Abby Ford
 Dennis Franklin
 Marshall Henshaw
 Isaiah Hernandez
 Natalie Locarno
 Cami Long
 Rex Riefler, *Head Monitor*
 Caeley Smith

Class of 2020

Jack Bryant
 Lily Cook
 Ishmael Cummings
 Peter Denious
 Blake Gray
 Diky Izmirlan
 Christian Jimenez
 Minori Kawakami
 Cierra Ouellette
 Maggie Robertshaw
 Eliza Travelstead
 Michael Yamin

Class of 2021

Celine Anyaegbunam
 Tim Broadbent
 Jack Church
 William De Luca
 Posey Durling
 Amanda Graziano
 Benjamin Le
 Savannah Love
 Justin McLeod
 Darren McNerney
 Madeline Meister
 Paton Roberts
 Leigh Root
 Charles Weld

DAY STUDENT COUNCIL

Sinead Connolly '21
 Sean Dunbar '20
 Amanda Graziano '21
 Jalen Little '19
 Darren McNerney '21

Kyra McNerney '20
 Maggie O'Leary '19
 Cierra Ouellette '20
 Connor Printz '19
 Kayla Robinson '19

Ian Staines '20
 Frank Trosky '21
 Olivia Wivestad '19

Extracurricular Activities and Organizations

Some of these clubs have been around for more than 50 years, and new ones come and go all the time. A representative list of clubs is below:

- ▶ Admissions Council
- ▶ Amnesty International
- ▶ The Annual, yearbook
- ▶ Art Club
- ▶ Coffee House
- ▶ Dance Club
- ▶ Debate Club
- ▶ Economics & Investment Club
- ▶ FBLA (Future Business Leaders of America)
- ▶ FOCUS, Christian Fellowship
- ▶ French Club
- ▶ Global Journal
- ▶ Hydrox, A Cappella Group
- ▶ Improv
- ▶ International Club
- ▶ Jewish Student Organization
- ▶ Math Team
- ▶ Model Congress
- ▶ Model U.N.
- ▶ One Word
- ▶ Operation Smile
- ▶ Oriocos, A Cappella Group
- ▶ Peer Tutors
- ▶ Recognize the Rhino
- ▶ Red, Inc., Literary Magazine
- ▶ Religious & Spiritual Life Council
- ▶ Robotics and Engineering Club
- ▶ Shout (Students, Homosexual & Otherwise United @ Taft)
- ▶ Spanish Club
- ▶ Step Team
- ▶ Taft Papyrus, newspaper
- ▶ Taft Environmental Action Movement (TEAM)
- ▶ Tour Guides
- ▶ United Cultures at Taft (UCT)
- ▶ Volunteer Council
- ▶ Various Affinity Groups
- ▶ W(I)RED, Taft Radio

AFTERNOON PROGRAM

Afternoon Program Philosophy

The afternoon program at Taft encompasses a wide variety of activities that seek to enrich the student experience outside of the classroom. Central to the core values of the School, afternoon activities play an essential role in the health, well-being, and engagement of students. Taft's afternoon program places a special emphasis on the following: activities whose focus is giving back to Taft and the greater Waterbury Community; physical activity and/or team play; student growth through experiential learning; and the important role collaboration plays in fostering and promoting a strong sense of community.

Afternoon Program Student Participation Requirement

ACTIVITY SELECTION AND CHANGES

All students are required to participate in an afternoon activity each of the three seasons: fall, winter, and spring. At the end of each school year students will select their activities for all three seasons for the following school year. This procedure allows students to plan ahead, as well as afford the School the opportunity to provide guidance. At the start of each season, fall, winter, and spring, there will be a specified ten-day time period during which changes to activity selections may occur. After that period, any changes need to be approved by the athletic directors.

ATTENDANCE

Students are expected to attend all scheduled meetings and/or matches for their afternoon activities. If a scheduled absence is anticipated, prior communication with the coach or activity director, as well as the Dean of Students Office, is required in order to secure the necessary permissions.

STUDENT REQUIREMENTS

Lower Middler and New Middler

Three seasons of participation with at least two Community Activities required.

Option of participating in one Individual Activity OR applying for one Exemption during winter OR spring seasons.

Lower middle and new middle are required to participate in a Community Activity during the fall season of their first year at Taft. Community service and farming are excluded from the options for this first season.

New students may not apply for an Exemption to manage a team during their first year at Taft. Example Program: fall season—interscholastic soccer (Community Activity); winter season—martial arts (Individual Activity); spring season—community service (Community Activity).

Middler

Three seasons of participation with at least two Community Activities required. Option of participating in one Individual Activity OR applying for one Exemption.

New Upper Middler

Three seasons of participation with one Community Activity required. Option of applying for one Exemption.

New students may not apply for an Exemption to manage a team during their first year at Taft.

Upper Middler

Three seasons of participation with one Community Activity required. Option of applying for one Exemption.

Senior/PG

Three seasons of participation with one Community Activity required. Option of applying for two “Senior Exemptions.”

Outside Club Teams

Students who are on Taft interscholastic teams should not participate on non-Taft teams while their Taft team is in season. Outside athletic commitments may not interfere with a student’s activities or responsibilities at Taft. Students who seek an exemption to this school policy must seek approval from their Class Dean and Athletic Director(s). An exception is only made if playing on the outside team will not have an impact on their obligations as a Taft student.

Activity Categories

Community Activities are school-offered programs that emphasize teamwork and collaboration to achieve a common group goal, while representing Taft both on and off campus.

- ▶ Community service
- ▶ Dance
- ▶ Farming
- ▶ Interscholastic sports
- ▶ Robotics/Science
- ▶ Olympiad
- ▶ Theater/theater tech

Individual Activities are school-offered programs, often recreational in nature, that emphasize individual development and have an expectation of regular participation under the direction of a Taft faculty member. Students may participate in a specific Individual Activity only once per year. If they would like to participate in that particular Individual Activity for a second season they will need to apply for an Exemption. Students may only do one season of Fitness/Strength and Conditioning.

- ▶ Aerobics
- ▶ Fitness/Strength and Conditioning
- ▶ Horseback riding
- ▶ Intramural sports
- ▶ Martial arts
- ▶ Rock climbing
- ▶ Ultimate frisbee
- ▶ Yoga
- ▶ Recreational Sports

Exemptions are opportunities for students to pursue independent initiatives, not offered in the afternoon program. Exemptions are granted by written proposal, with the exception of on-campus injury rehabilitation, and are subject to approval by the Afternoon Program Exemption Group.

- ▶ Independent Studies Program (ISP)
- ▶ Injury rehabilitation
- ▶ Second season of specific Individual Activity
- ▶ Senior Exemption
- ▶ Team manager
- ▶ Activities by special proposal, not academic in nature
- ▶ Afternoon Tourguide

Afternoon Program Offerings by Season

FALL

- ▶ **Community Service**
- ▶ **Cross Country** (boys & girls)
 - Varsity
 - JV
- ▶ **Field Hockey** (girls)
 - Varsity
 - JV
 - Thirds
- ▶ **Football** (boys)
 - Varsity
 - JV
- ▶ **Horseback Riding** (co-ed)
 - Intramural
- ▶ **Intramural Tennis** (co-ed)
- ▶ **Martial Arts** (co-ed)
- ▶ **Musical Theater/Theater Tech with Dance**
- ▶ **Organic Farming**
- ▶ **Robotics/Science Olympiad**
- ▶ **Sailing** (co-ed)
 - Intramural
- ▶ **Soccer** (boys & girls)
 - Varsity
 - JV
 - Thirds
 - Fourth (boys)
- ▶ **Volleyball** (girls)
 - Varsity
 - JV
 - Thirds
- ▶ **Fitness/Strength and Conditioning** (co-ed)
 - Upper School
- ▶ **Yoga** (co-ed)

WINTER

- ▶ **Aerobics** (co-ed)
- ▶ **Basketball** (boys & girls)
 - Varsity
 - JV
 - Thirds
 - Fourth
- ▶ **Climbing** (co-ed)
 - Upper School
- ▶ **Community Service** (co-ed)
- ▶ **Dance** (co-ed)
- ▶ **Ice Hockey** (boys & girls)
 - Varsity
 - JV
 - Thirds
- ▶ **Martial Arts** (co-ed)
- ▶ **Robotics/Science Olympiad**
- ▶ **Ski Racing** (boys & girls)
 - Varsity
 - JV
- ▶ **Squash** (boys & girls)
 - Varsity
 - JV
 - Thirds
 - Intramural
- ▶ **Theater/Theater Tech**
- ▶ **Fitness/Strength and Conditioning** (co-ed)
- ▶ **Wrestling** (co-ed)
 - Varsity
 - JV
- ▶ **Yoga** (co-ed)

SPRING

- ▶ **Aerobics** (co-ed)
- ▶ **Baseball** (boys)
 - Varsity
 - JV
- ▶ **Community Service**
- ▶ **Crew** (boys & girls)
 - Varsity
 - JV
- ▶ **Golf** (boys & girls)
 - Varsity
 - JV
- ▶ **Horseback Riding** (co-ed)
 - Intramural
- ▶ **Lacrosse** (boys & girls)
 - Varsity
 - JV
 - Thirds
- ▶ **Recreational Sports** (co-ed)
 - Intramural
- ▶ **Sailing** (co-ed)
 - Intramural
- ▶ **Softball** (girls)
 - Varsity
- ▶ **Tennis** (boys & girls)
 - Varsity
 - JV
 - Thirds
 - Intramural
- ▶ **Theater/Theater Tech**
- ▶ **Track** (boys & girls)
 - Varsity
 - JV

Exemptions

Exemptions are opportunities for students to pursue independent initiatives. Exemption activities include participation in the Independent Studies Program (ISP); on-campus injury rehabilitation as determined by the Taft Athletic Trainers; a second season of specific Individual Activity; Senior Exemptions; serving as a team manager; and, activities by special proposal. A senior may apply for an exemption to engage in an activity of their choice as long as they remain engaged in the afternoon and their activity gives back to the Taft community in some way.

In order to apply for an Exemption, with the exception of injury rehabilitation, students are required to complete an Exemption application. Upon its timely submission, this application is reviewed by the student, class dean, and the Afternoon Program Exemption Group. Procedures and deadlines for Exemption applications will be communicated in the weeks immediately preceding the start of a new activity season; fall, winter, and spring.

Interscholastic Athletics

FOUNDERS LEAGUE GUIDELINES FOR SPECTATORS

Taft competes in the Founders League in most sports. Spectators—whether students, parents, faculty, alumni, or friends—bear important responsibilities to the School for the atmosphere and conduct of games, whether home or away. Honoring visiting teams and spectators as guests is of the utmost importance.

The School Heads of Founders League schools have agreed on the following expectations regarding the behavior of spectators at athletic contests:

Spectators should watch games from those areas defined by each school as spectator areas. Spectators should not run up and down the sidelines; call to opposing players, coaches, or referees in an unsportsmanlike or distracting manner; enter the field of play or stand behind the opposing team's bench; deface property; heckle or give cheers that are profane or mock competitors. Spectators should accept absolutely and without quarrel the decision of any official. Spectators who abuse these guidelines will be subject to disciplinary action.

NEPSAC CODE OF ETHICS, CONDUCT & GOOD SPORTSMANSHIP

Taft is a member of NEPSAC (New England Preparatory School Athletic Council). The Council provides the following guidelines for ethics, conduct, and good sportsmanship:

As a basic principle, the NEPSAC believes that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our school. The purpose of this Code of Ethics and Conduct is to define what “fairly played” means and to provide guidelines for NEPSAC athletes, coaches, officials, and spectators alike to follow.

At the heart of this matter lies several terms that are often hard to define, yet no more important a task confronts teacher and coaches than to set standards that are fair and honorable. Throughout this code, when such terms as “proper conduct” and “good sportsmanship” are mentioned, they refer to such standards as these:

- ▶ treat other persons as you know they should be treated;
- ▶ regard the rules of your games as agreements, the spirit of the letter which you should not evade or break;
- ▶ treat officials and opponents with respect;
- ▶ accept absolutely and without quarrel the final decision of any official;
- ▶ honor visiting teams and spectators as your own guests and treat them as such; likewise, behave yourself as an honored guest when you visit another school;
- ▶ be gracious in victory and defeat; learn especially to take defeat well;
- ▶ be as cooperative as you are competitive;
- ▶ remember that your actions on or off the field reflect on you and your school.

ATHLETIC TRAINING RULES

Any interscholastic team member found in violation of the school's Fundamental Rule with regard to the use of alcohol and/or drugs is considered to have violated the athletic training rules. Coaches, in consultation with the Athletic Director(s), have the discretion to respond to a player on their own team as they see fit. For example, a coach can decide that a student coming off of a suspension has to earn back a starting position; or, a captain who violates the athletic training rules could be asked to step down from their position of leadership. Athletic training rules are in effect starting on the day that practice for a team begins and remain in effect until the end of the season.

AWARDING OF LETTERS

A Taft athlete earns a varsity letter if he/she has been committed to the team throughout the season, has been an important part of practice on a daily basis, and has represented the school in an appropriate manner.

With sports such as crew, track, cross country, and golf (where there is either movement between varsity and junior varsity or where multiple levels of teams practice together) the head coach of the program identifies, in consultation with the Co-Directors of Athletics, the individual criteria for earning a letter specific to their program. For example, a golfer needs to compete in one third of its team's matches; a rower needs to have been part of one of the top two boats for half of the season; and a track athlete must receive a certain number of varsity points in competition.

Additionally, a senior who has been committed to a program for multiple years and has shown a certain level of ability may earn a varsity letter at the coach's discretion; this is also applicable for an injured athlete who has shown commitment to the team throughout the season.

Team managers may earn numerals for their service to varsity programs. Numerals do not equate to a varsity letter, however a coach may petition the Athletic Committee to award a letter when a team manager has made a significant commitment to the team and participates in all practices and games.

Who to Contact

A complete school-wide directory of all faculty and staff is located at www.taftschool.org.

Campus Safety.....	860-945-7789
College Counseling.....	860-945-7703
Counseling.....	860-945-5937
Dean of Academics.....	860-945-7845
Dean of Students.....	860-945-7800
Dean's Office/Duty Office.....	860-945-7800
Headmaster.....	860-945-7877
Hulbert Taft Jr. Library.....	860-945-7780
Information Technology.....	860-945-7990
Martin Health Center.....	860-945-7762
Moorhead Academic Center.....	860-945-7851
Phone System Administrator.....	860-945-7906
Switchboard.....	860-945-7777
Transportation.....	860-945-7721

CLASS DEANS

Lowermids

Bob Campbell.....	860-945-7745
Caitlin Hincker.....	860-945-7914

Mids

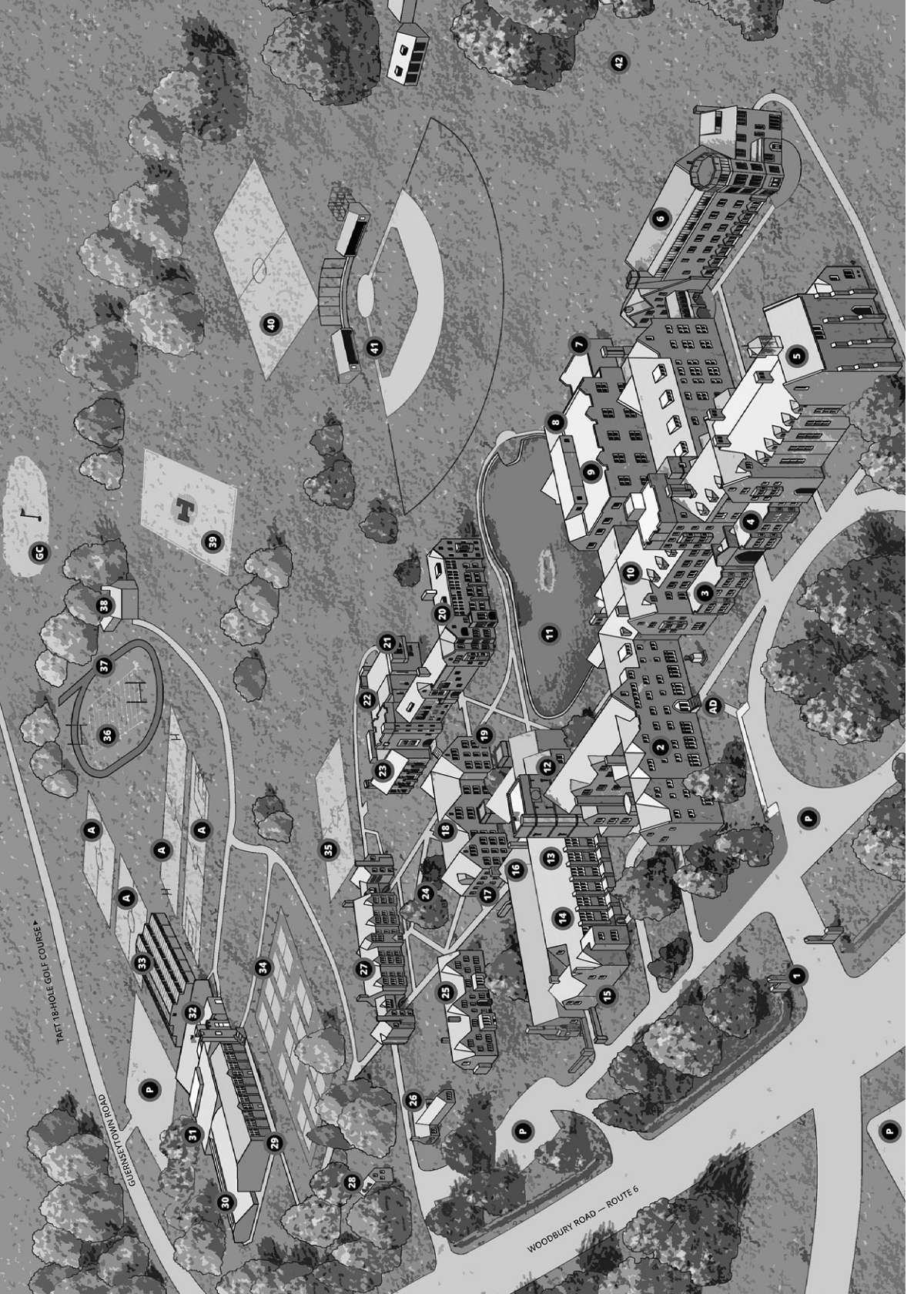
Jillian Danaher.....	860-945-7931
Phillip Koshi.....	860-945-7819

Uppermids

Lisa Parente.....	860-945-7920
Ozzie Parente.....	860-945-7838

Seniors

Jack Kenerson.....	860-945-7734
Susan McCabe.....	860-945-7869



PART 18-HOLE GOLF COURSE*

DOWD MANOR SENIORS

WOODBURY ROAD - ROUTE 6

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Map Key

ACADEMIC FACILITIES

- 3 Woolworth Faculty Room
- 4 Pinto Family Language Lab
- 9 Arts and Humanities Center
- 9 Digital Design Computer Lab
- 10 STEM Lab
- 12 Mortara Family Academic Wing
- 16 Moorhead Academic Center
- 20 Lady Ivy Kwok Wu Science and Mathematics Center
- 20 Wu Computer Lab
- 21 Laube Auditorium
- 22 Hulbert Taft Jr. Library
- 23 Nancy and Ben Belcher Learning Center

ARTS FACILITIES

- 4 Choral Room
- 5 Bingham Auditorium
- 7 Pailey Dance Studio
- 9 Electronic Music Studio
- 9 Photography Dark Rooms
- 9 Music Practice Rooms
- 9 Woodward Black Box Theater
- 9 Gail Wynne Studio
- 10 Mark W. Potter '48 Art Gallery
- 14 Tremaine Art Studio
- > Walker Hall

ATHLETIC FACILITIES

- 29 McCullough Athletic Center
- 30 Mays Rink
- 31 Logan Field House
- 32 Paul and Edith Cruikshank Athletic Center
- 33 Odden Hockey Arena
- 34 Donaldson Family Pavilion
- 35 Snyder Field
- 36 Rockefeller Field
- 37 William Weaver Track
- 38 Parents' Association Field House
- 39 Geoffrey C. Camp '91 Field
- 40 Katie Jackson Morrison '92 Soccer Field
- 41 Lawrence H. Stone Baseball Pavilion at Rockwell Field
- 42 Softball Field
- A Athletics Fields
- GC Golf Course

RESIDENTIAL HALLS

- 2 Horace D. Taft Hall
- 4 Charles Phelps Taft Hall
- 6 John L. Vogelstein '52 Dormitory
- 15 Cruikshank House
- 18 Congdon House
- 25 McIntosh House
- 26 Upper School Girls Dormitory
- 27 Centennial Dormitory

DINING FACILITIES

- 8 Oscarson Jigger Shop
- 13 Moorhead Wing
- East Dining Hall
- Laube Dining Hall
- Prentice Dining Hall

SPIRITUAL

- 5 Bingham Auditorium
- > Walker Hall
- > Woodward Chapel

STUDENT UNION

- 8 Oscarson Jigger Shop & Patio

OTHER

- 1 Main Entrance
- 4 School Store
- 11 Potter's Pond
- 19 Martin Health Center
- 24 Centennial Quadrangle
- 28 Wade House
- P Parking
- AD Admissions

FACILITIES ON "THE GREEN"

- > Alumni Development Office
- 25 The Green
- > Woodward Chapel
- 25 The Green
- > Business Office
- 39 The Green
- > Walker Hall
- 50 DeForest Street

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Taft School Calendar 2018-19

Check the Taft website for updates.

2018

Friday	August	31	All preseason athletes arrive after 12:00 PM (by invitation only)
Sunday	September	2	All monitors arrive for training
Tuesday	September	4	International Students, Sponsors, & New Seniors arrive
Wednesday	September	5	New and returning students arrive
Thursday	September	6	Classes begin
Saturday	September	8	ACT Tests
Monday	September	24	Free Day
Saturday	October	6	SAT Tests
Saturday	October	6	Fall long weekend begins after last commitment
Tuesday	October	9	Students return from long weekend at 7:30 PM
Wednesday	October	17	PSAT Tests for middlers & upper middlers
Saturday	October	20	Fall Parents' Day
Sunday	October	21	College program for parents of upper middlers
Thursday	October	25	Community Service Day
Saturday	October	27	ACT Tests
Saturday	November	3	SAT Tests
Saturday	November	10	Hotchkiss Day (all games played at Taft)
Saturday	November	17	Thanksgiving vacation begins after last class
Monday	November	26	Thanksgiving vacation ends at 7:30 PM
Thursday	December	6	First semester examinations begin
Tuesday	December	11	Exams end, Christmas service this evening
Wednesday	December	12	Winter recess begins at noon

2019

Thursday	January	3	Vacation ends at 7:30 PM
Friday	January	4	Second semester begins
Monday	January	21	Martin Luther King celebration
Friday	February	1	Winter long weekend begins after last commitment
Tuesday	February	5	Winter long weekend ends at 7:30 PM
Saturday	February	9	ACT Tests
Saturday	February	16	Winter Parents' Day
Monday	February	18	Free day—the formal will be Sunday night
Wednesday	March	6	Spring vacation begins after last class
Monday	March	25	Spring vacation ends at 7:30 PM
Tuesday	March	26	Second semester continues
Wednesday	April	10	Grandparents' Day
Saturday	April	13	ACT Tests
Monday	April	22	Free Monday
Friday	May	3	Spring long weekend begins after last commitment
Saturday	May	4	SAT Tests
Monday	May	6	Spring long weekend ends at 7:30 PM
Saturday	May	11	Alumni Day
Sunday	May	26	Graduation
Monday	May	27	Second semester examinations begin
Wednesday	May	29	Second semester examinations end at noon

Also, make note of the closed weekends which will be on the following dates:

September 8, September 15, October 13, November 10, December 1, December 8, January 5, January 19, February 9, March 30, May 18, and May 25.

No weekends are closed for seniors in the spring.



THE TAFT SCHOOL

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