



Loomis Chaffee





# Student Handbook 2021–22

## General information for Loomis Chaffee students and their parents

Information in the Loomis Chaffee *Student Handbook* is subject to change as needed throughout the year.

### COVID-19 Notice (August 1, 2021)

Loomis Chaffee has been carefully monitoring the developments regarding COVID-19 over the past few months. Given how rapidly guidance related to COVID-19 has been evolving, Loomis Chaffee's own specific school reopening procedures remain under development and also are subject to change. Parents and students must understand that Loomis Chaffee may update its practices and policies from time to time and may deviate from any guidelines and expectations in its discretion and as circumstances may warrant. They also must understand that maintaining the health and safety of our school community is a shared responsibility of all members of the community and requires that students abide by all the health and safety protocols that the school develops.

As long as COVID-19 continues to spread by community transmission, *there will be a risk that students could become infected with COVID-19*. That risk extends to the families of students as well as others with whom the student may have contact. Parents and students must be aware that despite Loomis Chaffee's efforts to implement protective measures, there is nonetheless a risk that the student could contract COVID-19 and/or become a symptomatic and/or asymptomatic carrier of COVID-19.

All Loomis Chaffee students are required to be fully vaccinated against COVID-19, unless they have a documented medical exemption or a religious exemption that meets the requirements of the state of Connecticut. The Centers for Disease Control and Prevention (CDC) defines fully vaccinated as 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

In the unlikely event that public health or other significant safety or security concerns cause Loomis Chaffee to temporarily suspend programs and operations, the school will make arrangements for appropriate refunds consistent with its policies and procedures, as may in its judgment be warranted in light of all the circumstances of the suspension and consistent with applicable law and regulations. The decision to suspend programs shall be made at the sole discretion of the school.

## THE MISSION of The Loomis Chaffee School

The mission of The Loomis Chaffee School is to advance the development of students in mind, body, and spirit through rigorous academic programs, an inclusive community, and emphasis on engaged citizenship. The school, as its Founders intended, inspires in its students a commitment to the best self and the common good.

## Diversity Statement

The Loomis Chaffee School is committed to sustaining an environment in which diversity is one of the cornerstones of our community. Only when the community fully commits to the pursuit of justice, equity, and inclusivity is it then able to maximize the benefits of diversity. As an institution steeped in the liberal arts tradition, students and faculty regularly engage material that is enhanced by the multiplicity of voices within our school. We fundamentally believe that we become better people when we learn from and embrace others who have different experiences and perspectives from our own. Accordingly, the Loomis Chaffee School places great value on respect for the dignity and contribution of each and every one of its members.

## The LC Pledge

As a member of the Loomis Chaffee community, I pledge to honor the school's mission to promote the best self and the common good by living with integrity and by championing a respectful culture.

## Freedom of Expression Policy

From its inception, Loomis has prepared students to lead lives that allow them to be their best selves and contribute to the common good. Inherent in that is the ability to engage in complicated, nuanced, and sometimes difficult discourse. This exercise allows us to examine and challenge our own beliefs and assumptions. Robust and spirited conversations can lead to exceptional learning, the type of learning that fosters intellectual and personal growth.

It is also the case that Loomis places great importance on creating an environment where all members are treated with dignity and respect and can pursue their highest goals. These aims are not mutually exclusive; indeed, we balance freedom of expression with respect for members of our community on a regular basis. It is important that our community members have the freedom to learn, to contribute, and to participate in the life of the school. These reasonable expectations lead us to identify a narrow range of situations in which the school might restrict expression. Expression will be limited when it:

- 1) violates state or federal law;
- 2) constitutes slander, threats, or harassment;
- 3) unreasonably invades individual privacy or violates confidentiality interests; or,
- 4) is directly incompatible with the functioning of the school.

This is not to say that we always expect expression to be agreeable or popular, but we do expect it to be responsible and respectful in order to foster the best possible community for learning and growth. It is also important to remember that expression comes in many forms. Loomis is including in this policy all manners of expression including but not limited to verbal, written, and electronic communication; decorations or adornments such as flags or posters; clothing items; etc. Any manner of expression (posting, electronic communication, etc.) must have an affiliated person or group identified in order to facilitate any necessary follow-up. We believe that the Loomis community will continue to be a place where intellectual inquiry and discourse reflect our goals of being our best selves for the common good.

## Loomis Lingo

*Cage* — Sports equipment center on the lower level of the Athletics Center

*Cow Pond* — The small pond in the Meadows

*D.C.* — Disciplinary Committee, a group of faculty and students who hear cases regarding the most significant violations of school policy

*Deep* — An unexcused absence from an obligation. Four deeps per term result in a study hall and a letter home. Six deeps is a major violation and a suspension level offense.

*Geissler's* — The supermarket near school

*The Island* — The nickname for Loomis, given because our location at the confluence of the Connecticut and Farmington Rivers puts us in a prime location for high waters in the spring, following the northern snow melt. Wait until you see the soccer goals submerged!

*Head's Holiday* — A short break, usually at the beginning of February

*The Homestead* — The original Loomis family homestead located in front of Founders; the associate head of school and his family live there

*The Log* – Loomis’ student newspaper, established in 1916

*Loop* – The road around campus

*NEO* – The Norris Ely Orchard Theater, the red building next to Harman Hall. The NEO is undergoing renovation and will reopen in January 2022 as part of the new Nichols Center for Theater and Dance.

*Olcott* – The gym where convocations are held

“*Per*” – Short for permission. You need to get permission when you leave campus. We use the REACH system for pers.

*The Quad* – There are three quads: the Grubbs Quad is between Founders and Scanlan Campus Center; the Rockefeller Quad is between Scanlan Campus Center, Brush Library, and Clark; and the Ratté Quad is between Clark, RAC, and Chaffee/Hubbard (enjoy the fun-colored chairs out there!).

*RAC* – Richmond Art Center, the location of arts classes and exhibits

*SISO* – Sign in, sign out: a REACH term. Don’t forget to SISO!

*Senior Path* – The path that runs from Founders Hall to the Scanlan Campus Center. Each year, a block in the path is designed by a member of the graduating class and added to the path. Tradition is that only seniors are allowed on the path. When the weather is fair, you will see groups of seniors relaxing there!

*StuActs* – This is the student-driven organization that plans weekend activities for students on and off campus.

*Tracks* – The railroad tracks that run across Island Road and above Batchelder Road. Students often yell “Tracks!” to thank their driver when their bus crosses the tracks after returning from an away game.

*Work job* – All students and faculty have Community Work Program assignments, known as work jobs. Examples include tour guide, bookstore duty, or prefect.

## Resources, or “where do I go for....?”

**I don’t know which class to take.** Your advisor or your academic dean (Mr. Lawrence for the classes of 2025 and 2023; Mr. DeConinck for the classes of 2022 and 2024) are great resources for you.

**I want to do better in my classes.** You can start by speaking with your teacher. Other options include consulting with the department chair or your advisor. Ms. Sadowitz, director of learning access and student achievement, also is a great resource if you need help with organizational strategies or want to explore tutoring options. Her office is in the Learning Resource Center in Chaffee Hall. The Writing Studio and Quantitative Resource Center (QRC) are school-run resource centers available for specific support in writing and math areas.

**I want to be a student leader.** Great! There are many options for leadership at Loomis. You can talk to your dean or advisor to get started. If there is a specific area of leadership in which you are interested, you can talk to the faculty member who oversees that area. You can also talk to current student leaders who can tell you how they got their start. Dean Donegan coordinates all leadership positions on campus and can be of assistance as well.

**I am worried about my friend.** When students are having difficult time, they often confide in other students first. If you are worried about someone, you need to tell an adult, even if the student asks you not to do so. You can have a conversation with someone from the Counseling services. The Counseling staff can keep information confidential unless someone is in danger, and in that case, you would want someone to intervene. You can also tell your advisor or dean. In case of an emergency, call 911.

**I am bored, and I want to be more involved.** Let's find ways for you to get involved! You can start by talking to your advisor or your dean. You can also contact the director of student activities to get involved in the planning of weekend activities. If you have a good idea, we want to find a way to make it happen. There are many options from trying out for a sport or the play (acting or tech!), joining a club (attend the club fair!), becoming a global scholar, putting together a module for a freshman or sophomore seminar — the list is long, and we hope you will get involved!

**I am stressed.** It is not unusual for people to experience short periods of moderate stress. However, if the stress is interfering with your ability to function, including getting sleep, you should talk with an adult. You have a number of options, including your advisor, dean, or a member of the Counseling or Health Center staff. One of those adults can help you find health options for your stress.

**Someone has hurt me (bullied, assaulted, etc.) or hurt a friend.** While Loomis is a wonderful place, we acknowledge the possibility that students may have been treated disrespectfully by someone, whether the perpetrator is a member of the Loomis community or not. You must tell an adult (advisor, dean, counselor) if that happens. Loomis community members do not tolerate bullying or disrespect.

**I have sore throat, stomachache, knee pain, etc.** We have a 24-hour, seven day a week Health Center and if you do not feel well, you should go there. If you are a boarder and you get sick during the night, let an adult know and they can walk you over to be evaluated.

**What is there in downtown Windsor?** Windsor has a very pretty town green, surrounded by some banks, a CVS, and a few restaurants that feature pizza, coffee and pastries, Indian food, etc. There is also a grocery store, Geissler's, where students stock up on snacks.

## Academic Information

### Academic Program

The Loomis Chaffee curriculum offers students from grades nine through twelve (and post-graduates) a wide range of course choices in subjects suitable to secondary school study. Departmental requirements, designed to satisfy entrance to the most demanding colleges, may be met through a variety of courses within each discipline. At the same time, the total program of studies provides sufficient flexibility for students to pursue individual interests in depth.

### The School Year

[View the 2020–21 School Calendar](#)

### Diploma Requirements

To complete an academic year and be invited to return, a student must earn a total of at least four year-end credits, not including half-course credits. To receive a diploma, a student must earn a minimum of 16 credits (full-course equivalents) between grades 9 and 12, although most Loomis students earn between 19 and 20 credits in those four years. In addition, students are required to be in attendance through their senior year, either on campus or through a Loomis Chaffee sponsored academic program (e.g. School Year Abroad or The Mountain School).

In general, a student may not elect more than five full-credit courses or their equivalent for the academic year. Exceptions to this limitation are made for half courses, departmental independent study courses, music performance courses, and some art and theater courses. A student who wishes to elect more than the recommended number of credits must secure the permission of the director of studies.

The Review Committee and the Diploma Committee, in conjunction with the head of school, make final decisions about a student's academic standing and success in meeting graduation requirements. A student who violates school rules may forfeit his or her right to a diploma.

### **Minimum Requirements for a Loomis Chaffee Diploma**

- **English** — each term
- **Modern and Classical Language** — third-level proficiency in one language
- **History, Philosophy, Religious Studies, and Social Science**
  - History — two years: a world history course during either the freshman or sophomore year, and one year of United States history preferably during the junior year
  - Philosophy, Psychology, and Religious Studies — two term courses, at least one of which must be taken in the junior or senior year
- **Mathematics** — three years: the first two years of algebra and geometry
- **Science** — two years of laboratory science: one in the physical sciences and one in the life sciences
- **The Arts** — for students who enter in the freshman year: three courses, to be chosen from any visual art, music, or theater arts offering. For students who enter after the freshman year: two courses, to be chosen from any visual art, music, or theater arts offering

### **Noncredit Diploma Requirements**

- Seminar in the Best Self — Freshmen (yearlong, one meeting per cycle)
- Seminar in the Common Good — Sophomores (yearlong, one meeting per cycle)
- Athletics and After-School Program — All students (every term)

### **Diploma Requirement Waiver**

In special or unusual circumstances, a student may request a diploma requirement waiver. If such a waiver is desired, the student's family initiates procedures with the director of studies, the director of learning support, and the student's advisor.

International students for whom English is not their native language may, with permission from the Department Head, the Academic Office, and the College Office, meet the Modern and Classical Language requirement differently. Those entering Loomis as freshmen may complete their requirement through two years of study regardless of level. Those entering Loomis after the freshman year and who have documented academic study of their native language at the secondary-school level may be considered exempt from this diploma requirement.

### **Global & Environmental Studies Certificate**

A Loomis Chaffee student whose passion and interest lies in acquiring and exploring a greater understanding of the world and the environment may pursue a course of study which culminates in the awarding of the Global & Environmental Studies Certificate (GESC). The GESC recognizes coursework, co-curricular engagement, and experiential learning focused on fulfilling the mission of the school in advancing "the development of students in mind, body, and spirit through rigorous academic programs, an inclusive community, and an emphasis on engaged citizenship" and the mission of the Alvord Center "to develop globally and environmentally engaged leaders through programming that enhances understanding and teaches action-oriented skills." Detailed requirements for the GESC are outlined in the Loomis Chaffee Course Descriptions and on the Alvord Center website.

## **Advisor/Advisee System**

Every student has a faculty advisor who is charged with the oversight of the student and who is available for help and counsel. Returning students request their advisors each spring. Through regular contact, advisors oversee their advisees' academic program, overall well-being and school experience, and serve as a point of first contact for parents for any questions that arise.

## **Adding and Dropping Courses**

A student who elects a program in the spring for the following year may not make changes to those requests after the last day of classes in that spring term. Any changes made in the beginning of the next academic year must include serious thought and consultation with the student's advisor, teacher, and director of studies.

Changes in the level of a yearlong course, regardless of subject, can only be made until five days after the fall or winter interim, if the teacher, the student's advisor, and the director of studies deem the move appropriate. Yearlong courses cannot be changed after the winter interim.

A student may not drop a course after five meetings of the course have elapsed without conferring with the advisor, the teacher of the course, the department head, and their director of studies.

No year-long courses may be dropped after five days past a term's interim until the beginning of the following term.

For the fall term, the add/drop period is set to allow each class (each period block) to meet four times before its conclusion. This is approximately the first seven days of the term. A student may not enter a course after four meetings of the course.

For the winter and spring terms, adjustments may only be made prior to the beginning of the term. No changes in schedule will be made after the term has begun, unless it is an appropriate change in course level.

Seniors and post-graduates (PGs) must establish their course load for the spring term prior to the start of winter break in December. While the specific spring term electives may change through winter term, the number of courses may not decrease after winter break. Seniors and PGs may add courses until the beginning of spring break as long as their schedules allow.

If a student is allowed to drop a course after his or her enrollment in the course is a matter of record, the course will be recorded on the student's transcript as a dropped course with the date that the course was dropped and with any grades that have been officially awarded. A student's enrollment in a course is a matter of record five days after the interim grades are scheduled to be submitted in any given term.

## **Academic Grades and Teacher Comments**

Each student's faculty advisor monitors the advisee's progress closely; thus, the advisor acts as the parents' primary contact for information about the student's academic and social well-being at school. At each midterm, advisors will write formal comments that accompany class grades. At each of the midterm Progress Reports, teachers will write comments if the student has earned any grade below a B-. Teachers write comments for all students for the term-end Report Card. Parents are encouraged to contact advisors at any time to share observations or ask questions.

## **Transfer Students and Postgraduates**

After granting credits to transfer students for courses taken in previous schools, the directors of studies determine the balance of courses each new student needs to fulfill graduation requirements. Postgraduates apply for either diploma or certificate status. To be a candidate for a diploma, the postgraduate student must, in addition to being awarded appropriate credits at admission, satisfy all



Loomis Chaffee diploma requirements. To be a certificate candidate, the postgraduate student must pass at least four full courses, or the equivalent, each term, earning at least four full credits for the year.

## **Change of Status and Reclassification**

Occasionally students seek a change of status from day to boarding, or vice versa. In such a case the student/family must submit a written request through the dean of enrollment. Approval of the request is determined after consulting with the student's advisor and dean and assessing whether space is available. A change in residential status is not guaranteed.

Reclassification may be requested through the Repeat Year Committee, which typically meets annually at the start of the spring term. Students interested in reclassifying must submit to their academic dean, by the close of winter term, a formal letter of request as well as letters of support from their family and their advisor. Students in grades 9, 10, or 11 are eligible for reclassification.

Seniors are ineligible for a repeat year. Students who earn a Loomis diploma are ineligible for a Loomis postgraduate certificate.

## **Study Hall**

Freshmen and new sophomores must attend supervised daytime study halls during various free periods (approximately two per week) Students will be notified of their study hall schedules during the first week of classes. A study hall absence is treated as any other missed academic appointment. In the spring term, a student's study hall load may be modified in consultation with the advisor, depending upon academic performance.

Any student may be assigned study halls whenever the need is indicated, usually at the suggestion of the advisor, dormitory head, or director of studies. In study halls, students are expected to use their time constructively to work on academic assignments.

An atmosphere conducive to studying must be maintained at all times. Monitors will not permit games, food or drink, lounging, sleeping, or conversation in study halls.

## **Test-Taking Preparation**

Loomis faculty believes that the school's curriculum prepares students for college entrance examinations such as the ACT, the SAT, and SAT Subject Tests. In addition to regular course instruction, English and mathematics classes review and reinforce concepts needed to take standardized tests for college admission.

Loomis likewise provides, at minimal cost, an ACT and SAT overview course in the winter of the junior year. Students have access to Method Test Prep, an online program that offers test preparation for both the SAT and the ACT. Books and materials on the topic are available in the College Office resource room and in the Katharine Brush Library. College guidance counselors also routinely discuss various strategies and options for standardized test preparation.

Students who are candidates for extended time or other accommodations for testing must consult with Ms. Sadowitz, director of learning access and student achievement, regarding required documentation and must apply for these accommodations with the testing agency itself.

## **Computer Proficiency**

Academic assignments across the curriculum require students to attain minimal proficiency in word processing, internet and email use, spreadsheets, data processing, and graphic presentation of data. The school uses both Macintosh and PC computers in instructional and public areas so that students feel comfortable using either platform.



## **Academic Warning, Academic Probation, and the Review Committee**

The Review Committee meets at the conclusion of each term to discuss students who have encountered serious academic difficulties (such as earning a grade below a C), or who are currently on academic warning or probation. The Review Committee is chaired by the associate head of school (or designee) and comprised of faculty who have responsibility for student academic and personal support, such as the academic deans, class deans, and the director of learning access and student achievement. The goal of the committee is to make recommendations to students, advisors, and families to help those students improve their performance. In order to foster improved academic performance, the Review Committee may place a student on formal Academic Warning or Academic Probation (usually only after other means of support, such as extra help and tutoring, have not sufficed). Academic Warning applies to students whose grades and work habits generate concern, and includes a formal letter sent to student and parents warning of academic concern. Academic Probation, administered by the directors of studies, applies to students with unsatisfactory grades and/or effort. The progress of students on Academic Probation is monitored each week with a teacher/advisor checklist. Occasionally, when it becomes clear that a student cannot cope with the academic demands of the school, he or she will be required to withdraw.

Each June, the committee also considers students whose behavioral patterns have generated concern. In either case, academic or behavioral, the committee thoroughly studies and discusses each student's overall record, making a recommendation to the head of school that the student return for the following year, sometimes with certain provisions, or, in some instances, be required to withdraw.

Should an underclass student face possible required withdrawal action at the end of an academic year and the Disciplinary Committee is unable to convene, the Review Committee can assess the case and submit a recommendation.

## **Academic Tutoring**

Any student desiring the support of a tutor should consult his or her teacher of the subject in question and his or her advisor to discuss the options available. Parent approval is required when requesting a professional tutor because an extra fee is charged.

To arrange professional tutoring through the school, contact Ms. Sadowitz, director of learning access and student achievement.

## **Academic Accommodations**

The Loomis Chaffee School may provide reasonable academic accommodations that are supported by appropriate documentation and considered reasonable in this educational setting.

In order to plan accordingly for a student's needs, documentation should be submitted to Lena Sadowitz, director of learning access and student achievement, before the beginning of the school year in September. The documentation will be shared on a need-to-know basis.

For further information regarding accommodations, please contact Ms. Sadowitz.

# Student Health Information

## Concussion Management and Education at Loomis Chaffee

Loomis Chaffee is committed to providing information regarding brain injuries and how they can affect students' academic and personal success and health. Loomis is further committed to ensuring that students who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported. Loomis provides information on concussions to students, parents, faculty and staff.

### Definitions:

- A. A concussion is a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face/neck, or to the body that causes a sudden jarring of the head (e.g., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness. Proper management is essential to the immediate safety and long-term future of the injured individual. A concussion can be difficult to diagnose. Failing to recognize the signs and symptoms in a timely fashion can have dire consequences.
- B. Second Impact Syndrome occurs when a student, who has already sustained a head injury, sustains a second head injury before symptoms have fully resolved from the first injury. Many times, this occurs because the student has returned to activity before his or her first injury symptoms resolve. Coaches, parents, and students must realize that days or weeks may be needed before concussion symptoms resolve. When a student receives a second blow to the head, it can result in loss of brain function, decreased blood supply, and increased intracranial pressure. The community must recognize the signs and symptoms of concussion/mild traumatic brain injury (MTBI) and limit physical and cognitive activity until the symptoms have completely resolved.
- C. ImPACT is a computerized neuropsychological test and concussion assessment tool that measures several aspects of brain function, including attention span, working memory, sustained and selective attention time, response variability, non-verbal problem solving, and reaction time.
- D. Return to play means participate in a non-medically supervised practice or athletic competition.
- E. Return to work means participate fully in the normal array of classroom activities and outside-of-class academic requirements.

### Concussion Committee:

The Concussion Committee, chaired by the director of studies, includes the associate director of studies, associate dean of faculty, director of academic support services, director of counseling, director of health services, dean of student life, nurse practitioner, and head trainer. This group meets to discuss policy and protocol.

### Training and Education:

1. All Loomis faculty (which includes coaches, advisors, and health and physical education staff) will be educated on concussion signs and protocol annually. Related resources, such as the link to the CDC information, will be provided on the faculty portal. The training will include:
  - recognition of the signs and symptoms associated with a concussion and the impact on the student,
  - process for reporting a concussion,
  - strategies to reduce risk,
  - Loomis Chaffee concussion management program,

- how to obtain proper medical treatment,
  - protocol for return to academic work,
  - protocol for reentry to campus life,
  - review of return to play (RTP) protocol by coaches and trainers.
2. Parents will receive information on concussions through the *Parent Handbook* (distributed annually to all parents) and on the parent portal.
  3. Students will be educated on concussion signs, symptoms, and the process for reporting these through information in the *Student Handbook* and on the student portal. Class deans will continue to stress the importance of students taking care of each other in all health and wellness related issues.

### Student ImPACT Testing:

All Loomis students will take the ImPACT test upon entering Loomis. This will be facilitated and monitored by the athletic trainers.

### Concussion Care:

1. A student may present to the Health Center on their own, with their coach, trainer, dorm head, advisor, parent, or any adult.
2. Nurses at the Health Center do thorough assessments with students presenting with a head injury. A follow-up appointment is made for all head injuries with the nurse practitioner for the following day.
3. Once a diagnosis has been established, the nurse practitioner and the registrar will send out the standard concussion email. This communication is addressed to the dean, dorm head, advisor, counseling department, directors of studies, director of learning access and student achievement, the student's teachers, athletic director, coach, and athletic trainers.
4. Parents are notified, and clinical findings, diagnosis, and initial plan of care are discussed.
5. All students diagnosed with a concussion are given a copy of *Treatment Guidelines for Loomis Chaffee Students*. This is reviewed with the student and signed by the student. A copy of this signed guideline is kept in the student's medical file.
6. Concussed day and boarding students are seen on a daily basis by the nurse practitioner to monitor and document symptoms, emphasize health teaching, and ultimately clear the student when he/she is completely symptom free. Day students are required to be evaluated by their own physician.
7. The academic advisor is again notified when a student reports any symptoms of academic difficulties or fails the ImPACT test.
8. If a student is unable to attend classes due to severity of symptoms, the student is placed on a concussion leave and sent home for recovery, where the Concussion Leave Protocol must be followed.
9. The director of studies, or the associate director, contacts all the student's teachers to make academic arrangements when a student is placed on Concussion Leave.
10. The student's physician calls the Loomis Chaffee medical director when the student is healthy, symptom free, and cleared to begin the Concussion Leave's Return to Work Protocol.
11. Once a student is symptom-free, has met the requirements of the Concussion Leave policy, and is cleared by the nurse practitioner or medical director (when a student is on concussion leave) to return to campus, the student must retake the ImPACT test. The athletic trainer administers

the test and delivers the results to the nurse practitioner and together they determine if the student passed or failed the ImPACT test. Results of the baseline impact test (all Loomis Chaffee students

are baseline tested upon their arrival to school) are compared to post-injury ImPact test. The athletic trainer calls the parent(s) with the results.

12. When the student passes the ImPACT test, a note is written for return to play over a 1-5 day period, with instructions to see trainer for directions for return to activity following a concussion.
13. The nurse practitioner completes the cycle and through the Registrar sends out an email stating the student no longer has a concussion and has passed the ImPACT test.
14. After medical clearance, the student is required to meet with a member of the counseling department.

#### Return-to-Play (RTP) Protocol:

When the results of the post-concussion ImPACT test have been reviewed by the school doctor and it has been determined that the athlete has passed ImPACT and may begin the process of returning to play, Loomis follows the following protocol. Refinements may be made depending on the sport. For example, if the student is playing soccer, the initial return to play may specify “no heading the ball.”

Day 1:

Athlete may begin light aerobic exercise, 20 minutes of jogging. No contact.

Day 2:

Athlete may practice with sport specific training, 40 minutes.

Day 3:

Athlete may practice with non-contact drills.

Day 4:

Athlete may practice with full contact drills.

Day 5:

Athlete may return to game play.

Each step of this protocol should be separated by 24 hours. Any recurrence of concussive symptoms should lead to the athlete reporting to the Athletic Training Department and dropping back to the previous level of participation.

#### Return to Academic Work Protocol:

Once the student is cleared by his/her own clinician and the school's doctor to resume academic work, the Return to Academic Work Protocol must be put into effect. Only upon completion of this protocol may the student be cleared by the director of studies and dean of students to return to school.

This protocol ensures an incremental resumption of academic activity prior to the full return to school, by requiring monitored periods of work time and establishing confidence that the student is ready for full school days and academic expectations.

Students who have been on Concussion Leave for two weeks or less must follow a two-day return-to-work monitored protocol; for each additional week of leave one day is added to the protocol, up to four days. Parents should complete the checklist and schedule for Return to Academic Work and are encouraged to take notes regarding the student's symptoms, performance, and functioning.

Upon completion of each required day of the protocol, parents must contact the director of studies to relate the details of the student's return to work. After the required days of meeting the protocol, the dean of students will consult with the parents and director of studies and determine the student's time of return.



Day 1:

The student may begin completing reading assignments for no more than 20 minutes at a time.  
The student must take an equal amount of break time between reading times.  
The student should not exceed 60 minutes of reading time on Day 1.

Day 2:

The student may begin completing other class assignments in addition to readings for no more than 30 minutes at a time.  
The student must take an equal amount of break time between work times.  
The student should not exceed 90 minutes of work time on day 2.

Day 3 (if on leave for three weeks):

The student may increase the total work time to 120 minutes.  
Equal amounts of break time must be taken between work times, as above.

Day 4 (if on leave for four or five weeks):

The student may increase the total work time to 150 minutes.  
Equal amounts of break time must be taken between work times, as above.

## **Counseling**

Counseling is a resource for students who seek some resolution of personal difficulties they might encounter during the school year. Julie Field directs the counseling program and staff. The Counseling Office works closely with the Health Center staff as well as the deans of students. The counseling staff is supported by the school's consulting psychiatrist, Dr. Richard Miller, who has weekly office hours during the school year. The Counseling Office offers individual counseling, assessment, referrals for treatment, crisis intervention, mediation, and group work, as needed.

Conversations with a counselor are held in confidence unless there is suspected abuse or neglect, risk of harm to self or others, or a report of physical or sexual assault has been made. To schedule an appointment with a counselor a student may stop by the counseling offices send a request over email, call the Counseling Office at x6234, or ask for the assistance of a trusted adult. Meetings with the school counselors are free of charge.

Students who violate the drug/alcohol rule are required to meet with a counselor for an evaluation. The assessment by the counselor is free of charge. The counselor may recommend or require further treatment, which would not be covered by the school. Students are also required to attend six psycho-educational group sessions focused on substance use prevention facilitated by school counseling staff. The purpose of this process is to ensure the safety and wellbeing of the student. Students who are struggling with substance use or dependency or have a concern about a peer may seek confidential support through counseling services.

The Counseling Office oversees the student Peer Mentor Program. The Peer Mentor Program supports the freshmen and other new students in acclimating to life at Loomis. Peer mentors are supervised by members of the counseling department but are not health professionals. Counseling concerns should be directed to the professional counseling staff.

## **Health Center and Health-Related Issues**

Loomis has a 24-hour Health Center, open 7 days a week when school is in session that offers primary and preventative care for students. Although the door is locked at 9 p.m., the Health Center is open for emergencies by ringing the night bell to the right of the door. If a boarding student becomes ill during the night, he or she should awaken an adult or prefect/RA in the dormitory to accompany him/her to the Health Center.

The Health Center staff is trained to assess and treat common illness and injury, with the support of a nurse practitioner and physician medical director. The Health Center carries a variety of over-the-

counter remedies and works with a local delivery pharmacy when prescriptions are needed. The school nurse practitioner is available for students at the Health Center at 8 a.m., Monday through Friday. Students with minor ailments should do their best to not miss school appointments for treatment.

While the majority of care in the Health Center is covered by the Health Center fee, certain supplies or tests administered by the Health Center may be charged to the student account. Examples of these include flu shots and flu/mono/strep tests. The Health Center does not bill through insurance. Day students should seek the treatment of their own family physician, though if a student is ill or injured while on campus, the nurse on duty will offer assistance and contact parents immediately pending treatment.

Boarding students who require an off-campus medical or dental appointment campus should schedule through the Health Center, especially if transportation assistance is needed. Every effort will be made to schedule appointments at times when school obligations, particularly classes, will not be missed. Due to office schedules, this is sometimes unavoidable. The Health Center has a driver between the hours of 8 a.m. and 4 p.m., Monday through Friday, to assist with appointments in and around the general Windsor and Hartford area. We can also assist with the arrangement of a taxi service if needed, charges to be billed to student account. For rides outside of Windsor, a \$25 fee will be charged to the student account. Charges for boarding students treated by a doctor off-campus will be billed by the doctor's office to the student's insurance or directly to the parent. The Health Center does not offer transportation for routine, preventative care visits as those should be handled with the student's regular providers at home during breaks. If regular medical appointments, transportation or chaperone services are needed for a student, details and arrangements should be discussed with the Health Center Director prior to the start of school, if applicable, or as soon as possible for circumstances arising during the year. The school also works with a local cab company to assist with transportation. Students under the age of 18 may not utilize ride-share services such as Uber and Lyft. Students over the age of 18 may do so with approval of a parent/guardian.

Similarly, appointments for boarding students' psycho-educational testing, when required, are made by the director of learning access and student achievement or director of studies. Transportation to the testing site will be arranged through the school nurse and billed to the student's account.

**Medical Leave/Separation:** Occasionally it is necessary for a student, because of physical illness and/or psychological distress, to be placed on medical leave. The appropriate dean of students manages the details of a medical leave, in consultation with the attending school and/or personal health professionals and the student's family. Medical leaves are capped at five weeks. In rare instances, circumstances may lead the school to require a student's medical separation, meaning the student can no longer be enrolled at the school.

A few detailed notes:

- All students, new and returning, must have an annual physical exam after March 1 of the current school year. The school's physical form must be completed by the parents and family physician and returned to the school by August 1. No student will be allowed to participate in any classroom or playing field activity or move into the dorm until his/her form has been submitted. A copy of the family or student's insurance and prescription drug cards is also required.
- All accidents, including those treated by school trainers, should be reported to the Health Center.
- In order to provide a safe environment and best meet the health care needs of all students, all prescription medications must be checked by the Health Center. Failure to do so could lead to a major rule violation depending upon the danger inherent in a particular prescription. Controlled medication that is brought from home must be packaged in a blister (bubble) pack from the pharmacy. Parents are required to notify the Health Center of any medications newly prescribed during the school year.
- Most over-the-counter medications may be kept in a student's room in reasonable quantities. Exceptions to this include over the counter sleep aids such as Melatonin, which should be discussed with the Nurse Practitioner. In addition, any medication kept in a student room should be labeled in English so that its safety and appropriateness may be confirmed by Health

Center staff. If a student requires a medication that is not labeled in English, Health Center staff will assist the student in obtaining a new supply.

- The Health Center staff and the Counseling Office are authorized to speak in confidence to a student who thinks or knows they are pregnant. Connecticut state law does not require nurses or counselors to share knowledge of a confirmed pregnancy with the student's parents, these health professionals reserve the right to do so if they feel that it is in the best interest of the student.
- We encourage all students to present to the Health Center at the time that they are feeling ill. This allows staff to offer assistance and determine if a student may be contagious. In a boarding community, feeling feverish, having a rash, or vomiting are important symptoms to have assessed as soon as possible.
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## **Sanctuary Policy**

Loomis is a substance-free school. However, there are occasions when students use alcohol and/or other drugs on campus in contravention of school rules. Because of the school's concern for the student's health in these instances, a sanctuary policy allows students to seek help through the Health Center or Counseling without any disciplinary repercussions (except in extreme circumstances; see below).

When a student's health may be at risk because of substance use, the student should seek treatment at the Health Center. Friends of an at-risk student may escort that student to the Health Center or seek adult help. The at-risk student will be evaluated and treated as needed by the Health Center staff. The student will be breathalyzed to determine the alcohol level as well as drug tested through a urine test (results of these tests will go to the director of counseling, the dean, and the director of the Health Center and others on a need-to-know basis). The goal of sanctuary is to make sure that a student who is either under the influence of alcohol or drugs is medically safe. The sanctuary policy should not be used to avoid discipline. Students must have the intention of getting medical help at the time that sanctuary is sought. A student who is concerned about dependency on alcohol and/or drugs but is not in immediate danger can seek assistance as well; please see the Substance Dependence Policy, below for information.

Before Sanctuary Check-In: Any student under the influence of any substance may bring themselves or be accompanied by another student to the Health Center to seek sanctuary. If met by a faculty or staff member while on the way to the Health Center, the student(s) can declare to whomever he or she encounters that the person under the influence is seeking sanctuary. The student(s) will be asked if other students were also using alcohol or drugs so that their health can be assessed.

Seeking Sanctuary After Hours: A prefect, RA, or other student must contact the dormitory head or resident on duty to notify him/her that a sanctuary emergency is being declared. The dormitory head or resident on duty should then phone the Health Center and inform the duty nurse that a student declaring sanctuary is coming to the Health Center. Because a sanctuary emergency is health-related, all parties involved are asked to treat information about the incident with confidentiality and only share on a need-to-know basis. As above, the student will be asked if other students are involved so that their health can be assessed.

### Follow-up after Sanctuary is Invoked:

The Health Center will inform the director of counseling and the dean of student life that the student has been granted sanctuary. Before the student leaves the Health Center, a counselor will meet the student who claimed sanctuary to discuss the events leading up to admission to the Health Center. The extent of the student's harmful use of chemicals and predisposition for chemical dependency will be assessed in one or more sessions with the student, including a call to the student's parents. Following an assessment, a counselor or a psychiatric consultant will make a recommendation to the student's family including recommendations for further evaluation or treatment, if needed. If it is determined that the student is likely to continue to use illegal substances at school or that the student presents an ongoing risk, a medical leave may be recommended so that the student can receive appropriate treatment.

The student's room will be searched by a dorm faculty member, dean, or other Loomis faculty members to remove any illegal substances or alcohol that may be in the room. In extreme circumstances, the deans may decide that for the health of the community a sanctuary cannot be granted because the severity of

the student's actions warrants disciplinary action. For example, if a student claims sanctuary and is found to have been dealing drugs, disciplinary action would be taken. These rare instances will be determined on a case-by-case basis by the dean.

Following the sanctuary, at the school's discretion, the student may be required to participate in random drug testing for up to one calendar year.

### **Substance Dependence Policy**

As noted above, Loomis is a substance free school, but there are occasions when students struggle with substance dependence issues. Sometimes these issues are best handled through a medical leave or separation from the school. However, in some cases, such as those involving a dependency on nicotine or THC, the Health Center and counseling department may be able to offer supports that will allow the student to remain in school and get treatment. The appropriateness and availability of these support services will be determined by the director of the Health Center, the director of counseling, and the dean of student life on a case-by-case basis. The Loomis Chaffee School is not a therapeutic treatment facility, but rather seeks to support students while they engage in treatment for substance dependence when it is safe for both the student and the community.

#### Dependence Policy

- The goal of this policy is to enable students to safely and successfully engage in cessation efforts while remaining on campus and in classes.
- A student may proactively choose to seek help through the Health Center or counseling department during their time at Loomis without disciplinary consequences (except in certain circumstances, as determined by the deans office).
- A student may also be referred by counseling following a disciplinary case and substance use evaluation.

#### Initial Evaluation

Students presenting to the Health Center or counseling with dependence concerns will be evaluated by a counselor and the nurse and/or nurse practitioner:

- Obtain a full set of vital signs including, weight, blood pressure, pulse, temperature, pulse oximetry, and respirations.
- Breathalyzer will be used to determine blood alcohol level.
- Urine Drug test collection to rule out other illicit substances.
- Student, Parent, Health Center Director, Dean, Counseling Director, and others on a need-to-know basis will be notified of the results of testing.
- The Health Center and counseling departments will collaborate to assess the appropriateness and safety of this policy for the student.

#### Plan of Care

- In order to remain on campus during treatment, the student **MUST** agree to a supervised collaborative treatment plan **AND** agree to remain in communication with their parents/guardian.
- The student must commit to the goal of being substance free.
- The treatment plan will involve regular check in visits with the health center, counseling department, and possibly the school's consulting psychiatrist or an outside substance abuse/addiction specialist.
- An appropriate substance cessation program must be completed by the student, either in person or online.
- Students will be asked to surrender any contraband, supplies and/or substances held on campus prior to room search by the deans.
- Student and family must agree to random urine drug screen test collection, as deemed necessary by addiction specialist. Student, Parent, Health Center Director, Dean, Counseling Director, and others on a need-to-know basis will be notified of the results of testing
- If the student is unable to meet the necessary treatment requirements, or becomes non-compliant with the treatment plan, the student may be placed on a medical leave of absence.



## **Suicide Prevention Education and Information**

At Loomis, students care deeply about the safety and well-being of others.

If you have concerns about your safety or the safety of another Loomis student, you need to let an adult know. You can contact your dean, the Counseling Office, Campus Safety, or the Health Center (open 24/7 during the school year at 860.687.6325). We have resources on campus and locally for students who are experiencing depression or thoughts of self-harm.

If are you concerned that someone may be at risk, your first step in helping may be as simple as learning the **FACTS** or warning signs. The following signs may mean that someone is at risk for suicide, particularly if that individual has a history of suicidal ideation or behaviors.

### **Feelings**

- Hopelessness — feeling like things are bad and won't get any better
- Fear of losing control, going crazy, harming oneself or others
- Helplessness — a belief that there's nothing that can make life better
- Worthlessness — feeling useless and of no value
- Self-hate, guilt, or shame
- Extreme sadness or loneliness
- Anxiety or worry

### **Actions**

- Drug or alcohol abuse
- Talking or writing about death or destruction
- Aggression
- Recklessness

### **Changes**

- Personality — behaving like a different person, becoming withdrawn, feeling tired all the time, not caring about anything, or becoming more talkative or outgoing
- Behavior — inability to concentrate
- Sleeping pattern — sleeping all the time or not being able to sleep
- Eating habits — loss of appetite and/or overeating
- Losing interest in friends, hobbies, personal appearance
- Sudden improvement after a period of being down or withdrawn

### **Threats**

- Statements like "How long does it take to bleed to death?"
- Threats like "I won't be around much longer" or "You'd be better off without me"
- Making plans, such as studying ways to die or obtaining the means to self-inflict injury or death
- Suicide attempts

### **Situations**

- Getting into trouble at school, at home, or with the law
- Recent losses
- Changes in life that feel overwhelming
- Being exposed to suicide or the death of a peer under any circumstances

These kinds of situations can serve as triggers for self-harm. If you notice any of these warning signs, you can help!

1. Express your concern about what you are observing in their behavior.
2. Ask directly about suicide.
3. Contact Loomis' Counseling Office (counseling is available 24/7 for urgent matters during the school year) by calling Loomis' Health Center at 860.687.6325. Health Center staff will immediately contact a counselor on campus or the counselor on-call.
4. Encourage them to call the National Suicide Prevention Lifeline at 800.273.TALK (8255).
5. Call 911 if you have an immediate concern about someone's safety.

*This is an updated version of the FACTS handout available in the Lifeline Curriculum and "Making Educators Partners," which is through Hazelden Publishing. Adapted with Permission from Hazelden and The Society for the Prevention of Teen Suicide (sptsusa.org)*

## Emergency Procedures

### Fire Alarm Procedures

When the fire alarm sounds in a building, everyone inside is required to leave the building immediately and gather at a safe distance.

All students are educated on drill procedures in class meetings, and boarding students receive dorm specific training in dorm meetings.

#### The Signal

The continuous sounding of the fire alarm indicates a fire. When the alarm sounds, ALL PERSONS MUST LEAVE ALL BUILDINGS IMMEDIATELY. On your way out of the building, ensure doors and windows are closed behind you. Adults will ensure no students remain in the building for any reason. WALK (do not run) to the nearest exit. KEEP TO THE RIGHT ON STAIRS AND IN CORRIDORS.

#### The Muster

1. All dormitory residents muster for roll call outside the front doors of their dormitories.
2. Day students muster in the area between the library and science center.
3. Student need to stay in their groups until the drill is over.
4. Groups that are too near to an actual fire will be moved to a nearby safe area by the person(s) in charge to avoid danger and/or obstruction of firefighting efforts.

### Fire Safety Information from Windsor Fire Department

Familiarize yourself with your surroundings:

- Where are your exits?
- Where are the fire alarm pull stations?
- Are your paths to the exits clear?
- Are there any fire hazards you can correct?

In case of fire:

- *If you notice a fire before the alarm sounds:*
  - Pull the fire alarm pull station and start a building evacuation.
  - Go outside your closest exit and call 9-1-1 once you are outside at your meeting place.
- *If the fire alarm sounds:*
  - Exit the building quickly and safely, using your closest exit, and go to your meeting place outside.
  - Feel every door before you open it:

- If it is hot do not open it. Find another way out or protect yourself in place by keeping the door closed. Call 9-1-1 or open a window and shout to let people know that you are stuck.
- If it is cool, open the door slowly. If the hall is filled with smoke, close the door and protect yourself in place. Call 9-1-1 or open a window and shout to let people know that you are stuck. If the hall is clear, proceed to your closest exit. If you can do so, quickly grab your phone, keys, and a pair of shoes with you on your way out of your room. While you go to your exit you may need to crouch low under increasing smoke.
- Never use the elevator during a fire or fire alarm.
- If you can quickly and safely do so, bang on the doors of your neighbors to alert them to the fire.
- *Once you are outside, get counted at your meeting place. Stay outside until the fire department tells you it is safe to go back inside.*

## Lockdown Procedures

Students are educated about lockdown procedures in class meetings and information is also available on the Student Portal in the Campus Safety folder, including a video on the run, hide, fight protocol. (<https://www.youtube.com/watch?v=9Z9zkU--FLO&feature=youtu.be>)

In the event of a non-fire emergency, the lockdown alarm will sound and be broadcast over the phones.

If a lockdown is activated, the best option is to evacuate the area if there is a safe escape route.

When a lockdown has been called at Loomis, a message will go out over the VoIP phones, building speakers, and text (as long as the student has registered), and the lockdown siren will be activated. When you hear the siren or the lockdown notification, please follow the “Run, Hide, Fight” protocol.

The lockdown siren end after three minutes. **THAT DOES NOT MEAN THE LOCKDOWN IS OVER.** Stay away from campus (if you evacuated) or continue to shelter in place (if you hid) until you receive notification from the police. If it is a lockdown drill, a pre-designated building captain will release you. These faculty and staff members are identified ahead of time.

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY** — From the Department of Homeland Security

Quickly determine the most reasonable way to protect your own life.

#### 1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind;
- Evacuate regardless of whether others agree to follow;
- Leave your belongings behind;
- Help others escape, if possible;
- Keep your hands visible;
- Follow the instructions of any police officers; • Do not attempt to move wounded people;
- Call or text 911 when you are safe.

#### 2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view;
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door);

- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door;
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door;
- Silence your cell phone and turn off vibrate. If you have updates and it's safe to text, Contact 911 or Campus Safety at 860-202-5978;
- Turn off any source of noise (i.e., radios, televisions); • Hide behind large items (i.e., cabinets, desks); • Remain quiet.

If evacuation and hiding are not possible:

- Remain calm;
- Dial 911 or text 911 if possible, to alert police to the active shooter's location you cannot speak, leave the line open and allow the dispatcher to listen

### 3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her;
- Throwing items and improvising weapons;
- Yelling;
- Committing to your actions.

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions;
- Put down any items in your hands (i.e., bags, jackets);
- Immediately raise hands and spread fingers;
- Keep hands visible at all times;
- Avoid making quick movements toward officers such as holding on to them for safety;
- Avoid pointing, screaming and/or yelling;
- Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises.

### Emergency Numbers

**Windsor Police and Fire**

**Loomis Chaffee Campus Safety**

**Health Center**

**911** \*You do not need to dial an outside line from campus phones.

**860.202.5978**

**860.687.6325**



## **Student Life — General**

The Loomis faculty and staff are committed to a positive and formative experience for all students. Tone and quality of student life is affected in great part by the respect, care, and interest that students show for each other. We rely on students to understand their important role at this school and lead with the goals of the Founders — the best self and the common good — in mind.

### **Absences and Late Arrivals for Day Students**

If a day student is ill or running late a parent or guardian should call the deans office at 860.687.6347 before classes begin to report the delay or absence.

Any other reasons for a student's absence must be cleared by his or her parents with the appropriate dean well in advance of the day. Please make every effort to arrange appointments with doctors, dentists, etc., so as not to conflict with classes, sports, or other obligations. When planning family activities for school vacations, please make sure to meet all obligations on the last day before and the first day after vacation. Students may incur absences if they miss obligations on these days.

### **Age-18 and Over Policy**

When Loomis students turn 18 (or at the beginning of the year if entering as an 18-year old), they are required to sign a consent form, indicating that, even though they have reached the age of legal adulthood, they will abide by the expectations of the school. These are the same expectations that parents/guardians agree to when they signed the enrollment contract, including permission for medical treatment. Additionally, regardless of a student's age, Loomis will continue to maintain regular communication with parents/guardians and will expect the same degree of parent involvement for all students. This policy will apply even if the student does not sign the form.

### **Amnesty**

From time to time the deans, in conjunction with dorm faculty, will offer an amnesty program to a dorm. The amnesty program allows students to remove contraband from their rooms without the risk of discipline. The emphasis of amnesty is on health and safety rather than discipline. In some cases, amnesty may be offered in response to a specific event, while in others it could come as a matter of school-keeping. As part of the process and to reinforce the commitment to health and safety, after all students have had the opportunity to anonymously turn in contraband, a few rooms on each floor will be randomly selected to be searched. Anything found during this subsequent room search will be treated as a disciplinary event.

### **Attendance (absences and tardies)**

Students are required to attend all academic appointments as well as commitments related to athletics, community service, and the work program. Exceptions are allowed only if a student is **1**) confined to the Health Center, **2**) sick at home, **3**) excused on Educational Permission, or **4**) granted special permission from the appropriate dean. Students requesting special permission to miss school for outside activities must obtain a "special permission" form from the appropriate dean and have the form signed by their teachers, advisor, coach, work job coordinator, and, in some cases, the director of athletics. Students with a grade below C- in any class at the marking period prior to their request will not be granted permission to miss classes for outside extracurricular activities not sponsored by the school, such as tournaments with clubs, teams, etc. Likewise, students in serious disciplinary straits (Levels II and III; some Level I's) might not be granted permission to miss classes. Once the form has been signed, it is to be returned to the Deans Office.

The school cannot overemphasize the importance of regular class attendance. If a student switches work jobs or sports assignments, it is that student's responsibility to register for and attend his or her new work job or sport. Failure to do so will result in a disciplinary response. Accordingly, the deans notify the students via email of reported or unexplained absences. Students who fail to respond to these notices will be charged with unexcused absences.

Students are expected to arrive at all school appointments on time. A pattern of tardiness will be addressed by the appropriate dean; six tardies will result in a Saturday night study hall.

### **Absence —Teacher**

If a teacher does not appear for class, students should wait quietly for dismissal by an authorized person. If, after 10 minutes, the teacher is still missing, one student should report this fact to the Dean of Faculty Office in Founders. Only then, after the designated student compiles and submits a list of students present, may the remaining students be dismissed.

### **Assemblies and Meetings**

#### **All-School Meetings**

All students and faculty members meet periodically to enable the head of school, other administrators, faculty members, and student leaders to address the school community on various important topics and to make announcements.

#### **Convocations**

All-school convocations are led by the head of school or a guest speaker. Class seminars also meet during this period, with the freshmen sometimes attending small-group orientation seminars. Other assembly times are devoted to concerts, Senior Meditations, art presentations, and other programs of interest to the school community.

#### **Class Meetings**

Each class will meet approximately twice a month to discuss class business and build class spirit. Because important announcements are made, these are required meetings, planned by class officers and class advisors. Occasionally, segments of these sessions may be devoted to issues introduced during freshman class seminars (also required). Traditionally, the individual classes meet in the following places: seniors/PGs — Founders Chapel; juniors — Hubbard; sophomores — Olcott Gym; and freshmen — Erickson.

### **Bookstore Purchases, Student Bank, and Charge Accounts**

The Bookstore, located in the Scanlan Campus Center, is open weekdays and Pelican Day Saturdays during class periods. Students may purchase textbooks, school supplies, toiletries, stationery, gifts, and sportswear with cash, charge, or student ID cards (billed regularly to the parents' accounts).

Withdrawals from a student's Loomis "Bank Account" (see below) and cashing of personal checks also require students to present their ID cards.

Clothing and gifts also can be purchased and shipped domestically from the Bookstore at the school's website using a major credit card.

A student bank account is separate from billed charges and requires cash or check deposits before students can withdraw money. A student-bank account may be opened for any student. Please make checks payable to "The Loomis Chaffee School" and include the student's name and /or ID number in the memo. On class days, students can withdraw cash from their accounts. Limits, predetermined by the parents/guardians can be added if so desired. Students must present their ID cards to make cash withdrawals or to cash personal checks in the Bookstore.

With the assistance of their parents/guardians, many boarding students open accounts with banks in nearby Windsor to which they have regular access and from which they might draw personal check.

### **Breakfast Policy**

On school days, breakfast for boarding freshmen and new boarding sophomores (fall and winter term terms at least) is required. Saturday night study halls are assigned if a student misses more than three breakfasts in a cycle. An advisor or dormitory head may require any boarding junior or senior to attend required breakfasts if that student develops a pattern of missing first-period classes or fails to keep an orderly room.

### **College Guidance**

Experienced counselors in the College Guidance Office advise each student as he or she undertakes the process of choosing colleges and submitting applications. Loomis has a four-year college counseling curriculum that begins in the spring of the freshman year and continues through to Commencement. Individual college meetings commence in the winter term of the junior year with the focus on empowering each student to formulate a list of colleges based on his or her interests, strengths, and goals. The College Guidance Office, located in Chaffee Hall, welcomes questions from students or parents of any class at any time.

### **College Visitation Procedures**

Campus visits are strongly recommended either during spring vacation of junior year or during the summer between junior and senior years. When a senior wishes to visit a college for reasons related to his or her college selection process, he or she must obtain a college permission form from the College Guidance Office and submit it to the appropriate dean at least 24 hours prior to departure. The Deans Office will require a call from a parent with the details of the visit. The College Guidance Office recommends that students complete their college visits during the summer prior to the beginning of senior year as the number of college visits a student may take during the academic year is limited. For the period including the fall and winter terms, seniors and PGs may miss a total of two days of classes; in the spring term, they may miss two days of classes. Students should inform teachers of their plans in advance and know that they are responsible for completion of all missed academic work on a timely basis. Requests for such visits will not be granted during examination periods. Juniors are not allowed to miss school to visit colleges.

The school may deny a student's visit to an area with a high incidence of COVID-19 or require the students to quarantine in a safe area for two weeks before returning to campus.

Seniors preparing for a college visit should begin by picking up a form at the College Guidance Office and then complete the permissions process for missing classes and other obligations.

### **Community Engagement (Pelican Service Organization)**

Community Engagement (formerly known as Community Service) at Loomis Chaffee offers students the opportunity to contribute time to a variety of public and private organizations in the Windsor and Greater Hartford communities. Encompassing the After School volunteering program, The Pelican Service Organization (PSO), and a variety of student led service focused clubs, Community Engagement allows students to find their passions and identify ways in which they can achieve the LC goal of developing their best selves.

The Community Engagement After School extracurricular program offers both a full time and part time option for participation. Students who are not participating in a varsity or junior varsity sport and who do not have another extracurricular commitment that would interfere (such as a major part in a dramatic production), may elect to participate in community service full time (four days per week) in lieu of sports

one term per year. Selected Life Fitness programs will also excuse students to participate in Community Engagement one or two afternoons a week as well. A registration period is held at the opening of each term. Programs run until the week prior to the examination period each term. Various activities are held every afternoon and transportation is arranged in school vehicles by authorized faculty drivers. The CE faculty, in conjunction with the hosting agency, supervise activities. Activities currently offered include a variety of tutoring and enrichment programs with children and senior citizens; supporting children with disabilities; language learning programs around the globe, supporting elementary music lessons, creating needed items for donation to the community, addressing food insecurity and homelessness in conjunction with Foodshare and other community partners.

The Pelican Service Organization is the schools oldest and largest student-led service club on campus. Participation in the club and their events are open to all LC students. This group provides students the opportunity to volunteer and serve local and global communities in a myriad of ways. Causes that the PSO has addressed include homelessness, food insecurity, access to education, support for children facing serious illness. The PSO supports many community and international partners including, but not limited to, Mary's Place, Foodshare, Enfield Loaves and Fishes, High Hopes Therapeutic Riding, Connecticut Children's Hospital and many others.

Student-initiated projects are welcomed and encouraged in the After-School Program, the PSO and other service-oriented clubs.

## **Community Work Program**

The Loomis Chaffee Student/Faculty Community Work Program, inaugurated in 1971, involves both students and teachers in the operation and maintenance of the school

Work assignments include assisting in the bookstore, the library, and science labs, delivering the mail, working as gallery assistants, and helping in to the Admission, Communications, and Development offices, among other options. Many areas of school life are operated or assisted in their operation by the Student/Faculty Community Work Program.

Generally, work assignments consume one to two hours each week of a person's time.

The Community Work Program is a vital component of Loomis Chaffee life and the school will not tolerate neglect or refusal to perform one's work assignments. Consequently, an unexcused work assignment is recorded with the appropriate dean and counts as an absence. The student must arrange make-up work. The buying or selling of a work job is considered a major school rule violation. A student who misses two appointments also forfeits choice of jobs for the subsequent term.

## **Computing**

Any modern computer running licensed English (required) and multi-language if needed (English and any other language) versions of either Windows 10, or Apple OS X macos to 10.15 (Catalina) or higher will satisfy a student's computing needs and will be supported by the Loomis Chaffee IT Department. Loomis Chaffee offers free to all students Microsoft Office 365 featuring Word, Excel, PowerPoint, and other Office applications for both PC's and Mac's.

Non-English language operating systems will not be supported.

At a minimum, the school recommends computers with processor speeds of at least 2.5 GHz and memory of at least 8GB. Faster processors and more memory will yield better performance and a longer useable lifetime for the computer. Computers running older operating systems (e.g., Windows 7, Windows 8 and older Mac OS 10.14 (and older) present a security risk to the campus network and will not be able to connect to network resources. Students may bring older computers to campus, but they will not be able to connect to email, the Internet, Instant Messaging, or other network resources.

Teachers may ask a student to bring a laptop to class so we recommend purchasing a laptop computer rather than a desktop computer. Laptops take up less dorm room space, transition well between home



and school, allow greater flexibility of use, and can be brought easily to the IT Department if service is required.

Tablets, Chromebooks and other Netbooks should be considered only for media consumption and not relied upon for academic use.”

To assure warranty repairs can be completed successfully, we recommend that any new computer purchase take place within the United States. The school strongly recommends that a three- or four-year service contract be purchased with any new computer or tablet.

All students must agree to the Acceptable Use Policy before they register for classes. This policy is on the student portal.

## Distance Learning Guidelines

In a situation in which students must learn online students must follow these rules:

- Do not share the meeting invitation with anyone outside of your class.
- Be on time for the beginning of the meeting.
- Try to isolate yourself from other distractions on your computer and in your surroundings.
- Wear appropriate attire.
- You must be aware of your background and surroundings; any items that could be considered threatening, harassing, or distracting to/inappropriate for a learning environment are not allowed.
- Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.
- Do not engage in activities such as eating, drinking, shuffling papers, etc. when your camera is turned on.
- Upload a profile image of your face to your Zoom Account. Give your classmates something to look at while you speak.
- If you must leave class for more than a minute or two, mute and stop video and send a short private chat message to your teacher.
- Take notes on paper. Typing on screen takes you out of the conversation and means you are not as present and ready to participate in the Zoom classroom.

## Daily Bulletin

The *Daily Bulletin* — which is the school’s primary communications tool for sharing with students important school notices, announcements, information about events, and other information — is published via email and sent to all students, faculty and staff every evening before a class day when school is in session. All students must read the *Daily Bulletin* and are responsible knowing and acting upon all information in the *Daily Bulletin* that pertains to them. Students may use the [News & Information Form](#) to propose items for inclusion in the *Daily Bulletin*. All submissions may be edited for style, length, and content. The Office of Strategic Communications & Marketing may on occasion ask for additional information or ask that a faculty member sign off on the submission before it is included in the *Daily Bulletin* or may share the information through a different communication method.

## Day Student Reminders

All students must know and respect the rules for boarding students. Failure to do so does not exempt a day student from potential disciplinary action; on the contrary, day students who assist boarding students in violating school rules while under the school’s jurisdiction are liable to disciplinary action themselves. A few key reminders are cited below.

Day students should not visit dormitories during evening study hours (except for academic pursuits) nor after late check-in on any night. They must also observe parietal rules. Day students should leave campus

by late check-in time unless involved in a school function that extends beyond that time or with specific permission of a faculty member.

Day students cannot leave campus before the end of the class day without specific permission of the appropriate dean. However, they may leave after their last appointments on Wednesdays.

Day student drivers must read the school's motor vehicle regulations carefully and abide by school and state laws because of safety and liability. All student drivers must have a Permissions Authorization form on file in the Deans Office. They may not drive boarders who have not obtained permission to be in a car and will be subject to discipline if this occurs.

Day students are welcome for all meals.

In the case of a large gathering at a day student's home, the deans office may require a phone call with the host parent to verify the guest list and parent oversight.

Lockers, belongings, email accounts, and motor vehicles on campus are subject to search under the school policy described earlier.

## **Dining Hall**

Meals are served cafeteria style, and students may sit wherever they choose. Attendance at these is optional, except breakfast for freshman and new sophomore boarders. No glasses, silverware, or dishware are to leave the dining hall. If a student has concerns about dietary needs or requirements, they should talk to the head of dining or their dean.

## **Dress Code**

Students must be well groomed, neat, clean, and dressed in clothing appropriate to the occasion. All clothing must be suitable for the learning environment and must be in good repair (e.g., not ripped, frayed, stained, etc.). Clothing must be appropriately fitting in terms of tightness, sizing, and exposure.

### ***General Parameters***

No blue or gray denim pants, or shorts are permitted during the class day. No athletic clothing (including hoodies and unisex t-shirts) is permitted, EXCEPT as noted below. Students may not wear outerwear as underwear or underwear as outerwear (including tank tops or camisoles) nor may they wear "see through" garments that reveal the skin below. No cut-off clothing. No hats are permitted in classrooms, school assemblies, or at tables in the dining hall.

### ***Classroom Dress***

Shirts with visible collars (including polo shirts) or scoop collared dress shirts must be worn at all times. Sweaters or vests are permitted with collared shirts. Shirts and blouses must have straps/coverings that are shoulder width and/or have seams at shoulders; no spaghetti straps are permitted. Loomis crew neck or hooded sweatshirts are permitted; no other sweatshirts are permitted. Pants/shorts should be khakis/chinos, cargos, corduroys, or dress pants. Dresses must be fingertip length or longer and must cover the width of the shoulders. Skirts must be fingertip length or longer. Shorts must be thumb length or longer. Leggings may be worn only under dresses or skirts; no fishnets are permitted. Footwear is required at all times (shoes or sandals; no slippers or shower shoes).

### ***Formal Dress***

(special dinners, school trips, team away games, etc.)

Sport jacket or suit coat

Turtleneck or dress shirt and tie

Slacks, suit pants, or shorts

Dresses (of fingertip length)

Skirts (of fingertip length) with dress shirt

Shoes, sandals, loafers, or sneakers

### **Recreational Dress**

For any on-campus recreational activity, other than when classes are in session, and during all breakfasts, as well as weekend lunches, and cafeteria-style suppers:

Personal choice must be within the bounds of good taste and propriety.

Footwear must be worn at all times.

Sweat clothes are not appropriate at Wednesday lunch.

### **Drone Policy**

In limited circumstances, members of the Loomis Chaffee community may use drones on campus. The following must be adhered to:

- Drones must be registered with the FAA and owners/operators must adhere to all FAA rules. <https://www.faa.gov/uas/>
- Anyone who has a drone on campus must provide registration information to the director of campus safety.
- Drones are only authorized in the Meadows.\*
- Drones must not be operated while organized athletics are taking place.\*
- Drones must not be flown over or near any building.\*
- Drone pilots must carry their registration with them.

\*Exception to this policy may be given by the director of campus safety or the Deans Office.

### **Educational Permission**

If a student wishes to attend an educational event that conflicts with school appointments, he or she should observe the following procedures well in advance of the event itself:

1. Obtain a permission form from the Deans Office.
2. Secure the signatures on that form of faculty advisor, all teachers, coach, work supervisor, and any others in charge of activities that the student plans to miss. The student must arrange for coverage of work job obligations and complete all assignments, including missed quizzes or tests.
3. Return the form with necessary signatures to their dean for final approval.

### **Email**

Students must check their email and read the *Daily Bulletin* daily for communication from teachers and administrators.

### **Emergency Contact**

All boarding students must have an emergency contact listed in the Vital Health Record Section of the Magnus portal page. The emergency contact must be able to pick the student up from school within 48 hours without the use of public transportation. Those without a 48-hour contact may not live on campus.

## Faculty Behavior with Students

Loomis Chaffee is committed to inspiring the highest level of engagement and achievement in its students. Such a goal is dependent, in great part, upon the personal attention that Loomis faculty members give to students. We believe firmly that we have a highly professional, talented, and dedicated faculty. Yet, we are all aware of schools and programs in which inappropriate behavior, including that which is sexual in nature, has occurred between a student and a faculty member. It is essential that we do all we can to prevent such behavior at Loomis.

We educate our faculty on appropriate behavior and boundaries annually, speak with our students at yearly cadre meetings, and are committed to investigating any such reported inappropriate behavior swiftly and thoroughly. When we hire faculty, we follow all provisions of CT Public Act 17- 68, a very thorough process that mandates conduct background checks on any applicants who may come into direct contact with our students. In addition to the initial screening, the school conducts background checks every two years on all employees and residential members of the community 21 and older. Should any situation of concern come to our attention, we will address it swiftly and involve local agencies such as the police and the Department of Child and Family Services as needed and/or required by law. In short, Loomis will not tolerate any inappropriate or harmful behavior.

If you have any indication that a faculty member has engaged in inappropriate behavior with a student (your child or any other student), we ask you to contact one of the following people immediately: Sheila Culbert, head of school (860.687.6223); Webb Trenchard, associate head of school (860.687.6133); Mary Liscinsky, Special Assistant to the Head of School (860.687.6206), or Andrew Matlack, dean of the faculty (860.687.6362).

Please note that inappropriate behavior may not be limited to physical contact between the student and the faculty member. Inappropriate comments, emails, and invitations are a few examples of behavior that may warrant an investigation. If you have any questions, please contact one of the aforementioned administrators who would welcome the opportunity to talk with you.

## Identification Cards

Every Loomis Chaffee student is issued an official identification card, valid for one year, which contains the student's photograph, current year, and class. This card also serves as the key to the external dorm doors and should be on the student at all times (in case of an emergency). The card is used to check materials out of the Katharine Brush Library, to draw cash or cash checks at the Cashier's Window, to make charge purchases at the Bookstore, and to obtain student rates for periodicals, travel, theater, etc. For a fee, lost ID cards may be replaced in the IT Department.

## Katharine Brush Library

Katharine Brush Library provides access to 35,000 books and more than 250,000 ebooks as well as periodicals, DVDs, and over 50 subscription databases. Facilities for student use include 6 computers.

### **Library hours (when school is in session; subject to change)**

Monday–Thursday: 8 a.m.–9:40 p.m.

Friday: 8 a.m.–5 p.m.

Sunday: 3 p.m.–9:40 p.m.

### **Library Policies**

During the school day, conversation is permitted on the first floor. On the second floor, quiet conversation is permitted in all areas except the silent zones. Individual quiet study is in designated silent zones. During the school day, all study rooms are available on a first-come, first served basis.

During evening study hours, the library provides space for individual, silent study on the second floor except for the group study rooms and classrooms. Quiet small group work is permitted on the first floor during study hall. Students wishing to pursue larger group study (groups of three or more working on the

same project) may sign up to use a study room on a first-come, first-served basis. While boarding freshmen and first-year sophomores must ordinarily study in their dorm rooms, they can arrange for special permission to use the library during the evening from their dorm head or their advisor.

### **Borrowing Materials**

Students must use their identification cards to borrow from the library collection. Books circulate for 21 days and DVDs circulate for 3 days. Students who have lost a library item should report it immediately.

### **AV Equipment**

Any AV equipment available for students or teachers must be checked out from the IT department (lower level of the library) between 8 a.m. and 4 p.m.

### **Printers and Copiers**

Two printers and copiers are available for student use on the main floor of the library. Copying, printing, and scanning are free. However, students should be conscious of saving paper and only print if a hard copy is absolutely needed. Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted material. The person using this equipment is liable for any infringement.

### **Archives**

The school Archives, located on the lower level of the library, is open eight hours each week for use by the school community. Public hours are posted on the Archives webpage and the door of the Archives. Should anyone need archival materials at other times, please leave a message for Karen Parsons, the archivist, on her voicemail (687.6294) or email.

## **Lockers, Lost & Found, and Valuables**

Students are assigned lockers upon their request; gym lockers and locks are assigned and distributed by the Athletics Office every fall. Lockers must be secured at all times.

School materials and articles of clothing left around the school are eventually deposited in the Lost & Found in the Scanlan Campus Center or in the gym. Found items of monetary value should be brought directly to Campus Safety at 27 Island Road they will be recorded. This includes phones, jewelry, cash, etc. The school is not responsible for lost or stolen items.

## **Mail**

Boarding student mailboxes, located in the lower level of Scanlan Campus Center, should be checked daily.

Packages delivered to the mailroom may be picked up between 7:15 a.m. and 1:15 p.m. on weekdays. Notices that packages have arrived will be placed in mailboxes. The school has the right to open student mail if the deans, in their judgement, believe it is in the best interest of the school.

Outgoing mail must be posted at the U.S. Mailbox outside the Business Office for the 3 p.m. pickup on weekdays or the 2:15 p.m. pickup on Saturdays.

## **Property Search**

Students must not store illegal or contraband materials, stolen articles, or dangerous items on their person, in their rooms, lockers, cars, or other locations on campus, or order them through the mail. The school reserves the right to search for such items when the school has reasonable suspicion that they exist. Loomis email accounts may be searched if there is a concern about the well-being of the student or the community. If the dean has reason to believe that evidence of a rule violation may be found on a



student's phone, the student must provide his/her phone and password(s). If any contraband, illegal materials, stolen articles, or other evidence is uncovered during the search, or if the student does not comply, the student will be subject to disciplinary action.

## Storage

Students' possessions normally remain in their dormitory rooms over the December and March vacations, but rooms and student storage areas must be emptied for the summer.

The school requires students to remove all possessions and take them home or use U-STOR-IT, self-storage, the UPS Store, or other services chosen by parents to store belongings over the summer.

## Student Activities and Organizations

The Student Activity Committee, known on campus as "StuActs," is a group of students and a faculty director who plan weekend diversions, enrichment opportunities, and social events for the school. StuActs strives to offer an abundance of activities with enough variety to appeal to everyone in the school community such as game shows, musical performances, outdoor events, and off campus trips to malls or movie theaters. StuActs also works closely with class officers, club leaders and advisors, dormitory prefects and RAs, faculty members, the music and theater departments, and the deans of students to contrive and coordinate on and off-campus events.

Upcoming events are posted on the web and in the *Daily Bulletin*. Events sponsored by StuActs are open to all Loomis Chaffee students. Guests at school dances are limited to one per student host. Students who wish to bring a guest must get approval from the appropriate dean.

To learn more or to become involved with planning social events on campus, contact director of student activities.

## Student Bill of Rights

To establish among students a high standard of "creative responsibility toward the government of The Loomis Chaffee School" and to protect each student's rights upon enrollment, former Headmaster Francis Grubbs, speaking in 1964, asserted the need for students to be aware of their rights and responsibilities. The Student Council subsequently compiled a list of student rights to which the faculty and administration are committed in principle and practice. Violations of these rights should be reported to the dean of faculty. As a result of their awareness of their rights, students should develop greater control over and responsibility for their Loomis Chaffee experiences.

- Students excused from school for religious holidays should be allowed extra time to complete assigned homework.
- An assignment for one class should require between 45 and 75 minutes of work. A week's homework for one class should consume between three and five hours of time.
- Students are not required to complete more than two major evaluative exercises (tests or papers) in one day. Those two exercises should be the first two assigned; the student should negotiate deadlines for additional major assignments in advance of the original deadline.
- Major evaluative exercises may not be assigned in the two days prior to any exam period.
- No homework may be assigned to be completed during Thanksgiving, December, or spring vacations.
- No assessments may be due or given on the first day of classes following any official school holiday. These include Rosh Hashanah or Yom Kippur (whichever corresponds with a day off from school), Fall Term Holiday, Head's Holiday, Easter, Spring Term Holiday, and Memorial Day. Regular, ungraded homework may be assigned but assignments may not be doubled. (Note: This policy does not prevent a teacher's *suggesting* to certain students that they do extra work to

strengthen skills and understanding, but such assignments cannot be *required* nor used for grading purposes.)

- Students need not report to the classroom until the bell rings, signifying the beginning of the period, nor are they expected to remain after the period ends.
- Students will be allowed reasonable release class-time compensation for field trips, movies, or other required events scheduled outside regular meeting times.

## Student Council

The Student Council is the student legislative body that represents the needs, ideas, and concerns of all Loomis Chaffee students. Representatives to the council are elected annually in a proportion of *one representative for every 19 boarding or day students per class*. These student leaders, who elect their own senior officers and committee chairs, solicit the input of their constituents as they work together for the betterment of the school.

Council meetings are held each Tuesday evening at 6:30 p.m. in Founders Lounge or another location posted in the *Daily Bulletin* and on email. All meetings are open to the school community, and all interested students are invited to attend. Minutes of each weekly meeting are posted on email and the Student Council bulletin board in Founders Hall. Summaries of the council's activities are also published in the *Loomis Chaffee Log*.

### 2021–22 Student Council Officers:

**President:** Evan Caulfield

**Vice President:** Pilar Wingle

**Vice President:** Ryan Fortani

**Secretary/Treasurer:** Mary Kate Briglio

## Student Living Arrangements

When not at the school, each student will be living with and supervised by a parent(s)/guardian(s) and student will not reside and/or commute to school from a residence different from the residence that is the primary residence of the parent(s)/guardian(s). This applies to all students; even students eighteen (18) years of age and older cannot live alone/unsupervised and commute to school. The school reserves its right to make the final decision about the appropriateness of all student living arrangements during the time that School is in session.

## Vacations

All students should plan to go home for vacations, though only after having met all appointments, including their very last obligation before leaving. Similarly, all students are expected back at a specific time in order to resume the school year in an orderly and efficient manner.

Since the dormitories are closed during vacations, boarding students must depart promptly and return only on the scheduled date of return. If a student's return after vacation is unavoidably delayed, please notify the school by telephoning the appropriate dean during the day or the dormitory head at night. Students should make travel arrangements far enough in advance to ensure attendance at all appointments at the start or conclusion of vacations. Rare exceptions must be cleared with the appropriate dean. For a fee that is determined based on the number of riders, the school provides buses to transportation hubs such as JFK airport. Students must pre-register for spots on the vans/buses provided. (Vans/buses need a minimum number of students to warrant the costs — a trip may be canceled if the minimum number is not reached and alternative travel arrangements will need to be made by the student/family.)

Boarding students who do not travel directly home at the start of vacation must fill out a vacation permission form and provide appropriate information about their destination(s) no later than the posted deadline.

## **Dormitory Life**

For both the common good and for individual welfare, all dormitory residents should embrace the values of cooperation, good will, personal integrity, commitment to community, respect for and consideration of others, and adherence to the rules.

Faculty and faculty families live in each dorm, enabling students to have daily contact with adults and families in their dormitories. In addition, other faculty members and their families are affiliated with every dormitory, each of them serving duty on study nights. Student prefects and resident assistants (juniors and seniors) share the responsibility for running the dormitories.

Dormitories develop spirit and unity through social activities that include informal athletics contests, movie nights, cookouts, hiking trips, etc.

Each spring, current students state their preferences for rooming in the subsequent school year. Room assignments do not become definite until shortly before students arrive at school in the fall.

## **Care and Use of Rooms**

Students are responsible for what occurs in their room, from physical upkeep to the behavior of guests. They must be respectful of their living environment.

The school provides a bed and mattress (extra-long: 80 inches), bureau, desk and chair, and closet/wardrobe. Students must provide their own linens and pillows.

Students should bring toilet articles, towels, a desk or reading lamp (not halogen or clip-on), some type of alarm clock, and at least two blankets. (A third blanket or comforter is recommended for chilly New England winter nights.) Electric blankets are not permitted because of potential hazards.

Tapestries, flags, curtains or other fabric wall coverings are not permitted.

Students are financially responsible for returning the room's original furnishings at the end of the year. Furniture provided by the school must be used as they were intended.

Posters or pictures may be suspended from the picture molding along the ceiling with thumbtacks or other small tacks. No tacks or nails may be used on walls or other woodwork. Scotch tape, masking tape, duct tape, decals, "fun tack" or similar adhesives (excluding 3M products) may not be applied to walls or woodwork.

For fire safety reasons, students are not permitted to hang any materials from the ceilings and or pipes of dorm rooms. Fines may be assessed in June for damages caused by careless hanging practices.

Empty alcoholic beverage containers or drug/alcohol paraphernalia of any kind may not be used as room decorations.

Any material that includes nudity or sexually explicit content, condones alcohol or drug use, or that is counter to our Freedom of Expression or non-discrimination policy may not be used as decoration in dorm rooms.

Students are expected to use sheets on their beds, rather than sleeping in sleeping bags.

Window screens (and storm windows, if installed) must remain on windows. Students with damaged or missing screens will be held financially responsible for them at periodic junctures during the year.

The school does not permit students to keep pets in their rooms; this includes fish.

Students may bring mattress "toppers" that can be laundered or dry-cleaned, but they cannot bring their own mattresses.

Students who damage or use inappropriately any heating sensors, smoke detectors, fire extinguishers, or other devices will be held financially responsible for repair or replacement and will face disciplinary action

### **Additional suggestions**

Although the school provides uniforms, warm-ups, and certain special equipment for interscholastic teams, students should bring their own tennis racquets, hockey and lacrosse sticks, baseball gloves, etc., to school.

Students with hobbies (such as photography or playing a musical instrument) should bring their own cameras, instruments, or other equipment to school.

Bicycles (and required helmets) are useful for practical and recreational reasons. Be sure to purchase a dependable (kryptonite-type) lock.

## **Fire Regulations**

(By order of the Windsor Fire Marshal)

The Fire Marshal checks all dorms at least once a year and the results of this inspection are shared with the dorm head of each dorm. If a student is in violation, they will be notified. Please abide by the following regulations for dormitories.

1. Tapestries, flags, and other fabrics must not be used as decorations or hangings in student rooms.
2. No materials (including canopy-type constructions) may be hung from ceilings or sprinkler pipes. Nothing can be attached to sprinkler pipes, and they must not be tampered with in any way. Smoke detectors must not be covered, removed, or tampered with in any way at any time.
3. Pictures or posters may cover only 20 percent of a room's total wall space. Papers or posters must not be attached to the outside of room doors. Fire-resistant message boards are permitted. 3M "post-it" tape is the only approved method of affixing things to walls. No other type of tape, sticky putty, pins, tacks, nails, or glue is allowed.
4. Electrical heating or cooking appliances including hot plates, coffee makers, and "hot pots" are not permitted. Mini-refrigerators (1.7 cu. ft. max) are permitted. These are the cube shaped refrigerators. The rectangular ones will be removed. Any refrigerators must stand next to walls with no materials stored behind them. Refrigerators are not allowed in closets or under beds. They must be kept clean, and they are subject to weekly inspection. Energy Star rated refrigerators are recommended and must be plugged in directly to a wall outlet. Lights and electrical appliances should be turned off when not serving a useful purpose or when the room is not occupied. Lamps and fans must be removed from use when damaged. Irons and clothes steamers may not be used in dorm rooms, although they can be used in the common room prior to bedtime.
5. No open flames (candles, etc.) in rooms.
6. Lamps, radios, computers, electric clocks, and similar electrical appliances must be connected directly to electrical outlets (e.g., no extension cords). Whenever the number of outlets cannot accommodate electrical appliances, one multiple outlet strip (UL approved with a 15-amp maximum circuit breaker) may be used at each outlet location to augment the available power

sources. Equipment and appliances must be directly connected to the outlet strips without the use of extension cords. Approved multiple outlet strips may be purchased at the Bookstore. Energy-efficient light bulbs should be used and can be purchased at the Bookstore.

7. Nothing of any nature may be stored in hallways, stairwells, entries, or lobbies; nor should any fire escape path or fire exit be blocked by rubbish, trash, recycling, or improperly stored personal items.
8. Light fixtures must be kept away from any potential combustibles.
9. Halogen-style table and floor lamps of any style may not be used in dormitory rooms. Only fluorescent or incandescent bulb-style lamps are permitted. Clip-on lamps of any type are also prohibited. Bulbs must not exceed the lamp's posted wattage limit. Holiday string lights and decorative paper lamps may not be used in dorms.
10. Couches and stuffed upholstered chairs are a smoke hazard and are strongly discouraged. If the room contains a lofted bed, the desk and bureau are allowed under the bed, but upholstered furniture is not allowed under the bed.
11. Please note that no electric appliances can be attached to the walls including LED lighting strips, etc.

## **Room Inspection**

### **When school is in session**

Boarding students must maintain clean, presentable rooms and are expected to share the tasks of cleaning corridors, social rooms, stairs, and trash closets. Faculty members check rooms for general neatness, and the duty person makes a more thorough examination (including refrigerators, closets, floors under beds, in furniture, etc.) once a week, generally on Sundays. Students are not required to be present for these inspections.

### **During vacations**

Each room will be inspected by dormitory heads to assess its condition and need for repairs. Closets, shelves, drawers, refrigerator, and other furnishings are always subject to scrutiny. Rooms in which contraband (drugs or drug paraphernalia, alcoholic beverages, dining hall equipment, or unauthorized school property) is found will be searched.

### **Campus Safety Inspections**

To ensure the safety of the students and faculty living in dorms, the Campus Safety Office may conduct room inspections during breaks to ensure compliance with fire and safety regulations. Dorm heads will be notified by the Physical Plant office of any issues found. In addition, the Windsor Fire Marshal may conduct inspections at any time during the school year to make the same assurances. Campus Safety officers will revisit the dorms found in violation to make sure that any noted issues have been addressed.

### **End of school year**

Each room is emptied and cleaned by the occupant, inspected by dormitory faculty as part of the check-out procedure, and inspected by Physical Plant personnel after departure. Students will be billed for missing or damaged items or be assessed a cleaning fee if appropriate.

## **Room Repairs**

To request the following repairs to a dorm room, the student should email his/her dorm head.

1. Electrical, lighting, phone, or data problems
2. Changes in heat setting — warmer or cooler (Note: Adjustments cannot be made to room temperature without damage to the heat sensor control.)
3. “Bunking” or “unbunking” beds
4. Repairs to doors, windows, or screens



5. Leaks
6. Pests, such as ants

## Laundry

Washers and dryers for student laundry are located in most dorm basements. Cards may be purchased from a laundry service vending machine in the gym. Students have the option of purchasing personal laundry service from our laundry and dry cleaner, a local company. The laundry receiving room, for those purchasing the personal laundry service, is in the gym. A pick-up and drop-off schedule will be posted.

## Music Playing

When playing music, please be considerate of others and respond to requests to lower the volume. While classes are in session (e.g., during every class day), during evening study hours, and after 10 p.m. on study nights, there should be no amplification of music that can be heard outside one's room. Infractions of these guidelines may result in the loss of these privileges.

## Parietal Rules

Dormitory visits made by students of the opposite sex or same sex/same gender identity couples are confined to the social rooms except as described below (interdorm visitation):

Social room visiting hours are generally during the school day and are at the discretion of the dorm head.

Corridors, stairwells, and student rooms are off-limits to persons of the opposite sex (except faculty members), including non-members of the school community. Visitors and persons visited are both subject to this rule. There may be some exceptions, such as on move in and move out days, but these must be approved by the faculty in a student's dorm. Interdorm visitation, during approved times and with faculty approval, is also an exception to this rule (see below).

## Interdorm Visitation

Interdorm visitation is a privilege of all upper-class (11th and 12th grade) students. Upper-class students of the opposite sex, or same sex/same gender identity couples, may visit one another between 7:10 p.m. and 7:40 p.m. on study nights, and between 7 p.m. and 11 p.m. on Saturdays and most Fridays. Sophomores are allowed interdorm visitation after the winter midterm on non-study hall nights only and may not have interdorm with seniors or PGs; freshmen are not allowed interdorm visitation. This privilege may be rescinded at any time if circumstances make it contrary to the school's best interests. Interdorm visitation is allowed under the following conditions:

1. Visitors must personally sign in and out with the faculty duty person upon arrival and when leaving.
2. Lights must be illuminated in rooms where visitors congregate; open-door policy applies during visitation times.

In addition to the above, students should keep the following important clarifications in mind:

1. Violating parietal rules is a major violation and subject to a Level II or III disciplinary response.
2. If a student has checked a visitor in and does not follow the procedures, such as keeping the door open, they may have the privilege rescinded, or may be subject to a Level I if other rules are violated, such as Rule 5.
3. The duty person has full authority with respect to procedures and possible violations.
4. Students may visit a faculty apartment only when accompanied by that faculty member.

## Study Evening Policy

Study hall quiet conditions exist on campus between 7:45–9:45 p.m. and after 10:30 p.m. in upperclass dorms on nights preceding class days or Pelican Days. A quiet atmosphere conducive to independent and, when appropriate, group study, is promoted throughout the dormitories, the library, and the art center.

Students must check in with the dormitory duty person at 7:45 p.m. All students must check in again with the dormitory duty person by 9:45 p.m. Students must be physically present for the late check-in unless they have special permission to be elsewhere.

### Visiting policy during study hours

Freshmen and new sophomores must work in their own rooms without visitors. Library trips, tutorial meetings, group projects, etc., are allowed only with a teacher's, advisor's, dorm affiliate's, or dormitory head's permission. Juniors and seniors may visit other rooms in their own dormitories only for academic purposes; they may sign out to the following places at their own discretion, with the expectation that they have gone only to those locations to which they have signed out:

- Katharine Brush Library, except freshmen and new sophomores, who may use the library only through arrangements with a dormitory faculty member and a librarian;
- NEO Theater for rehearsals, tech work, or productions;
- Richmond Art Center (RAC) for students enrolled in art courses (NOTE: The RAC closes at 9:15 p.m., not 9:30 p.m.);
- Hubbard Music Center until 9:15 p.m.;
- Founders Hall for authorized meetings in the chapel or the Norton Center;
- a class-scheduled event;
- a visit with a teacher;
- a sequence of any of the above.

Lights must be out at 10:30 p.m. for freshmen; 10:45 p.m. for sophomores.

By 11 p.m., juniors and seniors must return to their own corridors and must be in their own rooms by midnight. The school urges all students to go to sleep at a reasonable hour to benefit from sufficient rest.

### Group projects

Students engaged in group projects may work on such projects in dorm social rooms, classrooms, and seminar rooms in the library (with permission) provided that they sign out to those locations.

### Dormitory work jobs

Boarding students with dormitory work jobs are expected to complete their assigned jobs by 10:30 p.m.

## Weekend Check-In Policy

All boarding students must personally check in with the dormitory duty person twice on Friday and Saturday nights, as outlined below. Early check-in for all boarders occurs between 7 p.m. and 7:30 p.m. (unless off campus on an authorized permission)

Late Check-In:

Freshmen — 10:30 p.m. both nights

Sophomores — 10:30 p.m. both nights

Juniors — 11:00 p.m. both nights

Seniors — 11:00 p.m. both nights in the fall term; later check in up to 11:30 p.m. in the winter and spring terms.

Each dorm has a Sunday mid-day check-in, with the exact time set by the faculty on duty.

On a Friday night preceding a Pelican Day, check in will follow the normal week-day schedule, with early check-in from 7–7:30 p.m. and late check-in for all at 9:45 p.m.

Remember that boarding students who remain outside their dormitories after late check-in face serious disciplinary action.

## **Overnight Guests**

From time to time (other than dances, Pelican Days, and the prom), day students may stay overnight in a dorm with the approval of the appropriate dean and dormitory head and with parental approval. An overnight guest form from the Deans Office must be completed by the preceding Friday at noon. If a guest plans to stay in a double or triple room, all residents of the room must be willing hosts. Guests are expected to abide by the school's rules at all times. The school cannot provide accommodations for day students whose families are traveling out of the area.

## **Student Prefect and Resident Assistant System**

The student prefects and resident assistants (RAs) help maintain a high quality of boarding life and help foster an attitude of mutual trust and openness among dormitory faculty members and students. Prefects and RAs have a unique opportunity to share with the faculty the challenge of making the dormitories safe and civil dwellings, environments characterized by understanding, responsibility, and respect for others and their property. Prefects are assigned to underclass dorms; resident assistants help in upper-class dorms.

To be a prefect or an RA, one must be a role model and, as such, set a responsible example. Other students scrutinize how their prefects and RAs conduct themselves, how they manage their responsibilities, and how they treat others. Therefore, discipline may result in a prefect or RA losing their position.

### **Selection of Prefects and RAs**

Each spring, a boarding student who has lived as a Loomis boarder for at least the preceding year may apply to be a prefect or RA for the following school year. Sophomores and juniors (rising juniors and seniors) are eligible to be prefects on underclass corridors; only juniors (rising seniors) are eligible to be resident assistants on upper-class corridors. Applicants may not have incurred a Level II or a Level III during the current school year.

The Dorm Life Committee selects the prefects and RAs and assigns them to dormitories based primarily upon the school's needs. In the fall, new prefects and RAs return to school early for training, and there are other regularly scheduled meetings during the school year to support the student staff.

### **Privileges of Prefects and Resident Assistants**

Prefects and RAs are assigned to particular dormitory corridors by the Dormitory Life Committee, who considers the individual requests in conjunction with the boarding community's needs. Prefects and RAs are released from work job responsibilities, since they absorb many time-consuming duties within the dormitories. Junior prefects have the same study night privileges as seniors.

Any prefect or resident assistant who violates a major school rule will be removed from his or her position, in addition to other disciplinary sanctions, and violation of a minor school rule or knowledge of a rule violation by others will likely result in the same.

## **Procedures for Leaving Campus**

Boarding students must complete a "per" (short for "permission") online before leaving campus. Because the safety of students is a priority, we take great care with our permissions process. Students need to

obtain permission every time they voluntarily leave campus. Day students should be aware that they may not leave campus during the school day without permission, which can be obtained from their dean.

The school uses the online platform Reach Boarding to manage pers, known on Reach as “Leave Requests.” Anytime a student requests a leave, Reach will generate an email to parents/ guardians. As soon as one parent approves the per through the email, the student may find a faculty member for final approval to leave campus. Students must find a faculty member to communicate directly about the per. Once the faculty finalizes the approval, the student can sign out online before leaving campus. They must sign in online when they return.

The Deans Office is the best place to get approval for a per in advance. Over the weekend, students can meet up with the faculty OD in the Scanlan Campus Center on Friday night and Saturday afternoon/evening to get approvals until 7 p.m. Dorm faculty can also approve pers for short trips or in more time-sensitive situations.

If there is ever any issue with Reach or a parent can anticipate a complication with email correspondence, please call the Deans Office at 860.687.6347 during the school day. A student who leaves campus without appropriate permission will receive disciplinary consequences. It is good practice if you are taking students off campus to check if they have gotten their pers approved and if they have SISOed (Sign In Sign Out) through Reach.

Whenever a boarding student travels in a motor vehicle, he or she must obtain a “per” for the excursion.

Students must not be outside of the loop road after dark without special permission. Exception: trips to the rink/lacrosse turf for practices or games.

### **To Windsor Center**

After the end of the class day and until early check-in time, no permission is necessary if traveling by foot or bicycle/skateboard. Signing out through REACH is required. Windsor Center, for Loomis students, means (in three directions), Barts, Island Road, and one block down Poquonock Avenue from the Webster Bank.

After early check-in time (e.g., at night), a permission form must be submitted and approved. For reasons of safety, no student should walk to, from, or be in town alone after dark.

### **To Other Destinations — permission required**

Hartford-area day permissions: students may leave campus after their last appointment and after they have obtained permission. They must return for special dinners or, on other nights, by early-evening check-in.

### **Day/night or night permissions on weekends**

On most Fridays or on Saturdays, students may leave campus after their last appointment until late check-in. Students must obtain an approved permission even if they are going with their own family. Furthermore, freshmen and sophomores must return to campus by 11 p.m. unless their plans merit the special permission of their dormitory head, their advisor, the duty person in their dormitory, or a dean.

Students returning to campus are expected to check in with faculty on duty.

#### **Please note:**

1. Regular weekends begin after the student’s last class, school obligation, or athletic event. Weekends conclude by 7:30 p.m. Sunday.
2. School officials assume that students will be going to the places indicated on their permission forms. If plans change, or if circumstances prevent the student from reaching his or her intended destination, he or she must notify the dormitory head, faculty on duty, or the dean.

3. Early returns: Whenever students return to school before the time designated on their permission forms, their permissions are terminated, and they are expected to meet all regular appointments from that moment on.
4. Late returns: If a student cannot return to school at the time indicated on his or her permission form, the delay must be reported to the dormitory head, faculty on duty, or the dean by telephone or, before 7 p.m. on Saturdays, to the Officer on Duty. The school telephone number in such emergencies, listed on the student's ID card, is 860.687.6127. Other necessary telephone numbers are listed on the ID.

On class days, students may not leave campus until the end of the class day unless they have special written permission.

### **Study-Night Permissions**

For seniors and eligible juniors, study night permissions may be taken once a week for certain outside practices or classes with the dean's approval. The event must be specific, within a specific time frame.

Although all boarding seniors qualify, a junior must fulfill the following conditions: His or her academic record of the preceding half-term marking period must contain no grade lower than a C. Juniors are limited to two study-night permissions in the fall, both in the second half-term, and three (total) during each of the other two terms, with no more than two permissions in a half-term. A junior's academic and disciplinary standard will be considered by the advisor and dormitory head before they approve the plan. Both the dormitory head and advisor must approve and sign the study-night permission.

Upon returning from the evening's event, the student must check in personally with a faculty member in the dormitory. Should a student return late from such an event or commit any other abuse of the privilege, the dean will assess a reasonable penalty, including forfeiture or reduction of remaining study-night permissions.

## **School Rules and Discipline**

Loomis' rules are designed to uphold the mission of the school, including the commitment to the best self and the common good. Students are expected to exercise prudent judgement and respect for others at all times. To that end, students should familiarize themselves with Loomis' major school rules.

Loomis' discipline policy is informed by the understanding that adolescence is a time of growth and change, and that students can and do learn from their mistakes, especially when surrounded by caring and supportive adults. As such, Loomis embraces being a "two-chance" school. However, certain first offenses, at Loomis' sole discretion, may warrant required separation (expulsion) from the school. The Head of School has the prerogative to require a student to leave Loomis at any time if, in her judgement, it is in the best interest of the school. The Head of School can make this decision without invoking the disciplinary processes contained in the Student Handbook.

### **Major School Rules**

Loomis considers the following misconduct to be major disciplinary offenses. Violations of these rules may result in sanctions and the student being sanctioned and placed on a Disciplinary Level (as described below on pages 45–52).

Students should be mindful that violating a major school rule during the Senior Spring term may result in the student forfeiting their right to a diploma and being prohibited from participating in senior week activities including graduation. The student may also be removed from campus for an extended period time, beyond the usual suspension period, up to and including graduation.



## Rule 1

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### **Dishonesty, including lying; cheating; plagiarism; or falsification of permissions, attendance, or identity**

Clarifications: Plagiarism, a form of dishonesty, whether intended or inadvertent, is defined as taking another's words, ideas, or written material and using them as one's own. Plagiarism includes:

- copying another student's work, or directly copying from an outside source (The copied material could be as little as a phrase or as long as a story.); using work submitted for credit in one class for credit in another without permission.
- using someone else's ideas without crediting the author. Such borrowing of ideas without acknowledging their source is as much an offense as direct copying. Students must give credit to an idea that they paraphrase (summarize) and learn the accepted form for acknowledging a source or making a footnote. If students have any questions about when or how to cite sources, they should ask their teachers.

A student who abets or consents to the plagiarism of his/her work may bear an equal share of responsibility and is liable to disciplinary action.

Overstepping approved collaboration on a group project, such as a laboratory experiment, is considered dishonesty.

On college applications, misrepresenting yourself, knowingly submitting false information, or work that is not your own, is considered dishonesty and is liable to disciplinary action.

Cases of academic dishonesty will be reviewed by the associate head of school, the dean of the faculty, and the special assistant to the head of school (or designees) who will determine if a violation has occurred. If it has, they will determine the sanction; particularly complex or egregious cases may be forwarded to the disciplinary committee.

Academic Response: A student receiving a Level II for academic dishonesty must make up the assessment. The initial assessment receives a grade of "F" until that grade can be replaced by a grade earned on the revised assessment. Students who receive a Level II for academic dishonesty will be penalized one third of a letter grade on their final term end grade, as assessed by the teacher at term end. A student receiving a Level I for academic dishonesty must make up the assessment. The revised assessment must be penalized one letter grade.

## Rule 2

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**Stealing.** This includes turning in another person's books/academic materials at the bookstore and claiming it/them as one's own.

## Rule 3

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**Purchasing, attempting to purchase, using, or possessing alcohol (or empty containers), illegal drugs (including unauthorized prescription drugs), drug paraphernalia, electronic delivery systems or similarly intended devices, tobacco/nicotine products (including chewing tobacco and nicotine pods).**

**Misusing of one's own prescriptions, including possessing on campus without Health Center approval or sharing with other students.**

**Abusing other potentially mood-altering substances (even if bought legally).**

**Transferring (selling or serving as a conduit for the distribution of) any drugs or alcohol will usually result in the offending student's required withdrawal from school.**

A student who violates the drug/alcohol rule will be assessed by a member of the Counseling Office. If Counseling recommends a more in-depth evaluation, the school will require the student to meet with either the school's consulting psychiatrist (at the parent's expense), or the family may choose a qualified licensed mental health professional. If the family chooses someone outside of Loomis, the Counseling Office must receive verification that that the meeting occurred. In addition, the student will be subject to the drug/alcohol testing program for a year and will be required to attend Loomis's substance abuse education program.

Any student who has an electronic delivery system or similarly intended device, including but not limited to vapes, vaporizers, vape pens, hookah pens, electronic cigarettes (e-cigarettes or e-cigs), and epipes, will be subject to a drug test regardless of whether or not the substance within has been identified.

A room search may be conducted in cases where violations of Rule 3 are reasonably suspected.

Clarifications:

1. A student may be tested for drug or alcohol use when his or her behavior or immediate environment arouses the reasonable suspicion of a faculty member or administrator or when credible information gives reasonable suspicion that drug or alcohol use or possession has occurred. If a student refuses to be tested, the student will be assumed to be under the influence and will be sanctioned accordingly. Results will be shared with the deans, advisor, dorm faculty (if applicable) and others on a need-to-know basis as determined by the deans.
2. The deans or designated faculty members are authorized to test with a breathalyzer all students who attend school dances; breathalyzers may be used at other times, as deemed necessary by the dean or director of the Health Center.

## **Rule 4**

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**Violation of parietal rules. Students are not permitted in any rooms, corridors, or stairwells of opposite sex dormitories or in the rooms of people of the same gender with whom they have a relationship without permission of dorm faculty. Failure to check in, in person, for interdorm visitation during the interdorm visitation time is also a violation. Not following the detail of the rules, including but not limited to, the door being open, can result in discipline.**

A student in violation of Rule 4 may lose interdorm privileges in addition to suspension.

## **Rule 5**

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**Sexual misconduct, including sexual harassment.**

Sexual misconduct is a major violation at Loomis and can result in suspension or expulsion. This policy applies regardless of a person's sex, gender, sexual orientation, or gender identity.

There are many forms of sexual misconduct. Examples of sexual misconduct may include:

- Sexual remarks/leering;

- Jokes of a sexual nature;
- Obscene gestures;
- Displaying or sharing intimate photographs, videos, or audio recordings, and/or making sexual comments about a person to others including over social media;
- Unwelcome physical advances or unwanted sexual propositions.
- Sexual harassment: Meaning, unwelcome conduct that is sexual in nature and denies or limits a student's ability to participate in or benefit from an educational program or activity or that creates an intimidating, hostile or offensive environment;
- Stalking or cyberstalking (repeated or obsessive unwanted attention);
- Verbal, physical, or electronic conduct that creates a hostile environment;
- Retaliation against someone for speaking out against sexual misconduct;
- Partner violence;
- Sexual violence/sexual assault: This includes physical sexual contact that occurs without consent, or physical sexual contact that occurs when a student is *unable* to give consent. Physical sexual contact is construed broadly, all contact ranging from touching of intimate body parts to intercourse is encompassed by this term;
- Other conduct of a sexual nature that is non-consensual (see below) or has the purpose or effect of intimidating, threatening, or coercing a person.

Clarification: For the purposes of this policy, consent must be an affirmative (meaning an active), verbal (meaning through audible words), clear (meaning unequivocal), and voluntary (meaning without coercion), agreement by a person to engage in sexual activity with another person. Consent must be present at every stage of a sexual encounter. Consent to some sexual activity does not imply consent to other sexual activities, nor does past consent imply present or future consent. Consent can be revoked at any time. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other conditions.

Clarification: Importantly, a person under 16 years of age cannot consent to sexual intercourse. The only exception to this rule is that a person who is older than 13 years of age can consent with another person if both parties are no more than 3 years apart in age; however, a person who is 18 years old or older cannot legally have sex with anyone under the age of 16. Likewise, a person who is under 15 years of age cannot consent to sexual contact with a person who is more than 3 years older. Further, no student can consent to sex with a teacher or employee of Loomis. Consent will not be inferred in the absence of a "no."

### Investigation

Any concerns regarding a possible violation of the sexual misconduct policy should be immediately reported to the dean of student life or a class dean. If there is information that a Loomis student (or students) engaged in sexual misconduct, the school may investigate the facts. Some cases may be investigated and adjudicated through the standard disciplinary process (see pages 45–48), while others, at the sole discretion of the school leadership, may be subject to the Formal Investigation Process detailed below.

Regardless of whether a school investigation occurs, the police and/or the Department of Children and Family Services will be contacted as required by law or as Loomis determines is necessary. Loomis may defer its investigation while law enforcement investigates. Following an investigation by law enforcement, Loomis retains discretion over whether or not to investigate further.

In some cases, Loomis may choose to have the case investigated by an outside investigator. The investigator, either external or a Loomis employee, will have access to all relevant school and student records and information, including electronic communication and records, as needed. Students, faculty, and staff are required to cooperate with the investigation. During the course of the investigation, Loomis may implement interim measures for the health and safety of all involved, including changing classes or rooming assignments, or placing the student(s) on a leave until the case is resolved.

### Formal Investigation Process

The accused student (the “Respondent”) will be provided with notice of the alleged victim’s (the “Complainant”) complaint at least 24 hours before the Respondent is interviewed by the investigator. Alleged violations of other school rules that are implicated by the complaint, may be excluded from the investigation and hearing process at the school’s discretion. The Respondent will be permitted to select an advisor who may attend the interview with the Respondent but may not speak on the Respondent’s behalf during the interview. The advisor must be either faculty or staff members employed by the school. Outside attorneys and parents will not be permitted to serve as advisors.

Once the investigator has completed the investigation, the investigator will draft a report which will include the investigator’s preliminary proposed factual findings. This draft report will be shared with both the Complainant and the Respondent (collectively the “Parties”) on the express condition that the Parties agree to keep the contents of the report completely confidential. The Parties may share the contents of the report with their selected advisors and/or their legal parental guardian(s). The Parties will have an opportunity to submit written rebuttals to the draft report within 48 hours from the time that they receive the draft report. Written rebuttals should be sent directly to the investigator. These rebuttals, along with any written responses to them by the investigator, will be included in the investigator’s final report. The final report will include the investigator’s proposed factual findings.

### Live Hearing

After the conclusion of the Formal Investigation Process, a live hearing may be conducted by the Sexual Misconduct Committee. Under some circumstances, the head of school may decide that a hearing is not appropriate or necessary and instead will make a unilateral decision as to the final factual findings and appropriate sanctions (if any) without conducting a hearing.

If a live hearing will be conducted, the investigator will provide the final report to the Sexual Misconduct Committee and to the Parties at least 48 hours before the hearing. The final report will be provided to the Parties under the same confidentiality conditions that the draft report was provided.

The Sexual Misconduct Committee will be chaired by the head of school (or her designee) and comprised of three faculty members, a class dean, and one administrator such as the associate head of school, dean of student life, special assistant to the head of school (or other senior administrator). The Complainant may submit an impact statement that will be read to the committee at the beginning of the hearing in the presence of the Respondent. The Respondent may have his or her chosen advisor present while being interviewed by the committee. The advisor will not be permitted to remain in the presence of the committee at the hearing unless the Respondent is also present. Character witnesses and letters of support will not be solicited for the purposes of the hearing due to the sensitive nature of these cases. If the Respondent has questions that he or she would like the Complainant to answer, those questions may be submitted to the head of school. The head of school will ask the Complainant the Respondent’s questions so long as the head of school deems the questions appropriate and necessary to the investigation.

After the hearing, the Committee will agree on final factual findings and propose sanctions. The Committee will have a full range of sanctions available to it, including finding the student(s) not responsible.

The head of school will review the proposed sanctions and will decide on what final sanctions (if any) are appropriate. The head of school will share the outcome with the Parties.

### Appeals Process

If either of the Parties wishes to appeal the decision, he/she may do so in writing within seven business days from the delivery of the sanctions. The appeal will be submitted to the head of school and the scope of the appeal must be limited to:

- newly learned or not previously available information that would have materially affected the outcome;
- evidence that the investigator failed to examine.

### Faculty and Staff

Loomis faculty and staff are required to maintain healthy and appropriate boundaries with students at all times; there is no tolerance for faculty/staff to engage in romantic or sexual relationships with students. Faculty and staff are informed of their responsibility and are aware that violations could result in action by the police and the Department of Children and Families Services in addition to Loomis' response. The Faculty Behavior Policy in this handbook has more detail. Please contact Sheila Culbert, head of school (860.687.6223); Webb Trenchard, associate head of school (860.687.6133); Mary Liscinsky, special assistant to the head of school (860.687.6206), or Andrew Matlack, dean of the faculty (860.687.6362) with any concerns.

## **Rule 6**

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### **Unauthorized possession of a school key, fob, I.D., or other means of building/room access.**

Unauthorized possession could lead directly to a Disciplinary Committee hearing.

## **Rule 7**

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### **Violations of rules regarding students' whereabouts and safety, on and off campus, such as boarders in cars without permission, and day students on campus after hours (details below).**

Boarders may not leave the dorm without specific permission from a faculty member between late check-in time and 6 a.m.

Boarders may not leave campus without completing the appropriate permissions ("per") process. Departures requiring permission include overnight visits, extended off-campus visits during the day (even if the student walks there), and any travel that involves a boarder leaving campus in a vehicle. Furthermore, boarders may not possess vehicles on or near campus during the school year or drive a car when under school jurisdiction

Day students may not be on campus without permission from a faculty member after late check-in time.

Day students who transport boarders who do not have appropriate permission and day students who drive students without state licensure are subject to major discipline.

## **Rule 8**

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### **An accumulation of six unexcused absences in a term.**

## **Rule 9**

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### **Setting fires or possession and/or use of firearms, dangerous weapons or implements (including slingshots, BB guns, etc. or fireworks. Students must not have firearms, hunting knives, or other dangerous weapons or implements in their possession or in their**

rooms or cars. The deans or dormitory heads will act as custodians for any such items that are legitimately on campus. Depending on the weapon, the police may be contacted.

## Rule 10

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**Non-Discrimination Policy: Discrimination against or harassment of any member of the Loomis community based upon age, gender, race, color, national origin, religion, disability, sexual orientation, gender identity, gender expression, or genetic predisposition is strictly prohibited in all Loomis programs.**

### Clarifications

“Discrimination” and “harassment” will be construed broadly. Any conduct that results in a member of Loomis community being treated adversely *because* he or she is a member of any of the protected classes listed above is “discrimination.” “Harassment” includes any conduct that is intended to, or likely would, intimidate, offend, or harm a person *because* he or she is a member of any of the protected classes listed above.

Examples of harassment and discrimination may include:

- Derogatory name calling;
- Ethnic, racial or homophobic slurs;
- Displaying offensive symbols, signs, or words via any medium;
- Excluding or singling out;
- Threats or intimidation;
- Insults, including insulting “jokes.”

These examples are by no means exhaustive and are included for the purpose of educating our community members in order to prevent any such behavior from occurring as a result of ignorance or thoughtlessness.

## Rule 11

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**Bullying of any type is strictly prohibited at Loomis. We expect students to treat all people with dignity and respect. Bullying is prohibited, on school grounds, at a school-sponsored or school-related activity, through electronic communication/social media, or in other venues during a student’s enrollment period. Retaliation against anyone who reports bullying also is prohibited.**

It is of the utmost importance that bullying is reported to a Loomis faculty member. Students may report bullying to a faculty member or directly to the deans. Every effort will be made to protect the identity of the student making the report. If there is an emergency, please call 9-1-1.

### Definitions:

"Bullying" means: the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student, or a physical act or gesture by one or more students repeatedly directed at another student, that:

- A. causes physical or emotional harm to such student or damage to such student's property;
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- C. creates a hostile environment at school for such student;



- D. infringes on the rights of such student at school; or
- E. substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to:

- A. a written, oral, or electronic communication; or
- B. physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone, or other mobile electronic devices or any electronic communications.

### Expectations

Loomis expects students and employees to conduct themselves with a proper regard for the rights and welfare of others. Loomis strictly prohibits the bullying of any student or school employee.

Bullying is prohibited:

- on school grounds;
- at a school-sponsored or school-related activity, function, or program whether on or off school grounds, on a vehicle owned, leased or used by the school;
- through the use of an electronic device or an electronic mobile device or through social media; and
- outside of the school setting if such bullying
  - creates a hostile environment at school for the student against whom such bullying was directed,
  - infringes on the rights of the student against whom such bullying was directed at school, or
  - substantially disrupts the education process or the orderly operation of a school.

If acts of bullying are verified, the parents of both the student who committed the act of bullying and the student who was the victim of bullying will be notified. The school will communicate to the parents the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying.

Repeated acts of bullying either by a single student or against a single student will be dealt with on a case-by-case basis at the discretion of the school.

## **Rule 12**

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**Any other conduct that is incompatible with the spirit of the Loomis rules, is detrimental to the common good of the Loomis community, or prevents the school from functioning as usual, will be considered an infraction of school rules. An example of this would be fighting with another student.**

## **Violations of Major School Rules**

When a community member believes that a school rule may have been violated, they should report the potential violation to a dean from the Dean of Students office. The dean will ask for any relevant information or evidence that the community member has regarding the alleged violation (this may include, but is not limited to, pertinent emails, screenshots, and the identities of potential witnesses).

After learning of the alleged violation, a dean will contact the accused student and share the allegations with the accused student. The accused student will be permitted to share their perspective and provide any evidence or other information that they believe is relevant to the dean. The dean, in their sole discretion, may investigate the allegations further and interview other community members. After the dean has finished investigating, they will confer with other members of the deans office to determine whether the accused student will face sanctions.

If the student is found responsible for a violation of a major school rule, the student will likely receive a Level II or Level III sanction (as more fully described below). If a student who has *already* received one Level II or Level III sanction receives a *second* Level II or Level III sanction, that student will likely be subject to a Discipline Committee Hearing (as more fully described below). A student may be subject to a Discipline Committee Hearing, even for a first offense, if the deans, in their sole discretion, decide that the violation is sufficiently severe to warrant such disciplinary action. Students who encourage, aid, or ignore a major violation of school rules may be subject to discipline.

**Note:** As explained above, certain violations of major school Rules 1 and 5 may not be subject the same investigative and disciplinary processes as other major school rule violations.

### **Disciplinary Levels (Sanctions)**

#### *Level I*

A student may be placed on Level I for violating any school rule. A student who violates a major school rule may be placed on Level I only if the infraction is accompanied by significant and extraordinary mitigating circumstances, as determined by the deans in their sole discretion. However, if unacceptable behavior persists, the student's status will be reconsidered, meaning the student's dean may decide to move the student to a Level II or III.

A student on Level I may be required to serve work hours, attend study hall, or engage in some other appropriate additional sanction at their dean's discretion.

A student who accumulates two Level I violations in a school year must work eight hours for the school.

#### *Level II*

A student who violates a major school rule will generally be placed on Level II. Level II sanctions may include an off-campus two-day suspension with parents/guardians and ineligibility for certain leadership roles and participation in extracurricular activities. Students who are placed on Level II and then are subject to discipline may be subject to a Disciplinary Committee Hearing.

Students are responsible for completing all academic work that takes place, or becomes due, while they are serving their suspension. A suspension that conflicts with a final exam schedule or review period may be rescheduled at the discretion of the deans.

Students on Level II will be reviewed at the end of the year Review Committee. The Review Committee will consider the facts and circumstances of the student's rule violation and the student's overall citizenship at Loomis. In light of those factors, the Review Committee will decide whether the student will remain on Level II during the following school year or will be asked to leave Loomis. If the violation occurred in the Spring term, the student may be considered at the Fall term Review Committee.

If a student who is currently on Level II receives a Level I sanction, the student will be required to contribute to the community in some way, such as working eight hours for the school.

#### *Level III*

When a violation of a major school rule is particularly serious or otherwise aggravated by surrounding circumstances such as a student's dishonesty or other recent rule violations, the deans may place a student on a Level III instead of a Level II. The possible sanctions for a Level III violation are the same as

a Level II violation, except that a student who is on Level III may be sent to a Disciplinary Committee Hearing for *any* subsequent violation of school rules during the remainder of their time at Loomis. Students on Level III will be subject to the same scrutiny by the Review Committee as Level II students (as described above).

### **Sanction Appeals**

A student may appeal the decision of the deans or of the Academic Integrity Committee, they may do so in writing within seven days from the verbal delivery of their sanction. The appeal must come from the student and will be direct to the head of school. Grounds for appeal are limited to:

- Newly learned or not previously available information that would have materially affected the outcome; or
- Procedural error.

Note: Rule 5 violations are not subject to this appeals process.

### **Disciplinary Committee**

A student may be referred to the Disciplinary Committee (the “D.C.”) if a student is placed on either a Level II or Level III more than once. However, even a single violation of a major school rule may result in a Disciplinary Committee Hearing if the violation is particularly egregious and/or accompanied by aggravating factors. The purpose of the Disciplinary Committee Hearing is to decide whether the student should remain at Loomis given their disciplinary violation(s) and overall conduct record at the school.

The Disciplinary Committee is convened by one of the deans of students and is comprised of seven voting members (three faculty members, three students, and either the associate head of school, dean of student life, or special assistant to the head of school). The student’s advisor, and dormitory head (if they are a boarder) will contribute to the discussion but are not voting members. If the dormitory head is not available, another dorm faculty member may be invited. The head of school conducts the hearing.

The student can select two members of the Loomis community (students, faculty, or staff) to speak on the student’s behalf at the hearing. However, if the student has a family member who is part of the Loomis community, that person cannot fill this role. The student can also solicit up to five one-page letters of support from anyone they would like (including family members). Those letters are sent to the dean, who will read them to the D.C. at the hearing.

The student must be present at the hearing while the dean presents the facts regarding student’s rule violations to the D.C. After that, the student is permitted to make a statement on his or her own behalf and then will then be required to answer questions from members of the D.C. about the student’s conduct. After the student has finished answering the D.C. member’s questions, the student will be excused from the hearing. The D.C. will then discuss all of the evidence presented during the hearing, as well as any prior discipline records from previously attended schools, and deliberate as to the appropriate sanctions. The D.C. may recommend sanctions to the Head of School ranging from suspension to required separation from Loomis. The D.C. may also recommend that the student fulfill certain educational or rehabilitative requirements before returning to Loomis. The D.C.’s decision is advisory to the head of school. The head of school will make the final decision, as to sanctions, which is not appealable.

There may be circumstances that require a student to be placed on suspension until their Disciplinary Committee Hearing takes place. If a student receives a suspension as a result of their Disciplinary Committee Hearing, the previously served suspension time will be counted against the newly imposed sanction.

A student may only appear before the disciplinary committee once during their time at Loomis. Any subsequent major violation or pattern of behavior may result in a required withdrawal. In the event that

a student refuses to attend a Disciplinary Committee Hearing, the student will be required to withdraw from Loomis.

## **Level and the College Reporting Process**

We encourage and expect students to answer questions from colleges about their disciplinary history honestly. Depending on an individual college's stipulations, students may be required to notify colleges to which they apply (or have applied to) of Level II or III disciplinary infractions, including those which result in a Disciplinary Committee hearing.

In situations where the college asks about a disciplinary action or disciplinary violation, students who have received a Level II or III sanction must respond "yes." Similarly, when asked about having violated school rules in a certain area of conduct (i.e., plagiarism or violence toward others) or having a grade reduced as a result of academic dishonesty or plagiarism, the student must answer "yes" if he or she has had a Level II or III violation for that specific reason.

The College Office will also answer questions from colleges honestly and will disclose a student's disciplinary history based on these specifications. In all cases, students should consult with their college counselor about the reporting of discipline to colleges.

The College Office reports changes in status to colleges, including withdrawal from Loomis that occur after applications have been submitted. When the College Office is obligated to report discipline or a change in status to colleges, students are strongly encouraged to disclose those matters to colleges prior to the College Office doing so.

Students are expected to abide by the rules of the college admissions process set forth by both the colleges to which a student applies and by the College Office. For example, students are expected to withdraw all other applications after receiving an Early Decision admit, are expected to submit only one enrollment deposit by May 1 and are expected to be truthful in every aspect of the college application process, including their college applications. Due to the school's ongoing desire to maintain a positive reputation and good relations with the colleges to which our students apply, we rely on our students' respect for the rules of the admissions process.

## **Jurisdiction**

Loomis exerts heightened jurisdiction over student misconduct that occurs either on-campus or off-campus at a Loomis sanctioned or approved event, including while on day, evening, or weekend permissions. However, Loomis may extend jurisdiction beyond this scope under certain circumstances, particularly when off-campus misconduct is detrimental to school life.

Any students who assist others in violating school rules are themselves liable for disciplinary action. This include hosting, facilitating, or attending social gatherings where other students' conduct is in contravention of school rules. This policy applies to both boarding and day students.

## **Other offenses and possible sanctions**

Other school rules and their typical sanctions are below. These sanctions are guidelines and should not be seen as absolute. Repeated violations on a student's part will generally result in serious disciplinary action.

### **Offenses**

**Four absences from school obligations**

**Being in an unauthorized place**

### **Penalties**

Saturday night study hall and a letter home. The study hall may mean the student is not able to leave campus for the weekend even if plans have been made.

Boarding students: revocation of dormitory

**on campus during evening study hall**

sign-out privileges (on study nights) for one week

**Off campus without permission, for short time period (overnight or boarder in a car is a major violation). Includes not finalizing REACH permissions.**

Day students: exclusion from campus for one week except for school appointments

First time: for boarding students, three weeks of restrictions; for day student drivers, parking in the rink for three weeks; for day student non-non-drivers, three study halls

For repeat offenses, a level. This does not include boarders in cars without permission, a more serious offense.

**Dress code violations**

Saturday night study hall for first violation. If repeated offenses occur, additional discipline is possible.

**Gambling**

Level I for first offense; egregious cases could be deemed a Level II offense

**Departing early for weekends or vacations**

Unexcused absences for missed commitments, additional penalties in flagrant instance

**Using unauthorized appliances, telecommunications equipment, computer equipment**

Confiscation and possible Levels.

**Possessing candles or incense**

Level I, plus confiscation of materials

**Driving a vehicle without authorization**

Boarding students: Level II and campus restrictions for one month

Day students: Level I or II and exclusion from campus for one month except for school appointments

**Lending a car to other students under the school's jurisdiction**

Possible sanctions include loss of driving privileges or a Level (I or II) depending on circumstances

## **Other School Rules & Policies**

**Bare feet** — Upon the advice of the school physician, for health and safety reasons, students are forbidden from going barefoot on campus.

**Biking, scooters, etc.** — Loomis requires all students to wear protective helmets when using bicycles, skateboards, scooters, or in-line skates on campus and in town. Whenever possible, bikes should be kept locked on outside bicycle racks when not in use and should not be kept in the hallways, stairwells, or entryways of the dormitories. Students may not ride their skateboards, scooters, in-line skates, or bicycles in school buildings, on covered walkways, on tennis courts, on building steps, or on stair rails.

The school assumes no responsibility for bicycles brought to campus and encourages students to record the serial numbers of their bicycles.

**Boating and canoeing** — Written parental permission for these activities must be on file at the Deans Office. Conditions at flood time may require temporary curtailment of boating on the Connecticut and Farmington rivers.

**Cell phones/texting** — Students are allowed to talk on cell phones in the following locations: dorm rooms, the gym lobby, doorways of the gym, the outer lobbies of the dining hall, the student lounge in Scanlan Campus Center, Chaffee lobby, and Founders lobby. No cell phone use is allowed during class or public meetings unless authorized by the faculty member in charge.

**College Admissions Process** — Students are expected to abide by the rules of the college admissions process set forth by both the colleges to which a student applies and by the College Office. For example, students are expected to withdraw all other applications after receiving an Early Decision admit, are expected to submit only one enrollment deposit by May 1 and are expected to be truthful in every aspect of the college application process, including their college applications. Due to the school's ongoing desire to maintain a positive reputation and good relations with the colleges to which our students apply, we rely on our students' respect for the rules of the admissions process.

**Computer and telephone behavior** — Appropriate personal behavior demonstrating respect for others is assumed at all times at Loomis Chaffee. These same high standards apply to electronic communication (via email, texting, or telephone) as well as personal or face-to-face interactions. Loomis reserves the right to access a student's email account if there is concern about student or community safety or well-being.

Campus information systems have been designed to be as safe and secure as possible while promoting the free and open exchange of ideas and information. These sometimes conflicting priorities can lead to abuse within our data and voice environments. Loomis Chaffee insists on the responsible, ethical, professional, and legal use of our systems. The code of behavior governing the use of computers and telephones must be based on common sense and decency, as are all of the school's guidelines for students. The following explanation cannot be a complete code for computer and telephone behavior, so students should keep Rule 10 in mind.

Because communication in the electronic environment is instantaneous and rife with possible misunderstanding, respect for the work and rights of others is especially important. All students should be aware that others might misinterpret their online comments or actions. All voice messages, emails, texts, etc., should be made with this concern in mind.

Harassment of others through electronic messaging is the same as verbal harassment. Messages placed in the private or public domain may not include personal attacks or inappropriate language, or in any way compromise the reputation of the school. All messages and pictures in the public domain should be appropriate in all respects.

Intentionally compromising the privacy of computer networks and information systems, attempting to install or modify networking equipment, disrupting the use of computer networks and information systems, or infringing upon the intellectual property rights of others are examples of unethical behavior.

Accessing the information of others without their permission, even if they have forgotten to log out and thus have left files unprotected, is considered stealing. Electronic files are analogous to the contents of a locked desk drawer containing private letters or papers.

Writing a message masquerading as another is dishonest and will be treated accordingly.

Illegally sharing copyrighted material (music files, movies, programs) is forbidden on the campus network. Students may not have "peer-to-peer file sharing" applications on their computers.

Most software available for use on Loomis Chaffee computers is protected by federal copyright laws. Educational institutions are not exempt from laws governing copyrights.

Loomis Chaffee does not condone or tolerate the unauthorized copying or inappropriate use of licensed computer software by staff, faculty, or students. Loomis Chaffee shall adhere to its contractual



responsibilities and shall comply with all copyright laws, and all members of the community must do so as well. Before gaining access to the campus network, all students must read and agree to abide by the school's Acceptable Use Policy, promising to adhere to the above-mentioned principles.

**Consensual sexual activity such as intercourse, oral sex, or other forms of sexual behavior**

— Sexual maturation is a normal and important part of adolescence, and as part of their development, many students at Loomis will grapple with decisions around sexual intimacy and its related physical, psychological, social, and other consequences. Given the complex personal and emotional issues surrounding these decisions, however, Loomis considers intimate sexual contact between students on campus unacceptable.

Sexual relations (intercourse, oral sex, and other forms of sexual behavior) between consenting students, regardless of whether or not they are of legal age of consent is a violation of school rules. Abstaining from sexual intimacy while on campus is essential for our school community to function in a manner that supports our core values and allows us to grant students the level of independence that they desire in their day-to-day lives on campus.

Students discovered engaging in such behavior, or whose physical situation strongly suggests such behavior (e.g., being substantially unclothed together), will be subject to a Level I and mandatory counseling. The sanction may be more severe if other school rules are broken. Please see Rule 5 in the major school rules section of the handbook for information on sexual misconduct which includes important information regarding the legal age requirements for consensual sexual activity.

**Causeway** — Students may not walk on the railing by the causeway on Batchelder Road.

**Darkroom use** — The Richmond Art Center photography darkroom may be used only by students enrolled in a photography course and by students who have completed a Loomis Chaffee photography course and have paid their lab fees.

**Dorm room responsibility** — The occupant of a room is responsible for its use. The occupant is liable to disciplinary action when an infraction occurs in the room even in his or her absence. Furthermore, a student's presence in a room or at the place where a major violation occurs makes him/her liable to serious disciplinary action. The deans will consider each particular case to determine a student's liability and then take appropriate action.

Boarding students must not allow major infractions to occur in their rooms. Doors should be locked upon leaving because occupants are responsible for events that transpire therein.

**Faculty work rooms** — Erickson Lounge (Chaffee), the Clark Center faculty room, and other faculty rooms are off limits for students.

**Fire alarm boxes, fire extinguishers, fire hoses** — These should be used only in times of emergency.

**Fire escapes** — For use only in times of actual fire emergency or fire drill. Dormitory windows adjacent to fire escapes are to remain secured due to fire codes.

**Food and drink** — Food must not be delivered to classroom buildings except by special permission.

**Guests** — Day students who wish to have a friend (who may be interested in attending Loomis Chaffee) visit for a day of classes should ask permission from the appropriate dean prior to the intended visit day. Other day visits are arranged through the Office of Admission. Non-Loomis friends may not stay overnight.

Boarding students must seek permission for a day student to stay overnight on some weekends by checking with the appropriate dean and dormitory head in advance of the visit. They also must complete the information sheet available at the Deans Office by a Friday, noon deadline.

**Hover Boards** — Hover boards, motorized, electronic, or other similar devices are not allowed on campus.

## **Motor Vehicles —**

*Day Students:* Day students who wish to drive to and from school must file a permission authorization form with the Deans Office.

The license plate number of each vehicle in the family must be listed on the permission form for the Deans Office, and the student will be given a parking sticker which must be displayed.

Student drivers should use the Batchelder Road entrance to Loomis Chaffee when arriving to and departing from school. The traffic light at the corner of Batchelder Road and Broad Street makes a safer approach than Island Road. All drivers should note that a left turn from Island Road onto Broad Street is prohibited from 3 p.m. until 6 p.m. except on weekends and holidays.

Students may drive other students to school as long as they comply with the Connecticut State Statute regarding passenger restrictions. Students must be aware of and follow all Connecticut driving rules.

Permissible parking locations for students are:

- Chaffee/Hubbard parking lot
- Clark Center gravel parking lot
- Savage/Johnson Rink parking lot
- The Hop Yard
- Corners Lot (located west of the rink, just east of the railroad tracks)

Parking along the Loop Road and Batchelder Road — especially between the Athletics Complex and the track — is prohibited at all times. Parking spaces near the NEO Theater are available on non-performance nights for students working at the theater. On nights of performances, students are expected to park in other locations so that visitors may park near the theater.

Vehicles must not be moved from the time of arrival on campus until the driver heads home for the day, except with the permission of a dean. Violators (including riders) will be liable to disciplinary action. Special circumstances in a student's schedule may qualify him or her to receive blanket permission from a dean to move his/her car or to drive on and off campus during the day. Vehicles may not be driven from one campus site to another, such as from the Chaffee lot to the pool or rink for afternoon or evening practice.

Day students must not lend their cars to other students while under the school's jurisdiction. Day students who drive boarders who have not received appropriate permission are subject to major school discipline.

Negligent or irresponsible driving of any sort may result in the loss of driving permission.

*Boarding Students:* While under the school's jurisdiction, boarding students may ride in motor vehicles only with the written permission of their parents (on file at the Deans Office) and with an authorized permission. Failure to abide by these standards will be considered a permission violation (see rule 7). Various types of riding permission, including permission to ride with a minor driver (any driver under 18 years old who has had their license for at least one full year), can be authorized by parents each summer, at which time forms are sent to register the kind of driving permission they intend to grant their sons and daughters. The deans reserve the right to restrict riding permission based on circumstances such as weather conditions or the nature of the request.

Driving a motor vehicle while under the school's jurisdiction is prohibited without the special permission of a dean. Furthermore, boarding students must not have motor vehicles at the school or store them or park them anywhere between the school and their homes without the specific permission of their parents and a dean. Major discipline should be expected.

**Open Flames —** Candles, lighters, matches, and incense are prohibited, as is any type of flame unless there is special permission from a dean and adult supervision.

**Quadrangle Policy —** Students are asked not to bat, or kick balls; or throw snowballs within the quads, near or in any school building, or on any porch. Frisbees and Wiffleball are permitted only on weekends and after 3:30 p.m. on class days.

**Roofs and Walls** — Students may not be on any roofs or the tall walls by the gym; nor may they climb on any building walls.

**Swimming** — Swimming in the nearby rivers or ponds (including the Cow Pond) is not permitted for safety reasons

**Uber or similar driving services** — Some driving services require that a customer be 18 or older. Loomis honors those policies and will approve students 18 and older, with parental permission, to use those services.

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