



Loomis Chaffee  
*Summer Program*

2022 PROGRAM HANDBOOK

## **OUR MISSION**

*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.*

## **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

*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.*

## **INTRODUCTION**

The expectations outlined in this document promote a safe and welcoming atmosphere in which every student can feel they belong and can thrive. By joining the LCSP community, students have agreed to observe the guidelines and expectations of the program and honor the LCSP's spirit of inclusion and belonging. The LCSP will make every reasonable effort to ensure that all students and faculty are familiar with these policies and are aware that any incident in violation of these policies will be investigated and addressed appropriately.

## **KEY TERMS**

**Guardian:** In this document, the term "guardian" refers to any designated adult who has responsibility for the student. This includes but is not limited to parents, legal guardians, student representatives, and childcare liaisons.

**LCSP Administration:** The term "LCSP Administration" refers to the Director, Assistant Director, and other LCSP administrators as designated by the Director. When circumstances warrant, the Associate Head of School may also be included in an advisory role.

## **COVID DISCLAIMER**

Loomis Chaffee carefully monitors the developments regarding COVID-19. Given how rapidly guidance related to COVID-19 evolves, families must understand that Loomis Chaffee may update its policies and procedures and may deviate from any guidelines and expectations at its discretion. Families must also 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. Families must be aware that despite Loomis Chaffee's efforts to implement protective measures, there is nonetheless a risk that a student could contract COVID-19 and/or become a symptomatic and/or asymptomatic carrier of COVID-19.

- All Loomis Chaffee Summer Program students are required to show proof that they are fully vaccinated against COVID-19.
  - Only students with a documented medical exemption or a religious exemption that meets the requirements of the state of Connecticut will be exempt.
  - 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.
- The Loomis Chaffee School accepts [WHO](#) and [FDA](#) approved vaccines.

In the unlikely event that public health or other safety or security concerns cause Loomis Chaffee to temporarily suspend or terminate programs or operations. The school may make arrangements for refunds, as Loomis Chaffee determines is appropriate, in its sole discretion. Further, the decision to suspend or terminate programs shall be made at the sole discretion of the school.

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## **STUDENT RESOURCES**

### Advising System

Every LCSP student will have an advisor, an adult who is charged with oversight of the student's experience. An advisor oversees their advisee's academic progress, maintain regular contact with the student, and serves as a liaison between the advisee's guardian(s) and the LCSP. A student's advisor becomes a source of support with whom the student can discuss academic and social concerns.

### Affinity Spaces

The LCSP affinity spaces exist to provide students with shared backgrounds or identities an opportunity to talk about issues of importance to gain insights into our own and others' beliefs and can support others and feel supported in a safe environment.

### Bookstore

The Bookstore is open Monday through Friday. Students may purchase school supplies, toiletries, stationery, gifts, and sportswear with cash or credit card. Clothing and gifts can be purchased from the Bookstore at the school's website using a major credit card.

### Communication Resources

#### Computers

Personal computers are not required at the LCSP but are strongly recommended. Student computers should be running a licensed English (required) and multi-language if needed (English and any other language) versions of either Windows 10 or 11 or Apple OS X (10.15 Sierra or newer) will satisfy a student's computing needs and will be supported by the Loomis Chaffee IT Department. If a student cannot bring a laptop, contact the Summer Program Office in advance of the program to discuss options. Please refer to the Technology Policy for rules and regulations regarding use of computers and the internet.

#### Cell Phones

Students are permitted to bring their cell phones to campus. For guidelines, please reference page 18: *Other Rules and Disciplinary Response*.

#### Mail

Students may receive mail throughout the LCSP. Letters and packages may be picked up during regular office hours. A mail list is announced daily. Outgoing mail must be posted at the U.S. mailbox outside the Business Office for the 1:15 pm and 4:30 pm pickups on weekdays or the 1:30 pm pickup on Saturdays. The address for LCSP students is:

<Student's name>  
The Loomis Chaffee LCSP  
4 Batchelder Road  
Windsor, CT 06095

The school has the right to open student mail if the deans, in their judgment, believe it is in the best interest of the school.

### Daily Bulletin

Every day, students should read the Daily Bulletin, which contains official school notices and announcements and events for the week. Students are responsible for applicable notices. Boarding students should check their dormitory bulletin board daily for messages and other timely information.

### Dress Code

The dress code is generally informal. A student's attire should reflect the spirit of the occasion. For instance, a bathing suit is appropriate for a trip to a local swimming hole while not appropriate for class. Therefore, we offer the following guidelines:

- Clothing **should not** interfere with health or safety or contribute to a hostile environment, including any language or images depicting drugs, alcohol, violence, illegal activity, profanity, or pornography.
- Clothing **should** allow the student to fully engage in the LCSP activity in which they are participating.
- Footwear must be worn at all times.
- A top must be opaque and cover the student's front, back, and sides to the bottom garment.
- A bottom must be opaque cover the student's front, back, and sides to the top garment and cover to the mid-thigh.

*Attire for class:* Shorts, pants, skirt, or dress; t-shirt, polo, or long sleeve shirt; and shoes.

*Attire for Athletics:* Activewear and running shoes.

*Attire for Recreational Activities:* Clothes comfortable to move in and shoes.

*Attire for Family Style Dinners:* Pants or slacks (no jeans), shorts, skirt, or dress; dress shirt, and shoes.

### Identification Cards

Every student is issued an official identification card, valid for the duration of the program. This card serves as the key to the external dorm doors and should be on the student at all times (in case of an emergency). Lost ID cards may be replaced by notifying the Summer Program Office. Students will be charged \$35 for a replaced card.

### Laundry

Washers and dryers are free of charge for student use and are located in the dorm basements. In addition, students have the option of purchasing personal laundry service from our laundry and linen provider, The Campus Laundry by E&R. The laundry receiving room, for those purchasing the personal laundry service, is in the athletic center. A pick-up and drop-off schedule will be posted.

### Lost and Found

School materials and articles of clothing left around the school are eventually deposited in the Lost & Found in the Summer Program Office. The LCSP is not responsible for lost or stolen items.

### Meals/Dining Hall

LCSP students are expected to maintain appropriate behavior at all times. While there may be campers with other programs in the dining hall, all LCSP students will eat together. Glasses, silverware, and/or dishware should not be removed from the dining hall. Dining Hall hours will be posted in the Daily Bulletin.

### Religious Services

The LCSP will try to support students who wish to attend local religious services. A complete list of Area Places of Worship can be found on our website under [Visitor Information](#).

### Student Activities

The Summer Program Office plans enrichment opportunities and social events. The office strives to offer activities that serve a range of interests.

### Valuables

While tuition covers most expenses, we suggest that each boarding student bring extra spending money to cover the cost of supplies, personal laundry service, and other incidental costs. Several banks are within walking distance. We recommend students keep no more than \$20 in their room. Additional cash and other valuable personal items should be stored in the Summer Program Office safe. Any item stored in the safe will remain there throughout the duration of the LCSP unless checked out by the student. **All boarding students are required to store their passports, visas, and plane tickets in the LCSP safe.**

## **ACADEMIC EXPECTATIONS**

### Attendance

Students are expected to attend all classes and required activities. During the school day, if a student is sick, they must report to the Health Center for evaluation. Only medical staff at the Health Center can excuse a student from class due to illness. When a day student cannot attend due to illness, the guardian must contact the Summer Program Office between 8:00 am and 9:00 am to notify program administrators that their child will not attend classes that day.

### Class Behavior

Students are to be engaged and open-minded participants who contribute positively to the classroom environment. Timely submission of in-class and homework assignments is expected. All assignments should be completed with careful thought and preparation.

### Community Meetings

Students are required to attend all scheduled community meetings. Students will be notified of the required meetings each week and attendance will be taken. Meetings include announcements, presentations, and guest speakers.

### Course Credit and Acceleration

The LCSP offers some courses for either academic credit or acceleration. Loomis Chaffee students must be approved by the applicable department to seek acceleration or credit through summer study. Non-Loomis Chaffee students must gain approval from their home school prior to taking any LCSP courses for credit or acceleration. When requested, upon completion of the course, the LCSP will send the student's report to the home school for proof of successful completion.

### Evening Study Hours

All boarding students must attend evening study hours (7:30–8:30 pm). A quiet atmosphere conducive to independent and, when appropriate, group study, is promoted throughout the dormitories.

### Teacher Comments

Students enrolled in the 4-week Enrichment Program receive midterm and final comments for each class in which they are enrolled. These comments articulate the teacher's perspective on what the student has done well, along with suggestions for improvement. Students who withdraw or are dismissed from the LCSP will not receive teacher comments.

### Responses to Poor Academic Performance

Students who encounter serious academic difficulties receive ongoing feedback from the teacher of the course and, when appropriate, the student and guardian will receive additional feedback and recommendations from the LCSP administration. If a student is struggling due to lack of engagement, the matter will be addressed with the student; if the situation persists, the matter may also be addressed with the student's guardian, and they may be advised or required to withdraw from the program.



## **HEALTH CENTER**

### Health Services

The LCSP registered nurse is available for LCSP students at the Health Center from 8:00 am–8:00 pm every day of the week. A doctor remains on call 24 hours a day while the LCSP is in session and the nurse on duty will contact the doctor whenever necessary. If a boarding student becomes ill during the night, they should awaken an adult in the dormitory. For emergency services the Connecticut Children’s Medical Center is utilized.

If a boarding student requires non-emergency care outside of the Health Center, an LCSP staff member will transport them, and charges will be billed by the doctor’s office to the student’s insurance or directly to the guardian.

Day students who feel ill should report to the Health Center. After resting or receiving care, they may resume attending their classes and other appointments. If they are unable to continue their activities, the nurse on duty will telephone the guardian to pick them up. If a student who has driven themselves to school becomes ill, the nurse will contact the guardian before the child will be permitted to drive home. Day students should seek the treatment of their own family physician, though in emergencies, the nurse on duty will offer assistance and contact guardians immediately, pending treatment.

In order to provide a safe environment and best meet the health care needs of all students, all 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 LCSP.

The Health Center telephone number is 860-687-6288.

### Counseling

While students often explore common adolescent concerns in conversation with advisors, teachers, or administrators, the LCSP does not provide professional counseling services for students who seek resolution of personal difficulties. Therefore, if a student needs to speak with a professional about emotional or psychological concerns during the LCSP, the guardian(s) must make the necessary arrangements, including transportation. Furthermore, if a student is struggling emotionally so that it impacts their daily life and it is determined they would benefit from more resources than available at the LCSP, the guardian must take the student home in order to provide appropriate support.

### Medical Form

All LCSP students must have an annual physical exam. The physical form, along with other required medical documentation, must be submitted through Magnus Health by June 1.

**Students will not be permitted to participate in the on-campus program until their forms have been submitted.**

### Medical Information

The LCSP follows requirements set forth by the State of Connecticut regarding immunizations. Specific instructions for all required forms, documentation, and testing can be found on Magnus Health. The LCSP asks that guardians not schedule medical or dental appointments in conflict with any school appointments. Boarding students who wear glasses or contact lenses should

have their prescriptions on hand so that, in case of an accident, the prescription can be filled in Windsor.

Medical Insurance

Proof of health insurance is required for boarding students. Students without proof of a US-based health insurance must enroll in the LCSP sponsored policy (cf. Registration materials). All international students must also enroll in the policy.

## **EMERGENCY PROCEDURES**

### Campus Safety

The Campus Safety department strives to provide a safe and secure environment for all students, staff, faculty, and visitors. Campus Safety officers work to ensure the security of the campus and are on duty to provide 24/7 security both on foot and with a safety-equipped vehicle. To reach the Campus Safety Officers 860.202.5978.

### Fire Alarm Procedures

When the fire alarm sounds in a building, everyone inside is required to leave the building immediately (closing windows and doors on the way out) and gather at their muster point as assigned at the beginning of the program so attendance can be taken. The traditional fire procedures are listed below.

### Lockdown Procedures

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 ends 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.

### Emergency Numbers

- Windsor Police and Fire 911
- Loomis Chaffee Campus Safety 860.202.5978
- LCSP Health Center 860.687.6288

For additional information on Fire Alarm Procedures, Lockdown Procedures, and Fire Marshall Regulations, please reference [Appendix A](#).

## **PRINCIPLES OF COMMUNITY**

Students are expected to respect themselves and others through actions and words that uphold the spirit of best self and the common good.

### Restorative Justice

When addressing disciplinary issues, the Loomis Chaffee Summer Program (LCSP) strives to practice restorative justice, when the facts and circumstances of the rule violation make it appropriate to do so, at LCSP's sole discretion.

Restorative justice holds students accountable for their actions while seeking to repair harm by providing an opportunity for the offender and those harmed to communicate and focus on rebuilding a foundation of mutual respect. The goal is for the perpetrator to understand and articulate why their action was wrong and how it caused harm. Students who violate the rules, expectations, and guidelines outlined in this handbook are not absolved of consequences in a restorative justice model, rather the goal of the process is to foster empathy and ensure that the perpetrator returns to the community with dignity.

It is important to note that those who commit Major Rules infractions or who commit multiple infractions of the Other Rules may receive sanctions up to and including expulsion from the LCSP. The Program Director has the prerogative to require a student to leave the LCSP at any time if, in their judgement, it is in the best interest of the program. If a student is dismissed from the program, their family is responsible for making travel arrangements as soon as possible.

Suspected rule violations can be reported to any member of the LCSP faculty who will then forward the report to the LCSP Administration. Alternatively, suspected rule violations may also be reported directly to the LCSP Administration either in-person or by calling 860.687.6800. The LCSP Administration will determine whether there is a need to conduct any additional investigation and will then determine the appropriate outcome for the violation.

### LCSP Jurisdiction

Boarding students live under the program's jurisdiction from the time they arrive on campus at the beginning of the LCSP until the close of the session—except when they travel off-campus on a weekend or overnight permission, or away from school with their guardian. Students on day or evening permissions remain under the program's jurisdiction even while off-campus.

Day students live under the program's jurisdiction each day when they arrive on campus until they are at home for the night. All students are under the program's jurisdiction when attending an LCSP function (e.g., a class trip, a sporting event, or a dorm activity).

Any students who assist others under the program's jurisdiction to violate LCSP rules are themselves liable to disciplinary action. This includes sponsoring or attending unchaperoned social gatherings for which LCSP and guardian permission have not been obtained. This may apply to situations in which students are not actually under program jurisdiction, and it applies to both boarding and day students.

*Please note:* Circumstances may arise in which the LCSP may extend its disciplinary authority beyond its usual jurisdiction, particularly when off-campus conduct has an adverse effect on the LCSP community.

### Property Search

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

### Major Rules

The school considers the following as major disciplinary offenses if they occur while the student is under the jurisdiction of the LCSP. For a detailed description of the Major Rules, please reference [Appendix B](#).

**Rule 1:** Dishonesty, including lying; cheating; plagiarism; falsification of permissions, attendance, or identity; for instance, turning in another person's book(s) at the bookstore or claiming it/them as one's own.

**Rule 2:** Stealing

**Rule 3:** 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 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.

**Rule 4:** Violation of dorm visitation rules. Students are not permitted in any rooms, corridors, or stairwells of dorms where they are not a resident.

**Rule 5:** Engaging in sexual misconduct, including sexual assault, sexual harassment, and nonconsensual sex.

**Rule 6:** Unauthorized possession of a school key, fob, I.D., or other means of building/room access.

**Rule 7:** 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).

**Rule 8:** Gambling for money and/or other valuables.

**Rule 9:** Setting fires or possession and/or use of firearms, dangerous weapons or implements (including slingshots) or firecrackers. Students must not have firearms, hunting knives, or other dangerous implements in their possession or in their rooms or cars.

**Rule 10:** Non-Discrimination Policy: Discrimination against or harassment of any member of the LCSP community based upon age, gender, race, color, national origin, religion, disability, sexual orientation, gender identity, gender expression, or genetic predisposition is strictly prohibited.

**Rule 11:** Bullying of any type is strictly prohibited. All students must treat each other with dignity and respect. Retaliation against anyone who reports bullying also is prohibited.

**Rule 12:** Any other conduct that is incompatible with the spirit of the Loomis Chaffee rules, is detrimental to the common good of the LCSP community, or prevents the program from functioning as usual, will be considered an infraction of the rules. Such conduct may be determined to be a Major Rule violation, depending on the seriousness of the infraction.

#### Other Rules

**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 Chaffee 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 LCSP assumes no responsibility for bicycles brought to campus and encourages students to record the serial numbers of their bicycles. Hoverboards or other similar devices are not allowed on campus.

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

**Cell phones/texting:** Students are allowed to bring their cell phones to campus. Cell phone use is not permitted during class, community meetings, or study hall unless approved by the faculty member. Students may read and send text messages between classes.

**Computer and telephone behavior:** Appropriate personal behavior demonstrating respect for others is assumed at all times at the LCSP. These same high standards apply to electronic communication (via email, text, social media, or telephone), as well as personal or face-to-face interactions.

**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. Loomis Chaffee insists on the responsible, ethical, professional, and legal use of our systems. The following explanation cannot be a complete code for computer and telephone behavior, so students should keep Rule 12 in mind. For information, please reference [Appendix C](#).

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

**Drone Policy:** The use of drones is not permitted by LCSP students.

**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. A central drop-off/pick-up location will be established for all delivery services during the LCSP.

**Motor Vehicles:** While under the LCSP's jurisdiction, students may only ride in motor vehicles with the written permission of their guardian (on file at the Summer Program Office) and with permission from the LCSP Administration. Failure to abide by these expectations will be considered a permission violation. The LCSP Administration reserves the right to restrict riding permission based on weather conditions or the nature of the request. Driving a motor vehicle while under the LCSP's jurisdiction is prohibited without the special permission of the LCSP Administration. Furthermore, boarding students must not have motor vehicles at the school or store them or park them anywhere between the school and their homes. (For information regarding day student drivers, see page 21)

**Open Flames:** Candles, lighters, matches, and incense are prohibited, as is any type of flame unless there is special permission from the LCSP Administration and adult supervision.

**Quadrangle Policy:** Students are asked not to bat or kick balls within the quads, near or in any school building, or on any porch. Frisbees and Wiffleball are permitted only after 3:30 pm 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 is not permitted for safety reasons.

**Uber or similar driving services:** Some driving services require that a customer be 18 or older. The LCSP honors those policies and will approve students 18 and older, with guardian permission, to use those services.

## DAY STUDENT EXPECTATIONS AND GUIDELINES

The LCSP community is comprised of both day and boarding students. It is essential that day students understand and adhere to the expectations of their residential peers to support a safe and welcoming environment. Day students involved in infractions related to residential expectations and guidelines may face disciplinary action; day students who assist boarding students in violating LCSP rules while under the LCSP's jurisdiction are liable to disciplinary action themselves. A few key reminders are cited below.

1. Day students should not visit dormitories during evening study hours (except with permission from the LCSP Administration) nor after early check-in on any night. They must also observe dorm visitation rules. Day students should leave campus by early check-in time unless involved in a LCSP function that extends beyond that time or with specific permission from the LCSP Administration.
2. Day students cannot leave campus before the end of the class day without specific permission from the LCSP Administration. If students are leaving early, the Summer Program Office must be notified in writing and the students must sign-out.
3. Guardians or others who transport students to and from school should use the circle adjacent to Sellers Hall and the Athletics Center.

### Motor Vehicles

Day students who will be driving themselves to campus must first gain permission from the LCSP Administration and register their car with the Summer Program Office.

- Student drivers must abide by LCSP and state laws because of safety and liability.
- Student drivers may drive other students to school as long as they comply with the Connecticut State Statute regarding passenger restrictions and LCSP Guardian Permissions.
- Day students must not lend their cars to other students while under the LCSP's jurisdiction. Furthermore, day students in whose cars any rules are violated will lose permission to drive other students for the remainder of the LCSP.
- Infractions of these regulations or negligent driving of any sort may result in the loss of driving permission.

To request student driver permissions, contact the Summer Program Office in advance of the program. If approved, you will receive further guidelines.

### Visiting Dormitories

Dorm visits are confined to the common rooms and are allowed only with permission and the presence of a dorm faculty member. Visitors are **not** allowed in corridors, stairwells, and student rooms unless granted permission by the dorm faculty on duty.



## **RESIDENTIAL EXPECTATIONS AND GUIDELINES**

The LCSP community is comprised of both day and boarding students. It is essential that boarding students understand and adhere to the expectations of their day student peers to support a safe and welcoming environment. The LCSP promotes positive morale in its dormitories by emphasizing the values of cooperation, good will, personal integrity, commitment to community, respect for and consideration of others, and adherence to the dorm rules. Students are expected to honor those values for both the common good and for individual welfare.

### Supervision

A dorm head and other faculty and/or interns live in each dormitory to ensure proper supervision and support.

### Windows, Doors, and Keys

Window screens must remain on windows. Room keys are distributed to boarding students upon check-in. Lost keys may be replaced by notifying the student's dorm head. A \$50.00 deposit is required for all boarding students on Registration Day to cover the cost of any lost key. Upon the completion of the program, the deposit will be refunded less any cost was incurred during the program. Students must lock their door when leaving their room to ensure the security of their belongings and of school property. Students are also responsible for keeping their room clean as room checks will be performed periodically by dorm faculty. Doors should not be locked at night for safety reasons.

### Care and Use of Rooms

The occupant of a room is responsible for its use and is liable to disciplinary action when an infraction occurs in the room even in their absence. Furthermore, a student's presence in a room or at the place where a major violation occurs makes them liable to serious disciplinary action. The LCSP Administration will consider each particular case to determine a student's liability and then take appropriate action. Boarding students are expected to encourage and uphold school values and expectations within their dorm rooms.

At the end of the program, each room is emptied and cleaned by the occupant, inspected by dorm 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.

### Provided Items

The school provides a bed and mattress (Twin extra-long: 80 inches), bureau, desk and chair, and closet. Students should bring bed linens, a pillow, toilet articles, towels, and at least one blanket. The Campus Laundry by E&R, a local laundry service, may be contacted for students needing bed linens or laundry service. Other furniture, rugs, plants, pets, TVs, and air conditioners (unless by medical necessity) are prohibited. Any student with need-based financial aid can contact the Summer Program office regarding availability of these items.

### Visiting Other Dormitories

Dorm visits are confined to the common rooms and are allowed only with permission and the presence of a dorm faculty member. Visitors are **not** allowed in corridors, stairwells, and student rooms unless granted permission by the dorm faculty on duty.

### Guest Visitation Policy

Family and friends are welcome to visit on Saturday and Sunday afternoons. Visitors, other than guardians, must be approved by the LCSP Administration prior to the visitor's arrival on campus.

The LCSP cannot house guests or provide transportation or meals. For information on local hotels, restaurants, and other amenities, please visit the [Loomis Chaffee Visitor Information](#) webpage.

#### Procedures for Leaving Campus

Students leaving campus must fill out a permission slip (PER), secure the appropriate dorm faculty signature, and post the PER on the clipboard near the permission box in their dormitory foyer. Upon returning to the dormitory, they should sign in on the same sheet. Students are on their honor to be in the place(s) to which they have signed out. Each student must get their own permission slip. Students cannot sign in or out for another person.

**To Windsor Center:** Students are permitted to walk to the Windsor Town Center during free time with the permission of the LCSP Administration or member of their dorm faculty. Prior to departing, students must fill out a PER, receive the appropriate signature, and post it in the dorm foyer. Students entering grades 7 and 8 must be accompanied by an LCSP faculty member when departing campus and list the faculty member must be listed on their PER.

Windsor Center refers to (in three directions), Bart's, Island Road, and one block down Poquonock Avenue from the Webster Bank. If students have questions about where they are allowed to walk to in Windsor, they should ask an LCSP faculty member.

For safety reasons, NO student should walk to, from, or be in town alone. Students must not be outside of the "loop road" after early check-in without special permission from the LCSP Administration.

**Overnight/Weekend Permissions:** Students are required to obtain permission for any departure off campus, including a trip home. The following policies must be observed:

1. Students traveling home overnight must have their guardian notify the LCSP Administration 24 hours in advance. Please do not leave permissions on voicemail.
2. Students traveling elsewhere overnight must obtain an invitation for the specific visit. The hosting adult must call the LCSP Administration who will check the student's permission form. If the permission form does not list the hosting adult, then the guardian of the student must call the LCSP Administration to give permission.
3. Students are required to complete a PER, obtain the appropriate signature, and post the per in the dorm foyer prior to departing.

*Please note:*

1. Regular weekends begin after the student's last program obligation. Weekends conclude by 7:30 pm Sunday.
2. Early returns: Whenever a student returns to school **before** the time designated on their PER, their leave is terminated, and they are expected to meet all regular appointments from that moment on.
3. Late returns: If a student cannot return to school at the time indicated on their PER, the delay must be reported to the dorm head and LCSP Administration.
4. On class days, students may not leave campus until the end of the class day unless they have special written permission.
5. Off-campus trips may be denied if students have disciplinary issues while at the LCSP.

## **LCSP CONTACT INFORMATION**

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Health Center (8:00 am – 8:00 pm): 860.687.6288  
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LCSP Office Hours: 8:00 am – 5:30 pm  
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Emergency Contact (24 hours a day)