



Loomis Chaffee
Summer Programs

2025

ENRICHMENT 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 with 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

Enrichment Program: The term "EP" refers to the Enrichment Program which is run by the Loomis Chaffee Summer Programs office.

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: The term "LCSP" refers to the Loomis Chaffee Summer Programs.

LCSP Administration: The term "LCSP Administration" refers to the Director, Assistant Directors, and other LCSP administrators as designated by the Director. When circumstances warrant, the Head of School and/or her Administrative Team, may act in the place of, or in conjunction with the LCSP Administration, with respect to any disciplinary, or administrative decision, at the Head of School's sole discretion.

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.

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.

COVID Protocols - 2025

The Loomis Chaffee School, and thus the LCSP, continue to follow the CDC's guidance on COVID Protocols. The latest version of the LCSP COVID protocols can be found on the LCSP Parent Portal. Families will be notified to enter the portal to review updates, if applicable.

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STUDENT RESOURCES

Advising System

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

Advisors will also connect with their advisee group several times a week to engage with the Best Self curriculum. They will lead discussions and activities connected to the four pillars of the Best Self.

Affinity Spaces

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

Communication Resources

Computers

Personal computers are not required at the EP. If a student does wish to have a computer for outside of class, the computer 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 11 (Big Sur) or newer which is supported by the Loomis Chaffee IT Department. Please refer to the Technology Policy for rules and regulations regarding use of phones, tablets, computers and the internet.

Cell Phones

Students are permitted to bring their cell phones to campus. For guidelines, please reference Appendix C: Other Rules.

Mail

Students may receive mail throughout the EP. 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 EP students is:

<Student's name>
The Loomis Chaffee School - 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

Each day prior to the first morning block (M1), 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 EP 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.

Examples of Appropriate Attire for Specific Activities:

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 special Community 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 replacement card.

Keys

Every student is issued a key for the duration of the program. This key will lock and unlock their assigned dorm room. If a student loses their key, they will be assessed a \$50 fee to replace the key at the end of the program.

Laundry

Washers and dryers are free of charge for student use and are located in the basement of each dormitory. 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 & 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

All meals will be provided in the dining hall throughout the program. In the event that an outing occurs during mealtime, alternate arrangements will be made by the program to provide the meal.

Students are expected to maintain appropriate behavior in the dining hall at all times. While there may be campers with other programs in the dining hall, all EP students will eat together. Students are responsible for clearing their own dishes and returning them to the dish drop. 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 EP 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 EP unless checked out by the student. **All boarding students are required to store their passports, visas, and plane tickets in the LCSP office 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 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 Quiet Hours

All boarding students must participate in evening quiet hours (7:30–8:30 pm). Quiet hours are a time for independent written reflection, community building and additional engagement with the Best Self curriculum.

Teacher Comments

Students enrolled in the 4-week Enrichment Program receive 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 EP 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 EP 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 the adult on duty 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 remain at home for the day. If a day student begins to feel ill during the day, they 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 drives themselves to school and 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, administrators, or counselors, the LCSP does not provide ongoing professional counseling services for students who seek resolution of personal difficulties. If a student requires ongoing professional support for emotional or psychological concerns during the EP, the guardian(s) must make the necessary arrangements, including transportation.

Medical Form

All EP students must have an annual physical exam. The physical form, along with other required medical documentation, must be submitted through Magnus Health by June 5.

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

Medical Information

The EP 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 Office asks that guardians not schedule medical or dental appointments in conflict with any program events, if possible. 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.

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 Director and Assistant Directors of the Summer Program manage the details of a medical leave, in consultation with the attending school and/or personal health professionals and the student's family. In rare instances, circumstances may lead the school to require a student's medical separation, meaning the student can no longer be enrolled in the EP.

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, call 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.

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 EP follows a restorative justice model when the facts and circumstances of the rule violation make it appropriate to do so, at LCSP Administration's sole discretion.

Restorative justice holds students accountable for their actions while seeking to repair relationships by providing the offender and those harmed the opportunity 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. By balancing opportunities for repair with appropriate consequences, the goal of the process is to foster empathy and ensure that the perpetrator returns to the community with dignity.

Major Rules Violations and/or Repeat Offenses

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 EP. The Program Director may require a student to leave the EP at any time if, in their sole discretion, 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 should be reported to any member of the EP 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 EP 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 EP rules are themselves liable to disciplinary action. This includes sponsoring or attending unchaperoned social gatherings for which LCSP Administration and guardian permission have not been obtained.

Please note: Circumstances may arise in which the LCSP Administration may extend its disciplinary authority beyond its usual jurisdiction, particularly when off-campus conduct has an adverse effect on the EP community. This applies to both boarding and day students.

Property Search

Students may not store illegal or contraband materials, stolen articles, or dangerous items in their rooms, lockers, cars, or other locations on campus. The LCSP Administration reserves the right to search for such items when they have reasonable suspicion. 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

A violation of any Major Rule is considered a serious disciplinary offense. The LCSP's Major Rules are described in Appendix B.

Other Rules

In addition to the Major Rules, students also may not violate the LCSP's Other Rules. The LCSP's Other Rules are described in Appendix C.

***Notice for Academic Year Students at Loomis Chaffee who attend the EP:** Violations of Major Rules or Other Rules during the EP may be reported to the Loomis Chaffee Administration. A student's misconduct during the EP could negatively affect a student's standing at Loomis Chaffee during the regular academic year and could result in sanctions up to and including expulsion from Loomis Chaffee, at the Loomis Chaffee Administration's sole discretion.

DAY STUDENT EXPECTATIONS AND GUIDELINES

The EP 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 after early check-in on any night, unless there is a specific dorm event or permission has been granted by LCSP Administration. They must also observe dorm visitation rules. Day students should leave campus by early check-in time unless involved in an EP 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 EP's jurisdiction. Furthermore, day students in whose cars any rules are violated will lose permission to drive other students for the remainder of the EP.
- 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 EP 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 EP promotes positive morale in its dormitories by emphasizing the values of cooperation, good will, personal integrity, commitment to community, engagement with community, respect for and consideration of others, and adherence to the dorm rules while maintaining an atmosphere of fun. 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. Faculty members are designated to be on duty each night in the dorm so that students know who they can rely on to help with any needs.

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 assessed each time a key needs to be replaced. 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 may not be locked during overnight hours 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. The EP will provide bed linens, a pillow, towels and a blanket. Linens and towels will be switched and laundered after the first two weeks of the program. The Campus Laundry by E&R, a local laundry service, may be contacted for students needing laundry service. Other furniture, rugs, plants, pets, TVs, and air conditioners (unless by medical necessity) are prohibited.

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 must be approved by the LCSP Administration prior to the visitor's arrival on campus. If planning a visit, an email must be sent to the LCSP Office 48 hours prior to the intended visit date. There are often outings and special events which must be balanced with the requested visit.

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 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 48 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 EP.

LCSP CONTACT INFORMATION

Caitlyn Welch

Director of Summer Programs
860.687.6279

Aidan Winn & Lindsay Beer

Assistant Directors of Summer Programs
860.687.6800

LCSP Main Office: 860.687.6800

LCSP email: summer@loomis.org

LCSP Office Hours: 8:00 am – 5:30 pm

Campus Safety: 860.202.5978

Health Center (8:00 am – 8:00 pm): 860.687.6288

Student Handbook Appendix

Content

- Appendix A: Emergency Procedures
- Appendix B: Major Rules
- Appendix C: Other Rules
- Appendix D: Campus Information Systems

Appendix A: 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.

The Signal

1. The continuous sounding of the fire alarm indicates a fire.
2. 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.
3. Walk (do not run) to the nearest exit. Keep to the right on the stairs and in the corridors.
4. Students should then proceed to their assigned muster point and await instructions.

Headquarters

1. The Director of Campus Safety or the Director of the LCSP or a designated administrator oversees Headquarters in the Summer Program Office.
2. A fire department officer is in charge at the scene of the fire.

The Muster

1. All students and faculty muster in Ratté Quadrangle between Chaffee/Hubbard and Clark.
2. Students must remain with their assigned group until directed by Headquarters that it is safe to leave.
3. Groups that are too near to an actual fire will be moved to a nearby safe area by the person in charge to avoid danger and/or obstruction of firefighting efforts.
4. The person in charge of each muster must call roll immediately and report to Headquarters.

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

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.

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.

Fire Regulations (By order of the Town of 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 of the fire regulations listed below, they will be notified:

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, mini refrigerators, and "hotpots" are not permitted. Lights 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 or when parts are missing. Irons may not be used in dorm rooms.
5. No open flames (candles, etc.) in rooms.
6. Lamps, computers, and other electrical appliances or devices 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 Star-rated refrigerators are recommended. Energy-efficient light bulbs should be used and can be purchased at the Bookstore.
7. Items may not 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.

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.

Emergency Numbers

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

Appendix B: Major Rules

The LCSP considers the following to be major disciplinary offenses.

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.

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 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 their 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.

Rule 2: Stealing. This includes turning in another person's books/academic materials at the bookstore and claiming it/them as one's own.

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.

The LCSP reserves the right to search for such items when they have reasonable suspicion. For further detail, please reference the Property Search policy at page 10 of the Handbook.

Rule 4: Violation of dorm visitation rules. For further detail, please reference the Visiting Dormitories policy at page 11 of the Handbook.

Rule 5: Engaging in sexual misconduct, including sexual harassment and retaliation. 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, soliciting, 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 may deny or limit a student's ability to participate in or benefit from an educational program or activity or that may create 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 reporting or otherwise participating in an investigation into allegations of sexual misconduct. Retaliation may include, but is not limited to, unwanted attempts to contact a student involved in the report, asking others to contact a student involved, spreading rumors about other students, surveying others for information about an alleged incident, or threats or harassment of any kind;
- Intimate 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.

Definition of Consent

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. Importantly, a person under 16 years of age cannot consent to sexual intercourse, subject to some limited exceptions created by state law. No student can consent to sex with a teacher or employee of Loomis. Consent will not be inferred in the absence of a "no."

Reporting Sexual Misconduct

Any concerns regarding a possible violation of the sexual misconduct policy should be immediately reported to the Director or Assistant Directors of the Summer Program. Reporting sexual misconduct can be difficult and students who have experienced it (or witnessed such behavior) may experience a multitude of emotions when considering whether to report the conduct, especially if such a report may result in mandated reports to the police or other agencies. The LCSP encourages anyone who has experienced or witnessed misconduct to prioritize their personal safety and physical/emotional well-being by seeking support. Students or bystanders who provide information in order to help other students will not face disciplinary action for violations of other school rules that may have taken place at the time of the reported sexual misconduct.

Reports of sexual misconduct may be verbal or written. When reporting an incident, it is helpful for the reporting party to provide as much information as they recall and are comfortable sharing. Failure to disclose identifying information about the identities of the Parties involved or the facts and circumstances regarding the allegations (including the names of any witnesses) severely limits the LSCP's ability to respond and remedy the effects of the misconduct. If the alleged victim/survivor (the "Complainant") or the accused student (the "Respondent") is no

longer enrolled at Loomis, the school may elect not to proceed with the Sexual Misconduct Review Process detailed below.

The LCSP's Response to Sexual Misconduct

If there is information that a LCSP student (or students) engaged in sexual misconduct, the school may investigate the facts. In some instances, when allegations do not include sexual violence/sexual assault, reports may be investigated and adjudicated by the LCSP Administration, while other reports, at the sole discretion of Loomis' head of school, may be subject to the Sexual Misconduct Review 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. The LCSP may defer its investigation while law enforcement investigates. Following an investigation by law enforcement, the LCSP retains discretion over whether or not to investigate further.

Sexual Misconduct Review Process

Reports that are subject to the Sexual Misconduct Review Process will be investigated by either an external investigator or a Loomis employee. The investigator will be responsible for conducting an investigation. The investigation will generally include interviewing the Complainant and the Respondent (collectively, the "Parties"), if possible. It may also include interviewing other witnesses and collecting written or other evidence.

The Parties may be accompanied by an advisor and/or a parent/guardian during any interviews conducted by the investigator. The advisor and/or parents/guardian may not speak on the student's behalf during the interview or otherwise interfere with the interview. Advisors and/or parents/guardians who do not comport themselves with these expectations or otherwise obstruct the Sexual Misconduct Review Process may be removed.

Students, faculty, and staff are required to cooperate with the investigation process, but the scope of participation will be determined by investigator. Loomis may implement supportive 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.

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 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 parent(s)/guardian(s). The Parties will have an opportunity to submit written rebuttals to the draft report within 10 business days from the time that they receive the draft report. The investigator will review the Parties' written rebuttals, conduct any necessary follow-up investigation, and finalize the report and factual findings.

The investigator's final report, any evidence collected during the investigation and the Parties' written rebuttals will be forwarded to the Parties and the Decision-Maker(s)¹ for their review. On

¹ In some cases, at the sole discretion of the head of school, a Sexual Misconduct Committee will serve as the Decision-Makers. The Sexual Misconduct Committee will be chaired by the associate head of school or special assistant to the head of school and comprised of the chair and two faculty members of the disciplinary committee, with a recommendation on sanctions to the head of school. In other cases, the head of school, alone, will serve as the Decision-Maker.

the basis of this record, and the responses to any additional follow-up questions posed to the Parties or the investigator by the Decision-Maker(s), the Decision-Maker(s) will make findings of fact and responsibility, by a majority vote, applying the preponderance of the evidence standard, and if appropriate, propose sanctions, up to and including expulsion, to the head of school.²

The head of school (or their designee) will then prepare a summary letter articulating the decision. The head of school will share the outcome with the Parties, their advisors, and their parent(s)/guardian(s). The head of school will forward a copy of the summary letter to the Respondent and Respondent's parent(s)/guardian(s).

Appeals Process

If either of the Parties wishes to appeal the decision, they 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.

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).

Boarding students who leave their dormitories without specific permission from a faculty member between late check-in time and 6:00 am; students leaving campus overnight without permission ("a per"); or a day student who is on campus without specific permission from the LCSP Administration after late check-in time.

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.

"Discrimination" and "harassment" will be construed broadly. Any conduct that results in a member of the LCSP community being treated adversely because they are 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.

² If the head of school acts as the sole Decision-Maker then the head of school will determine appropriate sanctions.

Examples of harassment and discrimination include:

- Derogatory name calling;
- Ethnic or racial slurs;
- Displaying offensive symbols, signs, or words via any medium;
- Excluding or singling out;
- Threats or intimidation;
- Insults;
- Jokes;
- Public demonstration of prejudice.

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: Bullying of any type is strictly prohibited at the LCSP. We expect students to treat all people with dignity and respect. Bullying or cyberbullying are prohibited, on school grounds, at LCSP-sponsored or LCSP-related activities, 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 the faculty or administrators. Students may report bullying to a faculty member or directly to the Director of the LCSP. Every effort will be made to protect the identity of the student making the report. Students may also report anonymously by calling 860.687.6800. 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 (defined below), 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 themselves, or of damage to their 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, any electronic devices, or any electronic communications.

Expectations

Loomis Chaffee expects students and employees to conduct themselves with a proper regard for the rights and welfare of others. Loomis Chaffee 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.

Response Plan of Action

Students:

1. Students can anonymously report acts of bullying to the LCSP Administration by calling 860.687.6800.
2. The LCSP Administration will review all anonymous reports submitted by students.

Guardians:

1. Guardians can file written reports of suspected bullying to the LCSP Administration at summer@loomis.org.
2. The LCSP Administration will review reported instances of bullying.

School Employees:

1. School employees who witness bullying will promptly notify the LCSP Administration.
2. The LCSP Administration will review reported instances of bullying.

If acts of bullying are verified, the guardians 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. Disciplinary action may include, but is not limited to, suspension and expulsion.

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.

Rule 13: Students who repeatedly commit minor infractions or demonstrate other behavior that is disruptive or unacceptable to the community will be required to meet with LCSP Administration and may be dismissed from the program.

Appendix C: Other School Rules

Students also may not violate the Other School Rules detailed below.

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, advisory, community meetings, evening programming or in the dining hall unless approved by a faculty member. Students are encouraged to interact with their classmates when not in class but may use their phones in the following areas: Their dorm rooms, the Atrium of Clark, and in the Student Center (SNUG). "Gaming" is not permitted during the academic day (8:00 am – 5:00 pm).

Computer and Cell phone 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. Students are expected to check their email at least once a day.

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 more information, please reference Appendix D.

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

Drone Policy: The use of drones is not permitted.

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 EP. Food delivery will only be permitted on the weekends during hours specified by the dorm heads. If dorm heads feel that community standards are not being met in the dorm they may suspend the option of food delivery.

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.

Appendix D: Campus Information Systems

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.

- 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.