



# RESIDENTIAL HANDBOOK 2019-2020

Lexington Preparatory School

265 Lowell Street

Lexington, MA 02420

781-860-7550

<https://www.lexingtonprep.com/>

# Lexington *Prep*

## CONTENTS

Expectations of Honesty, Trust and Respect.....	3
Program and Policies.....	3
Alcohol and Other Illegal Drugs .....	3
Attendance / Absences .....	4
Automobile Policy .....	4
Cell Phones and Computers.....	4
Contact Us.....	4
Dining Hall.....	5
Dress Code and Laundry .....	5
Fire Procedures .....	6
Gambling .....	6
Health Requirements .....	6
Lost and Found .....	7
Mail.....	7
Music Players, TV's, Musical Instruments, DVDs, Videos, & Computer Games .....	7
Quiet Hours .....	8
Room Furnishings.....	8
Offensive Material .....	8
Security .....	9
Sickness .....	9
Smoking .....	10
Transportation .....	10
Visitation .....	10
What To Bring List.....	11
What to bring .....	11
What not to bring.....	12

## EXPECTATIONS OF HONESTY, TRUST AND RESPECT

Lexington Prep School expects members of our community to be honest, respectful and responsible individuals. Lexington Prep School strives to build a tradition of academic and personal excellence and as such, our expectations are high. Students and staff are required to represent our principles by committing to high standards at all times, both on and off our campus.

Among our rigorous requirements are the following:

- Mutual respect of all community members is expected, which means honoring differences and allowing the development of each individual's full potential.
- Prejudice or discrimination of any kind is not tolerated.
- Academic honesty and scrupulous behavior are very important. Examples of behaviors absolutely not accepted include:
  - lying
  - cheating
  - stealing
  - plagiarizing
  - disrespect of others' opinions, personal choices and/or values
  - hazing/bullying
  - fights
  - vandalism
  - harassment of any kind

In the event where the attitude or behavior of a student is offensive and/or hinders the education of other students, LPS will give a warning to the student. LPS reserves the right to dismiss the student from the program after a warning, in which case, the remaining tuition will be forfeited.

Lexington Prep School adheres to all federal, state and town laws.

## PROGRAM AND POLICIES

### ALCOHOL AND OTHER ILLEGAL DRUGS

Alcohol consumption, smoking, vaping, chewing tobacco, marijuana and illegal drug use are strictly prohibited both on and off campus. Use of these substances may result in immediate dismissal.

# Lexington Prep

No student may buy, sell, provide, possess, or use the above listed substances while under the jurisdiction of the school. Additionally, no student may return to the school's jurisdiction under the influence of said substances.

In the event of a disciplinary matter in which a student is found to have been involved with these said substances, he or she faces expulsion. This applies to all infractions.

## ATTENDANCE / ABSENCES

Attendance in class and at all sessions is required. Students who are ill are required to follow the procedures established in the Sickness section found in this document.

## AUTOMOBILE POLICY

Boarding students are not permitted to operate automobiles on campus. Day students may drive to and from school but not during the school day and may not transport other students. Transportation is provided to students by Lexington Prep School staff and with Lexington Prep School vehicles. Students must have permission from the Director or from their residential supervisor and a parent/guardian in order to ride in non-Lexington Prep School vehicles and with non-Lexington Prep School staff.

## CELL PHONES AND COMPUTERS

Students are permitted to use cell phones on campus, but are expected to be considerate of those around them and should have cell phone conversations only in private areas where they will not disturb others. Cell phones must be turned off in classes, meals and other public gatherings.

Students are permitted to use personally owned desktop or laptop computers in their rooms. Access to the school's Wi-Fi network resource is provided in each student's room during designated times.

## CONTACT US

Parents and guardians may want to check in on their student from time to time, or may have a need to contact someone at the school/program. Everyone is welcome to call the school and speak to the Dorm parent on duty, the Residential Director, the Assistant Residential Director or a teacher at any time. Please keep the time difference between countries in mind when calling.

# Lexington Prep

The school phone number is 781-860-7550. The Program Director, Rochelle Karakey: extension 136. The Academic Director, Dr. Kris Winsor: extension 246. The Assistant Residential Director, Esther Yoon: extension 143. The Dorm Parents: 781-861-0058, extension 249. We will forward messages to the teachers. After hours or in case of an emergency, please contact Rochelle Karakey, 857-930-9840. The Program Director will be available from 8:00 am until 4:00 pm most days. The Resident Assistants will be at the desk most afternoons and evenings from 3:00 pm - 11:00 pm.

## DINING HALL

Students are expected to behave in a courteous and orderly manner when in the dining hall. Students must wear shoes and appropriate clothing to meals. Meals are served cafeteria-style. Students must clear their trays, dishes, and silverware from the tables after eating. Dishes, glasses, cups and silverware are not to be removed from the dining hall. Additionally, students are not to take food from the dining hall, including food from the salad bar, at any time. Please do not enter the dining hall prior to meal time.

Monday through Sunday	Breakfast	8:00 AM–8:45 AM
	Lunch	12:00 PM–12:45 PM
	Dinner	5:15 PM–6:00 PM

## DRESS CODE AND LAUNDRY

Students are expected to wear appropriate clothing to school that is neat, clean, and in good repair. Students must refrain from wearing the following:

- a. Anything that interferes with the educational process
- b. Shirts or tops that do not cover the midriff
- c. Skirts or shorts that end above the mid-thigh
- d. Clothing that displays any prohibited substances such as cigarettes, vaping, marijuana, chewing tobacco, or alcoholic beverages, or presents a vulgar or offensive message
- e. Concealing hats, bandanas, hoods, sunglasses, or anything else that might interfere with the identification of a student

Weekly laundry is included in the tuition for boarding students staying for one month or longer.

## FIRE PROCEDURES

There are fire sprinklers as well as heat and smoke detectors in all student rooms and dorms. These sprinklers and detectors must be kept clear of hanging objects at all times. Students must not hang on or swing from the sprinkler pipes. By law, fire escapes may not be used for any reason other than as emergency fire exits. Burning candles or incense, smoking, or using matches are prohibited in student rooms and are considered major disciplinary offenses.

## GAMBLING

The school does not condone any form of gambling. Students should not bring poker chips to campus, nor should they engage in any form of card play for material gain. Students are also prohibited from using the school's computer network to engage in online gambling. Infractions against this policy can result in dismissal.

## HEALTH REQUIREMENTS

All health forms, permissions and information are submitted online via the LPS online registration process: <http://lps.campbrainregistration.com>

The following are required:

1. A physical exam, in English, performed within 24 months of the student's start date. Exam must include physician's name, address and phone number.
2. Immunization Records (in English)
  - a. Massachusetts State Law requires that all students provide written proof of the following immunizations:
    - i. 4 doses of diphtheria, tetanus and pertussis (DTP)
    - ii. 4 doses of polio
    - iii. 2 doses of measles, mumps and rubella (MMR)
    - iv. 3 doses of hepatitis B
    - v. 2 doses of varicella vaccine or documentation of chickenpox disease in childhood, signed by the physician.
    - vi. 1 dose of Tdap vaccine
    - vii. 1 dose of Meningococcal (MCV4/Menactra or MenACWY)

# Lexington Prep

1. We have a separate waiver available to sign if your student can not have the meningococcal vaccination.
3. We also ask that you electronically sign and submit the Permission to Medicate/Administer Medication form. We provide 24 hour nursing care to all the students while attending the LPS programs, and should your student require certain medication for minor ailments, we ask your general permission on that form.
4. Health Insurance is required for all students while attending Lexington Prep School courses. Please provide proof of health insurance.

## LOST AND FOUND

Students should mark all possessions with their name. Books should have names written on the inside cover, and clothing also be labeled. Books or clothing left in public spaces and hallways will be taken to the office. Found valuables such as watches, glasses, cell phones, calculators, wallets, etc., should be turned into the main office. While the school makes all reasonable attempts to help students locate missing items, it is not able to offer financial reimbursement for lost items. Students are encouraged to exercise common sense regarding where they leave their belongings. Each room is equipped with a safe. Students are encouraged to set up the safe and use it for money, passport, visa, and other valuables.

## MAIL

During this summer, mail can be sent to campers at the following address:

CAMPER'S NAME  
LEXINGTON PREP SCHOOL SUMMER PROGRAM  
265 LOWELL STREET  
LEXINGTON, MA 02420

Please refrain from sending food products in care packages as some campers may have severe allergies to certain types of food.

## MUSIC PLAYERS, TV'S, MUSICAL INSTRUMENTS, DVDS, VIDEOS, & COMPUTER GAMES

Students who bring music players to school must also bring headphones. After 7:00 p.m., headphones must be used in conjunction with all music players. Before 7:00 p.m., music players must be kept at a level that cannot be heard outside a student's room. Students may

not watch television after 10:30 p.m. Students who practice musical instruments should do so in the designated practice rooms.

## QUIET HOURS

Quiet hours begin in the dorms at 9:00 p.m. This period is designed to limit noise in the dorms to ensure that those who want to study in their rooms have the opportunity to do so.

## ROOM FURNISHINGS

Due to safety precautions and a limited number of electrical outlets, students may have only the following electrical appliances in their rooms:

- radios
- stereos
- hair dryer, hair irons
- personal computers
- fans

Students may **not** have the following electrical appliances or combustible items in their rooms:

• refrigerators	• percolators
• televisions	• halogen lamps and sunlamps
• electric blankets	• candles and incense
• irons	• firecrackers
• hot plates	• lighter fluid
• heating coils	• propane torches

Students may not use collections of alcoholic beverage bottles or cans as room decorations.

Students may not bring pets of any kind to school.

## OFFENSIVE MATERIAL

Lexington Prep School recognizes the rights of students to make individual choices and to represent individual values when reading or viewing printed material. However, the school must maintain certain standards of propriety and decency relative to the use of printed material by students in student houses. Consequently, students are not permitted to have the following printed materials at school:



# Lexington Prep

- pornographic magazines, posters, books, or other obscene materials demeaning to human beings
- racist, homophobic, or sexist materials
- hate materials

School policy prohibits having the following electronic material at school:

- pornographic images or videos, or other obscene materials demeaning to human beings
- racist, homophobic, or sexist materials
- hate materials

This policy is broad and, consequently, applies to downloading, uploading, storing, viewing, and printing electronic material that is profane or obscene, or that uses language degrading to others. The distribution of offensive electronic material to others is a serious violation of school policy and can result in dismissal.

## SECURITY

Lexington Prep School is monitored by a 24 hour security system. Each student receives a key to his/her dorm room. Exterior doors should remain locked at all times and students should not prop open doors. Each student should also keep his/her dorm room locked at all times.

In the event that there is a need to lock down the campus due to a security situation, air horns will sound continuously, indicating that students and adults should immediately seek shelter inside the building and follow instructions given by supervisory staff.

Tampering with any life safety apparatus, including but not limited to fire extinguishers, sprinkler systems, air horns, door wedges, etc., is considered a major disciplinary offense and may result in dismissal.

## SICKNESS

When students get sick, they must notify the dorm parent or Assistant Residential Director on duty, who will notify the Program Director. Students should not miss classes unless it is absolutely necessary. The Program Director will determine whether a student needs to see a health professional. A nurse is on call 24 hours per day, 7 days per week.

In an effort to provide the safest environment for all students, the Assistant Residential Director oversees the administration of all prescription medications and controlled substances for all students. Day students taking prescription medication and/or controlled substances

while at school must keep them in the infirmary, where they will be administered by a staff member.

## SMOKING

Due to the obvious health risks, students are prohibited from smoking cigarettes, including e-cigarettes or vapes, or using chewing tobacco products on the Lexington Prep School campus, on school-sponsored excursions, or in the town of Lexington. A student who is caught smoking or using other tobacco products will be subject to a combined health and disciplinary response.

## TRANSPORTATION

Boarding students will be picked up and dropped off at Boston Logan Airport, North Station or South Station at the beginning and end of each session based on each individual student's travel arrangements.

Students traveling from Russia and Asia are asked to arrive in Boston one day early on Saturday to allow for adjustment to jet lag. If traveling alone, these students may request to be picked up and may stay at LPS Saturday night. All other students are asked to arrive between 12 pm and 4 pm on Sunday, day 1 of each session. Brunch will be provided on Sundays for the students staying two sessions or arriving the night before.

Each two-week session officially ends the evening of the second Friday. All transportation should be arranged for the following Saturday morning. The last shuttle to Boston will leave at 2 pm on that Saturday.

## VISITATION

Students may not visit other students of the opposite sex in dorm rooms.

Visitation privileges allow students and student visitors to be in common rooms only, and not on the hallways or in any student room. Visitors must sign in at the reception desk and should be introduced to the Assistant Resident Director or the dorm parent on duty. When visitors leave, students must have them check out with the person on duty.

## WHAT TO BRING LIST

The following list is a general guide for what an average child will need for 13 days. Students staying for 4 weeks will have laundry done at the end of the second week. Students should wear comfortable, but appropriate clothing.

### WHAT TO BRING

#### CLOTHING:

- \_\_\_ 14 shirts
- \_\_\_ 2+ pajamas
- \_\_\_ 8 shorts
- \_\_\_ 1 sweatshirt (optional)
- \_\_\_ 4 jeans / pants / capris
- \_\_\_ 14 pairs underwear
- \_\_\_ 8 pairs socks
- \_\_\_ 1 jacket (seasonally appropriate)
- \_\_\_ 2 pairs shoes and/or sandals
- \_\_\_ 1 pair slippers
- \_\_\_ 1 swimsuit, cover-up & swim towel
- \_\_\_ 3 washcloths
- \_\_\_ 2 bath towels
- \_\_\_ gym clothes and gym shoes
- \_\_\_ umbrella and/or rain coat

\*SUGGESTED ALLOWANCE \$100 PER 2 WEEK SESSION

#### TOILETRIES:

- \_\_\_ Toothbrush & Toothpaste
- \_\_\_ Hair Dryer
- \_\_\_ Soap
- \_\_\_ Brush or comb
- \_\_\_ Shampoo & Deodorant
- \_\_\_ Sunscreen
- \_\_\_ Nail clipper

#### ACADEMIC ITEMS:

- \_\_\_ Notebook or binder with paper
- \_\_\_ Pencils and pens
- \_\_\_ Reading books
- \_\_\_ English Dictionary
- \_\_\_ Highlighters
- \_\_\_ Musical Instrument (if student plays)
- \_\_\_ Calculator

## WHAT NOT TO BRING

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### PROHIBITED

#### Electronics:

Televisions

VCRs

Video game systems

Refrigerators

Air conditioners

Music CDs with inappropriate language

#### Weapons of any kind, including:

Fireworks

Knives

Martial arts weapons

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### ILLEGAL ITEMS:

Recreational drugs including marijuana

Alcoholic beverages

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### MISCELLANEOUS:

Offensive clothing or pictures

Hot-plates

Electric blankets

Matches or lighters

Paintball guns or pellets

Cigarettes, vaping products or any tobacco products

Pornography