

Landmark School
Summer Program
Handbook



WELCOME TO THE LANDMARK HIGH SCHOOL SUMMER PROGRAM

Welcome to Landmark School's High School Campus! You are joining a community of students and staff working together to accomplish a very important goal; giving bright young people, like yourself, the tools to succeed in school.

Our summer programs offer unique and exciting opportunities for each student at Landmark. You will meet students from all over the world who share the same desire as you to learn. You will also receive a great deal of attention from many concerned staff who believe in your intelligence and your abilities. All you need to succeed is a commitment to learn and to study.

But life at Landmark is not all work. Landmark is located directly on the water and close to Boston. We use our location to our advantage and offer a wide variety of activities and luxuries. As a Landmark School student, you will participate in afterschool and weekend activities that take advantage of our ideal summer location.

Being a student at Landmark means investing in yourself, and investing in your future. We are offering you an opportunity to reach higher than you ever have before in school and create new opportunities for yourself. The more effort you put into your education the more satisfaction and academic gains you will achieve as you begin to realize your potential.

We hope this booklet will help you adjust to the rules, policies, and routines of Landmark High School. Have a wonderful and productive summer.

Sincerely,



Ariel Martin-Cone
Director



Jeff Fauci
Dean of Students

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ORIENTATION NOTES: GETTING TO KNOW US

Building a relationship with the faculty who will be working with you this summer is key to success. Shortly after you arrive, you will be introduced to the following people.

Your **Academic Advisor** is interested in your whole schedule and any questions you have about your education here at Landmark. Your advisor will help set goals for your tutorial, visit your classes, talk to your parents about your progress and be available to help address any concerns you have.

If you are a resident, your **Houseparent**, or residential advisor, organizes the house and manages the routines that are needed for so many students and faculty to live together successfully. This is the person to ask questions about all aspects of residential life. Your houseparent will determine the privileges you may earn, as well as the rules you must follow while living on campus.

Perhaps the most important person you will get to know is your **Tutor**. Your tutor will spend one period each day working just with you. Your tutor is interested in helping you make the most of this summer. The best tutor will make you work harder than you ever thought you could and never let you stop trying your best.

Other **Teachers** you meet in your classes will also work with you in the community after school hours. Landmark believes that getting organized to learn more efficiently is a 24 hour job. Staff monitor our after school study hall, and they provide student coverage in the houses during evenings and weekends.

Before and after school, a team of teachers will supervise non-academic activities. This team is led by a **Campus Coordinator** who is in charge of the school and its students after the school day ends. Students should learn who the Campus Coordinators are and recognize their authority in the residential program. (When their team is on, Campus Coordinators conduct meetings, organize activities for students, and take overall responsibility for the activities of the students.)

Our **secretaries, kitchen staff, cleaners, maintenance staff and drivers** are the support staff who keep the school running. They are glad to get to know you and are often the people you will go to for help around the building. Show them the respect they deserve, and do not make their jobs more difficult.

The **Dean of Students** supervises all non-academic student affairs and functions of the school. He meets daily with the Campus Director, Campus Coordinators and Houseparents to discuss students and all aspects of student life.

The **Director of the High School Campus** is in charge of the entire program. He keeps the educational and student life programs operating successfully. He will take an interest in everything about your life at Landmark High School, from classes, to after school activities, to residential life.

CONTACTS – SUMMER 2016

Mailing Address:

Landmark School
High School Campus
412 Hale Street
Prides Crossing, MA 01965-0417

Main phone number:	(978)236-3010
FAX number:	(978)921-0361
Residential FAX:	(978)927-7609
Student Life Office:	(978) 236-3255

Landmark Personnel:

<u>Headmaster</u> : Robert Broudo	(978)236-3200
<u>Admission</u> : Libby Parker	(978)236-3213
<u>Summer Director</u>: Ariel Martin-Cone	(978)236-3326
<u>Dean of Students</u>: Jeff Fauci	(978)236-3367
<u>Tuition</u> : Jodi Bertolino	(978)236-3206
<u>Travel&Student Bank Coordinator</u> : Jean Crane	(978)236-3274
<u>Health Center</u> :	(978)236-3264

High School Campus:	(978)236-3010
Central Administration:	(978)236-2000

IMPORTANT NOTES FOR PARENTS AND STUDENTS

Our Admission Office has forwarded to you important information. This outlines various school policies and procedures. Please read that material and the following notes carefully, and then feel free to call us at the High School Campus with any questions. The school phone number is **(978)236-3010**.

The Summer School Calendar you have received lists arrival and departure dates. The four week summer session is compact and work-oriented, with classes running Monday through Friday. Please help make the summer program as effective as possible for your child by adhering to stated arrival and departure dates.

Medical/Permission Forms:

Make sure that current medical forms and permission slips for movies, swimming, research, and model releases are in our possession before your child arrives.

Logan Airport/South Station Pickups:

Please coordinate any and all flight/train pickups with Jean Crane (978) 236-3274. The school shuttle will depart from Logan at 6:00pm and South Station at 5:45pm on Sundays.

Homesickness:

We rarely experience lingering problems with homesickness. Past experience consistently indicates a higher degree of separation anxiety for parents than for students. Do not worry - your child is in good hands and will be the routine once you have left. His/her houseparent will monitor your son or daughter's transition. The best time for your child to make or receive phone calls is between 9pm and 10pm. If you are having difficulty communicating with your child, contact the Student Life Office or your child's Houseparent.

All mail for the High School Campus students should be sent to:

**Landmark School
412 Hale Street PO Box 227
Prides Crossing, MA 01965-0227**

Room requests:

Housing assignments are made by the Dean of Students. The determining factors are usually age and maturity. Because campus enrollment is not finally set until opening day, it is impossible for us to assign specific rooms until shortly before students arrive. If you have difficulty with a roommate, please communicate with the Houseparent or Dean of Students.

Fridays:

Please note: there is neither Study Hall nor After School Activities on Fridays. Day Students may depart after lunch on Fridays, but are welcome to remain on campus to participate in trips. Residents will be allowed in the houses and will be invited to participate in local trips and activities.

Student Bank Account:

Each student's parent or guardian will be advised to deposit money in a personal expense account at the beginning of the summer. Residents are asked to deposit \$450. Day Students are asked to deposit \$150. (**Please do not mail cash.** Make check or money order out to Landmark Student Bank). This amount will be kept for the student and used for the following purposes:

Allowances: Parents are asked to indicate a desirable amount of weekly allowance which the student will use as spending money. (Most allowances are set at \$10.00 plus laundry money). Please note: Students do not need to use their allowances for recreational activities.

Spending Money:

We will provide your child with as much money as you wish him/her to have, within reason. We must insist, however, on doing this through the Student Account. Please understand, sending a student from home with a larger amount of money invites difficulty. The Student Life staff will communicate with you if there are any questions or issues about money. This includes student requests for additional funds.

Other: In the case of a lack of or lost clothing, a staff member may take a student shopping. Personal needs such as haircuts, prescriptions, etc. will also be paid for with student account funds.

Weekend Activities: Staff members arrange for planned activities on weekends. Where admission charges are called for, a total amount is budgeted and the staff member accompanying the trip handles all expenses. Typical activities might include a trip to Boston, a movie, whale watching, Six Flags, Red Sox game, etc. Families will be asked to pay for these activities on move-in day. Students are expected to participate in Saturday activities if they plan on being on campus for the weekend, as it is considered an important piece of community-building during among summer students. Saturday trips are \$50, and include travel, food, and entrance.

Supplies: Students should arrive to campus with basic school materials (notebooks, writing utensils, etc). If more materials are needed, the Student Life staff will coordinate shopping trips to Staples.

Travel: We must have notification of arrivals and departures well ahead of time. Parents should be aware that Logan International Airport is one hour travel time from Landmark. The High School Campus schedules airport trips by school vehicles for departures and pick-ups only on the days specified in the school calendar. We do not have the staff to provide school vehicles at other times. Parents and students should recognize that one van will cover a range of plane flights, in most cases spanning several hours. This does necessitate some waiting time at the airport. If you would like the school to assist with reservations or if you have any special circumstances regarding travel plans, please discuss them with Jean Crane (978-236-3274).

We strongly advise students to carry the High School Student Life Office phone number (978)236-3255 or 800-829-8691 {1-800-TAX-TOY-1} with them when traveling. Direct contact with school personnel is always the fastest way to resolve travel confusions. The Student Life Office is open until 10:30pm on weeknights, and 11:30pm on Friday and Saturday evenings.

CLOTHING/PACKING LIST

A week's supply of clothing is recommended, since laundry is done once a week.

RECOMMENDED	
windbreaker	underwear
raincoat	socks
sweatshirt	shoes
shorts	2 pair sneakers
pants	belt
jeans	2 bathing suits
shirts & t-shirts	pillow
laundry bag & detergent	blanket
2 sets of bed sheets (38" x 74.5")	soap
coat hangers	toothbrush, toothpaste
beach towel	hairbrush, comb
desk lamp (non-halogen)	shampoo
3-ring notebook	pajamas
paper & pencil	sunscreen
book bag or backpack	bug spray

OPTIONAL	
camera	hat
computer	sandals/flip-flops
envelopes and stamps	slippers

DO NOT BRING	
Appliances (refrigerator, etc)	fireworks
Air Conditioner	flammable objects
pets	pointed instruments
knives	(darts, etc.)
TV	
motor vehicles	

Please Note:

Please discourage students from bringing expensive clothing, technology or jewelry to school. While theft is rare on our campus, we ask students to lock their rooms and to avoid leaving computers, iPhones, iPods, and other valuables unattended. If you have any further questions, please contact Jeff Fauci, Summer Dean of Students at the High School. Jeff can be reached at (978) 236-3367, or via email at jfauci@landmarkschool.org.

SUMMER DRESS CODE

It is well documented that clothing influences people's perceptions. Landmark School believes strongly that the appearance of its students has an effect on visitors to the school and the self-image of our community. We believe our students are successful achievers and we want to encourage them in every way to share that view. *Please note: The Summer Dress Code is Different from the Academic School Year

The following outline will assist students and parents in planning. Please remember, as an overall rule, that a student's appearance should reflect a serious commitment to the personal goals he or she has set by deciding to attend. "Fad" jewelry, clothing or hair styles or attention-getting devices are not appropriate for school. Piercing will be allowed in ears only. As a general guideline, students may not wear any type of clothing that promotes the use of drugs/alcohol, advertises tobacco, or portrays an individual/group in a derogatory manner. In addition, clothing that is too tight, revealing, or torn is not permitted. Landmark reserves the right to deem such attire inappropriate. Students who violate the spirit or substance of the dress code will be asked to change into appropriate clothing.

*The minimum dress code at all times is a t-shirt and shorts.

Items Appropriate for the School Day

SHORTS	KHAKIS
JEANS	SKIRTS
DRESSES	COLLARED SHIRTS
T-SHIRTS	SNEAKERS
SANDALS/FLIP FLOPS	SHOES

*Shorts should be an appropriate length. They should extend to the fingertips when an individual's arms are by his/her side.

Items that are not Appropriate for the School Day

HALF-SHIRTS	HALTER TOPS
BATHING SUITS	"SHORT SHORTS"
TANK TOPS	SOILED/RIPPED CLOTHING

PLEASE NOTE that missing, outgrown, or damaged clothing is not an excuse for not observing the dress code. Students not complying with the code for these reasons will be given two days to remedy the situation, after which the items will be purchased for them and the money deducted from their allowance.

SUMMER CLASS SCHEDULE

Period 1	8:00 – 9:00	<p style="text-align: center;">ACADEMIC COURSES FOR ALL STUDENTS:</p> <ul style="list-style-type: none"> ● 1:1 Language Arts Tutorial ● Language Arts Class ● Mathematics ● Study Skills or Reading <i>(campus determines)</i>
Period 2	9:05 – 10:05	
Milkbreak	10:05 – 10:35	
Period 3	10:40 – 11:40	
Period 4	11:45 – 12:45	
Lunch	12:45 – 1:15	
Study Hall <i>Monday - Thursday</i>	1:20 – 2:40	<p style="text-align: center;"><i>Available to Academic Day students.</i></p> <p style="text-align: center;"><i>Required for Extended Day and Resident students</i></p>
Return to Houses	2:40 – 2:55	<i>Dismissal for Academic Day Students</i>
Afterschool Activities <i>Monday - Thursday</i>	3:00 – 5:30	<p>*Extended Day and Residential Students</p> <ol style="list-style-type: none"> 1. <i>Marine Science</i> 2. <i>Digital Photography</i> 3. <i>Digital Studio</i> 4. <i>Visual Arts</i> 5. <i>Health & Fitness Training</i> 6. <i>Sea Kayaking (returns to campus by 6 pm)</i>
Dinner	5:30 – 6:30	<i>Dismissal for Extended Day Students</i>
Check-In	6:30	
Evening Schedule	6:30 – 9:30	<p>Special Community Nights and House Nights</p> <p>Weekends: Trips and Campus Activities</p>
Check-in & Bed Time	9:30 – 11:00	

RULES

As students are representatives of Landmark School, they are expected to abide by all school rules during their enrollment, both on and off campus.

STUDENT'S GENERAL BEHAVIOR

We expect that every student will act with courteous and respectful behavior at all times and that he or she will be considerate of the personal rights and property of everyone else.

School Rules for All Students:

1. Students are expected to be in class on time with all materials.
2. Male students are not allowed in any girl's room.
3. Female students are not allowed in any boy's room.
4. No running/horseplay in any building.
5. All fire escapes are only to be used in an emergency.
6. No abusive or vulgar language.
7. Landmark students are not allowed on Endicott College property. This includes the Endicott beach, tennis courts or being near an Endicott dorm.
8. Students are expected to use sidewalks at all times when walking to and from campus.
9. No tobacco products allowed.
10. Students are also forbidden to possess any tobacco paraphernalia related to the use of any tobacco product currently in the marketplace while at Landmark School or on school-sponsored activities, regardless of parental permission. This includes vaporizers and e-cigarettes.
11. No student will be allowed to use or possess tobacco products, including chewing tobacco, dip, electronic cigarettes, vaporizers or any tobacco product currently in the marketplace.
12. Students whereabouts should be known to the school at all times. Students must have permission, sign out and sign back in at the Student Life Office and give destination when leaving The High School Campus.
13. Students should only be in other students' rooms when the occupant is present.
14. Students are not allowed in houses without a staff member being present.
15. Houses are closed during the school day.

DISCIPLINARY PROCEDURES

1. Discipline at Landmark High School is based on our belief that a structured, caring environment will contribute most effectively to the growth of our students. Many of the rules are based on the fundamental idea that students need to make the best use of their time and may not disrupt the educational process for any other student. We also expect that students will not interfere with normal institutional procedures such as classroom decorum, appropriate behavior at meals, or in-room and lights-out policies. Infractions of this type will be dealt with by the staff member present whose purpose will be to:
 - A. Stop inappropriate behavior.
 - B. Ensure that the student recognizes the behavior as inappropriate by providing any needed discussion.
 - C. Clarify alternatives to the inappropriate action.
 - D. Assign a consequence to reinforce the importance of proper conduct as serious behavioral issues may lead to any of the following procedures:
 - Discussion with faculty, Dean of Students, Program Director, Headmaster
 - Reporting daily to the Dean of Students, Houseparent or Supervisor for immediate review of day's action
 - Loss of free time, travel privileges, and assignment to detention.
 - Meeting of the Standards' Committee

In all cases when the Standards' Committee meets, a student's parents are notified. The student has the opportunity to speak to the committee which may include the Headmaster (if available), the Program Director, the Dean of Students, the student's supervisor and houseparent.

Any appearance before the Standards' Committee is a serious matter. Action taken can range from, but is not limited to; reprimands, community service, suspensions (in-house or at home, one to ten days), social probation, dismissal from school or any combination. Students who are dismissed from the Summer Program forfeit their opportunity to enroll in the full year academic program.

CAUSES FOR DISMISSAL

Landmark has established the following section to aid parents in clearly understanding its Dismissal Policy.

Behavior and Actions that May Lead to Dismissal

1. Withholding of any pertinent information generated prior to the application process or during the enrollment period which might affect the student's ability to adapt to any aspect of the school's program (e.g. hospitalizations, emotional traumas, suspensions, dismissals, criminal records).
2. Any behavior or conduct that is deemed by the school's Standards Committee to be detrimental to Landmark, whether at school or elsewhere. This includes conduct deemed to be dangerous,

harmful or threatening to others, themselves, or the Landmark Community. This may also include online behavior, including cyber-bullying or harassment.

3. Any activity performed by any number of students under the guise of "initiation" that is threatening, harmful, or uncomfortable to another student (hazing).
4. Any violent, unprovoked attack on others.
5. Any involvement in sexual misconduct or sexual harassment. This includes any sexual activity or behavior construed as verbal or physical sexual abuse or harassment.
6. Any theft from other students, teachers, or the school, both on campus or during any school-sponsored activity.
7. Violation of any state or federal law, or any charge brought against a student based on state or federal statutes.
8. Arrest.
9. Repeated cheating or plagiarism on any school work while attending Landmark.
10. Continuous or excessive absenteeism.
11. Continued failure to follow the dress code.
12. Refusal to obey and follow teachers' instructions.
13. Violation of the Substance Abuse Policy, including tobacco or the possession of alcohol.
Students who violate the Substance Policy during the Summer Program will be dismissed from the Summer Program and will jeopardize their placement for the Academic Year.
14. Vandalism.

Behavior and Actions That WILL Lead to Dismissal

1. Any theft from other students, teachers, or the school, both on campus or during any school-sponsored activity
2. Lighting of any substance in, under, or on a school building; including cigarette smoking.
3. Using vaporizers or electronic cigarettes in a building.
4. Possession with the intent to distribute any substance deemed illegal as outlined in the Substance Use Policies of Landmark School.

5. Any item constructed, purchased, or trafficked onto school grounds, that can be used or deemed a weapon is not to be brought onto Landmark property, carried on one's person, or kept with one's belongings at any time. A student in violation of this policy is subject to immediate dismissal.

6. Any behavior deemed to be a significant health and/or safety violation as determined by the Standards Committee.

7. Continued non-compliance to any school policy as outlined in the Parent/Student Handbook.

SUBSTANCE USE POLICY

Substance use and abuse is one of society's most pervasive problems. Unfortunately, it increasingly affects children and adolescents. Upwards of ninety percent of high school students have used alcohol or other drugs, and over half become regular users. This pattern of use has become a major drain on the resources of our society. More immediately, it affects each user's community, family, peer relationships, and academic or work performance.

Because of the insidious effect of drug and alcohol use on a school community, all students are required to sign an Abstinence Contract prior to their enrollment at Landmark. This contract not only pledges the student's abstinence from illegal drugs and alcohol, but may subject the student to random urinalysis or breathalyzer tests if the student is suspected of using illegal drugs or alcohol.

Students should be aware they may be subject to random urinalysis tests at any point during the program, between July 5 and July 31. A positive test at any time during the program will be deemed an offense to the substance policy, even if the test is during the first week of the program.

PROHIBITED SUBSTANCES

Landmark School fully supports the spirit of both state and/or federal laws governing the use of controlled substances and expects students and parents to do the same. Landmark will make every attempt to assist students who seek help with a developing problem through counseling, or specific approved programs. However, the following must be kept in mind while under the school's jurisdiction.

1. **Controlled Substances:** The use, possession, or distribution of any amount of any controlled substance (alcohol, marijuana, cocaine, amphetamines, barbiturates, "street drugs", etc.) will subject a student to immediate dismissal on the first offense.
2. **Prescription and Non-prescription Drugs:** All medication is to be kept in the Health Center and dispensed at the nurse's direction. Students are not to have any over-the-counter or prescription medication (aspirin, No-Doz, diet pills, etc.) in their rooms, on their person, or any other place. Any unauthorized use, possession, or distribution of such medication by students is cause for immediate dismissal.
3. **Legal Substances:** The abuse or misuse of any substance (mail-order stimulants or pills, nitrous oxide, glue, isobutyl nitrate, freon, etc.) by students is cause for immediate dismissal.

4. **Paraphernalia:** The possession of any paraphernalia associated with substance abuse (rolling papers, rolling machines, pipes, roach clips, etc.) may be construed as intent and is cause for disciplinary action.

USE OF TOBACCO PRODUCTS/E-CIGARETTES, VAPORIZERS

The policy of the school concerning use of these products conforms to our philosophy concerning the use of addictive and/or habit-forming substances. It has been clearly established that those that use such products are at serious risk for any number of chronic physical illnesses and that the presence of "second hand emissions" constitutes a health hazard and frequently an annoyance to non-users.

Therefore, the policy of Landmark School is that NO tobacco products/e-cigarettes or vaporizers may be used or in possession by any student enrolled at Landmark, including those above the age of eighteen.

No student will be allowed to use or possess tobacco products, including chewing tobacco, dip, electronic cigarettes, vaporizers or any tobacco product currently in the marketplace.

Students are also forbidden to possess any paraphernalia related to the use of these devices currently in the marketplace while at Landmark School or on school-sponsored activities, regardless of parental permission.

A letter home, suspension, and dismissal from Landmark are progressive steps which may be implemented to deter use and uphold the school's policy.

In support of this policy as it relates to students, Landmark School has declared itself to be smoke-free, vaporizer free and does not allow the use of such products by its employees or by visitors on school grounds or in school buildings.

STUDENTS SHOULD TAKE WHATEVER STEPS ARE NECESSARY TO ARRIVE AT LANDMARK AS NON-USERS OF SUCH PRODUCTS.

The following summarizes Landmark's policy and describes the steps which will be taken in response to a student's use:

FIRST OFFENSE:

A student caught using or in possession of tobacco products, e-cigarettes or vaporizers, or in possession of paraphernalia associated with use, will be subject to the following:

A letter home to parents/guardians and if applicable a letter to the funding district. The residential student will receive a two level reduction and have weekend and off campus privileges modified/restricted. Day students will have non-academic time restrictions.

Offense status remains in effect for 12 months from the date of the infraction.

SECOND OFFENSE: A student caught using, in possession of, or in the presence of those engaging in use of tobacco products, e-cigarettes or vaporizers, or in possession **will be dismissed from the summer program.**

GIVEN THE HEALTH AND SAFETY RISKS ASSOCIATED WITH LIGHTING OF ANY MATERIAL OR USING A VAPORIZER OR ELECTRONIC CIGARETTE IN A BUILDING, ANY STUDENT FOUND ENGAGING IN THIS PATTERN OF BEHAVIOR WILL BE DISMISSED FROM LANDMARK.

BUILDING AND GROUNDS

All students are responsible for keeping campus buildings and grounds neat and clean at all times.

Damages

Students are responsible for any damage done to personal or school property. DAMAGE TO PROPERTY - Students should do everything in their power to keep buildings and grounds attractive. It is expected that all damage to school or personal property, even though it is accidental, will be acknowledged by the person involved and reimbursement made.

Room Damage

Occupants of a room will be charged for the cost of repairing or replacing damaged or missing Landmark property. Damages to Landmark property which cannot be attributed to any individual will be charged, on a prorated basis, to all room occupants. Landmark reserves the right to determine the cost of repair or replacement of any damaged property.

RESIDENTIAL INFORMATION

STUDENT ROOMS

Most rooms in residence halls house two students. Each student is provided with a bed, mattress, mattress cover, chest of drawers, wardrobe or closet, and desk and chair. Students should bring their own area lamp (halogen lights are prohibited), pillow, blankets, bedspread and linens (sheets, towels, and pillow cases).

A. Room Rules

1. Beds made daily (with two sheets)
2. Rooms vacuumed daily
3. Wastebaskets emptied daily in dumpster
4. No furniture should block exits
5. Do not touch thermostats; they are preset. If you have a problem, contact your houseparent
6. Posters are to be mounted with poster putty. No nails, tacks, etc. Posters may not advertise drugs, tobacco, alcohol or be sexually explicit
7. Do not mark up walls in any way
8. Stickers, decals are not to be stuck on any surface if they cannot be removed

9. Rooms are to be kept clean, neat and presentable at all times
10. Leave window Air Conditioners alone - nothing goes out windows
11. All residents are responsible for their own area as well as the entire room

B. Stereos

While stereos are allowed, they must be played at reasonable volume. Persistent violation of the right of other students to quiet and privacy can result in required storage of sound equipment.

1. iPods, headphones, or similar electronics, are not allowed during the class day
2. Speakers should not be placed in windows.
3. All stereos and other electrical equipment should be turned off when not in use.

C. Fire Safety

Compliance with fire regulations is a necessity of life in a residence hall. Smoke and heat detectors are only part of fire safety. While the residence halls are as fireproof as it is possible to make them, each room will contain combustible personal possessions, and these make the following rules necessary:

1. Electrical appliances such as hotplates, toasters, coffee pots, halogen lamps, immersion coils, toaster ovens, electric blankets, space heaters, sun lamps and power tools are not permitted. HAIR DRYERS AND CURLING IRONS SHOULD BE UNPLUGGED WHEN NOT IN USE.
2. Camp stoves, lanterns, hurricane lamps, candles and any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and firearms are not permitted.
4. Posters, pictures, and other combustible wall decorations must be put up according to guidelines explained to students upon arrival.
5. Ceilings may not be decorated with fabric, posters, and fishnet, or other items which might ignite and fall.
6. Wooden construction (lofts), overstuffed chairs, etc. which change the combustible mass of the room must be approved by residence hall staff.
7. Room contents must not obstruct doors, passageways, or corridors.
8. Fire alarms and extinguishers are critical for safety. It is against the law to tamper with any fire equipment. Anyone misusing equipment will face disciplinary action and pay for replacement.
9. Fire Drills are conducted periodically throughout the summer. When the alarm sounds, all persons in the building will file out in a quiet, orderly manner. All windows should be closed and roadway kept clear for fire equipment. Staff will take attendance.

ROOM CLEAN-UP: Expectations for All Students

Evenings - Before lights out:

- Clothes put away - in closets, dressers, trunk, etc.
- Floors picked up; bathrooms clean and neat
- Desk, dresser tops, and closets cleaned, neat and orderly
- Clothes and books ready for next day

Mornings - Before leaving room for breakfast:

- Beds made neatly
- Wastebaskets and trash emptied into dumpsters
- Bathroom: sinks, shelves, showers & floor clean & orderly
- Floors: picked up and vacuumed
- Desks cleared
- AC turned off

Room Inspections - will be made every evening and every morning. Landmark reserves the right to inspect rooms without occupants being present.

ITEMS STUDENTS SHOULD NOT BRING TO SCHOOL

For security reasons, students are asked not to bring such expensive or "attractive" items as listed below:

Expensive cameras, jewelry, electronic gear, designer clothes, diamonds, pearls, and other items not necessary to daily life.

Like any group of young people, there is always a temptation to "borrow" such objects. Such objects are occasionally subject to mysterious damage. Our thievery level is very low, but the objects listed above tend to present a very heavy temptation. Desktop and lap-top computers are permissible, but students are ultimately responsible for their security. If you do bring such expensive equipment, take a photograph of it and keep a copy to the make, model, serial numbers, and physical descriptions. We will make every effort to recover any stolen material, but we cannot be responsible for its loss as having an inventory on every student is impossible. The only way to recover any loss is through the parents' homeowners insurance policy. Landmark School does not cover any such loss under the school insurance.

Footlockers

Students may bring a lockable footlocker to school for storage of any items of value that they do bring. Locked footlockers must be made accessible to staff for inspection.

For Safety Sake - Do not bring:

1. Knives, darts, throwing stars, bows, and arrows
2. Any weapon of any sort
3. Absolutely no firearms

4. Handcuffs or any other potentially harmful item
5. Please reread Fire Safety for other items students should not bring

Other Items Not Allowed in Dorms

TVs, Pets, Strobe/Black lights or colored bulbs

Storage

Limited storage is available to returning students provided that items to be stored are in clearly labeled, locked footlockers only; nothing loose or boxed. Items left after the start of the next semester will be donated to charity. Landmark School assumes no responsibility for lost or damaged items.

RESIDENT STUDENTS' DAILY SCHEDULE

WAKE-UP (6:45 a.m.)

1. Earliest showers are at 6:15.
2. Maintain cleanliness and order in shower room.
3. Have proper footwear and proper clothing, soap, towel and shampoo.

ROOM INSPECTION - 7:30

1. No dismissals before 7:00am. Dismissals are by room, not individual students.
2. Beds must be made, clothes picked up, trash taken out, dressers and closets neat, bathrooms clean, floor vacuumed and areas underneath furniture must be checked.
3. All students out of rooms by 7:45am.

7:15am - 7:50am

Students may be in the student lounge or dining rooms

BREAKFAST (7:00 - 7:50)

1. Make sure tables are clean. Each student is responsible for his/her eating area.
2. Students must be punctual to class.
3. Medications will be dispensed from the Health Center. Students are responsible for getting their own medications.

MILKBREAK (10:05 - 10:35)

1. Students are not allowed in their houses/rooms.
2. At the end of milkbreak, please see that all areas are cleaned up and proceed to classes immediately thereafter.

LUNCH (12:45 – 1:15)

1. Breakfast rules apply.
2. Students are to clear their table & wipe up spills.

STUDY HALL (1:20-2:40): Monday-Thursday only (no Fridays)

Mandatory for Residential Students.

RETURN TO HOUSES (2:40-2:55)

Prepare for afternoon activity period. No showers, sleeping, etc.

ACTIVITY PERIOD (3:00 – 5:30): Monday-Thursday only (no Fridays)

1. Students are not allowed in their rooms from 3:00-5:30 unless house is open with staff supervision
2. All residential students will participate in an activity. Day Students are encouraged to participate. Students should register for these activities during the Admission process.
3. Sea Kayaking returns to campus between 5:45pm and 6:00pm.

DINNER (5:30-6:30)

1. Students should look presentable and fully clothed; shirts, pants or shorts, and shoes.
2. Reasonable table manners will be expected.
3. All tables must be clean and orderly.
4. Houses will alternate responsibility of cafeteria cleanup after dinner. This will be coordinated by the Houseparents.

EVENING ACTIVITY PERIOD (6:30 – 9:30)

1. Students will be required to check in to their houses at 6:30.
2. This period will be used for evening functions, including: Community Nights, House Nights, House Meetings, Free Time, and Intramural Sports.
3. Evening activities will vary each night, as planned by the Residential Staff.
4. Students are allowed to be in their rooms during evening free time unless otherwise directed by evening staff. Students are expected to participate in Community Nights, House Nights, and House Meetings.

BED TIME (9:30 - 11:00)

1. Health Center is open until 10:00.
2. Students will be required to check in with house staff at 9:30.
3. No student visitation after 9:30. Time is allotted for preparation for bed. Students must be in one of four places: their own rooms, en route to shower, or in the shower itself, or in their dorm's lounge.
4. Music must not be played at a level which is disturbing to other students or to residential staff.

RESIDENTIAL PRIVILEGES

Students may earn privileges applicable to the residential program by demonstrating the skills needed to meet residential expectations and by abiding by the rules governing the residential program. Privileges may be earned after the first week of school and **must be requested in writing to the houseparent by Wednesday evening at 9:30**. Students will not be granted privileges unless they have applied to the houseparent.

Privileges available:

1. Independent wake-up and check-out
2. Food ordering at appropriate times
3. 11:00 bedtime
4. Privilege to check out to walk to Beverly Farms on weekends

HEALTH CENTER

The Landmark School Health Center tends to the medical needs of both students and staff. The Health Center is open on school days from 7:30 A.M. - 10:00 P.M and has a six (6) bed capacity. The Residential staff is in charge at all other times. The Beverly Hospital Emergency Room, and other specialists are available at all times for scheduled appointments or emergencies.

In accordance with the School Immunization Law, Chapter 76, Section 15, Massachusetts General Laws, as amended, students must show dates of their immunization history upon enrollment at Landmark.

No student is allowed to keep ANY medication in his/her room unless given permission by the Health Center staff. All medications brought to school **MUST** be correctly labeled and accompanied by a note of explanation. Medications are dispensed from the Health Center by Health Center Staff or Residential Staff. The Center is well stocked with a variety of medications.

The Health Center staff will determine if a student is to remain in the Center for illness or to be excused from a specific class unless a note is received from the parents or physician. If a student is a bed patient for the day, he/she will not be permitted to partake in afternoon or evening activities.

Whenever necessary, parents will be notified by a written health report or telephone call to keep them informed of any medical problem.

MENTAL HEALTH

Landmark can offer limited psychological services to those students who need support in times of personal crisis or when peer, family or school pressures interfere with academic progress. Third party billing of parents' insurance for services in such cases will occur when appropriate.

However, given the limited time of the summer program, Landmark School reserves the right to send any student home whose emotional issues are greater than we can address.

SELF-INJURIOUS BEHAVIOR

First Occurrence: Any student who engages in any form of self-injurious behavior, as determined by a member of the counseling or health center staff, will be subject to a risk assessment and, when deemed necessary by a member of the counseling staff, must adhere to the following criteria in order to remain enrolled at Landmark School:

- Develop and implement a contract for safety with a member of the counseling staff.
- Work cooperatively with counseling staff to determine and follow an appropriate treatment plan. This may include outside agencies and programs.
- Random checks by the Health Center.
- When deemed necessary, secure a medical leave to acquire more comprehensive treatment via day or residential program.
- Follow up and coordination of care will be carried out by a member of the counseling department, in collaboration with parent/guardian, and appropriate agencies or outpatient therapists.

Second Occurrence: A student who repeats any form of self-injurious behavior, as determined by a member of the counseling or health center staff, requires care that extends beyond our stated mission and inherent limitations as an educational institution and therefore, will be dismissed from Landmark School.

TRANSPORTATION

VAN RULES

1. No students are allowed in vans without a staff member.
2. Do not overload vans.
3. Students must remain seated.
4. No horseplay.
5. No eating or drinking in vans.
6. Lock vans when unattended.
7. No one is allowed on the roof of vans.
8. Vans are to be kept clean - cleaned out after every trip.
9. Seat-belts must be worn by students

VEHICLES ON CAMPUS

Residents - Permission to have a vehicle on campus is very rare for students. Please see Dean of Students for information.

Day Students - Day students must apply for permission to drive to school but cannot use their car during the day without making special arrangements. Day students should contact the Dean of Students prior to the start of the Summer Program for permission and application materials.

Having a car at Landmark is a privilege and may be revoked for misuse of the vehicle. Speeding, reckless driving and parking violations will result in the loss of privilege of having a car on campus.

Riding in a Car - A written agreement from parents is needed for the privilege of riding in a car with another student or friend. In all cases, students must get permission from the Dean of Students beforehand.

Bicycles, Skateboards and Roller blades - May be used only with a helmet. These activities are allowed only after school and on weekends.

DAY STUDENTS

Transportation for day students will be the responsibility of parents or the home school system.

The following procedure for arrival and departure of the High School Campus boarding students at the airport, bus, and train terminals will apply for weekends. Landmark will operate a shuttle system. Students are responsible for being at the shuttles at specified times. If a student must leave Landmark earlier or return later than the dates and times specified on the school calendar, it will be the students'/parents' responsibility to secure transportation to or from Boston terminals. This can be done via taxi or the MBTA public transportation system. The approximate one-way cab fare from Landmark to Logan Airport is \$50.00. The cost via MBTA is approximately \$6.00. Please visit www.mbta.com for train schedules. Students should have money to pay for transportation as none is available from school upon their return.

Landmark does not purchase tickets. However, many local agencies are available and can be recommended by the school. Contact Jean Crane at jcrane@landmarkschool.org or (978) 236-3274.

The School will transport students in emergencies or during unanticipated delays due to inclement weather.

If any questions or concerns regarding transportation arise, please feel free to contact Jean Crane at her office number (978)236-3274.

VISITORS - Students must get the permission of the Dean of Students to have visitors on campus and must check in with the Residential Coordinator upon arrival and before departing.

DISMISSED STUDENTS - Students are usually not allowed to visit with former students who have been dismissed or students under current suspension. Special permission may be granted by the Dean of Students.

CHILD ABUSE OR NEGLECT

Landmark's policy on child abuse or neglect is aimed at helping staff members recognize, report, and resolve any such cases, and at protecting the child. The faculty and direct care staff of Landmark School are mandated reporters under Massachusetts General Laws, Chapter 119, Section 51A. Therefore, any staff member who suspects, for whatever reason, any abuse or neglect of a child is required by law to orally report this suspicion immediately to the Department of Social Services or to the Headmaster or Campus Director. If the staff member elects to report to the Headmaster or Campus Director, the Headmaster or Campus Director must then immediately notify the Department of Social Services. This immediate oral report must be followed by a written report to the Department of Social Services within 48 hours. Landmark also reports such suspicions to the Office for Child Care Services and the Department of Education. Faculty may also confidentially share the suspicion with the child's Case Manager, a member of the counseling staff, and the Campus Director to determine whether follow-up services should be arranged.

Landmark's intention is to resolve any such cases in an expeditious, sensitive, and appropriate manner, to protect the child, and to comply with all regulations. Training of the faculty has been designed to create a heightened awareness of both identification and intervention in suspected abuse or neglect cases.

Students who may have been the subject of abuse have available to them several counselors on staff who have experience working with abused children. Students will be encouraged to seek their help and, if necessary or preferred, the support and counseling help of professionals outside the school.

HARASSMENT/BULLYING/HAZING POLICY

Landmark School believes that a healthy environment depends upon every student's trust in the safety and integrity of the community. It is expected, therefore, that every student and staff member will contribute to the building of that trust by respecting the rights of others within the community while striving toward his/her individual goals. Landmark is enriched by the diversity of its students; it respects individual differences and believes in each student's right to full participation in the community without experiencing harassment. Demeaning statements or materials, uninvited physical advances, and hazing or threats undermine a community which seeks to promote sound emotional, physical, and intellectual development and self-respect and will not be tolerated.

In accordance with state and federal law, Landmark School does not tolerate actions which create an intimidating, hostile, or offensive environment, or which constitute harassment based on race, ethnicity, country of origin, gender, religion, sexual orientation, handicap, age, or status with regard to public assistance; and it does not tolerate actions which constitute sexual harassment.

In order to promote this environment of trust, it is important that every student recognize certain guidelines of appropriate behavior. Physical and/or verbal behavior, including on line actions, that are unwelcomed or otherwise disregards the self-esteem or rights of others is unacceptable and will be confronted and addressed.

The following factors will be considered in determining whether a behavior constitutes harassment:

1. The nature and intent of the behavior itself.
2. The feelings of the person at whom the behavior was directed.
3. The motivation which prompted the behavior (e.g. was it gender-based, racial, etc.).
4. The effects the incident may have had or could have on the larger community.
5. The frequency of the behavior.

Unwelcome and inappropriate behaviors which may constitute harassment include, but are not limited to, the following:

1. Obscene, demeaning, or suggestive remarks, jokes, insults, or verbal abuse directed at any person because of his/her representation in any of the categories enumerated in paragraph of this policy above,
2. uninvited pressure to participate in illicit activities such as smoking or the use of substances, display of explicit, demeaning or offensive notes, pictures, or materials,
3. threats, false accusations of harassment, retaliation toward any person reporting Harassment,
4. cyber-bullying or any on line activities.

BULLYING

The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

CYBER-BULLYING

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or

impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

Sexual Harassment

Although sexual harassment falls into the broader harassment category, Landmark recognizes that it is sometimes difficult to identify, and uses the following definition: sexual harassment is any unwanted and/or uninvited sexual attention from another person. Sexual harassment is a form of sexual discrimination and may include any of a full range of behaviors from leering and verbal remarks to unwanted sexual contact.

Inappropriate behaviors that may constitute sexual harassment include, but are not necessarily limited to, the following:

1. Pressure or force, whether explicit or implicit, to participate in or observe sexual activity,
2. uninvited touching, caressing, pinching, or grabbing,
3. suggestive or sexual gestures, jokes, looks, or comments,
4. display of sexually demeaning or offensive notes, pictures, or materials.

Procedure for Reporting Harassment/Bullying/Hazing

Any student who believes he/she has been the target or recipient of unwelcome behavior or harassment of any sort, or has witnessed such behavior directed at another person, should report the incident to any of the following persons: Academic Case Manager, Residential Case Manager, Dean of Students, Assistant Dean of Students, Campus Director, or Academic Dean.

Each case of harassment brought forward will be examined to determine if the school's harassment policy has been violated. Formal and/or informal interviews with involved persons will take place. Every effort will be made to protect the confidentiality of the information gathered and the persons involved, but Parents/guardians and students are reminded that, however discreet the

inquiry into a complaint, total confidentiality is not always possible when sexual harassment charges are made and investigated.

If Landmark School Standards Committee determines that harassment or objectionable conduct has occurred, appropriate steps shall be taken to remedy the harassment and prevent reoccurrence. Landmark School will impose progressive discipline as needed to those students involved in situations deemed harassment. Responses may include, but not be limited to, a written apology, community service, suspension, expulsion, and/or educational assignments dealing with harassment issues. In some cases, the school may remedy the effects of harassment on the student victim through training, class changes, and the provision of counseling service. In severe situations, Landmark School may take immediate steps including contacting proper authorities or state agencies.

Hazing

In keeping with Landmark's anti-harassment policy, the school specifically prohibits hazing in any form which might be practiced by any individual, school group, team, club, or organization. Hazing, if it has been practiced as defined in the Massachusetts General Law quoted below, will be dealt with, apart from any action taken by law enforcement officials, by a Standards Committee and will be regarded as a dismissible offense. The school is required by Chapter 269 of the Massachusetts General Laws to distribute to all such student groups copies of the anti-hazing law. Accordingly, Sections 17 and 18 of MGL, Chapter 269, CRIMES AGAINST PUBLIC PEACE, follow:

CH. 269, S. 17. Crime of Hazing; Definition; Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three-thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985; amended by St. 1987, c.665.

CH. 269, S. 18 Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.