

## Welcome from the Headmaster

Dear Students, Parents, and Guardians,

Landmark is pleased that you are members of the Landmark community, and everyone at the school warmly welcomes you with an optimistic sense of what we will achieve together.

Landmark School has evolved and grown since 1971, maintained a singular and focused mission, and has had the honor of teaching thousands of students from throughout the United States and several other countries. Their successes constantly motivate everyone at the school.

While there have been refinements and changes over the years, certain basic principles critical to success have been consistent and form the foundation for the policies and procedures detailed in the Student-Parent/Guardian Handbook.

Landmark believes that every student accepted to the school CAN and will learn to his or her potential, and develop self-confidence and independence. Landmark cannot guarantee success, yet the probability of achieving success is greatly enhanced when the entire community accepts and adheres to the basic principles of flexibility, accountability, respect, and health and safety.

Each student, parent, and guardian should thoroughly read the Student-Parent/Guardian Handbook. As you do, apply the principles to each section by asking: Is this about Flexibility? Accountability? Respect? Health and safety? Most importantly, keep actively in mind the common primary goal of working together to create success, and come prepared for an uplifting, productive, and rewarding year.

Sincerely,

Robert J. Broudo  
President and Headmaster

## FOREWORD

A word about Handbooks in general and about this one in particular, is in order.

School communities are not unlike other sub-sections of society. They are inhabited by people of diverse backgrounds, varying interests, and dissimilar values, but, it is hoped, by people who can come to understand that they must share some common goals, get along with and respect one another, and live within a set of clearly stated and enforceable guidelines which are necessary to lend order to the community.

Most schools publish such guidelines in a student/parent handbook. Handbooks, therefore, seem to be an endless recital of things that can go wrong and the consequences to the students who cause them to go wrong. That is too bad, since school communities are populated mostly by young people who accept and observe the rules, like one another, and respect other students' privacy, their space, their personal belongings, and their right to pursue their programs without unwelcome intrusions.

As we all know, things do go wrong - in the country, in the state, in the town, in the school - and, in part, this handbook describes what occurs when things go wrong. In places, therefore, its tone may seem to be persistently negative. We want to call your attention to the fact that disciplinary consequences exist to make Landmark a happy, productive, and safe place for students to learn, and that no good reason really exists for you to bring upon yourself any of the consequences described. It is important, therefore, that you clearly understand what is expected of you. In short, to be a responsible, caring, contributing, and cooperative member of this community placing emphasis during your presence here on achievement, acceptance, happiness, and success. You will find our adults eager to help you do just that.

Having stated this, we ask that all Parents/guardians and students will have read this student-parent handbook thoroughly prior to the opening of school and will continue to refer to it throughout the year as a source of guidance and information. The school administration and staff will assume Parents/guardians and students' knowledge of its contents.

We expect you to abide by our policies as specifically outlined, and **embrace the spirit of their intent.**

We look forward to having you as members of the Landmark school community and to your uniquely personal contribution to the maintenance of our school as a living and learning environment of which we can all be proud.

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# LANDMARK SCHOOL

## CENTRAL ADMINISTRATION

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It is the policy of Landmark School not to discriminate on the basis of gender, age, religion, handicap, race, color, sexual orientation, national or ethnic origin in the administration of its educational, admissions, financial aid, and employment policies and programs.

## MISSION

*Landmark School's mission is to enable people with language based learning disabilities (LBD) to reach their educational and social potential through an exemplary school program complemented by outreach and training, diagnosis, and research.*

Landmark serves a special group of students. It accepts young people who are struggling in regular classrooms because their reading, writing, spelling, and mathematical skills have not caught up with their thinking or problem-solving capacities. We serve language based learning disabled individuals with strong capabilities, striving for success. Landmark is looking for young people who are committed to realizing their learning potential and willing to accept this school placement as a means of meeting their academic goals. The school's mission is to nurture the talent and promise now going unrecognized in many students who are not achieving because of a late or irregular development of language skills.

## HISTORY

Landmark School traces its origins to the Reading Research Institute founded in Berea, Kentucky in 1956. The institute was moved to Massachusetts in 1963 where, in 1967, its name was changed to the Learning Disabilities Foundation. In 1985, its name changed again, this time to the Landmark Foundation. In 1971, under the auspices of the Foundation, Landmark School was founded at its High School site in Prides Crossing, Massachusetts. The Elementary/Middle School Campus was established in Manchester in 1973 as a site for younger students. Landmark's corporate name changed to Landmark School, Inc. in 1998.

## SCHOOL PHILOSOPHY

The academic and residential programs are structured to provide a safe and positive environment which supports students in their attempts to acquire and improve academic and social skills. Students who practice the ideals of respect, honesty, and commitment contribute to and gain satisfaction from the Landmark community. They learn to succeed in Landmark's classrooms and residences, and benefit from the skills they have attained. They come to understand their own strengths and to build their self-esteem.

The Landmark community shows respect and dignity through the following:

**Dedication** to self-discovery and growth.

**Respect** for the feelings, efforts, and physical well-being of others.

**Commitment** to a safe, clean, congenial, and productive learning and living environment.

**Honesty** in academic endeavors and in all aspects of campus life.

**Value** for the property and materials of all members of the Landmark community.

Landmark students are expected to treat other members of the school community with respect and courtesy by using appropriate language, utilizing constructive actions, and observing the rights of others. Whether on or off campus, all students should live by the ideals and rules of the school. Through respect, consideration, and kindness, students not only improve Landmark as a caring community, but themselves as contributing individuals within the community.

## **ACADEMIC PROGRAMS**

### **Standard Academic Program**

The Standard Academic Program emphasizes individualized development and acquisition of language skills. Each student has a one-to-one tutorial specifically attuned to diagnosed needs in the areas of reading, spelling, writing, and comprehension. Classes are also offered in math, language arts, social studies, science, study skills, literature, auditory/oral expression, and electives. Class groupings of six to eight students are based on diagnostic profiles in each discipline.

### **Expressive Language Program**

The Expressive Language Program provides rigorous remediation for students experiencing particular difficulty with written and oral expression. An integrated curriculum emphasizes and reinforces the relationships between listening, speaking, reading, and writing. In addition to tutorial and math, students take language arts and oral expression classes which focus on their particular language processing needs. Science, social studies, and electives round out the course offerings.

### **Preparatory Program**

The Preparatory Program is a secondary-school-level curriculum emphasizing organizational and study skills development in a traditional classroom setting. The program is designed for students who have progressed to within a year or two of expected grade level performance, but who have not yet integrated their skills for use in a regular classroom. Classes are offered from grade 8 through 12 and class size does not exceed fifteen students. While tutorials are not offered, support services are available as needed. The Preparatory Program Director and Associate Director serve as case managers for Preparatory Program students and are responsible to oversee each student's academic program.

## **Case Manager Model**

All Students are assigned a case manager to oversee their academic program. The case manager is an experienced teacher who is trained in test administration and interpretation, tutorial program design, and other relevant management skills. While particularly responsible for the implementation of the tutorial program, the case manager also ensures that students' academic schedules are appropriate, and acts as mediator and advocate for the student.

## **Saturday School**

As part of the high school curriculum, there are eight Saturday School sessions scheduled from 8:00 a.m. to 12:00 p.m. These are worked into our 180-day attendance requirement for the Department of Elementary and Secondary School Education. The format of these days differs from the other days in the year. First, students are scheduled into a single event throughout the four-hour period. Second, certain grade levels have mandated activities throughout the year. Third, this format lends itself to opportunities for alternative educational programming. These can either be experiential or service learning.

No matter what format these opportunities take, they have a strong academic foundation. Each activity has a lesson plan submitted to the office of the Academic Dean. The approach must include pre and post activities to be sure the students understand the objectives of the activities as well as an opportunity for the teacher to be sure the goals are achieved. In doing this, we have joined the ranks of the Massachusetts Department of Education as well as many of the most important educational leaders such as David Kolb and Howard Gardner. Experiential learning can apply to either the academic or social arenas. In addition, service learning has gone way beyond just doing good deeds for others. It has developed into a movement where participants get as much as they give. Through careful preparation and investigation of issues and circumstances, through participation in activities and service learning and ending with thoughtful reflection and processing, an individual who is involved in service learning not only helps others and improves the community, but also practices and improves his own skills in the academic, social and interpersonal arenas.

Each year there are four types of activities. There are the one-time small group activities planned by individual or small groups of faculty. Some of these have included instruction in yoga and stress management; creative writing lecture from a visiting college professor; introduction to Japanese taiko drumming; introduction to the Spanish/Mexican culture, language, traditions, religion, food and lifestyle; a visit to the MFA to follow up a class assignment on impressionism; orienteering one's way around the entire Landmark campus using maps and compasses; and many more.

The second type of offering is followed by thematic units on specific topics that will be required of certain age groups. This year that includes:

### **Vision Quest**

Purpose: To teach self-sufficiency as a skill that requires empowerment, perspective, inner harmony and confidence through a series of experiential activities followed by a culminating activity that focuses on self-examination. Target group: Seniors

### **Health Initiative**

Purpose: To educate students on how to make good choices about social, physical and emotional issues in the health realm. Target group: Juniors and Sophomores

### **Career Exploration Workshops**

Purpose: To help students define their interest and knowledge level of various career options that might be in their future. Target group: Freshmen

### **Interview Workshop**

Purpose: To prepare students for college and employment interviews by examining strategies to use before, during and after an interview. Target Group: Juniors.

### **Learning Style Discovery**

Purpose: To help students examine and identify their own learning style and then target what kind of educational approach and environment best works for them. Target group: Sophomores

Next, there will be our interdisciplinary unit that will occur on the last two Saturday Schools of the school year. All faculty are involved in a series of activities and trips that will center around a common theme. One of the staff oversees the organization and execution of these days.

Lastly, we continue to offer service learning opportunities to our students. Faculty interested in this use Rev. Bill Ferguson, our Chaplain, as a resource. He also organizes student participation in community service projects outside of Saturday School. If a teacher does choose this option, he must still devise pre and post activities that add the educational component that needs to be included in every Saturday School proposal.

## ACADEMIC STANDARDS

### Absences and Academic Credit

Parents/guardians please call Gail Dudley (978-236-3300) on days when your son, daughter, or ward will not be attending school.

An excused absence is defined as the following:

- An absence for which a medical professional provides a note.
- An absence for a school or college visit that has been approved by Landmark prior to the visit and for which a college/school visit pass has been completed.
- An absence dictated by Landmark School for disciplinary reasons.
- An absence for religious holidays.
- Severe weather.

Students are expected to be in regular attendance at school unless prevented from doing so by illness. Regular attendance is especially important to the academic progress Landmark seeks to attain with all of its students. **The school is accommodating of absences caused by illness, but reserves the right to withhold academic credit for specific courses or for an entire academic quarter when such absences exceed three days unexcused or nine days total (excused and unexcused) in any single quarter or fifteen days total absences in a semester.** The decision regarding the withholding of credit rests with the Diploma Committee. Parents/guardians should call or meet with the Campus Director regarding that decision when either the three-day or fifteen day limit is reached.

Students are marked absent for a full day of school if they miss three or more classes. Students are marked absent for one-half day of school if they miss one or two classes or if it is a half-day as denoted on the school calendar. Thus, early dismissal for and late return from weekends or vacations are marked as absences and may endanger credit for a class or a quarter. All work and tests missed due to early dismissals or late returns must be made up. Students are responsible for obtaining missed work from their teachers.

### Medical Leave Policy

A medical leave may be granted to students needing additional time out of school to address serious medical or psychiatric needs. Students requesting such a leave must present the Diploma Committee with a written statement including a treatment plan from a medical doctor. Medical leaves of one to three weeks may be granted and credit may be earned if students complete their academic work upon their return to school. In order to ensure coordination of services and/or follow up, the Director of Counseling Services has to be allowed communication with care providers when

students are evaluated in an emergency room for psychiatric difficulties, or hospitalized in a psychiatric institution, either in an overnight or a day treatment facility. The Director of Counseling and Academic Dean will monitor all medical leaves.

### **Academic Dishonesty**

Landmark believes in academic integrity. We expect each student to complete his/her own work and not take credit for work of others. It is important that a student shows the work he/she is capable of so that we can help each student improve and expand upon current level of skills. If a student takes credit for work that is not his/hers, this leads to a misrepresentation of the student's skills, making it harder for Landmark to help the student grow.

Academic Dishonesty is defined by Landmark School as any action taken by a student that displays an attempt to receive credit for work where the student cheated or plagiarized when completing an assignment. At the start of each year, all students will be introduced to the topic of academic dishonesty via structured curriculum which is meant to educate students on the topic. Any student who is believed to have committed an act of academic dishonesty will stand before an Academic Standards Committee to discuss the assignment in question.

### **Cheating**

The following outlines examples of cheating. This list is not inclusive of all scenarios that Landmark School would deem as cheating.

- Copying homework or other assignments from another student.
- Providing another student with homework or other assignments to copy.
- Copying answers from another student's quiz or test.
- The use of unapproved sheets or aids – including cell phones – when taking a quiz or test.
- Allowing another student to copy answers during a quiz or test.
- The collaboration of two or more students on one assignment, then turning in multiple copies representing them as individual work.
- Submitting substantial portions of an assignment previously completed for credit.
- Photocopying another student's work and passing it in.
- Allowing someone else to complete an assignment and submitting it as his/her work.
- Paying someone to complete an assignment, or purchasing a paper.
- Stealing or distributing any teacher materials, including quizzes, tests or answer sheets.\*

*\*Please note that a student found to have taken teacher materials may be subject to expulsion from school.*

## **Plagiarism**

Landmark School views the act of plagiarism as the most serious offense of academic dishonesty. When using the thoughts or ideas of another, students are expected to give proper credit (footnotes, in-text citations, quotes) to the source. Plagiarism is defined in Webster's Dictionary as, *"a piece of writing that has been copied from someone else and is presented as being your own work; the act of plagiarizing; taking someone's words or ideas as if they were your own."*

The following outlines examples of actions that Landmark School would view as plagiarism. The realm of plagiarism, however, is not limited to the following:

- Printing an article directly from an internet resource and turning it in.
- Copying any sentence or group of sentences from an outside source without using quotation marks and providing a complete reference.
- Utilizing facts, statistics, or other information that is not common knowledge within an assignment and not providing a complete reference.

### **Consequences for Academic Dishonesty**

If a student is found to have not met the standards of Landmark School, the Academic Standards Committee may assign a range of consequences. Below is a range of consequences that *may* accompany each infraction of the academic dishonesty standard.

#### **First Incident**

- Loss of credit on the given assignment
- Letter sent to all involved parties (family, school system, student file)
- Redoing the assignment or completing a related assignment
- Level drop within residence
- Detention(s)

#### **Second Incident**

- Loss of credit on the given assignment
- Letter sent to all involved parties (family, school system, student file)
- Redoing the assignment or completing a related assignment
- Level drop within residence
- Detention(s)
- Suspension from school ranging from 1-3 days (in-house or out-of-school)

### **Third & Subsequent Incidents**

- Loss of credit on the given assignment
- Letter sent to all involved parties (family, school system, student file)
- Redoing the assignment or completing a related assignment
- Level drop within residence
- Detention(s)
- Suspension from school (in-house or out-of-school)
- Expulsion from school

The following outlines examples of actions that Landmark School would view as cheating. This list provides examples of cheating; however, the realm of cheating is not limited to the following:

- Copying homework or other assignments from another student.
- Providing a student with homework or other assignments to copy.
- Stealing or distributing any teacher materials, including quizzes, tests or answer sheets.
- Copying answers from another student's quiz or test.
- The use of unapproved sheets or aids when taking a quiz or test.
- Allowing another student to copy answers during a quiz or test.
- The collaboration of several people on one project, then turning in multiple copies representing them as individual work.
- Submitting substantial portions of an assignment previously done for credit.
- Photocopying another student's work and passing it in.
- Paying someone to complete an assignment, or purchasing a paper.

Landmark School views the act of plagiarism as the most serious offense of academic dishonesty. When using the thoughts or ideas of another, Landmark School expects and instructs students to give proper credit (footnotes, in-text citations, quotes) to the source being utilized. Plagiarism is defined in Webster's Dictionary as, *"a piece of writing that has been copied from someone else and is presented as being your own work; the act of plagiarizing; taking someone's words or ideas as if they were your own."*

The following outlines examples of actions that Landmark School would view as plagiarism. This list provides examples of plagiarism; however, the realm of plagiarism is not limited to the following:

- Printing out an article directly from a computer and turning it in as one's own work.
- Copying any sentence or group of sentences from an outside source without using quotation marks and providing a complete reference.
- Utilizing facts, statistics, or other information that is not common knowledge within an assignment and not providing a complete reference.

## **Academic Detention**

Students are assigned detentions as a consequence for various behaviors. These behaviors include, but are not exclusive to: skipping homework make-up; being asked to leave homework make-up; being unproductive in homework make-up; being sent out of class; inappropriate behavior; repeated tardiness.

Detentions are two hours in length and are held from 3:00-5:00 pm on the second floor of the computer building. It is the expectation of Landmark School that students serve their detention on the day that it is assigned. Detentions take precedent over any other after school-related activity. After the detention has been assigned, Parents/guardians will receive written notification that their child was assigned a detention. This notification will explain what their child did to earn the detention.

In the event that a student does not attend an assigned detention, they will then be assigned two detentions. If a student misses either of those detentions, they will enter the SC process. Please refer to the handbook's section outlining possible outcomes from the SC process.

## **GRADUATION REQUIREMENTS**

- 1) Requisite Attendance: Students seeking a Landmark School Diploma must attend Landmark School for a minimum of one full academic year plus a summer session or its equivalent.
- 2) Age: Seniors must have become at least 17 years old by January 1st of the year in which they graduate.
- 3) Grade Placement/Sequence: Students must progress through successive grades, spending at least one year in each grade.
- 4) Competency Testing:  
Seniors must pass both the mathematics and general information sections of the Landmark School Competency Test. In addition, either of the following two options needs to be met in reading:
  - i. A grade level score of 7.0 on the Word Identification subtest of the Woodcock Reading Mastery Test-Revised and a minimum grade score of 50 on the Degrees of Reading Power Test (DRP), Test Level 6 (J6 or K6), or
  - ii. A score of 55 (double time - 90 minutes) on the Degrees of Reading Power Test (DRP), Test Level 6 (J6 or K6).
  - iii. The Degrees of Reading Power Test (DRP) consists of nonfiction paragraphs and/or passages on a variety of topics. Within the text, words have been deleted. Students are expected to read the passages and supply the missing words from among the four or five choices given for each deletion.

- iv. DRP results are reported in a range of numbers rather than in grade levels. After correcting a silent reading test that the student is given, the test administrator is given a range of scores (DRP scores) which correspond to the levels of various books and other reading materials. A DRP score of 55 is equivalent to that of an average middle school textbook.
- 5) Financial Obligations: All financial obligations to Landmark School must be met in order for seniors to be eligible to take final examinations or to have final teacher reports filed. In the event financial obligations are not met an incomplete will appear on his/her school transcript. Concerns or questions about outstanding financial obligations may be discussed with the Business Manager.
- 6) Required Courses:  
*SENIORS are required to meet the following minimum course requirements to qualify for a Landmark School Diploma and earn a passing grade in all Landmark courses or credit will not be given and the diploma will be withheld.*
- 4 years English
  - 3 years Math
  - 2 years Science (including lab)
  - 2 years Social Studies, including 1 year U.S. History
  - (Prep - 3 years of Social Studies)
  - 1 year Physical Education/Health (Students may meet this requirement by participating in three varsity sports during the four years of high school. Certification of participation in a sport will be granted through the Athletic Director's office for students who have attended 90% of practices and games. Documentation of participation will be given only to team players and not to team managers, trainer assistants or statisticians.)

The DIPLOMA COMMITTEE has the right to modify or waive any of the requirements for a Landmark School Diploma. **The Registrar's Office has a complete listing of the graduation requirements.**

### **Homework Policy**

Homework provides an opportunity to take skills and concepts learned in the classroom and apply them independently. Resident students have a 1.0 to 1.5 hour minimum supervised study hall each school night. Day students should plan for a similar commitment of time at home.

## **Homework Make-up**

If student homework does not meet established standards of promptness, accuracy, or completeness, homework make-up sessions are arranged after school. Students who are consistently unable to complete their work because of time management problems and organizational deficits will be helped to develop remedial strategies. Homework Make-Up takes priority over all extracurricular activities and is made up on the same day the assignment is due. Residential students at level four or higher who receive two homework make-ups within one week will receive a warning against their level. Parents/guardians will be notified in writing if the student receives more than five homework make-ups within a given month.

## **On Review Process**

When significant, longstanding academic or residential issues persist despite the intensive supports offered, the following process has been established in order to coordinate and communicate clearly a course of action for students, Parents/guardians, and faculty.

After November 1<sup>st</sup> any middle manager (dept. head, program director, dean, supervisor, houseparent, or campus coordinator) can request a student be put on review. This should be done in writing and submitted to the Academic Dean. The Dean will take responsibility for distributing copies to the necessary people. The letter should outline the specific reason for the request. Reasons for these requests could include but should not be limited to such issues as remaining on level one for an extended period; excessive homework make-up and/or detention; accumulated lateness, dress code issues, class disruptions or dormings; or a continued and persistent difficulty in meeting the basic expectations of the Landmark community.

A request for “on review” status will be followed by a meeting with all interested parties within the school community, including Parents/guardians. These meetings must be chaired either by the Campus Director or the Academic Dean. The Campus Director will make the final decision. A letter will follow this to the Parents/guardians preceded by personal communication both by the academic and residential case managers. In the letter, the parent will be informed that their child’s team will be constructing a plan of action to try to address the specific needs outlined in the first communication. Those directly involved with the student will decide a plan of action with help from one of the campus’s administrators. This plan will then be documented for the student, parent and pertinent members of the Landmark community.

## HIGH SCHOOL GRADING POLICY

General philosophy: Each student receives two grades for each academic course he/she takes. One is for performance and one is for effort. Landmark School has a unique way of looking at its performance grade. A letter grade, at most high schools, is a reflection of how the ability of a student is measured by performance on quizzes, tests, exams, papers or reports. These are written assessment tools, and can be labeled as “achievement scores.” At Landmark, the grading system also reflects the total involvement of a student in the learning process.

Grading is still a rigorous process, but the inclusion of additional categories of evaluation is reflective of the belief that Landmark prepares its students to be life-long learners, not just learners who can do well on written assessments. This accounts for a variety of learning styles and the value of long-term application of skills. The Landmark teaching approach and curriculum is based on developing and mastering the process of learning, as well as a mastery of the content of specific courses. Therefore, it is essential that these grades reflect this philosophy. Additionally, each and every student at Landmark High School is graded on an individual basis, and not on a comparative basis.

Each letter grade (performance) is composed of three components; only one of these components is strictly achievement. This category makes up 30% of the total performance grade. The remainder of the grade is divided into two parts. The first is the in-class component (40%) and the second is the out-of-class component (30%). Within the in-class section, the student receives credit for such skills as class participation, punctuality and preparedness, implementation of constructive criticism, classroom productivity, and maintenance of classroom learning tools such as notebooks or other materials. In the out-of-class element of the grade, the student is evaluated on the timelines of his/her work completion, the level of effort applied to assignments and finally to accuracy of out-of-class assignments.\*

**(\*Note: The percentages may vary slightly with some departments depending on the remedial nature of the work done in their classes.)**

From this description, one can see that the Landmark grading system allows the student who actively participates in his/her own learning, takes risks, implements strategies, remains open to instruction, and is receptive to new materials and approaches to learning to do well in the grading area. Therefore, it is important to understand the meaning of the letter performance grade and numbered effort grade.

**Performance**

- A- Expectations Exceeded
- B- Expectations Met
- C- Expectations Partially Met
- D- Expectations Not Met
- F- Failing as a Result of Resistance to expectations

**Effort**

- 3- Exemplary Effort
- 2- Acceptable Effort
- 1- Unacceptable Effort

For Performance Grades, the following grade scale is used:

A 94-100	C+ 77-79	D- 60-63
A- 90-93	C 74-76	F below 60
B+ 87-89	C- 70-73	
B 84-86	D+ 67-69	
B- 80-83	D 64-66	

Warning notices for students are sent throughout a quarter to parents and students whose performance grades or effort ranking are not meeting expectations or reflect a drop of two levels since the last grading period.

### **SUPPLIES FOR USE IN SPECIFIC ACADEMIC PROGRAMS**

#### **For Use in All Subjects**

3 ring binders (enough for 5 courses)	3-5 dividers for each section of the notebook	Lined 3 hole paper (enough for all binders)
Highlighters – 3 colors	3 x5 index cards	Folders
Pencils and pens	Large book bag	Small hole puncher
Ruler	Colored pencils	Erasers

#### **For Use in Specific Subject Areas**

Graphing calculator-TI-83 plus recommended (Pre-Calculus, Calculus)	Scientific calculator- TI-30X IIS solar calculator is recommended (all math classes)	Sketchbook – 6 ½ x 9 (Art)
Compass/protractor (Geometry)		35 mm single lens reflex camera (photography)

## **STUDENT LIFE**

Landmark students belong to a school community whose purpose is to help students achieve in school and in their personal lives. The student life programs serve students from all of Landmark's academic programs and attempt to provide a consistently secure, safe, and positive environment which will support students in their efforts to develop and enhance both academic and social skills.

### **Goals for Students**

Landmark expects all of its students to develop and employ positive social skills which will be necessary throughout their lives. Students leaving Landmark should strive to be proficient in the following areas to aid in achieving their personal goals:

Hygiene	Personal Organization	Self-Advocacy
Grooming/Dress	Decision-making	Reliability
Nutritional Habits	Effective Communication	Flexibility
Time Management	Respect for Oneself and Others	Civility
Positive Conflict Resolution and "reading" and responding to social situations		

### **Privacy/Dignity Policy**

Landmark makes a concerted effort to instill in all its students and staff members a consistent respect for the personal privacy and dignity of its students. To the maximum extent that the physical layout of toilet, shower, other personal hygiene facilities, and living areas permit, the privacy and personal dignity of students shall be respected. Unwarranted peer intrusions on a student's right to such privacy shall be regarded as a breach of the school's disciplinary code and harassment policy and may subject the intruding party to disciplinary action.

### **Buildings and Grounds**

A fundamental goal of Landmark is to teach students to care for and about the setting in which they live and study. All students share responsibility for keeping campus buildings and grounds neat and clean and for helping to maintain the attractiveness of the community. All members of the Landmark Community are encouraged to pick up two pieces of trash a day. This is our campus.

## **Student Store**

We encourage all students and their Parents/guardians to stop by the student store. There are numerous items available to show school spirit. In addition, the store stocks such items that include school supplies, toiletry items, and athletic clothing. The store is open before classes and at other designated times during the day. Times are posted on the door. The student store is located in the main lounge of the Lopardo Center. Student mailboxes are attached to the store.

Resident students may charge purchases to their student accounts provided they maintain a minimum balance of \$100.00. Student activity and funds will be withheld should the minimum balance not be maintained. Purchases totaling over \$15 require parental approval. Without a student account, students should expect to pay cash.

Day students who elect to maintain student accounts should keep \$50.00 in the accounts for student store purchases. Without a student account, students should expect to pay cash.

## **Use of Cell Phones**

Students may have cell phones as a convenience to the family and friends. Students may use cell phones during the school day between classes. Cell phone must be placed in the vibrate mode during class time. Students may not use them during any school sponsored afternoon activity or athletic practice. Cell phones may not be used during study hall or any other time in which the student has residential or school based obligations. Cell phones may not be used following bedtime. Students are discouraged from allowing others to use their cell phone. Failure to appropriately respond will result in a loss of privilege.

## **Prohibited Items** (Also see Fire Safety, page 16)

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.

## **THE RESIDENTIAL PROGRAM**

Landmark's residential mission is to support students as they grow to understand and accept their learning needs. The residential staff works in conjunction with the academic program to create a consistent program of study. The focus of the residential program is to promote positive self advocacy skills, develop organizational skills and increase an awareness of the complexity of their social environment. Moreover, decision making, choices and responsibility to self, community and others are emphasized.

### **Houseparents and Residential Staff**

Houseparents assume the role of Residential Case Managers for those students residing in campus housing and are responsible for the implementation of the residential mission. They act as mediators, mentors, disciplinarians, and advocates for students. Staff who are responsible for the supervision of students are members of our teaching faculty, and come from the three academic programs. In some cases, these staff members live in the residence in which they work. In all cases, these dual roles make available to students a staff trained in understanding and interpreting their specific needs.

### **Typical Residential Schedule**

During the week, students wake up by 6:45 a.m. to shower and clean rooms. Wake-up team members inspect rooms for neatness and cleanliness. Breakfast begins at 7:15 a.m. and service ends at 7:50 a.m. Students are required to clean the tables at which they have eaten and bus all dishes. School runs between the hours of 8:00 a.m. and ends at 2:55 p.m. Mandatory after school activities are followed by dinner starting at 5:00 p.m to 6:15 p.m. 6:30 p.m. to 7:30 p.m. is free time.

Supervised study hall runs from 8:00 p.m. to 9:30 p.m. Bedtime varies in accordance with student age and privilege levels. On weekends, brunch is served at 10:30 a.m. The residential teams schedule activities and campus clean-up. (After-school activities are mandated for all residential students. Lists begin on page 55)

### **Storage of Personal Items**

Students are advised to bring a footlocker to school for the storage of any items of value. Please keep in a safe place a record of such an item's make, model, serial number, and description. Look into insuring these items before they are brought to school. Upon request, locked footlockers must be opened to Landmark residential faculty for inspection.

It is a regrettable fact of residential life that thefts do occur which makes the above precautions necessary. Landmark will do its best to help recover stolen items, but the school will not accept responsibility for their loss. All students are issued keys for their rooms and encouraged to keep their valuables secured. Landmark is unable to cover students' personal property through its insurance, and the school will not compensate Parents/Guardians or students for stolen items.

### **Residential Facilities**

High School has eight residential structures. A Houseparent and several faculty members staff each residence. The Dean of Students and the Houseparents assign rooms. Room change requests may be made to the Houseparent after an initial adjustment period. Each residence has its own personality and therefore develops its own building rules. Students are fully oriented to their residence during the first few days of the school year.

### **Pets**

Students may not bring any type of air breathing pet to school without permission from the Dean of Student's office. Students at level 5/6 may seek permission from their houseparent to have fish tank in their room, assuming that no air breathing creature will inhabit the tank. Fish tanks may not be any larger than 10 gallons. No other pets are allowed at any time.

### **Prohibited Items and Fire Safety**

Compliance with State and local fire regulations is an absolute necessity in any residential system. While the residences are as fireproof as is possible, each room will contain combustible personal possessions which make the following rules necessary:

1. No electrical appliances such as hot plates, toasters, coffee pots, strobe lights, halogen lights, space heaters, electric blankets, sun lamps, decorative holiday lights, and power tools.
2. No items with open flames, including camp stoves, lanterns, hurricane lamps, candles, matches, cigarette lighters, or incense.
3. No fireworks, explosives, volatile liquids, and firearms.
4. Posters, pictures, and other combustible wall hangings must be put up according to guidelines explained to students upon arrival.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other items which might ignite and fall.
6. Wooden construction (lofts), overstuffed chairs, and other sizable items which change the physical mass of the room must be approved by the Houseparent.
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.

9. Fire drills are conducted periodically throughout the year. When the alarm sounds, all persons in the building should file out in a quiet and orderly manner and report to the designated area. All windows should be closed and the roadway kept clear for fire equipment.
10. Extension cords are prohibited, except for cords 6' or less with surge protectors and 15 volt surge protector with circuit breaker.
11. Outlets must not be overloaded.
12. Laser Pointers are prohibited.
13. Pets are prohibited.

## **Student Rooms**

Each student is provided with a bed, standard size twin mattress, mattress cover, chest of drawers, wardrobe or closet, desk and chair. Beds at Landmark are configured in bunk bed format. **Therefore, any student unable to sleep on the upper bunk must notify the Dean of Students office prior to opening.** In most situations and with the proper notification we are able to rectify the situation. Students should bring their own room supplies, desk lamp, pillow, blankets, linens, and bedspread or comforter. Students are encouraged to bring items to personalize their rooms. Appropriate posters, stereos, a favorite item from home will only assist the student in transition. Posters may not promote the use of drugs/alcohol, tobacco products, or represent any person, place, lifestyle or orientation in a negative or oppressive manner. Landmark reserves the right to request a poster be removed from our school

## **Personal Items**

Please ensure that all items of clothing are marked with an indelible marker or sew-on name tag. Students are strongly discouraged from borrowing or lending personal items, clothing, or money. Although this may be done with the best of intentions, damage, loss, and unpaid debts may occur and cause hard feelings. Landmark will not accept responsibility for situations where students have borrowed, loaned, or traded items, and we will not compensate one student from another student's account.

## **Housekeeping/Maintenance**

Students are responsible for keeping their rooms organized, neat, and clean. Consideration for roommates and mutual respect of personal space is expected. Students should also expect to be involved in rotating assignments for residential and campus jobs.

## **Damages**

Room entry and room exit inspections will be conducted by Houseparents to determine the condition of each room. Students are responsible for any damage done to personal or school property. It is expected that all such damage, even if accidental, will be acknowledged by the person and restitution made. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing Landmark property. Damages which cannot be attributed to specific persons will be charged on a pro-rated basis to all room occupants. Landmark reserves the right to determine the cost of repair or replacement of any damaged property.

## **Student Expenses**

A minimum of \$800.00 per semester is required to be deposited in the Landmark student bank for each residential student. A \$100.00 minimum balance needs to be maintained at all times. Should a student account balance reach less than \$100.00 the student will be denied allowance, activities and other spending. Any balance in the student's account at the end of the program will be returned to the Parents/guardians. The school or the student may make withdrawals for the following purposes:

## **Allowances**

Parents/guardians are asked to indicate a desired amount of weekly allowance which the student will use as spending money. Expenses for recreational activities, or for living expenses such as laundry, will be deducted from the student's bank account, not from his or her allowance. An average allowance of \$15.00 to \$ 20.00 is highly recommended. A \$100.00 balance is mandated at all times. Students will not receive allowance nor be able to charge against their account below \$100.00. If a student needs additional monies, please contact your houseparent or speak to Jean Crane.

## **Weekend Recreation**

Frequent trips are planned to nearby theaters, museums, sporting arenas and other events. On such trips, a member of the residential team handles expenses. Later, the total cost is pro-rated and charged equally to all participants. Students who do not have sufficient funds in their accounts will be unable to participate in such activities.

## Special Events

Frequently, activities such as ski trips, weekend excursions, deep sea fishing and camp outs, which may cost more than \$25.00, are treated differently than regular recreation expenses. We will advise students of planned events in advance and estimate the cost. Parents/guardians must give their permission for such events.

## Other Expenses and Supplies

Students may occasionally need to purchase items not provided by the basic educational program such as art materials, woodworking items, and supplementary books. In the case of purchases and expenses which exceed a student's usual allowance, withdrawals may be made from the student account with permission from the Houseparent.

## Day Passes

For the purpose of tracking and safety, students wishing to leave campus on a day pass must adhere to the following guidelines. A day pass must be filled out and turned in to your Houseparent at least 24 hours prior to departure. Day passes may not be used during sports, community nights, during exams, or after school activities. Students wishing to go into Boston, independently, must be at least 18 years of age and be at a level 3 or higher. Students at level 1 and 2 are not eligible to take a day pass unless accompanied by a parent. Please familiarize yourself with the established criteria as outlined on the day pass sheet. *A sample day pass is located on page 60 of the Handbook.*

## Weekend Passes

Students may return home on weekends after participation in the High School Orientation Program. The procedure for requesting permission to travel on the weekend will be explained to all students upon arrival. **For the safety of all, it is critical that students and Parents/guardians follow the guidelines for weekend passes.** Every student wishing to leave for the weekend must fill out a weekend pass by Thursday of the weekend of travel, and submit it to their Houseparent. Parents/guardians must fax written permission for the weekend pass to be approved. This includes a student leaving to go home or with relatives. It is imperative that passes are filled out completely. *A sample weekend pass is located on page 69 of the Handbook.*

Students wishing to visit other students' homes must arrange for the permission of both sets of Parents/Guardians and the Houseparent or the Dean of Students. This permission must be in writing or by phone to a faculty member with final approval by the Dean of Students. Residential students visiting the home of a day student must make sure that both Parents/Guardians respond, in writing or via the phone, to the Houseparent or the Dean of Students.

### **Travel Arrangements to and from School**

Landmark must have notification of holiday departures and arrivals well in advance. Parents/Guardians and students should be aware that Logan Airport is one hour travel time from campus. Landmark attempts to schedule airport trips by school vehicles on the holidays and vacations specified on the school calendar. During a regular week, Landmark provides bus transportation to South Station and Logan Airport. Drop off times will be prior to 5:00 p.m. on Friday and from South Station and Logan prior to 6:00 p.m. on Sunday. The fee for this service is \$14.00 each way. **Following vacations, Landmark School will pick up from Logan Airport at 2:00 p.m., 4:00 p.m. and 6:00 p.m. We ask Parents/guardians to attempt to schedule flights with this information.** For travel that arrive outside these times, we will arrange a private taxi and bill the student account.

Parents/guardians and students should recognize that one bus will cover a range of flights, in most cases spanning several hours. This may necessitate some waiting time at the airport. Your understanding and patience is appreciated. Should your son or daughter need to contact the school, the following number is designated: 1-800-tax-toy-1 (1 800-829-8691).

While Landmark will make every effort to assist students in reaching their final destinations, the cooperation of Parents/guardians in making specific travel arrangements will help to ensure a safe and timely arrival.

**PLEASE, PLEASE, PLEASE. TO ENSURE PROPER STAFFING PATTERNS, SECURE VAN SPACE AND CREATE A SMOOTH DEPARTURE AND ARRIVAL, PARENTS/GUARDIANS MUST PROVIDE PRIOR NOTIFICATION OF ALL TRAVEL ARRANGEMENTS. FAX ITINERARIES TO (978) 927-7609, ATTENTION JEAN CRANE.**

Taxi service is available from the airport for those students whose travel arrangements do not fall within the days and times specified above. Students need to arrive at school with enough travel money to cover taxi fares and food. **If you have special circumstances regarding travel plans, please discuss them, in advance, with Jean Crane at (978) 236-3274 or via email [jcrane@landmarkschool.org](mailto:jcrane@landmarkschool.org).**

### **Local Transportation**

Landmark School provides transportation to and from medical/dental/mental health appointments as a routine part of the program. Transportation to and/or from all other appointments will be fee based and at the availability of staff. Parents should contact Jean Crane as early as possible to schedule such appointments. Landmark School can not guarantee transportation and may need to refer you to local private transportation companies.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

The mission of athletics at Landmark School is to assist the academic realm in building and enhancing student self-esteem. The following principals: character development, hard work, commitment, and dedication are the core components.

All day students are encouraged to participate in interscholastic sports. Our ability to compete within the league rests in the participation of all students. Residential students are mandated to participate in at least one season of a structured sport or team oriented activity. See page 55 for a full explanation of the program. A wide range of teams is available during each season at the interscholastic level.

Landmark School is a member of the New England Preparatory School Athletic Council (NEPSAC). Landmark is also a member of the Independent Girls Conference (IGC) for female athletes and the Eastern Independent League (EIL) for male athletes. All schools that participate in this league value the principals of sportsmanship and carry mission statements similar to Landmark School. It is our belief that honing these principals will enhance the experience of our student athletes. Moreover, it is incumbent upon all; athletes, coaches, spectators, both student and parent, to ensure that personal behavior embody the ideals of good sportsmanship.

Individual athletes who are 19 years old, or younger, on September 1<sup>st</sup> of each school year are eligible to participate in all league contests. For more information and assistance, please feel free to contact the Athletic Director, Mr. Brooke Sumner at (978) 236-3297 or bsumner@landmarkschool.org.

### **Interscholastic Sports (\*single gender/\*\*coed)**

#### Fall

Soccer \*  
Cross-Country\*\*  
Golf\*\*

#### Winter

Basketball\*  
Wrestling\*  
Swimming\*\*

#### Spring

Lacrosse\*  
Tennis\*  
Baseball\*  
Softball\*

### **Other Activities**

Landmark students are encouraged to participate in extra-curricular activities based on their interests. Typical offerings have included:

Art, Photography, Painting, Woodworking, Computers, Auto Mechanics, Mtn. Bicycling, Weight Training, Golf, Off-campus Employment, YMCA, Church Youth Group, Student Council, Gay/Straight Alliance, Community Service, Coffee House, Kayaking, Indoor Rock Climbing, Games Club, Drama, Technical Theatre, Dance (tap, jazz and ballet), Step Dance, Music Lessons, Voice Lessons.

## **LANDMARK PERFORMING ARTS**

### **Mission Statement**

The Performing Arts Department at Landmark School strives to provide the highest quality instruction in the areas of dance, music, drama, musical theater and technical theater to individuals with language-based learning disabilities. We endeavor to be the finest program of this kind found anywhere, and, therefore, to be an example of what is possible for all students everywhere.

### **Philosophy of the Department**

The philosophy of the Department of Performing Arts can be briefly expressed in threefold manner: 1. Exposing students to the classics, 2. Developing important and useful skills within each discipline, and 3. Fostering the virtues of responsibility and hard work within each student. The Performing Arts at Landmark School endeavor to be among the best found in all secondary schools in this country. Our performances, presentations, publications, compact discs, and videos all strive to showcase the high level of talent and skill achieved by our students.

## Dance

The **Landmark Dance Program** celebrates its sixteenth year with performances at the annual **Evening of Dance** (in March), during the Landmark Chorus Tour, as well as within the annual musical (mentioned below, under “Drama”). With weekly rehearsals after school, as well as classes during the academic day, the Landmark Dance Program performs selections from a variety of dance styles including tap, jazz, ballet as well as hip/hop, contemporary and modern. Participation in any of these dance classes is open to all students at Landmark High School. Members are required to attend all rehearsals and performances.

## Music

The music program at Landmark School consists of both academic classes, as well as after school offerings. The **Landmark Chorus** meets during the academic day and is a signature performing ensemble at Landmark School, performing nearly a dozen times during the year, both on and off campus. Such off-campus performances include the annual tour (to locations such as New York City, New Jersey, Boston, Rhode Island, New Mexico, Washington, D.C., and this past year to California!) as well as festivals (such as the “**Best of the Best**” **Choral Festival**, showcasing Landmark School among both area public and private schools), recordings and many conventions. Regularly performing with professional orchestra, the **Landmark Chorus** performs works by major composers such as Bach and Mozart, as well as works commissioned specifically for the chorus. The **Landmark Chorus** can be heard and seen on its sixth compact disc, **Music Through the Years**. The **Landmark Chorus** has received high praise for its performances by educators and musicians from around the country. **The Landmark Chorus** is open to all students at Landmark High School.

After school offerings include private voice, piano, percussion and guitar lessons which are available upon request, and which may require an additional fee for participation. Students enrolled in these ensembles or lessons are required to participate in all rehearsals and performances.

## Drama

The drama program at Landmark consists of two academic classes, as well as the **Landmark Stage Company**, which rehearses and performs after school. Both Drama Class (acting) and Technical Theater Class (set design and production) are offered during the academic day. Participation is open to all Landmark High School students. The **Landmark Stage Company** is a signature performing ensemble at Landmark School, which performs three main stage productions during the year (fall, winter, and the spring musical). Recent productions include: *The Complete Works of William Shakespeare (abridged)*, *Neil Simon’s Rumors*, and past musicals include *Godspell*, *Man of La Mancha*, *The Music Man*, *Guys and Dolls*, *Fiddler on the Roof*, *Annie*, *Get Your Gun!*, *South Pacific*, *Kiss Me, Kate*, *Bye Bye Birdie*, *Once Upon a Mattress*, *Pippin*, *The Sound of Music*, *Anything Goes*, *Seussical*, and *Beauty and the Beast*. The **Landmark Stage Company** has received high praise for its interpretation of these works, by both acclaimed professional actors and educators alike. DVDs of *Fiddler on the Roof* are currently available. In addition to this, the **Landmark Stage Company** has participated annually in the **Massachusetts Drama Guild Festival**, along with over 90 other private and public high schools from the state. The **Landmark Stage Company** and the

*Landmark Technical Theater Program* are open to all students at Landmark High School. Both meet every day after school (including Fridays) as well as on production and tech weekends (which immediately precede performance weekends). Participation in the Landmark Stage Company is done by audition. Attendance at all rehearsals and performances is required.

Please see the *Landmark Performing Arts Calendar* and the *Landmark Performing Arts Handbook* for more specific and detailed information. Our calendar is available in print format, as well as online at <http://www.landmarkschool.org/extracurriculars/hs/arts>

## **DAY STUDENT PROGRAM**

For the safety of all students, Landmark has a "closed campus" policy. This means that once a day student has arrived at school, he/she may not leave the campus without permission from parent/guardian until after the last class. Permission should be communicated to the Academic Case Manager. Day students should arrive at school by 7:45 a.m. Classes begin promptly at 8:00 a.m. and depending upon where your first period class is located, time is needed to arrive to class.

### **Transportation**

Transportation of day students to and from school is the responsibility of Parents/guardians or the students' home school systems. Day students who drive themselves to school must seek permission from the Dean of Students prior to school opening; comply with posted speed limits and park in the designated parking areas. All students must seek **prior approval** and register their car with the Dean of Students. Violation or misuse of this privilege will result in loss of driving status.

### **After-School Activities**

Day students are encouraged to participate in after-school activities. An after school assembly occurs prior to each activity period. Day students are encouraged to attend. For planning purposes it is important for Parents/guardians to notify the Dean of Students when day students intend to participate in such activities since staffing ratios must be maintained. It is expected that a day student will adhere to all rules pertaining to the campus during after-school activities. Please monitor the homeroom announcements for times and place. Parents can access this via our website.

## **Procedures for Remaining On Campus After School**

It is critical in the event of an emergency for school personnel to know who is on campus at any given time. Parents/guardians and students are asked to notify the Duty Office when circumstances may necessitate a late pick-up. **All day students remaining at school after sports or extra-curricular activities must sign in at the Duty Office.** Day students who remain on grounds during any after-school activities may not leave the grounds and return without the permission of the Dean of Students.

### **Day Student Overnight Procedures**

With proper notification, any day student wishing to remain overnight must get the permission of the Dean of Students. While this is an easy request, it is limited to a few days as needed and not a daily or weekly option. Students needing to stay because of a late night school obligation are welcome. Additionally, a form must be completed by the parent or guardian prior to the sleep over. Students need to allow at least 24 hours to execute the necessary paperwork. See Mrs. Crane for the necessary paperwork and welcome aboard.

### **Vehicles on Campus**

Parking on campus is a privilege. Students who wish to drive a vehicle to school may apply to do so, provided that he or she adheres to the policies and procedures outlined by the vehicle registration process. Landmark School has allocated 50 student parking spaces for the 2010-2011 academic year. Students who are granted parking privileges will be charged a \$60 sticker fee due at the time of vehicle registration for new registrations and \$50 sticker fee for retuning students. (Beginning August 31st for Day Students, September 1st for Residents).

#### **Vehicle Registration Process**

1. **First Priority:** Seniors will be considered for parking permission first. Students will be considered for one of the fifty allocated student parking spaces. If more than fifty Seniors submit parking requests, Landmark School will employ a lottery process to determine which Seniors are granted a parking space.
2. **Second Priority (if space allows):** Juniors who have transportation needs as outlined by Parents/Guardians. Requests must be submitted to the Dean of Students Office prior to August 24th. In the event of multiple requests, Landmark School will employ a lottery process to determine which Juniors are granted a parking space.

\* Students will be charged a \$50 sticker fee due at the time of vehicle registration.

Students must agree to the following rules before considering asking for car permission. Failing to adhere to these expectations will result in a loss of car privileges.

1. Prior to bringing a car on campus all cars must be approved and registered with the Dean of Students' Office and have a Student Vehicle Contract and a parking sticker. A copy of the student driver's license and car registration is expected at the time of registration.
2. Students must park in designated areas as outlined during the registration process.
3. No speeding, campus speed limit is 10 mph. No reckless driving or stunts are permitted.
4. No student may transport another student in his or her car without written permission from both sets of Parents/guardians on file and without the consent of the Dean of Students.
5. No car should be used or moved, for any reason during the class day, without permission.
6. Since Landmark School cannot be responsible for any loss, damage, or theft to student cars, students must park in designated areas and lock their doors.
7. Landmark School reserves the right to search any student vehicle.
8. Students must supply a spare key to the Dean of Students.
9. Seat belts must be worn at all times.

### **Vehicles on Campus (Resident Students)**

Applications will be accepted starting at the opening of school for the **limited** number of parking spaces available for residential students. Residential students must be at level 5 or higher or have permission from the Dean of Students in order to apply for a vehicle on campus. Students and Parents/guardians must sign and abide by the aforementioned rules and sign a Student Vehicle Contract before bringing a vehicle on campus.

### **PERSONAL APPEARANCE**

As a school community, Landmark makes a distinction between the business of the school day and the more relaxed atmosphere of after-hours activities. The purpose of the Dress Code is to place a serious emphasis on the class day and to signify the serious commitment to learning expected from all members of the Landmark community.

During "working hours" (wake-up through the end of the academic day), students and faculty are expected to wear clothes appropriate for the business of education. The following dress code for Landmark School has been designed to foster a neat and clean appearance, consistency and simplicity in interpretation and implementation, and equity between male and female students

No dress code can address all possible variations and some students will test the limits in an effort to break the spirit of the code. With this in mind, the following standards are set out as guidelines for students who attend Landmark School.

### **Acceptable and Expected:**

As a general guideline, students may not wear any type of clothing, at any time, that specifically promotes the use of drugs/alcohol. Nor may they advertise for tobacco related products, or portray any individual or group in a derogatory or oppressive manner. In addition, any clothing that is too tight, reveals your midriff, or has a slogan or writing on the backside is not appropriate. A T-shirt and a pair of shorts are the minimum standard of dress for all students during times of relaxation. Students must wear something on their feet at all times. Landmark reserves the right to deem any attire inappropriate.

### **Dress Code**

The following clothes outlined are available via The Lands End catalogue. Students are not obligated to purchase through Lands End but are required to **strictly adhere** to color, fit and style. A preferred student account has been established through Lands End and all students will be receiving a catalogue, under separate copy. As Sears has bought out Lands End, you may also find appropriate dress clothes in their retail stores. Financial assistance is available to any student who cannot meet the expectations of dress code. Please contact Robert B. Genetelli, Jr., Dean of Students at (978) 236-3261 or [robbgene@landmarkschool.org](mailto:robbgene@landmarkschool.org) for more information.

### **MALES:**

**Shirts:** Solid color polo style short or long sleeve shirt: white, yellow or classic navy. These shirts have 3/4 or fewer buttons, no snaps and must have regular length sleeves. Solid color Oxford button down style shirt: white, yellow or light blue. Turtleneck shirts: white, yellow or classic navy

**All shirts must be solid color and tucked in.**

**Pants:** Solid colored brown, classic navy or black chino or corduroy style pants. No low riding or tight pants permitted.

**Shorts:** For the month of **September** and from **May through June** solid colored brown, classic navy or black chino shorts of appropriate length may be worn.

**NO ATHLETIC OR CUT-OFF SHORTS**  
**NO DENIM PANTS OR SHORTS**  
**NO OVERSIZED PANTS OR SHORTS**

**Sweaters:** As outerwear, a sweater or fleece may be worn over a collard shirt or turtleneck.

**Hats:** Baseball caps **MAY NOT BE WORN** during the academic school hours of 7:30 a.m. to 2:50 p.m. However, during inclement weather, baseball hats may be worn between, but not inside, buildings. This includes the dining areas. In winter months, a winter hat may be worn during the day.

**Footwear:** Footwear may include casual, dress shoes, sneakers, or dress sandals. Flip flops or any type of sports sandals are **NOT** allowed during the academic school day. Slippers are also not appropriate.

**Sweatshirts:** Landmark will sell sweatshirts through the student store that may be worn during the school day over dress code shirts. **Only sweatshirts purchased through the student store are acceptable.** **NO** other sweatshirts are permitted.

## **FEMALES:**

**Shirts:** Solid color polo style short or long sleeve shirt: white, yellow or classic navy. These shirts have 3/4 buttons, no snaps and must have regular length sleeves. Solid color Oxford button down style shirt: white, yellow or light blue. Turtleneck shirts: white, yellow or classic navy.

**All shirts must be solid colored and tucked into pants or skirts.**  
**Bare midriffs are NOT acceptable.**

**Pants:** Solid colored brown, classic navy or black chino or corduroy style pants. No low riding or tight pants permitted, no yoga pants permitted.

**Shorts:** For the month of **September** and from **May through June** solid colored brown, classic navy or black chino shorts of appropriate length may be worn.

**NO ATHLETIC OR CUT-OFF SHORTS  
NO DENIM PANTS OR SHORTS  
NO YOGA PANTS**

**Sweaters:** As outerwear, a sweater or fleece may be worn over a collard shirt or turtleneck.

**Hats:** Baseball caps **MAY NOT BE WORN** during the academic school hours of 7:30 a.m. to 2:50 p.m. However, during inclement weather, hats may be worn between, but not inside, buildings. This includes the dining areas. In winter months, a winter hat may be worn during the day.

**Footwear:** Footwear may include casual, dress shoes, sneakers, or dress sandals. Flip flops or any type of sports sandals are **NOT** allowed during the academic school day. Slippers are also not appropriate.

**Sweatshirts:** Landmark will sell sweatshirts through the student store that may be worn during the school day over dress code shirts. **Only sweatshirts purchased through the student store are acceptable.** **NO** other sweatshirts are permitted.

### **Unacceptable Dress**

Any type or style T-shirt, crew neck jersey, or mock turtleneck top worn over dress code shirts. The following are examples of inappropriate dress. They include **BUT NOT BE LIMITED TO:** yoga pants, denim, overalls, painter's pants, sweats, warm-ups, fatigues, etc. Provocative clothing such as spandex, halter tops, tank tops, muscle shirts, half shirts, see-through, too tight or otherwise revealing clothes are also inappropriate. Ripped, torn or dirty clothes are also not appropriate. Midriffs should not be exposed, at any time. No underwear will be considered appropriate as outerwear. No clothing with words written across the backside is acceptable.

## **Accessories/Grooming**

Accessories should be appropriate for the occasion. Facial jewelry may not be worn at any time; **this includes tongue, eyebrow, lip, and nose piercing**. Students may not adorn spikes or barbell type earrings, nor ear lobe spacers. Body piercings are not allowed. Jewelry that is expensive is discouraged. No metal studded leather or dog chain accessories or adornments are permitted.

## **Tattoos**

Students are discouraged from tattooing during the school year. Those students with existing tattoos are asked to see a nurse to have the tattoo checked at the beginning of school. Should a tattoo be done during the school year, a written note from a parent/guardian must be given to the health center. Students are not permitted to get a tattoo on any Landmark sponsored trip or activity.

## **Outerwear**

Coats, jackets and other outer garments should be appropriate for the weather and in good, clean condition. Flannel or chamois shirts will not be considered as a jacket. A reminder that in inclement weather, hats, caps and other headgear should not be worn in class, meetings, or at any meals.

## **Hair**

While a matter of personal choice, haircuts or styles should not need constant attention or be distracting and should not cover the eyes or face. Students may not shave their heads in any configuration. **STUDENTS LIVING IN RESIDENCE MAY NOT DYE THEIR HAIR WITHIN THE BUILDINGS**. No unnatural colors will be allowed, nor multiple colors. Long hair must be kept out of the face. Dreadlocks are not permitted. Students may be sent home until they meet acceptable hair color. The Dean of Students or Campus Director reserves the right to determine and uphold Landmark School standards.

## **Enforcement and Procedure for Dress Code Infractions**

The final decision as to what is appropriate, too extreme, or acceptable rests with Landmark personnel. Landmark places a high priority on consistent adherence to its dress code and expects its staff and students to be aware of its content and vigilant in addressing infractions. The dress code is not a severe one by private school standards, but it is felt to contribute to student self-esteem and the promotion of a living and learning environment which reflects the uniformity of school purpose

common to Landmark's programs and people. Landmark's dress code does not seek to make everyone look alike, only to feel positive about their appearance, themselves, and their school. Students that do not adhere to the dress code are subject to disciplinary action.

## **COUNSELING SERVICES**

Landmark School offers individual and group counseling sessions to students who are experiencing intermittent difficulties adjusting to academic, social, interpersonal or family issues. It is the goal of the department to help students resolve these problems in as timely a fashion as possible. This can often be accomplished in a few sessions or by meeting with a student over a more extended amount of time for periodic “check ins”. This level of service is offered to all students.

In some cases, a student’s emotional needs cannot be addressed by providing short-term adjustment counseling. Whenever a student’s issues require more frequent psychological treatment, parents/guardians will be billed for their children’s counseling sessions. The fee for individual counseling is \$50.00 per session, and will be billed on a monthly basis. The business office will supply the parents/guardians with documentation to assist in seeking reimbursement from insurance carriers.

### **Confidentiality, Safety, and the Limits of Confidentiality**

Except in emergency cases, parents’ permission is usually obtained before intervention is initiated. For counseling to be useful, it is important for students to feel safe discussing personal information with their counselor. This can involve topics such as peer and family relationships, academic problems, sexuality, use of substances, as well as problematic affective states. In general, counselors encourage students to seek the advice and assistance of their parents as a primary course of action, while at the same time respecting and observing the privacy interests of the students.

A counselor is legally and ethically bound to maintain confidentiality of all communications with the student and the student’s family. A counselor, however, may seek consultation about a case from other members of the counseling department and, at times, may discuss treatment with pertinent Landmark staff members.

Written permission from parents or guardians is required before sharing information with a person or agency outside of Landmark School, except in cases involving the safety of the student or others. In those instances of risk, some level of disclosure would be necessary, but only to those who are closely and directly responsible for the care and safety of the individual, or who are entitled to notice as a matter of law. Parents’ notification may not be required in some court proceedings, or for audits from different governmental agencies.

## **Needs Assessment Notice:**

The Office for Child Care Services, a child advocacy agency of the Commonwealth of Massachusetts, mandates that an assessment of the socio-emotional needs of each new residential student be conducted, to ensure that s/he receives the support needed to make the Landmark experience a positive one. Members of the counseling department typically complete this evaluation process during the first month of school. If you have question or concerns, or if you have information that might help in making your child's experience a more positive one, we hope that you will call us to share your thoughts. If your child has received services in the past to address his/her emotional needs, please send this information as well. **If for any reason, you do not want your child to be part of this process, please call the counseling department with that request.**

## **Protocol for Prevention of Violence to Self or Others**

Any school employee who is concerned about a student's potential risk for self-harm or violence to others will report to his/her supervisor.

A staff member should remain with the student until a counselor, or administrator arrives, or until a staff member can accompany the student to the counseling department.

If the student is in possession of lethal means, the area should be secured as best and as quickly as possible. Other students should be prevented from accessing the area. Lethal means should be removed whenever possible. It is usually best to call a trained law enforcement officer to remove lethal means.

A member of the counseling department will carry out a risk assessment.

The counselor will develop a plan, in coordination with the family and school administration. This may include follow-up by the Landmark counseling department, referral to an outside agency or therapist, evaluation for hospitalization, and/or any other intervention deemed appropriate.

Parents are always notified when there appears to be any risk of harm to self or others, unless such notification would exacerbate the situation. The person notifying the parents will either be a member of the counseling department, or an administrator.

If the situation requires transportation to a hospital emergency department, the student will be accompanied by the administrator on call, or the parent/guardian.

No student will be sent home alone or to an empty house.

If a parent or guardian refuses to obtain services for a student up to age 18, and the student is believed to be at risk for self-harm or harm to others, a report will be filed with the Department for Children and Families (DCF) for neglect.

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.

## HEALTH CENTER

The Landmark School Health Center staff attends to the medical needs of the Landmark Community. We are constantly on the look-out for unhealthy lifestyle choices for our students, and continue to be vigilant about substances which may be misused knowingly or not. The Health Center is located on the first floor of Bain and is open Monday through Thursday from 7:30 a.m. to 10:00 p.m. Friday the Health Center is open from 7:30 a.m. to 4:30 p.m. Sunday the Health Center is open from 5:00 p.m. to 10:00 p.m. The school physician, the Beverly Hospital Emergency Room, and other specialists are available at all times for residential student appointments and emergencies. During the weekends, the Health Center is open, for medication distribution.

Saturday and Sunday from 10:00 a.m. to 12:00 p.m., 2:00 p.m. to 3:00 p.m., 6:00 p.m. to 7:00 p.m. and 9:30 p.m. to 10:30 p.m. Medications are distributed by trained, non-licensed personnel, under the supervision of an R.N. on call 24 hours.

Appointments for residential students with private physicians or nurse practitioners outside of Landmark are paid through deductions from a student's bank account, as are prescription medications authorized by a physician. Parents/guardians with medical insurance need to provide such doctors with the appropriate forms in order to seek reimbursement.

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

1. All allergy injections are given at the physician's office after classes. Payment for such medical service must be arranged by Parents/guardians directly with the school doctor's office.
2. Medications: All medications, prescriptions and over-the-counter, are to be dispensed by Health Center staff. The Health Center is also well stocked with a variety of over-the-counter medications. Prescriptions will be filled at a local pharmacy and charged to student accounts. Weekend medication is packaged by a school nurse and should be picked up at the Health Center. **Empty medication packages should be returned to the Health Center Sunday evening.**

3. The Health Center staff will determine whether a student is to remain in the Health Center for illness or be excused from a specific class or sport, unless there is a note received from the Parents/guardians or physician. If a student is a bed patient for the day, he or she will not be permitted to participate in afternoon activities.
4. Whenever necessary, Parents/guardians will be notified by a written health report or telephone call to keep them informed of medical problems.
5. Due to the popularity and misuse of unhealthy attributes of so called “energy drinks”, we have placed a moratorium on all such liquids on campus.

### **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.

## **SUBSTANCE USE POLICIES**

### **General Statement of 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 will subject the student to discretionary or random urinalysis or breathalyzer tests as a deterrent and/or in response to suspected use. Enrollment is contingent upon a signed abstinence contract. All students should anticipate being asked to participate in this process. Approximately 10-20 students are tested on a weekly basis. This is our commitment to you.

Substance use is viewed first as a health and safety issue rather than a cause for immediate dismissal. Landmark views substance use and abuse as a problem which is the responsibility of the entire community including the individual, his or her family, peers, and the school. Only by working together can we create a safe and positive learning environment for our students. Therefore, when school personnel suspect that a problem with substance use exists for a student, it is the school's policy to notify Parents/guardians of this concern. Landmark expects that Parents/guardians want to know of the school's concern and, furthermore, expects the cooperation of the family in overcoming such a problem.

The school's goal is to intervene early in an individual's use or suspected use of substances in an effort to stop the progression of a potentially harmful set of behaviors. Towards this end, Landmark has established a course of action involving members of the teaching staff, counseling department, and administration, whose primary goal is to enable substance-involved students to receive help. Landmark will initiate a series of steps, or interventions, of increasing intensity which alert the student and his or her Parents/guardians to the concern that the school community has about that student's relationship with alcohol or other drugs.

A member of the staff will also make recommendations to the student and his or her family to formulate an appropriate treatment program and to provide support and information for Parents/guardians. Parents/guardians and students should be aware that such a program may include recommendations for an independent evaluation and the implementation of a program of random drug testing to ascertain the student's continued freedom from substance use.

### **Illegal Drugs Defined**

The term "illegal drug" includes any controlled substance not legally obtained, and prescribed drugs not being used in the prescribed dosage or for the prescribed purpose, including drugs prescribed legally, but for someone other than the student. The term further refers to other substances (e.g. mail-order stimulants or pills, nitrous oxide, glue) which are used for other than their intended purposes. Finally, the possession of paraphernalia associated with substance abuse (e.g. tobacco rolling papers, rolling machines, pipes, "roach" clips) will be viewed by Landmark as evidence of a student's intention to use illegal drugs and will be dealt with as a suspected substance use problem.

### **Prescription and Non-Prescription Medications**

In order to assure the safe use of medication by students, **ALL** medication is to be kept in the Health Center and dispensed under a nurse's direction. Students are not to have prescription or non-prescription medication such as No-Doz, Nyquil, diet pills, laxatives, or any products containing Ephedra or Creatine in their personal possession.

*All medications that must be transported to the school from home or elsewhere must be transported by Parents/guardians or sent by two-day packet or Express Mail. Subsequently, all medications that arrive at school must be given to the on-duty nurse and accompanied by a note or explanation.*

Medications must be in a properly labeled container or in a legal prescription bottle appropriate to the individual student or the medication will not be accepted by the health center staff, and will not be administered to the student. Students should not be involved in the transportation of medications. Possession, use, or distribution of such medications by a student is viewed as a serious health and safety concern by the school. You may reach our Health Center at (978) 236-3264.

## **Household Cleaning Solutions**

The misuse of common household cleaning solutions or air fresheners creates a clear and present danger to the health and safety of students. Therefore, in accordance with our substance policies, any student found to be misusing such items will be deemed to be in violation of our substance abuse policies. In addition, students may not have household cleaning solutions or air fresheners in their rooms. All residences will be furnished with such items.

## **Sale or Distribution of Substances**

Sale or distribution of illegal substances is regarded as a serious infraction against the health and safety of members of the school community. Students found to be involved in what is believed to be the sale or distribution of alcohol or other drugs to fellow students, either at school or while on a school-sponsored activity, may be immediately dismissed from Landmark.

## **Possession , Use of Substances or Tampering with/Falsifying urine sample**

A. First Offense: Any student determined to be in possession of or using alcohol, drugs, prescriptive or illicit, misusing household cleaning solutions, found to be in possession of related paraphernalia, or caught tampering with or falsifying a urine sample will be required to take the following steps, at parental cost, in order to remain in attendance at Landmark. **N.B. Offense status remains in effect for 12 months from the date of the infraction.**

1. The student will be suspended for five days and will lose the residential privileges within his/her program for a discretionary period. The student is subject to drug testing thirty days from the first infraction.
2. Upon the student's return from suspension, he/she will be required to complete an interview with a substance abuse specialist under consult to Landmark. The purpose of this initial interview will be to determine the level of potential involvement with substances and to provide the family with recommendations as to any further need for intervention. The school does not recommend, and may not accept the findings of, an independently conducted evaluation.

3. If, in the opinion of the substance abuse specialist, the student is determined to be dependent on substances or engaged in behavior that is deemed by Landmark to constitute a high risk, the student will be required to withdraw on a leave in order to undergo an approved plan of treatment for substance dependence. "High risk" is defined as a student who is engaging in high levels of substances which may be determined by the substance abuse specialist or by positive test results. Any student being considered for re-entry into the school must meet the following conditions:
  - a. The student's treatment program must be approved by the school.
  - b. The school must have received results of at least four random drug screens, two of which must have been taken within two weeks prior to the student's re-entry.
  - c. The school must have received written confirmation of the student's successful completion of the treatment program.

Having met the aforementioned conditions, the student will then participate in re-entry interviews in order to determine his/her readiness to return to Landmark.

4. If the initial assessment does not indicate substance dependence, the student will then be required to participate in a six-session substance abuse psycho-educational program designed to address such issues as experimentation, substance use and abuse as well as other related issues of adolescence. This occurs at the school with the fee for service paid by the parent/guardian. If drug testing is conducted in conjunction with a rehabilitation program, the results must be forwarded directly to the school. During the psycho-educational program, the substance abuse specialist will continue to assess the student's level of involvement with substances, and if it is determined that the student is substance dependent or engaged in behavior deemed by Landmark to constitute high risk, the student will again be required to withdraw on a leave in order to undergo a substance treatment program as outlined above in paragraph three.

**The unwillingness or inability of a student or a student's family to work cooperatively with Landmark in carrying out the steps outlined above will initiate a process leading to the student's dismissal.**

- B. Second Offense: Any student determined to be for a second time (within a 12 month period from the first offense) in possession of or using alcohol, drugs, prescriptive or illicit, misusing household cleaning solutions, found to be in possession of related paraphernalia, or caught tampering with or falsifying a urine sample will be dismissed from Landmark School.

## **Knowingly Being in the Presence of Substances**

A student who is present where he/she knows illegal substances and/or alcohol are being used will be deemed at risk for substance use. Therefore, a student caught knowingly in the presence of substance use will be referred to the Disciplinary Committee and may have the situation treated as a first offense. Should the Disciplinary Committee deem the situation an infraction of the substance use policies, the student will be subject to the aforementioned procedures. Accordingly, a second incident will result in dismissal.

## **Response to Suspected Procurement or Use or Abuse of Drugs**

In cases where there is suspicion, but no irrefutable evidence of drug or alcohol use, or procurement, the school reserves the right to take certain actions on behalf of the suspected student(s). Such actions may include any or all of the following: intervention by faculty members known to be close to the student(s), interview by a substance abuse counselor, participation in a counseling program, drug testing, and/or a leave of absence from the school and participation in a substance abuse program.

Students and Parents/guardians should be aware, however, that irrefutable evidence of drug or alcohol use need not always be present before dismissal can occur. A student may be dismissed if it is felt that repeated incidences of suspected abuse suggest a patterned inability on the part of the student to disassociate him/herself from persons who, and situations which, raise suspicion and to adapt to a healthy and acceptable life style at Landmark.

In all cases, Parents/guardians will be fully apprised of the situation throughout the intervention and disciplinary process. The school will assure that the principles of due process are observed at every stage. IEP, Team, or Emergency Team meetings will be held as necessary or required.

## **Voluntary Admission of a Substance Abuse Problem**

The school will strongly support any student who comes forth to voluntarily seek help for a substance abuse problem. The program coordinator will assist the student in formulating an appropriate treatment program, arrange for access to community resources when necessary, and provide support and information for Parents/guardians.

While it should be noted that no disciplinary action will be taken in the case of a student asking for help in overcoming a substance problem, the standard policies and procedures outlined will be followed for any substance use following this admission. A student may not voluntarily admit to use as a means to circumvent the disciplinary procedures. An admission and request for assistance must precede a disciplinary investigation.

## **USE OF TOBACCO PRODUCTS**

The policy of the school concerning tobacco use by its students conforms to its philosophy concerning the use of other addictive and/or habit-forming substances. It is also consistent with state laws which prohibit the use of tobacco by minors. It has been clearly established that tobacco users are at serious risk for any number of chronic physical illnesses and that the presence of "second hand smoke" constitutes a health hazard and frequently an annoyance to non-smokers. In addition, nicotine is now recognized as a powerful addictive agent. Recent research on substance abuse in young people has shown that, because tobacco use has been legitimized by society, it has become a "gateway" drug for adolescents leading to the subsequent use of other substances the risks of which are far more immediate.

**Therefore, the policy of Landmark School is that NO tobacco products may be used by any student enrolled at Landmark, including those above the age of eighteen.**

No student will be allowed to possess tobacco products, including chewing tobacco, or tobacco paraphernalia including rolling papers, lighters, matches, pipes, or empty packs, at Landmark 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 tobacco policy as it relates to students, Landmark has declared itself to be smoke-free, and does not allow the use of tobacco 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 TOBACCO PRODUCTS.**

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

Suspected Use: Exhibited by behavior or odor - will result in a notification letter to Parents/guardians and a discretionary loss of privileges.

First Offense: A meeting will be held with the student. His or her Parents/guardians, and in the case of publicly funded students, representatives of the funding agency, will be notified of the meeting in writing. The purpose of the meeting and notification will be to reinforce Landmark's serious concern and to seek individual solutions aimed at intervention. The residential student will be subject to a two level reduction of privileges. Day students will have free time restrictions. **N.B. Offense status remains in effect for 12 months from the date of the infraction.**

Second Offense: A student using tobacco a second time will be suspended for three school days and a written warning issued. The intervention program will be evaluated and the student's commitment to his educational program will be evaluated. Alternative school placements will be explored. The day student will be subjected to free-time restrictions, and the residential student will be subject to reduction of privileges to level 1. **N.B. Offense status remains in effect for 12 months from the date of infraction.**

Third Offense: Following a third tobacco offense, the student will be dismissed from Landmark School.

**GIVEN THE HEALTH AND SAFETY RISKS ASSOCIATED WITH SMOKING OR LIGHTING OF ANY MATERIAL WITHIN A RESIDENTIAL STRUCTURE, ANY STUDENT FOUND ENGAGING IN THIS PATTERN OF BEHAVIOR WILL BE DISMISSED FROM LANDMARK SCHOOL.**

## **DISCIPLINE CODE**

### **Statement of Philosophy**

Discipline at Landmark is based on our belief that a structured, caring environment contributes most effectively to the growth of our students. During the admissions process, acceptance criteria are based on the belief that applicants will be able to accept and live by the stated policies and procedures. The discipline process is established from the outset on the assumption that the students' handicapping conditions **do not** require modifications of the rules and regulations outlined in this student handbook or stated elsewhere in Landmark publications. We believe that these procedures and policies meet the requirements of the various states who sponsor publicly funded students at Landmark. Discipline procedures do comply with Massachusetts Department of Education Regulations for Private Education Schools (603 C.M.R. Section 18.00). In keeping with the mission of the school, discipline is individualized, and more serious infractions are dealt with on a case-by-case basis through the Standards Committee.

It is our commitment and belief system to work with the students as they arrive at Landmark School. In this endeavor we challenge students to strive toward truthfulness. While we may understand the reasons for being dishonest, we hope to empower our students to be truthful by teaching that they can survive the experience of being honest. Being truthful does not exonerate an individual from being responsible for the consequences of their actions. It does, however build trust.

**The focus of discipline includes:**

- ensuring that the student recognizes the behavior as inappropriate by providing any needed discussion,
- clarifying alternatives to the inappropriate behavior,
- assigning consequences to reinforce the importance of proper conduct.

**Statement of Procedure**

At the beginning of each school year, and in accordance with Dept. of Early Education and Care, the Counseling Department at Landmark performs an initial screening of all new students to determine any possible counseling needs and to let the students know that counseling services are available. This Needs Assessment is used by the school to continue to track and monitor the students who show adjustment problems. It is often the basis of further discussion with and about the student. Parents/guardians are asked to sign a permission form at the beginning of the school year allowing the counseling staff to conduct the Needs Assessment.

There exists a range of consequences assigned to students who have engaged in inappropriate actions to help them fulfill their responsibilities.

- Homework make-up sessions after class,
- Detention sessions after class,
- Daily class and/or residential sheets to monitor performance,
- Temporary loss of privileges,
- Temporary loss of travel permission,
- Assignment to a work project,
- Academic or Residential Probation,
- Financial restitution for property damage,
- Suspension,
- Dismissal.

Problem-solving and strategy planning sessions to develop alternatives to inappropriate behavior can include a faculty member, the Dean of Students, Assistant Dean of Students, Academic or Residential Case Manager.

- Involvement of a counselor, either at Landmark or elsewhere,
- Involvement of Parents/guardians,
- Involvement of the public school contact person,
- Informal use of peers,
- Formal use of peers via the Student Judiciary Board,
- Formal meeting of the Standards Committee.

### **Standards Committee**

An assessment by the Individual Educational Plan (IEP) Team is conducted at the very beginning of the Standards Committee (SC) process which includes all the regular members of the SC and/or Team, and may include a formal or informal clinical evaluation of the student. The assessment would determine whether the student's handicapping condition (a specific language-based learning disability) is contributing to, or causing, the inappropriate or troublesome behavior. The findings of this assessment are incorporated into the Standards Committee process. The IEP Team then considers an action plan on a case-by-case basis. The student has the opportunity to speak to the members of the Standards Committee, as do the Parents/guardians and other concerned or involved parties.

A Standards Committee may be composed of the following voting members:

- Headmaster or his designee when termination or change of placement is a possible outcome,
- Program Director,
- Dean of Students, Assistant Dean of Students,
- Case Managers (Academic and Residential),
- Public School Liaison (as appropriate).
- Campus Director
- Academic Dean
- Faculty Representative

Non-voting members can include counselors, involved teachers and/or non-Landmark personnel including public school representatives. The decision of the Standards Committee may result in any one or a combination of the following outcomes:

- Reprimands and warnings
- Voluntary work project
- Probationary status

- In-house suspension
- Academic probation
- On-campus counseling for inappropriate behavior/smoking/substance abuse
- Enrollment in off-campus programs for smoking/substance abuse/eating disorders
- Medical leave
- Out of school suspension
- Termination or dismissal

## **Descriptions of Discipline**

### **Work Project**

Work detail involves cleaning, grounds maintenance, or other work around the school community. Work details are deemed strictly voluntary. A student is not mandated to do work details.

### **Detention**

Detention may be assigned by a Campus Director, Academic Dean, Dean of Students, Assistant Dean of Students, Case Manager, Houseparent or Department Head. Sessions meet after school.

### **In-House Suspension**

1. No participation in the regular day-to-day routine, including classes,
2. Assignment of community service on campus,
3. Make-up of missed class work in a structured study hall.

### **Suspension/Expulsion/Termination**

If a student's presence imposes a continuing danger to persons or property, or threatens to disrupt the academic or residential process, the student may be immediately suspended and removed from the school premises.

When a student on an IEP accumulates ten days of suspension in a school year, the Public School Liaison and LEA Special Education Administrator will be notified. The Administrator will then conduct a team review of the student's IEP to determine the appropriateness of the student's placement or program. If the Evaluation Team concludes that the student's conduct is directly related to the student's disability or is the result of an inappropriate special education placement, or is

the result of an IEP not fully implemented, then the IEP will be modified to reflect a new program designed to better meet the student's needs. Following parental approval, the student will be placed immediately in the new program.

If the Team concludes that the student's misconduct was not related to the student's handicapping condition or the result of an inappropriate special education placement, and that the original IEP was fully implemented, then an amendment to the IEP will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion; and the original IEP will be modified to reflect a long-term plan (including discipline code expectations) designed to ensure the student's attendance in a special education program.

The Department of Education will review all the information presented by the school officials and will approve or reject the alternative plan. The Department of Education must approve all requests for suspension of students with IEPs, if those students have accumulated more than five days of suspension in a school year.

An appeal process may be pursued following a disciplinary decision. A written letter of appeal must be submitted to the Headmaster within one week of the meeting. Once reviewed, an appeal meeting will be scheduled.

Landmark views its dismissal policy as very serious and crucial to the integrity and quality of the school environment. Though sometimes a painful experience, we believe that an end point must exist in any disciplinary process. During the termination process, the school will assist Parents/guardians as best it is able to identify an alternative school placement. Landmark will make every attempt to follow all regulatory procedures including, when prescribed, holding a student for a period of time until an appropriate alternative placement can be found.

Landmark has established the following section to aid Parents/guardians 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 on or off campus or any school trip or activity. This includes conduct deemed to be dangerous, harmful or threatening to others or to the Landmark Community.

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 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.
14. Vandalism.
15. Lighting of any substance in, under, or on a school building; including cigarette smoking.
16. Possession of any item which may be used as or deemed to be a weapon.

### **READMISSION POLICY AND PROCEDURE**

1. Readmission will be considered only at the beginning of the September and January terms or the Summer Session and must have followed a period of at least eight full weeks away from the school by the dismissed student.
2. A readmission committee consists of the Headmaster (or in his absence, his designee), the Director of Admissions, the Campus Director, the campus Academic Dean, the student's Residential and Academic Case Managers, the Dean of Students, and the Assistant Dean of Students. The Director of Admissions serves as liaison between Parents/guardians and Landmark School with regard to readmission.
3. The nature of the offense which results in dismissal may disqualify a student from readmission if it is regarded by the Standards Committee as sufficiently serious in nature to effect a final dismissal. Such offenses may include substance abuse and/or distribution of substances and threats or acts of violence. A student dismissed from Landmark twice, for any cause or causes, is precluded from consideration for readmission.

4. A student who desires to be readmitted to Landmark must submit a letter of appeal which contains his/her reasons for requesting readmission as well as any further statements which he/she feels the committee should consider. This letter should be addressed to the Director of Admissions and be received within ten days of dismissal.
5. The student is required to submit letters of reference from schools or institutions attended during the absence, or if the student was employed, from his/her employer. Evidence of school work completed may also be required.
6. The readmission committee will conduct an on-site personal interview with the reapplying student before making its decision on readmission.
7. A unanimous vote of the committee is required to effect readmission.
8. In all cases, Landmark School encourages Parents/guardians of students who have been dismissed to engage in discussions with the guidance personnel and/or the appropriate Campus Director with regard to alternative placements.

### **WHO'S WHO AT LANDMARK HIGH SCHOOL**

412 Hale Street  
Prides Crossing, MA 01965

#### **MAIN SCHOOL NUMBER (978) 236-3010, THEN USE EXTENSIONS LISTED BELOW:**

Or direct dial: (978) 236-individual extension

**GENERAL INQUIRIES:** Cal Zelenka x3292  
Academic Administrative Assistant  
(Parents/guardians Day/Calendar questions)

**HEAD OF HIGH SCHOOL:** Chris Murphy x3302

**PUBLIC SCHOOL  
LIAISON:** John Feerick x3315

**ACADEMICS:** Henry Willette - Academic Dean x3252  
Tim Mahoney - Assistant Academic Dean x3267

**PREPARATORY SCHOOL:** Suzanne Crossman - Director of Prep Program x3307  
Colleen Kelleher - Assistant Prep Director x3257

**ACADEMIC CASE  
MANAGERS:**

M.G. Foster - Supervisor Coordinator x3275  
Aubyn Chadwick x3272  
Julie DeFranco x3310  
Marla Dennehy x3230  
Caitlin Genetti x 3326  
Brett Hall x3412  
Adam Hickey x3290  
Kaia Johns x3323  
Gail Kent x3279  
Anne Kinigstein x3288  
Dave Loeper x3276  
Ariel Martin-Cone x3209  
Candis Mitchell x3289  
Sallie Pettengill x3278  
Billy Swift x3424

**DEPARTMENT HEADS:**

Christine Barrett, Courtenay Macaulay – Early Literacy x3284  
Erika Donovan – Expressive Language x3317  
Janet Parady – Language Arts x3273  
MG Foster – Reading x3275  
Jason Mansfield – Communications x3241  
Robin Day-Laporte – Study Skills/Early Childhood x3309  
Jennifer Sauriol – Mathematics x3247  
Daniel Crossman – Science x3304  
Harry Dudley – History x3268  
Beth Jamieson – Visual Arts x3319  
Richard Fish – Performing Arts x3293  
John Schwechheimer – Physical Education x3306  
Bill Chamberlain – Technology x3421  
John Fettig – Auto Mechanics x3320  
Paul Schwartz – Woodworking/Boat Building x3231

**GUIDANCE  
DEPARTMENT:**

Connie Theokas – Guidance Director x3318  
Robert Dean - Guidance Counselor x3325  
Michael Brown – Guidance Counselor x3295

**LIBRARIAN:**

Amy Veling x3254

**STUDENT LIFE:** Robert B. Genetelli, Jr. - Dean of Students x3261  
Andrea P. Meade - Assistant Dean of Students x3243  
Scott Jamieson – Assistant Dean of Students x3372  
Jean Crane - Assistant to the Dean of Students x3274  
(student affairs, travel, activities, student bank)

**RESIDENTIAL CASE MANAGERS:** BAIN – Michael Gaeta x3431  
CAMPUS COTTAGE – Carlton Winslow x3433  
LOPARDO 1 – Kevin & Catherine Roberts x3242  
LOPARDO 2 – John & Lauren Michaud x3334  
PORTER – Victor & Julie Fidler x3263  
WILLISTON – Rebecca Wing x3432  
WOODSIDE – Courtenay and Todd Macaulay x3430

**CAMPUS COORDINATORS:** (coordinate all campus activities after 3:00 p.m. and weekends)  
A- Team; Matt Murphy x3255  
B- Team: Guido Meade x3255  
C- Team: Tucker Harrison x3255  
D- Team: Chase Collins x3255

**COUNSELING:** Helene Dionne - Director x3298  
Roberta DeCruz x3245  
Jim Kent x3240  
Tom Wellwood x3314

**CHAPLAIN:** William Ferguson x3322

**MEDICAL:** Georganna El Heneidy, R.N. – Director x3264  
Sally Gagnon, R.N.  
Paula Deffer, R.N.  
Deb Comeau, R.N.

**ATHLETICS:** Brooke Sumner – Athletic Director x3297  
Brian Doherty– Assistant Athletic Director x3263

**ATHLETIC TRAINER:** Mike Murphy, MS, LATC x3233

ACADEMIC OFFICES FAX: (978) 921-0361  
 PREPARATORY PROGRAM FAX (978) 927-5576  
 RESIDENTIAL OFFICES FAX (978) 927-7609  
 HEALTH CENTER FAX (978) 232-9546

**RESIDENTIAL NUMBERS:**

Residence name	Number	Residence name	Number
Bain Hall	236-3384	Campus Cottage	236-3381
Bain Hall	236-3385		236-3380
Lopardo 1 (1st fl)	236-3381	Porter House	236-3379
Lopardo 1 (2nd fl)	236-3377		236-3378
Lopardo 1 (3rd fl)	236-3374	Williston Hall (1st fl)	236-3391
		Williston Hall (2nd fl)	236-3389
		Williston Hall (2 <sup>nd</sup> fl)	236-3390
Lopardo 2 (1st fl)	236-3386	Woodside Hall (1st fl)	236-3375
Lopardo 2 (2nd fl)	236-3384	Woodside Hall (basement)	236-3376
Lopardo 2 (3rd fl)	236-3388		

**Mandatory After School Activities**

Landmark believes that success-oriented programming must also thrive in non-classroom settings. An array of recreational offerings is available. An intensive program of **mandatory** after-school activities for residential students has been implemented and provides opportunities for students to interact closely with faculty and other students, to learn new skills, accept leadership, face challenges, and build self-confidence.

The following activities will be available and guidelines in force for all High School residential students:

**SPORTS**

<u>Male</u>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
	Cross Country	Basketball (V & JV)	Baseball
	Soccer	Wrestling	Tennis
	Golf	Swimming	Lacrosse

<u>Female</u>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
	Cross Country (V & JV)	Basketball (V )	Lacrosse
	Soccer	Wrestling	Tennis
	Golf	Swimming	<b>Softball</b>

**OTHER ACTIVITIES AVAILABLE TO ALL STUDENTS:**

Art/Photography, Painting, Woodworking, Computers, Music Lessons, Auto Mechanics, Mtn. Bicycling, Cooking, Weight Training, Golf, Confidence Course, Employment, YMCA, Aerobics, Church Youth Group, Student Council, Community Service, Coffee House, Kayaking, Indoor Rock Climbing, Games Club, Study Hall, Drama, Technical Theatre, Dance (tap, jazz and ballet classes), Step Dance, Music Lessons, Voice Lessons, Gay /Straight Alliance, Skateboarding.

**After-School Activity Requirements**

1. Participation by all residential students in an after-school activity program is mandatory, Monday through Thursday. All residential students must participate in at least one season of a team activity. This requirement may be fulfilled in any of the sports programming or an ensemble activity. Students may fulfill the after school activity requirement through any of the activities listed or they may create and propose to the After-School Activity Coordinator and the Dean of Students a combination of available activities on pages 18 and 49. Any student who does not attend his/her activity will be confined to his/her room for the remainder of the activity period and evening free time. Students excused due to illness or injury must have a note from the Health Center and/or the Athletic Trainer. Injured athletes are required to attend practice and lend support to teammates. Students too ill to participate are understandably confined to their dorm during free time.
2. Students will not be offered the opportunity to create an Independent Activity Proposal the first season. Following the first season, a student who is level 5 or higher may apply for an Independent Activity.

3. The Activity Committee and the Dean of Students will:
  - approve or deny independent study requests,
  - approve or deny all requests for independent activity proposals,
  - monitor attendance for all activities.
  
4. All independent activity proposals must:
  - be written, stating the activity and a daily contact person for the Activity,
  - be approved by either the Dean of Students or the Assistant Dean of Students.
  
5. If, for any reason, a student terminates his/her involvement
  - the first time, the Dean of Students will reassign the student.
  - the second time, the student will be reassigned to a study hall for the remainder of the season.
  
6. The Dean of Students will become involved in any instances of non-compliance.

### **Privilege System**

Dear Residential Student:

Landmark's High School has instituted a Privilege System which is based on a continuum of skills and allows and encourages students as they rise to progressively higher levels within the system to acquire more privileges and practice greater responsibility to the school community. Conversely, disciplinary infractions may result in movement to lower levels and a loss of privileges. The system is composed of six levels each of which is subdivided into three areas: (1) privileges which may be earned, (2) how those privileges can be earned, and (3) how to retain privileges. The specific privileges and the progression in which they are earned are based on the acquisition of those appropriate developmental skills needed to maintain a student's commitment to academic and residential responsibilities.

## HIGH SCHOOL PRIVILEGE SYSTEM

### LEVEL ONE

- 6:45 AM wake-up by staff
- 7:30 AM must leave dorm and room must be checked out by staff
- 8:00-9:30 PM structured study hall in classroom with staff in building
- 10:00 PM bedtime -must be in bed with lights out

### LEVEL ONE

To obtain these privileges, you simply have to be accepted at Landmark

#### **At this level you must:**

- maintain strict adherence to the dress code respond appropriately to faculty
- demonstrate a constructive attitude toward the school.
- refrain from disciplinary issues -must meet all time expectations

If you have difficulty meeting these expectations more than once in a week you will not receive additional privileges, and there may be disciplinary consequences for not maintaining minimal expectations.

You must maintain this level for a minimum of one week.

### LEVEL TWO

- Independent wake-up - you must get yourself up
- 7:30 AM must leave dorm and room must be checked out by staff
- 8:00-9:30 PM structured study hall in dorm room with door fully open
- 10:00 PM bedtime – must be in bed with lights out.

### LEVEL TWO

#### **At this level, you must:**

- have met all the expectations of level 1 and demonstrate a higher level of productivity in your classes
- have gotten up and out on time in the morning
- have gotten to bed on time at night
- continue to maintain strict adherence to the dress code
- respond appropriately to faculty
- keep your room clean and organized
- have demonstrated the ability to complete dorm jobs
- maintain productivity in your classes/studyhall
- demonstrate a constructive attitude toward the school.

If you have difficulty meeting these expectations twice in one week you will lose these privileges.

You must maintain this level for a minimum of two weeks.

### **LEVEL THREE**

- Independent wake-up - you must get yourself up
- Independent Check-out but must leave dorm by 7:30 AM
- 8:00-9:30 PM structured study hall in dorm room with door fully open
- use of headphones during study hall
- able to read on your bed
- bedtime – contingent upon age:  
13-14 yrs. old 10:00 pm  
15-16 yrs. old 10:30 pm  
17 up 11:00 pm

#### **At this level you must:**

- have met all the expectations of previous levels and demonstrate a higher level of independence and responsibility
- have gotten up and out on time in the morning with no staff assistance or reminders
- continue to maintain strict adherence to the dress code with no dress code violations
- continue to maintain a clean and organized room
- be productive and behave appropriately in study hall
- have no concerns with homework
- remain awake and productive throughout the study hall period
- remain in your room during study hall without disturbing others, unless seeking help from staff
- be responsible for medication compliance and other health issues

Difficulty meeting these expectations twice in one week will result in the loss of these privileges.

You must maintain this level for a minimum of two weeks.

### **LEVEL FIVE**

- Independent wake-up/Check out
- 7:30 AM you must leave dorm
- 8:00-9:30 PM QUIET TIME IN ROOM
- use of headphones during quiet time
- open "food ordering" privileges
- bedtime – contingent upon age:

#### **At this level, you must:**

- adhere to the prior expectations
- be considerate of others and their needs
- be respectful of your peers
- have demonstrated a very high level of independence
- have demonstrated an appropriate level of money and time management.
- be respectful of staff and peers
- demonstrate appropriate self-advocacy skills
- be responsible for medication compliance and other health issues

13-14 yrs. old 10:00 pm  
15-16 yrs. old 10:30 pm  
17 up 11:00 pm

- students may have 3.0 cubic refrigerator
- may have TV/DVD
- may move between Computer Lab and room during study hall, with staff permission
- may receive internet access in their room
- may have a fish tank in their room with permission of HP

It is at this level that your privileges are awarded by a vote of residential and academic staff.

At this level, it is expected that you have developed and practiced the necessary skills to meet these expectations without difficulty. Trust is paramount at this level.

Should your attitude or actions inhibit others or if you are knowingly in the presence of others who are not meeting expectations or violating school policies you will be subject to a loss of privileges.

A minimum of six weeks of meeting these expectations is required for application to the next level. Additionally, permission of Academic Supervisor and teachers needed to apply to level 6.

## Level 6

Level 6 is designed for the student who easily meets, maintains, and masters the skills of the current level system including level 5. It is for the student who possesses a natural ability through his/her own maturity to positively impact the Landmark Community. This individual maintains all expectations of the system, both academic and residential seemingly effortlessly. He/she is involved in the sports and activities programs, willing to volunteer and seeks to enrich this community without asking for rewards. This individual is characterized by a deep commitment to self and community. In essence, they naturally go above and beyond the expectations. Students who reach and maintain level 5 should perceive themselves as having mastered the system and feel the accomplishment they have earned. Students seeking to apply for Level 6 need to submit a letter of intent outlining the reasons he/she believes they are ready for level 6. In addition, students need to submit three letters of recommendation and outline the community service projects they have completed and highlight those you continue to participate in.

### LEVEL 6

- Independent wake-up/ Check out
- 7:50 am you must leave dorm
- 8:00-9:30 PM QUIET TIME in your room and may move between computer lab and room during study

### At this level, you must:

- continue to adhere to the prior expectations diligently.
- be considerate of others and their needs
- assure that sound levels remain appropriate at all times
- have demonstrated a very high level of independence

- hall, with staff permission
- may have tv/vcr/dvd
- open food ordering
- students may have 3.0 cubic refrigerator
- student may install phone
- 12:00 AM bedtime
- May receive internet access in their room
- may have a fish tank in their room with permission of HP

- have demonstrated an appropriate level of money and time management.

Accepting this level is a direct statement from you that you are ready to do what you should and not simply take advantage of the lack of supervision to make inappropriate choices.

Should you have difficulty meeting these expectations twice in two weeks you will lose these privileges. (one warning in two weeks).

#### **Seniors at Level 6 additional privileges**

- sign off campus until 9:30 PM, check in with Duty Office when signing out and upon return
- 8:00 – 9:30 QUIET TIME, do not have to be in room and have option of being in room/dorm or Lopardo Lounge
- 10:00 PM curfew (must be in dorm at that time)  
No bedtime or room curfew

### **Student Advocates Program**

The Student Advocates Program was instituted at Landmark in the fall of 1994 and has become an excellent resource for Landmark students. The program is part of the Communication Department of Landmark School. Student Advocates faculty meet three times a week with a select group of students who are trained in the “team approach”. This elective class provides the Student Advocates with the essential training and support to meet the three objectives of the program.

First: Student Advocates educate others about living with a learning difference by sharing experiences as well as analyzing and effectively explaining individual learning differences. Students and faculty visit elementary, middle and high school as well as a number of colleges each year where they make formal presentations. They also assist the Landmark Outreach Program with its various tasks.

Second: Student Advocates assist other students in understanding their own learning style by helping these students in the academic and residential settings at Landmark School.

Third: Student Advocates represent the Landmark Community. The students are traditionally a diverse group who participate in charitable fund raising activities, extra-curricular activities and peer education.

### **Student Guide to the Library**

**Mission Statement:** The Eric Alexander Memorial Library is dedicated to the education, information-gathering, and research strategies of Landmark High School students. Through the instructional resources of traditional print, media, and emerging technology formats, the Library strives to advance multiple dimensions of learning. The selection, acquisition, and circulation of library materials and equipment are curriculum-driven and scheduled for both academic and recreational enrichment.

**Hours:** Monday-Thursday 7:30 a.m. to 4:15 p.m., Friday 7:30 a.m. to 3:30 p.m.

**Contact information:** [aveling@landmarkschool.org](mailto:aveling@landmarkschool.org), 978-236-3254

**C.A.R.D. catalog link:** <http://172.16.4.35/opac/lmhs/index.html> (Note that Reference and Non-fiction books are arranged by the Dewey Decimal System and Biography and Fiction books are categorized by last name).

Please enjoy this learning space! The library is a place for study, research or quiet reading before, during and after school. Currently, there are over 8000 resources, such as eReaders, a tablet, desktops and laptops, books, magazines, and audio-visual materials for use. These are available during school hours for student, staff and parent use.

Here are some helpful tips to remember as you use the library:

- Interested in checking materials out? Please see Mrs. Veling at the circulation desk for assistance. Please, do not take any materials out of the library without seeing Mrs. Veling first
- Books can be checked out for a period of one month. Please request additional time if it is needed. There is no limit to how many books can be checked out as long as they are all being used. Please note that Reference materials are not available for circulation
- There are policies regarding eReader and tablet use. See Mrs. Veling for details

- Students have access to visual materials such as VHS/DVDs. If you are interested in accessing these materials, let Mrs. Veling know. She will set up a time for you to use the media room
- The library is open before school, during both lunches, and after school. If you need assistance finding materials, conducting research, or would like a book suggestion, let Mrs. Veling know, she is more than happy to help!
- Occasionally, some teachers place materials on Reserve for specific assignments. Students can access these Reserve materials during school hours. Reserved materials are for in-library use only
- Please remember to be considerate of others in the library. Students using the library are expected to abide by school rules (no food/drink in library, no hats, headphones or cell phone use), and will treat all materials and furnishing with respect

### **COMPUTERS- ACCEPTABLE USE POLICY**

Landmark School's computer network, communication, and internet system offers vast, diverse, and unique resources for students. Our goal in providing these services is to help promote a wide variety of educational opportunities. While this system (including all present and future technology, hardware and software) offers many benefits, the unmonitored, uncontrolled nature of the internet makes material available that is not considered to be of educational value and may be objectionable, offensive, or disturbing.

Further, the ease of interpersonal communications presents situations that can interfere with the educational process, despite the fact that they may also have great value when used appropriately. The school makes reasonable efforts to prevent unsuitable material from being accessed using content-filtering software. In addition, the school has the capability of monitoring each user's computer activity on the school's network. Even with these safeguards, it is impossible to completely prevent users from accessing all inappropriate material because of the advances made in hand held devices and future technology. Therefore it is the responsibility of each user not to intentionally access, distribute, or promote inappropriate material.

The following guidelines are offered to ensure appropriate use of school technologies:

1. School owned computers with network and internet access are available in monitored computer labs, classrooms, academic buildings, offices, staff workspaces, some residential common areas and in certain high school residential rooms with specific permission.
2. All Landmark Students must follow the directives of this acceptable use policy when using computers, hand held devices, and future technology.
3. All users are expected to use all technology responsibly, appropriately, and legally.
4. When unsure about a specific activity or website, permission from a staff member should be sought.
5. Students should use technology with the understanding that computer activity can be monitored while using Landmark's network.
6. Most electronic communication, including email, is NOT secure. Anyone with certain software can intercept and read email that was not intended for them.
7. All files and usage histories on school-owned computers are the property of the school.
8. Files and communications via email linger in our system even after they are deleted and are retrievable.
9. While files and email communications should be considered confidential, the school reserves the right to monitor any student's or employee's files and/or email when investigating possible misconduct.
10. The school has the capability of monitoring all internet activity and can produce a list of visited sites. All students who access the internet from the school should expect their activities to be randomly monitored.
11. Revealing identifying information on internet sites that are not secure, including social networking sites, presents potential security and safety issues. Communication of this kind needs to be done in a responsible, cautionary manner.

## **Allowed activities**

1. Courteous and respectful interpersonal communications using computers, hand held devices and all future technology, as long as it does not interfere with anyone's academic activities.
2. Using applicable technology for entertainment purposes in between academic periods in a manner that does not interfere with or violate the rights of any other community member.
3. Using applicable technology for academic pursuits during class with permission and monitoring from a faculty member.
4. Using applicable technology for homework, research, and academic pursuits during monitored non-academic times.

## **Prohibited activities**

1. Use for commercial purposes
2. Any actions that violate the Student-Parent/Guardian Handbook, state, or federal law or regulations (including but not limited to transmitting copyrighted or defamatory material, threatening or obscene material, or material protected by trademark or trade secret law)
3. Accessing inappropriate sites (including but not limited to pornography, degrading or defamatory commentary, drugs, gambling, violence)
4. Use for plagiarizing material
5. Downloading files unrelated to academics
6. Downloading games, music, audio, video without permission
7. Copying of school software
8. Exchanging usernames/passwords or letting others use a personal network account. If someone violates this AUP while logged on as another individual, the person whose account is being used will be held responsible. Personal accounts need to be secured by logging out after using a school computer.
9. Using profanity, hurtful commentary, harassing anyone, derogatory interpersonal communication NOTE: If an individual is the recipient of inappropriate communication, they should not respond to or delete the communication. A staff member should be alerted as soon as possible. This type of harassment is not tolerated by Landmark School. Residents and day students are both held to this expectation regardless of location of original email/text message/instant messaging
10. Changing the settings on shared systems
11. Tampering with or removing school computer hardware or software
12. Changing the desktop preferences, default settings, or the way school computers function

## **Consequences for violations**

If a student is found to be in violation of the Landmark AUP, then there is a range of consequences that may follow. Misuse of technology may also be deemed in violation of other Landmark policies and is subject to existing disciplinary procedures. See page 42 in the Student-Parent/Guardian Handbook for a complete overview of Landmark School's discipline code, page 4 in the Student-Parent/Guardian Handbook for information on academic dishonesty and page 32 in the Student-Parent/Guardian Handbook for information on harassment.

## **Protecting your Equipment**

In schools and colleges across the country notebook computers are targets for thieves. In the past we have suffered the loss of several computers. We now install an “agent” on our laptops, which is similar to Lojak for automobiles. If a computer with this agent on it is reported stolen, it can be traced and recovered by law enforcement the next time it is attached to the internet. We strongly recommend that if a child brings their own computer to campus that they have some sort of theft recovery system on it.

## **School Disclaimer**

In summation, all technology users should be constantly aware of the fact that the school's computer network and its software are corporate equipment and materials, and are to be utilized essentially in keeping with the corporate purposes and mission of the Landmark School.

## **Laundry**

Landmark School, in conjunction with E & R Laundry of Manchester, N.H., will offer students a laundry and dry cleaning service. This is a privately contracted service between Parents/guardians and E & R Laundry. Landmark is not responsible for the loss or damage of any article of clothing. Students not involved with E & R Laundry may use the coin-operated facilities on campus and students are expected to do their laundry weekly, during free time.

## **Roller Blading, Skateboarding/longboarding and Biking**

Students are required to wear an approved helmet, and ride with caution at all times. Students who fail to meet these safety requirements will lose the privilege. Students are requested to skateboard or roller blade between the classroom building and the gymnasium. At the end of the day, all “props” need to be relocated to the edge of the buildings and out of the fire lanes. Students should bike with caution and with safety of themselves and others as a primary concern. Biking is prohibited on sidewalks in front of Alexander House, on the footbridge and students may not bike across the road bridge at any time. Students will not be permitted to use these items after dark unless given specific permission by the Dean of Students.

Sample Day Pass/ Sample Weekend Pass



**DAY PASS**  
***PASS MUST BE TURNED IN 24 HOURS PRIOR TO DEPARTURE***



Student Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Date you are leaving:        /        /2009

Please circle the day that this pass is for:

Monday        Tuesday        Wednesday        Thursday        Friday        Saturday        Sunday

When are you leaving?: \_\_\_\_\_

When are you coming back?: \_\_\_\_\_

How are you getting there?: \_\_\_\_\_

Who is driving?: \_\_\_\_\_

Where are you going?: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Who is going with you? \_\_\_\_\_

What are you doing?: \_\_\_\_\_

Houseparent Approval: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Weekend Pass



**WEEKEND PASS**  
Due by Wednesday 10 p.m. before the weekend off campus.



Dorm, please circle.

Bain    Buchan    Cottage    Lop. 1    Lop. 2    Porter    Williston    Woodside

Student Name: \_\_\_\_\_

Destination: Who will you be with? \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parents' permission to travel: staff signature: \_\_\_\_\_

Date leaving Landmark: \_\_\_\_\_ Circle day leaving campus.

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Please check appropriate travel arrangement:

\_\_\_\_\_ South Station Van, 3 p.m. in front of Lopardo.

\_\_\_\_\_ Beverly Depot Van, 3 p.m. in front of Art Center.

\_\_\_\_\_ Taxi, picked up at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Car, picked up by \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Logan Airport, Airline \_\_\_\_\_

Flight # \_\_\_\_\_ Departure time: \_\_\_\_\_ a.m./p.m.

Date returning to Landmark: \_\_\_\_\_ Circle day returning to campus.

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

Please check appropriate travel arrangement:

\_\_\_\_\_ South Station Van, pick-up at 5:30 p.m.

\_\_\_\_\_ Beverly Depot (call 1 800 829-8691 for a ride)

\_\_\_\_\_ Taxi, arriving at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Car, dropped off by \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Van from Logan, Airline \_\_\_\_\_

Flight # \_\_\_\_\_ Arrival time: \_\_\_\_\_ a.m./p.m.

Approval (only if this pass is complete)

Houseparent: \_\_\_\_\_ Academic Dean: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dean of Students: \_\_\_\_\_

Mrs. Dudley: \_\_\_\_\_ Days missed: \_\_\_\_\_ Excused/Unexcused(circle)

## **SCHOOL CANCELLATIONS AND WINTER TRAVEL**

If inclement weather causes hazardous travel conditions, Parents/guardians and students should listen to radio station **WBZ (1030 AM)** and TV station **WBZ (channel 4)** for cancellations and/or late starts. If Parents/guardians decide not to send a student due to travel difficulties, Parents/guardians of High School students should call Gail Dudley, (978) 236-3300. Please note that Landmark may be open even though a student's home school system has closed for the day; Parents/guardians are advised to use their best judgment regarding travel in such instances.