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HIGH SCHOOL CAMPUS SUMMER PROGRAM

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

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

But life at Landmark is not all work. Landmark is located directly on the water and close to Boston. We use our location to our advantage and offer a wide variety of activities and luxuries. Boston also offers us Red Sox games, museums, historical sites and cultural events. The many beaches and water activities in the area allow us the luxury of relaxing close to home.

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

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

The High School Campus Summer Staff

ORIENTATION NOTES

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

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

You will also meet your **Academic Case Manager** who is interested in your whole schedule and any questions you have about your education here at Landmark. Your case manager will help set goals for your tutorial, visit your classes, talk to your parents about your progress and be available to help address any concerns you have.

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

Other **Teachers** you meet in your classes will also work with you in the dormitory after school hours. Landmark believes that getting organized to learn more efficiently is a 24 hour job.

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

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

The **Dean of Students** has the job of supervising student affairs and the non-academic functions of the school. He meets daily with the Campus Coordinators and Houseparents to discuss the functions of the day.

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

CONTACTS – SUMMER 2011

Mailing Address:

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

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

Landmark Personnel:

<u>Headmaster</u> : Robert Broudo	(978)236-3200
<u>Admissions</u> : Carolyn Orsini Nelson	(978)236-3213
<u>Summer Director</u> : Tim Mahoney	(978)236-3267
<u>Dean of Students</u> : Scott Jamieson	(978)236-3372
<u>Tuition</u> : Jodi Bertolino	(978)236-3206
<u>Travel&Student Bank Coordinator</u> : Jean Crane	(978)236-3274
<u>Health Center</u> :	(978)236-3264

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

TRANSPORTATION NUMBERS

To and From School:

Jones' City Taxi	(978)921-1111
C & A Taxi	(978)774-1772

Airline Reservations:

Caboose Travel	(978)927-4224
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Ground Transportation:

Greyhound Bus	1-800-231-2222
Trailways Bus	1-800-858-8555
Amtrak Train	1-800-USA-RAIL

ACCOMMODATIONS

Beverly:	The Wylie Inn at Endicott	(866)333-0859
	Lakeview Motor Lodge	(978)922-7535

Danvers:	Sheraton-Tara	(978)777-2500
	Courtyard Marriot	(978)777-8630
	Days Inn	(978)777-1030

Salem:	Hawthorne Inn	(978)744-4080
	Salem Inn	(978)741-0680

Gloucester:	Bass Rock Motor Inn	(978)283-7600
	Twin Lights Manor	(978)283-7500

Lynnfield:	Colonial Hilton Hotel	(617)245-9300
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Manchester:	Old Corner Inn	(978)526-4996
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Rockport:	Pleasant Street Inn	1-800-541-3915
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IMPORTANT NOTES FOR PARENTS AND STUDENTS

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

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

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

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

Address Changes:

Keep us informed of any address or phone changes, permanent or temporary. It is very important that we are able to reach you at all times.

Medical/Permission Forms:

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

Homesickness:

We rarely experience lingering problems with homesickness. Past experience consistently indicates a higher degree of separation anxiety for parents than for students.

Once you have delivered your child at the beginning of the session, the best way that you can help him/her over any separation anxiety is to leave as quickly as possible. The sooner you can depart from campus on this particular day, the more rapidly your child will begin to adjust to his/her new social and physical surroundings. Sincere and brief good-byes will be easiest on everyone. Do not worry - your child is in good hands and will be the routine once you have left. His/her houseparent will monitor your son or daughter's transition.

Room requests:

Housing assignments are made by the Dean of Students. The determining factors are usually age and maturity. Because campus enrollment is not finally set until opening day, it is impossible for us to assign specific rooms until shortly before students arrive. If a student wishes to request a change after this initial period, he or she may make a written request to the houseparent. These requests are then considered as opportunities for equitable switches.

Linens: Students supply and launder their own pillow cases, sheets and towels on a weekly basis. The student should bring 2 sets of linens and towels. All laundry will be done at school by students. Any laundry costs will come from student accounts.

Student Bank Account:

Each resident student's parent or guardian will be advised to deposit money in a personal expense account at the beginning of the summer (make check or money order out to Landmark South Student Bank). This amount will be kept for the student and used for the following purposes:

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

Spending Money: We have experienced great difficulty with students receiving cash in the mail. **Please do not mail cash.** Tell your relatives not to mail cash. Do not send your child back to school with cash and assume it will find its way to the student bank.

We will provide your child with as much money as you wish him/her to have, within reason. We must insist, however, on doing this through the Student Account. There is no reason why any student should have more than twenty dollars in his/her possession, as they will have ample access to snacks and will be given any money they need. Sending a student from home with a larger amount of money invites difficulty.

Written authorization or phone permission to the Houseparent will be required before students are permitted to withdraw more than \$20.00. This authorization is needed by 3:00 p.m. on Thursday so that the student bank coordinator has an opportunity to organize allowances for Friday.

Occasionally, a special event may require expenses of \$20.00 or more. So as not to deplete student account funds, we will advise your child of these events and the expected cost ahead of time and instruct him/her to obtain your permission. You may then indicate to us whether or not you wish your child to participate.

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

Weekend Activities: Staff members arrange for planned activities on weekends. Where admission charges are called for, a total amount is budgeted and the staff member accompanying the trip handles all expenses. Typical activities might include a trip to Boston, a movie, whale watching, Six Flags, Red Sox game, etc. Families can pay for these activities on move-in day. Saturday trips are normally \$30, and include travel, food, and entrance.

Supplies: Students may occasionally be required to purchase additional supplies not provided in the basic educational program (art materials, woodworking items). Basic school and personal supplies are also available on campus at a student store. These costs would be charged to the student's account.

Telephone: Due to the complications of phone billing, we will not be able to permit students to use the school number to make station to station calls home. Your child will be allowed to call you collect or by credit card, or you may arrange to call him or her. The best time for your child to make or receive calls is between 9:00pm and 10:00pm. If your child does not have a cell phone, please call the Houseparent or the Student Life Office, at 978-2336-3255.

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

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

HIGH SCHOOL CAMPUS SUMMER PROGRAM

CLOTHING/PACKING LIST

Items should be marked with sew-on name tapes or indelible marker. A week's supply of clothing is needed, since laundry is done once a week.

REQUIRED	
windbreaker	underwear
raincoat	socks
sweater	shoes
shorts	2 pair sneakers
pants	belt
jeans	2 bathing suits
shirts & t-shirts	pillow
laundry bag & detergent	blanket
2 sets of bed linen	soap, soap dish
coat hangers	toothbrush, toothpaste
beach towel	hairbrush, comb
desk lamp	shampoo
3-ring notebook	pajamas
paper & pencil	fan

OPTIONAL	
camera	book bag or back pack
radio	hat
computer	hiking boots
envelopes and stamps	sandals/flip-flops
bathrobe	slippers

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

Parents should discourage students from bringing expensive clothing or jewelry to school. Some school supplies and toiletries are available in the student store. If you have any further questions, please contact Scott Jamieson, Summer Dean of Students at the High School. Scott can be reached at (978) 236-3372, or via email at sjamieson@landmarkschool.org

SUMMER DRESS CODE

Landmark School believes strongly that the appearance of its students has an effect on visitors to the school and the self-image of our community. The school dress code is not intended to be rigid, but to reflect a positive, mainstream population.

It is well documented that clothing influences people's perceptions. We do not want to reinforce any visitor's misconceptions regarding our school and those who attend it. We also support the view that how you dress reflects how you feel about yourself. We believe our students are successful achievers and we want to encourage them in every way to share that view.

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

Items Appropriate for the School Day

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

Items that are not Appropriate for the School Day

HALF-SHIRTS	HALTER TOPS
BATHING SUITS	THONGS
MUSCLE SHIRTS	SOILED/RIPPED CLOTHING

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

SUMMER CLASS SCHEDULE

		<p>ACADEMIC COURSES FOR ALL STUDENTS:</p> <ul style="list-style-type: none"> • 1:1 Language Arts Tutorial • Language Arts Class • Mathematics • Study Skills or Reading <i>(campus determines)</i>
Period 1	8:00 – 9:05	
Period 2	9:10 – 10:15	
Milkbreak	10:15 – 10:35	
Period 3	10:40 – 11:45	
Period 4	11:50 – 12:55	
Lunch	12:55 – 1:15	
Study Hall	1:20 – 2:40 (Monday-Thursday)	<i>Available to Academic Day students. Required for Extended Day and Resident students</i>

RULES

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

STUDENT'S GENERAL BEHAVIOR

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

School Rules for All Students:

1. Students are expected to be in class on time with all materials.
2. Male students are not allowed in any girl's room.
3. Female students are not allowed in any boy's room.
4. Students are not allowed in tutorial room until tutor arrives.
5. No running/horseplay in any building.
6. All fire escapes are only to be used in an emergency.
7. No chewing gum in any building/class.

8. No abusive or vulgar language.
9. Landmark students are not allowed on Endicott College property. This includes the Endicott beach, tennis courts or being near an Endicott dorm.
10. Students are expected to use sidewalks at all times when walking to and from campus.
11. **NO TOBACCO PRODUCTS ALLOWED.**
12. Students whereabouts should be known to the school at all times. Students must have permission, sign out and sign back in at the Student Life Office and give destination when leaving The High School Campus.
13. Students should only be in other students' rooms when the occupant is present.
14. Students are not allowed in dormitories without a staff member being present.
15. Houses are closed during the school day.

DISCIPLINARY PROCEDURES

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

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

Any appearance before the Standards' Committee is a serious matter. Action taken can range from, but is not limited to; reprimands, community service, suspensions (in-house or at home, one to ten days), social probation, dismissal from school or any combination.

CAUSES FOR DISMISSAL

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

- Behavior and Actions that May Lead to Dismissal
 1. Withholding of any pertinent information generated prior to the application process or during the enrollment period which might affect the student's ability to adapt to any aspect of the school's program (e.g. hospitalizations, emotional traumas, suspensions, dismissals, criminal records).
 2. Any behavior or conduct that is deemed by the school's Standards Committee to be detrimental to Landmark, whether at school or elsewhere. This includes conduct deemed to be dangerous, harmful or threatening to others, themselves, or the Landmark Community.
 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 premarital sexual activity or behavior construed as verbal or physical sexual abuse or harassment.
 6. Any theft from other students, teachers, or the school, both on campus or during any school-sponsored activity.
 7. Violation of any state or federal law, or any charge brought against a student based on state or federal statutes.
 8. Arrest.
 9. Repeated cheating or plagiarism on any school work while attending Landmark.
 10. Continuous or excessive absenteeism.
 11. Continued failure to follow the dress code.
 12. Refusal to obey and follow teachers' instructions.
 13. Violation of the Substance Abuse Policy, including tobacco or the possession of alcohol.
 14. Vandalism.
 15. Burning of any substance in, under, or on a school building.
 16. Possession of any item which may be deemed a weapon.

SUBSTANCE USE POLICY

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

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

PROHIBITED SUBSTANCES

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

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

SMOKING POLICY - SUMMER

Tobacco companies have admitted that cigarette smoking is linked with cancer, heart problems, emphysema, and other diseases. The evidence also indicates that the younger a person starts smoking, the more likely he/she is to have early health problems. We, as a school, do not feel that we can be a party to this destructive behavior.

There will be no smoking on the grounds of Landmark School or any Landmark activities, on or off-campus. In accordance with Massachusetts State Law, which prohibits the sale of cigarettes to those under 18 years of age, Landmark has instituted a nonsmoking policy. No student, including those above age eighteen, will be allowed to possess tobacco products (chewing tobacco is not allowed at any age), regardless of parental permission. Students violating this policy can expect disciplinary action.

SMOKING ENFORCEMENT POLICY

FIRST OFFENSE: Warning letter sent home.

SECOND OFFENSE: Suspension

THIRD OFFENSE: Dismissal

LANDMARK SCHOOL WILL ADHERE STRICTLY TO THIS POLICY. IF YOU ARE A SMOKER AND FEEL YOU CANNOT ABIDE BY THESE RULES, IT IS STRONGLY ADVISED YOU CONFRONT THIS CHALLENGE AND QUIT SMOKING BEFORE COMING TO THE SCHOOL.

BUILDING AND GROUNDS

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

Damages

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

Room Damage

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

RESIDENTIAL INFORMATION

STUDENT ROOMS

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

A. Room Rules

1. Beds made daily (with two sheets)
2. Rooms vacuumed daily
3. Wastebaskets emptied daily in dumpster
4. No furniture should block exits
5. Do not touch thermostats; they are preset. If you have a problem, contact your houseparent
6. Posters are to be mounted with poster putty. No nails, tacks, etc. Posters may not advertise drugs, tobacco, alcohol or be sexually explicit
7. Do not mark up walls in any way
8. Stickers, decals are not to be stuck on any surface if they cannot be removed
9. Rooms are to be kept clean, neat and presentable at all times
10. Leave window screens alone - nothing goes out windows
11. All residents are responsible for their own area as well as the entire room

B. Radio and Stereo

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

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

C. Fire Safety

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

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

ROOM CLEAN-UP: Expectations for All Students

Evenings - Before lights out:

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

Mornings - Before leaving room for breakfast:

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

Room Inspections - will be made every evening and every morning. Students will be dismissed for breakfast only after room check is complete. Landmark reserves the right to inspect rooms without occupants being there.

ITEMS STUDENTS SHOULD NOT BRING TO SCHOOL

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

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

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

Footlockers

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

For Safety Sake - Do not bring:

1. Knives, darts, throwing stars, bows, and arrows
2. Any weapon of any sort
3. Absolutely no firearms
4. Handcuffs or any other potentially harmful item
5. Please reread Fire Safety for other items students should not bring

Other Items Not Allowed in Dorms

TVs, Air Conditioners, Pets, Strobe/Black lights or colored bulbs

Storage

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

RESIDENT STUDENTS' DAILY SCHEDULE

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

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

ROOM INSPECTION - 7:30

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

7:00 - 7:55

Students may be in the student lounge or dining rooms

BREAKFAST (7:15 - 7:55)

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

MILKBREAK (10:15 - 10:35)

1. Students are not allowed in their rooms or on the upper campus unless the Residential Coordinator has given permission and a pass.
2. At the end of milkbreak, please see that all areas are cleaned up and proceed to classes immediately thereafter.

LUNCH (12:55 – 1:15)

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

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

Mandatory for Residential Students.

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

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

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

1. Students are not allowed in their rooms from 3:00-5:30 unless dorm is open with staff supervision
2. All Residential students will participate in an activity. Day Students are encouraged to participate. Students should register for these activities during the Admission process.

DINNER (6:00-7:00)

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

EVENING ACTIVITY PERIOD (7:00 – 9:30)

1. Students will be required to check in to their dorms at 7:00.
2. This period will be used for evening functions, including: Community Nights, Dorm Nights, Dorm Meetings, Free Time, and Intramural Sports.
3. Evening activities will vary each night, as planned by the Residential Staff.
4. Students are allowed to be in their rooms during evening free time unless otherwise directed by evening staff. Students are expected to participate in Community Nights, Dorm Nights, and Dorm Meetings.

BED TIME (9:30 - 11:00)

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

RESIDENTIAL PRIVILEGES

Students may earn privileges applicable to the residential program by demonstrating the skills needed to meet residential expectations and by abiding by the rules governing the residential program.

Privileges may be earned after the first week of school and **must be requested in writing to the houseparent by Sunday evening at 9:30**. Students will not be granted privileges unless they have applied to the houseparent.

Privileges available:

1. Independent wake-up and check-out
2. Food ordering at appropriate times
3. 11:00 bedtime

*Students planning to enroll at Landmark School in the Fall: If you apply for and achieve all three residential privileges, you will have the opportunity to begin the Fall at Level 2, instead of Level 1. If you have questions about this process, please speak to Scott Jamieson, Dean of Students.

HEALTH CENTER

The Landmark School Health Center tends to the medical needs of both students and staff. The Health Center is open on school days from 7:30 A.M. - 11:00 P.M. and has a six (6) bed capacity. The Residential staff is in charge at all other times. The Beverly Hospital Emergency Room, and other specialists are available at all times for scheduled appointments or emergencies.

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

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

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

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

MENTAL HEALTH

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

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

TRANSPORTATION

VAN RULES

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

VEHICLES ON CAMPUS

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

Day Students - Day students must apply for permission to drive to school but cannot use their car during the day without making special arrangements. Day students should contact the Dean of Students for permission and application materials. All students must park in the upper parking lot.

Having a car at Landmark is a privilege and may be revoked for misuse of the vehicle.

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

Hitchhiking - IS NOT PERMITTED.

Bicycles, Skateboards and Roller blades - May be used only with protective gear to include helmet, knee and elbow pads. Both are allowed only after school and on weekends.

DAY STUDENTS

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

Day students who drive to school should read the section regarding vehicles on campus. A Reminder - Speeding, reckless driving and parking violations will result in the loss of privilege of having a car on campus.

The following procedure for arrival and departure of the High School Campus boarding students at the airport, bus, and train terminals will apply for weekends. Landmark will operate a shuttle system. Students are responsible for being at the shuttles at specified times. If a student must leave Landmark earlier or return later than the dates and times specified on the school calendar, it will be the students'/parents' responsibility to secure transportation to or from Boston terminals. This can be done via taxi or the MBTA public transportation system. The approximate one-way cab fare from Landmark to Logan Airport is \$50.00. The cost via MBTA is approximately \$6.00. Please note that

the last train leaves Boston for Beverly at 11:59 P.M. Students should have money to pay for transportation as none is available from school upon their return. (Please see page titled "Taxis").

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

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

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

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

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

TAXIS - It has come to our attention that many students traveling by taxi from Logan Airport are being greatly overcharged by the drivers. This is illegal and an offense for which the cab operator's license could be revoked. In order to avoid this situation, please remember the following steps when hiring a taxi:

1. All legitimate Boston taxis have numbers on their rear fenders and the same number on the inner dividing window or seat. The label should read Boston Registry Cab #xxxx. If you have any difficulty with the operator of your taxi, or if you feel you have been overcharged, write this number down immediately and report it to the Residential Coordinator or the Boston Police. If there is no number, do not get in the taxi.
2. The flat rate fee from Logan to Landmark School is \$50.00 (slightly more for Manchester; this does not include the average 10-15% tip). You may agree on another fare with the driver and this agreement is binding; however, do not agree to a fee above **\$50.00**, even if you are splitting the ride with other students. Fifty dollars is the cost of the trip regardless of one or three passengers.
3. The taxi operator should never run the meter from Logan to Landmark (or Landmark to Logan). This is a flat rate distance as determined by the Boston Police Department.
4. Many cab drivers only lease their taxis from cab companies and work independently. It is important that if you feel victimized or forced into paying more to the cab driver, you should report the situation immediately to a staff member or to the police.

Finally, most taxis are legitimate and safe, but it is your responsibility to educate yourself and learn to recognize a safe ride. Take one minute to discuss the fare to Landmark before you put your luggage in the cab.

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.