

**Landmark
Elementary • Middle School**



**Summer Program
Handbook**

This booklet is intended for Landmark Elementary • Middle School students and their parents. Please read it carefully together before coming to school.

It contains:

- I. Daily Schedule
- II. Orientation Notes
- III. Introductory Information
- IV. A Statement on Behavior
- V. Parents' Day Information
- VI. School Policies
- VII. Disciplinary Procedures
- VIII. Campus Rules
- X. Computer Use Policies

This booklet is written for the student, although all the contents, particularly Section II, should help parents get acquainted with Landmark Elementary • Middle School Programs. Suggestions for additions to this handbook are welcome.

Landmark EMS Summer Program Daily Schedule

Drop Off Window	7:45 – 8:15	Landmark Elementary Middle School 167 Bridge Street, Manchester, MA
Breakfast	7:55 – 8:15	
Morning Meeting	8:15 – 8:25	Daily Announcements – Director & Dean of Students
Period 1	8:30 – 9:25	ACADEMIC COURSES FOR ALL STUDENTS: <ul style="list-style-type: none"> ● 1:1 Language Arts Tutorial ● Language Arts Class ● Language Structure/Literature Class
Milkbreak	9:30 – 9:55	
Period 2	10:00 – 10:55	
Period 3	11:00 – 11:55	
Lunch and/or Dismissal for ½ Day Students	11:55 – 12:25	All students are welcome to stay for lunch daily.
Afternoon Activities <i>Monday - Friday</i>	12:30 – 3:30	AFTERNOON ACTIVITIES: <ul style="list-style-type: none"> ● Explorations <ul style="list-style-type: none"> ○ Marine Science ○ Adventure Ropes ● Creations <ul style="list-style-type: none"> ○ Visual Art ○ 3 - D Building
Dismissal	3:30	

ORIENTATION NOTES

Welcome to Landmark. To make your summer as successful as possible, we want you to know who some of the people are at the Elementary • Middle School.

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, and she or he will care about any problem preventing you from learning. 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. Your classroom teachers will also help you and others who have similar goals in your small group classes.

You will also meet your Academic Advisor who is interested in your whole schedule and any questions you have about your education here at Landmark. Your Academic Advisor will test you, visit your classes, and be available to meet with you during the summer.

The Dean of Students has the job of supervising student affairs, the building, the grounds, and the non-academic functions of the school. This summer the Dean of Students will be Mr. Swanson.

The Director has the job of keeping the educational program operating successfully. He will take an interest in everything about your life at Landmark's Elementary • Middle School. This summer the Director will be Mr. Harris.

Shortly after you arrive, you will be introduced to these people. Building a relationship with the faculty who will be working with you this summer is a key to success at Landmark's Elementary • Middle School.

SOME IMPORTANT NOTES FOR PARENTS AND STUDENTS

Our admissions office has forwarded important information to you. 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 Elementary • Middle School Campus with any questions. The school phone number is 978-236-3100. The school FAX number is 978-526-1482.

All mail for Landmark's Elementary • Middle School students should be sent to: Landmark School, EMS Campus, P.O. Box 1489, 167 Bridge Street, Manchester, MA 01944.

The 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 the stated dates and times.

Address Changes

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

Medical/Permission Forms

Make sure that current medical forms and permission slips are in our possession when your child arrives. Landmark will NOT assume the care of students without proper medical and emergency release forms. Forms can be sent via the school's FAX number 978-236-3103.

STUDENTS' GENERAL BEHAVIOR

Landmark Elementary • Middle School students are expected to treat other members of the school community with respect and courtesy. Behavior which does not display consideration for others or an understanding of the importance of the educational process is unacceptable. Inappropriate or abusive language, disruptive actions or a lack of consideration for the rights, privacy, and physical well being of others will not be tolerated.

Whether on or off campus, all students represent the school community. By showing respect, consideration, and kindness, not only do you exhibit self-respect, but you also improve the reputation of all Landmark students. We will not allow anyone's good name or reputation to be diminished by the thoughtless actions of a few.

PARENTS' DAY INFORMATION

Elementary • Middle School Program

Parents' Day will be held on the final day of the program. Parents should plan on a full day of school, even if your child is only attending morning classes. Class visits and observations, along with teacher conferences will be offered. A detailed schedule of events will be mailed at the start of the summer program.

SCHOOL POLICIES

Authority - Students are expected to recognize the authority of the staff members. An overall rule for behavior is that students do what they are told to do by a staff member. Reasons, explanations, or discussions may be provided after instructions have been carried out and at an appropriate time.

Borrowing/Lending - Students are strongly discouraged from borrowing or lending any articles, clothing, or money. Although this may be done with the best of intentions, damage, loss and unpaid debts frequently occur and cause hard feelings. Landmark cannot accept responsibility for situations where students have borrowed, lent or traded items.

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

The following outline will assist students and parents in planning.

Items Appropriate For The School Day

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

Items That Are Not Appropriate For The School Day

SWEATPANTS	CUT-OFFS
HALF-SHIRTS	HALTER OR TUBE TOPS
BATHING SUITS	SOILED OR RIPPED CLOTHING

NOTE: Socks or peds must be worn with sneakers at all times.

Drugs/Alcohol - In brief: No nonprescription drugs of any type may be acquired or used while a student is under our jurisdiction – on or off campus. This not only includes “hard” drugs but so-called “soft” drugs as well (e.g., alcohol and marijuana). Bringing, possessing or using any prohibited drugs on campus or off campus is cause for immediate dismissal. All medications (prescription and over-the-counter) must be turned in to the Nurse. Prescription medications should be in the

original bottle with child's name, physician's name, date, and dosage clearly labeled. We hope that this is made very clear to every student before he or she arrives on campus.

Off-Campus Trips - All students are subject to the same rules and policies of the school, whether off-campus or on school grounds. Students should keep in mind the impressions they create by their actions. What you do off campus heavily influences people's impression of Landmark students. We believe our students to be intelligent and mature; we expect them to act accordingly.

Property Damage - Students are expected to respect school property as well as the belongings of others. Every effort will be made to identify those responsible for individual cases of vandalism. Students will be responsible for any damage they cause.

Punctuality - Being on time is a very important part of being organized. Students are expected to be on time for all parts of the daily schedule. Those who are late may be expected to make up missed time.

Smoking – In accordance with state law, there is no smoking on the Landmark School campus.

Van Use - Landmark occasionally uses school vans to transport students. Appropriate behavior in the van is a must for safety. Students are never to be in a van without a staff member present. At all times, remain seated, use seat belts, keep voices to a reasonable volume, do not touch or tease other students or put any part of your body or any object out of the window. Students are responsible for the cleanliness of the van after every trip. No food or drink is to be consumed in the van.

DISCIPLINARY PROCEDURES

Discipline at Landmark Elementary • Middle 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 ideas 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 and appropriate behavior in group situations. Infractions of this type will be dealt with by the staff member present whose purpose will be to:

- a. stop the 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

Serious behavioral issues may lead to any of the following procedures:

- discussion with faculty, Dean of Students, or Director
- reporting daily to the Dean of Students for immediate review of day's actions
- loss of free time, assignment of appropriate consequence
- meeting of the Disciplinary Committee

In all cases when the Disciplinary committee meets, a student's parents are notified. The Director or Dean of Students may call for a disciplinary committee meeting. The committee may take two forms depending on the nature of the infraction. In those situations where a dismissal from school is possible, the Committee shall consist of the Headmaster (if available), the Director, the Dean of Students, and the student's Case Manager. In cases not involving dismissal, the Committee shall include at least the Director and the Dean of Students. The Disciplinary Committee may also request input from additional staff members on a nonvoting basis. The outcome of the meeting of the committee may include social probation, suspension, or dismissal.

All students should review the following CAUSES FOR DISMISSAL. Landmark School, in the interests of its students and the institution, must reserve for itself the right to dismiss students for reasons not limited to those listed below.

1. **Continued Unacceptable Behavior** - Any conduct that is deemed by the staff and the Disciplinary Committee to be dangerous, harmful, or threatening to self or any other student in social well-being, academic progress, or negative influence, after

a warning has been given.

2. **Refusal to Obey and Follow Through on Staff Directions** - Persistent refusal to follow staff directions will result in a warning and continued refusal may result in dismissal.
3. **Lack of Cooperation and/or Anti-Social Behaviors** - When it is apparent that a student no longer wants to be at Landmark and is expressing his/her feeling by exhibiting acting-out behaviors, the student will meet with the Disciplinary Committee with the possibility of dismissal.
4. **Drug Use** - Any involvement with street drugs not prescribed by a physician (including marijuana and alcohol) will subject a student to immediate dismissal. "Involvement" here means the possession, distribution or use of any quantity.
5. **Violent Unprovoked Attack on Others, Students or Staff**
6. **Involvement in Sexual Misconduct**
7. **Stealing** - Any student who steals from fellow students, the school, or while on any school function off campus is subject to dismissal.
8. **Arrest** - Any student who is arrested and convicted while attending Landmark is subject to dismissal.
9. **Breaking any State or Federal Laws**
10. **Hazing** - Any student who participates in any activity that is threatening, harmful, or uncomfortable to another student under the guise of initiation or fooling around is subject to dismissal.
11. **Cheating or Plagiarism**
12. **Continuous or Excessive Absenteeism**
13. **Continued Failure to Follow Dress Code After Warning**
14. **Withholding Information – PARENTS' NOTE** – Withholding of any information/records pertinent to the student's or school's well-being upon application to Landmark School will be cause for termination from the program or withdrawal of acceptance.

CAMPUS RULES

Landmark Elementary • Middle School has beautiful buildings and a spacious campus. Nevertheless, when so many people work in the same place, large areas can become very small. To protect the school and the rights of all those who are a part of it, certain rules have become necessary.

1. If you use something, replace it. Items left out of place cannot be used by others and often become lost.
2. Do not sit on desks or tabletops.
3. Do not tip chairs back; it weakens the chair and harms the floor or rug.
4. Do not chew gum in the building or on campus. It finds its way onto tables, chairs, and rugs and is a mess to remove.
5. Do not rearrange furniture in rooms without permission.
6. Balconies, fire escapes, rooftops are off-limits except in emergencies. Staff residences and the faculty lounge are off-limits except by invitation.
7. Running, pushing, “play fighting”, scuffling, or rough-housing are not appropriate activities. Injuries, arguments, and property damage inevitably result.
8. The boundaries of Landmark’s property will be explained to all students. Students must respect these property lines both for their own safety and in the interest of being good neighbors.
9. Fire regulations and insurance requirements:
 - students may not be in the kitchen or gymnasium areas without supervision
 - no furniture or objects in rooms should be placed so as to block exits or obstruct movement
 - no posters, fabrics, netting, or other items may be hung on walls or ceilings.
10. Many items represent health hazards, dangers, or temptations to thievery when present in the school. Please do not bring the following: flammable liquids, knives or other pointed instruments, explosives (firecrackers, cap guns, etc.), martial arts items, credit cards, checkbooks. If you bring expensive electronic gear, cameras, jewelry, etc, recognize and prepare for the possibility of damage or theft. These items of value should be kept locked up while at school.

RESPONSIBLE USE OF TECHNOLOGY FOR SUMMER STUDENTS

Due to the proliferation of cell phones and internet-based communication, we ask that students and parents take a moment to read the following statements regarding use of computers, phones, and Internet at EMS campus.

**As a general rule, students are expected to keep their use of technology R.E.A.L.
Responsible, Educational, Appropriate, Legal**

COMPUTERS

Personal computers/laptops are not needed and should not be brought to school. Computer use will occur at approved times and will be outlined at the beginning of the summer. Students should not

- change the way any school computer functions.
- download or install software.
- tamper with hardware, software, or any documents used or stored by others.

PHONES

Phones and pagers, including text messaging, are not to be used during the school day or at any after school event. In certain situations, phones may be used with staff permission.

INTERNET, EMAIL, INSTANT MESSAGING

The Internet may only be accessed during instructional time under supervision in a class setting.

Please note that Landmark uses content filtering software and staff supervision to monitor computer use, but no safeguards are 100% effective.

Email and instant messaging are not to be used during the school day or during activities.

With regard to email, IM, and phone use, staff will make an effort to respect student's privacy; however, please realize that all activity in a school community is subject to supervision and standards of safety and good conduct, just as it would be at home. Keep it "REAL"

Students may not access chat rooms, let others use their email or IM accounts, or send discourteous or harassing emails. **Consequences for violating "appropriate use" rules range from a warning to loss of privileges to dismissal.**