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Overview & Purpose of this Handbook

These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in a community atmosphere and intended to maximize everyone’s academic and social experience.

All students who are enrolled in the High School Program at Landmark College will be held to the expectations and policies outlined in this handbook. It is expected that all parents and students read this student handbook thoroughly and refer to it as a source of guidance and information. Parents’ and students’ knowledge of its contents will be assumed by the school administration & staff.

Standards of Conduct

Students enrolled in the High School program at Landmark College are expected to treat other members of the program and College community with respect and courtesy. The following standards of conduct are examples and general expectations for all student members of the Landmark College community:

1. Honesty in academic endeavors and in all aspects of campus life.
2. Commitment to a safe, clean, congenial, and productive learning environment.
3. Respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of Landmark College and all members of the Landmark community.
5. Respect for the rules and regulations of Landmark College and its governing bodies, and the laws of the State of Vermont and of the United States.

General Policies of the Program

Attendance

Students are expected to attend all their assigned classes, activities, academic prep time periods, and scheduled events (including field trips) on time unless they have a documented excuse issued by a member of the High School Program’s staff. Undocumented absences, including chronic tardiness, will result in the following sanctions:

- First time: Warning
- Second time: Probation
- Third time: Expulsion

In addition, students are expected to remain on campus at all times, unless attending a College-sponsored event or activity or with parental permission. While on campus, students are expected to remain in assigned or designated areas on campus. Failure to comply with this requirement will result in disciplinary action.
Classroom Behavior

Creating a comfortable and safe learning environment is important to the development of academic engagement. In the classroom, students are expected to maintain appropriate and respectful behavior at all times. This includes following the direction of the instructor, respecting other students, and using appropriate language and action. Inappropriate classroom behavior will be addressed by faculty and other program staff. Repeated or significant inappropriate behavior may be met with sanctions up to suspension from the program.

Refund Policy

There are no refunds of tuition, room, or board for withdrawal or dismissal from the Landmark College High School Program. Students who voluntarily withdraw during the first five days of the program may submit a written letter requesting a policy exception. This request should detail the circumstances of the student’s withdrawal. Students who are dismissed for any reason are ineligible for any refund.

Privacy & Dignity

While living in a community, it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted peer intrusions on a student’s right to such privacy shall be considered a violation of the program’s disciplinary code.

Compliance with College and Program Officials

All students are expected to comply with all requests and directives made by College and Program staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, residential staff, security staff, building managers, facilities staff, faculty, program directors, and deans.

Dress Code

The dress code for the program is casual. At no time is clothing that advocates inappropriate behavior acceptable. Clothing is not to be a distraction to academics or community life. Keep in mind that you are in an academic environment. Interpretation of this policy is at the discretion of the faculty and staff.

Identification Cards

Students will be issued a High School Program at Landmark College identification card during the registration process. Students should carry this card with them and must show it to College officials upon request. Students found tampering with or altering identification cards will be subject to disciplinary action.

Room Use & Occupancy

Each student is provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. Students are responsible for keeping their rooms neat, organized & clean.
Consideration for roommates and respect for each other’s property & personal space is expected. No room alterations are allowed.

Students, as a community, are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges and grounds surrounding the residence hall.

**Open Door Policy**

Student’s residence hall rooms must remain open while individuals other than the student’s roommate are present.

**Guests**

Out of respect for a roommate’s right to privacy, students are expected to comply with the expressed desire of their roommate not to have guests. Guests are defined as those who are identified as registered students, faculty, or staff in the High School Program at Landmark College. All others are not permitted in the residence hall, including students enrolled in the College summer program, unless specifically invited by residential staff. No overnight guests are permitted.

**Culpability**

As it is often difficult to accurately determine degrees of culpability, all residents of a room where a violation is found may be held responsible to some level for that violation. Students are advised, therefore, to avoid such situations that may put them at risk of unwanted interventions and are encouraged to inform College staff if such violations are occurring in their room.

**Room Keys**

At the start of the program students will be given keys to their rooms that they must return at the end of the program. Because of security concerns, any time a key is lost the student must immediately notify the Residential staff and a lock change will be initiated. A fee of up to $25 may be charged for this service.

**Locking Doors and Windows**

In the interest of safety and security, all the external doors of the residence hall will be locked at all times. High School Program students will be issued a special security code granting them access to the building. This code may be changed periodically to enhance overall security. Students are reminded not to share the security code with anyone, including other students on campus. Additionally, all students should lock their doors and windows when they are leaving their rooms and carry their key with them. Keys should not be loaned to other students. Lost keys should immediately be reported to the residential staff. Security and fire doors in the halls should not be propped open (except by magnetic door holders that are connected to the fire alarm system). Windows should not be used as an entry or exit from a building, unless it is an emergency such as a fire. Items should not be passed through an open window.
Quiet Hours

The rigorous academic program requires evening study. For this reason, quiet hours must be observed in the residence hall as posted. All students are required to show courtesy to their roommates and the community around the subject of noise.

Curfew

Students of the High School Program are required to be in their Residence Hall by no later than 11:00 PM each night and in their own room by midnight. Failure to abide by the curfew will result in sanctions outlined in the section, “General Sanctions.”

Room Inspections

Room entry and exit inspections will be conducted by residential staff to determine the condition of each room. In addition, weekly health & safety inspections will be conducted by members of the residential staff to ensure that each room is in compliance with standards of health and safety. Any concerns will be addressed with the students, and students are expected to immediately comply with staff members’ requests.

Room Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth. Roommate changes are rare, and may be made only under the direction of the residential staff.

Telephones

Landmark College provides local and on-campus telephone service in all residence hall rooms. Students are required to provide their own telephones.

Students may not use cell phones, nor have them turned on during class periods or during any school-sponsored event or activity. Cell phones may not be used during academic preparation time or any other time in which the student has residential or program-based obligations. Excessive use of cell phones will be addressed by program staff.

Storage & Security of Personal Items

All students are issued keys for their rooms and are advised to take precaution in securing items of value in their room and on their person. Neither Landmark College nor its staff accepts responsibility, nor will they provide compensation for lost, stolen or damaged items.

Room, Automobile, and Personal Effects Inspections & Searches

Landmark College reserves the right to enter, inspect and search students’ rooms, automobiles or personal effects without notice in case of emergency or when there is reason to believe that campus regulations are not being followed or that College policies may have been or are being violated. The College will cooperate with law enforcement authorities as required and appropriate.
Damage Assessment

Residential staff, with the student present, record room conditions when the student arrives on campus. At closure, this joint procedure is repeated; the room key returned, and notations are made of any damages caused by the student that may result in charges.

Students are responsible for any damage done to personal or College property. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing Landmark College property.

Damages which cannot be attributed to specific individuals will be charged to all room or building occupants. Landmark reserves the right to determine the cost to repair or replace any damaged property.

Restricted Areas

High School program students are restricted from entering any residence hall that houses College program students. Conversely, College program students are restricted from entering the residential floors of the High School program.

Residence Hall wings are designated as male or female. Students are not allowed in opposite-sex wings unless to report to the nurse’s station or to obtain the assistance of a staff member.

Due to the nature of the ages in each program, any fraternization that is excessive, disrespectful or otherwise inappropriate between High School and College program students will be addressed by the College.

Permission to Leave Campus

Students in the High School Program at Landmark College must have permission in advance to leave campus for any reason other than supervised, program-related activities. Permission to leave campus can only be granted by the primary parent(s)/guardians on record with the College. Permission forms are available from the residential staff.

Knives and Weapons

Only non-automatic pocket knives with blades less than three inches will be permitted on campus. All knives not fitting these requirements will be confiscated. Knives and weapons of any sort may not be brought into classrooms or spaces used for teaching and community assembly. Firearms and ammunition of any kind, including BB guns, pellet guns, paintball guns, or any instruments that discharge projectiles such as bows and slingshots, and any other weapons are prohibited from campus. Students possessing such weapons will be subject to immediate disciplinary action up to and including dismissal.

Alcohol & Other Drug Policies

The College will address any behavior relating to drugs and alcohol as outlined below:

- **Possession of alcohol or illegal drugs on campus:** Students who are found to possess, use, distribute, or transport alcohol or illicit drugs on campus will be subject
to suspension or expulsion. The College reserves the right to consider the presence of smoke or odors as a violation of this policy.

- **Being under the influence of alcohol or other drugs on campus:** Students who return and are found on campus under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including suspension or expulsion.

- **Drug Paraphernalia:** Drug paraphernalia, regardless of intended use, is not allowed on campus.

- **Alcohol Containers:** Empty alcohol bottles, cans, bottle tops, and other containers are not allowed on campus, even for decorative purposes.

Students found to be in violation of these policies will be subject to sanctions up to expulsion from the program.

**Prescription Medications**

All prescription medications to be used by students during the program must be registered, maintained, and dispensed by program staff (except topical creams and inhalers). Students will be expected to take these medications as prescribed by their physician. It is the responsibility of all students to report to program staff at the appropriate time in order to take their medication. Refusal to take medication, including not reporting to program staff for proper dispensing, may be met with disciplinary action.

Students who are found to be sharing, selling, or trading prescription medications on campus, or abusing or misusing their own prescription medications on campus will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

**Tobacco Products**

It is a violation of Vermont State law for persons under the age of 18 to possess or use any tobacco products. Landmark College High School Program students, regardless of age, will not be permitted to use tobacco products for the duration of the program.

Any student in the High School Program who may have difficulty with smoking cessation during the program may consult with the nursing or residential staff.

**Automobiles**

Automobiles and their use are not allowed on campus by participants of the High School Program. Students with parental permission to arrive on campus using personal transportation will be asked to surrender all keys to the Residential staff upon arrival, and park their automobile in a designated area for the duration of the program. Students may not return to their automobiles without the permission of the residential staff until the end of the program.

**Fire Drills and Building Evacuation**

Landmark College regularly conducts fire drills and building evacuations as part of its policy regarding health and safety. All occupants of a building whose alarm has been triggered should evacuate the building immediately in an orderly fashion, and meet at the designated
“safe area.” Such procedures, including directions to the “safe area,” will be reviewed and practiced during orientation. Students should remain in the designated “safe area” until the situation has been cleared by local safety authorities.

Fire Safety

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

1. Electrical appliances including, but not limited to: halogen lamps, hot plates, toasters, immersion coils, “George Foreman” type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or block or hinder entryways are not permitted.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Wooden constructions (lofts, overstuffed chairs, etc.) unless they are approved by the Resident Dean, Safety & Security or the Facilities personnel, are not permitted.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Fire alarms and extinguishers are critical for safety and must not be tampered with. Students who pull false alarms and/or tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including suspension or expulsion, fines from the Putney Fire Department, and may also be subject to criminal charges.
9. Extension cords under carpets or that multiply the number of electrical appliances used in one outlet without a surge protector are prohibited.

Anti-Hazing Policy

The College unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. We interpret hazing as any act, whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her inherent dignity as a person.

Harassment & Bullying Policy

Landmark College is committed to maintaining a campus environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity,
national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment or bullying is against College policy and may be illegal under state and federal laws and regulations.

Landmark College defines harassment or bullying as any written, verbal, graphic, or physical conduct (including electronically transmitted communication) that has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student’s sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

Landmark College recognizes that the protection of free and open speech and the open exchange of ideas is important to any academic community. This recognition is therefore an important element in the “reasonable person” standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Landmark College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another’s speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.

This policy is intended to protect all Landmark students and applies to the conduct of Landmark students, faculty, administrators and staff. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the Associate Dean of Students, in accordance with the procedures outlined in the Grievance Policies and Procedures below. Students should note that sexual harassment is also separately addressed in the College’s Sexual Harassment Policy and Sexual Assault and Sexual Harassment Procedure.

Sexual Harassment Policy

The Definition of Sexual Harassment

It is against the policies of Landmark College, and may also be illegal under state and federal law, for any student or employee, male or female, to sexually harass another student or employee. Landmark College is committed to providing a campus free from such unlawful conduct.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
• submission to that conduct is made either explicitly or implicitly as a term or condition of employment or educational status;

• submission to or rejection of such conduct by an individual is used as a component of the basis for employment or educational decisions affecting that individual; or

• the conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, shared living, or educational environment.

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

• either explicitly or implicitly conditioning any term of employment or educational decision on the provision of sexual favors;

• touching or grabbing a sexual part of a student or employee's body;

• touching or grabbing any part of a student or employee's body after that person has indicated, or it is known or should be known that such physical contact is unwelcome;

• continuing to ask a student or employee to socialize on or off-campus when that person has indicated he or she is not interested;

• displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;

• continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;

• referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;

• regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;

• retaliating in any way against anyone who has filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's educational, shared living, or work environment, etc.);

• communicating derogatory or provoking remarks about or relating to a student or employee's sex or sexual orientation;

• directing harassing acts or behavior against a person on the basis of his or her sex or sexual orientation;

• off-campus conduct which falls within the above definition and affects a person’s on-campus educational, shared living, or work environment.
Reporting and Investigating Sexual Harassment

In the event Landmark College receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Landmark College is committed, and required by law, to take action if it learns of sexual harassment, even if the aggrieved student does not wish to formally file a complaint.

Every supervisor is responsible for prompt response to, or reporting of any complaint or suspected acts of sexual harassment. The supervisor should report these issues to the Associate Dean of Students at (802) 387-6713. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered in violation of this policy.

Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation.

If the allegation of sexual harassment is found to be credible, the College will take appropriate corrective action. The College will inform the complainant and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, student or agent who has been found by the College to have harassed another student or employee will be subject to disciplinary sanctions appropriate to the circumstances, up to and including suspension or expulsion from the College.

If the allegation is not found to be credible, the complainant and the accused person shall be so informed.

Options for students who believe they have been sexually harassed

Any student who believes she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of sexual harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the student does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the complainant is encouraged to report the situation as soon as possible to the Associate Dean of Students, a Resident Dean, or to his or her Academic Advisor. It is helpful to an investigation if the student keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

If the complainant is dissatisfied with the College’s action, or is otherwise interested in doing so, she or he may file a complaint by writing or calling:

- U.S. Department of Education, Office for Civil Rights, Region One, 707 Post Office Square, Boston, MA 02109, tel: (voice) (617) 223-9662.

Complaints should be filed within 180 days of adverse action, or 60 days after the conclusion of internal College proceedings, unless filing time is extended by the responsible department of Education official or his/her designee.

To understand how to file a complaint for sexual harassment at Landmark College, please see the section below on Procedure for Reporting Harassment & Assaults.
Sexual Assault Policy

Committing sexual assault upon another person, either male or female, is against the law and violates College policies. Sexual assault is when a person engages in a sexual act with another person and compels the other person to participate in a sexual act:

Without his or her consent; or

By threatening or coercing the other person; or

By placing the other person in fear that any person will suffer imminent bodily injury; or

- Knowing the other person’s ability to give or withhold consent is impaired by the consumption of drugs, alcohol or other intoxicants, or is subject to any physical or mental incapacity such as sleep or unconsciousness.

Procedure for Reporting Harassment & Assaults

Any student who feels he/she has been the subject of harassment or unwelcome behavior of any sort should report this behavior to the Resident Dean or the Program Director.

Each complaint will be investigated to determine if the College’s policies have been violated. Formal and informal interviews may be conducted with the persons involved. While efforts will be made to protect the confidentiality of the information gathered and the persons involved, parents and students are reminded that however discreet the inquiry into a complaint, total confidentiality is not always possible when charges are made and investigated.

If the College determines that objectionable conduct has occurred, appropriate steps shall be taken to remedy the behavior and prevent reoccurrence. The College will impose discipline as needed up to and including expulsion from the program, and reserves the right to contact proper authorities or state agencies.

Grievance Process:

Any student who feels aggrieved, or wronged, by the action of another student or employee at Landmark should report their concerns to the residential staff, who will work within the parameters of the administrative process to resolve the grievance.

Disciplinary Process

It is expected that all members of our community will conduct themselves responsively in accordance with the policies and regulations outlined in this handbook. The College, through the disciplinary process will address actions that are inconsistent with the ideals of this community, or are prejudicial to the best interests of the Landmark College or the High School Program.

Landmark College reserves the right to impose disciplinary sanctions, up to and including expulsion, for violations of College policies or for the commission of illegal acts (on or off campus) or for any action it deems to be detrimental to the student’s performance, or which would be harmful to the welfare of the College, or which would disrupt the academic process of the program.
The College reserves the right to address all matters through its disciplinary process, without regard to whether the conduct at issue may also be the subject of criminal charges.

Landmark College’s disciplinary system relies on the standard of proof of ‘a preponderance of the evidence’ or ‘more likely than not’. This means that a hearing official or conduct board must believe that there is more than a 50% likelihood that the actions or behavior in question did occur.

The determination of the appropriate discipline, including expulsion from the College, shall be in the discretion of the President of the College, Program Director, or their designees as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

The College may immediately suspend or expel a student who poses a continuing danger to self, persons or property, or who poses an ongoing threat of disruption to the academic progress of the College prior to or subsequent to the disciplinary procedures described in this Handbook.

The President of the College has the ultimate decision-making authority in all matters relating to carrying out the College’s policies, including matters relating to discipline and expulsion.

Administrative Hearing

Students who are involved in violations of policy will be required to attend an Administrative Hearing typically convened and facilitated by the High School Program administration. The outcomes of the hearing may include (but not be limited to) sanctions ranging from warning to expulsion from the program. Parents and/or guardians may be present in an administrative hearing, but may not participate in the hearing itself. Attorneys are not allowed to participate in administrative hearings.

General Sanctions

**Warning** – A reminder to the students of the obligation they accept to adhere to Landmark’s policy, procedure or rule.

**Probation** - official notification that any further violations of college policy may result in dismissal from the program.

**Expulsion** - A student is required to leave the program immediately. They may or may not be permitted to return to the campus in the future.

Sanction Examples

Examples of behavior that would likely result in disciplinary action up to dismissal from the program, include, but are not limited to:

1. Possessing, consuming, being under the influence of, or distributing:
   - alcohol
   - alcohol containers
   - illegal drugs
   - tobacco products
• weapons
• drug paraphernalia
• fireworks
• medications that have not been prescribed to the individual. Riding in unauthorized vehicles without staff permission.

2. Leaving the campus without authorization, or being in an unauthorized location on campus.

3. Being absent without prior approval from class or other events where attendance is required.

4. Stealing, or deliberately damaging any buildings, furnishings, personal possessions of other students, or other property.

5. Engaging in academic dishonesty, such as cheating or plagiarism.

6. Engaging in any act that is considered unlawful in the State of Vermont or the United States of America (including but not limited to, theft, assault, destruction of property, etc.).

7. Engaging in acts of a sexual nature that may be deemed inappropriate or offensive.

8. Verbal or physical harassment of students or staff. Examples of harassment can include, but are not limited to: derogatory comments, epithets or other behaviors, demeaning comments prohibited by the College’s policy against harassment, and/or comments or behavior that create an intimidating, hostile or dangerous living, learning or working environment through words or actions.

9. Not observing the program curfews. (Note: program curfews are posted in the residence halls and are subject to change at the discretion of the College).

10. Not abiding by the general policies of the program.

Addendums & Changes Between Publications

The student handbook is published by Landmark College annually. The College reserves the right to add, modify or amend any part of this handbook between publication dates. The College will inform students, faculty and staff through various means when any changes to this handbook are made. These changes will supercede any previously published policies on the same topic.