

Lyndon

I N S T I T U T E

RESIDENTIAL STUDENT/PARENT HANDBOOK 2023-2024



Lyndon Institute
PO Box 127
Lyndon Center, VT 05850
www.lyndoninstitute.org

APPENDIX, TO RESIDENTIAL HANDBOOKS ONLY, REGARDING RESIDENTIAL LIFE

Revised June 2023

Welcome to Lyndon Institute Residential Life! The dormitories are home to both boarding students and dorm parents. As such, it is important that everyone works to create a pleasant and supportive climate for all. We trust that all students and staff will join in that effort.

Supervision

Each dormitory is under the supervision of one or more Resident Dorm Parents. The residential program as a whole is overseen by Mr. Rick Angell, Residential Life Program Coordinator and Facilities Director. Your Dorm Parent is your first point of contact for issues and support surrounding the residential experience.

Behavioral Expectations

It's important for residential students to recognize and respect the authority of dorm parents and residential staff. As a residential student, you are expected to comply with all requests made by residential staff concerning policy, procedure, and student safety and well-being, in the same way you must comply with requests made by teachers. Arguing with staff is not acceptable. If any clarification needs to occur around rules and procedures, it should be communicated to the Director of Residential Life or Lead Dorm Parent the following business day.

Lyndon Institute seeks to help young people become responsible and contributing members of the school, the local community, and society at-large. We expect our students to be kind, respectful, honest, and to participate only in legal pursuits. However, we recognize that all members of a community make mistakes on occasion. Lyndon Institute responds, both on its own behalf and on behalf of the individual involved and their classmates, in a manner designed to discourage a recurrence. Behavior that is destructive to the school or its reputation or that infringes on the rights, shared values, or well-being of the community and its members is not tolerated and, in the case of major infractions, can lead to immediate dismissal.

Lyndon Institute will not tolerate theft, disrespectful behavior, cheating, harassment, bullying, hazing, vandalism, the use of alcohol and/or other drugs, or violations of our core values and mission.

All school rules and regulations apply to all students, whether on or off-campus, while they are enrolled at Lyndon Institute and living on campus unless the student is under the direct supervision of their parents or guardians. Further, any action by a student that is illegal or reflects poorly upon Lyndon Institute may be grounds for disciplinary action, including dismissal, if of a sufficiently serious nature as determined by Lyndon Institute in its sole discretion.

Behavioral Infractions

Lyndon Institute reserves the right to dismiss at any time a student whose behavior, influence, effort, progress, or scholastic achievement, in the judgment of the Head of School, is so unsatisfactory or detrimental to the school, the student, or to other members of the community, as to require immediate action.

Major Infractions

Omissions: Students are expected to remove themselves from a situation involving a rule violation. Being present during the violation of a major school rule makes a student liable for consequences. For incidents involving harassment/hazing/bullying, please refer to the respective policy and procedures section set forth in this Student/Parent Handbook.

Non-Accountability: Absences from places where the student is committed to be, especially unauthorized absences after lights-out, are prohibited. Specifically, students are not permitted out of the dormitory unless accompanied by a faculty member from lights-out until 7:00 a.m. the following morning.

Safety in a Building: Due to safety concerns, any smoking, fire, flame, or evidence of smoking, fire, or flame in a building including, but not limited to, burned cigarettes or incense, electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PVs) electronic nicotine delivery system (ENDS), other vaporizers, ashes or odor, thereof, may result in the responsible student's immediate dismissal from Lyndon Institute.

Stealing: Stealing undermines trust, which is at the heart of our community. Borrowing without permission is considered stealing. Stealing will be dealt with severely with disciplinary action up to and including dismissal from school. Shoplifting, to the extent that it is considered a felony, will result in dismissal.

Tobacco: Acting out of concern for the health of students, Lyndon Institute has a no-smoking rule and maintains a "smoke-free" campus. This includes electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PVs) electronic nicotine delivery system (ENDS), or other vaporizers. Refer to the Student/Parent Handbook for consequences of violations.

Vandalism: Students are expected to respect all school and personal property. Destruction of school property or that of other individuals could result in suspension from school and payment of a fine. Failure to report breakage can also result in disciplinary action.

Substances: Responses to major infractions involving illegal and/or regulated substances may include dismissal from the Residential Program, which will be determined by the Residential Life Director or Head of School. Dismissal from the Residential Program at Lyndon Institute generally means that the student will no longer be enrolled at Lyndon Institute in any capacity. Dismissal is not the same as expulsion, however, and the procedures leading up to dismissal from the Residential Program and consequent termination of enrollment are not the same as those set

forth in the Student/Parent Handbook for expulsion. If a boarding student is expelled from Lyndon Institute, then he/she is automatically dismissed from the Residential Program.

When a student is dismissed, they are to pack and leave the campus as quickly as possible. All school property must be returned or the student's account will be charged. All outstanding obligations are due, as well as tuition costs for the remainder of the year for which the family has contracted the school's services.. The school is not responsible for any student belongings left behind.

In addition, students are responsible for any and all costs associated with early termination of their enrollment at Lyndon Institute. This includes; travel, transportation, supervision, hotel, and meals.

Minor Infractions

Lyndon Institute students are expected to maintain a high standard of conduct. Faculty members will address student behavior when necessary. The Dorm parent or Dean of Students will impose penalties for less serious violations of dormitory rules and will respond to minor infractions. These minor infractions may include, but are not limited to, tardiness, poor classroom behavior, profanity, dress code violations, rudeness, public displays of affection, littering, roughhousing and failure to comply with requests from school faculty or administrators. Responses to minor infractions may include, but are not limited to the following:

- **Work Detail:** A work project of variable length, under the supervision of an adult and typically restorative in nature, which may include work done inside or outside.
- **Community Service:** Community service is a work project of variable length that may include work inside or outside.
- **Detention:** Students are expected to be responsible for every missed obligation. A missed obligation will result in assignment to detention. School detention will be served on weekdays (specific weekdays TBD) or on weekends. No food, beverages, or electronics are permitted. If a student skips detention, he/she will serve two detentions.
- **Dorm Detention:** Restriction to the residence hall for a specified amount of time, aka "Dorming" or "Campusing."
- **Loss of Privileges, Parental Notification, and Program Dismissal:** Further disregard of the rules may result in parental notification, program dismissal, or dismissal from Lyndon Institute.
- **Restriction from weekend activities:** Students can be denied access to participate in any weekend activity as the result of poor standing from a behavioral or academic standpoint

Ongoing Disruptive Behavior

Cases of continual, disruptive behaviors by students in the classroom, in the dormitory, on the playing field, on trips, or around campus that interferes with the learning or living of others, or offends a teacher, dorm parent, or coach, will be addressed in the following way:

When a student in the Residential Program exhibits ongoing disruptive behavior, as determined by the school's administration, a meeting to review the behavior in question will be held with the student, the teacher, dorm parent or coach concerned, the student's advisor, and the Residential Life Director. The concerns will be stated and a set of clear expectations for future behaviors will be outlined. The student will also be made fully aware of the consequences that future disruptions may bring. In addition, a parent/guardian will be notified, as well as the school's Director of Health Services. Hopefully, our combined efforts will help to ensure the success of any strategies designed to appropriately change the behavior. If, following a subsequent review, the student's behavior has not improved, as determined by the Dean of Students, Director of Residential Life, and the Lead Dorm Parent, the next step, as described below, will generally occur, although Lyndon Institute reserves the right to use these procedures and the school's disciplinary procedures in any sequence that is deemed appropriate by the Dean of Students, Director of Residential Life, and Lead Dorm Parent..

A meeting with the student, his/ her teacher(s), the parent(s)/guardian(s), their advisor, the Dean of Students, and the Director of Health Services will occur to discuss continued concerns. A plan of action will be developed, including a restatement of expectations for the future, and a detailed explanation to the student and parent(s)/guardian(s) outlining the consequences of moving onto the next step in the process. The Dean of Students and/or School Director of Health Services will be responsible for guiding the parent(s)/ guardian(s) and the student toward any assessment (physical and/or psychological) that is recommended by the school, and will aid in providing the outside evaluator with behavioral observations and information from the faculty and administrators.

The documentation and accountability for these procedures are the responsibility of the Dean of Students and/or the School Psychologist. If, at the discretion of the teacher, it is deemed that the student's behavior has not improved, then the next step, as described below, will generally occur, although Lyndon Institute reserves the right to use these procedures and the school's disciplinary procedures in any sequence that is deemed appropriate by Dean of Students.

A meeting with the Director of Residential Life, the parent(s)/guardian(s), the student, and members of the school's administration and faculty, including but not limited to the student's advisor, the Director of Health Services, (if applicable), the Dean of Students,, and the Head of School will occur and result in the removal of the student from classes and activities until such time as the student can undergo a comprehensive medical and/or emotional assessment. Additionally, at any stage, the student may be referred for disciplinary procedures in accordance with the school's Student Conduct and Discipline Procedures as set out in this handbook.

Dormitory Expectations/Cleanliness/Room Care

Students are expected to keep their rooms clean and in good order. At a minimum, this means clothes put away neatly so that the closet and drawers are tidy; dirty laundry in laundry bags; desks and dresser surfaces neat; trash cans emptied and floors clear and clean. Pictures, posters, tapestries, or any form of wall decoration must be hung only from molding via molding hooks, not tacks, and may not be tacked to the walls or otherwise held up by nails. Adhesive putty may be used but masking tape is not permitted. Tapestries and the like may not be hung from any ceiling. All decorations must be in good taste. All flammable wall coverings (other than paper) must be treated with a fire-retardant substance provided by the student. Food kept in dormitory rooms must be stored in sealed containers. No food is to be cooked in the rooms. Dorm Parents will make regular checks of rooms to see that they are kept in good order. Students who fail room inspection may be 'dormed,' or given dorm detention.

Each dorm student will be assigned reasonable duties by the dorm parents to keep the common area clean. This includes kitchens and laundry areas and life skill duties.

The following items are not permitted in student rooms:

- Air conditioners
- Candles or incense
- Cooking appliance
- Firearms, knives, or other weapons
- Liquor bottles or beer cans (full or empty)
- Pets
- Tobacco products
- E-cigarettes, E-cigarettes liquids, Vaporizers
- Illegal Substances

Refrigerators are permitted but are limited to no larger than 3.5 cubic foot size. Any student who wishes to have one must gain permission from his/her Dorm Parent and the Director of Residential Life. Hair Dryers and other appliances with heating elements are not allowed to be used in dormitory rooms. Hair dryers may be used only in the bathrooms. Furniture provided by Lyndon Institute in students' rooms may be removed only by the school's maintenance staff. Beds may only be dismantled or elevated on desks or bureaus by dorm personnel. Students are not allowed to make any alterations to the furniture in their rooms. Lofts are prohibited. Students are also not allowed to remove any furniture from the common areas. Lounge furniture must remain in lounges.

At the beginning of the year, Dorm Parents inspect and inventory all student rooms. When a student leaves their room permanently, the process is repeated to see that each student has maintained their room and furnishings in the proper manner. In addition, during the school year maintenance and residential life employees conduct periodic inspections of each student's room to ensure it is in good repair and decorated in accordance with fire regulations. Accidents happen, and Lyndon Institute expects students to take responsibility for any damage they cause. Each student is responsible for any repairs or replacements required in their own room.

Any unclaimed damages to the corridor may be prorated among all students residing on that corridor. Malicious damage is grounds for expulsion. Students are to properly dispose of their own garbage, both in the dorm room and when using common areas in the dormitory. If a student accidentally spills something or makes a mess, he/she must clean it up. Dorm jobs may be given to students for dormitory rule violations.

Mattresses must be covered with a mattress protector. Failure to do so will result in charges for replacement mattress.

Curfew and Conduct Specifics

Curfews will be announced and posted by Dorm Parents. Students are to be in their dorm at established curfew time. Dorm Parents or Staff on duty will conduct visual check-ins with students at curfew. Lights-out occurs at 11:00 p.m. on weekdays and 12:00 am on weekends. All bedtime preparation will be completed prior to lights-out. Students must be in their own rooms, in bed, and attempting to sleep. Students requiring additional study time after these hours may do so quietly at the discretion of the Dorm Parent on duty. This request needs to be made at curfew. In a dormitory situation, consideration for fellow residents and outside neighbors is essential; students are expected to abide by the following rules:

- Dorm quiet hours are in effect beginning at 8:30pm on weeknights to accommodate for study hall and curfew on the weekend. On Sunday night quiet hours are also observed at 8:30pm.
- Stereos are to be quiet enough not to disturb others and are to be turned off at lights-out.
- No speakers may be placed in windows.
- Rough play, wrestling, running, and throwing objects out windows is prohibited.
- Early morning noise will be kept to a minimum, especially on weekends.

Phone use is not allowed during study hall (7:00 p.m. – 8:30 p.m.) for students with room study or study hall obligations.

Dormitory/Campus Sign-Out

Each student must sign in and out of the dormitory each time they enter and exit the dorm; confirming with Dorm Parent or Staff on duty in house. Even if it's only to another location on campus. This procedure is helpful not only in emergency situations, but also in recording required activity hours. Failure to comply with this policy may result in after school detention and/or loss of privileges.

- Students may not leave campus prior to posted times of off campus hours, unless on a school-sponsored trip.
- Students must check in with Dorm Parent/Staff on duty in their dormitory prior to leaving campus and upon return to campus.
- All residential students must communicate with the dorm parent on duty in their dorm before signing off campus. A clear plan for the time off campus needs to be provided with contact numbers.

- If, for school-related and/or pre-approved circumstances, you have to depart campus early in the morning, you must communicate with your Dorm Parent or the Dorm Parent on duty that you are departing. Ideally, this communication will occur the night prior.
- Students who have left campus must physically check in with the dorm parent on duty every four hours between departure and curfew (unless arrangements have been made prior to departing).
- Students under the age of 16 are not allowed to be off campus after 9:00pm (10:00pm on Friday and Saturday) unless traveling on a school-sponsored activity.
- If you are returning to campus past curfew, you must contact your dorm parent to let you into the dorm and ensure you have arrived safely. This needs to be communicated and arranged in advance and is acceptable for school-related and/or pre-approved circumstances only.
- On each non-school day, students are required to 'sign in' at brunch or with dorm staff before noon each day or posted time.

Visitors

Off campus visitors to students' rooms (permitted times will be posted) are permitted, provided that the following rules are adhered to:

- The Dorm Parent must be informed prior to the visit. All visitors must be out of the dormitory when students are at study hall, and must leave thirty minutes before curfew, unless prior permission has been granted by the Director of Residential Life, Lead Dorm Parent, or the Dorm Parent on duty.
- Host & visiting students must meet directly with the Dorm Parent on duty when arriving at the dorm.
- Visitors of the opposite sex and/or students involved in a relationship are allowed to visit with students only in the common area of the dorm during designated hours. It is the expectation that both visitor and host will conduct themselves in appropriate ways at all times.
- All visitors wishing to spend the night must be granted permission by the Director of Residential Life or Lead Dorm Parent in advance of the desired stay.
- Students are responsible for any and all of their visitors' actions.

Pets

Students may not have pets of any type on campus.

Material Not Intended to be Sold to Minors

Because we live in a diverse community of young people - some as young as fourteen - it is not acceptable for students to possess material that is not permitted or intended to be sold to minors. Adults who encounter such materials will confiscate them. Students who repeatedly ignore this policy will be considered for a disciplinary or counseling response.

Dormitory Behavioral Responses

Lateness

Students must check in with the Dorm Parent on duty at or before curfew (the check-in time). If a student is late for curfew, they will be given detention. The Dorm Parent on Duty must be notified of all student tardiness at check-in time. If the student is twenty or more minutes late, they will be referred to the administrator on duty and to the Director of Residential Life. for non-accountability.

Out-of-Room After Lights-Out

If a student is out of his/her room after lights-out or is hosting students in his/ her room after lights-out, the student will receive detention and/or work detail.

Noise/Disturbances

The dormitories are home to other students and Dorm Parents. Students should keep conversations and music at an acceptable level. Please refrain from yelling in the dorm, as the sound travels throughout the dorm and neighboring faculty residences.

Non-emergency appointments

Transportation to non-emergency or medically necessary appointments is not provided by the school. Appointments of this nature should be scheduled on vacation weeks or on days when the parents are available to transport.

Weekend Stays at Day Student Homes

- Announcements will be posted when Weekend Stays are permitted.
- Your parents need to complete and send in the weekend release form Friday at 8:00am
- You need to have an invitation from the host family. The invitation must be submitted via email or fax from the host parent's email address. The invitation must include emergency contact information and address of the stay.
- If you have signed off campus for the weekend, you are not allowed back into the dormitories until you have officially signed back into the dorms and into the school's care.
- Good communication is very important in this process. The school must be aware when you are on and off campus and where you are staying.

Weekend Travel and Permissions

Any boarding student who wishes to leave campus for all or part of a weekend must fill out a "Weekend Form" and turn it into the school office by 8:00am on the Friday prior to the weekend he/she plans to depart from campus. If the student is going home, a parent/guardian must contact the school to give permission. If the student is going someplace other than home, the parent/guardian must call to give permission and the adult host must call and extend an invitation. Lyndon Institute reserves the right to deny a request by a boarding student and/or his/her

parent(s)/guardian(s) to stay with a specific host or to visit a particular location, if any other aspect of a proposed weekend stay, is determined not to be in the best interests of the student at the sole discretion of the Head of School or Director of Residential Life..

A student is eligible to leave for an open weekend unless the student is restricted to campus, has a detention, has incomplete work, or has failed to obtain all of the required signatures and permissions on time for the weekend plans. A boarding student's right to leave campus on weekends may be restricted as a response to behavioral problems or as determined to be in the best interests of the student in the sole discretion of the Head of School, Director of Residential Life or the Lead Dorm Parent. **The annual football St. Johnsbury Academy Rivalry Weekend is a mandatory on-campus weekend for all boarding students. On Prom and Graduation Weekend, all residential students must return to campus by curfew.**

Before leaving campus for the approved weekend, each student must check out *in-person* with the Dorm Parent on duty (before 4:00 p.m.) so that the Dorm Parent can ensure the student has an invitation and there are no conflicts. If the invitation and/or permission is missing, the student is required to obtain these prior to leaving campus. If the student has a conflict, the weekend plans may be altered or canceled. Examples of conflicts are community service, an athletic or drama obligation, being restricted to dorm or campus, or incomplete academic work.

Students are expected to return from a weekend away no later than 6:00 p.m. on Sunday. If the student is going to be returning late on Sunday, that must be arranged prior to departure for the weekend, or else the school must be notified by 3:00 p.m. on Sunday.

Note: Once students sign out for the weekend, they should not return to campus unless they plan to stay for the remainder of the weekend because the weekend permission terminates upon their return to campus.

Failure to follow the proper procedures for a weekend travel may result in a detention, disciplinary action, and/or restrictions on future weekends.

Weekend Sign-Out

On Saturdays and Sundays, students may sign out with the Dorm Parent on duty during times posted. (unless special arrangements are made ahead of time or the student is participating in a school sponsored activity), to go with any person with whom they have standing permissions as indicated on their "Permission Form". The student must first get specific permission from the Lead Dorm Parent on duty to leave campus or to ride in a car with a minor. The request to leave campus or to ride in a car with a minor may be denied if it is determined not to be in the best interests of the student in the sole discretion of the Head of School, Lead Dorm Parent or Residential Life Director.

Students are expected to fulfill all school and personal obligations before going off campus alone or with a friend. Students are required to sign out, *in-person with*

host, with the dorm parent on duty before they leave, and sign in with the dorm parent on duty upon their return. No boarding student may stay overnight at another student's house on any school night.

- Same rules for weekend sign-out as during the week in terms of signing out.
- No one under the age of sixteen may be off campus after 8:30pm (school nights) & 9:30pm on non-school nights unless they are part of a school sponsored activity.

Students may not stay locally or regionally in hotels or rental properties without their parent or guardian.

Off-Campus Sign Out

When a student is departing from campus on a weekday or weekend in a vehicle, the operator of that vehicle must be with the student or in the presence of a dorm parent on duty at the time of departure.

School Day Dormitory Access

Residential students are not allowed in the dorms during the school day. The only exception is if they are sent back to the dorms by the school nurse or have permission from school administration or residential staff.

Off-Campus Permission/Automobile Riding Procedure

Students may not leave campus at any time during the school day for any purpose without securing permission from Residential Life Program Coordinator or the administrator on duty. Students are not permitted to accept rides from other students without explicit permission. Parental permission forms may be obtained in online form located on the school's website. The Residential Life Director or Dorm Parent will respond to violations.

Early Dismissal/Late Return

Lyndon Institute is committed to excellence in academics, and a student's presence in class is part of the requirement for such excellence. However, we realize that absence from class is sometimes necessary. Therefore, the following guidelines shall govern early dismissal and late return.

- Prior permission from the student's parent(s)/guardian(s), must be received *in writing* by the Dean of Students.
- In the event of an unscheduled late return, a parent/guardian must communicate with the Residential Life Director or Lead Dorm Parent.
- Approved classes missed will be excused but will count as absences as required by school policy on absenteeism. Unapproved absences will be unexcused.
- All requests for excused days due to flight issues around vacations must be

submitted to the Dean of Students or Director of Residential Life. for review at least one month before the requested date. Do not schedule flights outside of the listed vacation dates without consulting the Administration as to whether the days will be counted as excused absences or extended vacation days.

Lyndon Institute reserves the right to grant final permission on any early dismissal or late return plans. This decision will be based upon the student's academic and disciplinary standing as well as take into account the student's attendance record and participation in extracurricular activities as well as the reason for the absence. All school commitments must be honored if a student is to qualify for an early dismissal or late return.

If a student requests an early dismissal or a late return and hotel accommodations are required, the student will be charged extra for the chaperone and the chaperone's hotel expenses. There will be no extra fees if students depart or arrive within the "suggested window of travel and time."

Please refer to our attendance policy/procedures in the attendance section of this handbook addendum.

Activity Requirement

In order to enhance educational, social, and physical well-being all students are encouraged to participate in at least one extracurricular activity or sport per season, attend all community dinners, participate in at least 6 weekend activities per quarter, and participate in one monthly in house activity.

Mandatory Study Time

All boarding students who have *not* achieved Honors or High Honors are required to attend evening study hall from 8:30pm to 10:00pm Monday through Thursday. Study halls will take place in the student dorm rooms. The house parents will proctor the study hall.

During study time, students are allowed to use electronics for academic purposes only. Phone use is not allowed at any point during study hall time. Any student who will miss the scheduled study time due to an athletic sport or extracurricular function must be approved in advance by the dorm parent on duty. The student should expect an alternate study time to be imposed.

Boarding students are required to attend study time if even one class grade is below a B-. For those students with Honor Roll status, study time is optional with parental permission. At the discretion of the Residential Life Director, however, any student may be asked to report to study time if it is determined to be in their best interest from an academic perspective.

Students may also be required to participate in a supported study if the student is struggling from an academic perspective.

Students who are asked to leave detention/study time due to a behavioral issue or refusal to comply will receive four blocks of detention and will be dormed for the remainder of the night.

Proof of Insurance

International students are required to purchase and maintain health insurance throughout the entire span of their time at Lyndon. Insurance can be purchased through Lyndon Institute's selected insurance provider as part of their annual international student fee. This insurance covers students while school is in session and the student is present at school. Students are allowed to have their own insurance in addition to Lyndon Institute's insurance; however, this does not guarantee their additional insurance will be accepted by the local hospital, doctors, or other medical practices. Families will be responsible for any additional charges accrued for medical treatment insurance does not cover. These charges will be billed to the student's account and invoiced to the responsible billing party.

Money

Boarding students should not leave money in rooms nor should they loan money to other Lyndon Institute students. It is advised students carry no more than \$100.00 in cash, unless attending a special event or for a weekend activity. Students are encouraged to use the safe provided by the school to protect valuables in their rooms. If students need help with a safe notify dorm parent.

Meals

During weekdays when school is in session, three meals are served: breakfast is at 7:30 am (students are to vacate the dining hall by 7:55 am, lunch is as scheduled, and dinner is served in the dining hall at 6:00pm on days where school was in session (Except Friday Nights). Friday night meals are a "take out" night. On Saturdays and Sundays and on weekdays when there are no classes, two meals are served: brunch is from 10:30 to 11:15 a.m., and dinner is from 5:30 to 6:15 p.m in the school's cafeteria..

Students are expected to be at dinner and to arrive on time. Food is not to be taken from the common room refrigerator without permission. Students who are on a sick day will have meals brought to them by designated staff.

Students may bring guests to meals as long as the invitation is approved by the Dorm Parent in advance.

If you are unable to attend a meal, you can request with the Dorm parent a 'to-go' meal for you. Email 'meals@lyndoninstitute.org' by 4:00 p.m. for that evening's meal service, including your name, date and time the meal is needed, the reason for missing the meal, and your food allergies or restrictions. If you request a breakfast or lunch for the following day, you must make it at dinner the day prior. It is your responsibility to make these requests, pick up and sometimes make the meal. The only exception is when you are sick, the Dorm Parents will make sure a meal is requested for and they will bring you the requested meal/s when dinner is done.

Automobiles on Campus

Lyndon Institute boarding students are not allowed to have cars on campus or to keep them in the local area. Any student found to be keeping a car in the local area may face penalties up to and including expulsion from school. In addition, while under Lyndon Institute's care students are also not allowed to drive vehicles for any reason unless it is associated with the school's driver education program.

Health Services

On school days, students who are not feeling well are to report to the Health Center between 7:15 – 7:45 a.m. The School Nurse will determine the nature of the illness; then the student will either stay in the Health Center, be sent back to the dorm, or be asked to go to class. The Nurse has sole discretion as to the status of the student on that day. Any student returning to the dorm after being told to return to class will be marked unexcused absent for the classes missed.

Any student sent back to the dorm by the School Nurse due to sickness will return to his/her dorm room for the remainder of the day to rest. Students will not be permitted to attend after school activities, athletics or events. Bathroom use is the only exception for leaving the dorm room.. In an effort to prevent the spread of illness to others, visitors are not allowed in the dorm with the student. If a student violates a sick day procedure, then the absence from school will be considered unexcused.

Missing any classes due to sickness during the course of a day means the student will be confined to his/her room after school for recovery purposes. The nurse will notify Dorm Parents if a student is sent back to the dorm. If a student violates a sick day procedure, the absence will be unexcused.

Appointments may be made by the Dorm Parent or the School Nurse.

Laundry

Students are expected to take care of all their own personal laundry. Laundry facilities are provided in the dorms.

Mail

Students have **two options** for receiving your mail while at Lyndon Institute:

1. To receive United States Postal mail through Lyndon Institute, items should be addressed as follows:

Your name,
c/o Lyndon Institute
Your dorm name
PO Box 127
Lyndon Center, VT 05850

Mail sent through Lyndon Institute gets delivered to the school, then distributed to students after school each day the school is open. Lyndon Institute reserves the right to search any package delivered through the school.

1. If you prefer, you can rent a post office box at the post office, which is located on the LI campus near the dorms. In this instance, you are able to pick up your own mail whenever the post office is open.
2. To receive packages from Fed-Ex, UPS or Carrier Services, items should be addressed as followed:
Your name
c/o Lyndon Institute
Your dorm name
63 King Drive
Lyndon Center, VT 05850

Pedestrian Safety

- Always walk against traffic, walking on the sidewalks or on the sides of the road, not in the road.
- Use the crosswalks to cross the roads. Always make sure cars are going to stop before you cross. Pedestrians do not always have the right of way in a crosswalk, cars may not always stop, especially in winter when roads are slippery.
- Just because you see a car doesn't mean the driver sees you. Make eye contact with the driver before crossing the road, wait for the car to come to a stop, and proceed across the road.
- Wear light-colored or reflective clothing at night if you are walking near a road.
- DO NOT TEXT OR OTHERWISE LOOK AT YOUR PHONE WHILE WALKING ALONG OR CROSSING THE ROAD!

Cellular Telephones

Returning boarding students are permitted to use a registered cellular telephone in their dormitory during free time only. The phone must not be used after lights-out, during study hall or other requested times made by staff. A registration form, which includes all of the guidelines for usage, must be signed and on file with the Residential Life program coordinator. Misuse may result in confiscation of the phone and the termination of the phone privilege.

Computers

Lyndon Institute students may choose to bring a personal computer to school to enhance their educational experience and to prepare assignments and research papers. Lyndon Institute is not responsible for items brought to school that are damaged or stolen.

Lyndon Institute does issue each student a Chromebook for use for the academic school year.

Students are expected to be familiar with the school's **Use of Digital Technology at School Policy** as stated in the Student/Parent Handbook.

Property Insurance

Parent(s)/guardian(s) are encouraged to have appropriate attachments or riders to their homeowners' insurance policy to cover property in student rooms or dormitories.

Overview of Lyndon Institute Rules

The following is not a complete list of the rules of Lyndon Institute. These are rules that merit emphasis in the boarding community. Boarding students must follow all student rules as set out in the Lyndon Institute Student/Parent Handbook. Additionally, our dormitory rules are based on the principles of honesty, courtesy, and responsibility; characteristics that we feel are the basis for good citizenship. The following conduct may lead to disciplinary actions, including but not limited to detention, suspension, or expulsion from Lyndon Institute:

- Repeated failure to learn, practice, and model the core values of the school
- Disrespect for faculty members
- Smoking or use of tobacco, including electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PVs), electronic nicotine delivery system (ENDS), other vaporizers, possession including chewing, dipping, and other tobacco use.
- Possession, use, or being in the presence or under the influence of any intoxicant (more exactly alcohol or drugs) or legally controlled substance unless duly prescribed by a doctor and administered under the supervision of the School Nurse
- Dishonesty or theft
- Bullying or harassment, including by electronic means
- Any use of material that results in burning
- Unauthorized possession of a key to a room
- Violation of automobile or riding procedures
- Possession of firearms, weapons or other lethal items
- Unauthorized presence in another dormitory
- Absences from campus or classes without permission
- Tampering with fire extinguishers, fire alarms, or other devices intended for fire protection and safety
- Vandalism
- Unauthorized absence from one's own dormitory room after lights-out
- Failure to comply with the activity requirement
- Repeated failure to comply with dormitory rules and regulations
- Failure to comply with any rules listed in the Student/Parent Handbook

In Loco Parentis Authority and Residential Program Forms

Lyndon Institute has in loco parentis authority for all boarding students when they are in residence on or off the Lyndon Institute campus or activity. Because of this, Lyndon Institute administrators are entitled to make decisions related to Lyndon Institute boarding students as determined to be in the best interests of the students, at the school's sole discretion. When boarding students leave campus for overnight visits not sponsored by the school, (e.g., weekend visits), parental

authority rests with the student's parent(s)/guardian(s) and not the school until such time as the student returns to the Lyndon Institute Residential Program.

It is vital that boarding students and their parent(s)/guardian(s) complete various required Lyndon Institute Residential Program forms upon request. These forms enable the school to document enrollment, keep track of parental permissions, manage student presence on and off campus, etc.