

# LCOS

*Landmark Christian School*

## *PATRIOTS*



## Parent/Student Handbook

# **LANDMARK CHRISTIAN SCHOOL**

A Ministry of  
**LANDMARK BAPTIST CHURCH**  
Dr. Mickey P. Carter, Pastor  
Dr. Phillip A. Pitts, High School Principal  
Mr. Jeremy R. Tudino, Elementary Principal

## **Elementary School**

PK – 6<sup>th</sup> Grade  
2020 E. Hinson Avenue  
Haines City, FL 33844-4901  
(863) 422-2037

## **High School**

7<sup>th</sup>-12<sup>th</sup> Grade  
2100 E. Hinson Avenue  
Haines City, FL 33844-4901  
(863) 419-1401

[www.lcspatriots.com](http://www.lcspatriots.com)

**“Train up a child in the way he should go: and when he is old,  
he will not depart from it.” Proverbs 22:6**

## **WELCOME FROM THE ADMINISTRATION**

We are so pleased that you have chosen Landmark Christian School as *your* school. We are committed to providing your child with an education that is second to none. We consider it a great honor and privilege to share the responsibility of training your child. Our dedicated teachers and staff will do their very best to instruct and care for your child. They not only work hard to provide your child with a quality academic program, but their ultimate goal is to train students to lead Christ-honoring lives. In order for children to grow up in the nurture and admonition of the Lord, the home, school, and church must work together. It is with this goal in mind that we ask you to read this handbook carefully and cooperate fully with the policies and procedures of Landmark Christian School. We are excited to see what God has in store for the future of our school. We are here to serve you, and if we can be of help to you at any time, please contact us.

## **EDUCATIONAL PHILOSOPHY AND PURPOSE**

Landmark Christian School is owned and operated by Landmark Baptist Church and was founded in 1972 on belief in the inerrant, inspired Word of God, the Bible, as the only infallible rule of faith and practice.

We are fundamental in our belief in the Word of God and separated in our position from the low standards and morals of today's society. Doctrines, standards, and philosophy will be fundamentally Baptist and in accordance with Landmark Baptist Church since these doctrines, standards, and philosophy are scripturally correct.

The school seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of Biblical principles and academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to balanced development of the student.

A Christian school is privileged to use the Bible as an important resource in the work of character building. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense. The King James Version (1611) is the only accepted Bible used in Landmark Christian School.

## **MISSION STATEMENT**

*The mission of Landmark Christian School is to assist the home by providing a quality education, both academically and spiritually, in a Christ-honoring and caring atmosphere.*

## **STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible, authoritative Word of God and that He has preserved it for the English-speaking world in the Authorized King James Version. It is the supreme standard by which all human conduct, creeds, and opinions should be tried and is the sole authority for our faith and practice.

We believe that there is one God, the source, support, and end of all things, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death; in His shed blood; in His bodily resurrection; in His ascension to the Father's right hand; and in His personal, pretribulation return for His church and His pre-millennial return with His saints at the Revelation.

We believe that man is totally depraved, a sinner (lost) by nature and by divine decree, therefore in need of the convicting and regenerating ministry of the Holy Spirit.

We believe in the personality of Satan; in his power and kingdom; in his wiles; in his judgment at the cross; and his eternal destruction in Hell.

We believe in the present ministry of the Holy Spirit; that He convicts the sinner; regenerates the one who believes; indwells, seals, instructs, reproves, and guides the believer; that He fills and controls every life that is wholly yielded to Him.

We believe that salvation is the gift of God offered to man by His grace and received by personal faith in the Lord Jesus Christ.

We believe in the bodily resurrection of the saved unto life and the unsaved unto judgment and everlasting damnation.

We believe in the spiritual unity of believers in the Lord Jesus Christ, not in the organized unity sought by the ecumenical movement.

We believe in the special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week and in the full historicity and perspicuity of the Biblical record of primeval history. This includes the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

## **GOD'S PLAN FOR YOU**

### **Jesus Paid the Penalty for Sin**

"For I delivered unto you first of all that which I also received, how that Christ died for our sins according to the scriptures; And that he was buried, and that he rose again the third day according to the scriptures:" (I Corinthians 15:3-4)

### **Who Has Sinned?**

"For all have sinned, and come short of the glory of God." (Romans 3:23)

### **God's Payment for Sin**

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." (Romans 6:23)

### **Salvation Is A Free Gift**

"For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast." (Ephesians 2:8-9)

### **Receive Christ As Your Savior Today**

"But as many as received him, to them gave he power to become the sons of God, even to them that believe on his name." (John 1:12)

### Landmark Baptist Church Schedule of Services

Sunday School	10:00 A.M.
Sunday A.M. Worship	11:00 A.M.
Sunday Evening	7:00 P.M.
Wednesday Evening	7:30 P.M.

*You are always welcome to visit our services.*

# ADMISSIONS

Students are admitted on the basis of available classroom space, the student's personal character, scholastic records, and/or entrance tests. The school reserves the right to place the child in a lower grade if deemed necessary. If a student fails to make acceptable scholastic progress or does not adjust to the overall program of the school, withdrawal may become necessary. Students who have been expelled from their previous school(s), who have been withdrawn to avoid such action, or who have a history of discipline issues including aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism may not be permitted to enroll. It is the policy of Landmark Christian School that all students must reside with their parent(s) or legal guardian in order to remain in the school, even after the age of 18 is reached. Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding information may forfeit their opportunity to enroll or to remain enrolled.

Landmark Christian School, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements and to suspend or expel any student who violates the standards set down in the Parent/Student Handbook or other rules of conduct as defined by the administration.

## General Statement of Policy

Landmark Christian School retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice. It is understood that Landmark Christian School's behavior expectations for students span twenty-four hours a day, not just the time spent at school. Students are expected to represent LCS in a positive manner even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to LCS in a negative manner. Negative actions may result in a student's dismissal from the school.

## Non-Discriminatory Policy

Landmark Christian School admits students of any race, color, and national or ethnic origin to all the programs, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, or athletic and other school-administered programs.

## Admissions Process

1. **Interview:** Please contact our Admissions Office to have your questions answered and to schedule an interview with the principal. At least one parent or legal guardian as well as the prospective student(s) must be in attendance for this interview. A copy of the prospective student's latest report card and standardized testing results must be brought to the interview.
2. **Application:** After completing the interview process, please go to our website ([www.lcspatriots.com](http://www.lcspatriots.com)) and click the **Apply Now** link located on the home page. Follow the detailed instructions. The Admissions section of our website is designed to make the application process as simple as possible using our Online Application. The application must be completed and submitted with the non-refundable application fee of \$50. After the application has been submitted, our Admissions Office will contact you to set up entrance testing.
3. **Testing:** LCS administers entrance tests to all prospective students entering grades 3 through 12 to evaluate academic abilities.
4. **Acceptance:** Parent(s) or legal guardian(s) will be notified as soon as possible regarding the student's acceptance. Admission is not finalized until all applicable documentation has been received and all necessary fees paid in full. The following documentation is needed to begin school: copy of birth certificate; Florida Certificate of Immunization (HRS Form 680); Student Health Exam Form (HRS Form 3040); copy of custody papers, if applicable.

## Reenrollment

Each student must reenroll for the new school year. This is not automatically done. Re-enrollment paperwork is available beginning in February. Reenrollment fees are non-refundable. If reenrollment is not completed and classes are closed, a student will be placed on a waiting list.

## **Enrollment**

Students entering four and five year old kindergarten must have reached their respective ages on or before September 1<sup>st</sup>. First graders must have reached age six on or before September 1<sup>st</sup>. Students transferring to the school mid-year are subject to the same age requirements. Students must meet normal readiness and entrance requirements to enter under this extended enrollment age. All preschoolers are required to be fully potty-trained. Pull-Ups are not permitted to be worn in the classroom by students.

## **Student Transfer**

Scholastic records will be requested from the previous school in writing by LCS for each student transferring into Landmark Christian School. Grade placement will be determined after review by the school administrator. When LCS students transfer to another school, that school will request in writing for records to be sent to them.

Home school students transferring to LCS must present proper documentation listing the courses taken, grades, and credits earned. Documentation must be signed by the parent or legal guardian. If home schooling was done under the authority of a home school organization, an official transcript from that organization must be presented to LCS before placement in LCS is made.

## **Withdrawal of Students**

Withdrawal from LCS must be conducted through the school office. Should it become necessary for a student to transfer, the parent will be responsible for the tuition through the current month of the student's enrollment. No refunds will be given for partial months of tuition. Additional tuition may be due if withdrawal is made within the first two months of the semester. If textbooks were not paid in full at time of enrollment, the balance due on the book fees will be required at the time of withdrawal. Report cards and/or student records cannot be released until all accounts are paid in full.

## **Accreditation**

Landmark Christian School is a fully accredited member of and/or associated with the following organizations:

- Florida Association of Christian Colleges and Schools (FACCS)
- International Association of Christian Colleges and Schools (IACCS)
- National Council for Private School Accreditation (NCPSA)

## **Curriculum**

Landmark Christian School uses textbooks and curriculum from A Beka Book and resources from other Christian publishers. All students have a daily Bible class or chapel which includes Bible memorization and practical Christian training.

## **Pledges**

Pledges to the United States Flag, Christian Flag, and the Bible are recited daily. Each student is required to participate in reciting the pledges in a serious and respectful manner.

### **Pledge to the United States Flag**

I pledge allegiance to the Flag of the United States of America,  
And to the Republic for which it stands.  
One Nation under God, indivisible,  
With liberty, and justice for all.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian Flag  
And to the Saviour for whose kingdom it stands.  
One Saviour, crucified, risen, and coming again  
With life and liberty to all who believe.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet, and a light unto my path;  
I will hide its words in my heart that I might not sin against God.

# FINANCIAL INFORMATION

## **Financial Responsibility**

LCS tries to keep tuition rates low. The school does not receive government funding and is not endowed by outside organizations. Prompt payment of tuition and fees is essential to the ongoing operation of the school. When one family does not meet their financial obligations it impacts the school operation and all other families. If a family has experienced unforeseen financial difficulties, they must immediately contact the administration to discuss an alternate payment schedule. Communication is essential to a cooperative working relationship.

Our fee schedule is based on our total program; therefore, we do not offer reductions for illness, vacations, or holidays. Yearly charges may be paid fully in advance or in 10 monthly installments from August through May. There is a 5% discount on tuition for those who pay tuition in full by August 1.

If an account becomes two months past due or has an outstanding balance of more than \$500.00, the student(s) may be subject to withdrawal until the account is current. All charges due must be paid in full before the student(s) may return. School records will not be released to another school until the account is paid in full (including tuition, Extended Care, lunch charges, etc.). Access to RenWeb will be disabled, and report cards or other academic reports will not be issued to any student whose account is not current. PK students will not be allowed to attend school in May if the account is not paid in full by May 1<sup>st</sup>. All K5 students must have the account paid in full before being allowed to participate in graduation ceremonies.

## **Tuition Payments**

Tuition payments should be received in the school office no later than the first day of each month. Any payment received after the fifth of the month will be assessed a \$25.00 late fee. Report cards or other academic reports will not be issued to any student whose account is not current. Tuition payments should be mailed to the office or in elementary returned to the classroom through your child's homework folder. Methods of payment accepted include cash, check, money order, and cashier's check. LCS does not accept credit or debit cards. Parents should not send cash payments to school in students' book bags.

## **Payment by Check**

A \$25.00 fee will be charged on all returned checks. After the 2<sup>nd</sup> returned check, checks will no longer be accepted, and all future payments must be made on a cash-only basis. We are unable to accept post-dated checks.

## **Additional Fees**

Textbooks must be purchased by the parent. If a student loses a book, he will be required to purchase a new one. Additional fees include yearly registration, course fees for selected subjects, and a testing fee for new students. Fees are subject to change.

## **Contracts for Corporate Scholarships**

Parents of students who receive corporate scholarships including Step Up For Students must follow the requirements for signing a contract for the full school year and are accountable to the school rules regarding cancellation of contract. The parents are responsible for any fees or tuition not paid by the scholarship. Parents must respond in a timely manner when contacted to sign scholarship tuition check vouchers, which are made out to the parent.

# HEALTH POLICY

## **General Health Considerations**

A student who is sick should not be brought to school nor should the student be treated with Tylenol or other fever reducing medication in order to be sent to school. Specifically, this would include children who are coughing, running a fever, have a green or yellow runny nose, are vomiting, have diarrhea, have any contagious condition (impetigo, ringworm, chicken pox, pink-eye, flu, etc.), or have not sufficiently recovered from an illness. The child must be without fever or vomiting for 24 hours before returning to school. Any student who has been absent more than 3 days due to illness will need a doctor's note for re-admittance to class.

Please be sure to keep your child's immunizations up to date. Although your child may be in compliance at registration, boosters are often due during the school year.

## **Head Lice**

LCS has a no-nit policy. If it has been determined by the school office that your child has head lice and/or nits, you will be called to pick up your child. Students must be treated at home with a lice specific treatment and then re-checked by the office staff before returning to school.

## **Communicable Disease Policy**

LCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to another person.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students or employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

The reportable diseases include the following:



Acquired Immune Deficiency Syndrome (AIDS)  
Aids Related Complex (ARC)  
Amebiasis  
Animal Bite of Humans  
(only by a potentially rabid animal)  
Anthrax  
Botulism  
Brucellosis  
Campylobacteriosis  
Chancroid  
Chicken Pox  
Conjunctivitis (Pink Eye)  
Dengue  
Diphtheria  
Encephalitis  
Giardiasis (acute)  
Gonorrhea  
Granuloma Inquinale  
Hansen's Disease (leprosy)  
Hemorrhagic Fevers  
Hepatitis  
Histoplasmosis  
Human Immunodeficiency Virus(HIV)  
Legionnaire's Disease  
Leptospirosis  
Lymphogranuloma Venereum  
Malaria  
Measles (rubeola)  
Meningitis  
Meningococcal Disease  
Mumps  
Paralytic Shellfish Poisoning  
Pertussis  
Pesticide Poisoning  
Plague  
Poliomyelitis  
Psittacosis  
Rabies  
  
Relapsing Fever  
Rocky Mt. Spotted Fever  
Rickettsia

Rubella (including congenital)  
Salmonellosis  
Schistosomiasis  
Shigellosis  
Smallpox  
Syphilis  
Tetanus  
Toxoplasmosis acute  
Trichinosis  
Tuberculosis  
Tularemia  
Typhoid Fever  
Typhus  
Vibrio Cholera  
Vibrio Infections  
Yellow Fever

### **Blood Bourne Pathogens**

The policy of Landmark Christian School is to use recognized “universal precaution” in handling blood or bodily fluids. These bodily liquids may contain infections including HIV; therefore, all such fluids will be handled by school staff. All hazardous blood and bodily fluids will be collected in approved containers and a designated staff member(s) will follow the guidelines for proper disposal.

### **Medication Procedure**

Students are not permitted to have medication in their possession while at school and are prohibited from administering medication to other students. If a student needs to take medicine during school hours, it must be brought to the school office by the parent. Medication administration forms are available in the school office and must be completed by the parent before any medication can be given. **All medication must be in the original container labeled with the student's name, dosage, and time of administration.** The school will not administer any medicine that is not labeled properly. The parent is responsible for picking up any medicine which needs to be taken home before the office closes. The school may administer Tylenol or its generic if permission has been granted by the parent. It is not the responsibility of LCS to provide this medication, and it will only be done on a limited basis.

# ATTENDANCE

In order for a student to gain the most from school, he/she must be in attendance regularly. This applies in every grade level as learning takes place all day, every day. It is the parent's responsibility to ensure their child is at school on time each day. Preschool students are not penalized for absences or tardiness; however, both should be kept to a minimum. School hours are 8:00 a.m. to 3:00 p.m. The official school time is set by the clock in the school office.

Regular attendance and being on time for school each day plays a big role in the success of the student. When a student is present and ready to start on time each morning, much can be accomplished. The class can begin promptly and start on a positive note. When a student is consistently absent or tardy, it not only affects his personal progress, but that of his class, as well. For these reasons, we expect students to be present and on time for school each day.

However, we know that on occasion, doctor, dental, or family emergencies will occur. Students must bring a note from the doctor's or dentist's office in order for the absence to be excused. Notes from the doctor or dentist should reference any days that a student has missed because of illness. If a student is absent or tardy to school and did not see a doctor, the parent must submit a note explaining why the student was absent or tardy.

## **Absences**

### **Accumulated Absences**

According to Florida law, all compulsory age students are required to attend school regularly during the entire 180-day school term. A student may not be absent more than 10 days per semester or 20 days per school year. Students enrolling in school after the official opening date shall be allotted a prorated absence limit. Once a student has exceeded the maximum absences allowed (10 days per semester/20 days per school year), a meeting with the principal is required, and sanctions may be imposed, including the retention of the student. Documentation may be required for excessive absences. Consideration will be given with extended illnesses based on the medical documentation provided to the school from a doctor.

An official notice of absences will be sent to the parents via RenWeb at the following intervals:

Five absences- 1<sup>st</sup> notification

Eight absences- 2<sup>nd</sup> notification and parent/student meeting with the principal

Eleven absences- 3<sup>rd</sup> notification indicating the possible loss of credit and failure of the class

### **Excused Absences**

- Student illness or injury
- Death in the immediate family
- Medical or dental appointments (require an excuse note from the physician)
- Other reasons prearranged with the principal and excused before the absence occurs

**Examples of absences considered unexcused:**

- Appointments for haircuts
- Shopping
- Missing school due to a job
- Family socials, outings, community events, out-of-town guests, and business events (without getting pre-approval)

**Unexcused Absences**

Students will receive a two (2) point grade reduction from each class at the end of the nine weeks for each unexcused absence. This includes unexcused absences due to immunization record violations, violation of the financial contract, or student suspension.

**Procedures Following an Absence**

When a student is absent, the parent should notify the school office of the absence and its reason by phone or email by 10:00 a.m. or send a note with the student upon their return to school. ). If the parent notifies the school of the absence via email, we do not need a note the following day unless the student had a doctor's appointment. In this situation, please provide verification from the doctor's office that the student had a medical appointment. All absences are considered and recorded as unexcused unless formal notification is received from the parent, and the absence is excused by the school. If a student is given an unexcused admit to class, the parent has three days to provide documentation to have the absence excused.

**Prearranged Absences**

If a student must be absent from school due to a family trip or activity, a parent must request a prearranged absence form from the office and submit the completed form to the principal for approval five days in advance of the requested absence. Based on the student's attendance and academic records, up to five days per year may be prearranged for family trips or activities. The school retains the right to refuse a prearranged absence if the student's education will be adversely affected by the absence and to limit the number of days allowed. Requests for absences during standardized testing or exams will be denied. All assigned work must be completed by the due date. If the principal approves the absence, the child's teacher will list the assignments that the student must complete and turn in upon their return to school or the date assigned by the teacher.

**Absence for a Portion of the Day**

If a student misses a previously assigned assignment, test, or quiz because of an absence for a portion of the day, but is well enough to be in school for the remainder of that day, the student must make up the missed assignment, test, or quiz by the end of the day. If no study hall time is available, the student must make up the work after school. Failure to make up the assignment, test, or quiz on the assigned day will result in a grade of zero. Students must be present at least four hours in order to be counted present one-half day. Recognition for perfect attendance is not given to students that miss more than one-half day.

### **Athletic Practices and Games**

Students must be in school a minimum of four hours to participate in after-school sports practices. On game days, students are expected to attend all classes during the day. If an athlete signs in late to school due to a doctor's appointment, he/she will be considered excused and may participate in the game that day. Athletes are expected to be in attendance at last four hours unless the time spent at the doctor does not allow for this much time on campus the day of a game.

All other reasons for being late on a game day will be considered unexcused and the athlete will not be eligible to participate. If you believe you have a valid reason for being late to school that is not medically related, you may speak to the principal upon your arrival to school. If you know in advance that you are going to be late to school on a game day and the reason it is not medically related, please speak with the principal so you will know if the tardy will be excused.

Students who miss a class due to an athletic event are responsible for having all assigned work completed when he/she returns to class the next day. Students are expected to turn in all homework and take all scheduled quizzes and tests. It is of utmost importance that students see the teacher prior to the absence to get all assigned work.

### **Tardiness**

Students are expected to be on time for school. This ensures that the student is able to start the day off right, eliminates distractions for the other students, and keeps the student from missing valuable instruction time. Students who are not in their homeroom/classroom by 8:00 are considered tardy and must report to the office to receive a tardy slip.

Students will be allowed four (4) tardies in homeroom in each nine week grading period with no consequence. The fifth and any additional tardies in a nine week period will result in a detention.

### **Elementary:**

- Students who arrive after 10:00 but before 12:00 are considered absent ½ day.
- Students who arrive after 12:00 are considered absent all day.

### **High School:**

- Each individual class period is responsible for tardies.

### **Early Dismissal**

Early dismissals should be kept to a minimum. Parents should try to schedule doctor and dental appointments after school hours. School hours are from 8:00 a.m. to 3:00 p.m. Parents should call the office or email the office on the day of the early dismissal stating the time the child will be picked up. This will allow the student time to take tests or work that needs to be done before the student leaves school for the day. Students should not leave early on days scheduled for tests or quizzes unless the student is sick. When picking up a student early, the parent must come to the office to sign out and pick up the student.

### **Elementary:**

- Students who leave school before 10:00 are considered absent for the day. Students who leave between 10:01-12:00 are considered ½ day absent. A student leaving school after 12:00 three times during a nine week period will be assessed an absence. Students are not allowed to be picked up after 2:30.

## High School Bell Schedule:

- Students picked up early will be counted absent from the classes they miss. A note is required to excuse this absence.

Class	Begin Time	End Time
<b>Homeroom</b>	<b>8:00</b>	<b>8:10</b>
<b>1<sup>st</sup> Period</b>	<b>8:10</b>	<b>9:00</b>
<b>2<sup>nd</sup> Period</b>	<b>9:05</b>	<b>9:55</b>
<b>3<sup>rd</sup> Period</b>	<b>10:05</b>	<b>10:55</b>
<b>4<sup>th</sup> Period</b>	<b>11:00</b>	<b>11:50</b>
<b>9<sup>th</sup>-12<sup>th</sup> Lunch</b>	<b>11:55</b>	<b>12:15</b>
<b>7<sup>th</sup>-8<sup>th</sup> 5<sup>th</sup> Period</b>	<b>11:55</b>	<b>12:45</b>
<b>9<sup>th</sup>-12<sup>th</sup> 5<sup>th</sup> Period</b>	<b>12:20</b>	<b>1:10</b>
<b>7<sup>th</sup>-8<sup>th</sup> Lunch</b>	<b>12:50</b>	<b>1:10</b>
<b>6<sup>th</sup> Period</b>	<b>1:15</b>	<b>2:05</b>
<b>7<sup>th</sup> Period</b>	<b>2:10</b>	<b>3:00</b>

## Make Up Work

It is the responsibility of students who have been absent to check with each of their teachers on the day they return to school to get missed assignments. All homework assignments, quizzes, and tests must be made up within two school days after returning to school. For example, if a student is absent on Monday and returns to school on Tuesday, their make-up work would be due on Thursday. The student will receive a zero for any homework assignments, quizzes, and tests not made up within two days. Any work missed due to a school related absence must be made up the day the student returns to school. It may be necessary for the work to be made up before or after school hours.

In cases of extended absences (such as serious illness, hospitalization, or death in the family) additional time will be given, and each situation will be considered on an individual basis by the administration. A student who is absent due to illness the day before an assigned test is excused from taking the test and will be given additional time to prepare within the limits of LCS Make Up Work Policy.

Parents who wish to obtain assignments for a sick child may first refer to RenWeb or may call the office no later than 9:00 a.m. so that the teacher may be notified. Work may be picked up in the office after 3:00 p.m.

Students that have a prearranged absence must secure their assignments before leaving and must have them completed upon return.

# ACADEMIC INFORMATION

## Homework

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework; the goal of assigned homework is to reinforce classroom instruction. The fundamentals of reading, writing, speaking, and mathematics often need to be reinforced with additional practice at home. Students must assume responsibility for their homework just as they will assume job responsibility in the future. The learning process is a joint effort. Students and their parents have a responsibility for the students' mastery of the subject matter. Parents should review homework assignments with their children as a matter of interest, but the parent may not do the assignment for them. No homework will be assigned on Wednesdays so that students may attend mid-week church services. Quizzes may be given, and projects may be due on Thursdays, but no tests will be scheduled for Thursdays unless they do not require study time (penmanship, oral reading, etc.).

## Elementary:

A parent's signature on the child's homework sheet is required to indicate that the student's work has been monitored by a parent. Failure to submit a completed assignment or signed assignment sheet on time will result in academic penalties and/or a Homework/Preparedness Report.

## High School:

Homework assignments for each class are posted on RenWeb. Failure to complete homework assignments will result in zeroes on each assignment not turned in on the day it is due. Homework grades count a minimum of twenty percent (20%) of the student's nine week grade.

## Help Class

Faculty members are encouraged to provide academic assistance for their students who need it on Tuesday or Thursday from 3:15-3:45 p.m. Help class is designed for students who are struggling in any subject, but parents should first exhaust all efforts at home to solve the problem. Help class will be offered at the discretion of the teacher. It is not to be an ongoing tutoring program nor does it replace parental involvement. If your child's teacher suggests help class, please take advantage of this opportunity.

## Progress Reports

### Elementary:

Teachers send students' tests and quizzes home to be signed by the parent on a weekly basis. Parents are required to sign the papers and return them to school the next day.

At LCS it is the parents' responsibility to monitor their child's academic progress throughout the year and contact the teacher with any concerns. No extra credit will be given without administrative approval. Parents should regularly check their student's Progress Report in RenWeb.

## Report Cards

Report cards are sent to the parents electronically through RenWeb after each nine-week grading period.

## A/AB Honor Roll

A/AB Honor Roll will be compiled after each nine-week grading period. The following criteria will be used to determine qualification:

"A" Honor Roll – Students with all A's in all academic classes (including conduct) except for penmanship.

"A/B" Honor Roll – Students with all A's and B's in all academic classes (including conduct) except for penmanship.

**Elementary Grading Scale:**

A	90-100	O	Outstanding
B	80-89	S	Satisfactory
C	70-79	N	Needs Improvement
D	60-69	U	Unsatisfactory
F	0-59		

**High School Grading Scale:**

	Regular Courses	Honors/AP/College
90-100 = A	4.0	5.0
80- 89 = B	3.0	4.0
70- 79 = C	2.0	3.0
60- 69 = D	1.0	1.0
0- 59 = F	0.0	0.0

**Dual Enrollment**

LCS juniors and seniors will be offered the opportunity to enroll in Landmark Baptist College in order to earn credits in courses. Students will earn college credits at LBC as well as high school credits at LCS. Dual enrollment is also available through Polk State College.

**Academic Probation**

A student will be placed on academic probation when the cumulative GPA falls below a 2.0 at the end of any term. A parent/student/principal conference is required and the student will be placed on probation. This probationary status will remain in place until the 2.0 GPA is reached. If significant improvement and goals established in the previous conference have not been met, the student may be required to withdraw from LCS.

**Grade Forgiveness**

Students must include any course grade not replaced, according to the schools forgiveness policy, in the calculation of the cumulative grade point average. All courses taken must be included in the grade point average calculation unless the grade has been forgiven by retake. Courses with a grade of “D” or “F” may be replaced with a grade of “C” or higher earned subsequently by retaking the same course.



## **Promotion Policy – Elementary**

Students are expected to pass all subjects in order to be promoted. If a student fails any one subject, the student may be promoted; however, summer school is recommended for remediation in that academic area. A student receiving two F's or three or more D's or any combination of three D's and F's, **must** attend summer school if it is offered. The student must then successfully pass the make-up work with a 70 (C) or higher in order to be promoted. Students may not be absent more than one day from summer school to receive credit. If summer school is not offered, the student will not be promoted. **Students with more than two F's will be retained regardless of summer school attendance.**

## **Promotion Policy - Jr. High (grades 7-8)**

If a student makes below a 70 in English or math, he/she must attend summer school and successfully pass the course(s) with a 70 or higher. If a student makes below a 70% in English and math and one additional subject, he or she will be retained in the same grade.

Students are required to take the necessary courses in the LCS summer school program if it is available. If there are not enough students to have an on-campus summer school, the student will be required to make up the course(s) via Florida Virtual School or by another LCS approved program or by private tutoring. This also includes other subjects in addition to math and English.

## **Sr. High (grades 9-12)**

Students, who make an "F" in a required course either semester, must repeat that course for that semester. Credit may be acquired by attending and passing the course(s) in summer school if summer school is offered on campus. If there are not enough students for an on-campus summer school, the student will be required to make up the course(s) via Florida Virtual School or by another LCS approved program.

Sr. High students must meet the following criteria for classification purposes:

- 6 credits – sophomore (10<sup>th</sup> grade)
- 12 credits – junior (11<sup>th</sup> grade)
- 18 credits – senior (12<sup>th</sup> grade)

Note: Based on the requirements for class credit in certain subjects, students will be required to complete certain projects and or term papers in order to pass the class and receive credit.

## Graduation Policy

In order for students to graduate at the end of their senior year, the State of Florida requires twenty-four credits and a minimum cumulative GPA of 2.0. GPA is calculated on the semester average of each class. Credits are awarded in a ½ credit earned system which included courses provided on both a full-year and half-year basis. All courses are in compliance with state core curriculum. The following credits are required by LCS:

Course	Credits		
Bible (required each semester at LCS)	4		
English	4		
Social Studies (Geography, Political Science, World History, American History, Government/Economics)	4		
Science (Physical Science, Biology, Chemistry)	3		
Mathematics (must include Algebra I, Geometry, Algebra II)	4		
Physical Education	1		
Performing Arts Elective* (choir, speech)	½		
Practical Arts Elective* (computers, student aide)	½		
Foreign Language**	2	Electives	1-3

\*Students have the option of selecting ½ credits in both Performing Arts and Practical Arts or taking a full credit in either course.

\*\*Foreign Language is required for entrance into the State of Florida University system.

## Academic Honors

Graduating academic honors are based on the cumulative GPA for grades 9 through 12.

- Valedictorian- highest GPA above 3.5  
(Must attend LCS for the junior and senior year, unless returning students fail to qualify)
- Salutatorian- second highest GPA above 3.5
- Honors- all students who have an earned GPA of 3.5 or higher

## **GUIDANCE**

The Guidance Counselor serves to guide and advise students in preparing for post-secondary education or career plans. Meetings are scheduled to give parents information about their student's academic progress, selecting courses for the upcoming year, preparing and planning for college, applying for scholarships and financial aid, and signing up for the appropriate assessment tests.

### **Standardized Testing**

Beginning in K5, all students are given achievement tests in the spring of each year to measure their academic progress in language arts, listening skills, math, science, and social studies. LCS administers the Stanford 10 Achievement Test. Results are provided to parents and are machine scored for accuracy.

### **Assessment Testing**

LCS seeks to prepare students by using an integrated series of assessment programs that, when used together, offer educators a powerful, interrelated sequence of instruments to measure student development. LCS currently employs the PSAT for 10<sup>th</sup> and 11<sup>th</sup> Grade. LCS recommends Juniors and Seniors take either the SAT or ACT. The SAT and ACT test dates will be posted on RenWeb. The guidance counselor will assist students with applications for taking these tests. Test results are posted in the students' cumulative file.

# **PARENT-TEACHER COMMUNICATION**

## **Orientation**

Orientation is held in August during the week prior to the official beginning of classes. Students meet their teachers, and information pertinent to the new school year is given at this important meeting. Parents' attendance is expected and appreciated.

## **Parent-Teacher Meetings**

Parent-teacher meetings are occasionally held throughout the school year. A reminder will be sent home when a parent-teacher meeting is scheduled.

Teachers or parents may initiate a conference at any time during the school year. Parents are asked to call the school office or send a note or email to the respective teacher in advance in order to schedule an appointment. Teachers are not permitted to hold impromptu conferences or conversations with parents at the doors of their classrooms in the morning before class or at dismissal due to their immediate responsibilities with the students in their care. In addition, teachers are required to visit in the home of each student during the school year. The purpose of the visit is to help the teacher more clearly understand the needs of the student and to initiate good communication with the parent.

## **RenWeb**

Parents with internet access will have 24/7 secure accessibility to their own children's progress and grades through RenWeb. Information about RenWeb, including individual password assignments, will be provided to parents. School announcements are posted online.

## **Surveys**

Exit polls are conducted and recorded when students withdraw from LCS.

# CONDUCT POLICIES

## **Standards of Christian Conduct**

The school expects full cooperation from both students and parents in the adherence to all school policies and procedures. A parent should never undermine any aspect of the school program and should therefore be careful not to make negative comments about the school or any of its personnel to his student, other students, or to other parents. Parents and/or students should not initiate or sign petitions to try to resolve a problem. Parental concerns do arise from time to time. How they are handled by all parties is extremely important. When a parent is concerned about an issue with a teacher or something that happened in the classroom, he should contact the teacher first to resolve the issue. If the parent is still concerned, he should contact the principal to set up a conference with the principal and teacher involved. If the concern is about a school policy, the parent may contact the principal for a conference.

LCS does not have an alternative program for the special behavioral or emotional needs of students. Students unable or unwilling to conform to the school's policies will not be able to continue their enrollment.

High standards of conduct are required of all those associated with LCS. Students are expected to live above reproach showing respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw.

The following items exemplify the standards of Christian conduct which will help us have a school that is Godly and orderly:

- Whether at school or away from school, the Christian student's goal should be to "let your light shine before men that they may see your good works and glorify your Father which is in heaven." Christians should desire to honor the Lord and to think like Christ. Typical of this standard is faithfulness in attendance at a local Bible-preaching church.
- Students should show respect for those in authority over them. The student, as a Christian, will show respect for the feelings and property of others.
- Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude.
- Every student should allow the Holy Spirit to rule his tongue. He should strive to avoid offending and hurting others by careless and thoughtless words, gossip, backbiting, or slander. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged. Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
- Stealing and cheating are condemned by God's Word and should not be accepted in the life of a Christian.
- Landmark Christian School students should refrain from activities that are not glorifying to God. Dancing, gambling, dressing immodestly, and reading or viewing pornography are typical of such activities. Two other areas of special concern involve what we watch in the media and the music to which we listen.

- We believe that God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual perversion including but not limited to premarital sex, homosexuality, lesbianism, bisexuality, adultery, and pornography are perversions of God's will regarding sexual intimacy. According to the Bible, God made us the gender He chose, and attempts to alter one's gender are deviant from His will. (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23) Failure to remain sexually pure could result in discipline, including suspension or dismissal. Landmark Christian School does not accept nor retain faculty, staff, or students who profess to or practice a homosexual lifestyle.
- No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.
- No body piercing or tattoos (temporary or permanent) are permitted. Only female staff and students are permitted to wear earrings. Only one (1) earring per ear in the bottom of the earlobe is permitted to be worn. No other body piercings are permitted.

### **Harassment/Anti-Bullying Policy**

Definition: Any unwanted and/or repeated written, verbal, electronic, or physical behavior including any threatening, insulting, or dehumanizing act by a student that is severe and pervasive (as determined by the administration) and that creates an intimidating, hostile, or offensive educational environment, causes discomfort or humiliation, or unreasonably interferes with an individual's school performance or participation.

Each student and staff member is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, bullying, and threatening behavior of any kind will not be tolerated. Allegations of harassment should be immediately reported to the administration. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include, but not be limited to, suspension or expulsion and referral to law enforcement authorities. Any student who knowingly and intentionally makes a false complaint against an adult or student will be subject to immediate disciplinary action.

### **Classroom Conduct**

Although each teacher will have specific procedures that are expected to be followed in the classroom, as a school-wide standard, we expect adherence to these basic rules:

- The student should not speak out in class without first securing permission from the teacher.
- The student should not leave his seat without permission.
- The student should always give the teacher his full attention while the teacher is teaching.
- The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., or Miss; never by their first name. Out of respect for the administration and faculty, we ask parents to set the example in this regard when speaking with or about the school personnel.
- Negative attitudes and responses will not be tolerated.
- The student should not engage in running, shoving, yelling, and other boisterous behavior inside the buildings or during inappropriate times outdoors.
- No student should bully or mistreat a fellow classmate.

### **Conduct at Athletic Events**

Although the tempo of athletic competition often lends itself to becoming emotionally involved, we do not tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders, or spectators. Respect is to be shown to game officials, opponents, and persons from schools with whom we compete at all times. Please do not “boo” or ridicule the officials because of a call they make or do not make. Any complaints or disagreements are to be shared with either the athletic director or principal in private. Please help us maintain high standards and a good testimony at both home and away contests. Remember, the testimony of Landmark Christian School is more important than the outcome of any ball game.

The school dress code for extracurricular activities is to be followed by all students whether home or away. We also prefer that shorts not be worn by parents or guests during athletic events. Please help us avoid an embarrassing situation by informing your guests of this policy. Smoking and alcoholic beverages are not allowed on any Landmark campus.

### **Search Policy**

LCS reserves the right, with or without permission, to search any student’s book bag, personal belongings, phone, etc. Failure by the student or parent to cooperate with the school will result in the student being asked to withdraw from the school or face expulsion.

### **Student Social Media Policy**

Students are to refrain from any form of electronic media (Facebook, MySpace, blogs, etc.,) that contains questionable content that violates the standards of LCS. Students who maintain a personal Internet site will be expected to keep their pages free of inappropriate materials, photos, threats to other students, confessions, or anything in contrast to the school’s conduct or moral standards that are not Christ-honoring, and will be held accountable for questionable content found on his or her site.

### **School Policy on cell phones, all electronic devices (Including i-phones, i-pads, and android tablets)**

The administration of Landmark Christian High School understands that society has come to depend on cell phones greatly in this technological age. However, in order to maintain an effective educational setting and the safety and well- being of our students, we also understand the need for control of these devices.

#### **Elementary:**

- Cell phones are not allowed in the elementary school

#### **High School:**

1. If a student has a cell phone upon arrival at school, they will check the phone into the high school office 7:30-7:55 am. If a student arrives late , they will still follow the check-in procedure when they sign in.
2. The check-in procedure will be as follows:
  - a. Turn off the phone.
  - b. Physically hand the device to the school secretary.
  - c. Sign the check –in and list the phone model. Example: I-phone 6, Galaxy S5 etc.
  - d. Proceed to class.

**NOTE:** Phones will be placed in a secure location in the school office until 3:00 dismissal. At which time the student can check them out from the office.

3. The check-out procedure will be as follows.
  - a. At the 3:00 pm bell, the phones will be available to sign out in the school office.
  - b. Please check the “check-out” box and receive your phone from the office secretary.

**NOTE:** The only people allowed to sign out the phone are as follows:

- A. The student who signed the phone in.
- B. The parent or guardian of the student.
- C. The office secretary or principal.

**NOTE:** If you are leaving school early for an appointment or sickness, you may go through the check-out procedure immediately before leaving.

**Disciplinary action for cell phone policy violations**

- 1<sup>st</sup> offense: Phone is confiscated, written reprimand, parents are notified. Student may pick up phone at the end of the day
- 2<sup>nd</sup> offense :Phone is confiscated, 1 day detention, parents are notified and must pick up the phone
- 3<sup>rd</sup> offense: Phone is confiscated, 3 days detention, parents are notified and informed that under no circumstance will the phone be allowed on campus for 5 school days.
- 4<sup>th</sup> offense Phone is confiscated, student is immediately placed in ISS (in school suspension) until parents are notified. Student will receive a 3 day suspension from school and will not be allowed back until parents and administration meet.
- **The administration of Landmark Christian High School reserves the right to check the contents of student’s cell phones while they are on school property.**

**Headphones or Earphones**

Under no circumstances are ear devices allowed in use on school property or at school functions, including, but not limited to; athletic events, trips to away games, field trips, reward trips, banquets, fundraisers, and any other activities associated with Landmark Christian School.



### **Student Automobile Policy**

Parents must sign a consent form and provide a copy of the student's driver's license and proof of insurance to the office prior to driving privileges being issued. Violation of automobile policies may result in the loss of driving privileges and/or possible disciplinary action. The following guidelines apply to all vehicles driven to school by students or for student use.

- Drivers must be legally licensed and insured.
- Vehicles must be parked in the gym parking lot in the space assigned.
- Once a student arrives on campus, he is to secure his vehicle and report to the gym or high school building. Students are not permitted to congregate at vehicles or in the parking lot.
- Students may not go to their vehicle during the day or leave school grounds before dismissal time without permission from the office.
- Vehicles may not in any way promote anything contrary to the school's standard by the use of license plates, bumper stickers, etc., including but not limited to the promotion of non-Christian music, inappropriate language, etc.
- All vehicles and contents are subject to search at any time, with or without cause, by school officials or law enforcement officers.
- No student is allowed to drive or ride in another student's vehicle without signed, documentation from both parents. Documentation is required from both families if student drivers are providing transportation to and from school for other students.
- A five mile per hour speed limit is to be observed on school property. Careless driving on campus will result in suspension of driving privileges for a minimum of one week.
- Only vehicles with a student parking permit will be allowed to park in student parking areas. Parking permits are available in the high school office. Annual permits cost \$5.00.

**Additional Conduct Policies**

Cell phones, radios, CD players, MP3 players, iPods, electronic games, playing cards, toys, or any other such equipment are not to be brought to school without permission from the principal. Any such unauthorized equipment brought to school will be kept one week for the first offense, two weeks for the second offense, and the remainder of the year for the third and any additional offences.

Guns, knives, martial arts paraphernalia, dangerous weapons, lasers, or explosives are not allowed at school. Law enforcement agencies will be notified when appropriate. Objects that are in contrast to the philosophy of Landmark Christian School will not be allowed including, but not limited to, vampires, witchcraft, non-Christian music, etc.

Magazines are not to be brought to school since they often distract from studies. Exceptions are made if requested by teachers. Popular reading books that promote an anti-Christian philosophy are not permitted.

Landmark Christian School has deemed that the inappropriate use of social networking websites (i.e. Facebook, My Space, etc.) is not compatible with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which is in contrast to the school's conduct standards, moral standards, and statements on harassment will be subject to disciplinary action up to and including dismissal from the school.

School property is never to be destroyed or defaced. Destruction of school or church property including marking on walls or destroying books, furniture, or equipment will result in the student being required to pay the cost of repairing, refinishing, or replacing the item. The student will also face additional disciplinary action.

The main sanctuary of the church is off limits to all students during the school day except those times in which chapel programs or special assemblies are being held. No student is to be in the sanctuary without a teacher being present. A pass is required to be anywhere on campus other than the assigned classroom. Students are not to be in the school buildings before or after school without permission. Students may not be in classrooms at any time without the teacher being present.

# DISCIPLINE

LCS counts it a privilege to work together with parents in training their children. Our goals for each child include achieving self-control and good Christian character in addition to being academically prepared. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action for violations when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the students. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and will subject the student to corrective measures. Parental cooperation in discipline will lead to less overall embarrassment for the child and will help correct negative behavior more quickly.

During the first few weeks of school, the teachers spend time teaching good classroom habits and procedures and reinforce the importance of getting along with others. During orientation, teachers will review the disciplinary methods they use in the classroom. These methods include a variety of positive reinforcements to reward good behavior including positive notes, praise, free time, rewards, and stickers. Rules and consequences for inappropriate behavior will vary slightly with each age group. Discipline will be approached from a positive viewpoint. The purpose of discipline is to change bad behavior into good behavior. Minor disciplinary infractions will be dealt with by the teacher in the classroom using the appropriate discipline system.

We want students to listen carefully, follow directions, work quietly without disturbing others, show kindness with words and actions, respect the property of others, and work and play safely. The following rules will help each child learn to respect others and provide for an orderly classroom.

- Follow directions the first time they are given.
- Keep all supplies in their proper place.
- Speak politely to the teacher and others.
- Take care of school property.
- Raise your hand to get permission to talk.
- Stay in your assigned seat.
- Keep hands, feet, and objects to yourself.
- Walk in halls and classrooms.
- No bullying, teasing, or name calling.

## Corrective Measures

### Elementary:

Students in K5-6<sup>th</sup> grade receive a weekly conduct grade based on the tally system. Daily grade deductions are calculated as follows: one (1) point deduction for the first tally; three (3) point deduction for each additional tally. If a student chooses to break a rule, the following matrixes are designed to remind the student of the importance of meeting the behavioral expectations.

#### Preschool

1 <sup>st</sup> Tally	Warning
2 <sup>nd</sup> Tally	Miss 5 minutes of recess
3 <sup>rd</sup> Tally	Miss 7 minutes of recess & Parent Notification
4 <sup>th</sup> Tally	Behavior Report sent home
5 <sup>th</sup> Tally	Conference with parent/teacher
6 <sup>th</sup> Tally	Referred to principal

#### Kindergarten

1 <sup>st</sup> Tally	1 point grade deduction
2 <sup>nd</sup> Tally	4 point grade deduction/ Miss 5 minutes of recess
3 <sup>rd</sup> Tally	7 point grade deduction/ Miss 7 minutes of recess/ Parent Notification
4 <sup>th</sup> Tally	10 point grade deduction/ Behavior Report sent home
5 <sup>th</sup> Tally	Referred to principal

#### Grades 1-6

1 <sup>st</sup> Tally	1 point grade deduction
2 <sup>nd</sup> Tally	4 point grade deduction/ Miss 5 minutes of free time
3 <sup>rd</sup> Tally	7 point grade deduction/ Miss 10 minutes of free time/ Parent Notification
4 <sup>th</sup> Tally	10 point grade deduction/ Behavior Report sent home
5 <sup>th</sup> Tally	Referred to principal/Detention

**After a student has been referred to the principal the following matrix will apply:**

1 <sup>st</sup> Referral	Detention		
2 <sup>nd</sup> Referral	Detention & parent/principal conference	3 <sup>rd</sup> Referral	Suspension
4 <sup>th</sup> Referral	Suspension & parent/principal conference		
5 <sup>th</sup> Referral	Mandatory withdrawal from school		

In the case of a serious incident or outright defiance the above steps will be bypassed, the student will receive an automatic referral to the principal, and the parent will be called to come to school to pick up their child. Serious incidents may include biting, hitting, kicking, cursing, deliberately causing harm or injury to another student, or extreme display of temper. If the child's behavior does not improve or if the parent is unable or unwilling to help in the disciplinary process, the child will not be able to continue as a student at LCS.

**After-School Detention**

Students in grades 1-6 who receive three Behavior or Homework/Preparedness Reports in a nine week grading period will be assigned an after school detention. An automatic detention may be given for serious infractions. A detention slip will then be sent home to be signed by the parent and returned to school on the following day. If a detention slip is not returned, an additional detention will be assigned. A parent/principal conference is required when a student receives their 5<sup>th</sup> detention in a semester.

Detention will be held in the classroom of the assigned teacher from 3:15 – 3:45 on Tuesday or Thursday. It is the responsibility of the parents to pick up their student at 3:45 p.m. Students not picked up at 3:45 will be taken to Extended Care, and the daily rate will be charged. Students will not be allowed to miss a scheduled detention to participate in extra-curricular activities. Failure to serve a classroom detention will result in a disciplinary referral to the principal. All detentions must be served on the assigned day unless permission to reschedule has been given by the principal.

**Probation Policy**

A student placed on probation may be in jeopardy of dismissal from the school. Probation gives a student the opportunity to correct a serious academic or disciplinary problem and remain enrolled at LCS. When the administration believes that a student requires probation, a conference will be scheduled to include the principal, parents, and student. The concerns of the school will be discussed. Following the conference, the specific reasons and terms of probation will be put in writing. A review will be conducted by the administration at a later date. If the terms have been met, probation will be lifted. If the terms have not been met, the student may be asked to withdraw from LCS.

**Reasons for Probation**

- Insufficient academic progress
  - Continued, deliberate disobedience
  - Excessive referrals (3 or more)
  - A continued negative attitude and bad influence upon other students
  - Committing a serious infraction inside or outside of school
  - Failure of the parents to support the policies of LCS
- which has an adverse effect upon the testimony of the school

## High School:

Talking without permission	40 minute detention	3 demerits
Disturbing classmates	40 minute detention	3 demerits
Sleeping in class	40 minute detention	3 demerits
Unprepared for class	40 minute detention	3 demerits
Required papers not signed	40 minute detention	3 demerits
Failure to follow instructions	40 minute detention	5 demerits
Disruptive behavior	40 minute detention	5 demerits
Writing/passing notes	40 minute detention	5 demerits
Rude or discourteous	40 minute detention	6 demerits

### Detention (3:05 - 3:45 p.m.)

- Students must use the restroom and get water before coming to detention. Students will not be allowed to leave the detention until 3:45 p.m.
- Students must bring two sharpened pencils and five sheets of 8-1/2 x 11 notebook paper (there will be no borrowing of supplies allowed).
- Students will be given assigned work and may be on cleaning duty during a portion of the detention.
- Students must be in their seat by 3:05 p.m. A tardy to detention will result in an additional detention. Failure to serve a detention or dismissal from detention because of inappropriate behavior will result in one day of suspension.
- No talking will be permitted. (This includes any type of communication such as whispering, notes, sign language, etc.)
- Students must remain in their seat.
- Students may not leave early for any reason - please plan ahead.
- No food, drink, candy, gum, or any other snack will be allowed in the classroom.
- All dress code and conduct policies will be adhered to during detention.

### Additional Classroom/Teacher Detention Information

- Any student who endangers the classroom or another student will be sent directly to the principal.
- Failing to serve a detention will result in an additional detention. Consistently failing to serve teachers' detentions will likely lead to the student being dismissed from LCS.

It is the full responsibility of the student to have detention notices and referrals signed by a parent/guardian and returned the following day. If the detention notice is not signed by a parent, the student is still required to serve the detention on the day it is assigned. After the detention is served, a notice is sent to the principal and it will be recorded in RenWeb. An email notification will be sent to the parent informing them that the detention has been served.

## **Disciplinary Referrals**

The following infractions will be reviewed by the principal and appropriate discipline will be issued. Each offense will be assigned demerits and additional disciplinary consequences based on the infraction (detention, ISS, OSS, or dismissal).

- Inappropriate use of words such as “God”, “Jesus”, or “Lord”- We are to respect our Lord and must refrain from the inappropriate misuse and slang conversation that reflects a tone of sarcasm or disrespect.
- Inappropriate display of affection (kissing, hugging, etc.)
- Driving violations on campus (in addition to suspension of driving privileges)

Certain disciplinary infractions will be referred to the principal for a review. The following is a partial list of prohibited activities for which disciplinary penalties will be assessed.

- ***Ten demerits will be assessed for the following:***

- Leaving campus without permission (In addition to discipline, all work missed will be recorded as a “0”)
- Skipping class (In addition to discipline, all work missed will be recorded as a “0.” Skipping class is defined as “being anywhere other than in the assigned class”)
- Horseplay (which could lead to fighting)
- Profanity/cursing and/or inappropriate-suggestive slang words (a minimum of ten demerits)
- Disturbing chapel or any public assembly (a minimum of ten demerits)

- ***Fifteen demerits will be assessed for the following:***

- Skipping school (full day) (In addition to discipline, all work missed will be recorded as a “0”)

- ***A minimum of twenty demerits will be assessed for the following:***
  - \*Deliberately damaging school, church, and/or the personal property of our faculty and staff, including but not limited to painting words, numbers, or markings of any kind (In addition to the discipline, the student must pay for the repairs as soon as they are known, or the student will be suspended until the repairs are paid)
  - \*Safety violations (matches, fireworks, lighters, etc.)
  - \*This could also result in expulsion from school.
  - Going into an administrator's, staff members, or faculty member's personal belongings (This includes, but is not limited to purses, briefcases, grade book, desk, or computers)
  - Disrespect by word or action toward any administrator, faculty, or staff member
  - Cheating/plagiarism (additional demerits are assigned for each offense thereafter)
  - Vulgarity and/or conversation including inappropriate sexual content or connotations
  - Stealing
  - Any Lying or Bearing false witness
  
- ***A minimum of twenty demerits to dismissal/expulsion will be assessed for the following:***
  - Fighting or "bullying"
  - Making physical threats, verbal or written
  - Verbal or written criticism of a staff or faculty member
  - Racist comments, verbal or written
  - Sexual harassment
  - Making obscene gestures or comments; vulgarity
  - Acts or attempted acts of violence
  - Bringing a knife on campus – if used in a threatening manner, the student will be expelled
  - Use of tobacco off campus (second offense will be expulsion)
  - Conduct resulting in arrest (if the student is permitted to remain in school, he or she will be placed on behavioral probation immediately)
  - Questionable conduct on or off campus



- **Expulsion will be the penalty for the following:**
  - Use, possession, or distribution of illegal drugs at any time (on or off campus)
  - Use, possession, or distribution of alcohol at any time (on or off campus)
  - Use, possession, or distribution of tobacco on campus
  - Second offense for fighting
  - Sexual immorality
  - Possession of a firearm or any weapon on campus
  - Possession of lewd/pornographic material
  - Threats to a staff or faculty member
  - Intentional destruction of school property
  - Forcible entry into a school building
  - Moving, blocking, or hindering the school security cameras
  
- Computer and Internet Misuse - Students may not perform any of the following activities using school computers while on campus: download or upload any computer file without faculty permission; use the network for illegal activity; use the network system for financial gain; create, display, or transmit hateful, violent, threatening, racist, sexist, obscene or harassing language, and/or pictures or materials; invade the privacy of others including data, information, or use the password of another user; vandalism and mischief that incapacitates, compromises, or destroys LCS resources and/or data; any use that would not be consistent with the LCS handbook or overall mission statement. Students are not allowed to access any website that allows for electronic communication including E-mail, blogs, Social Media, etc. Any student that is discovered to be in violation will be referred to the principal. Demerits and ISS, up to dismissal from school, will be given to those who violate the school's Internet Use Policy.

In addition to these activities listed above, a student may be asked to meet with the administration if his or her actions or attitudes are not in the best interest of LCS.

### **Plagiarism**

Plagiarism will be defined as student submission of any written work (essay, book report, project, report, research paper, or report of any kind) when a majority of the submitted work is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material. It also includes information submitted via the Internet as a student's own work. Any student that is discovered to be plagiarizing will be in violation of the LCS conduct code and will be referred to the principal. Penalties will be assessed to those guilty of plagiarism. Repeated violations will result in dismissal from LCS.

### **Demerit System**

Demerits are cumulative for each semester. Students will receive demerits for the various violations as outlined in this handbook. The accumulation of demerits up to a designated level will result in ISS and/or OSS as stated below. Thus, a specific violation could result in more days of ISS and/or OSS than would be given for the individual violation because the penalty for accumulated demerits will also be assessed. **However, a specific violation of 10 or more demerits may also carry a penalty of one or more days of ISS.**

- 15 One hour detention - after school detention assigned by the principal
- 25 One day of ISS – assigned by the principal
- 35 One day of OSS (counts as an unexcused absence)
- 45 One day of ISS – assigned by the principal
- 55 One Day of OSS (counts as an unexcused absence)
- 65 Dismissal from Landmark Christian School

### **Behavioral Probation**

When a student reaches 45 demerits in a semester, that student will be placed on behavioral probation for the remainder of the current semester and the next semester. A student on behavioral probation will only be allowed 25 demerits for the following semester. At 10 demerits, a student on probation will receive one day of ISS. At 20 demerits, that student will receive another day of ISS. At 25, that student will be required to withdraw from school. When a student is placed on behavioral probation, both the student and parents must meet with the principal.

## **Suspension**

A student may be suspended from LCS for any of the following reasons:

- Cutting classes
- Continual dress code violations
- Disobedience or disrespect
- Flagrant disregard of rules
- Bullying
- Cheating or lying (including signing a parent's name to a report or notice)
- Stealing
- Destruction of school or church property
- Profanity or abusive language
- Horseplay or fighting
- Leaving campus without permission from the administration
- Failure to serve detentions
- Other infractions as determined by the administration

There are two types of suspensions:

**In School Suspension** - The student is required to do school work under supervision.

**Out of School Suspension** - The student must be kept under the parent's responsibility. Out of school suspended students are not allowed on campus for any reason before, during, or after school for the duration of the suspension and may be required to do extra assigned academic work. The absence is considered unexcused and zeros will be given for all graded work.

## **Disciplinary Dismissal**

A student may be dismissed or expelled from LCS or asked not to return the following year if he/she is completely out of harmony with the spirit and policies of the school.

### **Reasons for Dismissal**

Parents will not cooperate with the administration.

A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for that student to remain at LCS.

**Reasons for Expulsion**

A student may be expelled from LCS for any of the following reasons:

- Use, association, or possession of tobacco, drugs, or alcohol at anytime
- Threats to teachers, staff, or students
- Bullying or harassment
- Intentional destruction of property
- Forcible entry into any school buildings
- Obscene gestures and language directed at the faculty or staff
- Immoral behavior
- Possession of pornography
- Possession of a gun, knife, or any weapon on campus
- Involvement in wild parties, gang participation, etc.

# DRESS CODE

We believe that a conservative dress style reflects properly on the God we serve. The dress code of LCS is based upon teaching modesty and appropriateness in an educational environment. Students are expected to dress modestly and appropriately for all school activities, on or off campus.

School uniforms reduce distractions among students and promote a productive learning environment. Students' uniforms should be clean and in good condition. Students must be in full dress code when arriving on campus for school each day and remain in dress code until they leave campus for the day.

## Girls' Uniforms

**Navy, Khaki or Plaid Skirt:** Skirts must be worn during the school day and must be purchased through Landmark Christian School.. All jumpers and skirts are expected to touch at least the middle of the knee at all times. Shorts may be worn under jumpers and skirts for modesty, provided they are no longer than the jumper or skirt. Jumpers are available for K3-2<sup>nd</sup> grade.

**Shirts:** Uniform shirts must be purchased through Landmark Christian School. All students must wear light blue, navy, or white polo shirts with school logo. Shirts must be buttoned, except for the top button, and always tucked in. Yellow peter pan collared blouses are available to be worn under the plaid jumpers. Only white undershirts are permitted.

**Socks:** White, black, or navy socks or tights must be worn at all times. Nylon hosiery and leggings are not permitted.

**Shoes:** Tennis shoes may be worn. Tennis shoes should not be a distraction to the classroom atmosphere. High tops or light up shoes are not permitted. Flat dress shoes (fully enclosed) or boat shoes may be worn in navy, brown, or black. Dress shoes worn by PK - 2<sup>nd</sup> graders must have a velcro or buckle attachment for safety reasons. Sandals and platform shoes are not permitted. Black or brown boots with a heel not higher than one inch are permitted to be worn by girls when the temperature is below 50 degrees.

**Jewelry:** Jewelry may be worn in moderation. Only one earring per ear in the bottom of the earlobe is permitted. Earrings should not dangle more than ½ inch below the ear lobe. Only one necklace, one bracelet/watch per arm, and one ring per hand may be worn.

**Body Piercing and Tattoos:** Students are not allowed to have body piercings or tattoos (temporary or permanent).

## Makeup:

**Elementary:** Makeup is not permitted. Artificial nails are not permitted. Nail polish must be moderate. Black nail polish is not permitted.

**High School:** Makeup and nail polish may be worn in moderation. Black nail polish is not permitted.

**Hair Code:** Hair should be neatly groomed and kept out of the eyes. Unnatural- looking dyed hair, bleaching or streaking of hair, spiked hair, etc., as determined by the administration is not permissible. Hair accessories, such as headbands or headbeads, should not be distracting or extreme in color or style.

**Extra Curricular Activities:** Students are not required to wear school uniforms to extracurricular events. However, the above dress standards apply. Girls must wear modest skirts or culottes. Shorts or pants are not permitted.

## **Boys' Uniforms**

**Pants:** Navy and khaki uniform pants must be purchased through Landmark Christian School and worn with a black or brown belt and standard buckle. Pants must be worn at the waist.

**Shirts:** Uniform shirts must be purchased through Landmark Christian School.. Students may wear light blue, navy, or white polo shirts with the school logo. Shirts must be buttoned, except for the top button, and always tucked in. Only white undershirts are permitted.

**Socks:** White, navy, or black socks must be worn at all times.

**Shoes:** Tennis shoes may be worn. Tennis shoes should not be a distraction to the classroom atmosphere. Light up shoes are not permitted. Dress shoes or boat shoes may be worn in brown or black. Dress shoes worn by PK - 2<sup>nd</sup> graders must have a velcro or buckle attachment for safety reasons. No other type of shoe is permitted.

**Jewelry:** No necklaces, rings, earrings, or bracelets (except for medical ID bracelets) may be worn.

**Hair:** Hair should be neatly cut and not appear shaggy or bushy. In the back, it should not touch the collar. Hair should be trimmed over the ears, not tucked behind them. Hair may not touch the eyebrows. Hairstyles with lines cut or shaved portions are not permitted. Dyed, bleached, or spiked hair is not permitted. Boys' sideburns may extend to the tip of the ear lobe. Mustaches, beards, or shaved eyebrows are not permitted.

**Extra Curricular Activities:** Students are not required to wear school uniforms to extracurricular events. However, the above dress standards apply. Boys must wear pants or jeans. Shorts are not permitted unless part of an athletic uniform.

**P.E. Attire:** Navy athletic shorts and LCS P.E. t-shirt (purchased through the school office) must be worn for P.E. Practice shorts must touch at least the middle of the knee while standing or sitting.

**Hats:** Hats and visors may not be worn at anytime in the buildings

### **Outer Attire**

Heavy jackets and coats worn outdoors may be any color. Sweaters or lightweight jackets made of sweatshirt material may be worn over uniform shirts in the classroom. Girls may wear solid, white, black, or navy tights or socks. Leggings and long-johns are not permitted. Black or brown boots with a heel not higher than one inch are permitted to be worn by girls if the temperature is below 50 degrees. The only type of shirt that may be worn under the school uniform jumper, polo shirt, or peter pan blouse is a long sleeved solid white shirt. Students will not be able to change their shirts during the day. Hoods on all outer garments are only allowed to be worn to and from school. They are not to be worn on the head during school hours. Hats, caps, or other head coverings may be worn to and from school. They must be put away in the student's book bag or hung on the book bag rack per teacher's instructions. Hats and scarves may only be worn outside the classroom on cold days.

### **Dress Code Summary**

Demerits will be assessed by the principal for each dress code violation. Listed below are the consequences associated with each offense.

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – a detention
- 3<sup>rd</sup> Offense – a detention
- 4<sup>th</sup> offense – a detention and a parent conference with the principal
- 5<sup>th</sup> offense – In-School Suspension (ISS)
- 6<sup>th</sup> offense – In-School Suspension (ISS) and a parent conference with the principal
- 7<sup>th</sup> offense – Out of School Suspension (OSS) for two days.
- 8<sup>th</sup> offense – Parent/student Conference with the administrator

### **Formal Dress at School-Sponsored Events**

To continue to encourage students to dress modestly and appropriately, guidelines for formal dress at school-sponsored events such as Homecoming, Junior/Senior Banquet, and Sports Banquet have been established. Students that disregard the following guidelines will not be permitted to attend any school-sponsored event. This dress code applies to students and their guests.

#### **Young Ladies**

- A female member of the administration or assigned personnel must approve all dresses ahead of time.
- Dresses must reach at least the middle of the knee when standing or sitting.
- Slits in dresses may not be higher than the middle of the knee.
- Dresses must have a modest neckline.
- Spaghetti straps, strapless dresses, and backless or low-backed dresses are not permitted.
- Anything tight, see-through, or bare midriff is not permitted.

#### **Young Men**

- A collared shirt and tie must be worn, and shirts must be tucked in.
- Dress pants and belt must be worn.
- Shoes are to be properly laced, tied and worn with socks.
- Students must be clean-shaven.
- Earrings may not be worn.



# ATHLETICS

An interscholastic program of athletics is open to all interested students in the high school. There are varsity and/or junior varsity teams in basketball, baseball, cheerleading, volleyball, and softball. For starting dates and tryout information, please contact the school office. Landmark Christian school is a member of the FCC and complies with the standards governing member schools as they pertain to student athletic eligibility as well as additional qualifications as determined by LCS regarding the conduct of student athletes. Any changes made by the FCC could change LCS's policy in athletics in order to comply. A complete listing of eligibility guidelines is outlined on the FCC sports website. If you have questions concerning these guidelines, please contact our Athletic Director.

## **Athletic Academic Eligibility**

Athletes are expected to maintain the academic and discipline code of LCS. Athletes will be eligible under criteria established by the FCC as outlined.

## **Scholastic Requirements**

**Current School Year:** A student who was ineligible because of his previous school year's record at the beginning of the school year may not become eligible until the end of the first grading period of the six (6) or nine (9) weeks. To be eligible during the second grading period, he must have a passing grade in each of his academic subjects for the first grading period. His eligibility from the point at the end of the school year shall be determined in a previous paragraph. A student who is ineligible for the first grading period may become eligible on the first day of the second grading period, if all other requirements have been met. The name of the student must be submitted to the committee on an annual eligibility list.

- Athletes in home schools must report grades to the school administrator every six (6) or nine (9) weeks and will be subject to the same rules set forth for the traditionally schooled athletes.
- A student who was eligible at the beginning of the school year because of his previous school year's record shall be eligible during the first grading period of the current school year, except for lack of attendance, improper conduct, or other valid reasons which may cause his principal to declare him ineligible before the end of the grading period. His eligibility during any grading period after the first shall depend upon his record for the prior quarter. To be eligible during any grading period after the first, he must have a passing grade in each of his subjects for the grading period just closed. All students must maintain a "C" average with no "F" on their report card. Academic potentials will be considered by Executive Committee if a student is unable to maintain a "C" average.
- In an instance where a student is ineligible due to grades on a report card, his grades may be recomputed on a tri-weekly basis on an accumulative basis. Example: nine (9) weeks average for twelve (12) weeks, fifteen (15) weeks, etc., until the next report card. Example: An athlete has a 56 (F) average on his report card (9 week). He may become eligible at the three weeks report if he has at least an 72 average on this report. The nine weeks is three - 3 week periods. Therefore, the grade is counted three times (56, 56, 56) and the 3 -week report is counted once (72). These four 3- week (56, 56, 56, 72) would average a grade of 60.

### **Attendance Requirements for Athletes**

An accumulation of ten or more detentions will make a student ineligible. An athlete's eligibility may be revoked due to inappropriate conduct or excessive absences.

### **Awards**

A student athlete will be eligible to receive earned awards and recognition except when one of the following situations exists:

- The student withdraws from the team for any reason other than injury
- The student withdraws or is dismissed from school
- The student is dropped or suspended from the team for disciplinary reasons

### **Physical Education**

Students scheduled for a physical education class are required to wear a school P.E. uniform during class.

### **Physicals/Insurance/Permission Forms**

Anyone that wishes to try out for a LCS athletic team must provide the school with a current doctor's physical and signed permission/liability release. It is recommended that all students have current medical insurance.

## GENERAL STUDENT INFORMATION

### Bad Weather Conditions

If public schools in Polk County or the surrounding area close because of tornadoes, hurricanes, or severe storm conditions, LCS will close as well. School closing announcements will be made over WLVF (90.3 FM and [www.gospel903.com](http://www.gospel903.com)) and on RenWeb.

### Classroom Parties and Holiday Celebrations

**Birthday Parties:** Parents wishing to bring cupcakes to lunch should contact the teacher in advance. Invitations to private birthday parties cannot be sent through the classroom to be distributed unless all students are invited. If it is an all-boy party or all-girl party, invitations may be handed out in the classroom as long as all boys or all girls are invited.

**Halloween:** We do not celebrate Halloween and therefore do not allow ghosts, witches, goblins, or jack-o-lanterns to be used in any way on napkins, cupcakes, bulletin boards, etc. We do allow a celebration of harvest using traditional leaves, pumpkins, and scarecrows.

**Christmas:** We emphasize the birth of Jesus and de-emphasize the secular meaning of Christmas. Santa Claus may not be used. Teachers organize class parties and a small gift exchange.

**Valentine's Day:** Students may exchange Valentine greeting cards if all students in the class are included. Students are not permitted to exchange gifts.

**Easter:** We place our emphasis on the spiritual truth of the resurrection of Jesus and minimize bunnies and eggs.

### School Hours

Students are to arrive no earlier than 7:30 a.m. Elementary students have the opportunity for Early Morning Care at 7:00 a.m. for an additional cost. Students must be in their classrooms before the 8:00 bell rings.

School is dismissed at 3:00 p.m. Students should be picked up no later than 3:15 p.m. All students who are not picked up by this time will be taken to Extended Care. Parents will be charged for Extended Care services.

### Drop-Off Procedures/Pick-Up Procedures

Parents are asked to follow safety rules by entering and exiting the parking lots slowly and observing the one-way traffic patterns on all school days during drop-off/pick-up times.

### **Elementary Drop-Off/Pick up Procedures**

Students will be assigned to the zone designated to the youngest child in the family. Pick-up zones are as follows:

White Zone: PK - K5 In front of playground on Ridgewood Avenue  
Red Zone: 1<sup>st</sup> - 3<sup>rd</sup> Parking lot in front of school office  
Blue Zone: 4<sup>th</sup> - 6<sup>th</sup> West parking lot

Teachers and Safety Patrols are available to assist students to and from vehicles. All students should enter and exit from the passenger side of the vehicle. No child is to cross the parking lot unescorted. To help avoid unnecessary delays in the flow of traffic, please have your students collect all of their items and be ready to promptly exit the vehicle. Parents should be extremely cautious while driving through the zones. Parents should remain in the vehicle at all times and should not engage the teachers in conversation about their child's progress while in arrival and dismissal zones. Parents wishing to park their vehicle and walk their child to the classroom should park out of the way of traffic in the Blue Zone parking lot or along Ridgewood Avenue. Students may not exit vehicles parked along Hinson Avenue and cross the Red Zone lot at any time. Vehicles should follow the designated driving patterns as shown on the Zone Map.

### **High School Drop Off/Pick-up Procedures**

Vehicles dropping off students should enter through the east driveway and proceed to the drop off area in front of the gym building or high school office. After arrival, students may not go to the elementary campus, but must wait for the 7:55 a.m. bell in front of or on either side of the gym building, or in front of their class near the high school office. During cold weather, the gym or designated class rooms will be open with supervision. Students may not be dropped off or picked up on Hinson Avenue or on 22<sup>nd</sup> Street per a city ordinance. Students driving to school must park in their assigned space next to Hinson Avenue in the gym parking lot. Students should be picked up in the same location they were dropped off.

### **Elementary Early Morning Care/Extended Care**

Supervised care is available in the mornings for elementary students from 7:00 - 7:30. All students who arrive before 7:30 a.m. must be escorted by their parent to the Early Morning Care classroom. Extended Care is offered from 3:00 p.m. - 6:00 p.m. This service is only available on full school days. Early dismissal days there will be no extended care available. Students are required to obey all Extended Care policies.

Bills are sent home with students each Monday for the previous week's charges and must be paid by Friday of that week. Parents will not be able to use the service if bills are past due. It is the responsibility of each parent to retain receipts and calculate their own child care expenses for Income Tax purposes.

### **Contact Information**

LCS requires phone numbers (home, cell, and/or work) where parents can be reached during the school day. Numbers for emergency contacts are also required. Anytime an address, phone number, or other information is changed, please notify the school office immediately. Parents may update contact information through RenWeb.

### **School Office**

School office hours during the school year are from 7:30 a.m. to 4:00 p.m. Anyone wishing to visit a classroom for any reason must gain permission from the office first. Please do not go directly to the classroom. We strive to avoid interruptions. All lunches, homework, books, etc., may be left in the office to be delivered. Our office telephone is for business and emergency calls. Students are not permitted to call home for forgotten items.

### **Christian Honor Society**

The purpose Christian Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render Christian service, to promote Christian leadership, and to develop Christian character in the student. Membership is open to students in grades 10-12 who meet all of the criteria set forth by the Christian Honor Society.

### **Kindergarten Graduation Program**

Preschool and kindergarten students participate in this annual program. This is a special time for students and families. There is a graduation fee per student billed in October.

### **Senior Graduation Services**

LCS holds two services at Landmark Baptist Church in honor of our graduating seniors: the first is our Baccalaureate Services and the second is Commencement. Both of these services are well-planned events for our students, their family members, and guests. Attendance at these activities is expected of all graduates. Students wear their cap and gown for both events. There is a graduation fee per student billed in October.

### **Graduation Accessories**

Parents/students may purchase graduation announcements, caps and gowns, class rings, and other accessories through an outside vendor procured by the school. All business transactions are between the parent and the company. LCS is not responsible for any order or money due.

### **Fundraisers**

Because LCS does not receive any federal or subsidized funds, fundraisers are held to supplement financial needs of the school and to improve our educational program. Each family is expected to pledge full support to fundraisers. Families can make a donation to the school in lieu of participating in fundraisers. The only items permitted to be sold on campus must be in conjunction with an LCS fundraiser.

### **Insurance**

All students are required to be insured under the school insurance program. The plan is a supplemental policy, not a primary one. Therefore, if a student is injured at school, a claim should first be filed with the student's insurance company. The school insurance will pick up covered expenses that were not paid by the student's policy, including deductibles not paid. Insurance claim forms are issued through the school office.

## **Field Trips**

All classes participate in field trips for enjoyment and to enrich the curriculum. The cost for field trips is not included in tuition. Parents will be notified with details at least two weeks before a field trip and will need to sign a permission slip and pay for the trip. If parents choose for their child not to attend the class field trip, the student is required to attend school on that day. Any absence, other than for illness, must be excused by the principal in advance. School uniforms are required for field trips. Cell phones, radios, CD players, MP3 players, iPods, electronic games, playing cards, toys, or any other such equipment are not to be taken on any trip sponsored by the school. Siblings of students are not permitted to attend class field trips.

Parents are encouraged to volunteer as chaperones. The number of chaperones needed will depend on the group and the activities planned for the trip. If the school is unable to secure enough qualified chaperones, the trip can be canceled. Chaperones must be at least twenty-one years of age. All chaperones are to refrain from smoking and abide by the school's visitor dress code. Chaperones supervise a small group of students and must stay with their assigned students at all times. While chaperones are responsible for supervising student behavior, it is the responsibility of the teacher to discipline a student. At all times our staff, students, and volunteers are to demonstrate a good testimony for LCES and the Lord Jesus Christ. Should a student choose to conduct himself inappropriately while on a field trip, the following action will be taken:

- Reprimand
- Restriction while on the remainder of the trip
- Any other action necessary to maintain control of the group or individual
- Immediately sending the student home at the expense of the parent
- Subsequent disciplinary action by the administrator upon return to school

## **Library Policy**

The library will be open during specified times of the school day. Only two books may be checked out at a time. Books not returned by the due date are charged a fine of 20 cents a day (weekends excluded). Students will be held responsible for books until they are returned to the library. After three (3) weeks, the missing book(s) will be charged to the parent's account.

## **Lost and Found**

Clearly label all belongings with the student's name. Lost items that are turned in to the office will be held for 30 days. Unclaimed items will be donated to charity.

## **Fine Arts**

It is our desire to supplement our academic program by through the inclusion of music, art, and drama education classes. These classes will be offered based on student interest.

## **Food/Gum/Candy/Drink**

Food, gum, candy, and drinks can be destructive and costly to the facilities when students deliberately choose to abuse it. Students are not to eat food, candy, chew gum, or drink beverages on the school property (before, during, or after school) including classrooms and hallways, unless in designated areas as determined by the administration.

## **High School Lockers**

Each student will be issued a locker. Students must provide a combination lock (no key locks) and provide their homeroom teacher with the combination. Lockers are to be kept locked at all times. Students are expected to keep all of their materials either in their locker or carry it with them. No material is to be left outside the student's locker. All lockers remain the property of LCS and may be subject to search at the discretion of the administration.

**Notes from Home**

Please enclose all notes or money sent from home in an envelope labeled with the child's name and grade.

**School Pictures**

Individual school pictures will be taken during the 1<sup>st</sup> semester. Class pictures are taken during the 2<sup>nd</sup> semester. Pictures are available in a variety of packets on a pre-pay basis. Purchase of pictures is optional, but it is necessary for each student's picture to be taken for yearbook placement.

## **Lunch Program**

Hot lunches are available daily at a nominal cost. A menu is posted on RenWeb and is also sent home each Friday in PK - 3<sup>rd</sup> grade. Checks for school lunches should be made payable to **Landmark Cafeteria**. A completed weekly menu and money in the exact amount for PK through 3<sup>rd</sup> grade should be sent in an envelope for each student labeled with the following information: child's name, the grade, teacher's name, and amount sent. Students in 4<sup>th</sup> - 12<sup>th</sup> grade need to bring their lunch money daily to pay the cashier. Students may also pack a lunch. Lunch boxes should be labeled on the outside with the student's name. If your child has milk or food allergies, the teacher and school office must be notified in writing.

### **Elementary :**

The school does not provide refrigeration or microwaves for lunches sent from home. Students should not bring foods that will need any special storage or heating.

### **High School:**

Microwaves are available in the high school only

All lunches that are brought in late for the student must be brought to the school office. The office staff will deliver lunches to students. Do not take items directly to the cafeteria. **All lunch visitors must sign in at the office and abide by the school dress code for visitors.**

## **Snacks**

Students will need to bring a healthy snack from home (fruit, cheese, crackers, etc.).

## **Student's Books and Personal Belongings**

All textbooks, assignment books, and library books are to be kept in good condition throughout the year. It is strongly recommended that students' text books be covered with clear contact paper at the beginning of the school year. Name and grade should be clearly marked on all books, lunch boxes, book bags, and personal items. The school assumes no liability or responsibility for any lost or stolen items belonging to a student.



## **Visitors**

LCES encourages parents to participate in their child's school activities. During the school day **all visitors** must sign in at the school office, receive a visitor badge, and sign out when leaving the campus. Children, other than siblings, may not visit on campus during school hours. **When joining your child for lunch, helping in a classroom, attending school events, or chaperoning a field trip, we ask that visitors help set the proper example for students by dressing appropriately. The cooperation of all visitors in adhering to the following dress code is required and greatly appreciated.**

### **Ladies**

Shirts with sleeves and a modest neckline (not low cut)  
Skirts and dresses that are modest and length reaches the knee  
Shorts or pants, and capri pants are *not* permitted

### **Men**

Shirts with no inappropriate graphics  
Pants or jeans that are in good taste  
Shorts are *not* permitted

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