

LANDMARK CHRISTIAN SCHOOL

2013 – 2014

HIGH SCHOOL

STUDENT HANDBOOK



**LANDMARK
WARRIORS**

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Welcome to Landmark Christian School!

Welcome to a new and exciting school year! We have prayed and prepared in anticipation of your arrival. The faculty and administration hopes that you will begin this year with a renewed desire to accomplish more than ever before. We hope that you will seek to excel and rise above every goal that you have set for yourself.

If you want your new school year to be successful, you must start the year with a "RIGHT ATTITUDE." Please do not bring a contrary spirit to LCS! We want our young people to enjoy their school year and to be proud of their accomplishments. This means that we have to work together! We must know how to *work together* and *encourage* each other. Hebrews 10:24 says, "*And let us consider one another to provoke unto love and to good works*": This requires everyone's effort. Will you purpose in your heart to begin AND end the year right?

We have written this handbook with this purpose in mind. Please do not look at your handbook as "just a book of rules" that makes it "hard" for you. The opposite is true. If everyone, students and faculty alike, follow the guidelines in this booklet, we all can have a very successful and satisfying year. Take time to become familiar with your handbook. Do not lose it. Put your name on it and keep it close at hand. You will find a **Statement of Cooperation** page in the back of your handbook. ***Be sure that you and your parents have reviewed your handbook carefully. Each of you must sign the statement showing that you have reviewed it together and support the school's program.*** A student who demonstrates that they do not wish to cooperate or agree with the purpose and program of the school or whose behavior or attitude is out of harmony with our program, will not be allowed to remain in school. After completing the form, **each student must submit the signed statement to their home room teacher on the first day of school.**

We have been praying for a great school year and, you can be assured your teachers will be praying for you throughout the year. Please join in and pray for your school, your teachers, your classmates and, of course, for yourself. Let us trust God to do some wonderful things in our lives this year!

ATTENDANCE

School hours are 8:20 A.M. until 3:10 P.M. daily. **A student must be in their home room seat, prepared, and ready to begin class at 8:20 A.M. or they are considered tardy.** Students are not to remain at school after 3:30 P.M. unless they are participating in the sports program, or have prior written permission. We expect students who drive to use the same time schedule and leave the parking lot by 3:30 P.M. Parents who transport students to and from school must notify the office immediately if they are not able to pick up their student by 3:30 P.M.

Regular school attendance is absolutely essential to the progress of a student and is of utmost importance if the student is to do his best. Regular attendance is necessary to keep up with the daily work and to conform with state statutes. We ask parents to avoid making appointments during critical class periods and help to reduce the number of unnecessary absences or tardies.

If a student is absent from school for more than twenty days his promotion could be in jeopardy. In grades 7-12, attendance will also be considered on a per course basis. This could result in the loss of credit for any course in which the student has accumulated ten or more absences per semester. Landmark Christian School reserves the right to retain a student in the same grade due to excessive absences.

When a student is absent from school for any reason, they must bring a **written excuse** when returning to school. The written excuse **MUST** include the date(s) of the absence, the **SPECIFIC reason for the absence**, and the signature of the parent. **Students in grades seven through twelve should bring a statement from the doctor if they are absent for more than three days consecutively.** We will issue an unexcused absence for failure to provide necessary information.

We require a doctor's statement for EACH absence after TEN absences unless the parents have discussed unusual circumstances with the principal.

EXCUSED ABSENCES

Excused absences are only given for the following reasons:

1. Student sickness
2. Death in immediate family
3. Medical appointments

An absence of three hours is considered a half day's absence. If a doctor's appointment keeps the student away from school the entire day, the doctor's excuse must say that it was necessary for the absence to be considered as excused. If the doctor's excuse does not say that the student had to miss the entire day, the absence could be considered an unexcused absence.

Illness at school: If you become ill at school, you should tell your teacher that you do not feel well. Your teacher can then determine whether you need to go to the office. If you become sick in class, you have permission to go to the restroom quietly. Your teacher will send another student to check on you. If the office determines that you have a fever or that you are indeed ill, we will notify your parents. We will instruct you to gather your belongings and return to the office to await the arrival of your parent. **Parents, for the safety and well being of your child, please notify the school office of any changes in phone numbers, job changes, family situations, or other pertinent information.**

UNEXCUSED ABSENCES:

Unexcused absences are all other absences that do not qualify as excused absences. Zeros are recorded in all classes where we have issued unexcused absences and the student will not be permitted to make up for a grade any work that was missed. The student will be expected to make up exams as scheduled, and if they missed exams due to an unexcused absence - **exams must be taken the day they return to school.** Any major assignment due during an unexcused absence is due the day the student returns. Students could receive zeros for failing to complete the work on time. Students with unexcused absences are to report to the principal's office for an admission slip to class upon returning to school.

If a student must be out of school for reasons other than the above, parents should notify the principal **in advance of the absence** for a possible "**approved, unexcused absence**" which would allow the student to make up missed work. Acceptable excuses for an approved unexcused absence would typically include a family emergency, or a work-related trip where making provision for the student to remain in school is impossible. If we approve the absence, the principal will issue an *Advance Make-Up Slip*. The student is then responsible for getting their assignments and turning in any work they possibly can before their absence. Tests, reports, or projects that may be due during the absence should be completed and turned in *before* the absence. They must make up any unfinished work or tests the day the student returns to school. Depending upon the nature of the assignment, work not turned in that day will be considered late and the teacher will record it as a zero. We will treat all other absences as unexcused absences. This means that the student will only be allowed to make up major exams. All other recorded grades will be zeros. Excessive absences and tardies may result in withdrawal from school.

EXCESSIVE ABSENCES:

Any junior high or senior high student who is absent (excused and/or unexcused) for more than twenty (20) school days, or twenty (20) single class periods of any one class, or ten (10) single class periods of any alternate day schedule class, could find that their promotion, or credit for that class, is in jeopardy. Landmark Christian School reserves the right to retain a student or declare the student ineligible to receive a unit of credit due to excessive absences. When a student has five (5) unexcused absences, or five (5) unexcused absences in a single class period, or ten (10) unexcused tardies, the student and their parents will be asked to meet with the principal and establish a plan to ensure that the student's attendance problems will be corrected.

EARLY DISMISSAL:

Early dismissals are considered unexcused except for reasons already stated under "Attendance." If you need to leave school early, we must have a written note from your parent. You must show your note to your home room teacher who will then write a *Leave School Permit*. They will also give you an absence slip form for your teachers to use to record your assignments. You are responsible for getting your assignments from your teachers **before leaving** and submit them by the stated due date. We advise students to see those teachers early in the day to turn in assignments that are due during their absence and to get their assignment. When you enter the class from which you will be leaving, show the teacher your *Leave School Permit*. At the proper time, either the office will call for you when your parent has arrived or if you are a student driver, your teacher will dismiss you to the office where you must sign yourself out of school. **You must have the office sign your permit to leave school.** If you return to school the same day, present your permit to the office. The office will record the time that you returned. Your *Leave School Permit* then becomes your pass back to class. **This form is to be returned to your home room teacher the next morning.** When you have completed all of your assignments, return the absence slip that shows that you have completed all of your make up work to your home room teacher.

COLLEGE PREVIEW TRIPS:

We will allow juniors and seniors one trip per year to view a prospective college. This college trip should be limited to three days or less and will be considered an approved unexcused absence. The student will have the opportunity to complete any missed work. All assignments are due in advance of the absence. Each additional college trip that year will be considered unexcused and we will only permit them to make up major exams missed during the absence. All recorded grades during the absence will be a zero.

TARDINESS:

Tardiness to school and to class is disruptive to classroom procedures and must be avoided. All students in grade seven through twelve who arrive at school after 8:20 A.M. must report to the school office for a tardy slip and permit to class. The grade card shows the student's record of tardiness to **each** class. Remember that three tardies to any class results in a demerit.

MAKE-UP WORK:

If a student has an excused absence, they must make up the work immediately. If a student misses one day of school, then they have one school day (a twenty-four-hour period) following the absence to make up any work missed. If a student was present for a test or quiz review before the absence, but was absent when the teacher gave the test or quiz, they must take the test or quiz the day they return to school. Students who must make up tests should come prepared to stay after school to do so. They should report to Gym, room 102, by 3:15 P.M. where a faculty member will be prepared to administer make-up exams. Textbooks, notebooks, etc. are not allowed in the make-up room. The make-up work room closes by or before 4:00 P.M. daily. **Students are not to lose additional class time to make up work. MAKE-UP WORK IS THE STUDENT'S RESPONSIBILITY.** The teacher will record zeros for work not made up by the due date.

The excused absence form provides room to record the student's make-up work assignments. The student is responsible for presenting the slip to their teachers at the beginning of each class. Teachers will sign the excused absence form and record any work missed on the form. As the make-up work is completed and turned in, the teachers will initial the form indicating that the work is complete. The excused absence form will show when all assignments are due. We instruct teachers to record zeros for any assignments not completed by that date. When the form is complete, the student is responsible for turning the slip into their home room teacher. Failure to return a make-up slip will result in a demerit being issued to the student.

ACADEMICS

HS BELL SCHEDULE:

8:05	Doors Open	10:16 - 11:06	Period III
8:18	Warning Bell	11:09 - 11:59	Period IV
8:20	Schools Begins With Home Room	11:59 - 12:29	Lunch
8:25	End of Home Room	12:34 - 1:24	Period V
8:28 - 9:18	Period I	1:27 - 2:17	Period VI
9:23 - 10:13	Period II	2:20 - 3:10	Period VII

GRADUATION CREDITS:

In order to graduate from Landmark Christian School, a minimum of 23 credits must be earned in 9th-12th grades in the following areas:

Bible	2 (1/2 credit each year at LCS)
English	4
Mathematics	3 (additional courses offered)
Lab Sciences	3
History	3
Health/PE	2
Foreign Language	3
Computer App.	1
Speech	1
Choir	1 (1/2 for 2 years)
TOTAL	23

CHORUS:

Students in grades seven through ten will take chorus. Chorus is an elective for students in grades eleven through twelve. We derive most of the grade in this music course from the student's performance and participation. Therefore, we expect students to be present at every performance. Grades will reflect a student's failure to attend. Failing to attend performances could also result in the loss of credit. Every voice is essential to produce the right kind of performance for our people.

Standard performance attire for choir:

7th-8th Boys Traditional navy suit or sport coat, navy dress slacks, a white dress shirt, maroon tie, dark socks, and dark dress shoes.
7th-8th Girls A navy pleated or A-line skirt that comes below the knee (skirts with slits should be avoided), a pure white, button-up blouse that tucks in at the waist and has a neckline that meets school dress code, neutral colored hose, and dark dress shoes.

High School (Grades nine through twelve) Landmark Christian School will provide coordinated performance attire for students in grades nine through twelve who participate in choir. Students will be responsible for accessories, and will be charged a fee each year to cover cleaning expenses. Students and their parents will receive more detailed information at the start of the school year.

CLASS PREPARATION:

When the bell rings to begin class, every teacher will expect students to be in their seats and quiet. Students must have their class materials out on their desks and be prepared to begin. We require each student to be prepared with their own notebook paper, notebook, sharpened pencils, a black or a blue pen, a red pen for grading, and have any equipment or materials required for each class. The student should see that their name is on every book, workbook, and notebook. We require that students keep notebooks and book covers clean and free from notes and drawings. Teachers will discourage borrowing in their classes.

Students are to have their non-consumable text books covered and in class. Any student who does not have all required materials in class will be considered unprepared and could receive appropriate disciplinary action. *Students are not permitted to return to their locker after the bell has rung.*

SCHOOL DISMISSAL:

The teacher dismisses students at the end of each period and at the end of the day. Students who ride home with parents are to assemble by families or by car pool as their car enters the queuing line. The oldest student should be responsible for their group. Students must follow the directions of the faculty on duty and be standing together, ready to load. Noise must be kept to a minimum so students and faculty can hear instructions if the need arises. All students must stand. Running, playing games and horseplay are not permitted. In the past, some teens have refused to load so they could be picked up nearer to the building. **Parents MUST take appropriate action with their children to ensure that they are ready to load their vehicle when and where directed by the faculty or as a result of the natural flow of the car lines. Students who are repeatedly inattentive or uncooperative and cause unnecessary delay in car lines will face disciplinary action.**

FINAL EXAMS:

We require each student to take fall and spring semester exams. No student will be exempt. Exams account for 15% of the semester average, therefore, we expect students to be serious about their test preparation and to be present when exams are scheduled. Students should avoid late evening activities or working too many hours during exam weeks. Scheduling doctor appointments, etc. during this time should be avoided.

TESTING:

In the spring, LCS administers standardized achievement tests to every student in our school, except those in the twelfth grade. Seniors **MUST** take a college entrance exam and have the scores sent to LCS before graduation. We recommend that juniors take the PSAT exam that we offer at LCS each October and then either the SAT I or the A.C.T. at the end of their junior year. Students should check with the colleges that they are considering to see which test they require for admission.

In the fall of their senior year, students should begin taking their SAT II subject tests. Each student must check with the college of their choice to see what subject tests they may require for admittance. This should provide the student enough time to do their best on the exams and have scores available for transmittal to their prospective college in time for early application consideration. The principal will make information booklets, which contain a sample test and the registration forms, available to all juniors and seniors at the beginning of the school year.

TRANSCRIPT REQUESTS:

The school will provide student transcripts upon written request **TWICE** at no charge. Additional request for transcripts will be provided at a charge of \$2.00 for each additional copy.

PLAGIARISM:

Plagiarism is using the words, ideas, or organization of another person without giving proper credit. By its definition, plagiarism is a form of stealing, and is therefore contrary to the guidelines for student conduct at Landmark Christian School.

Any student work, in grades nine through twelve, found to be plagiarized, will be presented to the school's administration for review. Based upon that review, the administration may take the following actions:

1. If the plagiarism is limited to a small portion of the assignment and appears to be a minor incident of plagiarism, there will be a grade reduction for the offense. The principal will notify the parents so they will be aware of the incident. There will be a meeting with the student, their parents, the teacher and the principal. The student and their parents will sign a warning notice of the plagiarism offense that states future incidents of plagiarism will result in the student being subject to the full penalties of the plagiarism policy.
2. If the plagiarism is of the nature where the student has plagiarized the majority of their work, the student will receive a zero for their grade on the research project. At a meeting with the student, their parents, the teacher, and the principal, a contract will be drawn that will state the conditions for completing the assignment. Those present will sign the contract. Although the student will not receive a grade for the rewritten paper, the student must submit a paper that will earn a passing grade. An appropriate deadline will be set and the administration will give the conditions for completing the paper.
Example: the student must bring all the materials that will be necessary to complete the paper to the teacher. This would include pen, paper, all of their research or source materials, note cards, a dictionary, etc. The student will report to the make-up room after school, from 3:15 until 4:00 P.M. each afternoon. They are to bring nothing into the room and they are to take out nothing. The teacher will deliver the student's materials to the room each day and will check everything back in at the end of the period. The student will re-do the complete research project in the make-up room. The paper will be handwritten because the student will have forfeited his/her opportunity to use a computer for typing the assignment. If the rewritten paper is late or unsatisfactory, the administration will consider the situation, the student's attitude, etc., and take appropriate action. The loss of the course credit would always be a possibility.
3. If the student is guilty of repeated plagiarism offenses, the student may jeopardize their enrollment at Landmark Christian School. Because such a student is out of harmony with the school's program, the administration would reserve the right to dismiss the student from our school.

PROMOTION:

Grades Seven and Eight Promotion Requirements:

The student must earn at least a "C" or above in Math AND English and pass two other core subjects ("C" or above). If the student earns a "D" in Math or English, the administration may require the student to do remedial work and retake portions of the achievement test to show mastery of the subject before offering re-enrollment. The administration will consider retention if the student earns a final grade of "D" in any of the core subjects, has a majority of effort grades that are less than satisfactory, and/or does not achieve satisfactory test scores on the achievement test we give each spring. We will retain the student if they earn an "F" in any of the core subjects.

Grades Nine Through Twelve Promotion Requirements:

If the student earns an "F" in any subject, it will mean the loss of credit for that particular subject. If it is a required subject, the student must repeat the course, either in an approved summer program or during a later school year. The loss of credit could jeopardize the student's graduation date. If they make up the course during the summer session, we may require the student to retake portions of the achievement test to show mastery of the subject. Landmark Christian School may not offer re-enrollment if the student cannot maintain a "C" average in each subject every grading period, has less than satisfactory effort grades, and/or does not achieve satisfactory test scores on the achievement test we give each spring.

HELP CLASS:

Help class meets every Monday afternoon from 3:15 until 4:00 P.M. We provide help class for students who need additional instruction over new material or for students who were absent when new material was presented. **LCS RECOMMENDS THAT THE STUDENT ATTEND A HELP CLASS IF THEY MAKE A FAILING GRADE ON AN EXAM.** Students are encouraged to come to help classes whenever personal instruction will help. Students who wish to attend help class should contact that teacher and sign up in advance, suggesting the material that needs review so that the teacher can prepare for the class. Sometimes, the teacher may request that the student stay for help class. The teacher will give the student a form that the parent should sign to confirm that the student will be attending help class.

HOMEWORK:

Students in grades seven through twelve should expect to spend, on the average, between twenty to thirty minutes per subject a night on homework. Students must be sure to take the extra time needed to prepare for major projects that will arise during the year. When at all possible, assignments given for Wednesday night will be shorter so our students may attend our midweek services; however, we may schedule tests for Thursday. Study hall can be of great value to the student who uses that time wisely.

One of God's desires for you at this time in your life is the mastery of your school subjects. You should give yourself earnestly to your studies. Learning to study is an essential skill that YOU must WORK at to become a good student. Good study habits begin with the proper heart attitude in receiving studies as from God and doing them "as unto the Lord."

STUDYING TIPS:

1. Schedule a regular time for study and start promptly without procrastination. Study in a quiet place so you can give your full attention to your work.
2. Collect all of the material you will need and set aside distractions that take your attention.
3. Before beginning your work, commit your study time to God in prayer. If you are His child (have been born again) then you are studying to honor Him. He has given you the Holy Spirit to lead you into all the truth. Place this time and yourself into His hands.
4. Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Think, for study requires the active exercising of your mind.
5. Budget your time to cover all your studies.
6. Always try to do the most difficult work first. Then you can reward yourself with the easier tasks.
7. Cultivate the use of the dictionary. Have a collegiate level dictionary with you every time you write or study new material. Do not fail to understand the terms that are being used in the material that you are attempting to learn.
8. Do your own independent research and study on topics related to your class assignment. Be curious.
9. Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the assigned work.
10. Be dissatisfied with any effort that falls short of your God-given ability.

CHECKLIST OF STUDY HABITS:

___ DO I KEEP MYSELF PHYSICALLY FIT FOR STUDYING?

1. Do I get a sufficient amount of sleep?
2. Do I have a regular program for sleep?
3. Have I developed eating habits that foster good health?
4. Do I get a sufficient amount of physical exercise?
5. Have I had my eyes examined, or my ears tested, if trouble is indicated?

___ DO I HAVE PROPER CONDITIONS TO ENABLE ME TO PRODUCE GOOD WORK?

1. Do I budget my time carefully?
2. Do I make provision for study at appropriate times?
3. Do I avoid loafing when time should be spent studying?
4. Do I have a quiet place to work?
5. Do I have a place to keep my study materials?
6. Do I check the temperature and ventilation in the room?
7. Do I make lighting conditions as favorable as possible?

___ DO I KNOW HOW TO CONCENTRATE AND REMEMBER?

1. Do I begin work promptly?
2. Do I establish regular habits of working at set times and in definite places?
3. Do I work intensely?
4. Do I make study periods long enough but space them between restful activities?
5. Do I make full use of my time in the library?
6. Do I work in spite of distractions?

___ DO I KNOW HOW TO PREPARE AND PRESENT MY WORK TO THE BEST ADVANTAGE?

1. Do I present neat and accurate materials?
2. Do I prepare adequately for examinations without trying to "cram"?
3. Am I careful to make proper reviews?
4. Do I relate material learned in one course to that of another?
5. Do I take careful notes in class, with sufficient analysis of the notes later?
6. Do I check spelling, punctuation, handwriting, etc. in all work handed to instructors?

AWARDS/HONORS:

1. HONOR ROLL: Honor roll is determined at the end of each quarter and is divided into two groups: President 's List and Honor Roll.
President's List - Students who earn straight "A's" in every subject for the quarter.
Honor Roll -Students who earn no grade below "B" in every subject for the quarter.
2. PERFECT ATTENDANCE: We will recognize perfect attendance for the year.
3. SUBJECT AWARDS: The following awards will be presented to the top student in each class or subject area:
Mathematics Science Spelling
Language Arts Foreign Language History

Consideration will be given to the student's class participation, notebook, daily work, quizzes, tests, special projects and achievement test scores. The purpose of these awards is to encourage each student to strive for their best effort and recognize the students who have demonstrated outstanding achievement.

4. **CITIZENSHIP AWARD:** The definition of citizenship is the quality of an individual's response to membership in a community. To encourage exemplary Christian student attitudes and actions, we award Student of the Month certificates to students who have demonstrated good character and citizenship in the classroom. This means they have put forth consistent effort, their work is well prepared, of good quality and on time. These students maintain good behavior and a good attitude toward school, their teacher, and others in the class. They display concern for others and encourage their classmates to do right. Their performance in the classroom and in school life has been exemplary.

Every month, the teachers select two students from each grade who have demonstrated the above traits. We will award these students the Student of the Month certificate in our chapel service. At the end of the year, the teachers will select two students from each grade from the list of recipients of the Student of the Month certificate. These students will receive the Citizenship Award and lapel pin.

DRESS CODE/APPEARANCE

While we realize that the Bible does not specifically tell us how we should dress or how we should cut our hair, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. General scriptural guidelines for dress:

1. Modesty of both boys and girls (I Timothy 2:9; II Timothy 2:22)
1. There is to be distinction between boys and girls (Deuteronomy 22:5; I Corinthians 11:14-15)
2. Identification with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
3. Appropriate dress for the occasion

Student compliance with the school's dress code is an essential component for maintaining an environment that pleases the Lord and encourages learning for every student. If we send a dress code slip home with a student, parents should give immediate attention to the stated problem. The student will be removed from class when deemed necessary by the teacher or principal. We will call parents to bring proper clothing to school or we will send the student home.

All student apparel, including boys' slacks and jeans, should be as free as reasonably possible from ALL writing, including statements, messages, advertisements, pictures, etc. Landmark Christian School spirit-wear, or appropriate sports team or clothing logos that are no larger than one's hand on the front only are permitted.

GIRLS:

1. To satisfy dress code requirements at all times dresses, skirts and culottes are to be worn at the waistline. The hemline or slit of dresses, skirts and culottes must not be higher than the bend at the back of the knee when standing or walking AND drape comfortably over the knee when in a sitting position. Straight line skirts that are too tight are not permitted. Wraparound skirts or skirts with frayed hem lines are not permitted. A belt should be worn if a garment has belt loops.
2. Girls are not permitted to wear shorts, slacks or culottes to school. Culottes or loose-fitting, knee-length sports shorts may be worn to after-school-games provided they meet the dress code requirement.
3. Sheer, see-through, tight, form-fitting or revealing apparel is not permitted. We urge parents and students to use caution in selecting clothing made of spandex type material.
4. Neck lines should be no lower than one hand's width from the neck, all the way around the neck line. **Tops must not be tight or form fitting and must completely cover the shoulders (OUTSIDE of a traditional shoulder seam). Tank tops are not allowed.** Dresses and blouses may have only the top button open. Sun dresses should be worn with a blouse underneath. **UNDERGARMENTS OR BARE MIDRIFFS SHOULD NOT SHOW AT ANY TIME. SHORT CROPPED TOPS THAT WOULD EXPOSE A BARE MIDRIFF (WHEN THE STUDENT MOVES, BENDS OR SITS) OR OPEN BACK DRESSES AND BLOUSES ARE NOT PERMITTED.** Tops are to be tucked in three inches unless the garment is clearly designed to be worn otherwise. As stated above, if an inappropriate type of apparel is worn to school, we will remove the student from class until the parent brings proper clothing for the student.

5. Girls in grades seven through twelve may wear backless, slip-on styles of shoes if they meet the school's guideline – *if a shoe does not have a back or does not have a strap around the heel of the foot, the shoe must have a covered toe. If the shoe has an open toe, it must have a back or a strap around the heel of the foot.* We will ask a student not to wear this style of shoes if they do not keep them on their feet while at school. We allow girls to wear sandals if they are fitted to the foot with a strap. For safety reasons, we recommend that girls avoid wearing shoes that have heels that are greater than two inches.
6. Unusual, or faddish jewelry, such as large, dangling earrings, unusual hair styles, excessive or unusual makeup are not allowed. Earrings are to be worn in the ear lobe only. Cartilage piercing, body piercing, any form of body art, and tattoos are not allowed. Hair must be combed above the eyebrows, look neat, clean and well groomed at all times. Braids and bangs are not to be worn in an unusual style or hang in the student's face or eyes. *Hair color must be naturally occurring on humans.*
7. Girls in grades seven through twelve should wear solid, dark-colored, knee-length, loose-fitting, sports shorts in physical education classes, girls' sports and cheerleading practice. Girls will also need a heavy-weight, white tee shirt and gym shoes. Towels, gym bags, soap dishes, and all articles of clothing used in P.E. classes must have name tags. Students must use their P.E. or sports lockers and secure their valuables inside their locker with the combination lock provided by LCS during every class or practice. Clothes and valuables are not to be left outside the lockers. We will remove items from the changing room that are not regularly secured in student lockers.

BOYS:

1. Boys in the seventh grade and up, are to wear sports shirts with collars or traditional style dress shirts. The shirt requirement will not apply if the student is wearing a **winter-weight SWEATER**. Sweat shirts **without a hood** are considered to be a sweater. Sweat shirts **with a hood** are considered to be a coat or a jacket and are not permitted in the classroom. Boys must completely tuck in their shirts so their belts are visible at all times. Undergarments or midribs should not show at any time.
2. Boys should wear casual or dress slacks, or jeans that are clean, free from writing or designs, and in good condition. They must not have holes, be torn, frayed, too faded, too tight, have a "droopy," low-waisted-look, or be of an unusual design. **Pants are to be worn at the student's waist at all times.** LCS does not allow boys in grades seven through twelve to wear pants that have an elastic or drawstring waistband. Boys must wear a belt. Boys are not permitted to wear shorts, sweat pants, jogging suits, wind pants, camouflage or military style clothing to school.
3. Boys must wear socks that **cover the ankles** and are **visible at all times**. We do not allow boys in any grade to wear backless, slip-on style shoes or sandals. Tennis shoes are permitted if they are clean and in good condition. Shoes must be completely laced and properly tied at all times.
4. Hats are not to be worn indoors anytime. LCS students and their parents are encouraged to set an appropriate example before guests in public gatherings, such as at basketball games, etc.
5. We expect boys to keep their hair neat, clean, and well groomed. Hairstyles must be neatly trimmed and in good taste. We do not permit boys to have long hair, braids, twists, dreadlocks, mini-dreadlocks, mohawks, or faux hawks. Hair must be cut to be off of the ears, eyebrows and collar at all times and present a smooth tapered appearance that conforms to the shape of the head, curving inward to a natural termination point on the neck. Hair color must be naturally occurring on humans. Faddish or unusual hairstyles, such as hair sculptures, writing and designs, variegated bleaching or coloring, high shaved sides or shaved heads are not permitted.
6. All boys in grades seven through twelve are to maintain a cleanly-shaven face every day. We do not permit boys to have beards, mustaches, or to wear sideburns below the earlobe.
7. Boys are not permitted to wear necklaces, earrings, or *bracelets of any kind*. Cartilage piercing, body piercing, any form of body art, and tattoos are not allowed.
8. Boys in grades seven through twelve should wear a white tee shirt and long, loose-fitting, dark colored sports shorts, white socks, and gym shoes for physical education classes and sports practices. Towels, gym bags, soap dishes, clothing, and all personal articles used in P.E. classes should be labeled with name tags. Students must use their P.E. or sports lockers and secure their valuables inside their locker with the combination lock provided by LCS during every class or practice. Clothes and valuables are not to be left outside the lockers. We will remove items that are not regularly secured in student lockers.

Unless otherwise notified by the school administration, students will follow the above dress code for all school related events and activities, at school or when traveling. Students must remember that they are representing this school and follow the dress code for the duration of any school-related event. We ask parents and their guests to observe the school dress code at all school meetings and activities.

Landmark Christian School is strongly opposed to students adopting faddish hair styles and dress styles. Those students who attempt to style their hair, or wear their make-up or clothes in a manner that the administration deems to be inappropriate will be asked to have it corrected immediately. We will call parents to school to bring proper clothing or to take the student home. The administration will make final decisions on questionable appearance and clothing. Repeated infractions of the dress code may result in expulsion.

THE STUDENT IS SUBJECT TO IMMEDIATE COMPLIANCE WITH THE SCHOOL'S DRESS CODE OR WITHDRAWAL.

STUDENT BEHAVIOR/DISCIPLINE

We believe that Christian students should avoid practices that cause the loss of sensitivity to the spiritual needs of the world and of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2). In an atmosphere of definite and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character.

Unacceptable student behavior can be broken down into three major types; Disobedience, Disrespect, and Irresponsibility. If a student consistently manifests one or more of these three behaviors, they are out of harmony with our program and will have a negative effect on the school's atmosphere. If their attitude and behavior cannot be corrected promptly, the administration may ask them to withdraw from Landmark Christian School.

1. Disobedience
 - a. Refusing to carry out a specific command or request.
 - b. Performing a duty in a way previously not instructed.
 - c. Silence or nonperformance.
 - d. "NO"
 - e. Delays in promptly carrying out a command or request.
2. Disrespect
 - a. "Yeah," etc.
 - b. Improper voice tone when answering.
 - c. Flippant or rebellious attitude that they reveal through body movements.
 - d. Improper facial expression.
 - e. Attitude of ingratitude.
 - f. Attitude of disregard for the feelings or worth of others.
 - g. Questioning attitude or verbal questioning after the teacher has made a specific request.
 - h. Name-calling to adults or peers.
 - I. Violation of others' rights or property.
3. Irresponsibility
 - a. Failure to be prepared for class.
 - b. Failure to have assignments completed on time.
 - c. Work is frequently incomplete or unsatisfactory.
 - d. Not following through on projects or assignments.
 - e. Failure to take home or return signed papers, or other materials required for class.

Self Control "*Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things.*" (1 Corinthians 13:4-7) Courtesy is the rule in all relationships. This must be true at school – in the hall, classroom, athletic field, and on the bus. Self-control is important in life and in the classroom. The Christian life is not merely one of self-control, but of CHRIST-CONTROL. True joy is found in submitting our will to His control. It is by outward control that we learn to submit to Christ. Each student's conduct should be brought into harmony with the principles of God's Word. Problems arising from a lack of conformity, evidenced by a disregard for school rules, for others, or for school property, will be dealt with by the administration through means of consultation and parental cooperation. Punitive measures such as the school deems necessary will be taken. Students whose attitude and/or conduct in, or out of school, are deemed undesirable and in opposition to the basic principles and purposes of Landmark Christian School may not be allowed to continue in our school. ***Therefore, the administration reserves the right to ask a student to withdraw at any time it feels the student is having a detrimental effect upon the spiritual and social atmosphere of the school.***

LCS Students should refrain from the following types of behavior:

1. Disrespect for teachers, staff members and other students. Insubordination includes failure to respond appropriately to written or verbal directions, disobedience, or defiance of reasonable requests given by school personnel. We will not permit any student to address any member of the administration, faculty, or staff, on or off the campus, by his or her first name. At all times, the student should respectfully address the individual by their proper title, i.e., Pastor, Mr., Mrs., or Miss. Students are to reply respectfully with, "Yes, sir," "No, sir," or "Yes, ma'am," "No, ma'am."
2. Destruction, willful marring or defacing of school property. **THE STUDENT AND THEIR PARENT ARE RESPONSIBLE FOR REPAIRING OR REPLACING DAMAGED SCHOOL PROPERTY**
3. Bullying/Harassment. Landmark Christian School does not and will not tolerate any type of harassment. The harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, size, appearance, intellect, race, religion, color, sex, sexual orientation, national origin, citizenship, disability, etc. This type of offensive conduct can create a hostile school environment. Additionally, LCS is dedicated to fostering an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted. All students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher. When a school administrator becomes aware that bullying or harassment may exist, he will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a fair report of alleged harassment. Students who engage in *sexual harassment* or bullying activities of any degree will receive a suspension of one or more days. Repeated incidents can result in the student being asked to withdraw or being expelled.
4. Cheating on tests, homework, or other work assignments. This includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. Students found copying another student's notes or work without the student's and the teacher's permission will be considered cheating. Cheating in any form will not be tolerated and attempts of any acts described, whatever the degree of completion, may be punishable to the same extent as if the attempted act had been completed.
5. Taking (stealing) items that do not belong to you. This includes acquiring another's possessions without right or permission. Students should not allow themselves to be in situations where they could be considered suspect. Being in areas of the building at inappropriate times are grounds for suspicion.
6. Fighting. This involves two or more parties in conflict when they are intentionally striking each other to cause harm or injury. This action may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger or harm or injury to either party, bystanders or school property.
7. Rock Music. The purpose of Landmark Christian School is to give direction to our young people, not only academically, but also spiritually. Because rock music is part of the counterculture that has as its purpose planting seeds of rebellion, immorality, and lawlessness, Landmark Christian School takes a firm stand against any form of rap music, rock music, including so-called "Christian rock," and Contemporary Christian Music. We consider listening to this kind of music detrimental to the spiritual, moral, and academic life of a person, which in turn affects the atmosphere of our school. Parents can support the school in this policy by the principle of replacement, "*And He hath put a new song in my mouth, even praise unto our God . . .*" (Psalm 40:3), in substituting wholesome, uplifting music, both sacred and classical, which will address the spiritual, mental, and physical needs of their student, as exemplified by David's ministry before Saul in I Samuel 16:23.
8. Use of obscene or profane language, gestures or a worldly vocabulary. Abusive language intended to demean another person is considered obscenity.
9. Possession of obscene or anti-Christian literature. All books brought to school must be on the approved reading list or checked out from our school's library. Some books used for reference or research may not be appropriate at school and must be approved by the teacher.
10. Possession or use of alcoholic beverages, cigarettes, pornography, or drugs of any kind *on or off campus*.
11. Sexual Activity. Sexual activity is defined as physical contact between students for the purpose of arousal of sexual desire or engaging in sexually suggestive communication (visual, written, or spoken). Students are expected to refrain from sexual activity, including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography. If a student is in violation of this principle, this should be disclosed to someone on the pastoral staff of Landmark Baptist Church. Counseling should be sought through the church. Such information will be kept in strict confidence. If the school or church learns that this principle has been violated and the student has not sought counseling, has refused counseling, or has engaged in such activity after counseling through the church, the student will be asked to withdraw from school.
12. Internet/Social Media. Students who place information on the world wide web, that is out of harmony with the policies and rules of LCS, will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of the web domain. Therefore, it is important that a student be found consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the Word of God. Postings of faculty pictures or creating a web site in their name will be dealt with seriously. Students who post inappropriate material on personal web sites or social media sites such as FaceBook or Twitter will face administrative discipline.

13. We ask school families not to sponsor parties that would be inconsistent with the positive Christian standards of conduct maintained here.
14. We ask students not to attend "rock concerts." Discussion of rock music or its culture is not permitted.
15. Writing and passing personal notes. This presents clear evidence that the student is not using time wisely and is not focused on the work at hand.
16. Body contact between students is not permitted at any time.
17. We prohibit the following items at school: dice, playing cards, knives, guns, explosives of any kind, (including all forms of fireworks), magazines or books not related to class work, live animals/pets, and anything depicting scenes or insignias associated with rock music, radios, voice or video recorders, CD's, DVD's, iPods, Mp3 players, headphones or ear buds, cell phones or any other private form of electronics used for music or entertainment while at school or while attending or participating in school activities. Students are not allowed to attempt to exchange any of the above items with one another while at school. Students who are found doing so could face immediate dismissal.

DEMERIT SYSTEM FOR GRADES 7 – 12:

<u>INFRACTION:</u>	<u>CONSEQUENCE:</u>
Arguing with the teacher.....	2 demerits or more
Bullying/Harassment	15 demerits
Cheating/Plagiarism	6 demerits or more plus a zero on the assignment or test
Chewing gum.....	1 demerit
Communicating/talking without permission	1 demerit
Dishonesty	6 demerits or more
Disobedience.....	2 demerits
Disrespect to classmates	2 demerits or more
Disrespect to the teacher.....	6 demerits or more
Disturbing classmates.....	1 demerit
Disturbing the teacher.....	1 demerit
Dress code violation	1 demerit
Eating/drinking in unapproved area.....	1 demerit
Fighting	15 demerits
Forging a signature.....	6 demerits or more
Inattentive to the teacher.....	1 demerit
Missing books and/or supplies	1 demerit
Not completing homework	1 demerit
Not prepared for class.....	1 demerit
Not returning papers or slip	1 demerit
Out of seat without permission.....	1 demerit
Passing notes.....	1 demerit
Possession of/Use of prohibited substance, on or off campus (such as tobacco, alcohol, drugs, pornography, etc.)	18 demerits
Skipping school or cutting class.....	15 demerits
Stealing.....	12 demerits or more
Tardy to class.....	1 demerit for every 3 tardies
Textbook not covered	1 demerit

We have instructed teachers to follow the guidelines in the handbook consistently. A problem is indicated when a student continues to receive demerits during the year. Students who do not respond to correction and accumulate several demerits could face further disciplinary action. The following is a list of consequences for the accumulation of demerits.

Accumulation of demerits will result in:

6 demerits	1 detention
12 demerits	2 detentions
15 demerits	1 day suspension; meeting with parents and principal
17 demerits	3 days suspension; meeting with parents, principal, and pastor
18 demerits	possible dismissal from LCS

DETENTION:

Students serve a detention when they accumulate six demerits and two detentions when they accumulate twelve demerits. Detentions may also be assigned if the infraction demands immediate correction. The principal will notify students of their detention in writing. Students serve detentions in room 102. We expect students to report by 3:15 P.M. and come prepared with paper, pen and text books. The detention hall teacher will give students an assignment. We will not permit students to do home work in detention. Failure to serve a detention could result in the student serving an extra detention. We expect students to be picked up promptly at 4:00 P.M.

SUSPENSION:

Students serve an off-campus one day suspension when they accumulate fifteen demerits and three days when they accumulate seventeen demerits. Suspension is usually a final step before a student is dismissed from Landmark Christian School and is considered very serious. During an off-campus suspension, the student is placed under the parent's supervision for the entire day. Suspended students are not allowed on campus for any reason, before, during, or after school, and are not allowed to attend any school function including home and away athletic games during the duration of the suspension. Suspension days are counted as unexcused absences and include the consequences associated with unexcused absences. A notice of suspension will become a permanent part of the student's cumulative school record.

EXPULSION/DISMISSAL:

The decision to expel or dismiss a student is made by the Administration, which discusses the various pros and cons of a student who is subject to expulsion and the problems the student has had in our school. The decision of the Administration is final. A student may be dismissed if the parents will not cooperate with the school, or if the student's conduct, attitude, or lack of effort make it inadvisable for him to remain. Serious offenses, on or off campus, such as immorality, smoking, use of alcohol, narcotics, pornography, etc., may subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal. Continual failure of a student or the parents to cooperate with the spirit of Landmark Christian School will make it necessary to have that student dismissed.

OTHER INFORMATION

STUDENT DRIVERS:

Driving a car to and from school is a privilege that we want our students to enjoy. It is therefore necessary that certain rules be observed. Students who abuse the privilege or continually disregard the rules may lose their privilege of driving to school. Below is a list of rules that must be obeyed to ensure the safety of our students, and the maintaining of a good testimony.

1. Student drivers must park neatly within the parking space in the designated area.
2. Student drivers must observe the five-mile per hour speed limit in the parking lot.
3. At dismissal, student drivers must enter a lane reserved for them in car lines. The driveway attendants will direct them through the car line loading area. All vehicles will exit by the gym driveway. Student drivers will not be given time to stop in the loading area.
4. We expressly prohibit leaving by the main entrance at dismissal.
5. Exhibitions of acceleration on or near school grounds are not allowed and could be reported. Violators could face possible suspension and we could notify the police to watch for offenders.
6. Unless the student is involved in an after school activity, all vehicles must be off the parking lot by 3:30 P.M. Students will not be allowed to linger in the parking lot, meet with or be picked up by friends in the student parking area who are not current LCS students.
7. Students are not allowed to go to their cars during school hours. Students are not allowed to sit in the cars before or after school or at any school function. We expect the student to enter the building upon arrival and leave immediately after school.
8. Student drivers are not allowed to drive other students to and from school without written parental permission and prior notification of the school office. Students found riding together before or after school without written parental permission on file could have the privilege to drive to school suspended or revoked. The administration will notify the student's parents.
9. We expect student drivers to observe all school rules when driving to after-school activities, such as soccer games, basketball games, etc.
10. Student drivers are not to leave the property during the day. Those who must leave during the day must give a written note of parental permission to the home room teacher and be dismissed through the school office.
11. If a student driver is responsible for taking home other small children, that student driver must assemble their group and escort them to the car, taking care not to interrupt class lines coming out of the building. They should follow this procedure to protect the safety of younger children. The driveway supervisor will instruct students when it is safe to cross in front of the car lines.
12. A parking permit, signed by the student and their parent, must be on file in the school office. The parking permit can be found in the appendix.

STUDY HALL:

We expect students to come to their study hall prepared to work the entire period. Students must be on time and in their seats when the bell rings. After the period begins, students will have the opportunity to check books in or out. Failure to use this library time properly may result in late fines or the student having to use library resources elsewhere.

Students must bring all the materials that they will need for the period, as we will not permit them to go to their lockers after the period begins. We also require that each student have an approved, outside reading book with them in the event they finish their work before the end of the period. Magazines and newspapers are not permitted in the study hall. Students who cannot keep busy will be given additional assignments by the study hall teacher. *Talking, playing, sleeping, writing notes, or drawing pictures in the study hall are not permitted.*

TELEPHONES AND CELL PHONE POLICY:

We restrict student use of telephones to emergency calls only. Forgetting one's book or homework is not an acceptable reason for using the office phones. Students are not permitted to use school phones without permission of the principal, school office or a teacher who is present at the time they make the call.

Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school property. **Any use of a cell phone** (including texting, accessing social network sites, showing or taking pictures or video) in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, **the cell phone must be turned off and be secured in the student's locker.** If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will confiscate the phone and report the incident to the school's administration. Confiscated cell phones will only be returned to the student's parents. Students whose phone has been confiscated may be asked not to bring a cell phone to school in the future. "Forgetting" to turn off the cell phone is not an excuse. The school reserves the right to collect all cell phones for the duration of any school related activity. Repeated violations of the school's cell phone use policy could result in their immediate ineligibility to attend Landmark Christian School.

Use of a cell phone during a test or quiz for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs or videos is permitted during the school day. Violation of this prohibition is a serious discipline offense and disciplinary action will be taken in the sole discretion of the administration.

Parents who need to contact their child during the school day for emergency purposes should call the school office and the school's staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Note: These guidelines were formulated after careful legal review of school cell phone policies across the State and country.

VENDING MACHINES:

Students may purchase items from the vending machines before school or at lunch time. **VENDING MACHINES ARE CLOSED TO STUDENTS FROM 3:10 P.M. UNTIL 3:30 P.M. DAILY.** Vending machines are not to be used during the class day without permission from school personnel. *Students are not to eat or drink in the classrooms or outside.*

WORKING STUDENTS:

To gain the most from school, we ask that students not work more than sixteen hours per week, Monday through Thursday. If a student's job is apparently hurting the student's performance in class, we will notify the parents. Working students must understand that their first job is to be a good student and to be well prepared for class.

GUESTS AT SCHOOL:

No student or other person may attend or visit a class as a guest during the regular school day without the authorization of the school administration. Visitors are not permitted in the classroom. Instruction time is very valuable and interruptions must be kept to a minimum. Therefore, the classroom is not the place to entertain guests. If a student wishes to bring a guest to a game or school function, the student must make sure that the guest follows the dress code and school rules. We will ask guests who do not comply to correct the problem or leave. Student cooperation will avoid embarrassment for all concerned.

HALL PASS:

The teacher issues hall passes for special needs only. We expect students to return to class as soon as possible. Students found in the hall without a hall pass will be subject to receiving a demerit. Students are to go directly to their destination and return directly to the class. Hall passes are not a license to roam the halls. The teacher will monitor the time out and time returning. If a student needs to meet with a teacher during the day, the student should make arrangements with that teacher while in class, or between classes, and request a hall pass from that teacher. We will not permit students to leave their study hall to see another teacher without a note from that teacher indicating the time and location for the meeting.

LIBRARY:

Library books are to be checked in and out through your study hall teacher only. The only exception being when teachers take an entire class to the library for projects. We will give you the opportunity to check books in and out during the first few minutes of study hall each week. The study hall teacher may choose to make a schedule for using the library. Students who do not have a study hall should see the principal about making provision for their use of the library.

Books are checked out for a two-week period. An overdue fine of five cents a school day will accumulate for books not turned in on time. The student is responsible to make sure that book is returned properly. Do not lay it down on the counter or return it to the shelf without seeing that your record has been cleared correctly. Failure to do so may result in your grade card being held until we recover the book. We may require you to purchase a replacement book if the one checked out in your name cannot be located.

LOCKERS:

Students are to use their lockers to keep our hallways neat and safe. Books and belongings are not to be left stacked on the floor, or on top of the lockers. ***We do not permit students to take book bags to the classroom;*** therefore, maintaining a neat and orderly locker that will hold ALL of their belongings is mandatory.

Students should hang coats and jackets that are too bulky to fit in their locker on the coat rack. There is a designated location for musical instruments. Musical instruments are the only belongings that we permit in that storage location. **Lunches and musical instruments are not allowed in the locker rooms of the gym.** The lockers are to be kept clean and neat. The tops of the lockers are to be kept clear of personal items. Nothing is to be placed on top of the lockers. Food is not to be kept in the lockers. Pictures or other items on the outside the locker door are not permitted.

We issue every student in grades seven through twelve a combination lock and a locker. We also issue P.E. and sports lockers with combination locks to students who need them. **Students are to use the combination lock provided by the school. *The locker door and the lock must be securely closed at all times.*** Students must securely lock all clothes and valuable personal items inside their locker. LCS is not responsible for lost or stolen items if a student is careless with their belongings or if they have not protected their locker combination. ***Students and their parents are responsible for the replacement costs for any damage to their locker and/or for the loss of their lock.***

LCS reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, vehicle, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or on a random basis. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school rules, community standards, and/or local and state law.

LOST AND FOUND:

Lost and found items will be kept in the gym office for a short time. If no one has claimed the items within a few days, we will transfer them to a storage area. Students may request permission to look through lost items each day before school, during the lunch period and after school only. Lost and Found will not be open at any other time. We will charge students \$.25 for each time they recover items in Lost and Found. The student must make sure they have clearly labeled all personal items.

LUNCH ROOM:

Students are to report to the lunch room immediately and we expect students to remain in the lunch room until 12:20 P.M. Students should eat and remain in their assigned lunch room. Talking should be kept to a minimum. We expect students to exhibit proper manners and etiquette while eating. Students are to enter and leave through the high school lunchroom entrance. Students are not to use the main hallway, interrupt classes, or use the restrooms in the elementary building. **The gymnasium and locker room areas are closed to students in grades seven through twelve during the entire lunch period, from 11:59 until 12:29.**

Students are responsible for cleaning up their trash and tables before leaving. Teachers will direct the cleanup of the lunch room. Ice cream should be purchased before 12:25 P.M. No food or drink is to be consumed outside the lunch room or in the hallways between classes. Upon leaving the lunch room, students may assemble outside, well away from the elementary building. Noise should be kept to a minimum. The playground equipment is off limits to high school students. Students may check out a playground ball for a brief game, however, they are responsible for seeing that they properly return the ball. In case of inclement weather, we may direct the students into the gym for their short break. We expect students to remain in the gym. Students are not permitted in the locker rooms or in the academic area of the building until the dismissal bell. Students should be prepared to enter the building at 12:29 P.M. No student is to enter the building until the warning bell.

MEDICATIONS:

Medications which are unmarked or unauthorized will not be administered to students who become ill at school. **THIS INCLUDES TYLENOL.** Should a student use Tylenol or other similar over-the-counter pain relievers on a regular basis, parents must submit the medicine and written instructions as to their use. No medicine will be given unless authorized by the parent or guardian.

Prescription Medication: If a doctor has prescribed medication to be given to your child during the day, please send complete, written instructions to the office, along with the properly labeled medication. Be sure to give the specific name of the medication and the strength (mg.) along with the time the medication is to be given and any special instructions. Include the student's name and grade. All medications are to be left in the school office. The student will report to the office at the appropriate time to take his medication. Medication **MUST** be in **PRE-MEASURED, SINGLE-DOSE** quantities. Send only one day's supply at a time. Special exceptions will be given to drops and ointments.

Under no circumstances is a student permitted to give medication to another student. No school personnel are authorized to give prescription or non-prescription medication to any student, except in accordance with a parent's or guardian's specific, written directions.

No student should have aspirins, tranquilizers, cold pills, etc., in his/her possession during school.

SENIOR TRIP:

Landmark Christian School takes the senior class to The Wilds, in North Carolina each spring. This exciting week has been set aside especially for graduating seniors and is part of the school's academic program. Therefore, every senior student is expected to attend. Although the senior class will work to raise money to help cover the major expenses of the trip through a limited number of fund raising activities, remaining costs are borne by each student.

SIGNED PAPERS:

Communication with parents is vital and sometimes we give students papers, demerits, notes to parents and grade cards that need to be read by the parents, signed and returned. We expect students to have those signed papers ready to return to the teacher the very next day the class meets. Students who fail to be responsible and do not have their papers signed and with them in class will be issued a demerit. It is the student's responsibility to see that they have the paper signed and returned on time.

SCHOOL MANAGEMENT SOFTWARE:

Landmark Christian School has contracted with RenWeb, a school management software company, to establish an online link between the school and the home. This software is internet based and will allow the parents and students to see their grades for each assignment, quiz, or test along with their running average for that class. This is a major communication tool between the school and the home. Parents will be given login information at the beginning of school and are encouraged to use this tool on a routing basis. Other features of RenWeb will be established at a later time including the ability to pay tuition online.

SPORTS PARTICIPATION:

Students may try out for any sport or cheering event if they have no grades below a "C" for the last nine-week grading period, they are not routinely accumulating demerits, they maintain a proper attitude, they reflect good school spirit, and a good Christian testimony. Those competing in any sports, cheering event, or extracurricular activity must maintain a "C" average in each subject. Each student who participates in the athletic program must submit his/her grades for each three week progress report to the athletic director or sponsor. Students with a grade average below a "C" in any subject are placed on Academic Probation for the next three weeks. They must continue to practice, but they are not allowed to dress for the game nor are they allowed to travel with the team. They must be present at home games, dressed in appropriate team attire and sit on their bench, under their coach's supervision. If the student receives a grade below a "C" in any subject on the nine-week grade card, that student is off the team for the remainder of that sport's season. We will give special consideration during tournament periods for the sake of the entire team. If the student does not bring the grade average up to a "C" or above by the end of the next three-week grading period, we will not allow them to try out for the following sport, which is usually Basketball. We reserve the use of this option for Volleyball or Soccer the following school year if circumstances warrant.

A student may neither play nor practice unless he has attended school the entire day (8:20-3:10), except in cases of medical appointments, funerals, etc. Coming to school late due to sickness or tiredness will prohibit an athlete from playing or practicing.

Any team member, cheerleader, or student representing Landmark Christian School should display a testimony that is beyond reproach. Any such conduct that brings reproach upon this school and the Lord Jesus Christ could result in dismissal from that team or activity.

SPORTS FEE:

There is a fee of \$25.00 per student, per sport. This fee is used to help defray the expense of hiring officials and purchasing and maintaining the equipment. This fee is due immediately upon a student making the team in any of the sports programs and the student will not play in any games until the fee is paid.

Parents must understand that there are certain risks inherent in any physical activity, whether it is recess, P.E. or sports. The parent must assume the liability for all expenses related to an injury resulting from their participation. We ask that parents agree to maintain proper insurance protection for their children and not sue this ministry in the event of an injury. Each student who participates in any athletic program at Landmark Christian School must submit the **Athletic Participation/Parental Consent/Physical Examination Form** before attending practice. The athletic director will provide this form to all interested participants.

STUDENT PARKING PERMIT

2013 - 2014

My Parents and I have read the parking rules and we understand that the privilege to drive to school is dependent upon my observing and obeying these rules. I also understand that my conduct as a student of Landmark Christian School could affect my privilege of driving to and from school.

Vehicle Information:

 YEAR MAKE MODEL COLOR LICENSE PLATE

 DATE STUDENT NAME (PRINT) STUDENT SIGNATURE PARENT SIGNATURE

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This form must be signed and submitted to your home room teacher the first day of school.

STATEMENT OF COOPERATION

2012-2013

My Parents and I have reviewed the student handbook together and understand that carefully following the guidelines is mandatory for me. If either my parents or I have questions about anything contained in this handbook, or not specifically mentioned in the handbook, we will contact the principal.

If I become dissatisfied with Landmark Christian School for any reason or if I find that my behavior or attitude is out of harmony with the program at Landmark Christian School, I will try to resolve the matter with the person or persons involved or agree to withdraw from Landmark Christian School immediately to avoid causing harm to this ministry.

We too, want a successful and satisfying year and we agree to abide by these guidelines. We will support and cooperate with the school's purpose and program.

 DATE STUDENT NAME (PRINT) STUDENT SIGNATURE PARENT SIGNATURE