



**Middle/High School
Student Handbook
2009 - 2010**

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Every student prepared to impact the world for Jesus Christ

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Dear Parents and Students,

Landmark Christian School is committed to training your child up in the nurture and admonition of the Lord. However, the Christian education that your child receives at Landmark is but one part of a three-stranded cord that encompasses the larger umbrella of Christian education. Ecclesiastes 4:12 states, “Though one may be overpowered, two can defend themselves. A cord of **three** strands is not quickly broken.” The three strands of Christian education are the family, your church, and the Christian school. As you can see, what we do during the day is not the entirety of Christian education. We are just one part of the process. Though we are one part, the Christian school is still vitally important. Note the progression in the scripture from Ecclesiastes. The family is the most critical component yet, if it stands alone, it may be overpowered. God intends a greater strength to uphold the family as it is united with the church. Together they can defend, as it says in the Biblical passage. But a child raised in a Christ centered family, growing in a spiritually vibrant church, and supported by Christian education is not ‘easily broken’. We believe that is God’s best. We are grateful for the opportunity to work in partnership with the home and church to help young people develop their God-given abilities so they might impact the world for Jesus Christ.

The administration, faculty, and staff at Landmark Christian School have committed this institution to the highest standards of Christian conduct. We are committed to allowing and nurturing an honorable community of students, faculty, and parents. An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. To that end, the students have created the **Landmark Christian School Honor Code** with the intent of honoring Landmark, honoring others, and ultimately honoring God. We hope our students see the benefits of an honorable lifestyle and allow the Honor Code to govern all aspects of their lives at school, home, and outside of the walls of Landmark. The desire of Landmark is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ. We believe that the Honor Code will be a guidepost for all that we do at Landmark.

I commit to a lifestyle which reflects trust, honesty and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts. Committing to this code demonstrates my respect for Landmark Christian School as we strive to glorify God and love others.

The student who commits to the Honor Code and shares the goals of the program of Landmark Christian School and participates enthusiastically will be able to look back on enjoyable, profitable years when they graduate.

This student handbook contains important information concerning school policies and student regulations. Please take some time to familiarize yourself with this information, and if you have questions concerning anything not covered here, please feel free to contact the school.

Our goal is to create a school environment which promotes learning and growth in every area— spiritual, academic, artistic, physical, and social. We ask for your support and prayers as we labor toward this goal.

During the course of the year many activities are planned and **WE NEED YOU** to get involved. Your involvement as a parent is vital to **OUR SCHOOL**.

MISSION

Landmark Christian School seeks to honor Jesus Christ by equipping college-bound students to become life-long servant leaders in their communities and in the world. We partner with Christian families to pursue and nurture excellence in the spiritual, academic, artistic, physical and social growth of our students. We offer a comprehensive, academically rigorous K4 - 12 education within a non-denominational, Christ-centered worldview.

VISION

Every student prepared to impact the world for Jesus Christ

PHILOSOPHY OF EDUCATION

The Student: Each student is a unique individual, created in God's image: the best and only version of himself or herself that God has ever made--or will make. Endowed with a one of a kind body, mind, and spirit, each student has distinct aptitudes and abilities in many areas; spiritual, academic, artistic, physical, and social. The student's spiritual dimension is the true center of his or her life and provides the motivation, purpose, and direction for all other areas.

The School: The Christian school is a support ministry first for the home and second for the Church. God has ordained the institution of the family and has given parents the responsibility of nurturing and training their children. He has ordained that Christ's body, the Church, is the spiritual authority and support for His people. As a complement to home and church, the Christian school seeks to help nurture the growth of young people in a Godly direction in every area--spiritual, academic, artistic, physical, social--as exemplified in the life of Christ: "And Jesus grew in wisdom and stature and in favor with God and man." Luke 2:52

The Teacher: We recognize that when the student is at school, the teacher stands in the place of the parent. We believe that the role of the Christian teacher is to demonstrate through philosophy and lifestyle his or her personal relationship with Jesus Christ, a consistent reflection of Godly character, a heart to meet the needs of young people, and a mastery of content and delivery of instruction. The teacher's responsibility is an awesome one and must be entered into prayerfully, trusting the Lord for guidance.

The Educational Program: As a Christian school, the entire educational program is dependent upon and directly related to the truths and principles put forth in the Bible. Each student needs individual love and attention and will achieve his or her highest potential when taught in such an environment. The ultimate aim of the educational program is to prepare every student to impact the world for Jesus Christ. This aim is the basis for the following educational goals.

SPIRITUAL GROWTH

1. To teach the fundamentals of the Christian faith, including the following Truths:
 - that God is the Creator and Sustainer of the universe and of man
 - that the Bible is the only Word of God and is authoritative in every area of life
 - that Jesus Christ is God's only begotten Son
 - that salvation is the free gift of God and that only through regeneration can one receive His gift of eternal life
2. To lead students to a belief and walk in Christ, first by receiving Him as Savior and Lord, and then by learning to mature into His likeness
3. To instruct students to gain knowledge of the contents of the Bible and provide them with guidance in the application of biblical truth to their lives
4. To encourage students to develop the wisdom to seek and follow the will of God as revealed in the Scriptures and to make wise judgments based on God's revealed Truth
5. To equip students with a Christian worldview based on biblical principles and perspectives

Last revised 8/10/2009

6. To train students in the perspective that every aspect of life is under God's dominion and therefore spiritual and that the purpose of every activity and endeavor--academic, athletic, artistic, social, or otherwise--is to honor and glorify God
7. To encourage students to accept the responsibility and to desire to share the Christian faith through words and actions

ACADEMIC GROWTH

1. To challenge students to a high level of performance within their potential given by God
2. To provide students with an atmosphere and expectation of high academic standards
3. To teach students to accept individual responsibility for their academic progress
4. To train students with the necessary skills that will give them the maximum ability and opportunity to continue their education beyond the secondary level
5. To create the environment for students to learn both independently and cooperatively
6. To develop in the students an appropriate love of learning and appreciation for scholarship
7. To inspire in the students their creative skills and an appreciation for the fine arts
8. To instruct students to communicate clearly and to think critically and creatively
9. To foster in the students cultural literacy, including the area of information technology

PHYSICAL GROWTH

1. To train students to respect their bodies as gifts from God and as temples of the Holy Spirit
2. To encourage students to accept the responsibility for the stewardship of their bodies and to establish good health habits in all areas of their lives
3. To involve students in regular fitness training and to teach students to appreciate the importance of physical fitness training in achieving maximum physical and mental health
4. To provide students with the opportunity to participate in a broad spectrum of team and individual sports in order to build character, develop team and leadership skills, and enhance physical abilities

SOCIAL GROWTH

1. To model and train students to demonstrate love and respect within the boundaries of propriety in their dealings with others
2. To teach students to honor and respect those in authority
3. To develop in the students self-discipline and personal responsibility based on respect for and submission to delegated authority
4. To promote in the students the understanding that good citizenship is a part of our Christian and American heritage
5. To teach students a godly perspective on sexuality and to encourage them to understand and to adopt God's standards and plan for marriage and family
6. To develop in the students the understanding that true greatness is defined by service to others and to instill in the students the desire to become servant leaders fully utilizing their talents, skills and abilities in service to God and others

STATEMENT OF FAITH

1. We believe the Scriptures, both Old and New Testaments, to be the inspired word of God, without error in the original writings, the complete revelation of his will for the salvation of men, and the Divine and final authority for all Christian faith and life. II Tim. 3:16, John 10:35, Psalm 89:34, Hebrews 6:18, II Peter 1:21.
2. We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit. Isaiah 7:14, 9:6, I Tim. 3:16, Gen. 1:2, Deut. 6:4.
3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Advocate. II Cor. 5:21, Hebrews 2:9, 9:12-28, 10:10-13, Titus 2:14, Acts 13: 38-41, I Pet. 2:24, I John 3:5, Micah 5:2.
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, baptize, fill, comfort, guide, instruct, and empower the believer for godly living and service. John 14:26, 16:8, 13, Acts 1:8, Rom. 5:17, 12:1-2, I Cor 12:13.
5. We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. Rom. 3:23, John 3:7, 7:39, I Cor 6:19, Eph. 1:13-14, Luke 24:49, Titus 3:5.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God. Eph. 2:8-9, Gal. 2:16, Rom. 1:6, Col. 2:13, Titus 3:5, Rom. 3:22.
7. We believe that water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation. Acts 1:8, 2:1-4, 10:47, I Cor 6:19-20, 12:13, Eph. 4:5.
8. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head. I Cor. 3:11-17, 5:1-5, 11:30-32, Heb. 12:5-11.
9. We believe that Jesus Christ is the Lord and head of the Church, and that every local church has the right under Christ to decide and govern its own affairs. Eph. 4:4-7, 12-13, I Tim. 3:1-7, Titus 1:7-9, Acts 14:23.
10. We believe in the personal and imminent return of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer. I Thes. 1:10, 5:9-11, II Thes. 2:1-8, Titus 2:13, Luke 21:36, Rev. 3:10, Rev. 4:4.
11. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment. I Thes. 4:13-18, Rev. 20:5-15, Matt. 25:41, Daniel 12:2.

FAMILY COMMITMENT

All families with students at Landmark are expected to agree to the following commitment.

1. I as parent or guardian accept God's responsibility which says, "Train up a child in the way he should go and when he is old, he will not depart from it" (Prov.22:6) and do affirm that this training is carried on in the home. I promise that the home will provide a secure haven of safety, free from the very influences we recognize as harmful and focus on "whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things." (Phil 4:8).
2. I have carefully examined and endorse the Mission Statement, the Landmark Christian School Honor Code, and Statement of Faith of Landmark and desire the school to work with me in the total education of my children.
3. In accordance with the philosophy of Landmark, my student(s) and I will maintain active involvement in an orthodox, evangelical Christian congregation.
4. I pledge my loyalty to the aims and ideals of Landmark and will bring any criticisms directly to the faculty and/or administration so that those in authority may properly consider them.
5. If for any reason my child does not meet the academic requirements or cooperate with the disciplinary standards in accordance with the procedures stated in the *Student Handbook*, I will cooperate with the administration as it handles these situations and will avoid discussion with those not involved, so as to avert a spirit of dissension and division at either my child's expense or the school's. Landmark reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards stated in the *Student Handbook*.
6. I agree with Landmark's philosophy that participation in extracurricular activities (athletics, fine arts, leadership positions) is an important aspect of a well-balanced education--". . . in wisdom, in stature, and in favor with God and man" (Luke 2:52)--and, therefore, will encourage my student to participate in accordance with his/her interests and abilities.
7. I understand that Landmark Christian School is a non-profit ministry. Tuition is kept as low as possible to make quality Christian education available to those who desire it for their children. While the school strives to make tuition and fees cover basic operating costs, additional funds and services are required to enable Landmark to maintain the high quality and excellence of its programs. In full cooperation with Landmark, I will actively participate in the promotion of Landmark with a commitment of my time, talents, and financial resources and will uphold Landmark consistently in family prayer.

I realize the importance of joining LCS in a partnership for the best education of my child.

I have read the Family Commitment carefully and hereby agree to its terms.

As a Landmark student I am committing to the Honor Code in desiring to live an honorable lifestyle.

General Information

CAFETERIA

Landmark desires that every student eat lunch in order to do his best in school. Students may bring a lunch or participate in the cafeteria lunch program. The lunch program is provided and administered by Landmark.

Lunchroom rules:

1. Lunchroom items may not be charged. Students should bring lunch money each day or purchase meal tickets. Meal tickets may be purchased directly from Landmark on registration day and/or in the mornings before school starts.
2. Food and drink are to remain in the cafeteria or in the courtyard/picnic area outside the cafeteria hall.
3. Each student is responsible to keep his area clean during the entire lunch period and to clean up after he is through eating.
4. Students are to remain in the cafeteria or the courtyard/picnic area until the bell for class rings unless supervised by a staff member or a class meeting is being held.
5. During lunch period students must have permission from a staff member to go to the restroom or their lockers.

Food brought from off campus – In order to support the cafeteria operations, it is not permitted for parents or students to bring meals on campus during breakfast or lunch for multiple students. Purchase of cafeteria meals is optional and each student may bring food for personal consumption at appropriate designated times. For birthday parties or special events dessert items, i.e., cake, cupcakes, etc., as approved by school principal, may be provided for a class, team, or event – but not complete meals, i.e., pizza, subs, etc. The cafeteria can provide these special food services to parents who want to organize a special event.

CELL PHONES

Cell phones will be permitted on campus but may not be used during the school day. They must be turned off and stored away. Cell phone use or ringing between 8:15 AM and 3:00 PM will result in the phone being confiscated. **A confiscated phone must be picked up by a parent of the student during normal office hours (8:00am – 4:00pm).** There is a student phone available at the office for emergencies. Cell phones may be used after school.

CHAPEL

Chapel services are held on a regular basis. Chapel is a place where our students are encouraged and challenged in their walk with God through praise and worship music, drama, and dynamic speakers from both inside and outside the Landmark community. Typically middle school and high school chapels are separate and parents are invited to attend.

FINANCIAL INFORMATION

In order to serve you better, here is a review of some of our financial policies.

1. The Business Office will be your contact for all financial transactions and is open on school days and teacher work/staff development days from 8:00 a.m. to 4:00 p.m. Our summer hours are Monday through Wednesday from 9:00 a.m. to 3:00 p.m. We are closed on school holidays.
2. All tuition payments are due on the **first** of the month. All miscellaneous charges billed by LCS are due the month they are billed.
REMINDER: A late fee of \$20.00 will be added to all accounts not current by the tenth of the month.
3. Please do not be offended by a reminder you will receive if we have not received your payment by the tenth of the month. We purpose to honor the Lord by paying our staff and all our bills in a timely manner. This in turn depends on your timely payments to us.
4. The following services may be withheld if your student's account is not current:
 - A. Class Attendance
 - B. Taking Exams
 - C. Report Cards
 - D. Attendance at Summer School
 - E. Transcript Requests
5. Miscellaneous Fees not posted on the Financial Information Sheet are listed as follows:
 - A. Locker Clean-Up Fee (if not cleaned by student at year end)-\$15.00
 - B. Locker Damage Fee – based on amount of damage
 - C. Lost and Found is located in downstairs gym hallway – items not claimed in two weeks will be sold at a Lost and Found sale or donated.
 - D. You will be charged replacement cost for any sports uniforms or equipment not turned in at the end of that season.
 - E. PSAT and SAT test charges will be billed to your account. Teachers or counselors will notify you of the amount to be billed based on current charges to LCS by the College Board and are non-refundable if student fails to take the test. Students are required to take the tests at the grades designated below:
 - PSAT: 10th and 11th grade
 - SAT: 11th grade
 - F. An NSF check fee of \$30 will be charged to your account for any returned check. If two returned checks are received on your account, you will be asked to pay by cash, money order or cashier's check only.
 - G. After School Care is available. Brochures that include current fee schedule are available in the Elementary and Business Offices.
 - H. Damaged and lost books will be charged to your account at the replacement cost. There will be a \$10.00 handling fee for lost books that are returned. This will be deducted from your credit or refund.
 - I. Field trips will be billed to your account as expenses are incurred by Landmark. Because LCS is obligated to pay in advance for field trips based on enrollment, your signed permission slip obligates you to pay for a field trip even if your child does not attend for whatever reason (i.e. sickness, family outing, choice). If LCS is eligible for and receives a refund of these expenses due to smaller than planned attendance, then you will receive a refund.
 - J. Landmark does accept credit cards as a form of payment on account. However, there will be a 2% surcharge added to each use to cover the costs associated with accepting credit cards. These

amounts are not budgeted for and we pass along the associated costs to those who choose to use this service.

6. A senior's account must be paid in full prior to final exams, AP exams, and graduation practice participation. A note will be sent from the Guidance Office to inform parents of the due date for final payment.

7. A reminder of additional fees listed on the Financial Information sheet is as follows:

Band/Chorus (1 time new student)	\$110	Athletics (Fee & Transportation)	
Rental of school owned instrument	250	Class I	\$300
Senior Fee	200	Class II	250
Junior Fee	120	Class III	150
Photography Lab Fee (per sem.)	35	Class IV	125
Beta Club/Nat'l Honor Society	25	Bus Service	
Honors Chorus (Elementary School)	35	One student	\$125/mo.
Parking	30	Family maximum	175/mo.
After School Care Weekly \$45/Sibling \$35		Financial Aid	\$15 LCS Processing Fee
		Misc. Consumables	will be billed at cost

8. Your student may visit the school store and charge purchases to your student billing account. The maximum amount a student can charge at one time is \$50. You may send a check with your student for purchases that exceed the \$50 maximum. PTCC parents may either visit the store or call or email the store to order items. These items will be charged to your school account and will be delivered to the PTC campus on the next day's afternoon bus run. School Store hours are:

Monday	7:45 a.m. – 4:00 p.m. (Closed for lunch 11:45 – 12:45)
Tuesday	7:45 a.m. – 9:45 a.m.
Wednesday	7:45 a.m. – 9:45 a.m. 2:00 p.m. – 4:00 p.m.
Thursday	7:45 a.m. – 9:45 a.m. 2:00 p.m. – 4:05 p.m.
Friday	Closed

9. We greatly appreciate your support of this ministry through the gifts of your time and finances. **We ask that any donations you make to the school be made by separate check.** This makes it possible for us to be more efficient in our communication and reporting back to you.

10. Reenrollment for the following school year occurs in February each year. Reenrollment fees are due at the time your contract is returned to LCS.

11. Students must be reenrolled for the following school year in order to participate in summer classes, camps, extra-curricular activities, athletic tryouts, practices, workouts, etc.

We recognize that unusual circumstances can occur for our families. It is very important that you notify us when a problem impacts your ability to pay in a timely manner. Communication is essential. Failure to communicate with our office may result in your student being withheld from class. This is a highly undesirable situation that can be avoided through faithful communication.

FIRE/DISASTER DRILLS

Fire/Disaster drills are held periodically. Fire and disaster procedures are posted in every classroom. When the signal for a drill is given, all class activities will cease and the teacher's instructions must be followed immediately and silently.

HEALTH / MEDICAL INFORMATION / FIELD TRIP PERMISSION FORMS

It is required that the school has a certificate of immunization and an eye/ear examination certificate on file for each student. The certificates may be acquired from your family physician or health center. It is imperative for the school to be advised of any serious or chronic health problems. This information is needed in our files so that we can be ready for any emergencies. All students that take medication of any type must have the Administration of Medication Release Form signed by a parent and a physician (if the medication is a prescription drug). These forms will be available in the respective school office. Students must check in all medication at the school nurse's office and come to the office for it to be administered. Students must not give any medications to other students. Teachers and staff (except as pre-authorized for coaches and trainers) may not dispense aspirin, Tylenol, etc., to students. Students must bring prescribed medication, aspirin, Tylenol, etc., (with their names on them) to the school nurse for the student's personal use. It is assumed that the medical information form will suffice as the field trip medical release form. The field trip permission slip will inform the parent of the cost and provide any details or relevant information about the trip.

School clinic policy on illness and returning to school after an illness

1. If your student is running a fever please do not give them fever reducing medicine and send them to school. Your child must be fever free, (under 100) without fever reducing medicine for 24 hours before returning to school. If the clinic nurse determines your student has returned too early, you will be contacted and asked to pick up your student within an hour.
2. If your child has a confirmed case of the flu he/she must stay home until they are fully recovered. Most confirmed flu cases require the student to be out of school for 4-7days. If the clinic nurse determines your student has returned too early, you will be contacted and asked to pick up your student.
3. If your child is sent home with a questionable highly contagious illness/rash you must present a physician's note stating that he/she has been seen and doesn't have a contagious illness/rash; or he/she was diagnosed with a contagious illness/rash, has been treated by your physician and can return to school.
4. If your student is vomiting, please do not send them to school.
5. Please contact the school clinic if your child has been diagnosed with a highly contagious condition.
6. All students must bring **all medications** (over-the-counter or prescription) to the clinic. The nurses will store the medication in the clinic cabinet for your student. Your student will be allowed to leave class and come to the clinic for his/her medication. All prescription medications must be in the original labeled prescription bottle, and a medication authorization form signed by a physician is required. Ask your pharmacist to provide you with a second labeled bottle. Under certain circumstances, a student with a life threatening condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication on his/her person. Such permission will only be granted in response to a written statement from the student's physician that such a need exists based on a life threatening condition, and a completed and signed authorization from the parent or legal guardian.

7. All parents are asked to provide all available phone numbers where you can be reached during the day. If your child needs to go home we ask that you retrieve them within an hour of the time we contacted you. Please provide emergency contacts that live within the area of the school, and are able to pick up your child if you are not available.
8. A student that comes to the clinic feeling sick, but not sure if he/she needs to go home, will be allowed to rest in the clinic for 30 minutes. If after 30 minutes the student has not improved, and the school nurse feels it is necessary for the student to go home you will be asked to pick your student up from school.

INCLEMENT WEATHER

- Landmark participates in the ALERTNOW Rapid Notification Service. This service allows us to send a message to ALL of our families within minutes. Landmark's service area encompasses many school systems; therefore, the school will determine the rescheduling or closing independently of those systems.
- Landmark will also post any closings on the school's Twitter account, LSCInfo, which may be accessed by going to www.twitter.com.
- Landmark administration may also choose to post such announcements on WSB Radio (750 AM), WSB TV (Channel 2), 93.3 JOY FM, FOX TV (Channel 5), WXIA TV (Channel 11).
- **It is the responsibility of the parent and student to listen to the official public information source for information pertaining to Landmark any time inclement weather occurs.**

INTERNET USAGE

Landmark Christian School is committed to providing access to the Internet to enhance our students' opportunities for research and learning. Use of the Internet requires wise decisions and good judgment on the part of students. Even with our extensive security and blocking capabilities there is still a possibility of accessing objectionable material. Since computers are available for student use in the Library and in many classrooms, it is vital for parents to understand Landmark's Internet Usage Policy. Permission for a student to access the Internet and E-mail at Landmark Christian School is dependent upon both the parent and student signing an Internet Authorization Form, indicating agreement with the following rules:

1. The Internet usage in the Library Media Center is allowed with the permission of the staff or faculty member who is overseeing the class.
2. E-mail is not allowed in the Library Media Center except to send **academic information** home, to another student or to a teacher; library computer use is for RESEARCH only; NO GAMES allowed.
3. No visitation to chat rooms will be permitted at any computer in the school.
4. Inappropriate material will not be accessed for oneself or to show others.
5. No student will transmit computer viruses or any other malicious programs.
6. No student will intentionally damage or make changes to LCS computer equipment.
7. No ordering of materials via the Internet will be permitted.
8. No downloading of files may occur without the permission and assistance of the Media Center staff or classroom teacher.
9. Internet usage in the Elementary and Middle/High School Computer Labs or classrooms is allowed with the permission of the classroom teacher.
10. LCS reserves the right to log network use and to monitor file server space and Internet sites.

Use of the LCS Internet is a privilege. *Inappropriate use of the Internet by a student will result in immediate termination of access, disciplinary action, and possible consideration of expulsion.* A student's violation of the Internet policy may also result in the student being charged for any expense or costs incurred as a result of that violation.

MEDIA CENTER

Landmark's Library Media Center is designed to complement and enrich the curriculum. It contains not only books but also magazines, vertical files, music and reference CD's, videocassettes, and computers for electronic CD-ROM sources and Internet research. In addition to the main library area, which includes the checkout desk, there is a Junior Library with books, magazines and research files for the younger Landmark students.

Students may check out books for two weeks and renew them for additional 2-week periods. Notices regarding fines and overdue books will be distributed weekly to the student's homeroom or Bible teacher. Fines will be charged on books that are turned in late: 5-cents a day for the younger students, and 10-cents a day for all students grades 6-12. Replacement cost will be required of any student who loses material checked out to him. Because Landmark seeks to develop personal responsibility in our students, we require all library fines or lost book fees to be cleared at the end of each semester. Middle or High School students will not be allowed to take exams without clearance from the library; Elementary School students' report cards will be held until fines are paid.

The center will be open before and after school to allow students and faculty the opportunity to use its resources on a regular basis. The library staff is always glad to help students with research or to locate materials within the center. During regular school hours, students may come to the Library Media Center with a library pass signed by a teacher; entrance and exit times will be noted on the pass by library staff. Groups of students may be admitted by prior arrangement between the library staff and the teacher. If an entire class is scheduled, the classroom teacher will accompany them.

SELECTION OF MATERIALS

The director and the staff of Landmark's library media center seek to provide instructional materials which support the mission of our school, "to honor God through the pursuit of excellence in nurturing the spiritual, academic, artistic, physical and social growth of students." Furthermore, as stated in our Philosophy of Education, "As a Christian school, the entire educational program is dependent upon and directly related to the truths and principles put forth in the Bible." That program includes the books, magazines, vertical files, music and reference CD's, videocassettes, and electronic CD-ROM sources and Internet research availability which may be found in our library.

The purpose of the materials selected for our library, therefore, is to assist and enhance the overall curriculum at Landmark. These educational materials must support our educational programs and meet the individual needs of our students. Using Scripture as our plumb line, we also recognize the need to provide our older students with a broader range of materials on controversial issues, so they may learn to handle the complexity of our society's problems while still under the guidance of their teachers and parents. For our younger students, we strive to select from the many excellent materials that are non-controversial.

RESPONSIBILITY FOR SELECTION

In selecting these materials, the library staff primarily seeks recommendations from the faculty, who are on the front lines of our curriculum implementation. Our staff also appreciates input from students and parents, as we desire to provide a wide range of materials in a variety of formats and at all levels of difficulty. The final approval for material selection rests with the Director of the Library Media Center, who establishes the necessary procedures deemed appropriate.

SELECTION CRITERIA

The following questions are asked when materials and recommendations are considered:

- Will it be of value to the teachers?
- Does it contribute to the overall curriculum?
- Will it be interesting to the students?
- Does it edify?
- Will it cause distress or disapproval?*
- Does the author/creator promote a non-biblical worldview?*
- Is the information valid, current and appropriate?
- Does it demonstrate excellence?
- Is it age-appropriate for its topic and manner of presentation?

***Since Landmark is a non-denominational school, we seek to uphold the common foundations of our Christian faith and strive not to cause another to stumble. Hence, we shall purposely avoid the selection of materials that disturb or offend brothers or sisters. Through the years, we have discerned it best to avoid materials for younger children that highlight Halloween, the imaginary Santa, the dark side of magic, as well as those which encourage disrespect or contain unseemly behavior or inappropriate topics.*

Each of these questions is considered, and the material is evaluated as a whole. If a teacher, staff member, parent or student question any item that is selected, that opinion is valued and considered; we have procedures in place to evaluate such a “challenge.”

Our desire is to serve the Landmark family, always remembering that . . . “the fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction.” (*Proverbs 1: 1, 7*)

PREFECTS

Prefects are senior leaders who exemplify an honorable lifestyle and are committed to Landmark’s goals, values, and mission. They are responsible for overseeing specific areas of the Landmark community for the sake of increasing student involvement and ownership by the student body.

STUDENT AUTOMOBILE AND PARKING POLICY

Student car registration is an effort to control traffic and protect students’ property. A car registration is required of every student who drives to school. Registering a vehicle includes filling out a registration form and submitting it to the *Middle and High School Office* with the appropriate registration fee. The student will then receive a parking permit. All students will be assigned parking places in designated areas beginning with seniors, then juniors, and lastly sophomores, until all spaces have been issued.

Once students leave their cars upon arrival at school, they are not to go back to their cars without permission unless they are ready to go to practice or leave school for the day. Students are not permitted to park their cars on campus unless assigned a specific parking place by the *Middle and High School Office*. The speed limit on campus is 5 mph at all times. Please obey all traffic regulations and follow established traffic patterns. Students are not to play music on their car stereos on campus at a volume that allows it to be heard outside their car.

Remember: Driving at LCS is a privilege that may be lost.

STUDENT LOCKERS

Each student is issued a locker to store and protect his/her personal belongings. Lockers are to be kept closed and locked at all times. If a student damages or loses a lock, the student will be charged the cost of replacing a serial Master lock. Students are responsible for all lost items. In order to promote neatness at LCS, book bags or gym bags that are too large to fit in the locker must be placed in the classroom with the teacher's permission. All loose items left in the hall will be collected and taken to the lost and found. The Fire Marshall will not allow book bags or other similar items, which may impede an emergency evacuation of the facility, to remain in the hallways.

TEXTBOOKS

All textbooks are rented from the school as part of the tuition fee. They must be handled with care, covered and be kept in good condition. They should be kept mark-free except for the student's name in ink in the space inside the front cover. Students must reimburse the school for any textbook damage or loss (replacement price) for which they are responsible. Some textbooks are consumable and will be purchased by the student so that they may have the freedom to write in their own text. These fees will be billed to the student's account.

VISITORS

Visitors are welcome on campus. All visitors must sign in and obtain a visitors badge from the main office. Visitors are to abide by all school rules (including appropriate dress). Anyone not abiding by school policy will be asked to leave campus. Students' guests must be cleared *in advance* in the *Middle and High School Office* and upon arrival must obtain a guest pass from the administration to attend classes.

The following are policies pertaining to visitors:

1. Prospective students must have permission from the Admissions Director to visit classes once. There may be some extenuating circumstances which would necessitate a prospective student being allowed to return for a second class visit. Friends of present students will not be allowed to visit classes, or visit during lunch without special permission from the principal.
2. A student's pastor, youth pastor or director, college-age sibling, or parent may visit during lunch, but should stop by the MS/HS office to get a visitor's pass.
3. Alumni may visit during lunch or may visit a teacher during that teacher's free period (at the teacher's discretion), but must obtain a visitor's pass from the MS/HS office upon arrival on the campus. Alumni should not visit during class unless they have been invited by the teacher for a special classroom presentation.
4. Any exception **must** be approved in advance by the Administration.

Landmark Christian School Honor Code

Out of a desire to honor God,
I commit to a lifestyle
which reflects trust,
honesty, and respect for
my peers, authority,
and all property.
I acknowledge this lifestyle
does not condone lying,
cheating, stealing, and other dishonorable acts.
Committing to this code demonstrates my respect for
Landmark Christian School
as we strive to glorify
God and love others.

Introduction

The Honor Code is not only at the core of the discipline system at Landmark Christian School, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the community are willing to hold one another accountable.

Motivation for the Honor Code

At the heart of Landmark's mission statement is the sincere hope for a truly Christian community. For this mission to be realized, the members of the community must commit to follow the two greatest commandments as expressed by Jesus Christ in Matthew 22:37, 39. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." These two commands have called our school community to formulate the Honor Code as the inspiration and core of an honorable lifestyle. The desire of Landmark is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ.

Vision of an Honorable Community

An honorable community is one of mutual trust, honesty, and respect. It is a community where each individual is expected to live honorably and each individual is expected to encourage his/her peers to live honorably as well. It is a community where students do not feel the pressure from peers to lie and cheat, and where students are not ridiculed for their commitment to live honorably.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. **It is our hope that our student's commitment to an honorable lifestyle will far outlive their time at Landmark.** We hope our students see the benefits of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives.

Student Involvement

The Landmark Christian School Honor Code is primarily student driven and student written. Our students will play a significant role in its enforcement. Not only will our students be expected to live by the Honor Code, they will also be expected to hold each other accountable to follow the Honor Code. Further, our students will play a significant role in determining consequences for most violations of the Honor Code. A select group of our most honorable students will sit on an Honor Board with the Faculty Senate and make recommendations to the Dean of Students concerning consequences for Honor Code violations.

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. The effectiveness of the Honor Code is directly proportional to the level of student ownership. **Ultimately, the strength of the Honor Code rests with our students' commitment to follow it and their commitment to hold each other accountable.**

The Honor Board

The Honor Board has two basic purposes: first, to increase the students' understanding and awareness of the Honor Code; second, to preserve the integrity of the Honor Code by giving impartial and fair hearings to students suspected of committing an Honor Code violation.

The Honor Board will be made up of two faculty and three students. The faculty is appointed to the Honor Board by the Administrative Team and will serve on a rotating basis. The entire Honor Board, faculty and students, will determine guilt or innocence of the alleged violation. Once a decision has been made the faculty will take recommendations from the students and enter a closed session to determine consequences of inappropriate behavior.

Honor Code Violations

The following is a list of the most common Honor Code violations, including specific examples of dishonorable behavior.

Lying

Definition: Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive.

Examples of lying include, but are not limited to:

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.
- Lying by omission.
 - Leaving out pertinent information in order to gain an unfair advantage or to protect others.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery

Stealing

Definition: Taking or attempting to take property, whether physical or intellectual, without right or permission.

Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken.
- Borrowing something without permission even if the intention is to return whatever is borrowed.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

Cheating

Definition: Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others.

Examples of cheating include, but are not limited to:

- Turning in work that was **not entirely** done by the student and giving the impression that the work was done by the student.
 - Copying homework without the consent or approval of the teacher.
 - Using translation sites off the internet or software in foreign language classes.
 - Using workbooks from a previous year with answers already written in.
 - Working with others on any assignment which is intended to be an independent effort.
 - Dividing up work among group members that was intended to be done together.
- Using a similar assignment from a past class (book report, essay, etc.)
- Allowing one's academic work to be used in place of another's.
- Having notes or textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment.
 - This includes receiving from someone unauthorized specific test questions or information about topics included in the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it.
- Not telling your teacher that the score on your test is added wrong.
- Not telling your teacher when a wrong answer was not marked wrong.
- Instead of reading the original book or original literary work:
 - Reading a condensed version.
 - Seeing the film or video.
 - Using Cliff's Notes
 - Reading an English version of a work assigned in a foreign language.

Plagiarism

Definition: literary theft, misrepresentation, and falsification.

Explanations of plagiarism include, but are not limited to:

- To *plagiarize* is to **steal** someone's ideas or thoughts or to **borrow dishonestly** from another.
- To **sign one's name** to a daily assignment or major work is to **declare that work totally one's own**. By not clearly marking the source of the information, thoughts or ideas, a student commits *plagiarism*.
- To *copy directly, paraphrase, or summarize* with premeditation and without documentation is to *deliberately plagiarize*.
- **Inadvertent documentation mistakes** that allow another's works, thoughts, or ideas to be credited as one's own due to improper referencing is considered *plagiarism*.
- **"Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent"** (Academic Writing at WFU: Statement on Plagiarism").
- *Plagiarism* is prevented when the proper form of documentation is followed.

STANDARDS FOR PROPER DOCUMENTATION

Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expressed one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for the proper documentation, Landmark will use Writer's, Inc., and Write for College for the high school, and Write Source 2000 for the middle school. Students will receive specific written instructions and examples of appropriate and inappropriate referencing at the beginning of each school year.

Other Dishonorable Acts

These acts include, but are not limited to, the use of alcohol, tobacco, tobacco products, illegal drugs, unauthorized use of legal drugs, sexual immorality, inappropriate and abusive language, student and teacher disrespect, skipping school, vandalism or any other inappropriate actions that bring dishonor to the name of Christ and Landmark Christian School.

Dealing with Suspected Honor Code Violations

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

1. Discuss the potential violation with the student and keep the conversation confidential.
2. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself in to the Dean of Students.
3. Go to the Dean of Students or a teacher with the suspected violation.
4. Do nothing.

Based upon the principles established in Matthew 18: "If your brother sins against you, go and show him his fault, just between the two of you;" and in Galatians 6: "If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path," we strongly encourage our students to follow the first or second options. This conversation is best handled with an

attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to “help each other back on the right path.” This policy does not leave room for students to discuss (gossip) about suspected violations among themselves. Gossip falls under the category of “other dishonorable behaviors” and is an Honor Code violation itself.

If a member of the faculty or staff suspects an Honor Code violation, after discussing the incident with the student, he/she is obligated to turn in the violation to the Dean of Students.

Once an Honor Code violation has been reported, the Dean of Students has several options:

1. Bring the violation to the attention of the Honor Board and schedule a hearing if warranted.
2. Bypass the Honor Board. Because of the sensitive nature of some violations or to protect the privacy of the student, some violations may bypass the Honor Board and go directly to the Administrative Team.
3. Assign disciplinary consequences.

THE LANDMARK CHRISTIAN SCHOOL DISCIPLINE PROGRAM

Discipline is used by the teachers and administrators of Landmark Christian School as a method to correct and mold the student’s moral character. This philosophy follows the Biblical teaching found in Proverbs 22:6 (NIV) which states, “Train a child in the way he should go, and when he is old he will not turn from it.”

The discipline methodology used at LCS will be a progressive discipline system which utilizes five components aimed at training students in the “way they should go”. The five components are as follows: warnings, lunch-time detention, after-school detention, in-school suspension, Saturday school, and finally out-of-school suspension.

The LCS discipline program will be most effective with the faithful support of the parents and the consistent enforcement of the established rules by the faculty with the full support of the administration.

1. Warnings – Warnings at Landmark Christian School will be the most often used form of discipline. Warnings are given by teachers and administrators for minor but inappropriate behaviors such as chewing gum, dress code violations, horseplay, improper parking, lunchroom disturbance, unexcused tardies to school or class, and improper use of an automobile. By no means is this a comprehensive list of minor violations, only the most common ones.

As a general rule, three (3) warnings for any offense will result in a lunch-time detention.

2. Lunch-time detention – If a student does not respond accordingly to the warning(s) given from teachers and/or administrators, the next step in the discipline program is lunch-time detention. During a lunch-time detention, the students will eat a silent lunch in a designated area under the supervision of a teacher or administrator. The student also will assist in cleaning the cafeteria.

As a general rule, two (2) lunch-time detentions for any offense will result in an after-school detention.

A lunch-time detention may be assigned if the infraction committed is deemed by a teacher or administrator to be too severe for a warning.

Parents will be contacted when a lunch-time detention is assigned.

3. After-school detention – When warnings and lunch-time detentions have not corrected inappropriate behavior, after-school detention will be assigned. After-school detention will begin five minutes after school is dismissed and will last for 30 minutes. The student will report (1) on time to the designated area (2) in proper uniform and (3) sit silently for thirty minutes. Because the purpose of after-school detention is discipline and not a study hall, students will NOT be allowed to work on homework or any other activity while in detention. Failure to comply with these three parameters will result in another after-school detention being assigned. **Skipping school will result in two after-school detentions.**

As a general rule, two (2) after- school detentions for any offense will result in ISS.

If after-school detention results in the student being late to other LCS activities/responsibilities, the sponsor or coach of that activity may impose a penalty. After-school detention may be assigned if the infraction committed is deemed by a teacher or administrator to be too severe for a warning or lunch-time detention.

Parents will be contacted when an after-school detention is assigned.

4. In-school suspension (ISS) – The fourth step of the LCS discipline program is ISS. Students who serve in-school suspension will be removed from their normal daily classes and sit in isolation under the supervision of a teacher. The student will be expected to complete the assignments sent by his classroom teachers while in ISS. The parent/guardian will be charged \$70 for the cost of the ISS supervision.

As a general rule, ISS will be served once for an offense. If the same offense occurs again, ISS work will involve various clean-up details as assigned by the administration. No extra-curricular activities will be allowed on the day a student serves an ISS.

ISS may be assigned if the infraction committed is deemed by an administrator to be too severe for a warning, lunch-time detention, or after-school detention.

Parents will be contacted when a ISS detention is assigned.

5. Saturday School – Saturday school is the final phase of the LCS discipline program. Students will be assigned a specific Saturday to report to Landmark and will work from 8:00 a.m. to 12 p.m. to complete assigned duties. The student will be supervised by a teacher or administrator for the duration of that time. The parent/guardian will be billed \$70 for the cost of that supervision.

Saturday school may be assigned if the infraction committed is deemed by an administrator to be too severe for a warning, lunch-time detention, after-school detention, or ISS. *No extra-curricular activities will be allowed from the day that Saturday School is served until the following Saturday.*

6. Out-of-School Suspension (OSS) – Out-of-school suspension is another component of the discipline plan available to the administration. OSS can be assigned for behaviors such as fighting, or any behavior where the student needs to be removed from the student body for a period of time. OSS carries with it an academic penalty. When a student is suspended, daily work, quizzes, and tests can be made up for a maximum of 70% of full credit. OSS will be determined by the administrators who will conference with the student and parent.

Findings of the Honor Board

In dealing with suspected Honor Code violations, the Honor Board can render one of three findings to the Administrative Team. The Honor Board can find the student guilty of an Honor Code violation, not guilty of an Honor Code violation, or guilty of suspicious behavior. A finding of guilty of suspicious behavior is reserved for cases where the offense is not severe enough to find the student guilty of an Honor Code violation or where there is evidence to suspect something inappropriate happened but, because of the nature of the evidence, the Honor Board is willing to give the student the benefit of the doubt. A student who is found guilty of suspicious behavior may receive consequences for their behavior.

Automatic Review of Honor Board Findings

The outcome of the Honor Board's findings will automatically be reviewed by an Administrative Team which consists of the Middle and High School Principal, the Dean of Students, the Director of Student Life, or their designates. Once the findings of the Honor Board have been approved by the Administrative Team the decision is **final**. The review assures the Honor Board's decision is in keeping with the mission of the school.

The Principal or the Dean of Students will then meet with the parents and the student to inform them of the decision made by the Honor Board.

Consequences of Honor Code Violations

The seriousness and nature of an Honor Code violation in large part determines the consequences. The most serious violations will be sent from the Honor Board to the Administrative Team with a recommendation of dismissal.

Consequences for Honor Code violations that do not warrant a recommendation of dismissal include, but are not limited to:

- **Disciplinary Probation**

Students that commit an Honor Code violation may be placed on disciplinary probation—length of probation to be determined by Honor Board. A subsequent Honor Code violation or other serious discipline problem could put the student's future at Landmark in jeopardy.

Any student on probation at the end of the school year will be evaluated by the Administrative Team to determine whether they will be allowed to return in the fall. A student's disciplinary record, teacher recommendations, and in some cases, an interview will be used to evaluate the student's future.

Students whose behavior is consistently disruptive or chronic may also be placed on disciplinary probation.

- **Work Hours**

Students are expected to complete a specific number of work hours on the Landmark campus. Work hours are usually performed before and after school under the supervision of the maintenance staff. In some cases, work hours can be performed off campus under the supervision of a church or community service organization.

- **Probation from the National Honor Society and Beta Club**

Because membership in the National Honor Society and Beta Club is based in part on character and integrity, a student in the NHS or Beta Club that is found guilty of an Honor Code violation is placed on probation for a period of 18 weeks from the time of the offense. At the end of the 18 weeks, provided the student's disciplinary record over the past 18 weeks has reflected honor and integrity, the student will be taken off probation and reinstated as a member of the National Honor Society and Beta Club.

- **Student Leadership**

Students who hold a class office or serve as a Prefect will be removed from those positions of leadership.

- **Academic Consequences**

If the Honor Code violation involves academic work, (homework, tests, quizzes, papers, projects, etc.) the student will receive a grade of zero for the assignment. In rare cases, instead of a zero, a student may receive a reduction in grade.

- **Suspension**

If the presence of a student at school would jeopardize the safety of others in the Landmark community or cause a disruption in the normal operations of the school, the student may be suspended. There are also some serious violations such as fighting that may warrant the separation of the student from the community as well.

Recommendations of dismissal

Should the Honor Board recommend that a student be dismissed from Landmark Christian School, a hearing with the student, his/her parents, and the Administrative Team will be called. Upon conclusion of the hearing, the Administrative Team will determine consequences, if any for the violation. Should the Administrative Team recommend dismissal, their recommendation will be passed on to the Headmaster. Ultimately, it is the responsibility of the Headmaster to make final decisions concerning the dismissal of a student from Landmark Christian School.

Honor Board Hearings

If a violation of the Honor Code warrants a hearing, the student and parents will be notified about the Honor Code violation. The student will receive notice of the time and place of the hearing. The Honor Board hearing will include the Honor Board, the Dean of Students, the Director of Student Life and the student.

Classroom Behavior

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. For example, certain behaviors are acceptable in PE class but not in an English class. Each classroom teacher is responsible for communicating his/her distinct discipline policies and consequences to the students. These consequences may include warnings, lunch-time detentions, after-school detentions, in-school suspensions and Saturday schools.

Off Campus Behavior

Once a student decides to attend Landmark, certain responsibilities accompany that choice. Attending Landmark Christian School means that wherever a student goes, the name of Landmark goes with him/her. Each student's actions will be judged as an extension of the reputation of Landmark. That responsibility must be taken seriously, especially since the name does include the name of Christ. It should be that members of the Landmark community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what Landmark desires to represent. Bearing a name with honor is a grave responsibility and must be considered at all times. Hence, Landmark Christian School must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is to be more desired than great riches." Proverbs 22:1a*

In the event a student engages in inappropriate off-campus behavior, the following consequences will apply: *(Examples of such behaviors could be, but are not limited to the following: alcohol consumption, drug usage or possession, inappropriate sexual conduct, other unlawful acts.)*

- If the student confesses the behavior to the administration before the administration becomes aware of it, the parents will be notified. The parents will be responsible for handling the discipline of their child. A student will receive no other consequence from Landmark Christian School (applies to academics and extra-curricular activities).
- If the administration becomes aware of a student's inappropriate off-campus behavior by other means, the student involved will be assigned one Saturday school and a one-week (7 calendar days) suspension from all athletic and/or extra-curricular events. The parents will be notified and a conference will be held. The student may be required to report to athletic or extra-curricular activities to work as a manager.
- If the student becomes involved in a **second inappropriate off campus behavior incident**, s/he will be assigned two Saturday schools and a two-week (14 calendar days) suspension from all athletic and/or extra curricular activities. The parents will be notified and a conference will be held. The student may be required to report to athletic or extra-curricular activities to work as a manager.
- If the student is involved in a **third inappropriate off-campus behavior incident**, s/he will face possible dismissal from Landmark Christian School. The Headmaster reserves final judgment for the student's consequence.

If a student is caught lying to the Administration during an investigation of a reported incident, that student may be immediately dismissed from Landmark Christian School.

Any student who engages in alcohol consumption, drug usage or possession, inappropriate sexual conduct, or other unlawful acts **on campus** may be immediately dismissed from Landmark Christian School.

Discrimination and Harassment

The Landmark Christian School community is expected to be one of respect and reconciliation. Therefore, student or teacher disrespect will not be tolerated. Students are to refrain from words or actions that demean, insult, bully, or threaten others. Even if a student considers his or her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the Honor Code. Verbal attacks on one's sex, race, religion, or ethnic origin is not acceptable. Explicit or subtle references of sexual nature, e-mails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances or the invasion of one's personal space have no place within the Landmark community. Any student engaging in such activity will be considered in violation of the Honor Code.

The Honor Code Always Applies

Always assume that the Honor Code is in effect. Whether openly stated or not, the principles and policies of the Honor Code are continually applicable, unless the authority figure specifies for an exception.

ACADEMIC GUIDELINES

COURSE REQUIREMENTS FOR GRADUATION

<u>Course Designation</u>	<u>Units of Credit</u>
Bible	4
Computer*	½
English	4
Foreign Language**	2
History	3
Math	4
Physical Education/Health	1
Science	4+
Communication Arts ***	½
Fine Arts ****	1
Electives *****	3
Total credits to graduate in 2010-2011	26 Units
Total credits to graduate in 2012	27 Units

Each semester counts as ½ unit of credit. Students have the opportunity to earn 28 credits during their 4 years in high school.

+ Four Science credits are required for graduation in the year 2012.

Three Science credits are required for graduation in years 2010, 2011.

*Computer - Students graduating in years 2010, 2011, 2012 will be required to have a ½ unit of Computer to graduate. The Class of 2013 will not be required to take Computer to graduate.

** Foreign Language – Students have the opportunity to take Spanish I in middle school. Those middle school students completing Spanish I with a grade of 80 or higher and a faculty recommendation may enroll in Spanish II as a 9th grader.

*** Communication Arts (Debate, Speech, Theater)

**** Fine Arts include:

- Performing Arts (Band, Chorus, Chambers, Company, Theater)
- Visual Arts (Art Foundations, Drawing & Painting, Pottery, AP Art,)

***** Electives may be taken from the following categories:

- Communication Arts (after required credits are satisfied)
- Fine Arts (after required credits are satisfied)
- Foreign Language (after required credits are satisfied)
- General (SAT Prep, SIC Aide, Teacher Aide)
- Journalism (Photography or Yearbook)
- Physical Education (Adventure PE, Life Sports, Sports Medicine, Nutrition, Weight Training)

BLOCK SCHEDULING

The high school operates on an alternating Odd-Even block schedule as follows:

'09-'10 High School Schedule

7:40 am – 8:10am	Tutoring
8:15 am – 9:00am	Bible
9:05am – 10:35am	1 st Block (Periods 1 & 2)
10:45am – 12:15pm	2 nd Block (Periods 3 & 4)
12:20pm – 12:50pm	Lunch
12:55pm – 1:25pm	Study Hall
1:30pm – 3:00pm	3 rd Block (Periods 5 & 6)

09-10 High School Chapel Schedule

7:40 am – 8:10 am	Tutoring
8:15am – 9:45am	1 st Block (Periods 1 & 2)
9:50am – 11:20am	2 nd Block (Periods 3 & 4)
11:25am – 12:15pm	Chapel/LLA
12:20pm – 12:50pm	Lunch
12:55pm – 1:25pm	Study Hall
1:30pm – 3:00pm	3 rd Block (Periods 5 & 6)

CLASS LOAD

A full-time student must be enrolled in seven classes—five of which must be academic—to be considered for honor roll status. **Exception: A senior who is on track to meet graduation requirements may take as few as five Carnegie unit subjects to be considered for honor roll status.** To be eligible to participate in interscholastic activities, a student is required to pass five Carnegie unit subjects counting toward graduation the semester immediately preceding participation. The student must be on track to graduate within eight semesters upon entering the ninth grade.

COURSE GRADE REQUIREMENTS

A student taking Math 1 or Accelerated Math 1 in 8th grade making an A or B will receive 1 Carnegie unit towards graduation requirements. Students making a C or D in 8th grade in either of these two courses will not receive 1 Carnegie unit and will be required to retake Math 1 in the 9th grade.

Math 1 or Accelerated Math 1 is a prerequisite for Chemistry. Students who wish to enroll in Honors Chemistry must have a recommendation from the Mathematics Department Chair. Students must have completed or be taking Algebra II in order to take Physics.

COURSE WITHDRAWALS/ SCHEDULE CHANGES

To avoid penalty, students needing to drop any course must do so **within the first two weeks** of the semester. Withdrawal requires a valid reason and written permission from a parent. No credit is given for work completed before the withdrawal date. Withdrawal or change of classes will NOT be granted due to dislike of a particular teacher. Work done in the class prior to the student's change will need to be made up. Students who withdraw after the first two weeks of the semester will receive, depending on their grade at the time of withdrawal, a **W** (Withdrawn) or **WF** (Withdrawn Failing) on report card and permanent record. Teachers can recommend schedule changes at any time during the semester without penalty to the student.

HONORS COURSES/AP CLASSES

All Landmark courses are competitive, college-preparatory courses in their scope and sequence. Honors classes are designed to take the accelerated student an extra step in terms of analysis, depth of coverage and pace. Advanced Placement courses (AP) are college courses taken on the high school level. Upon completion of the course and an acceptable score received on the AP examination, a student may earn college credit for the course taken.

To enter any honors course at Landmark, students are evaluated according to four criteria: 1) a grade of an A in the regular class, 2) an average of 90% or better on standardized test scores, 3) student motivation, and 4) teacher recommendation. The department head will also be involved with the process and will give final approval. While it is best that all four of these criteria be met, if fewer than four are met, that student will be evaluated on an individual basis, taking into account any special circumstances with the final recommendation made by the department head.

The student enters honors courses in the middle school on a trial basis, to give a broad opportunity for potential inclusion in the high school program, to allow the regular classes to spend more time on skill development, and to vary the reading material/assignments when possible to best enhance student growth. The following procedure will be followed for signing up for honors:

1. The student receives a recommendation form from the current teacher during course registration time in the spring. The teacher signs this form—which includes a description of the honors course, regulations for exiting an honor's course, and summer requirements for honor students.
2. The student and parent will sign this form signifying that they know the ramifications of signing up for an honor's course.
3. The form is turned in to the Guidance Office. Please note: due to enrollment of particular honors courses a class may be postponed until the following year. Also, due to the intentional small size of honor's courses, some students who sign up for the class may not be selected.

An honor student may be withdrawn from the honors class upon receiving a semester grade lower than 80.

Honor class students are expected to be individuals capable of demonstrating higher level critical thinking, independent study habits, strong reading ability, and easy mastery of basic and advanced skills. The nature of an honors class is distinctive, creating a unique environment for learning that allows for significantly different educational approaches to the material studied. In content, honors classes will assume student mastery of the material in the regular class while including additional advanced materials and assignments. Because of the nature of the subject, a clear differentiation is evident in the curriculum, even though a few of the assignments may be similar. The honors classes are also designed to become more rigorous each year, demanding an increase in the students' commitment to the subject matter, not just an intellectual capability. Therefore, students must continue to be motivated to participate in the honors program. The honors curriculum is designed to prepare the student to step into the AP curriculum and perform well.

Advanced Placement (AP) courses are college level courses available in the sophomore, junior and senior year. There are standards that have been set by the College Board that each AP class must follow. If a student applies him/herself and studies diligently, the AP tests will be his/her opportunity to reflect how much he/she has learned, which may then merit college credit. The scores on an AP exam ranges from 1-5, 5 being the highest. Generally, scores of 4 or 5 will earn college credit for a student. Whether or not an AP exam grade can serve to exempt a student from a college/university course depends on the individual college/university.

It is our hope that the students who wish to accelerate and enhance their learning at Landmark will take advantage of the honors classes and will be motivated to take the many AP courses that are offered.

ACCEL PROGRAM

Depending on interest and available faculty, Landmark may offer to juniors and seniors certain Accel classes. These classes provide high school students the opportunity to earn college degree-level credit hours, as they simultaneously meet their high school graduation requirements. While students are dually enrolled at Landmark and Truett-McConnell College, all coursework is taught on Landmark's campus by Landmark faculty. For more information and participation guidelines and other considerations, please contact the Guidance Office.

TRANSFER STUDENTS

Students who transfer from public or private schools will not be required to make up the Bible requirement for graduation. Other electives will be used to fulfill the total number of required credits. Transfer grades will be entered on a Landmark transcript using Landmark's grading scale. Advanced, gifted or honors classes from previous schools may or may not be awarded any weighted credit. Awarding honors credit will be under advisement of the Guidance Department and the academic department in question. AP transfer grades will receive weighted credit provided the student received a score of 2 or higher on the AP exam. Transfer students must attend Landmark for two (2) years before being considered for Valedictorian or Salutatorian.

GRADE SCALE

Landmark Christian School's grading scale is as follows:

90 – 100 = A 80 – 89 = B 74 – 79 = C 70 – 73 = D 69 and below = F

GPA

GPA is a term used to refer to a student's grade point average. There is more than one type of GPA.

CALCULATING GPA

Quality Points are assigned to each letter grade a student receives. A=4, B=3, C=2, D=1, F=0. Honors core courses are weighted with an extra .5 and AP core courses are weighted with an extra 1.0 added to the quality point. The points are added together and divided by the total number of courses. The result is one's GPA.

CORE GPA

CORE is determined by computing the GPA of only English, math, science, history and foreign language courses. The weighted CORE GPA is required for figuring eligibility for Jr. Marshal, Summa Cum Laude, Magna Cum Laude, Cum Laude, Valedictorian, Salutatorian, and the HOPE Scholarship. In some instances an unweighted CORE GPA is required. The HOPE requires a 3.00 GPA for eligibility.

CUMULATIVE GPA

A student's cumulative GPA is determined at the end of each semester. Only the semester grades are recorded on one's transcript and permanent record. This transcript is the record needed for college applications, scholarships, coaches, sorority rush, employees, and insurance companies. Cumulative class ranks are computed each semester and are used only to determine National Honor Society and Beta Club eligibility.

ACADEMIC PROBATION

Any student in grades 6-12 falling below a 2.00 GPA (cumulative) will be placed on Academic Probation for the following semester. Any student failing two or more subjects in a semester will be placed on Academic Probation. If the student fails to raise his/her GPA during that period of time, his/her status will be reviewed and removal from Landmark will be considered. In such cases, Academic Holds are often placed on student contracts for the following year. Improvement will lift that hold.

PROGRESS REPORTS

Progress reports for all students will be available online, and paper copies will be available upon request.

REPORT CARDS

Grades are posted on NetClassroom at the end of each quarter. Quarterly grades and final exam grades will be posted on NetClassroom but will not be recorded on the permanent record. Only semester grades are recorded on the permanent record. Each semester course stands on its own and receives ½ Carnegie unit of credit. The semesters are **not** averaged together to arrive at a yearly grade. Final exams count for 20% of the semester grade.

EXEMPTION POLICY

High School Exemption Policy

Any student in grades 9-12 who maintains a 93 or higher average in a class and has four (4) or fewer absences in that class, may exempt that semester exam. Students in grades 9-12 who maintain an average of 90 and above in a class and have four (4) or fewer absences in that class, may exempt up to two (2) exams per semester. These would be in addition to any exam exempted for maintaining a 93 or above average.

A student who passes all six (6) Bible modules in a semester and has six (6) or fewer absences in that class may earn an additional exam exemption. This exemption may be applied to any class in which the student has four (4) or fewer absences.

Seniors may exempt all of their second semester exams if they have an 80 (B) average in each class and **have four (4) or fewer absences in that class.**

Junior Marshals may exempt up to three (3) second semester exams if they have maintained a 90 average in the class to be exempted and **have only four (4) or fewer absences in that class.** They may not exempt the same second semester exam they exempted first semester.

Absences due to school-related activities do not count against the exemption attendance policy. Students who exceed 4 absences may request an attendance review by the principal.

Middle School Exemption Policy

Eighth grade students may exempt 2 exams per semester provided they have a 90 average in the class to be exempted. Students may not exempt the same exam twice in a school year. Sixth and seventh graders cannot exempt exams.

JUNIOR MARSHALS - Junior Marshals will be selected by the top weighted core GPA's.

TESTING

Each year achievement tests are given to all students in grades 6-11 to measure student progress. Grades 7 and 9 also take a student ability indicator test. Each October, the PSAT/NMSQT is given to freshmen, sophomores and juniors. The ASVAB test, a vocational aptitude test, is given to seniors. Juniors and seniors are encouraged to take the SAT/ACT several times, but juniors are required to take the May or June SAT/ACT. Extended time SAT assessments are available to all learning disabled students. Students wishing to be in consideration for STAR Student must hold the class record for the highest SAT score taken in one sitting. The **school code for all college testing (SAT/ACT) is 111273.**

MIDDLE AND HIGH SCHOOL HONORS

It is important to recognize the sincere efforts of our students in academics, athletics, and fine arts. Specific occasions are set aside to recognize student excellence in each of these areas.

Honor Rolls: There are two honor rolls at Landmark. Students named to the **High Honor Roll** have a **3.8+ GPA**. Students named to the **Honor Roll** have a **3.5 - 3.79 GPA**. GPA averages are determined at the end of the 3rd quarter.

Honor Societies: Landmark is fortunate to have memberships in both the **National Honor Society** and the **National Beta Club**. Both Junior and Senior Beta Clubs require a student to maintain a 3.5 GPA for two consecutive semesters, have a 3.00 cumulative GPA and be recommended by the faculty in order to be inducted. Landmark's National Honor Society requires the maintaining of a cumulative GPA of 3.8, completion of a NHS application and recommendation of a faculty council in order to be inducted.

Graduation Honors: Students maintaining a 3.50-3.64 GPA will receive the distinction of graduating *Cum Laude*. Students maintaining a 3.65-3.74 GPA receive the distinction of graduating *Magna Cum Laude*. For earning a

3.75+ GPA, students may receive the distinction of *Summa Cum Laude*. Students that have taken a sum total of 20 or more honors semesters will graduate with an Honors Seal on their diploma and will be recognized at the graduation ceremony. The students with the top two GPA's as determined by weighted core GPA will be named Valedictorian and Salutatorian. A variety of awards are given out at senior honors night, baccalaureate and graduation.

STUDENT ATTENDANCE

GENERAL ATTENDANCE POLICY

- Landmark students are expected to attend classes for the full school day. A missed classroom experience cannot be recaptured although the missed assignments may be completed. Penalties occur for unexcused absences.
- Regular attendance is required to participate in school activities such as field trips, athletic events, music programs, prom, etc.
- To participate in any extracurricular/interscholastic practices, contests, or events that day, a student must be in attendance for one-half of the school day. Extenuating circumstances should be approved by the principal.
- Lateness, unless excused, will warrant warnings, lunch-time detentions, and after-school detentions.
- In cases of excused absences or excused tardies, it is the responsibility of the student to get the assignments. If a student misses class on the day of a test or quiz, they should be prepared to take that test or quiz the next time that class meets. If a student misses the review or the teaching of concepts to be quizzed over or tested over, the student will be expected to take the quiz/test the second time the class meets upon their return. Students are expected to take the initiative to consult with their teacher upon their first class back. If a student misses class on the day homework is due, that assignment is due the day they return.
- **High School homework** is due at the beginning of the class period. **A Late Work Policy** for high school will be established by each class and communicated in the syllabus.
- **Middle School homework/Late Work Policy:** Homework is due during the class period. Late work is not an acceptable practice at Landmark. Late Work Policy for Middle School: 1 day late – deduct 10%; 2 days late – deduct 20%; 3 days late – deduct 30%; 4 or more days late work will earn a maximum of 50% credit.
- Absenteeism, in even one class, removes a student's opportunity to receive any recognition for perfect attendance.
- A student is considered absent from a class if he/she misses 15 minutes of a regular class or 30 minutes of a block class.
- In the high school, students may lose credit in any course where more than 6 absences occur in a semester in a block class or more than 9 absences in Bible. When a student is absent 4 times in a specific class, the parent will be contacted regarding the student's possible credit loss.
- In the middle school, students may lose credit in any course where 9 absences occur in a semester. When a student is absent 6 times in a specific class, the parent will be contacted regarding the student's possible credit loss.
- There are several categories of absence to be considered:

EXCUSED ABSENCES

- **Excused absences include:** sickness, doctor or dental appointment, death in family, court summons, two authorized college days per year (11th and 12th grade only), planned absences and extenuating circumstances approved by the administration
- **To have an absence excused,** students must take a note to the Middle/High School Office and exchange it for a blue slip that allows entry to classes. **The note written by a parent must include: student's first and last name, date of absence, reason for absence and**

parent's signature. Failure to bring a note will result in warnings, lunch-time detentions and after-school detentions.

- **Make-Up Work: It is the responsibility of the student to obtain the assignments missed.** A student will be allowed one class day to turn make-up work for each class day absent. The student must meet with the teacher to schedule a time for test make-up.
- **If a student is absent for an extended time** (2 days or more), the parent may obtain assignments through the Middle/High School Office or check the web for assignment postings. (Parents must call before 10 a.m. and pick up work by 4 p.m.)

UNEXCUSED ABSENCES are any absences other than those listed above.

- **Penalty:** An unexcused absence will result in the application of the discipline policy.
- **Unexcused Permits to Class:** Even if an absence is unexcused, a note must be written by the parent including the following information: student's first and last name, date of absence, reason for absence and parent's signature. This note must be taken to the Middle/High School Office and exchanged for a red slip that allows entrance to classes.
- **Make-Up of Assignments in Cases of an Unexcused Absence:** Tests, quizzes and assignments missed as a result of an unexcused absence may be made up, but the *points earned on the make-up work will be reduced by 20%*. Make-up work is given one class day for each class day missed, but the student is responsible for arranging make-up test time with the teacher.

COLLEGE VISITS are allowed for both juniors and seniors.

- **Two College Days** per year during the junior and senior year are issued for students visiting a college campus for serious inquiry.
- **College Days** are considered school-sponsored activities and therefore are treated as **excused absences**.
- **Students who participate in athletics** should check with their coach before planning a **College Day**, as athletic programs may have different excused absence policies.
- **The Administration** may make some exceptions for students interviewing for scholarships or testing.
- **Permission to return to class** after a college visit requires that the student submit a letter or College Visit Form attachment from the registrar or admissions personnel reflecting the date and appointment time for the college visit. This will be exchanged for a blue slip in order to enter class.
- **Make-up Assignment** rules are the same as those for excused absences.

EARLY DISMISSALS are highly discouraged.

- Acceptable reasons for checking out early are for such instances as: doctor and dental appointments, funerals, and court summons.
- Students checking out early for reasons other than those listed above are considered unexcused. Tests, quizzes and assignments missed as a result of an unexcused check out may be made up, but the *points earned on the make-up work will be reduced by 20%*.
- **Students whose reason for checking out is unexcused may fall under the discipline procedures.**
- Parents are requested to arrange appointments early in the morning or late in the afternoon to allow the student the benefit of attending the majority of his/her schedule.
- **Phone calls are unacceptable for early dismissals except in cases of emergency.**
- Appointments **may not** be made on final exam days. These are listed on the school calendar.

- **Procedures for checking out:** Parents who wish to have their child check out during the school day **MUST** send in a written request explaining why the child is to check out. These written requests must be presented to the Attendance Office before 8:15 am. If the attendance office does not have a written request, the child must be signed out by a parent or guardian. This is to ensure the safety of all of our students.
- Students approved for early dismissal **are responsible to turn in assignments due that day. If a test is to be missed, arrangements must be made with the teacher before the student checks out.**
- Students approved for early dismissal **must sign out in the middle/high School Office before leaving the school.**

HALF DAYS OF SCHOOL are designated on the school calendar. These days are considered just as valuable as full days. Students are expected to be present unless ill.

TARDINESS results in several penalties.

- School begins at 8:15 a.m.
- Students who arrive late to school **must** report to the middle/high school office and check-in **before** entering their homeroom or classroom. A warning will initially be given for an unexcused tardy.
- If a teacher detains a student, the student must obtain a written excuse from that teacher in order to enter the next class without penalty.
- If a student enters the classroom **without** a written excuse from the office or another teacher, the tardy is considered **unexcused** and the student will receive a warning from the classroom teacher.
- If the student is present at school and his/her tardiness to class exceeds 20 minutes, the student will be reported as **skipping class unless a written excuse from office or teacher is presented.**
- If a student skips a class or is dismissed from class because of unsatisfactory behavior, the absence is considered **unexcused** and may warrant an honor board hearing.

FIELD TRIPS will be kept to a minimum.

- Any student who is struggling academically, has excessive absences or whose conduct or attitude is questionable may be denied permission to participate in a field trip.
- Students who participate in a field trip are responsible for obtaining all of their assignments and homework prior to their departure. If a student misses a test or quiz due to the field trip, it must be made up upon return from the trip. If the student was present for the assignment and/or announcement for a test on the day of return from the field trip, the student will be responsible to take the test or turn in the assignment along with the rest of the class at the designated time.

EARLY CHECKOUT FOR SCHOOL-RELATED ACTIVITY

- Students who participate in sports and other co-curricular activities will at times check out early from school to attend an event. **IT IS THE STUDENT'S RESPONSIBILITY TO MEET WITH THE TEACHER PRIOR TO THE EVENT TO DETERMINE WHAT WILL BE MISSED, TURN IN ANY ASSIGNMENTS DUE THAT DAY AND MAKE ARRANGEMENTS TO TAKE ANY MISSED TESTS OR QUIZZES.**

BEFORE AND AFTER SCHOOL

- Students are to report to the cafeteria if they arrive at school before 8:05 a.m. Students are not allowed to be in unsupervised areas.
- Between 7:40 a.m. and 8:05 a.m., students may only be in the middle/high school hallways if reporting to a classroom for tutorial or a planned activity supervised by a teacher.
- Students who remain on campus after 3:30 p.m. must be involved with a supervised school sponsored activity, with their parents, a school official or in the school sponsored after-school care program.
- Parents or drivers must pick up students in front of the school and should check with the after-school program personnel for their students.

Middle School Uniform/Dress Code Information

Required Informal Uniform

- Navy LCS polo shirt – short or long sleeve
- Khaki pants, shorts, skirts or skorts

Shirts

- Polo shirts with the LCS logo purchased only from the school store
 - LCS athletic team polo shirts approved by Dress Code Committee
 - Champions Club or Fine Arts Alliance polo shirts approved by Dress Code Committee
- Colors for all shirts: white, navy, light blue, yellow, dark green, black**
- White and navy LCS turtlenecks sold in the school store may be worn as an under-layer only. Turtlenecks may only be worn under approved LCS logo sweatshirts and sweaters.

Pants, Shorts, Capris, Skirts, and Skorts

- Docker-style pants, shorts, and capris—cotton or cotton-twill only—with fly front
- Tailored with proper hem
- No fraying or torn look; no carpenters, cargos, or rivets
- Pleated, straight, or A-line skirts/skorts—cotton or cotton-twill only
- Shorts may be no shorter than three (3”) inches above the knee.
- Skirts/skorts may be no shorter than two (2”) inches above the knee.
- Pants/shorts/capris/skirts/skorts must be worn at the hip or above at all times. At no time should any underwear be visible.

Colors: solid navy, khaki

- Suggested vendors: Lands' End*; J&R Clothing in Fayetteville; Old Navy; Gap

Belts

- Must be worn with any pant, skirt, short, capris, or skort requiring a belt
- Colors: solid navy, brown or black leather (no decorations)**

Shoes

- Leather shoes with enclosed heel or back strap
- Sandals with back strap
- No athletic shoes allowed, except in PE.
- Boots are acceptable only under long pants/skirts.
- Heels no higher than three (3”) inches

Colors: solid black, navy, brown or tan

Socks/Tights

- Solid navy or white crew or knee socks
- Girls may wear navy tights.
- Socks are optional with sandals.

Sweatshirts

- Any Landmark sweatshirt with LCS logo purchased from school store
- Any LCS athletic team sweatshirt approved by the Dress Code Committee
- Any Champions Club or Fine Arts Alliance sweatshirt approved by Dress Code Committee
- Uniform shirt or LCS turtleneck must be worn underneath.

Sweaters/Vests

- Only navy v-neck sweaters, vests or cardigans with LCS logo purchased from the school store or Lands' End*
- Uniform shirt or LCS turtleneck must be worn underneath.

Jackets/Coats

- Navy windbreakers or fleece jackets with LCS logo purchased from J&R Clothing in Fayetteville or from Lands' End* may be worn anytime.
- Champions Club or Fine Arts Alliance windbreakers, fleece jackets or coats approved by the Dress Code Committee may be worn at anytime.

Personal Grooming and Appearance

- No pierced jewelry is allowed for boys on campus or at school-related functions.
- Pierced jewelry for girls is limited to earrings with a maximum of 2 per ear.
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hair should always be clean, neat, and well groomed with no extreme haircuts or colors.
- Boy's hair length can be no longer than to the collar or halfway down the ear, and must be off the eyebrows. No ponytails, shaved areas, etc.
- Boys must be clean shaven at all times.
- Hats are not to be worn in the school building.

***Lands' End Information**

Middle school students may order navy fleece jackets from Lands' End, www.landsend.com, 1-800-469-2222.

Landmark's Preferred School number is 9000-9914-4 and the logo number is 0455727K. Lands' End orders may be placed online. When ordering online, outside of the School Catalog, enter the preferred number and logo number in the "Optional Instructions" at the bottom of the shopping bag. Lands' End catalogs are available in the school store.

High School Uniform/Dress Code Information

Shirts

- Any solid color mesh or pima Polo shirt with LCS logo purchased from Lands' End* or the school store
- Any LCS athletic team polo shirt approved by Dress Code Committee
- Any Champions Club or Fine Arts Alliance polo shirt approved by Dress Code Committee
- White and navy LCS turtlenecks sold in the school store may be worn as an under-layer only. Turtlenecks may only be worn under approved LCS logo sweatshirts and sweaters.

Pants, Shorts, Capris, Skirts

- Docker-style pants, shorts, and capris—cotton or cotton-twill only—with fly front
- Tailored with proper hem
- No fraying or torn look; no carpenters, cargos, or rivets
- Shorts may be no shorter than three (3") inches above the knee.
- Pleated, straight, or A-line skirts—cotton or cotton-twill only
- Skirts may be no shorter than two (2") inches above the knee.
- Pants/shorts/capris/skirts must be worn at the hip or above at all times. At no time should any underwear be visible.

Colors: solid navy, khaki or black only

- Suggested vendors: Lands' End*; J&R Clothing in Fayetteville; Old Navy; Gap

Belts

- Must be worn with any pant, short, capris or skirt requiring a belt

Colors: solid navy, brown or black leather (no decorations)

Shoes

- Leather shoes with enclosed heel or back strap
- Sandals with back strap
- No athletic shoes allowed except in PE.
- Boots are acceptable only under long pants/skirts.
- Heels no higher than three (3") inches

Colors: solid black, brown, navy, or tan

Socks

- Socks are optional and can be any design or color.

Sweatshirts

- Any Landmark sweatshirt with LCS logo purchased from school store
- Any LCS athletic team sweatshirt approved by the Dress Code Committee
- Any Champions Club or Fine Arts Alliance sweatshirt approved by Dress Code Committee
- Uniform shirt or LCS turtleneck must be worn underneath.

Sweaters/Vests

- Only navy v-neck sweaters, vests or cardigans with LCS logo purchased from the school store or Lands' End*
- Uniform shirt or LCS turtleneck must be worn underneath.

Jackets/Coats

- Navy windbreakers or fleece jackets with LCS logo purchased from J&R Clothing in Fayetteville or from Lands' End* may be worn anytime.
- Champions Club or Fine Arts Alliance windbreakers, fleece jackets or coats approved by the Dress Code Committee may be worn at anytime.
- Landmark letter jackets that comply with Athletic Department standards may be worn anytime.

Spirit Dress Days

Fridays are usually designated as “Spirit Dress” days. This relaxed dress code day is a privilege granted by the Administration and may be rescinded for any reason. The dress code is relaxed to allow the following:

- Any Landmark Christian School t-shirt (does not have to be tucked in)
- Jeans (no frayed hems or holes)
- Athletic shoes

All other dress code requirements remain in place.

Personal Grooming and Appearance

- No pierced jewelry is allowed for boys on campus or at school-related functions.
- Pierced jewelry for girls is limited to earrings with a maximum of 2 per ear.
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hair should always be clean, neat, and well groomed with no extreme haircuts or colors.
- Boy’s hair length can be no longer than to the collar or halfway down the ear, and must be off the eyebrows. No ponytails, shaved areas, etc.
- Boys must be clean shaven at all times.
- Hats are not to be worn in the school building.

***Lands' End Information**

High school student Pima or Mesh fabric polo shirts may be purchased from either the school store or through Lands' End, www.landsend.com, 1-800-469-2222.

High school polo shirts ordered from Lands' End must be Pima or Mesh fabric.

Landmark’s Preferred School number is 9000-9914-4 and the logo number is 0455727K. Lands' End orders may be placed online. When ordering online, outside of the School Catalog, enter the preferred number and logo number in the “Optional Instructions” at the bottom of the shopping bag. Lands' End catalogs are available in the school store.

**PARENT/STUDENT
STATEMENT OF COOPERATION**

The administration, faculty, and staff of Landmark Christian School have committed this institution to the highest standards of Christian conduct. No student will become spiritual merely by observing rules; nevertheless, we believe that the spiritual student will desire to abide by the rules and regulations of Landmark Christian School. Among the spiritual goals of this school is the development of young people of strong Christian faith and character: to see young people professing Christ as Savior, allowing him to be the Lord of their lives, desiring to study the Word, having a compassion for souls, and pursuing a lifetime of service for Him.

The student who is interested merely in “doing his own thing” will not be happy in this atmosphere: but the student who shares the goals of the program of Landmark Christian School and participates enthusiastically will be able to look back on enjoyable profitable years at the time of graduation.

PARENTS AND STUDENTS please read this handbook completely, then sign and return this page to the student’s first period teacher by **Friday, August 21, 2009**.

Knowing that cooperation with the school system is necessary, we have reviewed this handbook together and agree to support the policies and guidelines found within.

We endorse the Statement of Faith and will support Landmark’s inclusion of its perspective in all areas of school life.

Parent/Guardian Signature/Date

Student Signature/Date

Student Name – PLEASE PRINT