

Landmark Christian Academy Student/Parent Handbook 2016/2017

WELCOME

We are thankful that you have been obedient to the leadership of the Lord by placing your child in Landmark Christian Academy. Our desire is not to usurp the rightful authority of the home but to serve you as we cooperatively minister to your child.

"And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shall talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine head, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of the house, and on thy gates."

Deuteronomy 6:6-9

MISSION STATEMENT

To provide excellence in Christian education that works in cooperation with the home and the local church and transforms students into world changers through the power of the Gospel and the reality of knowing Jesus Christ.

PHILOSOPHY OF CHRISTIAN EDUCATION

Landmark Christian Academy exists solely for the purpose of training young boys and girls in the service of the Lord Jesus Christ. No one, regardless of number of degrees received or years of school attended, is fully educated until his heart and life are surrendered to the Lord. The Bible is plain in addressing this issue, "What shall it profit a man if he gain the whole world and lose his own soul?" (Mark 8:36) The definition of Christian education is contained in the very term, "Christian education." First and foremost, Christian education is Christian in nature. The Bible says, "Seek ye first the kingdom of God and His righteousness." (Matthew 6:33) The Bible further states, "In Him we live and move and have our being," and "Whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father by Him." (Colossians 3:17) We cannot as Christians divorce God from any area of our lives. We must not separate the secular and sacred. Christian education attempts to build within the student the all-important Christian mind. For the Christian, his philosophy, attitudes, values, and standards are distinctly different from the non-Christian. The Bible says, "Let this mind be in you which was in Christ Jesus." (Philippians 2:5)

There is objective truth outside man's intellect, and what man does with that truth will not only determine his behavior, but will ultimately determine his eternal destiny. God cannot be discovered nor known merely through the empirical powers of man, but man through faith can come to know the ultimate reality - the Lord Jesus Christ. Jesus Christ said, "I am the way, the truth, and the life." (John 14:6) This verse holds tremendous significance in developing our educational philosophy. If education endeavors to find meaning in life, then education must have foundations in the Word of God. For in Christ, "are hid all the treasures of wisdom and knowledge." (Colossians 2:3) We firmly believe that Christian education is more than an option for those who desire to rear their children within the parameters of Biblical principles and admonitions "...Bring them (children) up in the nurture and admonition of the Lord." (Ephesians 6:4) We also firmly believe that Christian education is the standard ordained by God to combat the moral decadence which characterizes and permeates our society. "When the enemy shall come in like a flood, the spirit of the Lord shall lift up a standard against him." (Isaiah 59:19)

Although Landmark Christian Academy is an independent, non-denominational Christian school, it is still a ministry of the church and an extension of the home. The importance of Christian education is summed up in Ecclesiastes 4:12, "A threefold cord is not quickly broken". That threefold cord alluded to is the home, the church, and the school all providing consistent, sound Biblical teaching and training in the life of your child. If the values taught in the homes and churches are attacked at school, the best possible spiritual progress will be stagnation. But if the home, the church, and the school work in harmony and reinforce each other, the child will mature spiritually as well as academically and socially.

At the heart of the Christian school ministry is the teacher. The excellence of the academic process is tied inextricably to the excellence of the teacher. As important as curriculum, method, and philosophy are, the teacher is far more important. Besides being a born-again Christian, the key ingredient for the Christian schoolteacher is, "A heart for the Christian school ministry and a genuine love and concern for reaching boys and girls for the Lord." Our faculty and staff epitomize the attitude of Paul in I Thessalonians 2:8 "So being affectionately desirous of you, we were willing to have imparted unto you, not the gospel of God only, but also our own souls, because ye were dear unto us."

The curriculum in a Christian school must be carefully chosen and philosophically grounded in the Word of God. There are mathematical truths, historical truths, and scientific truths that God not only allows men to understand but desires that these truths be mastered. At the center of the Christian school curriculum must be the Bible. The Psalmist said, "Thy word have I hid in my heart that I might not sin against thee." (Psalm 119:11) Scripture memorization should be an integral part of the Bible curriculum. In order to maximize learning opportunities, students must be taught at an early age how to read. The curriculum should also emphasize language development. Effective communication skills are an imperative. Other content areas of the curriculum must include traditional mathematics, science, history and geography, literature, music and art. These subjects must not be taught in isolation. They must not only be integrated with each other, but must also be integrated with the Word of God. The ultimate goal of a Christian school is to glorify God. A curriculum that teaches basic facts and truths will cause the students to formulate a more accurate concept of the Creator of the universe.

To achieve the highest academic goals, proper methods of instruction are a necessity. The methods that correlate most closely to common sense and the Scriptures are lecture, reading, memorization, drills, recitation, and oral and written examinations. The methods adopted must be consistently adhered to by all teachers. Methods do not undermine the importance of the teacher. A good teacher uses the prescribed methods but makes learning interesting and challenging.

Our prayer is that your family will be not only blessed through the ministry of Landmark Christian Academy but also will be positively and permanently impacted both academically and most importantly spiritually.

OBJECTIVES

1. To lead each student to a saving knowledge of the Lord Jesus Christ.
2. To establish within each student the all-important Christian mind set.
3. To teach students that all truth is God's truth and to therefore not differentiate between secular and sacred.
4. To teach each student that the Bible is the inspired, infallible, inerrant Word of God and must be the standard by which things are measured.
5. To teach students to respect authority as God-ordained and to obey the laws of the land as long as they do not violate Biblical principles.
6. To teach students to think independently and to stand for their convictions without compromise.
7. To encourage students to involve themselves in a local church congregation.
8. To teach students to listen attentively, openly, and selectively.
9. To teach students to develop proper study and research skills.
10. To encourage students to become involved in wholesome lifetime physical, social, and mental recreation.
11. To train students to love and respect our American heritage, to pray daily for our leaders, and to involve themselves in civil and political activities in our community, state, and country.
12. To develop expertise in oral and written communication skills.
13. To seek the will of God in all areas of their life including marital and vocational choices.
14. To honor God by developing and enriching to the fullest degree their God-given talents and academic abilities.
15. To train students to give God the credit for any achievements, honors, or success by realizing that without God we can do nothing.
16. To develop an understanding of, and expertise in, and an appreciation for all the academic disciplines.
17. To instill within each student a commitment to excellence as evidenced by accuracy, neatness, diligence, consistency, and self-motivation.

MATTHEW 18 PRINCIPLE

We operate on what we call the Matthew 18 Principle. (Matthew 18:15-19) We feel that if this policy is closely adhered to, the majority of problems will be resolved with a minimum amount of conflict. Proverbs 6:19 says plainly that God hates the actions of those who sow discord among the brethren. Proverbs 26:20 also says, "Where there is no talebearer, the strife ceaseth." It is our desire to keep strife and conflict at a very minimum and to quickly resolve those that do arise in a Christ-like manner. We realize that, "A brother offended is harder to be won than a strong city." (Proverbs 18:19) We exhort you not to harbor hurts and ill feelings, but to deal with them in a mature Christian manner. "Let not the sun go down upon your anger." (Ephesians 4:26)

We feel that if you will faithfully comply with the following guidelines, the spirit of criticism and discontent will not prevail but will be superseded by one of trust and confidence.

1. All questions and complaints must be addressed initially to the appropriate source, i.e., classroom teacher or principal.
2. If you are not in agreement with the decision rendered, you may request that the teacher or principal schedule a meeting for you at the next level of appeal.
3. A meeting will then be conducted in your presence between the teacher, principal, and parents or between the principal, parents, and board member.
4. If you are still not satisfied with the decision rendered, you may appeal to the Board by asking the principal to place your name on the agenda for the next Board meeting.
5. IF YOU HAVE GONE THROUGH ALL APPROPRIATE CHANNELS, your name will be placed on the agenda, and you will be allowed to present your case to the Board with all parties involved being present.
The decision rendered by LCA Board is final.

Please note that all board members are in agreement to inform the appropriate person concerning any questions addressed to them.

NOTE WRITING

Because of the deceptive nature of writing and passing notes and because of the disruption created in the classroom, we view note writing as a very serious matter. Students who are involved in writing, distributing, or receiving notes will receive an automatic after school detention.

Note writing is any written communication between students that is done without permission from the teacher.

STANDARDIZED TESTING

Each student in grades Kindergarten through grade 8 will be tested yearly with standardized achievement tests. The tests will be given in late March or April. The results of the tests will usually be returned to the school just prior to year-end dismissal. A copy of your child's achievement test scores will be distributed with the final grade cards or mailed to the parents if the scores are not available on time to include with grade cards.

FUND RAISING

In an effort to keep tuition costs affordable Landmark Christian Academy will conduct fundraising projects. These projects are usually designed to raise funds for specific programs or projects. In order for these to be successful it is important that all academy families participate. We are very appreciative of those who show a genuine interest in the activities of the school and who do endeavor to support the school through such participation.

GIFTS

We request that students not purchase gifts for teachers but rather use other means to express appreciation. The giving of gifts not only creates a financial burden on many but inevitably leads to the loss of objectivity. (Proverbs 18:16 & Ecclesiastes 7:7) Each Christmas parents will be given the opportunity to participate in a special anonymous love gift for the teachers.

SCHOOL SUPPLIES

Students are required to have at their desks all the required supplies for that grade level. School supplies may be purchased from Landmark Christian Academy on Orientation Day and throughout the school year. We try to discourage students from becoming dependent upon others through borrowing; therefore, we ask students to daily check supplies and purchase those that are running low. Supplies are sold each morning during the taking of lunch count and attendance. Again, we want to stress that we discourage students from charging supplies. This places unnecessary bookkeeping duties on the teacher and instills within the student negative character traits. If classroom charges accumulate to \$10, parents will personally be notified by teacher.

Please note that students who accumulate \$10 in charges will not be able to purchase snacks during lunchtime or purchase hot lunch on Friday.

TUITION PAYMENT

Tuition payments are due the 5th of each month, August through May. **Tuition payments are made through monthly ETFs.** To establish your tuition payment, please provide LCA's office with a voided blank check. Please note that if a student attends at least one day of the month tuition is due for the entire month.

Final grade cards will not be issued or records transferred until all fees are paid. **Please note that eighth graders will not be allowed to participate in graduation exercises unless all fees are paid.**

MEDICATION

Landmark Christian Academy will supply no medication to students. In order for the Academy to administer physician prescribed medication two forms must be on file in our office (the Physician Statement of Need and the Parental Request for Medication Administration). All medications must be brought to school in their original containers and will be stored according to physician's report. **MEDICATION PROVIDED TO THE SCHOOL IN ANY CONTAINERS OTHER THAN THE ORIGINAL WILL NOT BE ADMINISTERED.**

For non-prescription over the counter medications, only the Parental Request for Medical Administration is required to be on file.

The Academy has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel.

Each administration of medication will be recorded on a Medication Administration Log Sheet by the individual who gave the medication.

CLASSROOM PARTIES

Each class is allowed a Christmas party, a Valentine's Day party and an Easter party. Each class will have a birthday party on the last Friday of the month to celebrate all birthdays during the month. **PLEASE DO NOT SEND REFRESHMENTS WITH YOUR CHILD UNLESS YOU HAVE BEEN CONTACTED.** Please do not send cupcakes as treats. Thank you for your cooperation in this area. If no one in the class has a birthday, no party is to be held. Please note that birthday party invitations are not to be distributed at any times or place on Academy campus, unless everyone in the class receives an invitation.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences will be held at the end of the first quarter grading period. Please make every effort to attend this conference; however, please address any issue regarding your child in a timely basis.

USE OF THE CLASSROOM LIBRARY

Students are to adhere to the following guidelines when using the classroom library.

1. No student should have more than two books checked out at a time unless special permission is given by the teacher.
2. Books are to be checked out with the classroom teacher for a period of two weeks. Please return books to the library on time.
3. If a student loses or defaces a book, he shall be required to pay for the damages caused to the book or for the replacement of the book. **Whoever has checked the book out of the library is responsible for the book.**
4. Reference books are not to be taken from the classroom library unless special permission is granted by the classroom teacher to use them in class.

DESTRUCTION OF SCHOOL PROPERTY

Students who destroy or deface school or facility property or another student's property will be required to make full financial restitution. A \$10 **minimum** fee will be assessed for each offense involving the defacing of property.

SCHOOL NOTES

Quite frequently during the school year notes are sent home with the children. These notes contain information, which we feel is relatively important. We have found through experience that many children either do not take the notes home or do not show them to their parents. Many parents make inquiries concerning items that were explained in the notes. Therefore, in an effort to assure that the information reaches the parents, **we request that parents sign the bottom portion of the notes and return that portion of the note to the school with your child.** This is an effective method of checking to see if the notes are getting to the parents. We appreciate your cooperation in this area. It is imperative that these notes be signed and returned in a timely manner.

DETENTIONS

Students who are assigned detentions must serve those detentions on the assigned days. Students who fail to stay for their detentions will be assigned an additional detention. If the child has a pre-scheduled doctor or dental appointment the detention may be rescheduled. Inconvenience is not a legitimate reason for not serving a detention. **Failure to return signed detention forms will result in an additional detention.** Detentions are served on Wednesday from 3:00- 4:00 p.m. Detentions may also be served on Wednesday morning from 7:30 - 8:30 a.m. **In order for morning detentions to count, students must be in the classroom by 7:30 promptly.** Students are to inform the teacher if they desire to serve a morning detention. Please

note that regular pickup/parking procedures are to be followed when picking up children from detention.

Detentions are designed to deter inappropriate behavior and encourage students to be responsible for their actions and attitudes. Please note the following reminders regarding detentions:

1. Students who do not return detention forms prior to the scheduled date to serve the detention will receive an additional detention.
2. Students will be instructed to write detention reminders in their steno pad.
3. Parents will not be allowed to serve detentions for their children.
4. In cases of excessive detentions, students will be required to serve both a.m. and p.m. detentions.
5. If a student receives an in-school or out-of-school suspension he will not be permitted to receive credit for any classroom work missed.

ADMISSION POLICY

Landmark Christian Academy admits students of any race, color, national or ethnic origin, and does not discriminate in the administration of its educational programs and policies on the basis of race, color, national or ethnic origin. In order for a child to enroll in Landmark Christian Academy, parents must fill out and sign appropriate application forms and pay enrollment and book fees.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

Landmark Christian Academy is a member of the Association of Christian Schools International. The Association is the largest association of Christian schools in the world. The headquarters for A.C.S.I. is located in Colorado Springs, Colorado. A.C.S.I. provides many services for our school. Teacher conferences, development resources as well as academic and athletic competition with other Christian schools are some of the benefits associated with A.C.S.I. membership.

CHECK-OUT PROCEDURES

If for any reason your child must leave school prior to regular dismissal time, please send a note with your child and **please come to the office** to check your child out of school. Please do not go to the room to get your child. **All children leaving early must check out through the office by signing the early-out form.** Please indicate the reason for early dismissal. Picking up students prior to the 3:00 P.M. dismissal time is a distraction to the class and the learning process. Occasionally situations such as doctor's appointments merit early pick up; however, we want to discourage parents from picking up students early because of convenience. Three unexcused early dismissals per quarter will result in an after school detention.

CURRICULUM

Landmark Christian Academy uses the A Beka Curriculum. This curriculum is published by Pensacola Christian College and is used in over 10,000 Christian schools. This curriculum is written from a Christian perspective and is Biblically integrated and completely correlated between the various disciplines and between various grade levels. Students who use this curriculum generally are one to two years ahead of national norms on standardized achievement tests.

SCHOOL CANCELLATION

In the event school should be canceled on account of inclement weather or for any other reason, the announcement will be made on the following:

- Tune in to:** WGN Radio 720-AM or WBBM Radio 780-AM
- TV:** CBS 2, NBC 5, ABC 7, WGN-TV, FOX 32, or CLTV Cable
- Call:** 847-238-1234 Touch-tone phone needed - enter the school phone number
- Online:** www.EmergencyClosings.com
Search for our facility by name and city or phone number
- E-mail:** you may sign up for personalized E-mail notification of our facility's status at www.EmergencyClosings.com

PLEASE DO NOT CALL THE SCHOOL OFFICE. Information regarding school cancellation will not be given over the school phone.

SCHOOL PHONE

The school phone is a business phone and is to be used by students only with permission in emergency situations. **Please note that the school phone number is 708-623-0332.** We ask that parents not text teachers during school hours. Please address any questions to the school office or Mr. Darnell (708.224.1238)

School..... 708-623-0332

E-Mail: Mr. Darnell, Principal – stochrac@aol.com

E-Mail: Mrs. Mulick, Secretary – secretary@landmarkchristian.org

ATTENDANCE

In order for your child to achieve to the fullest degree of his potential, consistent and regular attendance is important. Although a student can do written assignments that were missed, it is virtually impossible to make up all drills, recitation, discussion, and lectures that occurred during the school day. The checking of make-up work is a very tedious and time-consuming task for the

teacher. We feel that students who miss on account of illness, illness in the immediate family, or funerals should be allowed to make up the written work and submit it to the teacher. The student will be given an adequate amount of time to turn in make-up work. Work not turned in within the specified time limits will be counted as a zero. **Absences for reasons other than sickness, immediate family illness, or funerals will be considered unexcused.** At the discretion of the teacher, students may be required to make up written work that was missed during the unexcused absence. Tests and quizzes may be taken upon return to school; however, the highest grade a student may receive is a C. **Students must furnish, upon request, a written doctor's excuse to account for an illness.**

Students who are absent for any reason, must upon their return to school, **bring a written note explaining the reason for the absence.** In order for the absences to be evaluated in terms of excused or unexcused, the note must clearly state the reason for the absence. If no note is received, the absence will be considered unexcused.

In order to be promoted, a child cannot miss more than 25 days per school year. Special cases that arise due to long-term illness will be evaluated by the administrator and Academy Board.

ARRIVAL / DISMISSAL / PARKING

Classes at Landmark Christian Academy will begin promptly at 8:30 A.M. and will be dismissed at 3:00 P.M. Half-day kindergarten begins at 8:30 A.M. and will be dismissed at 11:45 A.M. Full-day kindergarten class will begin at 8:30 A.M. and be dismissed at 3:00 P.M.

Students are not to arrive at school prior to 8:15 A.M. unless special permission is granted by the principal. Students who arrive prior to 8:15 A.M. must check into the before school care program.

Students in grades 1-8 should be picked up promptly at 3:00 P.M. Half-day Kindergarten students will be dismissed at 11:45 A.M. and should be promptly picked up at that time.

Any student who is not picked up within 10 minutes of dismissal time will be checked into the after school care program. **Fees for late pick-up are to be paid to the after school care program upon receipt of the child. All students attending before or after school care will be charged a flat fee of \$5.00 per hour. Fees are assessed in thirty-minute increments. All attendees of our before and after school care program must pay weekly upon receipt of invoice.**

All students (K-8) MUST ENTER AND EXIT THE BUILDING BY THEMSELVES at the north door entrance by the gym.

Students at dismissal time will be brought outside on the north parking lot by the teacher. **We request parents of children in kindergarten-4th grade to come to the teacher to receive your child. Teachers are not permitted to dismiss students in K-4 grades unless the parents come to the teacher to receive the child.**

In order to protect your child, we ask all parents who drive cars to school to deliver or pick up children to adhere to the following:

1. All cars are to enter from Ridgeland or may enter between Walgreen's and St. Mary's Church from 127th Street. Proceed to the north door by the gym. Stop next to the sidewalk

- have your child exit from the **passenger side of the vehicle**. The child is to go directly into the building and proceed to his classroom.
2. If you need to come into the building, please dismiss your child according to the proper procedure and then park on the north side of the building and enter through the north doors. Students arriving after 9:00 must go to the Academy office to sign in.
 3. For all dismissals the students will be brought outside by the teachers. **PLEASE PARK IN DESIGNATED PARKING SPACES ON THE NORTH SIDE OF THE BUILDING AND ALL PARENTS OF STUDENTS IN GRADES K-4 MUST COME TO THE SIDEWALK TO GET YOUR CHILD FROM THE TEACHER.** If other parties transport your child, it is your responsibility to inform them of the procedures.
 5. **Students are not to re-enter the building after being dismissed.** If a situation exists in which the student feels it necessary to re-enter the building, he must ask permission from the teacher and **must be accompanied into the building by the teacher.**
 6. Detention pick-up is to follow the same parking guidelines.

CHAPEL

Our regular weekly chapel services are designed in conjunction with our daily Bible lessons to be an integral part of the spiritual training of our students. Chapel will be held each Tuesday from 8:40 - 9:30 A.M. in the gym. **PARENTS AND FRIENDS ARE ALWAYS WELCOME TO ATTEND CHAPEL.** Area ministers of various denominations are invited to share with our students in our chapel services. Individual students are extended the opportunity to minister through song or instrumental music. Each week a different class ministers in the chapel service through scripture quotations and/or singing.

We request that no food or drinks (coffee, water bottles, etc.) be brought into the gym during chapel services. Also, please help us to maintain an atmosphere of worship by turning off all cell phones and pagers.

Each fall and possibly spring LCA will host a special weeklong series of chapel services. These weeks designated "Spiritual Emphasis Week," are designed with the purpose of giving all of our students the opportunity to commit themselves more fully to the service of the Lord.

SCHOOL COLORS
Maroon & Gold

MASCOT
Boys: Lancers
Girls: Lady Lancers

UNIFORM GUIDELINES

The students at Landmark Christian Academy are to wear uniforms according to the following guidelines:

Girls - Kindergarten through Fourth

Blue plaid jumper
White short sleeved pointed collar blouse
Blue or Maroon cardigan crew neck sweater (optional)
Knee socks - Maroon or Blue
Dress shoes only (No slip-ons K-6, if available Velcro straps are preferred. No boots or boot type shoes are permitted)
Pearl button tie
Students must bring sneakers for recess and P.E.
Jumpers must be worn knee length or longer

Girls - Fifth through Eighth

Blue plaid skirt
White short sleeved oxford blouse
Blue or Maroon V-neck pullover sweater vest (not optional)
***(mandatory November through February or in lieu of the lighter vest all year)**
No button hip long vest *
***(optional August-October & March-May)**
Blue or Maroon cardigan crew neck sweater (optional)
Knee socks - Blue or Maroon
Dress shoes only (No slip-ons K-6, if available Velcro straps are preferred. No boots or boot type shoes are permitted)
Pre-tied tie
Students must bring sneakers for recess and P.E.
Skirts must be worn knee length or longer

Boys - Kindergarten - Eighth

Blue or Maroon short sleeve knit uniform shirts (monogrammed only)
Flat front or pleated front blue or khaki uniform pants
(Shirts and pants may be worn in any combination except blue with blue.)
Belt-Appropriate color (black, brown or blue)
Blue or khaki socks – **Khaki socks are only to be worn with khaki pants. Blue socks may be worn with either. (No ankle socks are permitted)**
Blue or Maroon cardigan v-neck sweater with pockets (optional)
Dress shoes only (No slip-ons K-6, if available Velcro straps are preferred. No boots or boot type shoes are permitted)

Students must bring gym shoes for recess and P.E.

PLEASE WRITE STUDENT'S NAME ON ALL ARTICLES OF CLOTHING AND OTHER POSSESSIONS.

Please note:

1. Slacks (for girls) may be worn under the school uniform to and from school from November through March; however, slacks are not to be worn during the school day.
2. Knee socks are to be worn at all times for girls K-8. Boys are to wear blue or khaki socks only.
3. Girls may wear shorts under their uniform for the sake of modesty.
4. Boys must wear belts at all times during school.
5. We request that students adhere to these uniform guidelines as presented.
6. If undergarments are worn they must be white.
7. Girls shoes should not have open toe or heel.
8. K - 6 shoes must be tie or buckle. Buckles must hold the shoe on the foot and not be decoration only. If available, Velcro straps are permitted. No types of boots are to be worn in the classroom. Dress shoes only.
9. All students in grades 5-8 are to wear the Landmark Christian Academy t-shirt and sweat pants for P.E. classes and athletic practices. Both items are available for purchase from the Academy office.

Students will be penalized for uniform infractions. If a legitimate problem exists, please send a written note to the teacher explaining the reason for the infraction. (Not being able to find an item is not considered a legitimate reason.)

Please note - all uniforms worn by Landmark Christian Academy students must be purchased from Schoolbelles.

Students should maintain an appearance that is neat. Shoes and uniforms must not be ragged etc.

DRESS

According to Philippians 4:5, I Timothy 2:9 and I Peter 3:3-5, the key to outward adornment is modesty. Appropriate attire does not draw attention to the individual nor does it stimulate physical desires in those of the opposite sex. True beauty is an inner beauty of the spirit that only Christ can give. Please observe the following criteria in relation to styles of dress:

1. Boys' hair shall be cut in a neat, moderate manner, which is off the ears and collar. (No spikes, shaves, beads or exotic haircuts of any kind should be worn by any student).
2. **Student hair is not to be dyed or highlighted and hair extensions are not to be worn.**

3. The adherence to every fad, while not necessarily sinful, is not always in the best interest of the student in the school.
4. Any allusions in styles or possessions to the rock culture or rock music is totally inappropriate.
5. Girls may wear appropriate, modest jewelry with the understanding that if it becomes a distraction, the student will not be permitted to wear it. Excessively gaudy jewelry is inappropriate. (Boys are not to wear jewelry.) Girls may wear one ring per hand and one earring per ear (in ear lobe only). The rings are not to be worn on thumb or index finger. Likewise, one bracelet may be worn and one necklace.
6. Tattoos or body piercing are inappropriate for any student of LCA. Students who violate this will not be permitted to attend class.
7. Students are not to wear or bring baseball style caps to school. **Any item relating to dress forbidden by school policy, if brought to school, will be confiscated and can be redeemed (by parents only) within a 3-day period for a \$10 fee. Items not redeemed within 3 days will become property of LCA.**
8. The administration of LCA reserves the right to make decisions regarding the appropriateness of styles of dress or articles of clothing.
9. Students are not to wear make up of any kind, including fingernail polish to school. Also, students are not to wear artificial nails etc. The first offense will result in the student missing recess for the day and the second offense and each subsequent offense will result in a detention. Students who wear make up will be sent to the office to remove the make up.

LICE POLICY

Should your child become infested with lice, please note the following:

1. The child will be removed from the classroom and parental contact made.
2. The child may return to school the following school day if proof of treatment is given. A box label from the medicated shampoo or a note from the family doctor will be adequate proof.
3. Upon return, the parent must accompany the child to the office and remain with the child until a lice check has been made by school personnel. **ALL** nits must be removed from the child's hair in order for the child to return to class.

FORGOTTEN ARTICLES

Any homework assignments brought to school after the start of classes at 8:30 A.M. will not receive credit.

T.R.I.P.

Tuition Reimbursement Incentive Program is an excellent way to help defray tuition costs. Your participation in this program can earn you partial or full tuition depending upon aggressiveness and diligence in participation. By purchasing certificates for food, gas and other items at over 100 participating merchants you can earn tuition credit. Your tuition account will be credited in December and May. Tuition credit may be earned for future students; however, no refund will be given if the child does not attend the Academy.

TARDINESS

Punctuality, while not equated with Godliness, is nevertheless a very positive character trait to instill within students. Students arriving tardy disrupt the class by their late entry and cause the teacher to do extra record keeping by having to add to the lunch list and remove the student's name from absentee list, etc. While there occasionally is a valid reason for arriving tardy, most tardiness can be eliminated. Students who are tardy three (3) times per quarter will serve a one-hour after-school detention on the third tardy and each subsequent tardy. **Tardiness is not evaluated in terms of excused or unexcused.** At the discretion of the principal tardies may be excused in cases of severe weather.

WITHDRAWAL PROCEDURE

If for any reason a child withdraws from Landmark Christian Academy during the school year, please come to the school office and fill out an appropriate withdrawal form. Tuition will be terminated upon receipt of the appropriately signed form. **IF A CHILD ATTENDS ANY PART OF THE MONTH, TUITION IS DUE FOR THE ENTIRE MONTH.** Please note that unused tests and quizzes will not be given to the students upon withdrawal.

VISITORS

Any visitors to the school should check in at the school office located in upper level behind gym.

ATHLETIC PARTICIPATION

While enrolled at LCA students are encouraged to participate in our interscholastic athletic program that includes boys' basketball and volleyball (3-8) and girls' volleyball and basketball (4-8). Students who sign up for the teams will automatically be on the team assuming grades are kept up and behavior is commensurate with expectation. A \$50.00 fee will be assessed to each player per sport. **All students who participate in athletics must have a physical examination prior to participating in games or practice.** All players must sign the loyalty code and all parents must sign the parent commitment form in order for players to be eligible.

STUDENT CODE OF CONDUCT

More important than academic excellence is spiritual maturity. An essential ingredient in spiritual maturity is obedience to those who have rule over you. Children who have difficulty surrendering their wills to those in authority will have greater difficulty surrendering their wills to God.

Those who learn obedience will cultivate an inner self-discipline that is essential to the emotional, physical, social, and spiritual well being of the student. **We feel that Christians should endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being.**

We request that students at Landmark Christian Academy adhere to the following Code of Conduct:

1. Student's conduct shall be commensurate with Christian principles and values and shall be consistent whether at school, at home, or at church. Student's conduct regarding Internet usage not only reflects on a personal level but is also a reflection on LCA. We request that the content, profiles, pictures and correspondence on student's personal sites should be commensurate with Christian principles, values, and standards.
2. Students shall conduct themselves in an orderly and respectful manner. Students shall exhibit courteous behavior toward teachers and other students.
3. Students shall refrain from using profane language or other abusive and critical types of language such as name-calling.
4. Students shall display open and honest behavior in all areas of academic work. Cheating in any manner will not be tolerated.
5. Students shall not use or possess tobacco, alcoholic beverages, or drugs at any time. Any student possessing or using any of these shall be subject to expulsion.
6. Since criticism is one of the most destructive forces in existence, students shall avoid actions and attitudes that are critical of Landmark Christian Academy.
7. Those students while being bused to and from school activities shall conduct themselves in a manner that reflects positively toward our school. Students are to face the front of the bus and talk only to students in their seat.
8. Students who destroy or deface school property shall be required to make full financial restitution. (A minimum fee of \$10 will be assessed for each incident of defacing.)
9. Students are not to bring tapes, CD's, trading cards, cell phones, pagers, I-pods, etc. to school! All inappropriate items will be confiscated and can be redeemed by **parents only** for a \$10 fee within three days. (Please note that this list is only representative and does not include all inappropriate items.) **Items not redeemed within 3 days will become property of LCA.**
10. Students shall display Christian standards and modesty by their style of dress.
11. Students who are found to be out of harmony with the standards of Landmark Christian Academy may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

DISCIPLINE

The philosophy with which a school views a child determines the disciplinarian approach observed. According to Hebrews 12:6, "For whom the Lord loveth he correcteth; even as a father the son in whom he delighteth." The proper motive for discipline is love. A good disciplinarian, whether he be a teacher or parent, always has an end goal for any discipline. The goal is well defined in Hebrews 12:11, "Now no chastening for the present seemeth to be joyous, but grievous; nevertheless,

afterward it yields the peaceable fruit of righteousness unto them which are exercised thereby." All discipline must move toward the ultimate goal, which is the molding of a Christ-like character.

The Bible indicates that all have sinned; therefore, we must be aware of the Adamic nature in each student. The teacher in a Christian school must learn to separate the child from the deed. A primary goal is to teach the student to respond to the authority of God by teaching him to respond to the authority of parents and teachers. The disciplinarian needs to be firm, fair, friendly, and above all consistent. Imposed external discipline is designed to foster self-discipline.

Proper discipline does not stifle creativity and self-expression. On the contrary, properly imposed discipline will build the kind of character that is pleasing to the Lord. Students find security in consistency and boundaries and perform more efficiently in a structured environment. God is an orderly God, and a classroom that is orderly and quiet reflects the nature of God.

The assessing of penalties to remediate inappropriate behavior must primarily be left to the discretion of the teacher/principal. Discipline must always be directed not merely toward eliminating inappropriate behavior but toward the establishing and promoting of acceptable behavior. The following methods of discipline are employed at Landmark Christian Academy.

1. Verbal Correction - Students who sincerely love and respect the teacher do not want to disappoint that teacher. Many students respond positively to a mere show of teacher displeasure expressed either verbally or facially.
2. Elimination of Privileges - Students who misbehave may lose the privilege of participating in scheduled activities.
3. Parental Contact – Many times parental discipline is more effective than classroom discipline. There will be occasions when parents will be asked to assist in the correction of a problem.
4. Extra but Profitable Work - When appropriate, a student may be assigned extra work such as writing a theme relating to a specific area. The purpose of this type of discipline is to expose students to proper attitudes, standards, and values through reading or writing about these topics.
5. Isolation - By nature, humans are very gregarious; therefore, it is sometimes effective for a student who cannot behave properly in a group to be isolated from that group. Isolation may be in the room (standing in the corner) or removal from room and placed in an appropriate setting (principal's office or another classroom). Students who are out of the classroom for any disciplinary reason will not be permitted to make up classroom quizzes or tests.
6. Visit to Principal's Office - Many times just the warning of a trip to the principal's office serves as a very effective deterrent to improper behavior. At other times the students are sent to the principal for conference or further disciplinary measures.
7. Suspension - For more serious offenses or repeated violations of minor offenses, a student may receive a suspension from school. A suspension, depending upon the severity of the offense, may be one, three, five, or ten days. At the discretion of the teacher, a student who is suspended may be required to make up work; however, no credit will be given for this work. (A suspension is only as effective as the parents' degree of cooperation with the

school.) Any physical fighting, whether real or play will result in a one-day out-of-school suspension.

8. Expulsion – The book of Proverbs says, “Cast out a scorner and the contention shall cease.” (Proverbs 22:10) Students who exhibit chronic behavioral problems, deliberately cause dissension within the school, or are out of harmony with the values and standards of our school may be expelled from school.

For discipline to be effective there must be parental support. Discipline at school that is undermined in the home is rendered ineffective.

OFF CAMPUS ACTIVITIES

1. On all trips away from the Landmark Christian Academy campus, students will be supervised at all times and utmost care given to insure their safety and welfare.
2. Disciplinary action deemed necessary, as a result of rule infraction during a field trip, shall be administered in a prudent manner.
3. Policies regarding dress codes and field trip requirements shall be clearly communicated to parents and compliance required. Inquiries concerning the appropriateness of the attire shall be addressed prior to the function.

EIGHTH GRADE GRADUATION

In order to participate in the graduation exercises at Landmark Christian Academy all students must adhere to the following:

1. All fees must be paid prior to graduation.
2. Students must be in good academic standing in order to receive a diploma from Landmark Christian Academy and participate in graduation exercises. The following criteria must be met:
 - A. Students must attend graduation exercises.
 - B. Students must have all fees paid prior to graduation.
 - C. Students must serve all detentions.
 - D. Students must attend class trip.
3. In order to be promoted out of eighth grade students must comply with the following:
 - A. Students cannot miss more than 25 days of classes during the eighth grade year.
 - B. Students must be in good academic standing as evidenced by grades, achievement test scores, and teacher evaluation. If a student fails more than one class he will automatically be retained in eighth grade. Students who fail one class must complete either a summer school course or a prescribed course of study agreed upon by the Academy and parents.
 - C. For eighth grade graduation, attire must be submitted for approval prior to event. Students who do not comply with dress requirements at graduation will not receive a diploma from Landmark Christian Academy.

PARENTS IN CLASSROOM

Please understand our position on parents in the classroom. We are frequently misunderstood about this issue and desire to communicate accurately to you our reasoning. While students are in the classroom the teacher must be free to devote full attention to supervision and instruction. If a teacher is detained on the outside of the classroom door then he cannot properly supervise those under his care. We desire and need parental support and cooperation. We are simply requesting that all conferences with the teacher be scheduled at appropriate times when the teacher is not under obligation. **Please do not come to the classroom in the morning to talk to the teacher.**

SICKNESS / CONTAGIOUS DISEASE

Regular attendance at school is extremely important; however, the health of one child or of an entire class should never be jeopardized by sending a child who is sick to school. If a child is legitimately sick, he should be allowed to remain at home and receive proper medical attention. Should your child contract a contagious illness (chicken pox, mumps, strep throat, etc.) please consult your family physician concerning the return of your child to school. Please do not allow your child to return to the classroom until all danger of being contagious is past. The Board of Landmark Christian Academy reserves the right to deny admission to or to dismiss students with communicable diseases.

In order for homework to be sent home when a child is ill, the request must be made to the Academy office prior to 9:30 A.M.

GRADES

All students receive letter grades according to the following scale:

A+ = 100	A = 99-95	A- = 94-92
B+ = 91-89	B = 88-86	B- = 85-84
C+ = 83-81	C = 80-78	C- = 77-75
D+ = 74-72	D = 71-70	D- = 69-68
F below 68		

Grade cards will be issued each quarter (nine-week period). Grade cards are to be signed and returned to the classroom teacher as quickly as possible. If a question arises concerning your child's grade, please contact the teacher as quickly as is feasible after the issuance of cards.

Progress reports will be sent home at the middle of each nine-week period. Your child's academic progress and behavioral conduct will be evaluated. In order for these reports to be effective, the communication must be two-way. After receiving and carefully evaluating the progress reports, if there exists a discrepancy between the level of your child's performance and the expectations which you have for your child, please contact the teacher in order to discuss your child's progress. In a two-parent family both parents should sign the progress reports.

HOMEWORK

Homework at Landmark Christian Academy is not optional. Homework is a vital part of school. Not only does homework reinforce the concepts learned in the classroom and give extra practice on skills to firmly entrench them into the child's cognitive areas, but it also assists the child in developing self-discipline and in establishing a sense of proper priorities. **It is the child's responsibility to write down homework assignments correctly as they are given in class.** Homework must then be turned in on time. Homework will represent 25% of the student's grade. The student's homework grade per quarter will go down one letter grade until no homework credit is remaining.

The following schedule **should represent the maximum** amount of daily homework for your child. If your child is spending an inordinate amount of time on homework, please contact the classroom teacher immediately to discuss your child's progress.

1st Grade	15-20 minutes
2nd Grade	15-20 minutes
3rd Grade	20-25 minutes
4th Grade	30-40 minutes
5th Grade	30-45 minutes
6th Grade	30-45 minutes
7th Grade	30-60 minutes
8th Grade	30-60 minutes

In order for homework to be sent home when a child is ill, please call the LCA office prior to 9:30 A.M.

REQUIRED LEARNING

Although ideally students are going to love learning for the sake of learning, reality tells us the majority of human beings gravitate toward the lazy side. It is our duty as teachers to make sure that learning occurs. There are many types of learning activities that must correlate with required learning. Example: Bible verses; multiplication tables, documents, state and capitals, book reports etc. Materials that are designated to be learned must be learned through testing or quizzing. Materials that are essential for student advancement such as multiplication tables must be re-taken until they are learned. When these are not learned on time, quiz or test grades are to be lowered each time the test is re-taken. Appropriate penalties may be imposed (writing or no recess, etc.) to enhance the learning process.

First day - No homework mark/grade reduction

Second day - Parental notification/no homework mark/grade reduction

Third day - Notify principal/no homework mark/grade reduction

PROMOTION/RETENTION

Promotion to the ensuing grade is primarily contingent upon the following four factors:

1. The student's academic performance in the classroom as measured by grades. If a student receives an F in two subjects he will automatically be retained.
2. The student's school ability index as indicated by standardized achievement and ability tests.
3. The student's ability to function in the next higher grade level as perceived by the classroom teacher in relation to emotional, psychological, and physiological make-up of the child.
4. Upon agreed arrangement between parent and Academy administrator, summer school classes may be offered to students. If student receives passing grade, he will be promoted to next grade level.
5. In order to be promoted, a child cannot miss more than 25 days per school year. The administrator and Academy Board will evaluate special cases that arise due to long-term illness.

When it is perceived by the classroom teacher that a child is experiencing difficulty and that a possibility of retention exists, the parents will be immediately notified and steps will be taken to remediate the problem. If the child still shows a deficiency in academic skills which would prohibit his functioning in the next grade then the child may be retained. A child will not be retained without parental consultation; however, **the final decision rests with the school administration.**

Upon agree arrangement between parent and Academy administrator, summer school classes may be offered to students. If student receives passing grade, he will be promoted to the next grade level.

GUM CHEWING

In addition to being disrespectful, chewing gum creates a litter problem and always leads to the defacing and destruction of property. Maintenance personnel must spend an inordinate amount of time removing gum from furnishings and floors; therefore, **we request that students not chew or possess gum or candy on school premises.** Possessing chewing gum or candy will automatically incur a detention.

LUNCHES

All students at Landmark Christian Academy are to bring a lunch to school each day. Students are not to bring pop, candy, or other items that contribute to hyperactivity. Each Friday is a special hot lunch day. Lunch order forms will be given to students on Monday and must be returned with payment by Thursday morning.

DRESS DOWN DAY

Each Friday will be designated as Dress Down Day. Participating students may wear slacks, jeans, shirts, gym shoes (no boots), sweat shirts, etc. Clothing must not have holes or tears, should not have any inappropriate pictures or wording, and must reflect Landmark's standards of modesty. Shorts, sweat pants, and hats are not allowed. Any skirts worn must meet the same standard as the uniform skirts – knee length or longer. Blouses must have appropriate neckline and all jeans must be loose fitting. All students who wish to participate will pay a \$1.00 fee on the preceding Thursday. Students who violate these guidelines will not be permitted to participate in Dress Down Day for the rest of the month. A second violation will forfeit the privilege for the remainder of the school year.

LANDMARK CHRISTIAN ACADEMY 2015/16 TENTATIVE CALENDAR

Friday, August 12	Grades K-8 Orientation (11:00-12:00 p.m.)
Monday, August 15	First Day of Classes
Monday, August 22	Parent/Teacher Orientation Meeting (6:30 p.m.)
Monday, September 5	Labor Day (No Classes)
Wednesday, October 12	Picture Day
Thursday, October 13 - Friday, October 14	ACSI Teacher Convention (No Classes)
Monday, October 17	First Quarter Ends
Monday, October 24	Parent/Teacher Conferences Classes dismiss at 12:00 p.m.
Wednesday, November 23	Thanksgiving Celebration Classes dismiss at 12:00 p.m.
Thursday, November 24 - Friday, November 25	Thanksgiving Celebrations (No Classes)
Tuesday, December 20	First Semester Ends
Tuesday, December 21	Christmas Celebration Classes dismiss at 12:00 P.M.
Wednesday, December 22- Friday, January 1	Christmas Celebration (No Classes)
Monday, January 2	Classes Resume
Monday, January 16	Martin Luther King Day (No Classes)
Monday, February 13	President's Day (No Classes)
Monday, March 7	Third Quarter Ends
Friday, March 17	Grandparent's Day Classes dismiss at 12:00 p.m.
Friday, April 14 - Friday, April 21	Easter Break (No Classes)
Monday, April 24	Classes Resume
Monday, May 15	Kindergarten Graduation (10:00 a.m.)
Tuesday, May 16	Last Day of Classes
Tuesday, May 16	Eighth Grade Graduation (7:00 p.m.)

INDEX

ACSI	9
ADMISSION POLICY	9
ARRIVAL/DISMISSAL/PARKING	11
ATHLETICS	16
ATTENDANCE	10
CALENDAR	24
CHAPEL	12
CHECK-OUT PROCEDURE	9
CLASSROOM LIBRARY	8
CLASSROOM PARTIES	7
CODE OF CONDUCT	17
CURRICULUM	10
DESTRUCTION OF SCHOOL PROPERTY	8
DETENTIONS	8
DISCIPLINE	17
DRESS	14
DRESS DOWN DAY	23
EIGHTH GRADE GRADUATION	19
FORGOTTEN ARTICLES	15
FUND RAISING	6
GIFTS	6
GRADES	20
GUM CHEWING	22
HOMEWORK	20
LICE POLICY	15
LUNCHESES	22
MATTHEW 18 PRINCIPLE	5
MEDICATION	7
MISSION STATEMENT	2
NOTE WRITING	6
OBJECTIVES	4
OFF CAMPUS ACTIVITIES	19
PARENT/TEACHER CONFERENCES	7
PARENTS IN CLASSROOM	20
PARTIES	7
PHILOSOPHY OF EDUCATION	2
PROMOTION/RETENTION	22
REQUIRED LEARNING	21
SCHOOL CANCELLATION	10
SCHOOL NOTES	8
SCHOOL PHONE	10
SICKNESS/CONTAGIOUS DISEASE	20
STANDARDIZED TESTING	6
SUPPLIES	6
TARDINESS	16
T.R.I.P	16
TUITION PAYMENTS	7
UNIFORMS	13
VISITORS	16
WELCOME	1
WITHDRAWAL PROCEDURE	16