



School Handbook

2025-2026

Quality Christian Education since 1966

Rev. James D. Sumpter, Pastor & President
John Tignor, Principal

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Welcome to Landmark Christian School!

Dear Parent,

On behalf of Landmark Baptist Church, I want to thank you for considering our school ministry as part of your child's education. As a ministry of a local church, we desire to assist you in your God-given call to teach your children. We desire to offer excellence in education while providing a Christian environment that will help forge a Bible-based worldview. Our highest accountability is to our Savior, Jesus Christ. Each subject we teach comes from a Biblical perspective. This has been our desire since 1966.

As you read this handbook, I hope you will understand our philosophy, purpose, and procedures that are intended to help your child and family. We have found that our students experience their greatest success when the home and the Christian school are of like faith, mind, and practice. If this is the case, we become an extension of your home, and the student will have a wonderful and productive educational experience.

Landmark Christian School is not for everyone; however, if you are seeking a quality Christian education for your family, we feel that the ministries of Landmark Baptist Church have exactly what you are seeking.

I would also like for you to understand that Christian education comes with a great cost. The members of Landmark Baptist Church believe in our program. Each year our church contributes greatly to the funding of the school to keep tuition affordable for as many families as possible.

No pastor, principal, or teacher can rightly tell a parent, "If you will enroll your children here, we guarantee they will become..." The dedicated Christian home is the tool God most desires to use in building young lives. Although we cannot guarantee a result, we can guarantee what will go into the education your child receives here. We want to assist in building the students for the glory of God.

I encourage you to prayerfully consider enrolling your child at Landmark Christian School. It would be our honor to serve your family.

Sincerely,



Pastor James Sumpter
Landmark Baptist Church

*Landmark Christian School:
An investment in your child's future!*

HISTORY OF LANDMARK CHRISTIAN SCHOOL

In 1964, the Landmark Baptist Church was formed under the direction of Pastor Ellis Sharp. The first meeting place was a building where the Mechanicsville Post Office now stands. The name “Landmark” was chosen because both church locations have been on historic landmarks. In 1965, we relocated to our present location, where our property has been through several different building stages.

The church started Landmark Christian School with a kindergarten in 1966. In 1970, the school began a first-grade class and added a grade level each following year. The high school was founded in 1977 by Dr. Jim Sumpter and his wife Charlotte. Landmark graduated its first high school class in 1981. Landmark has seen hundreds of alumni graduate throughout the decades, and we are grateful for their continued influences in their families and communities around the country and the world.

In 2006, Dr. and Mrs. Sumpter retired, and Rev. Don Sumpter became the senior pastor at Landmark. He served as pastor and president of the school until he passed away in September of 2019. We are grateful for his influence and leadership. In February 2020, Landmark Baptist Church called James Sumpter as senior pastor. James has been part of our staff since 2009 and has served in several positions in our school.

It is the continued burden of Landmark Baptist Church to provide quality education with a Bible basis to the children of LBC and the community. It has remained a place that not only provides opportunities for a strong education, but a haven for young people as they grow and mature in their spiritual lives. We seek to help students set the highest goals for their lives mentally, physically, and spiritually. We anchor all that we do in the Bible; any successes we have come from God’s blessing.

THE PURPOSE OF LANDMARK CHRISTIAN SCHOOL

We believe that children belong to God. Psalm 127:3 says, “Lo, children are an heritage of the LORD: and the fruit of the womb is his reward.” He gives His children to parents as an inheritance and reward. One of the most basic and fundamental biblical responsibilities given to parents involves rearing and educating their children. Please take note of that biblical mandate in the following verses: Ephesians 6:4, “And, ye fathers, provoke not your children to wrath: but bring them up in the nurture (loving discipline) and admonition (instruction, education) of the Lord.” Proverbs 22:6, “Train up a child in the way he should go: and when he is old, he will not depart from it,” emphasizing that this responsibility is given to both parents equally.

Parents must never disregard or surrender their responsibilities. However, parents may authorize someone else to help with the tasks of rearing and educating their child. The home, the church, and the Christian school are held equally responsible by God for these tasks, and the same standards apply to each of these institutions. That standard is found in the Word of God. This then is our God-given purpose: to help guide children to maturity in the Lord Jesus Christ, to think, to act, and to respond as Jesus would. Philippians 2:5, “Let this mind be in you, which was also in Christ Jesus.” Parents must take heed of God’s commands regarding the education of their children: “Cease, my son, to hear the instruction that causeth to err from the words of knowledge” (Proverbs 19:27), and “Thus saith the LORD, Learn not the way of the heathen” (Jeremiah 10:2).

A Christian education is the best way for the Christian parent, who is responsible for his child’s education, to obey the Scriptures, i.e., every subject being taught according to the principles of and within the framework of the Word of God. “The fear of the LORD is the beginning of knowledge: but fools despise wisdom and instruction” (Proverbs 1:7). Landmark Baptist Church has built Landmark Christian School on the philosophy that the Christian school is an integral part of the local church and an extension of the home. Landmark Christian School is one of many ministries of Landmark Baptist Church. Our goal is to give the best possible education in a Christian environment. This means our major priority is to maintain a spiritual emphasis that is scripturally and doctrinally sound in all that we do. Therefore, all of the faculty and staff must strive together to possess and preserve a sweet spirit of unity and a unity of purpose.

Our Senior Pastor and our Youth Pastor work to ensure that we never lose our spiritual emphasis. They remind the school faculty that we are working for the Lord and not for men, and that our work is an eternal work.

The Bible is the only absolute rule for faith and practice. It must be the sole guiding influence on the faculty, curriculum, social practices, and discipline. Each faculty member must agree with our Statement of Faith and be a Spirit-filled follower of Christ, representing God to the student. The Bible corrects textbooks, not the other way around. Subject and course content (curriculum) are selected based on how they contribute toward the goal of Christian service. Education is the means to an end, not an end in itself.

The principal influences the spirituality of the school through prayer meetings and by sharing Scriptural principles with the faculty and students.

Teachers influence a spiritual atmosphere by having prayer before class begins. They let students know God is present and watches all that we do. As they supervise activities, they ensure that the activities always have a spiritual emphasis. The Christian teacher exercises authority over the student to serve the student in his quest for Christ-likeness.

The textbooks and the curriculum influence the spiritual atmosphere of the school. The administration encourages teachers to think scripturally in their academic areas. They should be able to define their subjects in the most rudimentary language. They should know the Bible source and origin for that subject. Likewise, they should know the scriptural end and purpose for their discipline, whether it is music, language, math, or geography. Teachers are to know the vocabulary of their subjects in order to recognize the scriptural references and illustrations.

The students influence the spiritual atmosphere of our school. We believe a "Christian School" must be made up of predominantly born-again students who willingly cooperate academically and spiritually. Students not only need to absorb spiritual truth, but must be given an outlet for service as well.

We believe that striving for "spiritual excellence" first within ourselves as teachers, and secondarily in the students that we teach, will ultimately produce academic and social excellence, and reproduce a generation of Christians who want to live a holy life before God and win others to Christ. We want all of our students to be led to a personal acceptance of Christ as their Savior. We encourage our students to be interested and consistent in their devotional life. We want each student to grow spiritually and become a well-balanced, Christ-like person. We want students to know and love God's Word and test all knowledge in light of the Bible. We want students to respond according to Biblical principles and not according to "feelings" or modern-day philosophies of the world. We want to encourage our students to be loyal to Christ in all things and at all times. We should be praying for our students to yield their bodies as instruments for God's use. We will encourage all of our graduates to further their education at fundamental Christian colleges and universities.

THE PHILOSOPHY OF LANDMARK CHRISTIAN SCHOOL

The philosophy of Landmark Christian School is taken from Proverbs 1:7: "The fear of the Lord is the beginning of knowledge." Landmark Christian School believes that for a student to be truly educated, he must not only know God's purpose for his own life, but also God's plan for the ages. Landmark Christian School is founded upon the authority of the Word of God and emphasizes the fundamentals of the Christian Faith. The Bible is the center of this school's curriculum and the King James Version is used exclusively. Landmark Christian School is a ministry of Landmark Baptist Church and holds to its faith and practice, according to God's Word, in all facets of its particular ministry.

Landmark Christian School believes the highest goal in discipline is self-discipline. It further holds that this self-discipline has to be taught in precepts and in practice. It is the purpose of the school to train young people in the nurture (discipline) and admonition (instruction) of the Lord; thus it is imperative that Christian teaching be presented in a Christian environment.

Our curriculum is focused upon the Lord Jesus Christ because Colossians 2:3 states that in Christ "are hid all the treasures of wisdom and knowledge." Landmark Christian School, a ministry of Landmark Baptist Church, is dedicated to providing quality education in a Christian atmosphere.

Parents are responsible for their children under God. Teachers and administrators are co-workers with the parents. The home, church, and school must work together for a superior education. The pupil, teacher, and parent should communicate in a spirit of unity to see that goal become a reality.

STATEMENT OF FAITH

Landmark Baptist Church and Landmark Christian School

1. We believe the whole Bible, from Genesis 1:1 to Revelation 22:21, to be the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the virgin, and is the Son of God, and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, "the just for the unjust, that He might bring us to God."
4. We believe that He arose from the grave the third day according to the Scriptures.
5. We believe that He only is the great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
6. We believe that Christ will come again, in person, bodily, visibly, to establish His kingdom on the earth.
7. We believe that in order to be saved, the soul must be born again: "Ye must be born again." John 3:7
8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial, and resurrection.
9. We believe that the church is a body of baptized believers whose only mission is not to "reform the world" but to preach and teach the Gospel of salvation to the individual soul.

STATEMENT OF POLICY PROCEDURES

Landmark Christian School is an extension of the ministry of Landmark Baptist Church. Therefore, Landmark Baptist Church reserves the privilege of setting and maintaining Landmark Christian School's own standards for conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements. The school maintains the right to suspend or dismiss any student who violates the standards set down in this handbook and in the high school handbook for grades six through twelve, or other rules and regulations established by the administration of the school. Landmark Christian School reserves the privilege of amending, changing, deleting, or adding to the rules, regulations and policies as is necessary for maintaining order and for accomplishing the goals and objectives of the school.

In the following sections of this handbook, you will find an explanation of our school's policies, rules, discipline procedures, and programs. Please read and familiarize yourself with these as a parent and make sure that your child does the same.

ADMISSIONS/ENROLLMENT

NONDISCRIMINATORY POLICY:

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

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

Acceptance of an offer of admission as a student to Landmark Christian School gives the parents' permission to Landmark Christian School to use a student's photo or image in formal printing, social media, and in public settings and programs without liability or reimbursement.

ADMISSION FOR NEW STUDENTS TO LCS:

Thank you for your interest in Landmark Christian School. We are glad that you share our desire to provide a quality, Christian education for our children. It is our purpose and aim to give our youth the finest education possible in an atmosphere that fosters a desire to know and please the Lord.

The information contained in this handbook will cover, in general, the rules, regulations, and doctrinal beliefs of Landmark Baptist Church and Landmark Christian School. Please read the information carefully before completing the online application. If you have a question, please discuss it with the administration before registering your child.

Please note:

- New students coming from another school will be considered for enrollment only if they have a "C" average in each core subject (English, math, history, and science), a good attendance record, and a good record of conduct.
- The curriculum of Landmark Christian School is well-rounded and suitable for students who are average or above, and who are capable of working in a structured classroom setting on grade level. Pre-entrance testing is required.
- Landmark Christian School is not designed, equipped, or staffed to work with students who have unusual learning or behavior problems or certain physical disabilities.

If a student should become ill at school, the parents will be notified. Consequently, it is imperative that parents supply each application with an up-to-date emergency number in case the parents cannot be reached when needed. For the safety and well-being of each child, parents should notify the school office of any changes in phone numbers, employment, family situations, or other pertinent information.

Children who are enrolling in our four-year-old Kindergarten program must turn four by September 30 of that school year, and children who are enrolling in our five-year-old Kindergarten program must turn five by September 30 of that school year. Any student entering K-4 or K-5 must have had a physical within one year before enrolling in Landmark (Ref. Code of Virginia §22.1-270). Parents must submit the original copy of the "School Entrance Physical Examination and Immunization Certification," Form MCH-213G, or update, (no copies will be accepted) with proof of Physical and Immunization as follows:

MINIMUM IMMUNIZATIONS REQUIRED FOR ENTRY INTO SCHOOL BY THE STATE BOARD OF HEALTH

- ◆ 4 DTP, DTaP, or Tdap – minimum of 4 doses with at least one (1) dose of DTaP or DTP on or after the fourth birthday. A booster is required prior to entering seventh grade.
- ◆ 4 Polio Vaccine doses, as a minimum. One dose must be administered on or after the fourth birthday.
- ◆ Hib – two (2) to three (3) doses in infancy; one (1) booster between 12-15 months; one (1) dose between 15-60 months if unvaccinated.
- ◆ 2 Hepatitis A – first dose on or after 12 months; second dose at least 6 months later
- ◆ 3 Hep B doses – required for all children, and for students enrolling in sixth grade if unvaccinated.
- ◆ The following series is usually completed by 2 MMR vaccines:
 - ◆ 2 Measles – first dose on or after 12 months (365 days) of age; second dose prior to entering kindergarten.
 - ◆ 2 Mumps – on or after 12 months (365 days) of age.
 - ◆ 1 Rubella – on or after 12 months (365 days) of age.
- ◆ Varicella – one dose at age 12 months or older. A second dose must be administered prior to entering kindergarten.
- ◆ Pneumococcal (PVC) Vaccine – this vaccine is required **ONLY** for children less than 60 months of age. One to four doses, dependent on age at first dose.
- ◆ Rotavirus – 2-3 dose series completed by 8 months of age.
- ◆ Meningococcal Conjugate – 2-dose series. First dose at 11 years old with booster at 16 years.

Students transferring from another school must provide a copy of their last physical and immunization forms along with the application.

Before proceeding to enroll their children, new families are welcome to schedule a visit to the school and an interview with the principal to be certain the school's philosophy is understood.

STEP 1: Read the 2024-2025 Landmark Christian School Parent/Student Handbook.

STEP 2: Click the "Start an Application" link at <https://www.lcsrichmond.com/admissions>. You will create a login for your application so that it can be completed in stages, if needed. When the application is complete, you will be prompted to submit the application and pay the \$30 application fee. A credit card will be required for this one-time transaction. The following documents **MUST** be uploaded to the application:

1. An original of the child's official state issued birth certificate.
2. A copy of the student's grade card for the past two years for students entering grades 1-8. First graders will have only a grade card from kindergarten. Students entering grades 9-12 must submit a copy of the report cards for the past three years or a copy of their high school transcript showing three years of grades.

STEP 3: After the application has been processed, you will be notified of the date and time for the entrance test. All students K4-12th grade must pass the entrance test. **PLEASE NOTE: STUDENTS MUST ADHERE TO OUR SCHOOL'S DRESS CODE WHEN TAKING THE ENTRANCE TEST.** You will be informed of the test results and your child's acceptance, conditional acceptance, or non-acceptance to LCS within two business days.

STEP 4: When you choose to accept an offer of admission to LCS, you will receive an email with a link to complete the process. When the enrollment is complete, you will be prompted to submit the information. The registration fee will then be billed to your FACTS account (**Students are not officially enrolled or reservations held until the registration fee is received**). Additional documentation required includes the following:

1. A current medical form, completed by parent and physician, based on the section requirements. It must be a signed original of form MCH-213G or update. The form is available for download in the online application and on the admissions page at [lcsrichmond.com](https://www.lcsrichmond.com).
2. A transcript release form for any student who will be entering grades 1-12. You will be asked to supply the name, address, and contact information for requesting a transcript from your child's previous school. A student will not be permitted to attend classes at Landmark Christian School until the transcript has been received in the Admissions Office.
3. Court/Custody Documents – Families with a court-ordered custody agreement must submit a copy of the court order for the student's file. This information will be shared with the child's teacher and the school secretary, as each may have a part in your child's daily dismissal from school.
4. Athletic Participation Form (optional) – may be completed for any student in grades 6-12 who plans to participate in the sports teams at LCS. One portion of this form includes a parent permission and insurance information section. This form may also be printed and turned in later to the coach of the team.

STEP 5: When the registration fee is paid, the resource fees will be billed to your FACTS account that you set up during the enrollment process. For families that enroll later in the summer, this fee is due before the first day of school and may need to be paid by cash/check in the office.

You are asked to help with this program of education in our Christian school. This program is available to those who desire such a school and are willing to stand behind our policies and statement of faith. Being a Christian school, we are not immune to the attacks of criticism and the strife that are sometimes stirred up by those who are not in agreement with our policies and standards. Therefore, you should READ ALL MATERIALS and sign the application as acknowledgment of your agreement. If you cannot help support and practice these policies, you are encouraged to look for a school whose policies and programs you can support. Landmark Christian School is truly thankful for your cooperation and your prayers. Please pray for a great school year!

RE-ENROLLMENT FOR CURRENT STUDENTS:

Re-enrollment for current LCS students opens in February. Re-enrollment is not automatic. Current families are afforded the opportunity to enroll their children for a period of time prior to opening the enrollment to the public. It is recommended that parents take advantage of this opportunity, since LCS classes have a limited number of spaces available. The school cannot be responsible for parents who put off re-enrollment and then find that there is not an available space for their child. The school reserves the right to not offer re-enrollment to students who have had consistent academic or conduct issues, or to families who have not supported Landmark Christian School in its purpose or philosophy, or who have shown a lack of cooperation with the faculty or administration. Parents must not assume that any student will be automatically re-enrolled. Landmark Christian School is under no obligation whatsoever to re-enroll any student from year to year.

When re-enrollment opens, you will receive an email with a link to the Parent Portal enrollment page, where you will simply review and update the information we already have. You may also log in to the Parent Portal and use the link there. When the enrollment is complete, you will be prompted to submit the information and pay the \$30 enrollment fee. A credit card will be required for this one-time transaction. The registration fee will then be billed to your FACTS account, and will be due within 30 days. Resource fees will be billed based on their due date.

WITHDRAWAL PROCEDURES:

If for any reason, a parent finds it necessary to withdraw their child during the school year, the parent responsible for the account must send a written statement to the school office stating the reason for the withdrawal. Students being withdrawn should be prompt with withdrawal information. If the student is not attending classes at Landmark, zeroes will be recorded until an official withdrawal notice is received.

If the student attends any part of a given month, that month's tuition payment must be paid. A transcript of grades or medical forms will not be forwarded to another school until accounts are paid in full and all checks have cleared the bank. Official transcripts will only be transmitted from principal to principal.

FINANCIAL INFORMATION

Landmark Christian School endeavors to keep reasonable tuition rates for the benefit of those who are interested in Christian education. This school receives no federal assistance, neither is endowed nor supported by any organization other than Landmark Baptist Church.

Entry Fees: (No student may attend school without these fees being submitted.)

Enrollment/Application Fee	\$ 30 per student
Registration Fee (non-refundable and non-transferable):	\$300 per student
Workbook & Resource Fee (books/materials used by the student)	\$275 per student

Special Fees: (one-time fee for specific grade levels)

PSAT Fee (10th-11th grade only)	\$20
SAT Fee (12th grade only)	\$70
K5 Graduation Fee (cap & diploma)	\$15
High School Graduation Fee (cap & gown, diploma & cover)	\$60
Biology lab and equipment fee (10th grade)	\$75
Chemistry lab and equipment fee (11th grade)	\$50

Late Pick-up Fee:

\$ 8 per hour

Students must be picked up no later than 3:40 P.M. Students who are not picked up will be sent to after school care and charged accordingly.

TUITION:

Number of Children	Annual Tuition
Oldest Child	\$6,000
Second Child	\$5,000
Third or More	\$4,000 each

Tuition payments are managed by the FACTS Tuition Management system. This allows the school to accept EBT and credit card payments, as well as check or cash. The online application includes setup of your FACTS account. FACTS then automatically creates equal monthly charges for each family account so that tuition is paid in full by the end of the school year.

FACTS tuition accounts for re-enrolling families will be automatically rolled over into the next school year; parents may log in to edit payment methods or financial information. (See p. 27 for more information.)

The first tuition payment is non-refundable. The final payment must be made before the last day of the school year. Tuition is charged for the service of providing an academic year's education for your child. It should not be considered as "paying for a month of school." No financial adjustments are made for days absent or for school vacations.

Students who enroll during the school year, as well as part-time students (grades 6-12 only), will be charged a pro-rated tuition based on their enrollment type.

Tuition payments may be made in one of two ways:

Online Payments: Tuition can be paid online using the FACTS Tuition Management system. Financial information and authorization for automatic monthly payment of tuition fees can be entered in a family's FACTS account. Each month, FACTS will send out a reminder of an upcoming automatic payment.

Invoice Payments: All families not using the automatic payment feature will receive electronic invoices for payments, and have the option to pay online or at the school office. Invoices are sent 20 days before payment is due, and display a "Pay Now" option to initiate an online payment of the full amount due. Payments not made electronically through FACTS should be made by cash, check, or money order and mailed or delivered directly to the school office. The office cannot receive debit/credit card payments; those must be made online through FACTS.

NOTE: All families, whether paying in person or online, MUST have both an active email address and a FACTS Tuition account. Billing reminders are e-mailed when you have an automatic payment about to process, when a monthly payment is due, or when incidental charges have been placed on your account (e.g., after-care charges, resource fees). Therefore, each family must create a user login and account.

Financial Policies:

If your payment is late, there will be a \$10.00 late fee applied to your account. Tuition payments made in the office are considered delinquent 10 days after the payment due date. Mailed payments should be postmarked by the due date on the invoice to avoid a late fee. Landmark Christian School DOES NOT accept post-dated checks.

Landmark Christian School charges \$25.00 for each check returned due to insufficient funds. There will be no exceptions. Returned checks must be rectified by cash or money order only, within five days, and all late penalties are applicable. For online payments, FACTS charges \$30.00 per failed transaction due to insufficient funds.

FACTS does allow credit card payments. There is a 2% convenience fee charged for this service. The convenience fee is paid to FACTS Tuition Management, and not to Landmark Christian School.

The school is not responsible for tuition payments brought to school by the student or left in the mailbox without postage.

In the event your account is thirty (30) days past due, report cards and/or all school records will be held until the account is up to date. This includes being denied access to the FACTS Student Information System (formerly Ren-web). By signing the registration form, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid and your account is up to date. If past due accounts continue more than thirty (30) days, you could be asked to withdraw your student.

TUITION REDUCTION:

There are two types of discounts that may be applied to tuition accounts. The school does not offer any other tuition assistance or scholarship programs.

1. TITHER DISCOUNT

Faithful tithing members of Landmark Baptist Church will be given a discount. The faithful, tithing members of Landmark Baptist Church make Landmark Christian School possible. It is not possible for Landmark Christian School to exist without the faithful giving of these people who view Christian education as a ministry. School families are cordially invited to attend Landmark Baptist Church. By attending, families not only help support an important ministry, but also give continuity and reinforcement to their child's total education.

2. REFERRAL DISCOUNT

Landmark Christian School offers a referral discount to families of current students. Our best form of advertising in the community is that of our own families. Many of you come in daily contact with others who want and need an excellent Christian education for their children. If you are influential in directing a new family to enroll at LCS, we would like to reward you. If a new family that you have referred is accepted, enrolls, and attends as a full time student for the entire school year, you will receive a 10% discount off one child's tuition (applied to the final monthly payment for the school year). With multiple referrals, the discount could cover the entire final tuition payment for a family with multiple students! The referred family's LCS Application must have your name in the "Referred by" blank prior to being submitted. The office will be happy to provide you with information that you can distribute to prospective families, or you could direct them to our school website.

CHILD CARE CREDIT:

The IRS allows Child Care Credit for personal tax purposes in sending your child to school if both of the following are true:

1. Your child is in a grade level below the first grade.
2. The amount you pay for schooling is incident to and cannot be separated from the cost of care.

The four-year-old Kindergarten program is all-instructional, and our after school care is an extension of our school day. Tuition payments are 100% schooling costs, and not for care. Therefore, requests for information for tax credit purposes would not appear to meet IRS guidelines. Any attempt to use schooling only costs for a child care credit will be the responsibility of the tax filer and tax preparer, and not that of Landmark Christian School. This statement is issued following a determination made by legal counsel.

ACADEMICS

CURRICULUM:

For the most part, a Christian curriculum from ABeka Book or Bob Jones University Press is used. The curriculum at Landmark Christian School is well-rounded and suitable for students who are average or above, and who are capable of working in a structured classroom setting on grade level. Landmark Christian School is not designed, equipped, or staffed to work with students who have unusual learning or behavior problems.

Being distinctly different and Christian, each school day includes prayer, Bible study, and scripture memorization. However, the integration of Bible into our curriculum does not make us a Christian school. Landmark Christian School teaches Christian principles and character, and maintains certain dress codes and disciplines which arise from Biblical convictions.

Academic Scale:

						Social Skills & Conduct Marks (K5-12)
Letter	Percent	High School Grade Point	Letter	Percent	High School Grade Point	
A+	97-100	4.0	C+	77-79	2.3	O = Outstanding
A	93-96	4.0	C	73-76	2.0	S = Satisfactory
A -	90-92	3.7	C-	70-72	1.7	N = Needs Improvement
B+	87-89	3.3	D+	67-69	1.3	
B	83-86	3.0	D	65-66	1.0	
B -	80-82	2.7	F	0-64	0.0	

K-4: Students receive a progress report every nine weeks for academic and social skills development.

K5 – 12th Grade: Students receive report cards every 9 weeks, and progress reports at 3 and 6 week periods.

PAPERS AND REPORTS:

Elementary students will bring a stapled set of papers home the first school day of each week. Parents are to examine the papers, sign the top paper, and return the stack to school the next school day. Student tests in grades six through twelve are not sent home, but are available for parental inspection by appointment with the teacher.

K5 – 12th grade students receive three-week and six-week reports. These reports are designed to inform the parent of dropping grades or inconsistent effort for each grading category in each subject. This report must be signed and returned to the teacher the following day. Your signature does not signify your approval, rather your awareness of the situation.

HELP CLASS:

Help classes are available on Monday afternoons from 3:20 until 4:00 P.M. It is our desire to help students who may be having difficulty with a particular unit or area of study. Whenever a student fails a test, it is recommended that the student attend a help class, either during a study period or after school. The teacher will send a help class request form home when they notice dropping grades, or if the student did not make an acceptable score on a test. Help class is not intended to be a remedial class. Students should not have to stay every Monday to keep up with their class. Students or parents who desire help class should notify that teacher in writing as early as possible so the teacher will have time to prepare for the class. Parents must pick up students promptly at 4:00 P.M. Other days may be used for help class to accommodate certain scheduling conflicts.

STANDARDIZED TESTING:

Landmark Christian School administers the Iowa Assessment Test to students in grades K5 through the eleventh grade each spring. Results of the test will be sent home with the final report card. The school requires seniors to take the SAT or ACT college entrance test before graduation. LCS will offer this to the twelfth grade students in the fall of their Senior Year. (See the HS Student Handbook for additional information on high school testing.)

PROMOTION:

Grades K5 through Fifth Promotion Requirements:

Promotion to the next grade will be dependent upon the student's grades and achievement test scores. Students who are unable to maintain a "C" average in each core subject (English, history, science, math) and whose test scores indicate areas of deficiencies may be retained. The administration reserves the right to review each student's progress annually to determine eligibility for promotion and re-enrollment at Landmark Christian School.

Grades Six through Eight Promotion Requirements:

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

Grades Nine Through Twelve Promotion Requirements:

If the student earns an "F" in any subject, it will mean the loss of credit for that particular subject. If it is a required subject, the student must repeat the course, either in an approved summer program or during a later school year. The loss of credit could jeopardize the student's graduation date. If the course is repeated during a summer session, the student may be required to retake portions of the achievement test to show mastery of the subject.

Landmark Christian School may not offer re-enrollment if a student cannot maintain a "C" average in each subject every grading period, has less than satisfactory effort grades, and/or does not achieve satisfactory test scores on the achievement test we give each spring.

SCHOOL MANAGEMENT SOFTWARE:

Landmark Christian School has contracted with FACTS, a school management software company, to establish an online link between the school and the home. This software is internet-based and will allow the parents and students to see grades for each assignment, quiz, or test along with a student's running average for each class. It will also show daily homework assignments, attendance, conduct issues, and frequently, announcements from the teacher or the school. This is a major communication tool between the school and the home. **Each family must have an active email address to receive these communications;** email communication has proven to be a helpful time-saver for our teachers, and a convenient tool to assist parent/teacher communication. Parents are encouraged to use this tool on a routine basis. The FACTS SIS (student information system) for parents and students is made available to families who are current with their school financial account. Delinquent accounts will result in being denied FACTS access.

ATTENDANCE

School hours are 8:05 A.M. until 3:20 P.M. daily. A student must be in the classroom or homeroom, prepared, and ready to begin class at 8:05 A.M. or will be considered tardy. Students may arrive earlier, but may not leave their vehicles until 7:55 A.M. Students are not to remain at school after 3:35 P.M. unless they are participating in an after-school program or have prior written permission. Students who drive are expected to arrive no earlier than 7:55 A.M. and leave the parking lot by 3:35 P.M. Parents who transport students to and from school must notify the office immediately if they are not able to pick up the student by 3:35 P.M. Late pick-up fees are applied for students not picked up by 3:40 P.M. (see Financial Information).

Upon arrival, students should not be escorted to their classrooms. Parents are asked not to enter the classrooms after 7:55 A.M. or before 3:35 P.M., since students need the teacher's full attention.

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

If a student is absent from school for more than twenty days, his promotion could be in jeopardy. In grades 6-12, attendance will also be considered on a per course basis. This could result in the loss of credit for any course in which the student has accumulated ten or more absences per semester. Landmark Christian School reserves the right to retain a student in the same grade due to excessive absences. Excessive absences and tardies may result in dismissal from school.

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

Students will have one day per absence to make up missed assignments.

A doctor's statement is required for **EACH** absence after ten absences unless the parents have discussed unusual circumstances with the principal.

EXCUSED ABSENCES:

By law, excused absences are given only for the following reasons:

1. Illness
2. Death in immediate family
3. Medical appointments

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children in the classroom. Please be reminded that the consensus among physicians is that a child should be fever-free without medication for twenty-four hours before returning to school. Working parents, please check your child before you go to work. Your child is your responsibility when he/she is not feeling well, and not the responsibility of the school. For procedural purposes, any temperature above 99.9 degrees will be considered a fever and will warrant a call to the parent for pick up. If a child is showing uncontrolled symptoms, that call may also be made for the well-being of the student and the protection of other students.

UNEXCUSED ABSENCES:

Unexcused absences are all other absences. Zeroes are recorded in all classes where unexcused absences have been issued and the student will not be permitted to make up any work, test, or quiz that was missed. The student will be expected to take semester exams as scheduled, and if they missed exams due to unexcused absence, exams must be taken the day they return to school. Any major assignment due during an unexcused absence is due the day the student returns. Students could receive zeroes for failing to complete the work on time.

APPROVED ABSENCE:

If a student must be out of school for reasons other than the above, parents should notify the principal **in advance of the absence** for a possible "approved unexcused absence" which would allow the student to make up missed work due to the absence. Acceptable excuses for an approved unexcused absence would typically include a family emergency, or a work-related trip where making provision for the student to remain in school is impossible. All other absences will be treated as unexcused absences. This means that the student will only be allowed to make up major exams. All other recorded grades will be zeroes.

TARDINESS:

Tardiness to class is disruptive to classroom procedure and must be avoided. All students who arrive at school after 8:05 A.M. must report to the school office and be signed in by a parent. They will receive a tardy slip and permit to class. Three unexcused tardies to class will result in one day of unexcused absence.

EARLY DISMISSAL:

Early dismissals are considered unexcused except for the reasons already stated under “Excused Absences.” Parents wishing to have students dismissed for any portion of the school day must send a written request to the teacher stating the reason and time of the dismissal. The principal will determine whether an early dismissal is excused or unexcused. The parent must meet their child in the school office to sign them out of school.

MEDICAL GUIDELINES

ALLERGIES: If your child has a life-threatening allergy, the **school must be informed in writing** describing the nature of the allergy and providing a detailed explanation of the procedure that is to be followed if the child is suspected of having been exposed to that allergen. The parent is responsible for providing emergency medications, such as an EpiPen AutoInjector, and to give qualified school personnel permission to provide care for your child if the reaction is too severe to wait for the arrival of paramedics.

MEDICATIONS:

No medications which are unmarked or unauthorized will be administered to students who become ill at school. **THIS INCLUDES TYLENOL.** Should a student use Tylenol or other similar over-the-counter medications on a regular basis, parents must submit the medicine in its original container along with written instructions as to their use. No medicine will be given unless authorized by the parent or guardian. There are additional regulations that apply to children in our four-year-old kindergarten program. Parents should contact the school office for more information if their child must take medications while at school.

Prescription Medication: If a doctor has prescribed medication to be given to your child during the day, please send complete, written instructions to the office, along with the properly labeled medication. Be sure to give the specific name of the medication and the strength (mg.) along with the time the medication is to be given and any special instructions. All medications are to be left in the school office. The student will report to the office at the appropriate time to take his medication.

Under no circumstances is a student permitted to give medication to another student. No school personnel are authorized to give prescription or non-prescription medication to any student, except in accordance with a parent’s or guardian’s specific written directions. No student should be in possession of aspirins, tranquilizers, cold pills, etc., during school.

COMMUNICABLE DISEASE POLICY:

Landmark Christian School desires to maintain a healthy school environment by instituting controls designed to prevent or minimize the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted directly or indirectly from infected persons or animals to other persons.

Any student with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during periods of recognizable communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Landmark Christian School may require an independent physician’s examination of the student to verify the diagnosis of the disease. The administration of Landmark Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

These policies apply to the following; however, the list is not necessarily comprehensive.

Acquired Immune Deficiency Syndrome (AIDS)	Giardiasis (acute)	Measles (rubeola)	Shigellosis
AIDS Related Complex (ARC)	Gonorrhea	Meningitis	Smallpox
Amebiasis	Granuloma Inguinale	Meningococcal Disease	Syphilis
Anthrax	Hansen’s Disease (Leprosy)	Mumps	Tetanus
Bite of Potentially Rabid Animal	Head Lice	Plague	Toxoplasmosis (acute)
Botulism	Hemorrhagic Fevers	Polio myelitis	Tuberculosis
Brucellosis	Hepatitis	Rabies	Tularemia
Campylobacteriosis	Histoplasmosis	Relapsing Fever	Typhoid Fever
Chancroid	Human Immunodeficiency Virus (HIV)	Rocky Mountain Spotted Fever (R. Rickettsia)	
Chicken Pox	Legionnaire’s Disease	Rubella, including congenital	Typhus
Dengue	Leptospirosis	Salmonellosis	Vibrio Cholera
Diphtheria	Lymphogranuloma Venereum	Scarlet Fever	Vibrio Infections
Encephalitis	Malaria	Schistosomiasis	Yellow Fever

DRESS CODE/APPEARANCE

While it is realized that the Bible does not specifically tell how one should dress or should cut their hair, it does give some principles to follow. In light of these principles, an institutional standard for the school has been set. General Scriptural guidelines for dress:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction (Deuteronomy 22:5; I Corinthians 11:14-15)
3. Identification with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion

Student compliance with the school's dress code is an essential component for maintaining an environment that pleases the Lord and encourages learning for every student. The following policies have been established to maintain a mode of dress for students who attend Landmark Christian School. More specific dress code requirements for students in grades six through twelve may be found in the HS Student Handbook. Unless otherwise notified, students will adhere to the above dress code for all school related events and activities. If notice of a dress code infraction is sent home, immediate attention should be given to the stated problem. The student will be removed from class when it is deemed necessary by the teacher and/or the principal.

Parents are asked to choose their child's school apparel so that it be as free as reasonably possible from all writing, including statements, messages, advertisements, pictures, etc. Landmark Christian School spirit-wear, or appropriate sports team logos, and small product logos on the front only are permitted.

GUIDELINES FOR GIRLS:

1. Girls should wear skirts or dresses to school. Girls are not permitted to wear shorts or slacks to school or any camouflage or military-style clothing. Knee length, loose-fitting athletic shorts may be worn to after-school games provided they meet our school's dress requirements.
2. The hemline or slits of dresses and skirts must not be higher than the bend of the back of the knee joint when standing or walking and should comfortably drape over the knee when sitting. Skirts are to be worn at the waist. A belt is required if the garment has belt loops. Dresses and skirts must touch the floor while in an upright, kneeling position. Wrap-around skirts, or skirts with a frayed hemline are not permitted.
3. Necklines should be no lower than one hand's width from the neck all the way around the neckline. Tops must completely cover the full width of the shoulders. Tank tops are not permitted. Dresses and blouses may have only the top button open. Sun dresses should be worn with a blouse underneath. UNDERGARMENTS OR BARE MIDRIFTS SHOULD NOT SHOW AT ANY TIME. SHORT CROPPED TOPS THAT WOULD EXPOSE A BARE MIDRIF (WHEN THE STUDENT MOVES, BENDS OR SITS) OR OPEN BACK DRESSES AND BLOUSES ARE NOT PERMITTED.
4. No sheer, see-through, or tight, form-fitting or revealing garments are to be worn. Parents and students are urged to use caution in selecting clothing made of any spandex-type material.
5. Backless shoes or shoes with heels greater than two inches are not to be worn by any student in K4 through the fifth grade. These types of shoes are very dangerous on stairways or on the playground. Girls are allowed to wear sandals if they are fitted to the foot with a strap. Girls in grades six through twelve will find additional guidelines for shoes in the HS Student Handbook.
6. Large, dangling earrings and excessive or unusual jewelry are not permitted. Earrings are to be worn in the ear lobe only. Cartilage piercing, body piercing, body art, tattoos, and the like are not allowed. Hair must be combed to stay above the eyebrows, and should look neat, clean and well-groomed at all times. Braids are not to be worn in an unusual style or hang in the student's face or eyes. Hair color must be naturally occurring on humans.
7. Girls in grades six through twelve should wear dark colored, knee-length, loose-fitting, sports shorts in physical education classes, girls' sports, and cheerleading practice. Girls will also need a heavy-weight, solid tee shirt and gym shoes. Students must use the combination lock provided by LCS for P.E. and sports lockers.

GUIDELINES FOR BOYS:

1. Boys are to wear sports shirts with collars, or traditional style dress shirts in grades six through twelve. Heavyweight tee shirt style shirts, that are in good condition, are permitted in lower grades (fifth and below). Shirts must be completely tucked in so the student's belt is visible at all times. Undergarments or midriffs should not show at any time.
2. Boys should wear casual or dress slacks, or jeans that are clean and in good condition. Pants cannot be torn, frayed, faded or be of an unusual design. Boys must wear a belt. Boys in sixth grade through twelfth grade must not wear tight-fitting pants, skinny jeans, or pant styles with a "droopy," low-waist-look. Pants are to be worn at the waist. Boys are not permitted to wear short pants, sweat pants, athletic style pants of any kind, jogging suits, camouflage, or military style clothing.
3. Sandals and backless style shoes are not permitted for boys in any grade. Athletic shoes are permitted only if they are clean, in good condition, and are completely laced and tied at all times. Boys must wear socks that cover the ankles at all times.
4. Hats and hoods are not to be worn indoors at any time.
5. Boys are expected to keep their hair neat, clean, and well-groomed. Hairstyles must be neatly trimmed and in good taste. Boys are not permitted to have long hair, braids, twists, dreadlocks, mini-dreadlocks, Mohawks, or faux hawks. Hair must be cut to be off of the ears, eyebrows and collar at all times and present a smooth, tapered appearance that conforms to the shape of the head, curving inward to a natural termination point on the neck. Hair must not stand more than two (2) inches away from the head. Hair color must be naturally occurring on humans. Faddish or unusual hairstyles, such as hair sculptures, writing and designs, variegated bleaching or coloring, high shaved sides or shaved heads are not permitted. One straight line, cut as a part, is allowed. This should not exceed one line and should not be a design but have the appearance of a part in the hair.
6. Boys are not permitted to wear beards or mustaches. Boys are expected to maintain a cleanly shaven face. Sideburns should be neatly trimmed and not bushy. The base of the sideburn must be a cleanly shaven, horizontal line that does not extend below the earlobe.
7. Boys may not wear necklaces, bracelets or bands of any sort, or earrings. Cartilage piercing, body piercing, body art, tattoos, and the like are not allowed.
8. Boys in grades six through twelve should wear a solid tee shirt, long, loose-fitting, dark-colored sports shorts, socks, and gym shoes for P.E. class and sports practice. Students must use the combination lock provided by LCS for P.E. and sports lockers.

Landmark Christian School is strongly opposed to students adopting faddish hair styles and dress styles. The administration will call parents to school if students attempt to wear their hair and/or clothes in a manner that is deemed to be inappropriate. Parents will be asked to have the matter corrected immediately or withdraw their child from school. Final decisions on questionable clothing, hair styles, jewelry, or makeup will be made by the administration. Repeated infractions of the dress code may result in expulsion.

Parents and guests are asked to observe the school dress code when attending Parent/Teacher conferences, Open House, or sporting events.

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

STUDENT BEHAVIOR/DISCIPLINE

While discipline is basically positive training in the right direction (Proverbs 22:6), there is the negative side of correction requiring adherence to rules. Without proper discipline, a Christian will never achieve God's will in life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

The parent, teacher, and the student must cooperate in order to have a successful product. They must each be aware of attitudes that may tear down respect for another, or attitudes that will hinder confidence in another. Communication will be the answer to most problems if the communication comes in the early stages of the problem.

GENERAL GUIDELINES:

Attendance at Landmark Christian School is a privilege, not a right. The following general guidelines are helpful in understanding requirements for LCS Students:

1. Cooperate respectfully with those in authority.
2. Strive for excellence as a student.
3. Associate with people of high moral character.
4. Avoid the appearance of evil.
5. Abstain from gossip, grumbling, and complaining.
6. Abstain from the use of alcoholic drinks, tobacco, and illegal drugs.
7. Refrain from gambling.
8. Refrain from swearing, profanity, or other indecent or inappropriate language.
9. Refrain from destructive, disorderly, or illegal behavior.
10. Refrain from rap, rock and all other forms of worldly music.

PROHIBITED BEHAVIOR:

1. Students who smoke, use drugs, or consume any alcoholic beverages are not accepted at Landmark Christian School. Any student found with smoking material and/or drug paraphernalia could be expelled immediately. Students will refrain from discussing questionable music or groups, and the use of drugs, alcohol, and any form of tobacco, aside from the prescribed curriculum.

2. Students are only allowed to read books at school that have been properly checked out from our school's libraries. Students should not bring outside reading books to school unless they are required for research AND have been approved by the teacher making the assignment.

3. Students are not allowed to have iPods, tablets, mp3 players, or any other private form of electronics used for music or entertainment while at school or while attending or participating in school activities. Headphones or ear buds are not permitted at school or while attending any school function, for any reason, at any time. Any student bringing questionable books, magazines, CD's, DVD's, personal electronics used for communication, music, or entertainment to school could face immediate expulsion.

4. Students are not allowed to bring fireworks or any form of an explosive device to school. Bringing a weapon of ANY KIND (real or toy) to school is against the law. A student who brings a weapon, fireworks, or an explosive device to school could face immediate expulsion and possible criminal action. Landmark Christian School will report such a violation of law to the school's liaison officer with the Henrico County Police Department.

5. Bodily contact between students is not allowed at any time.

6. Destruction, willful marring, or defacing of school property. THE STUDENT AND THEIR PARENTS ARE RESPONSIBLE FOR REPAIRING OR REPLACING DAMAGED SCHOOL PROPERTY.

7. Bullying/Harassment. Landmark Christian School does not and will not tolerate any type of harassment. Harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, size, appearance, intellect, race, religion, color, sex, sexual orientation, national origin, citizenship, disability, etc. This type of offensive conduct can create a hostile school environment. Additionally, LCS is dedicated to fostering an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted. All students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher. When a school administrator becomes aware that bullying or harassment may exist, we will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a fair report of alleged harassment.

8. Cheating on tests, homework, or other work assignments. This includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. Students found copying another student's notes or work without the student's **and** the teacher's permission will be considered cheating. Cheating in any form will not be tolerated and attempts of any acts described, whatever the degree of completion, may be punishable to the same extent as if the attempted act had been completed.

9. Taking (stealing) items that do not belong to you. This includes acquiring another's possessions without right or permission. Students should not be in situations where they could be considered suspect. Being in areas of the building at inappropriate times is grounds for suspicion.

10. Fighting. This involves two or more parties in conflict when they are intentionally striking each other to cause harm or injury. This action may extend to mutual shoving, wrestling, or other aggressive actions that may result in danger, harm, or

injury to either party, bystanders, or school property.

11. Internet/Social Media. Students who place information on the World Wide Web that is out of harmony with the policies and rules of LCS will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of the web domain. Therefore, it is important that a student be found consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the Word of God. Postings of faculty pictures or creating a web site in their name will be dealt with seriously. Students who post inappropriate material on personal web sites or social media sites such as Facebook or Twitter will face administrative discipline.

12. Writing and passing personal notes. This presents clear evidence that the student is not using time wisely and is not focused on the work at hand. The solicitation for any event, activity, or function not directly supervised or approved by Landmark Christian School is not permitted at school or during the school day.

DISCIPLINARY ACTIONS

DEMERITS:

Landmark Christian School uses a demerit system in grades 6-12. Demerits may be accumulated that will result either in the student serving detentions or suspensions, or in possible expulsion from school. Please refer to the HS Student Handbook for a list of demerit infractions and consequences.

DETENTIONS:

Detention is held each Monday after school. Detentions are issued when a student receives too many demerits (grades 6-12), or if their behavior warrants such discipline. Students are to report to gym room 102 no later than 3:25 P.M. Parents must pick up the student at 4:00 P.M. The student is to do the work assigned to them for the detention period. This is not a time to do homework. Detentions may be held on other afternoons if the offense warrants immediate discipline.

SUSPENSION:

Students serve an off-campus one day suspension when they accumulate too many demerits (grades 6-12) or for more serious discipline or behavioral issues. Suspension is usually a final step before a student is dismissed from Landmark Christian School and is considered very serious. During an off-campus suspension, the student is placed under the parent's supervision for the entire day. Suspended students are not allowed on campus for any reason, before, during, or after school, and are not allowed to attend any school function, including home and away athletic games during the duration of the suspension. Suspension days are counted as unexcused absences and include the consequences associated with unexcused absences. A notice of suspension will become a permanent part of the student's cumulative school record.

These guidelines have been written as a form of communication. If a student is involved in certain infractions and is hindering the overall program, expulsion would be considered for the betterment of our ministry. Expulsion means that the student will not be allowed to return to Landmark Christian School. Landmark Christian School administration reserves the right to make a determination of corrective action to be taken on a case-by-case basis. The administration will have the final authority in disciplinary actions.

DISMISSAL:

If a child becomes disruptive and unresponsive to warnings and corrective measures taken by the teacher or the school administration, the child's parents will be called to school to correct the child. The administration reserves the right to dismiss a student who remains disruptive and unresponsive to correction or is having a detrimental effect upon the spiritual and social atmosphere of the school.

A student may be dismissed from the school with an excessive accumulation of demerits or if at any time he is found to be out of harmony with the rules and policies of the school. The administration may also dismiss a student if they determine that the parents are not in harmony or not cooperative with the philosophy and/or practices of Landmark Christian School. The administration of Landmark Christian School will have the final authority in all disciplinary actions.

OTHER INFORMATION

PARENT-TEACHER RELATIONSHIP:

It is important that a good relationship be established between parents and teachers. Contact the teacher if a problem arises concerning your child. Unsolved problems can be very damaging to those involved. You may communicate your concern to the teacher by way of a note, telephone call, email, or personal conference. A parent-teacher conference may be set up at any time that there is a concern.

Parents and teachers are encouraged to schedule meetings before or after school to keep the lines of communication open. If you feel an appointment would be helpful, send a written note or email a message to the teacher. Teachers will attempt to respond that day to set up an appointment. Please do not “drop in” after school assuming that you will be able to speak with your child’s teacher, because they may have other responsibilities after school.

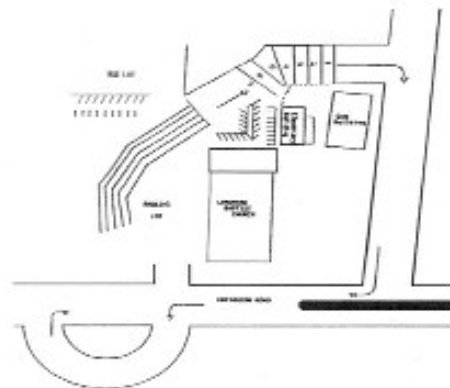
SCHOOL ARRIVAL AND DISMISSAL PROCEDURES:

- **FIVE MILE PER HOUR SPEED LIMIT** in the driveway is required.
- During drop-off and pick-up periods, **ALL TRAFFIC IN THE LOT MUST GO ONE WAY**. The main entrance is for entering only and the gym-side driveway is for exiting only.

Bringing Students to School:

All parents who bring their children to school must follow these guidelines for the safety of the children.

1. Parents bringing their children to school will enter by the main driveway entrance in the church parking lot. Cars are not permitted to enter the driveway reserved for approved day care vans. Children should not be dropped off before a driveway attendant is present. Parents who arrive early should queue up behind the stop bar, forming vehicle lines in all lanes as marked.
2. EVERYONE MUST PROCEED AT THE POSTED SPEED LIMIT, AND FOLLOW THE DIRECTIONS OF THE ATTENDANT. If parents send their child to school with someone else, they must instruct them to abide by the guidelines.
3. The car line advances to the rear of the elementary building. Each driver should proceed to the first available space in the unloading area and let children out on the RIGHT side of the car. Children are to be instructed not to move between or around the cars, but to go directly into the building.
4. It is imperative that cars move through the unloading area safely. In order to avoid backups, please have your children ready to unload before entering the drop off area. THE DRIVER MUST REMAIN IN THE VEHICLE WHILE IT IS IN THE PICK-UP AND DROP-OFF AREA.
5. For the safety of the children, **PASSING IS ABSOLUTELY FORBIDDEN**.
6. Day Care vans will be unloading in the same area. Always check to make sure the area around your car is completely clear before leaving.
7. After unloading, parents should then proceed slowly around the gymnasium and return to Creighton Road.
8. It is unlawful to make a U-turn around the island in Creighton Road. To proceed East (left) on Creighton Road: first, turn RIGHT on to Creighton Road; turn LEFT into the first athletic field access; and then proceed through the gravel lot and back to Creighton Road; turn RIGHT on to Creighton Road using the second access.
9. DO NOT DRIVE PAST THE PARKING LOT CONES AFTER 8:05 A.M. The school driveway must be closed to traffic at 8:05 for the safety of our children. Parents who arrive after 8:05 A.M. must sign in their children in the school office. Parents who need to conduct business in the school office should park in the guest parking area (in front of the church auditorium.)



Picking Up Students at the End of the Day:

Those students who ride home with their parents MUST be picked up through the car lines, and the school office must know those who are permitted to pick up your child. The school must be informed in writing, or by a phone call, if there has been a change in your child’s transportation arrangements. This is a supervised, protected plan to ensure the safety of the students.

Parents are to form their vehicles into six lanes behind the queuing line. Please be considerate and use as much of the parking lot as possible so that traffic will not back up on Creighton Road. As soon as the last Day Care van leaves, parents will be directed into the pickup area, one car from each line, alternating turns. Seven cars can be loaded at a time. This procedure is primarily for the safety of your child. Therefore, drive slowly, be very alert, and follow the directions of the supervisors.

Other procedures from “Bringing Students to School” such as pulling all the way forward to the first available space, remaining in your vehicle, turning left (east) on Creighton Road, etc., also apply to picking up students at the end of the day.

STUDENT DRIVERS:

Students who desire to drive to school are required to submit a parking permit, which is included in the appendix of the HS Student Handbook distributed at the Parent/Student Orientation. After reading the rules for student drivers, the student and parent should sign the permit and return it to the school office. A parking permit must be in the student's file before they will be allowed to drive to school. Students who do not follow rules set down for their own safety and for the safety of others will lose the privilege to drive to school.

If a student driver is responsible for taking other small children home, that driver must assemble his group and escort them to the car. This same procedure should also be followed in the morning to protect the safety of the younger children. The driveway attendant will instruct students when it is safe to cross in front of the car lines. Students are not permitted to ride with a student driver, under any circumstances, without written permission from each of the student's parents. Unless the office has been notified, students found riding together before or after school, without permission from both students' parents, will have the right to drive to school suspended or revoked.

AFTER SCHOOL ACTIVITIES:

Please do not allow your student to remain unattended at school for after school games. If elementary age children stay for games, they must be attended by a parent. Since the starting time for games varies, it creates a problem if supervision of students by school staff is necessary. Any exception to this rule must be cleared with the administration in writing.

SCHOOL LUNCH:

Students will need to bring their lunches unless they purchased hot lunch on the days it is provided. Kindergarten students should bring a mid-morning snack, preferably a healthy snack of low sugar content.

BIRTHDAY TREATS:

Parents may send a cake or cupcakes to school on special occasions, such as a student's birthday, to be incorporated into the students' lunch period or snack time. This is not a time for a class party with decorations and games. Parents should drop off the treat in the school office and leave it to the teacher to distribute it at an appropriate time. Individual portions, rather than one, big, uncut cake, or a big tub of frozen ice cream should be sent. Because the teacher's time and resources are limited, parents should not send any type of treat that will create unnecessary extra work for the teacher. If the teacher will need to serve, you must pre-portion the treat and send the necessary supplies, such as cups, plates, napkins and eating utensils. Parents should contact the teacher in advance if they are planning to send special treats, to confirm that another parent has not already chosen the same day to do something for the class.

NON-CONSUMABLE TEXTBOOKS:

To keep resource fees as low as possible, Landmark Christian School purchases certain textbooks that are reusable for several years, and lends those books to students for the duration of the school year. Students in grades 1-12 who use a textbook owned by the school are required to keep a paper cover on that book to protect it from damage. The cover should not use any adhesive (including tape) that adheres to the book itself. Tape or adhesive paper may be used to strengthen an existing paper book cover, but must not adhere to the textbook. Because the majority of these textbooks (e.g., reading, science, history) are paperback books, cloth covers that stretch usually cause damage to the book and are not permitted. Students who do not take appropriate care of the books lent to them may be charged a repair or replacement fee.

TELEPHONE AND CELL PHONE USE:

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

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

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

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

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

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

WORKING STUDENTS:

In order for students to gain the most from school, they should not work at a job for more than sixteen hours per week, Monday through Thursday. Exceptions could be made for seniors but must be cleared through the principal's office.

NON-SCHOOL ACTIVITIES:

The school will not be held responsible for any party or social function that is not officially approved, sponsored or announced by the school. All approved activities will be on the school calendar or previously announced in writing by the school.

CHOIR:

Choir is offered at three levels: Upper Elementary (grades 4-5), Middle School (grades 6-8), and the High School Choral Group (grades 9-12). All choir students are expected to participate at performances. Grades are based upon student conduct, participation in class, and attendance at performances. Students in grades 9-12 earn ½ credit per year.

Standard performance attire for choir: (Performances are dress-up events.)Fourth grade through eighth grade students:

Boys: Black dress slacks, a white dress shirt, black socks, black dress shoes. A bow-tie will be provided.

Girls: A loose-fitting black skirt that comes below the knee (skirts with slits should be avoided), a loose-fitting, pure white, button-up blouse that tucks in at the waist and has a neckline that meets school dress code, black dress shoes. (A clothing check may be required before performances to ensure a dressy look and proper fit.)

Ninth grade through twelfth grade students:

Students must wear black dress shoes and black hosiery (socks for boys, hose for girls) for each performance.

Landmark Christian School provides performance attire for students in the High School Choral Group. School outfits do not go home. Students will check outfits out before a performance, and then check them back in afterward; they will dress at school. LCS will take responsibility for cleaning the outfits; however, the student will be responsible to pay for the additional cost of cleaning spills or excessively dirty clothing. Students assume complete responsibility to keep all parts of their outfit together and in good condition. The student will be responsible for the cost of replacement for any lost or damaged clothing and accessories.

SPORTS PARTICIPATION:

Students may try out for any sport or cheering event if they have no grades below a "C" for the last nine-week grading period, a proper attitude, and a good Christian testimony. Those competing in any sports, cheering event, or extracurricular activity must maintain a "C" average in each subject. Each student who participates in the athletic program must submit his/her grades for each three-week progress report to the athletic director or sponsor. Students with a grade average below a "C" in any subject are on academic probation for the next three weeks. They must continue to practice, but they are not allowed to dress for the game and they cannot travel with the team. They must be present at home games, dressed in appropriate team attire and sit on the team bench, under the coach's supervision. If the student earns a grade below a "C" in any subject on the nine-week grade card, that student is off the team for the remainder of that sports season. Special consideration will be given during tournament periods for the sake of the entire team. If the student does not bring the grade average up to a "C" or above by the end of the next three-week grading period, they will not be allowed to try out for the following sport, whether it is basketball, volleyball or soccer.

A student may neither play nor practice unless he has attended school the entire day (8:15 - 3:15) except in cases of medical appointments, funerals, etc. Coming to school late due to sickness or tiredness will prohibit an athlete from playing or practicing.

Student and parent spectators are expected to conduct themselves at athletic events in a manner which will prevent bringing reproach upon the school. Parents who have difficulty exercising courtesy and restraint are asked not to attend sports events.

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

Bus transportation is provided to away games for our participants. All team members are required to ride to the game in the school provided transportation. If a student is to ride home after the game with their parents, another student or family, due to liability in case of an accident, etc., written notification or permission should be given to the coach or sponsor.

SPORTS FEES:

There is a fee of \$150.00 per student, per sport. This fee is used to help defray the expense of hiring officials as well as purchasing and maintaining the equipment. This fee is due immediately upon a student making the team in any of the sports programs. Students are not allowed to participate in any games until the fee is paid.

Parents must understand that there are certain risks inherent in any physical activity, whether it is recess, P.E. or sports. The parent must assume the liability for all expenses related to an injury resulting from a student's participation.

Parents are asked to maintain proper insurance protection for their children and not sue this ministry in the event of an injury. Each student who participates in any athletic program at Landmark Christian School must submit the Athletic Participation/Parental Consent/Physical Examination Form before attending practice. The athletic director will provide this form to all interested participants.

HIGH SCHOOL:

Landmark Christian School offers grades through the 12th grade. The high school curriculum is a college preparatory curriculum which prepares graduates to continue their education at any college or university. Specific information and policies of LCS regarding the high school program may be found in the High School Student Handbook. This handbook is distributed to all high school families at the Parent/Student Orientation prior to the opening of the school year.

PART TIME STUDENT ENROLLMENT (6th – 12th grades):

Landmark Christian School offers an option for students who are primarily home-schooled to be able to take a class through a part-time enrollment. Part-time students may register for an academic class or an elective (Spanish, choir, band). The enrollment into a class (or classes) may also allow that student to participate in our extra-curricular activities (Fine Arts Competition, sports).

If you are interested and would like further information, please contact the principal to discuss the options available to you.

EMERGENCY CLOSINGS:

If it becomes necessary for the school to be closed, have a delayed arrival, or early release due to inclement weather or some other emergency, notification will be given through the following media: broadcast on local TV channels 6, 8, and 12 (CBS, NBC, and ABC); email sent to all who have custody and correspondence in FACTS SIS; postings on Facebook and Twitter.



Landmark Christian School Calendar 2025-2026

August 21-22	Parent/Student Orientation Conferences
August 25	First Day of School 8:05 A.M.
August 29	LCS Back to School Blitz with Adam Davis (6 th – 12 th)
September 1	No School – Labor Day
September 9	School Picture Day/ Make-up Day on 9/16 (Senior Formal Portrait)
September 17	3 Week Reports Sent Home
Sept. 12 – 29	LCS Derby Fundraiser / Carnival Reward Day 10/3
October 8	6 Week Reports Sent Home
October 15	SAT Test for 12 th Grade / PSAT Test for 10 th & 11 th
October 27	End of First Quarter – report cards sent home on 10/29
November 6	Fall Semester Parent Visitation Day (8:30 – 10:00)
November 13-14	School Closed – ODACS Teacher's Convention
November 18	Sports Pictures for all Sports
November 19	3 Week Reports Sent Home
November 20-21	ODACS Band Festival
November 26	½ Day- Noon Dismissal – Thanksgiving Break- No School 27 th -28 th
December 9	Christmas Band/Choir Concert 6:30 PM.
December 10	6 Week Reports Sent Home
Dec. 22 – Jan. 2	No School – Christmas Break
January 5	School Resumes
Jan. 5-9	Spirit Week –Ends with SENIOR NIGHT Friday, January 9 th
January 13-16	H.S. Semester Exams
January 19	No School—Martin Luther King Jr. Day/ Parent-Teacher Conferences
January 21	Report Cards Sent Home for First Semester
Jan. 23 – Feb. 9	World's Finest Chocolate Fundraiser
February 5	Spring Semester Parent Visitation Day (8:30 – 10:00)
February 11	3 Week Reports Sent Home
February 16	No School – President's Day
March 4	6 Week reports Sent Home
March 16	ODACS East Regional Choir/Band
March 17	No School -ODACS East Regional Individual Competition
March 20	End of 3 rd Quarter—report cards sent home on 3/25
March 26	No School – ODACS State Choir/Band Competition
March 27	No School – ODACS State Competition
April 1	½ Day of School—Noon Dismissal (Spring Break) – closed April 2 nd -3 rd
April 15	3 Week Reports Sent Home
April 27 – May 1	Iowa Assessment Tests (Grades K5-11) / Senior Trip to the WILDS
May 5	LCS Spring Showcase 6:30 pm in LBC Auditorium
May 6	6-Week Reports Sent Home
May 14	Honor Roll Pizza Delivery
May 15	Awards Reception 6 th -12 th Grade, 6:00 P.M.
May 19-22	HS Semester Exams
May 21	Noon Dismissal, Kindergarten Graduation, 7:00 P.M. (Last day K4 & K5)
May 22	Awards Assembly 1 st - 6 th Grade, 10:30 A.M.
	End of 4 th Quarter (2 nd Semester) Last Day of School! Noon Dismissal
	High School Graduation, 7:00 P.M.

An up-to-date calendar is always available at our website: lcsrichmond.com. Sports and Additional Events scheduled after the printing of this calendar are always updated on the online calendar.

2025-2026 ELEMENTARY SUPPLY LIST

The student's name must be on all their supplies, coats, sweaters and all other personal belongings. Notebooks, binders, lunch boxes, and book bags, etc. should not have questionable pictures (such as rock singers, skulls, peace signs, etc.).

All school-owned books that are lent to the student for the year are required to be covered by a paper book cover. Bibles and book covers are available to purchase at the Parent/Student Orientation or in the school office, but may be purchased elsewhere.

Each student in K5 through fifth grade must have dedicated, non-marking indoor tennis shoes to use in the gym. No street shoes are allowed. This is an extra pair that will be kept in the classroom.

ALL K4 & K5 STUDENTS:

- 3 glue sticks & liquid glue (like Elmer's)
- 2 plastic folders with pockets
- nap mat for nap cot
- reusable tote bag to take home blanket weekly for cleaning (sized for child to carry)
- 2 packs of handi wipes

K5 students ADD:

- 2 additional plastic folders with pockets (total of 4)
- paint smock or shirt for art

Needed second semester:

- Triangle-shaped pencils (like Yoobi)
- 2 pkgs. Crayola crayons (24-pk. or smaller)
- KJV Bible
- Non-bendable ruler

ALL ELEMENTARY STUDENTS:

- KJV Bible
- pencil box or pouch (see note w/ 1st-2nd)
- pencils (4-6)
- 2 large pink erasers
- Crayola crayons (24-pk. or smaller)
- scissors (Fiskars recommended)
- ruler (English & Metric) (see note w/ 1st-2nd)
- 1 pkg. (100-150 sheets) wide rule notebook paper (except 2nd grade)
- 2 paper folders w/pockets (solid)

Additional items listed by grade below

First & Second Graders ADD:

- pencil box (1st grade)
- Triangle-shaped pencils (like Yoobi)
- zipper pencil pouch (2nd grade)
- 4 oz. tacky glue (1st)/glue sticks (both)
- composition notebook
- ruler must be non-bendable
- 1-2 paper book covers

Third Graders ADD:

- pens (red and black)
- colored pencils (small box)
- glue stick
- 4 composition notebooks (1 for assignment pad)
- dictionary (2nd semester)*
- 4 paper book covers

Fourth Graders ADD:

- pens (red and black)
- colored pencils
- protractor
- 4 glue sticks & liquid glue (like Elmer's)
- 5 composition notebooks (one is assignment pad)
- dictionary*
- 4 paper book covers
- 1 gallon size Ziploc bag for art supplies
- 1 composition book for band students

Fifth Graders ADD:

- pens (red and black)
- colored pencils
- glue stick & liquid glue (like Elmer's)
- 4x6 and 3x5 note cards
- 7 composition notebooks—extra for 2nd semester
- planner
- Dictionary & thesauria*
- 4 paper book covers
- 1 gallon size Ziploc bag for art supplies
- 1 composition notebook for band students

*Dictionary recommended for our elementary curriculum:
Webster's New World Dictionary
(Compact School and Office Dictionary)
Available online.

2025-2026 SUPPLY LIST, GRADES 6-12

The student's name must be on all their supplies, coats, sweaters and all other personal belongings. Notebooks, binders, lunch boxes, and book bags, etc. should not have questionable pictures (such as rock singers, skulls, peace signs, etc.).

School-owned books are lent to students; they must be covered throughout the entire year. Bibles and book covers are available to purchase at the Parent/Student Orientation Meeting or in the school office, but may be purchased elsewhere.

Each student in sixth through tenth grade must have dedicated, indoor tennis shoes to use in the gym for PE class. No street shoes are allowed. This is an extra pair that will be kept in the student's PE locker.

ALL MIDDLE SCHOOL STUDENTS:

- KJV Bible
- pens (red, and black or blue)
- pen bag/holder that fits a 3-ring binder
- pencils, highlighter (1)
- colored pencils (12 is sufficient for history map work)
- Expo dry erase markers (for board work)
- wide rule notebook paper
- planner (with month AND week pages to serve as assignment pad)
- graph paper
- 5 report folders with brads & pockets (one per class)
- one 1 1/2 in. binder (**heavy duty**—must be 1 1/2 in.)
- two-pocket insertable plastic dividers for binder (set of 5 – must have pockets)
- 4 paper book covers (estimate; see p. 21)
- Black 1-inch binder with 10 page protectors (for choir music only)
- Dictionary access (hard copy or online) for home use

Students taking band in grades 6-8:

- composition book for band
- Foundations for Superior Performance (band)

ALL HIGH SCHOOL STUDENTS:

- KJV Bible
- pens (red, and black or blue)
- pencils, highlighter (1)
- colored pencils
- Expo dry erase markers
- wide rule notebook paper
- assignment pad or planner
- 2-3 three-subject spiral notebooks
- 3-4 one-subject notebooks
- graph paper
- * scientific calculator (grades 10-12)
- 2 report folders with brads & pockets (English)
- 3x5, 4x6 cards for research and study tools
- 7 paper book covers (estimate; see p. 21)
- Dictionary (hard copy or online access) for home use
- Black 3-ring binder with 10 page protectors (choir)
- 1-inch binder exclusively for English (grades 9-12)

Students taking band in grades 9-12:

- composition book for band
- Foundations for Superior Performance (band)

SIXTH THROUGH EIGHTH GRADERS ADD:

Nothing to add

NINTH GRADERS:

Nothing to add

TENTH GRADERS ADD:

- 1- to 2- inch 3-ring binder for biology
- Spanish/English dictionary, hard copy or online access

ELEVENTH GRADERS ADD:

- Spanish/English dictionary, hard copy or online access

TWELFTH GRADERS ADD:

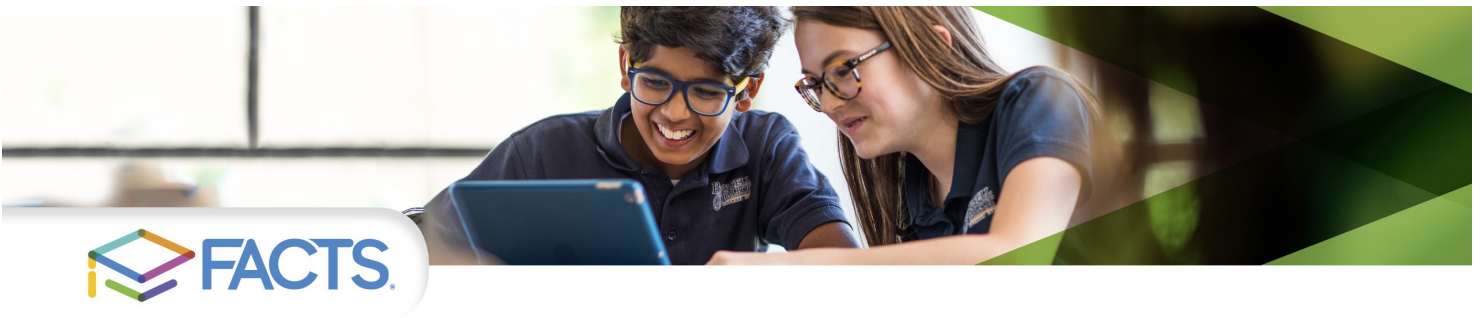
Nothing to add

* Recommended scientific calculators:

Casio FX-300 models

Texas Instruments TI-30x models

(These models should last all 3 years and are also approved for use on the PSAT and SAT tests.)



Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to <https://online.factsmgt.com>

FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked Questions

- **Is my information secure?**
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://factsmgt.com/Security-Compliance).
- **When will my payments be due?**
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**
Changes to your address, phone number, email address, or banking information can be made at Online.FACTSmgt.com or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at Online.FACTSmgt.com. Customer Care Representatives are also available to assist you 24/7.**