

POLICIES & PROCEDURES

HANDBOOK FOR STUDENTS AND PARENTS



**LAKE NORMAN
CHRISTIAN**

AN INDEPENDENT, NON-DENOMINATIONAL CHRISTIAN SCHOOL

“TEACHING TRUTH - TRANSFORMING LIVES - SERVING OTHERS”

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OUR PURPOSE

OUR VISION

It is the vision of Lake Norman Christian School to prepare its graduates for eternal citizenship in the Kingdom of God and unselfish service to humanity through a highly effective, Christ-centered college-preparatory academic program.

OUR MISSION

It is the ministry of Lake Norman Christian School to provide a college-preparatory education in a safe and nurturing environment grounded in the Christian faith.

OUR MOTTO (Original Mission Statement 2008)

Teaching Truth – Transforming Lives – Serving Others

OUR PHILOSOPHY

The philosophy of Lake Norman Christian School is to prepare each student for post-secondary education in a safe, wholesome and nurturing environment within the context of the Christian faith, worldview, and lifestyle. We believe that humans were created by a spiritual act and that each child has a spiritual nature that Jesus Christ has redeemed. It is our purpose to partner with the home and church in leading every student to experience a saving relationship with Christ while he or she advances in schooling. Daily prayer, biblical instruction, chapel assemblies, community service, and Christian modeling by faculty and staff are integrated into each student's intellectual pursuits.

OUR BELIEFS

God - We believe that there is one and only one God, eternally existing in three co-equal and co-substantial persons: the Father, the Son, and the Holy Spirit.

Bible - We believe that the Holy Bible is God's written revelation to man, and that it is verbally inspired by God Himself, completely reliable, and without error in the original manuscripts. Both Old and New Testaments are equally inspired and are the only authoritative and infallible rules of faith and practice.

Christ - We believe in the full and complete deity of Jesus Christ, His virgin birth, sinless life, miracles, His sacrificial, substitutionary death on the cross to provide for our redemption, His bodily resurrection from the dead, and ascension into heaven, His present ministry of intercession for us, and His literal, bodily return to earth in power and glory.

Holy Spirit - We believe in the personality and the full and complete deity of the Holy Spirit, that He performs the miracle of the new birth in an unbeliever and indwells believers, enabling them to live a godly life.

Salvation - We believe that man was created in the image of God, but because of sin, was alienated from God. Only through faith, trusting in Christ alone for salvation which was made possible by His death and resurrection, can that alienation be removed. Salvation is God's free gift to us, but we must accept it. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty.

Eternal Life - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through His forgiveness and salvation. Heaven and Hell are real and literal places of eternal existence.

OUR VIEWS OF MORAL CONDUCT IN MARRIAGE AND SEXUALITY

Lake Norman Christian School is a private, religious, nonprofit organization representing Jesus Christ throughout the local community. It is a ministry of the Christian church. Every employee is a minister and, as such, reflects a lifestyle in harmony with principles of integrity. Our Beliefs [statement of faith] promote a lifestyle based on traditional biblical standards of moral conduct. As an organization, we believe that biblical marriage is limited to a covenant relationship between one man and one woman (Genesis 2:21 – 24, Ephesians 5:22 – 33). It is the goal of Lake Norman Christian School that each employee models a lifestyle in which “He (Jesus Christ) might have the pre-eminence” (Colossians 1:18, ASV). Moral misconduct includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Romans 1:21 – 27, 1 Corinthians 6:9 – 20).

OUR VALUES

Biblical Worldview - This is the foundation of all our values and sets Christian education apart from any other model of academic preparation. All knowledge and activity are viewed from a Biblical worldview.

Truth - We believe that all truth is God’s Truth. Our teachers instruct students in the academic truths of math, science, language arts, and history while providing a Biblical framework in which they can fully understand all things. Personal and corporate integrity are grounded in truth.

Honesty and Integrity – Integrity lies at the heart of genuine community. It includes all positive character traits; honesty being one of them. It means telling the truth at the right time and being trustworthy at all times.

Community - Community is an essential of the Christian life. Within Christian community, there is diversity of being, thought and action. There is strength in community.

Academic Excellence - LKNC provides an environment where students are encouraged to think independently and collectively, critically and creatively, and are required to work diligently to expand their knowledge and experience base for a beneficial life.

OUR EXPECTED SCHOOLWIDE LEARNING OUTCOMES

Character - Character is comprised of habitual thoughts, emotions, and behaviors. Students are encouraged to acquire the age-appropriate habits of self-discipline, self-reliance, and unselfish service to others. They experience the benefits of the respect-based values of responsibility, trustworthiness, and kindness. The character development of each student occurs within the context of true discipline: the teacher modeling the character of Christ through quality teaching and learning, reasonable policies, consistent boundaries, and genuine caring. [The Sermon on the Mount Matthew 5, the life and teachings of Jesus and the apostles, Proverbs and Ecclesiastes]

Creativity - Creativity is ‘to make’. We believe that only God can create something from nothing, but humans—originally made in God’s image—can create new things from what already exists; be they thoughts, emotions, expressions, or objects. All instruction fosters a spirit of inquiry, discovery, experimentation and innovation. Each student is encouraged to use his or her skills to make music, poetry, art, technologies and ideas. Students are directed to construct knowledge, use their imaginations for good, and develop innovative ideas, processes, arts and technologies that honor the Creator and serve humanity [Genesis 1:1, 1:26; Exodus 35:31-32; 2 Corinthians 10:5]

Critical Thinking - A dynamic curriculum encourages analytical, logical, and original thought. It focuses on the mastery of skills in reading, writing, speaking, listening, research, reasoning, health management, nature conservancy, and creative expression. Beyond the skills of assimilation, analysis, organization, problem-solving, research, project management, and evaluation is the spiritual discipline of discernment where students learn to distinguish between the true, the false, and everything in between. Students are taught to examine their own preconceived notions and the credibility of sources, to evaluate the quality of propositions, question biases and stereotypes, and to note assumptions, simplistic explanations, polarized thinking, relevancy, inconsistencies, and contradictions. They are taught generosity and humble civility in opposing the viewpoints of others. [Isaiah 1:18; Matthew 24:4; Romans 16:18; Acts 17:11; Ephesians 4:13-15; 1 John 1:8]

Communication - Effective communication through reading, speaking, writing, and listening attentively [“take heed how you hear”, Luke 8:18] is paramount to successful relationships in the home, workplace and community. Biblical communication principles are modeled and taught as part of the learning process: simplicity, clarity, humility, honesty, purity, respect, and boldness when necessary [Matthew 5:37, 12:37; 2 Corinthians 3:12; Colossians 4:6; Titus 2:8]

Collaboration - Working well with others in a collaborative manner is vital to most successful enterprises. Students are engaged in learning projects that require rational, problem-solving discussions, group strategies with equal individual effort, consensus-building, and self-limitation which, simply expressed, is to surrender one’s preferences to the will of the group. [2 Corinthians 6:1; Ephesians 4; Philippians 2:3-11; 1 Thessalonians 5:13]

PLEDGES

American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag: I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

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

ADMINISTRATIVE APPOINTMENTS

The Board of Directors is the policy making body of the corporation. Nominees for Board appointments must meet specific moral and spiritual criteria in order to be considered for membership, and nominations can be accepted from either the Head of School or a current board member.

The Board of Directors meets monthly. Meeting dates and times may change without public notice. Meetings of the board are closed due to the confidential and sensitive nature of most items of business. Anyone who wishes to be added to the agenda in order to address the board may submit a request in writing briefly stating the subject they wish to address. A step-by-step procedure for handling grievances is described later in this Handbook. Please do not request to address the board with a grievance unless you have followed all the previous steps outlined. All requests should be made through the administrative office or by contacting the President of the board.

The Head of School is hired by the Board of Directors as its executive officer to implement Board policies and direct the day-to-day operations of the school. He/She is responsible for communicating changes in policy, and acts as the chief administrator of all campus activities.

POLICY CHANGES

The Board of Directors of Lake Norman Christian School Incorporated reserves the right to amend or replace policies as needed. Any and all policy revisions will appear in respective Handbooks: Board, Personnel, and Parent and Student.

NON-PROFIT, NON-DENOMINATIONAL AND NON-DISCRIMINATING

Lake Norman Christian School is a tax exempt, non-profit 501(c)(3) corporation, and is an independent, non-denominational school. It is a ministry of the Christian faith and operates for Christian education and ministry in serving the Lake Norman communities of North Carolina.

Lake Norman 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, national and ethnic origin in the Administration of its educational policies, admissions policies, tuition assistance programs, athletics and other school administered programs.

ACCREDITATION

The Association of Christian Schools International (ACSI) is an organization that awards accreditation to member schools that have met the assigned criteria and high standards in academics, educator credentials, operations and facilities. Lake Norman Christian School is fully accredited by ACSI and the Southern Association of Colleges and Schools/AdvancEd. Teachers and administrators are certified by ACSI. Teachers are encouraged to earn North Carolina certification.

MEMBERSHIP

- Association of Christian Schools International
- North Carolina Christian School Association
- Greater Charlotte Association of Christian Schools

LAKE NORMAN CHRISTIAN SCHOOL

ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

EXECUTIVE OFFICERS

- Chief Educational Officer—Head of School
- Chief Financial Officer—Business Manager

ADMINISTRATION

<u>Head of School</u>	<u>Principal</u>	<u>Business Manager</u>	<u>Office Manager</u>
Admin Team	Teachers	IT	Office Staff
Fundraising	Extracurricular	Custodial	Volunteers
Marketing	Enrichment	Maintenance	Communication

The **Board of Directors** is the highest decision-making authority of Lake Norman Christian School. The school board delegates its authority through a 'chain of command' beginning with the board's executive officers, the

Head of School and the Business Manager who also serves as the Assistant or Vice Head of School. Authority proceeds through them to the Administrative Team and from it to the other staff members. All stakeholders are expected to follow the practical and spiritual process of expressing needs and resolving issues with those directly involved. If, after clear communication, needs are not being met or issues are not being resolved by the person(s) with delegated authority and who are most closely related to the situation, then it is appropriate to move to the next higher level of authority. The Board of Directors does not manage day-to-day operations. Individually, the Directors are not authorized to make independent decisions.

BOARD OF DIRECTORS

- To establish the mission of the school
- To oversee the financial stability of the school
- To communicate the mission of the school
- To create and superintend policies to maintain the mission of the school
- To employ Executive Officers to achieve the mission of the school

HEAD OF SCHOOL-CHIEF EDUCATIONAL OFFICER

- Executive officer and secretary of the Board of Directors
- Attract and select qualified staff
- Insure legal compliance and accreditation
- Oversee all aspects of program development and management
- Maintain the school program and culture in accordance with the Vision, Mission, and Philosophy
- Provide for staff professional development and evaluations
- Oversee the accreditation process and ongoing quality assurances
- Monitor stakeholder satisfaction
- Lead the administrative team
- Execute the strategic plan
- Community liaison

BUSINESS MANAGER—CHIEF FINANCIAL OFFICER

- Serves as the sole Executive Officer in the absence of the Head of School
- General financial management
- Manages insurance and banking
- Human resources management
- Participate in new-hire interviews
- Technology oversight
- Facility management

ADMINISTRATION

Head of School

Business Manager

Principal

- Manage schoolwide discipline
- Coordinate parent-teacher conference schedules
- Coordinate activity schedules—field trips, service days, competitions, etc.
- Monitor student grades, lesson plans, report cards and transcripts
- Coordinate teacher-partnership and mentor programs
- Coordinate graduations
- Support Administration with parent needs and issues
- Partner with Guidance Counselor in program coordination
- Staff calendar communication

- Assist in new-hire interviews
- Manage/coordinate annual achievement testing, evaluation, and training
- Monitor teacher lesson plans with a focus on curriculum and instruction
- Approve and order curriculum purchases
- Conduct teacher observations
- Manage staff certification
- Assist in new-hire interviews

Office Manager

- Administrative assistant to the Administration team
- Clerical assistance to staff
- Coordinate substitute teachers with the Principal
- Coordinate home and school communications with the Principal
- Visitor reception
- Calendar management
- Medical officer
- Enrollment coordinator
- Manage student records
- Enrollment management
- Financial aid officer
- Human resource assistant to the Business Manager
- Reception and communication
- Emergency/drill management and communication
- Manage uniform supply
- Check signer with Head of School

FACULTY

Teachers

- Model the values of the kingdom of heaven and teach Scripture
- Prepare each student for successful advancement to the next grade level
- Support parents in the area of the developmental growth of students
- Provide proper discipline to establish a wholesome learning environment

Support Staff

- Administrative Assistant
- Athletic Director
- Guidance Counselor
- Custodian
- Cafeteria Assistant
- Before and After Care Instructor
- Bookkeeper

ADMISSIONS POLICY

Lake Norman Christian School appeals to families that desire an exceptional educational program offered within a Christian environment. The process of enrollment prior to final acceptance includes, but is not limited to, the following:

- Submission of properly completed application forms, along with other pertinent paperwork and appropriate fees.
- Entrance testing may be required if the applicant presents undocumented learning or behavioral issues, or has been unable to shadow.
- Parent/student interview with the Head of School.
- Shadow day for the teacher and applicant to determine compatibility

Students are accepted on a space available basis in the following order:

- Eligible relatives of staff, board members and current students
- Eligible students on a first-come, first served basis
- Eligible students selected from a waiting pool based on a capacity to succeed academically and socially at LKNC.

A waiting pool will be started once a grade level has reached its maximum enrollment. If the waiting pool exceeds the minimum number of eligible students prescribed by the School Board, the Head of School may, after consulting with the Board, authorize the employment of a teaching assistant or the establishment of a second class for that grade level as classroom space is available.

To ensure a successful learning environment for students, it is essential that all students and parents accept, support and follow the standards and policies of LKNC. Admission may be denied by the Head of School if it is determined that the student will unlikely be able to adapt to the standards and policies, or that the school is unable to service the needs of the student.

Applicants who marginally meet the following requirements must have the recommendation of the Enrollment Committee for admission.

KINDERGARTEN MINIMUM ELIGIBILITY REQUIREMENTS

Our Kindergarten curriculum is a dynamic, child-centered curriculum which uses a multi-sensory approach into order to reach children of all learning styles. Children will be most successful in the program if they are able to:

- Listen to stories without interrupting
- Pay attention for short periods to adult directed tasks
- Manage their own bathroom needs
- Separate from parents without becoming upset
- Recognize and respond to authority

Academically they need to be able to:

- Count to 10
- Sort objects by color, size, and shape
- Recognize their own name
- Identify some letters of the alphabet
- Recognize rhyming words
- Identify the beginning sounds of some words

The applicant must be 5 years old by August 31 to be admitted to Kindergarten. Enrollment at Lake Norman Christian School is a privilege. The applicant must be able to respond to the core values of respect, responsibility, trustworthiness, and kindness. The applicant must demonstrate a capacity for academic and social success in the regular classroom [LKNC does not provide 'special education' or 'day treatment' services].

GRADUATE PROFILE

- Ready to love the Lord with all of one's heart, soul, mind and strength
- Ready to improve one's home, church, and community through unselfish service
- Ready for all North Carolina universities and colleges
- Ready for selective U.S. universities and colleges
- Ready for preserving the Christian faith in the U.S. constitutional republic
- Ready for the workplace in morals, ethics and leadership abilities

DESIRED MATURING STUDENT PROFILE

A Lake Norman Christian School student

- has established a personal relationship with Jesus Christ and, if not, has the desire to know Him
- wants to attend Lake Norman Christian School
- is capable of meeting school-wide learning expectations
- is willing to be internally motivated to be his or her best at all times
- possesses a loving and accepting attitude toward others
- displays a sense of self-discipline and accepts responsibility
- desires self-improvement
- believes that honesty is an important value
- desires to serve others through actions, attitudes and words
- is willing to accept and adhere to the LKNC guidelines with a cheerful spirit and an attitude that communicates a desire to comply
- desires not only to receive from the school, but is willing to benefit the school by participating in athletics, music, ministry, and/or other school activities.

GENERAL ELEMENTARY ELIGIBILITY REQUIREMENTS

Our lower school curriculum uses a multi-sensory approach that is designed to work for students of all learning styles. While our classrooms are not quiet places, all students are expected to comply with our school-wide behavior expectations. Students will be expected to:

- Be obedient and follow directions the first time.
- Wait to speak until they are called on.
- Be respectful of their teachers, their friends and themselves.
- Arrive on-time and come prepared for school.
- Use self-control and follow all school rules.
- Every child is expected to do their best each day.

Whatever you do, work at it with all your heart, as working for the Lord. Colossians 3:23 Students will be expected to be on grade level. Students not on grade level in one or more areas may be asked to seek outside help as a condition of continued enrollment.

GRADES 6-12 MINIMUM ELIGIBILITY REQUIREMENTS

- Enrollment at Lake Norman Christian School is a privilege.
- The applicant must want to attend.
- The applicant is capable of academic success in the regular classroom [LKNC does not provide 'special education' or 'day treatment' services].
- He/she has a transferrable 2.0 cumulative grade point average with no F's in any subject within the most recent semester.
- The applicant demonstrates a capacity for social success. He/she has a satisfactory conduct record at her or his current school.
- The applicant has not been suspended or expelled from his or her school within the last two semesters.
- The applicant demonstrates spiritual growth and can support the LKNC core values of respect, responsibility, trustworthiness, and kindness.

REGISTRATION

As an educational environment concerned with the development of the whole child, Lake Norman Christian School seeks to learn about the spiritual, cognitive, social, emotional, and physical development of each applicant. We look for evidence of good character, intellectual ability, emotional maturity, curiosity, and breadth of interests. The Enrollment Committee carefully evaluates each candidate on the basis of admissions tests, previous academic record, recommendations and student visitation.

PHASE ONE: THE CAMPUS VISIT

The best way to get to know us is to visit our campus. We want you to learn as much as possible about Lake Norman Christian in order to make the best educational decision for your child. During this visit, you will have the opportunity to observe classes, speak with administrators, understand the academic and behavioral standards of the school, and assess the compatibility of your needs with what the school offers.

REVIEW OF STUDENT APPLICATIONS, TRANSCRIPTS AND RECOMMENDATIONS

- Submit an application along with a \$0 non-refundable application fee.
- Provide previous school transcripts.
- Provide results of Standardized Testing and Placement Testing. If LKNC determines a test is needed, The Woodcock-Johnson Test of Achievement will be administered by the Davidson Center.
- Kindergarten: Pre-School Teacher Evaluation Form
- Grades 6-12: Applicant Questionnaire Form

Provide the following recommendations for Grades 1-12 if conduct records are not available:

- Grades 1-5: Elementary Teacher Recommendation and Character Reference Forms
- Grades 6-12: Math Teacher Recommendation, English Teacher Recommendation and Character Reference Forms
- Home School (6th-12th): Character Reference Form.

PARENT INTERVIEW

A formal interview with both parents will be scheduled with a member of the Enrollment Committee. The primary purpose of this interview is for you to share how you learned about us, your reasons for wanting your child to attend Lake Norman Christian School, and to share your personal story of your faith in Jesus. During the interview, results of an admission test may be shared. The interview lasts approximately 30-45 minutes.

First-round decisions are made after Phase One and selected students will be invited to progress to Phase Two.

PHASE TWO: STUDENT VISITATION DAY

A student visitation day is scheduled for the applicant to experience Lake Norman Christian School. The applicant will spend the day interacting with students in his/her grade level while our teachers have an opportunity to assess the student's level of achievement in reading, writing and math. Grades K-5 are required to spend a half day in class (8:00 – 11:00). Grades 6-12 are required to spend a full day in class (8:00 – 3:00).

DECISION

When making the final decision on an applicant, the Enrollment Committee carefully evaluates each candidate on the basis of admissions tests (if required), previous academic records, recommendations and student visitation.

ADMISSIONS TESTING

Students applying to Lake Norman Christian School must be academically within reach of our school. They must show, through formal or informal testing, prior grades or teacher recommendations that they can perform within the acceptable range established by the school.

High School students from non-accredited schools may be required to take a school-administered placement test to indicate proficiency in subject or take the Woodcock-Johnson Test at the Davidson Center.

DISCIPLINARY REVIEW

Suspension or expulsion from another school in the most recent two semesters from the date of application may eliminate that student from acceptance at LKNC during the present school year. Circumstances may be considered by the Enrollment Committee. The student may be accepted on Behavioral Probation. A student that is not accepted may reapply when he or she can demonstrate adequate behavioral improvement.

PROVISIONAL ENROLLMENT

All new students (including those who have withdrawn and are re-enrolling) are in a provisional status for one full semester. If during this provisional period it is determined by the Head of School that the student, for whatever reason, has not been able to adapt to the LKNC environment, the enrollment may be terminated. The new student provisional period may be extended for a second semester by the recommendation of the Enrollment Committee. Any student (new or current) receiving an F during any semester may be asked to leave Lake Norman Christian School per board policy or placed on Academic Probation.

RE-ENROLLMENT OF PROVISIONAL STUDENTS

- A provisional student's record is reviewed at the end of the first full semester of enrollment.
- Acceptance into any grade does not mean automatic acceptance into the next grade.
- No student is permitted to re-enroll until any and all outstanding debt to LKNC is paid in full or special payment arrangements have been approved by the Business Manager.
- Provisional students are considered officially withdrawn if re-enrollment does not occur by the re-established deadline.

NORTH CAROLINA IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

Kindergarten

Vaccination requirements for kindergarten-age children can be found below:

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses

7th Grade

Vaccination requirements for 7th grade age children can be found below:

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	1 doses
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

*Please read below for further information

NORTH CAROLINA VACCINE-SPECIFIC REQUIREMENTS

The North Carolina General Statutes (G.S. 130A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. If you have specific questions regarding your child, please contact your child's health care provider or your local health department. North Carolina requires the following immunizations:

Diphtheria, tetanus and pertussis

Five doses (DTaP). Three doses by age seven months and two booster doses, the first by age 19 months and the second on or after the fourth birthday and before entering school for the first time. If the fourth dose was administered on or after the fourth birthday, the fifth dose is not required.

A booster dose of tetanus/diphtheria/pertussis (Tdap) vaccine is required for individuals who have not previously received it and are entering the seventh grade or by 12 years of age, whichever comes first.

Individuals entering college or university for the first time on or after July 1, 2008 must have had three doses of tetanus/diphtheria toxoid; one of which must be tetanus/diphtheria/pertussis.

Polio

Four doses. Two doses by five months of age, a third dose by 19 months of age and a booster dose on or after the fourth birthday and before entering school for the first time. If the third dose was administered on or after the fourth birthday, the fourth dose is not required if the third dose was given at least six months after the second dose.

Measles

Two doses at least 28 days apart. One dose on or after 12 months of age and before 16 months of age, and a second dose before entering school for the first time. The requirement for a second dose does not apply to individuals who entered school, college or university for the first time before July 1, 1994.

A person who has been diagnosed prior to January 1, 1994 by a physician (or designee such as a nurse practitioner or physician's assistant) as having measles (rubeola) or an individual who has been documented by serological testing to have a protective antibody titer against measles is not required to receive measles vaccine. Individuals born before 1957 are not required to receive measles vaccine except in measles outbreak situations.

Mumps

Two doses. One dose on or after 12 months of age and before age 16 months, and a second dose before entering school, college or university for the first time.

A physician's diagnosis is not acceptable for mumps disease(s). Individuals must be immunized or have laboratory confirmation of disease or have been documented by serological testing to have a protective antibody against mumps. Individuals born before 1957 are not required to receive the mumps vaccine. Individuals that entered the first grade for the first time before July 1, 1987 or college or university before July 1, 1994 are not required to receive the vaccine. Individuals that entered school, college, or university before July 1, 2008 are not required to receive the second dose of mumps vaccine.

Rubella

One dose on or after 12 months of age and before 16 months of age.

A physician's diagnosis is not acceptable for rubella disease(s). Individuals must be immunized or have laboratory confirmation of rubella disease or have been documented by serological testing to have a protective antibody titer against rubella. Any individual who has attained his or her fiftieth birthday is not required to receive rubella vaccine except in outbreak situations. Any individual who entered college or university after his or her thirtieth birthday and before February 1, 1989 is not required to receive rubella vaccine except in outbreak situations.

Haemophilus influenzae type b (Hib)

Three doses of HbOC or PRP-T, or two doses of PRP-OMP before age seven months and a booster dose of any type on or after age 12 months and by age 16 months.

Individuals who receive the first dose of Hib on or after seven months of age and before 12 months of age are required to have two doses of HbOC, PRP-T or PRP-OMP and a booster dose on or after 12 months of age and by 16 months of age. Individuals who receive the first dose of Hib on or after 12 months of age and before 15 months of age are required to have only two doses of HbOC, PRP-T or PRP-OMG and a booster dose two months later. Individuals who receive the first dose of Hib vaccine on or after 15 months of age are required to have only one dose of any of the Hib conjugate vaccines. Individuals who have passed their fifth birthday are not required to be vaccinated against Hib.

Hepatitis B

Three doses. One dose by three months of age, second dose by five months of age and a third dose by 19 months of age. The last dose of hepatitis B vaccine series shall not be administered prior to 24 weeks of age.

Individuals born before July 1, 1994 are not required to receive the hepatitis B vaccine.

Varicella

Two doses administered at least 28 days apart. One dose on or after 12 months of age and before age 19 months, and a second dose before entering school for the first time.

An individual with laboratory confirmation of varicella disease immunity or has been documented by serological testing to have a protective antibody titer against varicella is not required to receive varicella vaccine. An individual who has documentation from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease is not required to receive varicella vaccine. The documentation shall include the name of the individual with a history of varicella disease, the approximate date or age of infection, and a health care provider signature. Individuals born before April 1, 2001 are not required to receive varicella vaccine. The requirement for the second dose of varicella vaccine shall not apply to individuals who enter Kindergarten or first grade for the first time before July 1, 2015.

Pneumococcal

Four doses. Three doses by age seven months and a booster dose at 12 through 15 months of age. Individuals who receive the first dose of pneumococcal conjugate vaccine on or after seven months of age and before 12 months of age are required to have two doses at least four weeks apart; and a booster dose at 12 through 15 months of age. Individuals who receive the first dose on or after 12 months of age and before 24 months of age are required to have two doses at least eight weeks apart to complete the series. Individuals who receive the first dose on or after 24 months of age and before five years are required to have one dose to complete the series.

No individual who has passed his or her fifth birthday shall be required to be vaccinated against pneumococcal disease. Individuals born before July 1, 2015 are not required to receive pneumococcal conjugate vaccine.

Meningococcal

Two doses. One dose is required for individuals entering the seventh grade or by 12 years of age, whichever comes first, on or after July 1, 2015. A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020. If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine.

FINANCIAL POLICIES

The LKNC, Inc. Board of Directors is extremely prudent in calculating the cost of providing an exceptional education to students. In order to be good stewards and fulfill the financial obligations for services and supplies required for operation, the collection of tuition and other related costs is critical.

Each family is required to sign a financial agreement upon enrollment and adhere to the procedures and policies as outlined. It is also required that families notify the finance office at LKNC immediately if unable to fulfill the financial commitment. Alternative arrangements may be considered on a case-by-case basis, and must be approved by the Board of Directors.

HANDLING OF FUNDS

LKNC employees and approved volunteers do not hold funds or checks overnight. All funds are secured and deposited weekly.

CHECK CASHING

Lake Norman Christian School does not cash checks for any individual.

REGISTRATION FEE

- All students must pay a non-refundable, non-prorated registration fee after receiving the Head of School recommendation.
- The registration fee for returning students is due with the submission of the reapplication form.
- Re-enrolling students must make application and pay the registration fee by March 1st to guarantee placement for the upcoming school year.

TUITION AND FEES

Grade	Application Fee	Curriculum Fee	Parent Teacher Fellowship Fee	Tuition 2018-2019
Kindergarten	\$185	\$400	\$80 per child/\$160 max. per family	\$8,500
Grades 1- 5	\$185	\$400	\$80 per child/\$160 max. per family	\$9,000
Grades 6-8	\$185	\$400	\$80 per child/\$160 max. per family	\$9,800
Grades 9-12	\$185	\$400	\$80 per child/\$160 max. per family	\$10,500
Homeschool and Dual Enrollment	\$185	\$0	*\$1200 for first course and \$2,000 for each additional	*\$2,000 Per course

Lake Norman Christian School endeavors to work with each family on a case-by-case basis should a payment miss the due date. Each family is required to notify LKNC of any anticipated late payment and make alternate arrangements.

ESTABLISHING A FACTS ACCOUNT

All tuition and extended-care fees are due on the date established by contract with FACTS Tuition Management. A family account with automatic-payment from checking, savings, or credit card is set up upon enrollment. Tuition payments may be arranged as follows:

- Early Bird payment – to be paid in full by May 1 to receive a 4% tuition discount
- Pre-payment – to be paid in full by June 1 to receive a 3% tuition discount
- Semi-annual payments – to be paid by June 1 and December 1 to receive a 2% tuition discount
- Ten monthly payments beginning on July 1 and continuing through April 1

PENALTIES FOR AN UNPAID ACCOUNT

When a student's account has an unpaid tuition or fee balance 30 days following a due date without the approval of the Finance Office, student grades will be suspended. Upon payment, grading will resume in RenWeb, but with late assignment penalties.

If payment is not received by the end of the second month (60 days after the first unpaid due date) without special arrangements through the Finance Office, the student will be officially withdrawn, no student records will be released until paid in full and, if unpaid, the account may be processed for collections.

COSTS OF COLLECTION

If an account remains delinquent, the payment contract signer agrees to pay all costs incurred in the collection of their account including attorney fees, court costs, and any additional expenses.

RELEASE OF STUDENT INFORMATION

All records generated by Lake Norman Christian School—report cards, diplomas, transcripts, and annual achievement test scores—are withheld until a delinquent account is paid in full. Any records produced by Lake Norman Christian School are the property of the school. Records from former schools may be released with an unpaid account. A student of a delinquent account is not permitted to re-enroll or begin school.

VOLUNTEER PROGRAM

Lake Norman Christian School enjoys the participation of its families in projects around the campus. Volunteer work helps to minimize the rising costs of private education. You are encouraged to contact the Parent Teacher Fellowship [PTF] and get "plugged in!" LKNC does not accept volunteer service in lieu of tuition, but volunteers are always needed and welcome! Contact the front office and see what opportunities are available for service. All families must pay a PTF fee of \$80 per student/\$160 per family maximum to help cover the costs of special programs, school-wide celebrations, Grandparents Day, teacher/staff appreciation, school beautification, etc.

PROVISIONAL ENROLLMENT

A new student enrolled in Lake Norman Christian School is accepted on provisional status. This allows the school to assess the student for appropriate services and to determine his or her potential for success in the school. During the first semester, the student will adjust to life at LKNC, make new friends, interact with staff and, perhaps, feel the rigors of new expectations. A student may withdraw at any time while enrolled provisionally (during the first full semester of attendance). The Head of School, in consultation with faculty, has sole discretion to terminate the enrollment of a first semester student.

At the end of one full semester, the Enrollment Committee reviews the new student's demonstration of compatibility. An interview may be required. The Enrollment Committee may make a recommendation to seek educational services at another school.

WITHDRAWAL REQUEST

Withdrawal Request Form must be completed and submitted between the first day of school and April 30th for a refund of any portion of tuition. If a student withdraws on the first day of the month, and any day between the first and last day of the month, that month's tuition will not be refunded.

Note: Tuition payments do not fluctuate with holiday seasons, student absenteeism, or emergency school closures.

FACTS FINANCIAL AID ASSESSMENT

For qualified families, financial aid is available in limited amounts based on need. The tuition-payer must apply. Full financial documentation is required by FACTS with an application fee. FACTS will collect and assess the data with an independent recommendation for financial aid.

PHILOSOPHY OF FINANCIAL AID

The guiding Biblical principle of Lake Norman Christian School is found in Matthew 6:33 "Seek ye first the kingdom of God and His righteousness and all these things shall be added unto you." In every feature of our educational plan, there is found a faith-priority for the salvation of children and youth. Lake Norman Christian School exists to provide spiritually-based academic preparation beyond the home and church. While it tailors its program for families desiring Christian education, it attempts to include all eligible students in order to train them for citizenship and service in the kingdom of God. In the context of these spiritual objectives, there is a temporal, material aspect to seeking God's kingdom and righteous as a number one priority.

As a North Carolina corporation with federal tax-exempt status, LKNC has certain legal and financial obligations. The school operates by means of tuition and fees in addition to program-enhancing gifts, large and small. It is a steward of these monies and must operate the school with financial skill. The place of every student requires full-tuition, but not every eligible student can afford that amount. As much as possible, LKNC makes an annual effort to provide scholarships for eligible students requiring additional financial support. These scholarships are awarded beginning June 1st. Scholarship re-enrollments occur annually in the same manner.

MINISTRY DISCOUNT

Lake Norman Christian School welcomes the eligible children of those serving in full-time pastoral ministry or comparable full-time Christian ministry. A 50% tuition reduction is available. No other discounts apply. Additional financial assistance may be available through an application to FACTS Financial Aid Assessment. This assessment enables the school to determine the level of financial need for eligible student scholarships.

MULTIPLE CHILD DISCOUNT

The full-tuition payer is eligible for a multiple child discount as follows:

- Full tuition for the child with the highest tuition rate.
- 10% discount for each sibling thereafter.
- The multiple child discount does not apply to staff, financial aid recipients, or the recipients of any discounted tuition program with the exception of the Early Bird, Pre-payment, or Semi-annual discounts.

WITHDRAWALS

A withdrawal prior to two weeks before the beginning of the first day of the school year receives a tuition refund according to the refund policy and upon notification of the Head of School.

TUITION REFUNDS

All tuition is due in full by July 1 for the upcoming academic year or a FACTS account must be established for semi-annual or monthly payments. In the event of student withdrawal or expulsion prior to January 1st of the current academic year, the following refund percentage will be paid for accounts paid in full for the year or first semester:

On or Before	1-May	1-Jun	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov	1-Dec	1-Jan
Refund	90%	80%	70%	60%	50%	40%	30%	20%	10%

For families on the 10-month payment plan through FACTS Tuition Management, no refund will be paid for any portion of a month that a student is in attendance even one day after the payment of tuition on the due date.

EXTENDED CARE

BeforeCare (7:00-7:45 AM) and AfterCare (3:10-6:00 PM) is available for students. Daily costs are as follows:

- Before-school care is \$7 per day.
- After-school care is \$15 per day for the first child with a 50% discount for siblings.
- After 6:00 PM, the charge is \$1 per minute.

SPORTS FEES

A separate fee schedule is established for each individual sport and payable prior to the start of each season. A student is not allowed to participate in any scheduled sport until the appropriate fees are collected and required medical exams are complete.

Upper School—Grades 6-12

- \$190 per sport (\$140 if paid by March 14th for Spring Sports)
- \$175 per sport if student plays 2 sports during school year (\$125 if paid by March 14th for Spring Sports)
- \$155 per sport for 3 sports during school year (\$105 if paid by March 14th for Spring Sports)
- One-half refund after the first practice and prior to the first game
- No refund after the participant plays the first game

Lower School—Grades K-5

- \$140 per sport (\$90 if paid by March 14th for Spring Sports)
- \$130 per sport for 2 sports (\$80 if paid by March 14th for Spring Sports)
- \$120 per sport for 3 sports during academic year Refund of Participant Fees (\$70 if paid by March 14th for Spring Sports)
- One-half refund after the first practice and prior to the first game
- No refund after the participant plays the first game

RETURNED CHECK FEE

A minimum of **\$25.00** processing fee (or the fee charged by the bank) is applied to any returned check. Any family presenting two checks that are returned for insufficient funds may be required to make all future payments by CASH ONLY.

PARTIAL PAYMENT

When an account is considered in arrears, any payment received is applied to the oldest invoice.

PSAT FEES

A separate fee is charged to all students who participate in the annual PSAT test program.

CREDIT BALANCES

Unclaimed credit balances are retained for the operating costs of Lake Norman Christian School Incorporated 30 days after the end of the current school year and a good faith return effort.

REFERRAL INCENTIVE

Currently enrolled families may take advantage of sharing with friends about LKNC and earn tuition discounts. The new family must indicate on their application the name of the current LKNC family who referred them to the school. Once the new student is enrolled successfully for one semester and is up-to-date with tuition and fees, the referring family will receive a \$500 credit toward tuition and/or fees if their account is current.

STUDENT DISCIPLINE

The purpose of the Lake Norman Christian School (LKNC) discipline policy is to ensure a spiritual, social and academic environment conducive to a positive Christian learning experience. Our discipline system is respect-based and is used to teach and correct, not to punish. It is designed to produce change, not to inflict revenge; to encourage transformation rather than administer retribution. Through applying discipline, we teach students that they are responsible for their behaviors; that all actions have consequences; and that bad decisions may have bad consequences as well as good decisions having good consequences.

Lake Norman Christian School is a NO CORPORAL PUNISHMENT SCHOOL.

RENWEB PARENT PORTAL

RenWeb is an online service provided by the school to assist parents and students with immediate and up-to-date student information. Parents are able to view assignments, grades, school calendars, attendance. RenWeb enables parents to receive email notifications of unacceptable behaviors or grades earned on class work.

RESPECT

Respect simply means to take a second look and search a little deeper for the value in someone or something. The process of discipline at the Lake Norman Christian School is rooted in respect-based values that include God, self, others, and property. These values include:

- Self-government (making good decisions, follow through, and self-control)
- Responsibility (being on time, on task, and responding thoughtfully)
- Trustworthiness (being honest, dependable, and trusted)
- Kindness (being helpful and caring)

STUDENT HONOR CODE

I will practice respect through self-government, responsibility, trustworthiness, and kindness.

TEN BASIC WAYS TO SHOW RESPECT AT SCHOOL

Each teacher establishes classroom rules and procedures at the beginning of the school year to reinforce respect. Posted throughout the campus, K-12, are ten ways for each student to demonstrate good character and citizenship:

- Be in your seat on time
- Be prepared for class
- Pay attention to the teacher
- Immediately follow instructions
- Treat others kindly
- Care for the property of others
- Speak only at appropriate times
- Leave your seat or classroom only with permission
- Keep your area clean and orderly
- Observe the dress code

EXPECTATIONS OF STUDENTS

Students are expected to abide by the following guidelines, policies, and standards. Please read them carefully. Attendance at Lake Norman Christian School is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and loyalty.

The following general expectations must be adhered to at all times:

Respect God

- Every student is expected to behave in a Christ-honoring manner.

Respect Self

- Because we believe that our bodies are a temple of the Holy Spirit, no student may use, sell or otherwise furnish, or be under the influence of or in possession of any controlled or uncontrolled substance, alcohol, intoxicant, tobacco or any smoking paraphernalia at any time while a student at LKNC, on or off campus.
- Students agree to avoid all self-abusive behaviors e.g. cutting, sexual promiscuity, and eating disorders. LKNC may insist on external intervention in order to maintain enrollment.

Respect Peers, Guests and Volunteers

- Students are not allowed to violate another's character either verbally or physically.
- Students must respect all school personnel, parents, and adult guests by addressing them as Mr., Mrs., Miss, Coach, Pastor, or Doctor.
- Students must be appropriately dressed at all times. This includes field trips, awards assemblies, performances, athletic events, sports banquets, etc.
- Students may not sell items to other students, unless the sale has been approved by administration.
- Students must refrain from unauthorized public displays of affection.
- The carrying and exchanging of cash, checks, or bank cards is strongly discouraged.
- LKNC is not responsible for stolen or misused items.
- Gambling is prohibited.
- During school hours, students are expected to remain on campus unless they have written permission from the office, are on a school field trip, or have been signed out by their parent or guardian.
- Students must sign out at the office when leaving the campus during school hours, and sign in if returning the same day during school hours.
- LKNC strongly discourages pranks both on and off campus. Students involved in malicious mischief at off-campus, school-sponsored events will be subject to school discipline and financial responsibility for damages.
- Disruptive behaviors are not allowed.
- The language used on campus must be consistent with the Word of God. In Ephesians 4:29 we are instructed: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
- Possession, sale, use of an explosive, lighter, matches, firearms (including ammunition), or other dangerous objects, including knives, on school grounds will result in appropriate disciplinary action.
- If a student becomes a parent, he or she will be subject to the recommendations of the Discipline Committee and the will of the Board of Directors.

Respect School Staff

- Students are not allowed in any area of the campus without permission and/or staff supervision.
- Students are expected to arrive to class on time with books, assignments, pencils, pens, and other material necessary for daily class work.
- Students must listen attentively to teachers, and other students as appropriate.

Respect School Property

- Students should not damage or deface school property or that of others. Parents will assume financial liability for any and all damages incurred by their student at school or at school functions.
- Each person must do his/her best to keep the campus clean by placing trash in the proper receptacle. LKNC encourages recycling and the proper disposal of environmental hazards.
- No riding of skateboards or skates on the school grounds at any time. Bicycles must remain secured during school hours.
- Restrooms may not be used for loitering, eating, or as group hangouts.
- Eating is prohibited in classroom buildings except with administrative approval.
- Students may have water in their classrooms with teacher permission.
- Food and beverages are not allowed in the computer lab.

EXAMPLES OF DISRESPECTFUL BEHAVIORS

The following examples of disrespectful behaviors may exclude the student from class and field trips, student government, club and society participation, and school-sponsored events:

- Purposely disregarding staff instructions
- Disruptive behavior
- Misuse or abuse of school property, equipment or supplies (to assume financial liability)
- Misuse or abuse of non-school property while "in school" (to assume financial liability)
- Inappropriate language
- Offensive comments or discussions including gossip
- Littering the campus
- Inappropriate affection
- Obscene gestures
- Crude joking
- Inappropriate use of media (televisions, computers, music players, cell phones, discs, etc.)
- In an unauthorized area
- Unapproved possession of personal medications
- Lying which includes cheating, forgery, and plagiarism (noted on RenWeb as: "Cheating" "Zero Grade".
Teacher or student will contact parents

DISCIPLINE COMMITTEE

The Disciplinary Committee is sometimes called upon to assist the Administration with discipline decisions. It is comprised of the Head of School, Principal, Registrar, Elementary or Secondary Lead Teachers, and any Teacher(s) of the student under consideration.

GRADES K-5 DISCIPLINARY PROCEDURES

The teacher is the first line of authority to address behaviors requiring discipline. Repeated disrespectful behaviors may be referred to the Administration. All interactions with Administration will be noted in a student's conduct record and parents will be notified.

ELEMENTARY DETENTIONS

Lunch and recess detentions may be assigned when a student's behavior requires time to reflect on the basic principles of respect and self-government or to complete late assignments.

DISCIPLINARY REFERRAL

A Disciplinary Referral to the Administration is typically issued upon the third offense, usually when other methods of discipline repeatedly fail. It is issued for any major infraction. A Referral represents a lack of respect and self-government, and is noted in the student's cumulative file. Referral detentions are served after school from 3:00-4:00 PM and typically on Fridays. The location of the referral and the supervisor will be noted on the Disciplinary Referral form.

GRADES 6-12 DISCIPLINARY PROCEDURES

Disrespectful behaviors often come from youthful irresponsibility, impulse, or movement toward independence. Others result from poor attitude and/or defiance. After the classroom teacher has exhausted his or her disciplinary methods to no avail, general offenses will be addressed according to the following procedures which are always recorded on RenWeb:

- 1st offense = Administrator warning, recorded as a behavioral incident, and notification of parent(s) through RenWeb
- 2nd offense = A demerit with lunch detention(s) recorded as a behavioral incident, notification of parents
- 3rd offense = Demerit, Disciplinary Referral with after-school detention, conference of student, parent(s), teacher and Principal
- 4th offense = Demerit, Disciplinary Referral to include an ISS, parent-student conference with Principal and Head of School, and disqualification from Honor Roll for the semester, notification of the school board
- 5th offense = Demerit, Disciplinary Referral to include an OSS, parent-student meeting with the Discipline Committee, probation, notification of the school board
- 6th offense = Expulsion by vote of the school board

The primary means of communicating with parents is through RenWeb. However, parents or teachers may request a parent/teacher/student conference at any time. Parents who do not have access to RenWeb will be notified by phone.

More serious offenses may result in immediate disciplinary action.

An unsatisfactory conduct record and/or a Disciplinary Referral (4th offense) disqualifies the student from Honor Roll status and National Honor Society membership.

At the beginning of each semester, students start over accruing disciplinary actions. Prior actions remain on the student's permanent record.

A student who reaches an out-of-school suspension will automatically earn Behavioral Probation. The second demerit while on probation terminates enrollment at LKNC.

GRADES 6-12 DETENTION

Parents are called by the Administration when a student has earned a detention. A student in detention is required to complete an assignment, either written or physical, at the discretion of the assigning teacher or the Administration.

Detentions are generally held on Friday's from 3-4 PM. Students not showing up for a detention automatically increase their detention requirement as determined by the assigning teacher and Principal. Parents are expected

to support LKNC detention policy, and students are expected to serve any detention when assigned, unless there is a family emergency.

DRESS CODE VIOLATIONS

Students out of compliance with the dress policy are sent to the office. Parents are expected to support the dress policy, and are called to bring a change of clothes or provide for a haircut or hygiene. A suitable second-hand uniform garment may be supplied by the school for a purchase fee of \$5.

UNPREPARED FOR CLASS

When a student arrives to class without the required materials such as textbook, notebooks, paper, and other teacher-specified items, the teacher communicates through RenWeb with the following notation: "Unprepared for Class," and/or "Grade Reduction".

MAJOR INFRACTIONS

A student is considered a student of Lake Norman Christian School 24 hours per day, 365 days per year. Although not all inclusive, the following infractions may constitute immediate removal from the classroom. Students with Provisional Enrollment may be expelled immediately upon verification of a major infraction. The Discipline Committee reviews each incident. Verification of an infraction may result in one or more of the following:

- restitution
- required counseling at parents expense
- suspension with possible loss of leadership positions
- probation
- expulsion
- contact the police
- criminal prosecution

Major infractions are as follows:

- Criminal activity
- Defiance of School Authority: Refusing to comply with the instructions of school staff.
- "Cutting" or "Ditching": Missing school without parent or school permission, or leaving school property without permission from the school office is considered "cutting" or "ditching". Students must obtain permission before leaving a classroom and sign out at the office if leaving before 3:00 PM. Students will receive a zero for all work missed.
- Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity.
- Violent Communications: Using abusive or harassing communications. This includes threatening, intimidating, or causing bodily harm to any person or property.
- Profane Language: Engaging in habitual profanity or vulgarity, verbal or written.
- Harassment: Physical and verbal intimidation or humiliation of a sexual, racial, religious, or other nature.
- Drug/Substance Abuse: The possession, use, or distribution of drugs, alcohol, and/or tobacco product(s) is prohibited. Students connected with any drug-related persons or events may be required to submit to drug testing. If required to submit to a drug test, and the student or parents refuse, the refusal will be viewed as an admission of guilt. Personal prescriptions and over-the-counter medications are dispensed in the school office and are not to be in the possession of students.
- Hazing: A form of group initiation that causes physical and/or emotional harm.
- Sexual Immorality: Inappropriate sexual behavior and the possession and/or use of sexual objects and/or media.

- Pregnancy: An LKNC student who impregnates or becomes pregnant.
- Plagiarism: Since plagiarism is illegal, students may not submit work that is plagiarized (representing the work of another as one's own) or that otherwise violates U.S. copyright laws. Students will receive a zero on the assignment in question.
- Fire Safety: Violations of fire regulations include using matches, lighters, fireworks, or tampering with fire alarms or fire extinguishers.
- Vandalism: Destruction or defacing of school property.
- Stealing: Being in possession of property that does not belong to you and without the permission of the owner.
- Weapons: The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden on or near school grounds. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

BEHAVIORAL PROBATION

If the Discipline Committee permits the return of a student who does not meet the minimum behavioral eligibility requirements, that student returns on Behavioral Probation for up to one semester. The student is not allowed to exceed one demerit. A second demerit during the period of the probation will result in a recommendation for expulsion to the Board of Directors.

SEARCH AND SEIZURE

Lake Norman Christian School reserves the right to conduct a random and reasonable search of a student or his/her belongings when there is probable cause to believe that the student has an item in his/her possession that may constitute a criminal offense under state and federal laws, or other items prohibited by school rules.

ANTI-HARASSMENT/BULLYING POLICY

The environment at Lake Norman Christian School must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students and staff to treat each other with due respect for rights, individuality, and personal dignity. Racial slurs, sexual innuendoes, bullying, and harassment of any kind may result in suspension from school.

NEGATIVE PUBLIC NOTORIETY

Students are expected to represent Lake Norman Christian School in a positive manner when not on school grounds or attending school functions. The Administration deals directly with any student who draws attention to LKNC in a negative manner. Negative behaviors, words, and attitudes that cause adverse notoriety could result in disciplinary action including expulsion. Personal media communications should not conflict with the values of the school.

SUSPENSIONS

Suspension is at the discretion of the Discipline Committee for regularly enrolled students and the Head of School for provisionally enrolled students (within the first full semester of attendance) and may be from one to five days depending on the infraction and/or accumulation of Disciplinary Referrals. All class work missed during the suspension is to be completed. Students are responsible for material presented in class during the suspension, however no credit is granted for homework or classroom assignments. Very specific changes in behavior and actions are expected prior to returning to school. Privilege restriction is invoked when a student receives a suspension and can continue until the next grading period. Students are not permitted to participate in any extra-

curricular activities or be present at school or any school functions during the time of suspension. No suspensions may be granted following an OSS as described below. An expulsion referral is the next step.

IN-SCHOOL SUSPENSION (ISS)

In-school suspensions are served at a time to be determined by the Discipline Committee during normal school hours. During ISS, students must accomplish work assigned by their teachers and may receive additional work assigned by the Head of School.

A student earning an ISS may forfeit the privilege of participation in field trips and extracurricular activities for the remainder of the semester, per Head of School discretion.

OUT OF SCHOOL SUSPENSION (OSS)

OSS's are served on the date(s) assigned by the Discipline Committee. Parents are given advance notice prior to implementation of an OSS. However, if in the judgment of the Discipline Committee, an infraction warrants immediate withdrawal from the school environment, the parent is notified by phone as soon as possible. A student who has earned an OSS forfeits the privilege of participation in athletics, field trips and/or extracurricular activities for the remainder of the school calendar year.

EXPULSION

Attendance at LKNC is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school may be dismissed or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion may be recommended by the Discipline Committee for regularly enrolled students or by the Head of School for provisionally enrolled students if it becomes apparent that the school will not be able to meet the learning needs of a student, or that the student's behavior is preventing a positive learning experience and outcomes. Expulsion may also be recommended for unresolved academic problems. When expulsion is recommended, a date of withdrawal from the school will be established by Administration and the withdrawal procedure followed. The Board of Directors will be notified by Administration. The expulsion date may be immediate.

The process for expulsion is:

- A period of suspension is assigned for investigation, evaluation and possible resolution.
- A recommendation of the Head of School is made to the Discipline Committee (except for students with Provisional Enrollment).
- The Discipline Committee may request a meeting with student and parents/guardians.
- If a resolution to retain the student cannot be achieved, the Discipline Committee will recommend expulsion to the Administration. The Board of Directors will be notified at the time of recommended expulsion.

PARENT TEACHER CONFERENCES

An official conference day with parents is scheduled at the end of the first and third quarters. Teachers meet with parents and provide a glimpse of their child's progress.

Parent-teacher conferences regarding discipline issues are scheduled as needed by the Administration. An administrator, whenever possible, is present at parent conferences that involve disciplinary issues.

SCHOOL TRANSFER NOTIFICATION

Lake Norman Christian School reserves the right to note disciplinary issues on transferable school records. Examples are major infractions, suspensions and expulsion.

GRIEVANCE PROCEDURE

Problems can be best solved when the individuals directly involved discuss the issue. Accordingly, we encourage parents and students to follow the steps outlined below:

- Speak with the teacher privately regarding all student-related problems. If an issue cannot be resolved
- Make an appointment with the Principal and/or Head of School, along with the teacher to discuss possible solutions. If you are still dissatisfied,
- Address the School Board in writing. The School Board generally meets monthly. Requests to be included on the agenda must be received in writing no later than the Friday before any given meeting. Requests should be addressed to the Board of Directors. The Head of School will submit the request to the President of the Board. The President, at his or her discretion, will invite the person seeking resolution to a meeting of the Directors.

ATTENDANCE

Attendance at school provides a student with the 'classroom experience'. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be 'made up'. For this reason, the failure of a student to attend class on a consistent basis will be seen as a serious problem that may adversely affect the student's success.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused.

ARRIVAL AND DISMISSAL

- The regular supervision of students occurs between 7:45 AM and 3:15 PM on full school days and 7:45 AM to 12:00 PM on early release days.
- Lake Norman Christian School is not responsible for students before or after the above stated times, except for school-sponsored activities and Extended Care.
- All students on campus must be under the supervision of school staff, an approved activity leader, or parent/guardian.
- Upon arrival, students may not miss any class, assembly, lunch period, or any other scheduled event without prior administrative approval.
- Students departing from school early must provide the school office with a written explanation noting the expected time of departure. Students must sign out at the school office and sign in upon return if returning the same day.
- Students are responsible for missed work when leaving early.
- Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the Administration.

SCHOOL TARDIES [not Class Tardies]

- Students are expected to be in their first period classrooms no later than 8:05 AM.
- Students arriving for class after 8:05 AM must report directly to the office to obtain a tardy slip.
- Parents are asked to communicate the reason for the tardy with the school office within 24 hours (by phone, a note, or in person).
- The names of tardy students (both excused and unexcused) will appear on the daily master attendance sheet and remain on record in RenWeb.
- Students are not automatically excused for parent-caused tardies.
- Tardies may affect grades. Teachers do not delay instruction for late students. They are not required to reassign missed classroom work, quizzes, or assignments that result from chronic tardiness.
- Parents/Guardians can check RenWeb for attendance record.

ABSENCES

When a student is absent from school, parents/guardians must contact the school office. The following procedures apply to absences:

- RenWeb maintains an accurate record of attendance. The record appears on the report cards.
- Parents/guardians must call the school office the day of the absence or provide the school office with a written explanation of the absence on the day the student returns.
- If a student is present for at least four periods of the school day, he/she is counted as present.

- If a student is ill, homework assignments can be obtained from a classmate or RenWeb. If you need to call the school for homework assignments, please provide the names of the teachers from whom you need assignments.
- Homework requests must be called in by 9:00 AM. The school cannot guarantee that requests made after 9:00 AM will be fulfilled. Homework must be picked up from the school office between the hours of 3:15–4:00 PM. Students are responsible for work in missed classes and have one day for each day of the excused absence to make up work. A plan for making up work for a pre-arranged absence must be coordinated with each teacher.
- If a student misses the day of a test or quiz, he/she is required to make arrangements with the teacher to make up the missed test or quiz.
- An absence is noted in school records, whether excused or unexcused.
- An absence that is initiated from the school and given prior approval by the Administration is not reflected on the report card.

EXCUSED ABSENCES

As far as possible, all out-of-school appointments should be scheduled for school breaks, school holidays, after school, or during the summer break. The following absences are excused if the school receives a note or phone call from the parent/guardian within 24 hours of the absence. These absences are reported with the student's total absences on the official record, but without penalty for makeup work or exams if made up during the designated period of time. Excused absences include:

1. Illness of the student
2. Death in the immediate family
3. An unavoidable family emergency
4. A medical appointment (when an after-school appointment is not possible)
5. Court appearance
6. College visits by juniors and seniors
7. A weather emergency

UNEXCUSED ABSENCES

All absences not meeting the criteria listed above are unexcused and noted with the student's total absences on the official student record. The student's absence will be considered unexcused if the parent does not report the absence or submit a written note explaining the reason for the absence. Students are responsible for the material presented in class during an unexcused absence. Limited credit is given for missed class work. **The authority for determining the legitimacy of an absence rests with the school administration.**

PRE-ARRANGED ABSENCES

Absences should be arranged in advance when possible. A form is available at the school office and should have an Administrator's signature of acknowledgment 3 days in advance of the absence. Pre-arranged absences for family reasons other than 1-7 above are noted on the official student record as excused and without school-imposed academic or privilege penalty. Missed assignments are provided in advance and/or upon return at the discretion of the teacher. It is the responsibility of the student to acquire the assignments and complete them by the required due dates. LKNC teachers reasonably accommodate such absences.

LEAVING EARLY

The office must validate all departures through parent/guardian contact.

TRUANCY

Truancy is defined as an “unexcused absence” from school or a specific class without the knowledge and consent of parent/guardian and proper LKNC authorities for part or all of any school day. A student can be considered truant if he or she is 5 or more minutes late to class. Consequences, not necessarily required to be in progressive order, will be determined by the Administration and/or Enrollment Committee. Assignments and/or tests missed because of a period or full day truancy may not be made up.

EXCUSED FROM P.E.

In order for a student to be excused from P.E. due to illness or injury, a parent note is required and will excuse the student for a maximum of three days. Any further excuse will require a doctor’s written statement.

REPEAT A COURSE OR GRADE

A student with excessive absences may be required to repeat a course or grade level. The Enrollment Committee will review each case. Parents will be notified by letter as follows:

- 10 absences during a semester
- 11 absences during a semester and Enrollment Committee review of circumstances with possible waiver
- 12 absences without waiver, a letter of Behavioral Probation and corrective action.

Students receiving an F grade for any course may be required to repeat the course as determined by the Enrollment Committee. If the student meets the conditions set by the Committee to earn or recover credit, the student will receive credit for the course. A student is placed on Academic Probation for falling below a 2.0 G.P.A. or earning an F grade. A second semester of the same academic performance may result in the forfeiture of enrollment or other recommended actions which can include the repetition of a course or grade level.

ATTENDANCE RECORDS

Faculty members record attendance for each class and report absences and tardiness through RenWeb. If a student who is taking a full roster of classes is not present for a minimum of 4 hours, they will be counted absent FOR THAT DAY and may be ineligible to participate in any sporting events scheduled for that day. Parents are strongly advised to keep track of attendance records via RenWeb.

Absences (excused or unexcused) in excess of 20 days during the school year may place promotion to the next grade or course credit in jeopardy. Students with more than 20 absences in any subject area must have an overall passing grade in that subject and must pass final exams.

MAKE-UP ASSIGNMENTS

Students are allowed one day for every day of excused absence to make up work missed (teacher’s can redefine this policy to be more lenient on a case-by-case basis with documentation). Teachers are not required by the Administration to provide make-up work for absences in excess of the 10-day limit per semester. Work missed due to an unexcused absence may be handled at the discretion of each teacher, crediting said work with the highest score of a 70% (C) only upon completion.

Work turned in within the time limit for an excused absence will be graded at full credit potential. Work assigned prior to an absence should be submitted upon return, and assigned tests which were missed should be completed within two days of return.

STUDENT MOVEMENT ON CAMPUS

During school hours all students are to move from class to class during the allotted time between bells. Secondary students must use this time for locker and restroom visits. Student movement on campus outside of transition between classes must be supervised by an adult, or the student(s) must have a hall pass or a note in the planner issued by their current period teacher or a member of the administrative staff.

STUDENT DEPARTURE

Students in grades K-12 are picked up at the auditorium doors. Student drivers and their passengers may exit through other doors. All student cars are parked in the parking lot opposite the cafeteria. Generally, students should not be picked up via the front office unless a parent/guardian is conducting school business.

EARLY DISMISSALS

LKNC includes planned early-release days on its academic year calendar. Parents/guardians are notified of early releases due to inclement weather through RenWeb or by email, through local media, or phone if necessary.

EXTENDED CARE DISMISSAL

Per school policy, all students must vacate the LKNC campus by 3:15 PM or be under adult supervision in clubs, sports, or Extended Care. Students of school personnel may be released to their parents care, but they must be supervised.

Students participating in after school sports (practices or games) are not allowed to loiter anywhere on campus in the interim time between release and game/practice time. Student athletes waiting for practice/game are required to go to an area designated by their coach (at no charge) until released to the supervision of their specific coach. Students are not permitted to loiter in or around the front office.

STUDENT DRIVING PRIVILEGES

- All students wishing to drive on the LKNC campus must submit the Student Driver Form and receive Administrator approval on an annual basis. Students must park in the assigned parking area closest to the gymnasium.
- Students with driving privileges must maintain a minimum 2.0 grade point average with no F's on the semester grade report, and maintain an acceptable conduct score. Grade point averages are reviewed on a semester basis.
- Other students may not ride with the approved student without specific written permission (filed in the school office) from the parents of both the driver and passenger.
- Students should remove any items needed during the school day from their vehicle since they are not allowed to return to their vehicle during school hours except with Administrator permission.
- Any student departing school grounds for any reason during school hours must sign out at the office before departure.
- Driving privileges may be revoked at any time with cause.
- Excessive morning tardiness may result in the revocation of driving privileges, per the Administration.

ARRIVALS & DEPARTURES

HOURS OF OPERATION

The main office is open from 7:30 AM to 4:00 PM during normal school days. Abbreviated hours may apply on holidays and teacher in-service days. Extended Care is available from 7:00 AM – 7:45 AM and 3:15 - 6:00 PM on full school days at an additional cost.

Phone: Main Office (704) 987-9811 for all school inquiries

ARRIVAL PROCEDURES

Students should be dropped off no earlier than 7:45 AM and prior to 8:00 AM. All students must be supervised. Please do not drop off students any earlier than 7:45 AM unless prior arrangements have been approved through the office. Charges may apply.

DROP-OFF AND PICK-UP ZONES

Our traffic pattern is designed for order and the safety of students, teachers and other drivers. The pattern may seem inconvenient, but is designed and managed for a student to be picked up safely and in an organized method. Parents, and those designated to drop off or pick up students, must adhere to all guidelines set forth by the school. Please fully cooperate with those designated to enforce the guidelines of traffic flow. Be observant of your speed and **stay off your cell phones**.

The following procedures and guidelines should be followed at all times:

1. Please pull to the designated person in order for the car door to be opened by a staff member. Elementary children should not get out of the cars without the aid of a designated adult assigned to open car doors. If students arrive before staff members are present to open car doors, students must remain in the car or be walked into the building and signed in to Morning Care.
2. Students should be ready to get out of the car when the staff member opens the door. **Please make sure children are not eating**. Have book bags and lunches ready upon their exit of the car.
3. Please place the car identification tag on the front windshield during carline to aid the staff member calling names for child pick up.

TARDY POLICY

The doors are closed at 8:00 AM. Any student arriving on campus after 8:00 AM must come through the office, may be considered tardy, and must obtain an admit slip from the front office.

All tardies are recorded in the student's record. Punctuality is expected at Lake Norman Christian School.

CUSTODY

Children will be released only to parents or legal guardians unless a request or permission (email or phone call) has been submitted to the office by the parents or guardians. In the case of parents who are separated, the child may be released to either parent unless a court order has been filed to the contrary and a copy placed in the student's file. If a dispute occurs on campus, the police may be called to assist with settlement. School personnel are not required to arbitrate custody matters.

DRESS CODE

PHILOSOPHY

At Lake Norman Christian School it is our desire to conduct ourselves in such a way that God will receive the glory and honor. Without placing an overemphasis on externals, we believe that our manner of speech and dress is important. Each student has a distinctive personality and we encourage him or her to express creativity and originality in ways other than outward appearance.

The dress standards apply to all students (K thru 12th grades) while in attendance and on school-sponsored trips and events unless specific administrative exception has been given. When exceptions are made, each student will be judged on the appropriateness of his/her appearance and, if not acceptable, will be justly handled on an individual basis.

Staff, parents, and volunteers who represent the school as chaperones or in any other capacity should conform to the same level of school professionalism that the students are mandated to follow. Uniform Polo Shirts are not mandatory for volunteers but are available in adult sizes and can be ordered through Lands' End.

Students arriving to school in violation of the dress code will be retained in the office until compliance is achieved.

Homeroom teachers will verify that all students are in compliance with dress code upon arrival. If a student is found to be out of dress code, he/she will be sent to the front office for the administrative staff to assist. Dress code conformance will be enforced by all LKNC faculty and staff. Students should comply immediately when dress code issues are addressed or accept possible disciplinary action.

The Board has authorized the Administration to exercise discretion when arbitrating dress code issues that may arise outside of written policy.

UNIFORM DRESS CODE REQUIREMENTS

Lake Norman Christian School has chosen to implement its dress policy through a uniform program meant to encourage respect, modesty, charm and discipline. Visit the school website, www.lknc.org, for a description of specific uniform items. Please save all vendor receipts for returns.

Every student and parent/guardian is expected to know the appearance standards. Students out of uniform/dress code may not be permitted in class until they are in compliance; parents may be called. In matters of clarification or dispute, the Administration reserves the right to determine if a student is dressed or groomed in accordance with the standards described in the Elementary and Secondary Dress Codes.

School uniforms may be purchased from Land's End.. (Pants and Bermuda shorts may also be purchased at any store that sells school uniforms – e.g. Target, Kohl's, Sears, etc.)

Some uniform items must have the Lake Norman Christian Logo embroidered on them as per guidelines for elementary and secondary students.

Land's End - Items can be purchased over the phone by calling **1-800-469-2222** or online by visiting the [LKNC page at Lands' End](#). Lake Norman Christian's Preferred School Number is **900128109**.

GIRLS ELEMENTARY UNIFORM DRESS – K-5TH

GENERAL GUIDELINES

- Apparel is to be clean, in good condition, properly fit and within the color standards.
- Students are to be well-groomed, comfortable and safe
- One top button may be open on Oxford shirts.
- Shirts under polo's must be white or uniform colors.
- Pants must have a conventional fit with hems above the floor.
- Only uniform outerwear may be worn in the classroom.
- Socks must have right and left foot of matching color.
- Footwear must be closed heel and toe, conventional, and flat.
- Undergarments must not be noticeable.
- No visible midriff skin.
- Only natural hair color and conventional hairstyles.
- Make-up must be light.
- No visible tattoos – temporary or permanent.
- Attention to proper posture when jumpers and skorts are worn.
- Modesty shorts are recommended under jumpers.
- Shorts, skirts and dresses must extend to a minimum of a dollar bill's width above the knee.
- Leggings/tights are allowed in solid uniform colors and may not be worn alone. They must be covered by another uniform bottom (dress, skirt, skort).
- Visible jewelry should be minimal.

EVERYDAY UNIFORMS

- All Polos, Oxfords, Polo Dresses, and Jumpers must have school logo on them.
- L/S or S/S Polo Dress - Blue, Navy, Pink, Orange
- Jumper - Khaki, Navy
- A-Line Skirt (at-the-knee) - Khaki, Navy
- *Bike shorts (navy) or leggings (plain white, navy, or gray) MUST be worn under dresses, jumpers, and skirts*
- Blend Long Chino Skort (at-the-knee) - Navy, Khaki
- Neat Plain Front Chino Pants - Khaki, Navy
- Feminine Fit Plain Front Chino Pants - Khaki, Navy
- Stretch Twill Crop Pants - Khaki, Navy
- Bermuda Shorts - Khaki, Navy
- 3/4 Length Sleeve Woven Oxford Blouse - Blue or White
- Interlock Performance Polo (short or long sleeve) - Cobalt, Gray Heather, White, Orange Spice, Ice Pink
- Mesh Performance Polo (short or long sleeve) - Cobalt, Gray Heather, White, Orange Spice, Ice Pink
- Feminine Fit Interlock Polo (short or long sleeve)- Cobalt, Gray Heather, White, Ice Pink
- Feminine Fit Mesh Polo (short or long sleeve) - Cobalt, Gray Heather, White, Ice Pink

PRESENTATION & SPECIAL CHAPEL UNIFORM

- All ELEMENTARY SCHOOL students are required to wear chapel attire on Tuesdays.
- Chapel Attire – khaki bottoms (pants, shorts, skirt) with a white polo or white oxford style shirt.
- Chapel shirts are NOT required to bear the LKNC logo but certainly can if the student desires.
- Shorts and skirts must extend to a minimum of a dollar bill's width above the knee.

Elementary P.E. Uniforms

- LKNC Spirit Wear T-shirt and Dark athletic shorts must be worn for PE. Shorts must extend to a minimum of a dollar bill's width above the knee.
- Students must wear dress code attire to school and change into their PE uniforms right before PE class. They must change back into the regular dress code attire immediately after PE class.

OUTERWEAR

- Students may wear any color or style coat to school (no licensed characters or "un-Christian" themes.) If students wish to wear a sweater or jacket inside the school/classroom, they are required to wear a school sweatshirt, LKNC jacket/fleece, or a plain (solid) white, gray, or navy sweater or jacket. LKNC Fleece Jacket - Cobalt
- LKNC Microfleece Pullover - Cobalt
- LKNC Sweatshirt (Hooded or Crew neck)
- Cardigan Sweater (plain/solid white, navy, or gray ONLY – with or without LKNC logo)

FIELD TRIPS AND SPIRIT DAYS

- Performance dress uniform may be requested at teacher's discretion.
- Field trip uniform may be requested at teacher's discretion.
- Co-curricular and Spirit Day activity dress options will be made available to students prior to events.

NO-UNIFORM DAYS

- Some Fridays will be \$1 no-uniform days. Students may wear uniforms. The money is collected by the Student Government to fund student activities throughout the year.
- Spirit-wear may be worn on Fridays in lieu of uniforms and at no cost.
- No-uniform day privileges may be forfeited by dress code violations.

BOYS ELEMENTARY UNIFORM DRESS – K-5TH

GENERAL GUIDELINES

- Apparel is to be clean, in good condition, properly fit and within the color standards.
- Students are to be well-groomed, comfortable and safe
- Only white T shirts allowed under Oxford shirts.
- One top button may be open on Oxford shirts.
- Shirts under polo's must be white or uniform colors.
- Polo shirt must have lower button closed.
- Oxford and polo shirts must be tucked in at all times.
- Shorts must extend to a minimum of a dollar bill's width above the knee.
- Pants must have a conventional fit with hems above the floor.
- Belts are required for pants with belt loops.
- Only uniform-color pullover sweaters in the classroom.
- Socks must be uniform colors with right and left foot of matching color.
- Undergarments must not be noticeable.
- No ripped or torn clothing.
- No visible tattoos – temporary or permanent.
- Only natural hair color and conventional hairstyles.
- Hair must be neatly groomed, above the collar and earlobes, and away from the eyes.
- No earrings at school or during school events.
- Visible jewelry is optional and limited to a wristwatch, small chain with pendant under shirt and two rings.
- No nail polish.

EVERYDAY UNIFORMS

- All Polos and Oxfords must have the school logo on them
- Plain Front Chino or Cargo Pants - Khaki, Navy
- Plain Front Chino or Cargo Shorts - Khaki, Navy
- Short/Long Sleeve Oxford – Blue or White
- Interlock Performance Polo (short or long sleeve) - Cobalt, Gray Heather, White, Orange Spice, Ice Pink
- Mesh Performance Polo (short or long sleeve) - Cobalt, Gray Heather, White, Orange Spice, Ice Pink

PRESENTATION & SPECIAL CHAPEL UNIFORM

All ELEMENTARY SCHOOL students are required to wear chapel attire on Tuesdays.

- Chapel Attire – khaki bottoms (pants, shorts, skirt) with a white polo or white oxford style shirt.
- Chapel shirts are **NOT** required to bear the LKNC logo but certainly can if the student desires.
- Shorts and skirts must extend to a minimum of a dollar bill's width above the knee.

P.E. Uniforms

- LKNC Spirit Wear T-shirt and Dark athletic shorts must be worn for PE. Shorts must extend to a minimum of a dollar bill's width above the knee.
- Students must wear dress code attire to school and change into their PE uniforms right before PE class. They must change back into the regular dress code attire immediately after PE class.

OUTERWEAR

- Students may wear any color or style coat to school (no licensed characters or “un-Christian” themes.) If students wish to wear a sweater or jacket inside the school/classroom, they are required to wear a school sweatshirt, LKNC jacket/fleece, or a plain (solid) white, gray, or navy sweater or jacket.
- LKNC Fleece Jacket - Cobalt
- LKNC Microfleece Pullover - Cobalt
- LKNC Sweatshirt (Hooded or Crew neck)
- Cardigan Sweater (plain/solid white, navy, or gray ONLY – with or without LKNC logo)

FIELD TRIPS AND SPIRIT DAYS

- Co-curricular and Spirit Day activity dress options will be made available to students prior to events.
- Performance dress uniform may be requested at teacher’s discretion.
- Field trip uniform may be requested at teacher’s discretion.

NO-UNIFORM DAYS

- Some Fridays will be \$1 no-uniform days. Students may wear uniforms. The money is collected by the Student Government to fund student activities throughout the year.
- Spirit-wear may be worn on Fridays in lieu of uniforms and at no cost.
- No-uniform day privileges may be forfeited by dress code violations.

GIRLS UNIFORM DRESS – MIDDLE SCHOOL

GENERAL GUIDELINES

- Apparel is to be clean, in good condition, properly fit and within the color standards. Students are to be well-groomed, comfortable and safe.
- One top button may be open on Oxford shirts.
- Polo shirt must have lower button closed.
- Oxford and polo shirts must be tucked in at all times.
- Belts are required for pants with belt loops.
- No ripped or torn clothing.
- Undergarments must not be visible.
- No visible midriff skin.
- No visible tattoos – temporary or permanent.
- Only natural hair colors and conventional hairstyles.
- Make-up must be light.
- Skirts, skorts and shorts extend to a minimum of a dollar bill's width above the knee.
- Modesty shorts are recommended under skirts and dresses.
- Visible jewelry is optional and is limited to earrings, bracelets, anklets, wristwatch, necklaces, pendant and finger rings.
- No flip-flops – sandals must have a back strap

EVERYDAY UNIFORMS

- Collared polo shirts (short or long sleeve) of any solid color or pattern, with or without LKNC logo
- Pants, shorts, skirts, skorts and capris must be khaki, navy, or black
- **NO JEANS, LEGGINGS OR JEGGINGS**

CHAPEL UNIFORM

All MIDDLE SCHOOL students are required to wear chapel attire on Wednesdays.

- Chapel Attire – khaki bottoms (pants, shorts, skirt) with a white polo or white oxford style shirt.
- Chapel shirts are **NOT** required to bear the LKNC logo but certainly can if the student desires.
- Shorts must extend to a minimum of a dollar bill's width above the knee.

P.E. Uniforms

- LKNC Spirit Wear T-shirt and Dark athletic shorts must be worn for PE. Shorts must extend to a minimum of a dollar bill's width above the knee. (NO leggings/spandex, unless they are worn under dress code appropriate shorts.)
- **Students must wear dress code attire to school and change into their PE uniforms right before PE class. They must change back into the regular dress code attire immediately after PE class.**

OUTERWEAR

- Students may wear any color or style coat to school (no licensed characters or "un-Christian" themes.)
- (optional recommended) LKNC microfleece pullover - Cobalt
- (optional recommended) LKNC sweatshirt (hooded or crew neck)
- Cardigan sweater (plain/solid with or without LKNC logo)

FIELD TRIPS AND SPIRIT DAYS

- Co-curricular and Spirit Day activity dress options will be made available to students prior to events.
- Chapel uniform may be requested at teacher's discretion.

NO-UNIFORM DAYS

- Some Fridays will be \$1 no-uniform days. Students may wear uniforms. The money is collected by the Student Government to fund student activities throughout the year.
- Spirit-wear may be worn on Fridays in lieu of uniforms and at no cost.
- No-uniform day privileges may be forfeited by dress code violations.

BOYS SCHOOL UNIFORM DRESS – MIDDLE SCHOOL

GENERAL GUIDELINES

- Apparel is to be clean, in good condition, properly fit and within the dress code standards.
- Students are to be well-groomed, comfortable and safe.
- White T shirts are required to be worn under Oxford shirts.
- One top button may be open on Oxford shirts.
- Polo shirt must have the lower button closed.
- Oxford and polo shirts must be tucked in at all times.
- Pants and shorts must be worn at the waistline.
- Belts are required for pants with belt loops.
- No ripped or torn clothing.
- Undergarments must not be noticeable.
- No visible tattoos – temporary or permanent.
- Only natural hair color and conventional hairstyles.
- Students must be neatly groomed.
- No shoulder-length hair.
- No facial hair and no sideburns below the ears.
- No earrings at school or during school events.
- Visible jewelry is optional and limited to a wristwatch, small chain with pendant and two finger rings.
- No nail polish.

EVERYDAY UNIFORMS

- Collared polo shirts (short or long sleeve) any solid color or patterned with or without LKNC logo
- Pants and shorts - khaki, navy, black (uniform-style)
- Plain-front Chino or cargo shorts - khaki, navy, or black. Bottoms must extend to a minimum of a dollar bill's width above the knee.

Chapel Attire

All MIDDLE SCHOOL students are required to wear chapel attire on Wednesdays.

- Chapel Attire – khaki bottoms (pants, shorts, skirt) with a white polo or white oxford style shirt.
- Chapel shirts are **NOT** required to bear the LKNC logo but certainly can if the student desires.

P.E. Uniforms

- LKNC Spirit Wear T-shirt and Dark athletic shorts must be worn for PE. Shorts must extend to a minimum of a dollar bill's width above the knee.
- **Students must wear dress code attire to school and change into their PE uniforms right before PE class. They must change back into the regular dress code attire immediately after PE class.**

OUTERWEAR

- Students may wear any color or style coat to school (no licensed characters or “un-Christian” themes.)
- (optional recommended) LKNC fleece jacket - Cobalt
- (optional recommended) LKNC microfleece pullover - Cobalt
- (optional recommended) LKNC sweatshirt (hooded or crew neck)

FIELD TRIPS AND SPIRIT DAYS

- Co-curricular and Spirit Day activity dress options will be made available to students prior to events.
- Chapel uniform may be requested at teacher's discretion.

NO-UNIFORM DAYS

- Some Fridays will be \$1 no-uniform days. Students may wear uniforms. The money is collected by the Student Government to fund student activities throughout the year.
- LKNC Spirit-wear may be worn on Fridays in lieu of uniforms and at no cost.
- No-uniform day privileges may be forfeited by dress code violations.

HIGH SCHOOL DRESS CODE

OUR PHILOSOPHY

The standard of dress at LKNC is designed to encourage a casual academic atmosphere lending dignity to both the individual and the school while contributing positively to the learning environment. We recognize the importance of self-expression and individuality during the high school years, and we expect students to do so in a way that would honor themselves, others and God.

The main principles governing the dress code are safety, modesty, courtesy, and the avoidance of extremes that some might find distracting or offensive. We acknowledge that some of these specific standards reflect community preferences, and we in no way attempt to equate them to levels of spirituality.

LKNC believes it is not only the school's responsibility to determine the dress code, but also the student's and parent's responsibility to adhere to a dress code conducive to a proper learning environment. Any personal dress or behavior that disrupts LKNC's educational program may be considered inappropriate.

Boys' Shirts

- All shirts, hoodies, and sweatshirts must be solid color or patterned (stripes, checks, etc) and free of all graphics and writings (other than manufacturer's logos).
- Any emblem or manufacturer's logo must be no larger than palm size.
- Shirts must be tucked in and remain tucked in during the school day.
- Undershirt t-shirts must be covered by another dress-code appropriate shirt. They may not be worn alone as a regular shirt.

Boys' Bottoms

- All bottoms (pants or shorts) must be free of holes, tears, rips, or frays as well as graphics and / or writings.
- Belts are required in pants that have belt loops.
- No athletic pants or shorts (including sweatpants).

Girls' Shirts

- All shirts, hoodies, and sweatshirts must be solid color or patterned (stripes, checks, etc) and free of all graphics and writings (other than manufacturer's logos).
- Any emblem or manufacturer's logo must be no larger than palm size.
- Tank tops must extend to the shoulder joint and have straps equivalent to or greater than the width of the student's first three fingers combined.
- No midriff, chest, or back baring tops.

Girls' Bottoms

- All bottoms (pants, skirts, or shorts) must be free of holes, tears, rips, or frays as well as graphics and / or writings.
- Bottoms must extend to a minimum of a dollar bill's width above the knee.
- Leggings or jeggings are allowed as an undergarment only and **must be covered by another dress code appropriate bottom at all times.**
- **NO** athletic pants or shorts (including sweatpants and yoga pants).

Boys and Girls

- Any hair color other than the student's natural color must be another naturally occurring hair color.
- Hats are not to be worn inside the building at any time.
- Chapel attire is to be worn every Wednesday and includes khaki bottoms (pants, shorts, or skirt) with a white polo or white oxford shirt.

Shoes

- Shoes may be open-toed, but must have an ankle strap that fastens.
- Bedroom slippers are NOT allowed.

Chapel Attire

All HIGH SCHOOL students are required to wear chapel attire on Wednesdays.

- Chapel Attire – khaki bottoms (pants, shorts, skirt) with a white polo or white oxford style shirt.
- Chapel shirts are **NOT** required to bear the LKNC logo but certainly can if the student desires.

GAME DAY DRESS FOR ATHLETIC TEAMS

Students who participate on a LKNC athletic team may wear special dress on game days as informed by their coach.

ATHLETIC PRACTICES

The general dress guidelines apply to athletic practices. Coaches are expected to uphold these basic standards.

SPIRIT DAYS

Students not participating in the specified Spirit Dress must be within regular dress code.

AFTER SCHOOL EVENTS

While we recognize that after-school events may call for either more relaxed or more formal dress, we expect the students of LKNC to dress appropriately for all occasions associated with the school.

FORMAL/PROM ATTIRE GUIDELINES

- All formal wear must meet the general guidelines above
- Tuxedos, suits or slacks with sport coats for boys
- Formal gowns or dresses for girls
- Students who are not dressed appropriately for formal or prom will not be permitted into the event.
- No refunds will be given to those who violate the general guidelines above

DRESS CODE VIOLATIONS

Dress code violations follow the same protocol as other behavior infractions.

CURRICULUM, GRADING AND ACADEMIC RECORDS

CURRICULUM POLICY

Lake Norman Christian School uses a variety of curricular materials and does not subscribe to any particular method of teaching. We seek to educate our students with a balance of studies that will challenge them and adequately prepare them for advancement. As we seek excellence, special care is taken in selecting the curriculum to be used in every grade and every subject. We strive to provide curriculum that applies Christian values within its commentary, although we cannot guarantee that world views will not be discussed within certain texts. Our team of Christian educators carefully reviews all materials, paying special attention to the content of the text being used. As Christian teachers, our faculty members apply their skills to redirect students to the Christian perspective on any given subject. Realizing that Christian views may vary in theology and doctrine, our teachers are to remain objective and may refer students to their pastor, church or denomination for clarity on distinctive interpretations.

KINDERGARTEN PROGRAM

Kindergarten is intended to provide a foundation in each area of development: intellectual (academic), social, physical and spiritual.

This full day program is filled with learning activities in Bible, math, science, social studies, art, language, and a phonetic approach to reading. Children have separate physical education, library, computer, foreign language and music classes. There are many opportunities for interaction and play during the school year.

LOWER SCHOOL

A traditional classroom program in the elementary school emphasizes biblical values and concepts in all subject areas. The curriculum consists of classes in Bible, language arts, math, science, history, Spanish, music, and physical education. Additional classes such as library skills, computer, and art are occasionally offered.

Study skills are taught in each grade and emphasized in the upper elementary grades. Grades are based on homework, class assignments, tests, quizzes, projects and reports.

MIDDLE SCHOOL

The Middle School academic program places strong emphasis on the development of self-discipline as applied to learning. Students are taught academic and social responsibility for their actions. The curriculum includes all traditional core subjects and may also include computer, art, creative writing, and physical education. Our theater department specializes in voice, but may coordinate instrumental lessons. Honors level courses may be available for exceptional students.

UPPER SCHOOL

The Upper School program is designed to academically, socially, and spiritually prepare students for successful advancement in education as Christian adults. Challenging academics are combined with healthy social interaction and practical Christianity. LKNC recommends 26 credits and requires a minimum 2.0 GPA for graduation from the Upper School. This meets or exceeds North Carolina State Law. Under the Dual Enrollment program, eligible students may take college courses and receive credit if the course grade is a 2.0 or higher GPA. Online courses must receive a minimum C grade to be entered on the transcript.

REQUIREMENTS FOR GRADUATION – UPPER SCHOOL CLASSIFICATIONS

- **To be classified as a FRESHMAN**, a student must have successfully completed the 8th grade.
- **To be classified as a SOPHOMORE**, a student must have accumulated a minimum of 6 credits with a 2.0 GPA and have passed Math and English.
- **To be classified as a JUNIOR**, a student must have accumulated a minimum of 12 credits with a 2.0 GPA and have passed Math and English.
- **To be classified as a SENIOR**, a student must have accumulated a minimum of 18 credits with a 2.0 GPA and have passed Math and English.

ACADEMIC CORE SUBJECTS

Academic Core Subjects consist of the following courses: Mathematics, Bible, History, English, Science and Foreign Language.

ACADEMIC POLICIES

Students must achieve a passing grade in their course work in order to advance to the next grade level. Report cards will be distributed following each quarter.

GRADING SCALE

In order to earn credit, students must achieve an average of 60% or higher in their course work for the year in a particular class.

- Report cards are distributed twice per semester.
- Semester exam grades can count 10-15% of the semester average.

Grades 1-12		Kindergarten	
Score	Grade	Scoring Rubric	Grade
90-100	A	Outstanding	O
80-89	B	Excellent	E
70-79	C	Satisfactory	S
60-69	D	Needs Improvement	N
59-below	F	Shows Improvement	I

ACADEMIC HONOR ROLL—LOWER SCHOOL

Honor Roll eligibility is based on the student's grades at the end of the First Quarter, First Semester, Third Quarter, and Second Semester.

- **High Honor Roll** - Straight A's, with no "needs improvement" and "unsatisfactory conduct" marks.
- **Honor Roll** – All A's and B's, with no "needs improvement" and "unsatisfactory conduct" marks.

ACADEMIC HONOR ROLL—MIDDLE AND UPPER SCHOOL

Academic Honor Roll eligibility is based on the student's overall GPA at the end of the First Quarter, First

Semester, Third Quarter, and Second Semester. A student receiving a Disciplinary Referral is ineligible for Honor Roll.

- **Superior Scholar** – 4.0 GPA and only A's all year in every subject
- **Highest Honors** – A grade point average of 3.75 or higher
- **High Honors** – A G.P.A. of 3.50 to 3.74
- **Honors** – G.P.A. of 3.00 to 3.49

FIELD TRIPS

These events are considered part of the curriculum. Students are expected to attend and ride in school-approved transportation to and from all field trips. Parents must request a Participation Waiver Form to exempt their student from academic field trips. The teacher may require an alternate assignment. Field trips and camps may involve a nominal fee.

LKNC often requires parental assistance transporting students to off-campus events. Due to our need to provide the safest possible environment for our students, it is necessary to screen parents who assist in this form of transportation. To reduce the liability of the school and volunteer drivers, LKNC proactively selects parent drivers based on previous driving experiences and reviews of their Motor Vehicle Record. Parents who are interested in helping with transportation must fill out a Volunteer Driver Application form and return it to the school. Please consider the following:

- Volunteer Drivers Application must be submitted each year prior to the start of school.
- When driver's license and insurance coverage expire, updated copies must be submitted.
- You will need to attach a copy of your driver's license and proof of insurance (including the amount and dates of coverage). Driving history will be verified through the Department of Motor Vehicles.

HOMEWORK

Homework must have a distinct purpose and not be given as "busy work" or to introduce new material. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, completion of an assignment or project, or more in-depth attention to a given unit of study. Whether or not a student spends less or more time on homework depends on organization, use of time, the homework environment, and other factors.

STUDENT ASSIGNMENT NOTEBOOK

It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process. RenWeb is designed to assist parents. Students are expected to maintain an assignment book in which homework assignments are recorded and must accept responsibility for homework and organizational skills. Parents/guardians should review RenWeb daily.

TEXTBOOK CARE

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
- Students must pay for damaged or lost textbooks and library books.
- Teachers may require the covering of hardback and reusable textbooks.
- Final report cards and/or other academic records will not be released until damaged or

lost books are returned or purchased.

- A damage fee, up to 1/3 the current replacement value of a textbook, will be charged for textbooks no longer usable due to abuse or neglect.

ACADEMIC DEFICIENCY

Parents should periodically check RenWeb for up-to-date grades.

RETENTION AND SUMMER TUTORING

Students must pass all core subjects in order to be promoted to the next grade level. Core subjects are English, Social Studies, Math, Science, Spanish and Bible. Any student who demonstrates an inability to maintain grade level may be retained. Parents/guardians, teacher, and the Administration will confer at the end of the 3rd quarter to discuss which course of action to pursue. This may include retaining the student in the same grade the next year, or summer tutoring to help bring the student up to grade level. Parents may refuse the advice of the school for remedial actions by signing a form to release the school from potential liability.

ADMINISTRATIVE GUIDELINES

- Transfer credits are considered on a case-by-case basis. LKNC will accept credits from accredited or state approved school programs.
- Specific transfer courses that meet LKNC requirements will be credited as such. Other miscellaneous transfer credits may be acknowledged as elective credits.
- Private and home-schooled students will be evaluated on a case-by-case basis.
- The Administration is not bound to offer chosen courses that are out of sequence from the school's regular course progression. This includes classes for students who have failed a course or have chosen to take courses out of sequence.

STUDENT ASSIGNMENT NOTEBOOK

It is the parent's responsibility to carefully review what the student is actually accomplishing in the homework process. All students are encouraged to maintain an assignment notebook in which homework assignments are recorded. Students need to accept responsibility for homework and organizational skills.

RENWEB

RenWeb is an online service provided by the school to assist parents and students with immediate and up-to-date student information. Parents are able to view assignments, grades, school calendars, and attendance. RenWeb enables parents to receive email notifications of unacceptable grades earned on class work.

CLASS SCHEDULING

Beginning in the spring, each upper school student receives and completes a course registration for the following school year. Individual guidance is available from instructors. Administrative approval is required to finalize course registration. New students register for courses at the time of enrollment.

CHANGING OR DROPPING COURSES

In order to drop a course, an official Course Change Form must be obtained from the school office and signed by the teacher, parents/guardians, and the Principal or Head of School. The Administration reserves the right to review requests for changing courses on a case-by-case basis. Dropping a course in order to begin another course for credit must be done within 3 weeks of the beginning of the course. If a student drops a course after 4 ½ weeks (mid-quarter), the student will receive no credit for the semester.

TRANSFER CREDITS

A student who requests a transfer to LKNC should have a cumulative G.P.A. of 2.00 or higher, no F's in the previous or current semester, must have a good conduct record, and should have made satisfactory progress in meeting the LKNC graduation requirements. A student may be admitted due to special circumstances, in which case-specific conditions are stipulated. It is recommended that application for admission be made at the beginning of the academic year. However, it is possible to admit students' mid-year subject to class availability. Students recently expelled from another school will not be admitted to LKNC. When a student transfers to LKNC from an accredited high school **ONLY SEMESTER GRADES AND UNITS WILL BE POSTED ON THE LKNC TRANSCRIPT.** When a student transfers to LKNC during the academic year (other than at the beginning of the 2nd semester) the withdrawal grades and/or quarter grades will be averaged in with grades earned at LKNC. Each student's transfer credits must be evaluated by Administration before inclusion on an LKNC transcript. In addition, the Principal must give approval for any outside courses taken by a student, whether making up an 'F,' 'D,' 'Incomplete' grade, or to get ahead in credits. Students who complete a course through a college may receive high school credit for that course taken through an authorized program. Three college credits (or full course) equal 1 high school credit, two college credits (partial course) equal .667 high school credits, and one college credit equals .333 high school credits. The Principal will make case-by-case decisions regarding credit granted for college courses taken online or through correspondence. Classes taken through a distance learning program will be treated equally with classes taken on a college campus. LKNC pays careful attention to the University of North Carolina course requirements.

SCHEDULE CONFLICTS

Students with a scheduling conflict, or the necessary course is not offered at LKNC, must receive Administrative approval for the following options:

- Concurrent enrollment at a college
- Distance learning (online) through an approved institution
- Enrollment in the LKNC Independent Study Program
- Summer School (where available)

ATHLETIC INFORMATION FOR TRANSFER STUDENTS

If a transfer student intends to participate in school-sponsored athletics, the student's parents should contact the Athletic Director prior to applying for admission to learn eligibility requirements. The student must secure a Permission to Play Form from the Athletic Director or Office Manager. This form should be obtained as soon as possible to facilitate an evaluation of the athlete's eligibility. Once the form is completed and returned, the Athletic Director will determine eligibility.

MAKE-UP OF NON-PASSING GRADES

Students who receive an F, WF (Withdraw Failed), or NC (Not Completed) semester grade in a requisite course are required to repeat the course in summer school (if available); otherwise, the student will need to enroll in the

same course during the next academic year. The primary responsibility for identifying such courses, and enrolling in the same, rests with the student and parents.

SUMMER SCHOOL

The option of summer school depends on the availability of teachers and students. In the event that summer school is offered, it is for preparation for the next grade, for remediation and making up missed or failed coursework, for completing additional academic coursework not offered during the previous or upcoming school year, and for advanced courses. All course work must be completed and turned in by the last day of summer school. Summer school is not intended to provide the student the means to avoid or skip courses offered during the fall and spring academic semesters. The Administration reserves the right to review requests for summer school coursework.

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is administered in October. There is a charge to parents. All juniors are required to take the PSAT. Freshmen and sophomores have the option. The PSAT can qualify a student as a National Merit Scholar and is a practice test for the Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. Scores are generally returned in December.

GRADUATION REQUIREMENTS

All course work undertaken in grades 9-12 will earn credit and apply toward completion of requirements to receive a diploma from Lake Norman Christian School. Eighth grade Algebra 1, Physical Science, and Foreign Language credits can be applied to the upper school transcript if the student earns a minimum 3.0 GPA for the course. LKNC encourages, but does not require college-bound upper school students to pursue Honors or Advanced Placement (AP) courses as available, College Level Examination Program (CLEP) courses, and college level courses.

A high school student must earn a minimum of 22 credits to receive a diploma from LKNC and meet minimum North Carolina graduation course requirements. A Bible course (.5 credit) must be taken during each year of attendance. 24 credits are recommended for college preparation, with an additional 2 credits in math, science or foreign language further recommended for competitive admission to selective colleges and universities in North Carolina and other states.

There is a general pattern of courses which must be taken throughout the high school program. All classes, including independent study, must be completed to the teacher's satisfaction prior to graduation. Non-required courses are identified by the term "elective". Course requirements are listed on the following pages.

The Administration and/or school board reserves the right to make changes to the graduation requirements as necessary.

ONLINE COURSES

LKNC has partnered with Founders Academy to provide online courses for grades 6-12. Founders offers many full-credit courses including Advance Placement, and is fully accredited. All online courses must be approved by Administration and are generally not permitted as a substitute for courses offered in an LKNC classroom.

Students must earn at least a 2.0 GPA for the credit to appear on the LKNC transcript. Students may enroll in Founders Academy for the following reasons:

- Advanced Placement courses
- Credit recovery
- A needed course that cannot be accommodated in the regular schedule
- Summer school elective course
- College dual-enrollment courses

COMMUNITY SERVICE

The mission of Lake Norman Christian School is to provide training in Christian leadership and service. We promote the spiritual maturity of each student. Spiritual maturity may best be described as Christ-likeness. Because Jesus came "...not to be served, but to serve..." we provide reasonable opportunities for our students to benefit others through community service. Twenty hours per year of community service is required as a part of grades 9-12 school curriculum.

FULL-TIME SENIOR

In order to participate in Senior Class activities, including the Senior Trip and the Commencement Ceremony, a senior must be enrolled as a full-time student. A full-time senior takes a minimum of four (4) courses at Lake Norman Christian School. College dual enrollment courses and approved online courses may be substituted for LKNC courses.

COMMENCEMENT CEREMONY

Lake Norman Christian School considers the Senior Class Commencement Ceremony to be a celebration of achievement and successful completion of high school. In order to participate in the Commencement Ceremony, the student must have obtained the minimum required course credits for North Carolina's high school completion (no credit will be given for an "F" on the report card)]. If the student does not meet these requirements, he/she will not be permitted to participate in the ceremony, nor will the student be granted a high school diploma until the requirements have been met.

VALEDICTORIAN AND SALUTATORIAN

Selected by the Administration

- Valedictorian: Minimum G.P.A of 3.5, no Disciplinary Referrals during the senior year, and two semesters of attendance as a full-time senior and four semesters cumulative
- Salutatorian: Minimum G.P.A of 3.5, no Disciplinary Referrals during the senior year, and 2 semesters of attendance as a full-time senior

REQUIRED COURSE CREDITS	LKNC College Prep Diploma	NC College Prep Diploma	NC Vocational Diploma
Bible (required each year of attendance)	2		
English	4	4	4
English Composition			
World Literature			
American Literature			
British Literature			
Mathematics	4	4	3
Geometry			
Algebra I			
Algebra II			
Pre-Calculus			
Calculus			
Science	3	3	2
Biology w/lab			
Chemistry w/lab			
Physics w/lab			
Physical or Environmental Science			
Social Studies	4	4	2
World History			
American History			
Civics and Economics			
Geography or American History 2			
Physical Education	1	1	1
P.E. and Health			
Athletic P.E.			
Visual & Performing Arts	1	0	0
Chorus			
Praise Band			
Theater			
Fine Arts			
Foreign Language	2	0	0
Beginner Spanish			
Intermediate Spanish			
Advanced Spanish			
Electives	4	6	6
Additional Core Subjects			
Computer Tech, Yearbook			
College, online, DVD, Paces			
Career Technical			4
Total Units of Credit	26	22	22

The Lake Norman Christian School community holds the highest standards of honesty and integrity in all aspects of campus life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the school's commitment is a serious affront to the very nature of the LKNC mission and purpose.

Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the result of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

Acts of Academic Dishonesty include but are not limited to cheating:

- Copying or using crib notes during examinations, homework, lab assignments or written work
- Submitting papers completed entirely or in part by another person
- Giving or receiving quiz, test or exam answers from another person
- Copying material from someone's work without footnoting it as a source
- Getting questions or receiving answers from someone who has already taken the same exam
- Copying homework from another student rather than completing the homework independently
- "Padding" a bibliography with citations that have never been read
- Giving answers to another student during an exam, test or quiz
- Submitting a paper that was written, all or in part, by another person
- Copying from a quiz, test or exam of another person with or without the person knowing it
- Writing a paper for another student
- Using the same paper to fulfill requirements in two different courses without the prior approval of the instructors involved

Plagiarism:

A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student when, in fact, it is not. Examples of plagiarism include but are not limited to the following:

- Word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words and ideas, with the student's sole contribution being that of working the pieces together
- Paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's analysis or conclusion without credit being given to the person who prepared the text or writing.

EARLY GRADUATION

LKNC wishes to prepare students for life's challenges, and not to push them into facing them before they are fully prepared in heart, mind, body and spirit - therefore, early graduation is supported, but not encouraged. Any inquiries about early graduation may be directed to the Guidance Counselor or an Administrator. Administrative approval is necessary for early graduation.

STUDENT RECORDS

All official student files are kept in the main office and are considered strictly confidential. These records are a catalog of each individual student's academic development and are only accessed by the appropriate faculty and administration.

BASIS FOR GRADING

Daily assignments, tests, projects, quizzes, exams, speeches, extra credit, final course exams, participation and other approved categories (as determined by the teacher) are the basis of grading.

WEIGHT OF GRADES

Each teacher has the option to adjust this system to personal preferences. The following are the recommended parameters for their use.

- Daily assignments: 10-30%
- Quizzes: 10-30%
- Tests: 25-40%
- Projects: 10-40%
- Participation 10-20%
- Extra credit: 5% maximum

MISSING ASSIGNMENTS

All assignments are due during the class period(s) indicated by the teacher. An assignment turned in late may receive up to a letter-grade deduction from the earned points for each day. Except for excused absences, a teacher may grant one day of grace before the assignment loses significant points. Any assignment received after the due date or grace period may receive a score of 60% of the earned points. Note the attendance policy for excused and unexcused absences.

INCOMPLETE GRADE

An incomplete grade 'I' is applicable in cases of prolonged absence (less than four weeks), due to illness or other extenuating circumstances whereby significant class work has been missed to warrant an incomplete grade ('I') at the midterm or quarter grading period. When the work has been completed to the satisfaction of the instructor, the instructor will assign a letter grade to remove the 'Incomplete.' The grade will be based on the work completed prior to the absence and the work submitted during the designated makeup period.

Should a student receive an 'Incomplete' at any grading period, the student will have two weeks to remove the 'I' grade, except in continued extenuating circumstances when approved by the Administration.

Should the missed coursework not be completed, the 'I' grade will be recorded as an 'F.'

ACADEMIC PROBATION

A student whose grades fall below a 2.0 semester G.P.A. or who earns an F in any subject is placed on one semester of academic probation in order to reestablish the minimum enrollment eligibility requirements. Except with the recommendation of the Enrollment Committee or the express approval of the Board of Directors in appealed cases, there is not a second semester of academic probation. If the requirements are not met, the student is not permitted to re-enroll the following semester.

The Administration, in consultation with the student's teacher, assigns academic probation for provisionally enrolled students. The Enrollment Committee assigns academic probation for regular enrolled students.

If the Enrollment Committee permits the return of a student who does not meet the minimum academic eligibility requirements, that student will be placed on **Academic Probation** until eligibility is met or the Committee recommends withdrawal. In each probationary period, he or she must maintain a 2.0 GPA with no F's. Failure to meet this standard results in a recommendation for voluntary withdrawal, or expulsion approved by the Board of Directors.

STUDENT PLANNERS

Students in grades 2-4 are supplied with a planner that is to be used for keeping assignments, campus hall passes, miscellaneous notes of upcoming events, and communications with the parents. The teachers train the students on how to use the planner. Students that choose to establish proficiency in keeping a planner (digital or paper) will have developed a valuable skill that is beneficial for a lifetime.

Students in grades 2-4 are required to have each teacher sign their planners showing that they have recorded all homework for that evening. It is the responsibility of all secondary students to use their planners for the recording of assignments and other important information.

HOMEWORK

Teachers may assign homework at their discretion. They are expected to be reasonable in their assignments and to generally follow the '10 minutes x grade level' rule as a guide.

In order for students to attend Wednesday night area church services and youth programs, it is strongly recommended that teachers eliminate or minimize Wednesday night homework. Allowing each student the opportunity to minister and worship freely without the encumbrance of additional responsibilities for the evening is the goal of LKNC, but not always possible.

All homework assignments should be written in the student planner and are posted electronically into the RenWeb system that can be accessed by parents via the internet.

LKNC reserves the right to issue a detention to any student with unfinished homework during the course of the school week. Homework not turned in or satisfactorily completed may require a detention the following week on Friday during the regularly scheduled after-school detention period.

WEEKLY TESTING

To help students use their study time most efficiently, testing is limited to no more than three tests in any single day. Reasonable exceptions may be permitted with Principal approval.

EXAMS

A three or four-day block schedule format is used for scheduling exams near the end of each semester grading period. Two exams per day are scheduled. It is at the teacher's discretion to extend an exemption to Seniors in their final semester at LKNC. Other students may qualify for limited exemptions by keeping grades above a certain cumulative GPA per semester (3.75) in all courses attempted with no demerits or detentions for behavior.

ANNUAL TESTING

Lake Norman Christian School uses a nationally standardized test for an annual student assessment. Parents and students are notified in advance of the dates and schedule all K through 11th grade students. Seniors during this week prepare for graduation, check on scholarship opportunities and have the flexibility to pursue activities as needed or required by LKNC.

PROGRESS REPORTS AND REPORT CARDS

Students are issued a report card every nine weeks. Mid-quarter progress reports are issued on a case-by-case basis. All parents and students are encouraged to monitor grading on RenWeb on a weekly basis.

The final report card for the year is emailed directly to parents. Final report cards are released only upon the satisfactory completion of the student/family tuition payment schedule for the school year. Any family account in arrears will not receive access to report cards. RenWeb access will be suspended until the financial account is current and all outstanding fees have been paid.

NOTE: 9-week report cards are sent via email.

HONOR ROLL ELIGIBILITY

- **Honors**
 - Students must have a grade point average between 3.00 and 3.49
- **High Honors**
 - Students must have a grade point average (GPA) of 3.50 or higher
- **Highest Honors**
 - Students must have a grade point average of 4.0
- **Superior Scholars**
 - Students who have received all A's on every report card during the school year—4.0 G.P.A.
- **Exemptions:**
 - Any student earning an ISS or OSS is ineligible for honors
 - Any student that receives an "F" is ineligible for honors regardless of GPA

Seniors who seek the position of Valedictorian or Salutatorian must have a grade point average of 3.50 or higher. First consideration, with all academic and social achievements being equal, will be given to students who have attended LKNC for at least their junior and senior years.

AWARDS AND RECOGNITIONS

Periodically, there are school-wide celebrations scheduled to recognize students that have received honors for academics, character or other achievements. Achievements are also recognized at the conclusion of the year at an academic awards program and senior graduation programs.

Students who meet the eligibility standards of the school may receive awards, trophies, and other recognitions related to the academic year of attendance. This privilege extends to students in good standing who are withdrawn during the academic year. Any student on academic or behavioral probation or who is expelled or withdrawn by the school will forfeit all honors, awards, trophies, and other merit recognitions given by the school during the probationary period and/or following the termination of enrollment.

HONOR SOCIETIES

For many students, selection as a member of the National Junior Honor Society (NJHS for middle school including grade 9) or the National Honor Society (NHS for grades 10-12) is the pinnacle of their achievements in school. Selection for Honor Society is a privilege, not a right. These special organizations recognize exceptional students who embody the cardinal qualities of character, scholarship (must maintain a minimum 3.0 G.P.A.), leadership, service, and citizenship. Students are nominated by staff and then selected by the Honor Society Committee composed of staff members. The selection process is based on the standards of each national society.

Membership in the National Junior Honor Society does not guarantee membership in the National Honor Society. For a complete description of the guidelines used for selection, please contact the Honor Society Sponsor.

NON-LKNC COURSE CREDIT

Students do not automatically receive academic credit for work accomplished outside of the LKNC classroom curriculum. Exceptions to this rule are given only with the approval of Administration.

DUAL ENROLLMENT

We offer the privilege of dual enrollment to qualifying high school juniors and seniors. Students are permitted to attend classes during regular school hours, evenings or summer vacation, depending on the course of study. There is no additional tuition cost required by LKNC for students taking advantage of dual enrollment at local colleges, although tuition, book fees, and other costs may apply from the college. A supervising fee may be charged if the student is not enrolled full-time, but is taking an online college course in our facility. All college courses must correspond to high school credit requirements and present a B-grade equivalent to be accepted by LKNC for high school transfer credit.

ATHLETIC AND EXTRA CURRICULAR ELIGIBILITY POLICY

In order to encourage students to meet their academic responsibilities, Lake Norman Christian School has established criteria which must be met for a student to participate in athletics and other extracurricular activities. A full sports handbook may be offered during the course of each calendar year to better define additional sports policies.

ATTENDANCE

The student must attend at least four classes on the day of the activity to be eligible for participation in extracurricular activities (including practices). Exceptions to this policy may only be granted by the Administration.

ACADEMICS

The LKNC standard is a minimum cumulative semester GPA of 2.0 on a 4.0 scale in courses required for graduation (not cumulative for Middle School). Any participating student with a GPA that drops below a 2.0 is not eligible to participate in league sports without special arrangements approved by the A.D. and Administration. A letter of Permission to Play must be signed by the parent(s) of any student with a failing grade in a course required for graduation, but who continues to meet the 2.0 GPA standard.

BEHAVIOR

Lake Norman Christian School reserves the right to dismiss any athlete from practice or competition for violating school or athletic conference rules of conduct, earning a Disciplinary Referral or behaving inappropriately beyond the accepted LKNC campus rules of conduct in any singular event during the course of the school year. The student-athlete will run the risk of being disqualified from every sport during the calendar year if participation privileges are lost in any sport, to be determined by the Athletic Director in consultation with Administration.

PARTICIPATION

All students participating in campus sporting activities MUST have the proper documents on file and signed (physicals, permission releases, etc.) with parental or guardian permission BEFORE any student is allowed to participate – there are NO EXCEPTIONS to this policy.

ELIGIBILITY

In order to be eligible for sports or extra-curricular activities, students must meet minimum school academic and behavioral requirements and guidelines. Some of these are included below along with other LKNC rules:

- Student must be regularly enrolled in and passing at least four courses while maintaining a GPA of at least a 2.0 in core classes and no F's on a scale of 4.0.
- Students who fail to meet these academic requirements will be temporarily restricted from non-scholastic extra-curricular activities until the requirements are met.
- Grades will continue to be monitored in this manner every mid-quarter until grades are reported at the end of that quarter.
- A student receiving a Disciplinary Referral will be restricted from non-scholastic extra-curricular activities until the conditions of the Referral have been met.
- LKNC offers Physical Education high school credit for team participation in a sport. One-third credit (.333) is

given for each sport.

- A student receiving Physical Education credit for participation in LKNC team sports, and who is temporarily restricted due to Disciplinary Referral or Scholastic Privilege Restriction, must participate in the P.E. class under the supervision of the P.E. teacher.
- Students participating in LKNC–sponsored athletic or extracurricular activities are required to wear the appropriate LKNC sanctioned uniform for the event.

SPORTSMANSHIP CODE OF CONDUCT

Competitive team experiences can contribute to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, and students to represent LKNC in a manner that is respectful of others on and off the court or field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

PARENT/SPECTATOR CODE OF CONDUCT

Lake Norman Christian School has adopted the following Code of Conduct for Interscholastic Student Athletes and recommends adoption of this code by parents/spectators.

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor. Respect includes the values of self-control, responsibility, trustworthiness, and kindness. In order to participate in middle and high school athletics, students must act in accord with the following:

Self-Control

Do not fight or show displays of anger, and have the strength to overcome feelings of retaliation. Promote the wellbeing of teammates and opponents through encouragement.

Responsibility

Commit to getting the best education you can, and demonstrate a character representative of Christ and the school.

Trustworthiness

Play by the rules. Be worthy of trust in all you do, and always pursue victory with honor.

Kindness

Treat all people with kindness and courtesy. Play with a sense of class. Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

THE COMPLETION RULE

If students are selected for any of LKNC's athletic teams, they have an obligation to complete the season of that sport. If the student quits before the end of the season for reasons other than extenuating circumstances, he or she will not be eligible for the next season of sport. Example: If they quit a fall team, they will not be able to participate on a winter team. However, they will have an opportunity to try out for a spring sport.

PRE-SEASON PRACTICES

If a student is part of a team that is still in season when the next season of sport begins, he or she will need permission from the Athletic Director to attend practice.

STEROID POLICY

As a condition of membership in athletic conferences, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

Both the participating student athletes and their parents, legal guardian/caregiver, will be required to sign an agreement stating that they hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. There could be penalties for false or fraudulent information. L K N C policy regarding the use of illegal drugs will be enforced for any violations of these rules. See Athletic Handbook for more information on the Code of Conduct for Interscholastic Student Athletes.

MALE AND FEMALE PLAYER OF THE YEAR

- Should be a senior [varsity], eighth grader [junior varsity]
- Should be a multi-sport athlete
- Should be All-League Selection
- Should attend LKNC a minimum of 2 years
- Exceptions must be approved by Administration

STUDENT HEALTH AND SAFETY

ACCIDENTS AND ILLNESS

All accidents that take place on the LKNC campus or during a school-sponsored event are documented by the supervising adult. Customarily, a copy of the incident report is provided to the parent/legal guardian. In cases of minor injury, general first aid is applied. Procedures for minor abrasions are to clean with a sterile cotton ball and peroxide and then cover with a bandage.

Children who have been more severely hurt or who get sick will be sent to the office ASAP. The front office personnel will make all direct contact with parents as needed, and/or contact 911 if necessary. An ambulance will be used only if all other means of contact have been exhausted.

INCLEMENT WEATHER

It may be necessary to dismiss school early or close school because of severe weather conditions. In most cases, LKNC follows the closing schedule of the Charlotte-Mecklenburg School District. Notification occurs as follows:

- A recorded phone call will go out to all parents through our "Parent Alert" system on RenWeb. Each phone number listed in RenWeb as a contact number for "Parent Alert" will receive that call.
- An email notice will also be sent to parents through RenWeb.
- The closing will be reported on WSOC-TV channel 9 and also on www.wsoc.tv

DISASTER DRILLS

Practice drills are provided for fire, tornado, and critical incident (nuclear and unsafe persons) safety procedures. Evacuation charts are posted in each classroom and other areas of the school. Evacuation and lock-down practices will be conducted and recorded.

Emergency practice drills are held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures.

Careless or malicious initiating of a false alarm is an extreme offense that may result in suspension, expulsion, and/or legal action.

COMMUNICABLE CHILDHOOD DISEASES/CONDITIONS

Upon having a communicable disease or condition, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance.

These diseases and conditions may include but are not limited to Pink Eye, Measles, Mumps, Chickenpox, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo and Lice.

EMERGENCY TREATMENT FORMS

- Each student must have an Emergency Treatment Form on file in the front office. When students are taken off campus, copies of the emergency treatment form are provided to the supervising faculty member. The information contained within the emergency treatment form is considered confidential and is not shared with unauthorized individuals.

MEDICATIONS

It is illegal for any student to possess any medications while on campus. Students found with medications are subject to disciplinary action.

Over the counter medications may be distributed by the front office personnel if the medication is delivered by the parent in its original container marked with the students name and complete instructions are given regarding its use.

Non-refrigerated prescription medications are also distributed by the front office personnel provided the parent has delivered the medication in its original container with prescription attached. The prescription must be issued in the name of the student. Any medications known as "controlled substances" cannot be distributed by office personnel.

If a child has a chronic illness or disease that requires regular doses of medication, please give complete details on their Emergency Treatment Form.

ALLERGIES

The specifics of allergies and allergic reactions must be communicated in writing. LKNC does not employ a school nurse. The school will make reasonable accommodations for allergies and other health conditions, but does not enter into contractual agreements with parents regarding allergies and other medical concerns.

FIRST AID PROCEDURE

LKNC maintains a number of staff members on site that are certified in general first aid and CPR.

Minor first aid is administered for slight bruises and abrasions. First aid for more serious injuries may be administered by a qualified faculty or staff member. Internal medication is given only by or on the order of a physician. Parents are contacted regarding injuries and may be asked to give approval for additional medical treatment if deemed necessary. A school representative is required to remain with seriously injured or ill children until the arrival of parents.

EMERGENCY MEDICAL PROCEDURE

An Emergency Treatment Form must be completed each year as part of the enrollment process. This form calls for physician and insurance information along with emergency contact information, medications and noted allergies.

To avoid the possible transference of illness to other students, children with fever should never be sent to school. Parents of a significantly ill child are contacted and expected to pick up their child in a timely manner. In case of serious illness or injury, the information provided may be used before consultation with the family if it is considered in the best interest of the child.

In case of illness, students with driving privileges are not allowed to leave campus without parental permission.

SCHOOL INSURANCE

A general insurance policy is annually purchased for each student to cover accidents during the school day, as well as school-related after-school injuries [sports, clubs, field and overnight trips].

CHILD ABUSE REPORTING PROCEDURES

Lake Norman Christian School follows the North Carolina State Law reporting procedures. Every parent must be aware of the legal obligations of school personnel in reporting suspected child abuse. Our responsibility is to report signs as noted below, not to investigate. Reasonable evidence and/or suspicion must be reported. Child abuse is a serious matter to school personnel.

Due to the requirements of the State of North Carolina and the updated Ethics in Education Act, the following child abuse reporting policy and guidelines:

Child Protective Services Referrals and Information (704) 336-2273

Signs of Abuse

- Shows sudden changes in behavior or school performance;
- Displays overt sexualized behavior or exhibits sexual knowledge that is inconsistent with their age;
- Has not received medical attention for a physical injury that has been brought to the parents' attention;
- Has learning problems that cannot be attributed to specific physical or psychological causes;
- Is always watchful, as though preparing for something bad to happen;
- Is overly compliant, an overachiever, or too responsible;
- Comes to school early, stays late, and does not want to go home; or
- Has unexplained burns, bites, bruises, broken bones, or black eyes;
- Has bruises or marks in non-prominent, "fleshy" areas of the body (for example, inside of biceps or behind the knees);
- Has fading bruises or other marks noticeable after an absence from school;
- Seems frightened of the parents and protests or cries when it is time to go home from school;
- Shrinks at the approach of adults;
- Reports injury by a parent or another adult caregiver.

Signs of Sexual Abuse

- The child may have torn, stained or bloody underwear; trouble walking or sitting; pain or itching in genital area; a sexually transmitted disease.
- A child experiencing sexual abuse may have unusual knowledge of sex or act seductively; fear a particular person; seem withdrawn or depressed; gain or lose weight suddenly; shy away from physical contact; run away from home.

Signs of Neglect

- Begs or steals food or money from classmates;
- Lacks needed medical or dental care;
- Lacks age appropriate adult supervision ;
- Lacks clothing appropriate for the weather;
- Reports family violence in the home;
- Reports use of illegal substances or excessive use of alcohol by parents or caregivers (for example, to the point the parent passes out);
- Abuses alcohol or other drugs; or
- States there is no one at home to provide care.

If a Child Tells You About Abuse

- *Be a good listener:* Show that you understand and believe what the child tells you. Encourage, but don't pressure him/her to talk. Ask open ended questions. *Be supportive:* Tell the child he/she did the right thing by coming to you. Stress that he/she is not to blame. Let the child know that you want to help.
- *Don't overreact:* This can frighten the child or prevent him/her from telling you more. Do not talk negatively about the suspected abuser in front of the child.
- *Document and report it:* Document your conversation as soon as you can. If possible, write down the child's exact words.
- *Don't Delay:* Never assume someone else will report the abuse. The sooner it's reported, the sooner the child and their family can be helped.

Who Must Report Abuse?

- Doctors, Nurses, Social Workers, Police Officers, Child Care Workers, Any Witnesses, Any/All School Personnel.

COMMUNICATION

Communication is a key element to a successful operation. At Lake Norman Christian School we have made it a priority to continually improve the flow of information in order to improve communication with our parents and community.

INTERNET

RenWeb is a web-based program that LKNC subscribes to. This program is a powerful tool for parent communications. It is recommended that all LKNC families are registered users of RenWeb. By accessing RenWeb, parents can view homework assignments, student grades, school calendar, and communicate with teachers. For more information about RenWeb and how to register, please inquire at the front desk. Email is used by the Administration and teachers to make announcements and to communicate directly with parents regarding their children. Please supply your email address so that you too can be included in this time saving and valuable means of communication. LKNC does not share your email address with any outside entities. The school website is www.lknc.org. Parents can link directly to RenWeb through the LKNC website.

NEWSLETTERS

Newsletters are published periodically to provide a running calendar of events and special reminders of things to do. These newsletters are available online at www.lknc.org, circulated by students, and/or at the front desk. Other communications may come as an email or in letter form and mailed directly to the home.

TELEPHONES

Parents are contacted by telephone in the case of an emergency or illness, when their child is not properly dressed, if their child has earned a detention, or for any other matters that may need immediate parental response. Students are typically allowed to place phone calls in the front office only.

CELL PHONES AND ELECTRONICS USE

Elementary students are not allowed to use cell phones.

Middle school students may bring cell phones to school for communication with parents/guardians before and after school. A teacher may allow their use in the classroom for a particular assignment.

High school students may bring cell phones to school and may use them except when a teacher, staff member or extracurricular supervisor prohibits their use.

Any student found to be in violation of this policy will have the cell phone confiscated immediately, with return to be determined by the Administration and future cell phone privileges to be determined (possible revocation of privilege).

Gaming and entertainment electronic devices are not used during school hours except as teacher-sponsored educational activities. If a student is found in violation of this policy, all electronic devices will be confiscated immediately, with return to be determined by the Administration and privileges regarding electronics may be revoked for the remainder of the year.

Cell phones and other devices may be used for specific educational purposes and on field trips only with supervisory staff permission.

INTERNET USE AGREEMENT

Students will be required to read and accept the terms applied to the use of the computer lab and access of the internet by signing an Internet Use Agreement. Even though a variety of filters have been installed to prevent the access of inappropriate sites, companies and computer hackers are continually finding ways to bypass safeguards.

Notebook/laptop and tablet computers are used only for educational purposes on the LKNC campus. Students who abuse their computer privileges or disregard the terms of the Internet Use Agreement may face complete loss of computer privilege and appropriate disciplinary action may be taken.

Students are not permitted access to any social networks while on campus except as a teacher-sponsored educational classroom activity.

SEXTING AND OFFENSIVE MATERIAL POLICY

Lake Norman Christian School deems sexting as an inappropriate and unsafe behavior which threatens the spiritual, social, emotional, and/or physical safety of students. Although sexting is typically voluntary at first, it raises many serious legal, social, and spiritual concerns, especially when the images are spread beyond the control of the sender. Sexting can result in the demoralization, humiliation, bullying and harassment of students. It violates family and school Christian standards. The school has a responsibility to help prevent sexting and the dissemination of inappropriate or offensive material, and to educate both students and staff about both the legal and social dangers of sexting.

Purpose

This policy aims to provide a guide to students about what steps will be taken if there is a suspicion or a report of sexting occurring.

Definition

The term 'sexting' is derived from texting and refers to the sending of sexually provocative material including, but not limited to photos, videos and sexually explicit text from modern communication devices or applications, such as mobile phones, tablets, email, social networking sites and instant messaging services.

Legal Implications for Students

Sexting may breach laws that prohibit the creation, distribution or possession of child pornography regardless of whether all parties involved consent to the images being taken and shared, or whether the images are sent to other minors, even minors of the same age.

The Commonwealth Crimes Legislation Amendment (Sexual Offences Against Children) Act 2010 impacts upon sexting as a criminal offence. Persons over 18 years of age who transmit indecent material to persons under the age of 16 may face criminal charges. Sexting may well be an offence if the material is considered indecent according to the standards of ordinary people. Sexting may also fall under 'sexual harassment' under the Commonwealth Sex Discrimination Act 1984 or if more than one 'sext' is sent to a recipient this may also constitute unlawful stalking in some jurisdictions. Sexting may also be considered a form of cyberbullying when nude or sexually suggestive images are uploaded and shared on or by means of the internet, for example on Facebook. This is especially the case where images are shared past the intended audience or when accompanied by nasty comments.

Implementation

All staff members are required to notify the Administration immediately upon becoming aware that sexting by a student is likely to have occurred. The allegation will first be investigated and the parents of all students involved will be contacted. Staff members are not permitted to forward, copy or print any sexting images, however, if the nature of the sexting is deemed by the Head of School to be of a serious nature, the Police will be contacted and the sexting will be reported to the Department of Human Services.

GENERAL POLICIES AND APPLICABLE PROCEDURES

CLOSED CAMPUS

Once a student arrives at school or a school designated activity, the student may not leave until properly dismissed. Permission to leave school early or to leave for any reason during the school day must be approved by the parent/guardian along with administrative authorization.

The following policies apply:

- Students may be signed out by a parent/legal guardian, stating the reason(s) they are leaving. Identification may be required.
- A signed note from the parent/legal guardian is required if a person other than a parent/legal guardian is to sign out a student. The note must specify the name of the individual to sign out the student. Identification may be required.
- Students needing to leave school occasionally or early on a regular basis must have a note (signed by a parent/legal guardian and approved by administration on file with the school office. The note must specify the day(s) the student will be leaving early, stating the reason(s) for early dismissal. The student must sign out through the school office.

Students are to attend all classes during the school day. Absences of any kind will be determined as excused or unexcused by Administration.

A telephone call from a parent/legal guardian to the school office is not necessarily an acceptable method of arranging for a student to sign out, and is evaluated on a case-by-case basis.

MEDIATION AND ARBITRATION AGREEMENT

I agree to attempt to resolve differences with others (to include parents, students, fellow workers, teachers, administration) by following the biblical pattern of Matthew 18:15-20, 1 Corinthians 6:1-8, and Matthew 5:23-24 (see below). Should I have unresolved issues after utilizing these biblical principles, the parties mutually agree to be bound by the following Mediation and Binding Arbitration Agreement in an attempt to resolve issues and bring reconciliation:

The Parties to this Agreement consent to abide by the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. Therefore, the Parties agree that any claim or dispute arising from or related to this Agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at www.peacemaker.net). The parties may mutually agree upon a Mediator or Arbitrator, or in the event they cannot agree, then the Institute for Christian Conciliation shall have the power to select a Mediator or Arbitrator, and its decision shall be final and binding on the Parties. The Mediator and/or Arbitrator shall be compensated based on the amount of time spent on the case at their regularly hourly rates plus reimbursable out of pocket expenses. The Parties agree to share the cost of mediation or arbitration equally. Judgment upon an arbitration award decision may be entered in any court otherwise having jurisdiction. The Parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this Agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them,

tell it unto the church: but if he neglect to hear the church, let him be unto thee as a heathen man and a publican. Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven: and whatsoever ye shall loose on earth shall be loosed in heaven. Again I say unto you, That if two of you shall agree on earth as touching anything that they shall ask, it shall be done for them of my Father which is in heaven. For where two or three are gathered together in my name, there am I in the midst of them.”
Matthew 18:15-20 KJV

“Dare any of you, having a matter against another, go to law before the unjust, and not before the saints? Do ye not know that the saints shall judge the world? and if the world shall be judged by you, are ye unworthy to judge the smallest matters? Know ye not that we shall judge angels? How much more things that pertain to this life? If then ye have judgments of things pertaining to this life, set them to judge who are least esteemed in the church. I speak to your shame. Is it so, that there is not a wise man among you? No, not one that shall be able to judge between his brethren? But brother goeth to law with brother, and that before the unbelievers. Now therefore there is utterly a fault among you, because ye go to law one with another. Why do ye not rather take wrong? Why do ye not rather suffer yourselves to be defrauded? Nay, ye do wrong, and defraud, and that your brethren.”
1 Corinthians 6:1-8 KJV

“Therefore if thou bring thy gift to the altar, and there rememberest that thy brother hath ought against thee; Leave there thy gift before the altar, and go thy way; first be reconciled to thy brother, and then come and offer thy gift.”
Matthew 5:23-24 KJV

SENIOR EXCEPTION

Seniors who are enrolled in a minimum number of classes may enter and exit the campus per their specific schedule. Seniors and juniors may leave campus during lunch, with prior parental permission. In addition, Juniors and Seniors (and qualifying Sophomores) participating in dual enrollment courses at a college may enter and exit the campus accordingly. In any case, the parent/legal guardian must complete a signed letter of approval/consent. The appropriate form may be requested at the front desk.

VISITORS POLICY

All visitors must enter through the front office, sign in, and receive proper authorization before proceeding to any other area on campus. Student visitors desiring to sit-in on classes must apply to the Administration for permission to visit at least 24 hours prior to the visit. Only the Head of School or his/her designee may grant exceptions.

Assistants are often needed in the classroom, lunchroom, library and office, therefore we welcome parent volunteers. To allow for proper preparation, parents should give 24 hour notice if they are available to volunteer on campus. We also welcome parents to attend chapel services, assemblies or other school activities at their convenience.

Visitors should dress modestly, keeping with the same general dress code standards as are dictated by the published student guidelines.

Smoking or the use of alcoholic beverages are not permitted on school grounds or on school sponsored field trips or any other school sponsored function. The use of any tobacco, illegal drugs (illegal either by state or federal government) or alcohol on school property will result in the immediate removal of said offender and revocation of any privileges to visit in the future.

LUNCH PROGRAM

For students bringing a lunch from home – a refrigerator in the cafeteria is available for lunch storage until their assigned lunch time. Microwave ovens are also available for students to warm their lunches. Please do not bring foods that require more than a three minute warm up time. It is expected that each student be responsible for clearing out their belongings from the refrigerator and to wipe any spills from within the microwave. The refrigerator may be purged of items weekly, so please take your belongings at the conclusion of each day.

DELIVERIES TO STUDENTS

Deliveries to students such as flowers, costumed birthday announcements, singing telegrams, etc., are disruptive to the educational process. Packages and flowers may be detained in the school office until lunch or 3:00 PM. and may be picked up at that time.

SALES AND ADVERTISING

During school hours, there are no sales of any kind by individual students representing themselves or groups outside of Lake Norman Christian School. No outside group, religious or otherwise, may distribute flyers or information in any form without the express permission of the Administration.

SCHOOL SUPPLIES

A school supply list is published at the beginning of each school year and is broken down by grade. Consumable supplies should be replenished as needed since students are expected to come to school each day prepared. Periodically, teachers may request specific supplies for special projects. If a student does not have the required supplies, it may prevent him/her from participating in class and thereby lower his/her grade. Consequences may be given to students who routinely come to class unprepared.

STUDENT LOCKERS

Students in grades 4-12 are assigned lockers. Lockers are the property of LKNC and may be opened and inspected at any time by the Head of School or his/her designee.

Writing, the attachment of stickers, inappropriate pictures, etc., are not permitted on lockers or walls. Students may be held financially responsible for damage to lockers. The school cannot be held liable for any items missing from lockers.

LOST & FOUND

Lost and found articles are kept until the end of each nine week grading period. Appropriate lost and found articles not claimed by the end of each period will be given away to an organization as determined by the Administration.

Student belongings should be clearly marked for quick identification.

All textbooks, notebooks, folders, clothing, etc. left lying around in a locker area, auditorium or elsewhere will be placed in lost and found.

SPECIAL SCHOOL ACTIVITIES

Note that all school-sponsored activities both on and off campus are to adhere to LKNC campus policy rules and regulations. Students who are in violation of student policies are subject to forfeit their privileges for participation in extra-curricular activities, including sports and field trips, but are not necessarily limited to these restrictions.

Students attending school activities via school-provided transportation must return to the school on school-provided transportation unless a parent has made specific arrangements in advance with the supervisory staff in charge of the school activity.

Students are not allowed to drive vehicles to organized school activities if school transportation is provided. Any exceptions must be approved by the Administration.

If uniforms are not mandatory for a particular activity, appropriate dress is expected to be worn by students, parents or personnel representing Lake Norman Christian School at any function, on or off campus. Please use your best judgment and realize that you are representing your school and community.

KINDERGARTEN AND LOWER SCHOOL PARTIES

Classroom parties may be scheduled as a reward for classroom achievements or for celebration of students or holidays. Seasonal school-sponsored parties and events should not have a secular emphasis, i.e. no Santa Claus, Witches or Easter Bunnies.

Student birthdays may be celebrated during the normally scheduled lunch period. Parents desiring to provide treats, balloons or flowers in honor of their child's birthday need to notify the teacher in advance and verify the proper timing.

Students planning personal parties outside of school are only allowed to hand out invitations with teacher permission, provided an invitation is given to all classmates, (or, for example, to same gender if party is a girls slumber party).

Teachers and parents who are offering treats and refreshments at class parties must be aware of student allergies, and be prepared for allergic reactions.

MIDDLE/UPPER SCHOOL PARTIES AND DANCES

Class parties/dances may be scheduled as a school event only with prior approval from the Administration. Before authorization is given, the Administration requires specific details regarding the type of event, group sponsor, faculty advisor, preferred date, time, place, cost and summary of planned activities. All LKNC sponsored parties or dances should be planned well in advance and be adequately chaperoned by LKNC personnel and parents.

In order for students to fully enjoy the events and to promote a positive environment, students are expected to abide by all school policies.

Students are expected to dress in accordance with the guidelines given them. Those who dress inappropriately will be given a warning for the first offense, will be removed from the event for a period of time for the second offense, and will be sent home after the third offense (however immediate removal from the event and/or other disciplinary measures may occur in the sole and absolute discretion of the school). Once students leave, they will not be allowed to return.

LKNC students may bring a non-LKNC student guest with permission from Administration. Students are to acquire a Guest Permission Form from the school office, and obtain the required signatures. This form must be returned to the school office three days prior to the event. LKNC students are responsible for the behavior of their guests and must ensure that they follow all LKNC policies. Each guest must remain the partner of the person that invited them.

Off-campus parties that may be organized by students but without school authorization or approval are not considered as LKNC sponsored. LKNC bears no responsibility or liability for non-school sponsored social activities.

FIELD TRIPS

All classes may take trips to interesting and educational places as a vital part of the instructional program. Parents receive advance notice of the date and time, destination, cost and any other particulars concerning the trip along with a permission slip that must be signed and returned in order for the student to participate.

For students, school uniforms are the primary dress for field trips although exceptions are sometimes made due to the type of field trip. Chaperones are expected to dress appropriately, keeping in mind the standard LKNC expects from every student.

GUIDELINES FOR FIELD TRIPS

- Students are to behave in a manner representative of LKNC.
- There will be at least one adult sponsor/chaperone for every 10 students.
- Chaperones may bring their own non-enrolled children with approval from the sponsoring staff.
- All overnight field trips must be approved by the LKNC Board of Directors.
- Students will participate in fundraisers to help offset the cost of overnight trips.
- Parents are required to sign an agreement stating that they will cover costs not offset by fundraisers for their student(s).
- On coed, overnight field trips, there will be male and female chaperones.
- Lodging arrangements will be made so that female students are housed with female chaperones. Likewise, male students will be housed with male chaperones.
- Staff sponsors and chaperones are responsible for the behavior of all students while in their care, and have the authority to correct a student in harmony with LKNC discipline policies.
- Students are expected to follow the directions of LKNC recognized adult authorities.
- Girls and boys may be required to travel separately.
- Students are responsible for being on time, on task, and in approved locations.
- Student dress is to be clearly communicated prior to the event.

GUEST AND STAFF SPEAKER GUIDELINES

Because LKNC is a Christian school that admits students from diverse denominations, Christian traditions, and from backgrounds lacking a specific faith, we exclude the following from our assemblies:

- The criticism of denominations, Christian traditions, para-church ministries, or Christian leaders.
- Infomercials which use chapels to promote organizations, programs, camps, or other ministries unless LKNC has invited an organization to do so because it aligns with the LKNC mission and programs.
- An emphasis on doctrinal issues or systems that go beyond Our Beliefs (noted in the Parent/Student Handbook), and which tend to divide rather than unite Christians.

- Teaching or presentations designed to shock or merely entertain rather than to make students think more deeply.
- Coercion for an immediate mass response to the speaker's remarks. It is not the school's intent for a student to be forced into a spiritually uncomfortable position. Students may be given an opportunity to make a faith commitment.
- If a speaker or staff wishes to pass out literature or information, it must be submitted for approval to the Administration or chapel coordinator prior to the scheduled speaking engagement.

PLAYGROUND POLICY

Children are encouraged to use good sportsmanship, kindness, honesty and fairness in play. They are reminded that poor behavior could result in disciplinary action and possible loss of playground privileges.

PLAYGROUND RULES

The following behaviors are not tolerated:

- Bullying, name calling or profanity
- Going outside of the designated area
- Littering or defacing the equipment or grounds
- Misuse of equipment
- Pushing, shoving, fighting or hurting another student

Students are reminded of the following rules:

- All equipment needs to be returned to its proper place
- Climbing is allowed on the specified equipment only
- Jump ropes are to be used for jumping only
- No tackling, stick play or sand throwing
- Sports balls must be kept in the field or on the blacktop
- Super hero or combat game play is restricted
- Swings and slides must be used only as designed
- Your head should always be higher than your feet when swinging

RECESS

Elementary classes (grades K-5th) customarily receive at least one recess period each day. Middle and Upper School students receive an outdoor break daily in connection with lunch.

STUDENT P.E. PARTICIPATION

If a student is to remain indoors during a recess or if he/she cannot participate in music, physical education or sports, a note of explanation from the parent/legal guardian must be presented to the appropriate teacher(s).

For extended periods (3 or more consecutive classes) of non-participation, a note from the attending physician must be provided.

For students who choose to not participate in P.E. and do not have either a physician's or parent's note, no credit for participation is given.

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT RECEIPT

I received a copy of the 2017-18 Lake Norman Christian School Parent/Student Handbook and understand its content. I agree to abide by its policies and procedures.

_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Student Signature [Middle and Upper School]	_____ Date
_____ Student Signature [Middle and Upper School]	_____ Date
_____ Student Signature [Middle and Upper School]	_____ Date
_____ Student Signature [Middle and Upper School]	_____ Date