



Parent / Student Handbook 2010-2011

“Teaching Truth – Transforming Lives – Serving Others”

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INTRODUCTION TO LAKE NORMAN CHRISTIAN SCHOOL

Mission

Knowing that the fundamental outcome of our efforts is an impact that is everlasting in the eternal lives of our students, the Board of Directors has unanimously approved the following statement to represent our school's mission:

"Teaching Truth – Transforming Lives – Serving Others"

Philosophy

Lake Norman Christian School (LKNC) is committed to providing a loving, nurturing, Christ-centered environment in which faith is integrated with learning. LKNC's approach to education will enable students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them. (Luke 2:52, Jeremiah 29:11)

We believe that when purposes are clearly defined, when teachers and students communicate thoughtfully with each other, and when parents are involved with the education of their child/children, educational excellence will be achieved.

Values

Biblical Worldview - This is the foundation of all our values. It all begins with viewing the world from a scriptural perspective and is what sets Christian education apart from any other kind of academic learning. Having a Biblical Worldview means we examine things through the scope of a Biblical perspective in every subject matter.

Truth - We believe that all Truth is God's Truth, no matter what the subject matter. 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 why these things exist. Integrity cannot exist unless you understand and stand firm on Truth.

Honesty and Integrity - Honesty is about being truthful. Integrity includes being honest, along with doing the right thing, even when no one is looking. When combined, trust is developed. Both are the basis for real community. If both do not exist, there cannot be real community.

Community - Community is essential in the Christian life. Throughout the Bible we often see God pulling His people together as community before He would do something great. That goes for today as well. Variety and diversity are key to building true community. There is strength in community.

Academic Excellence - The previous values combined make-up this last value as it applies to education. LKNC provides an environment where students are encouraged to think critically and creatively, are required to work diligently to expand their knowledge and experience base, and apply their knowledge with an understanding that comes from God's Word.

Statement of Faith

1. 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.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

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

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

3. 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.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

4. 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.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

5. 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.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11. Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

6. 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.

John 3:16; John 14:17; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9

LKNC GENERAL INFORMATION

School Colors

Orange and Blue

School Mascot

The Storm (designated by an Osprey)

School Web-based Communication Sites

www.lakenormanchristian.com – a comprehensive site covering school information for parents, staff, students, and the greater community.

www.renweb.com – a student services arena for the LKNC community regarding families, students, classroom activities, homework, grades and more.

Facebook - an informal social networking site for parents and students.

Important Phone Numbers

School Office: 704-987-9811

Fax Number: 704-987-9814

FACULTY AND STAFF

All employees of LKNC have accepted Christ as their personal Savior. All employees attend and are active members of a faith-believing church and have signed the statement of faith. Teachers shall have a minimum of a four year degree from a recognized university. All employees have undergone a criminal background check as well as screening for illicit drug use.

Administrative Staff

Head of School

David E. Walters, LTC (Ret.) U.S.A.
Graduate, US Command and General Staff College, Fort Leavenworth, KS
B.S. Sociology, Psychology
M.S. Administration, Central Michigan University
Ph.D.Candidate (A.B.D.), Organization & Management, Capella University
Experience: 23 years in education, 22 years military service

Principal

Mary Jane Morgan
B.A. Elementary Education K-6; Elon University, Elon, NC
Attending Graduate School at the University of Phoenix for a Master's of Education in Administration
Experience: 11 years

Athletic Director

Rodney Monroe
1991 North Carolina State and was ACC's Player of the Year.
1991-2006 Professional Basketball Player in NBA, Atlanta Hawks, Australia, Greece, Israel, Italy, Spain, and the Philippines.
2002 ACC 50th Anniversary men's basketball team. Selected as one of the fifty greatest players in Atlantic Coast Conference history.

Business Manager

Dave Snook
Pre-professional program; University of Michigan, Ann Arbor, MI
Diploma in Ministerial Studies; Berean College, Springfield, MO
Master's Certificate in Project Management; Villanova University, Villanova, PA
Ordained Minister, Nonprofit Business Consultant
Experience: 26 years

Executive Assistant to the Head of School

Ginger Eklund
Associates of Arts; Brevard College, Brevard, NC
B.A. Early Childhood Education; UNCC, Charlotte, NC
Administrator III Level Certification; CPCC, Charlotte NC
Experience: 19 years

Office Assistant

Kyra Hunter
B.A. Economics and Business; Randolph-Macon College, Ashland, VA
Experience: 13 years

Development Associate

GiGi Williams
B.S. Sociology; Appalachian State University, Boone, NC

Experience: 1 year

Campus Chaplain

Bill Taylor

B.A. Christian Education; Bryan College, Dayton, TN

M.A. Religion; Liberty University, Lynchburg, VA

M. Div.; Louisiana Baptist Theological Seminary, Shreveport, LA

D. Min.; Louisiana Baptist Theological Seminary, Shreveport, LA

Experience: 21 years

IT Specialist

Rachel Robinson

B.S. Secondary Education, Computer Science, Baylor University, Waco, TX

Experience: 7 years

Elementary School Staff

Kindergarten

Lori Fitzsimons

B.S. Early Childhood Education and Elementary Education, Samford University, Birmingham, AL

Experience: 6 years

Kristen Maynor

B.S. Science, UNC-Charlotte, Charlotte, NC

Experience: 2 years

First Grade

Susan Puckett

B.S. Business Administration; Winthrop College, Rock Hill, SC; UNCC Teaching Certificate

Experience: 5 years

Second Grade

Kristen Ledford

B.A. Elementary Education, UNC-Charlotte, Charlotte, NC

Experience: 1 year

Third Grade

Jenny Eicher Allen

B.S. Bible and Religion; Montreat College, Montreat, NC

Candidate for a Certificate in Teaching, MAT Program; UNCC, Charlotte, NC

Experience: 4 years

Fourth Grade

Beth Taylor

B.A. Elementary Education; Louisiana Baptist University, Shreveport, LA

Experience: 15 years

Fifth Grade

Rebecca Miller

B.A. Elementary Education; UNC Charlotte, Charlotte, NC

M, Ed. Special: Academically and Intellectually gifted Education, Major in Special Education; UNCC, Charlotte, NC

Experience: 8 years

Wendy King

B.S. Human Development and Family Studies; UNCG, Greensboro, NC

Experience: 11 years

Middle School and High School Staff

Sixth - Tenth Grade English

Marquis Jackson
B.A. Political Science; NC Central University, Durham, NC
English Licensure; NC Central University, Durham, NC
Experience: 7 years

Sixth - Tenth Grade History /Social Studies

Chris Amann
M Div: Southeastern Baptist Theological Seminary, Wake Forest, NC
B.A. History, Elon University, Elon, NC
B.A. Religious Studies, Elon University, Elon, NC
Experience: First Year

Sixth - Tenth Grade Science

Lorelei Beightol
B.S. Food Science; Cornell University, Ithaca, NY
M.S. Interdisciplinary Studies; State University of New York, Fredonia, NY
Permanent Teaching Certificate, NY – Biology, Chemistry, General Science
Experience: 11 years

Sixth - Tenth Grade Math

Michelle Johnson
M.A. Mathematics of Education, Appalachian State University, Boone, NC
B.S. Mathematics/Computer Science/Education, Johnson C. Smith University, Charlotte, NC
Experience 15 years

Karen Kepley
B.S. Early Childhood Education; Toccoa Falls College, GA
Experience: 9 years

Sixth - Tenth Grade Bible

Bill Taylor
B.A. Christian Education; Bryan College, Dayton, TN
M.A. Religion; Liberty University, Lynchburg, VA
M. Div.; Louisiana Baptist Theological Seminary, Shreveport, LA
D. Min.; Louisiana Baptist Theological Seminary, Shreveport, LA
Experience: 21 years

Resource Teachers

Art

Rina Norwood
Experience: 4 years

Computers

Rachel Robinson
Experience: 7 years

Library

Reenie MacCormick
Experience: 10 years

Music/Drama

Mikala Hooper
Experience: 3 years

Physical Education

Rodney Monroe
Experience: 3 years

Spanish

Monica Wipp
Experience: 4 years

Support Staff

Teacher Assistants

Tanya Clarke
Michelle Jenkins
Ginger Oswald
Dave Toms

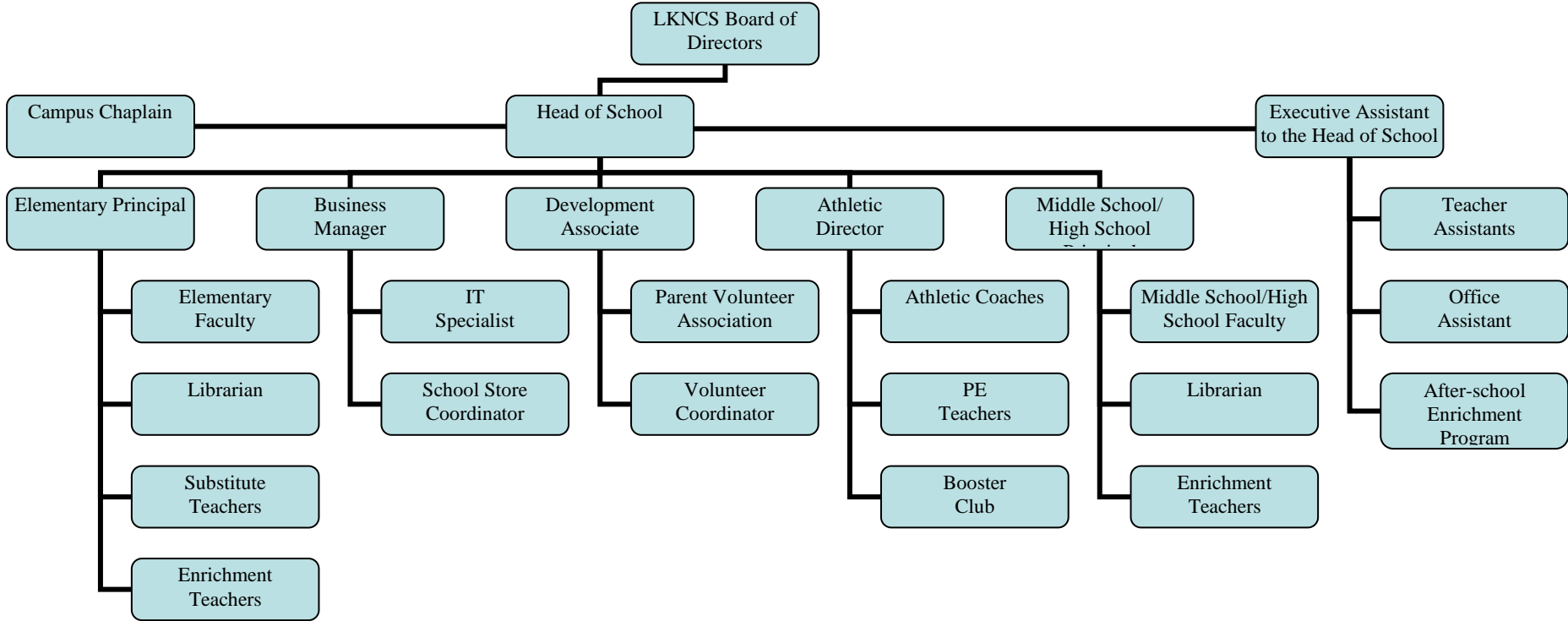
After School Enrichment Program Director

Reenie MacCormick

After School Enrichment Program Assistants

Michelle Johnson
Tanya Clarke
Ginger Oswald

Lake Norman Christian Organizational Chart



LKNC School Board Members

- | | | |
|-----------------|-------------|-------------|
| * Bill Averkamp | Bunky Gandy | Dave Hodges |
| Andrew Murray | Phil Gandy | Aaron Hosea |
| Karen Dennis | Sheryl Hill | |

* Board Chair **Note: All Board members have accepted and professed Christ as their personal Savior.

ADMISSIONS

Non-Discriminatory Policy: LKNC admits students of any race, color, gender, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

New Student Enrollment

New student applications are available throughout the entire year. However, the admissions process must be complete by the last day of the third quarter. New students are not admitted during the fourth quarter.

Procedure for New Student Enrollment

For those who desire for their child to attend LKNC, the following procedures and must be followed to enroll at any grade level.

- 1) Obtain an enrollment packet through the school office.
- 2) Complete and attach all application forms and submit the non-refundable registration.
- 3) From the information provided, the parent will schedule a testing time with Supportive Educational Services. An admissions test is required for entrance and acceptance purposes. Fees are paid directly to SES.
- 4) Upon receiving the testing results, a formal parent/child interview will take place with the administrator or principal.
- 5) New student enrollment to LKNC begins following re-enrollment of current LKNC students in grade K-12 grade. LKNC reserves the right to testing, interviews, and selective enrollment.
- 6) Prospective students must provide a current report card, and are required to take the admissions test and complete the transfer of records process by using the Authorization to Release School Records Form. In addition, for middle school and high school, a positive Personal Character Recommendation report as well as English Recommendation, Math Recommendation, and Principal's/Dean Recommendation is required.
- 7) Upon completion of the steps above, a phone call will be made or a letter sent out indicating the child's acceptance whether it be. Acceptance is based on the recommendation letters, report card, testing results, interview, and the student's academic needs and may result in a probationary acceptance if there is a history of misbehavior or concerns regarding special needs. A child may be placed on a waiting list in the order of acceptance. If your child is on a waiting list, the testing fee is non-refundable. If the parent therein decides to withdraw the student from the waiting list, the registration fee will be refunded on the first day of the current school year.
- 8) The remaining medical and financial forms must be submitted to complete the admissions process.

Admissions Policy

Note: Prospective students with any type of disciplinary record, including but not limited to, any type of withdrawals, suspensions or expulsions, will only be allowed to enroll at LKNC after they have been free of any type of disciplinary actions for one year at another institution.

- 1) A copy of the child's birth certificate must be submitted to be placed in the school records. This form must be on file within the first 30 days of school.
- 2) A copy of the child's immunization records must be submitted to be placed in the school records within the first 30 days of school for the student to continue attending class. All immunizations must be current according to North Carolina law.
- 3) All students applying for Kindergarten must be 5 on or before November 1st. All students must be able to consistently and independently take care of all restroom needs.
- 4) The school will maintain a waiting list of prospective students. When a space becomes available, the parent will be notified. Upon notification, prior to the first day of school, should the parent decline, the registration fee is non-refundable. Acceptance is considered a privilege and not a right. Acceptance is not based on a first-come, first-served basis.
- 5) Acceptance requires the student to test on grade level and complete the application process. LKNC does not provide enrollment to students whose behavioral, physical, or special education needs cannot be met by the existing programs. A student may be denied enrollment based on intelligence

and/or disabilities, which include but are not limited to ADD, ADHD, mental and emotional problems, and etc. Individualized education plans (IEP) may be used if they coincide with the existing programs offered at LKNC.

Re-Enrollment

Current students are eligible to re-enroll during the month of January. Current students re-enroll through completion of the re-enrollment form, payment of the re-enrollment fee, and possibly setting up a new Facts Tuition Payment Plan Account. Families without a payment plan established (pre-paid tuition or Facts account by June 30th) will be required to repeat the admissions process and pay an additional re-enrollment fee of \$350.00.

Sibling Enrollment

Siblings of current students are not guaranteed enrollment at LKNC. They are considered a prospective student and must go through the defined process of admissions.

Student Withdrawal

A formal written notice must be provided to the school office before the student is considered to be no longer enrolled. At that time, all fees must be paid.

FINANCES

Registration and Testing Fees

A \$350 registration fee is required to accompany each student's application or re-enrollment. All new student applications must also include a separate \$175 testing fee to payable to SES to prevent delays in the approval process. Applications cannot be processed without the appropriate fees. These fees cannot be prorated and are non-refundable.

2010-2011 Annual Tuition

Elementary School (K to 5 th Grade)	\$6,200 per year
Middle School (6 th to 8 th Grade)	\$6,800 per year
High School (9 th to 12 th Grade)	\$7,400 per year

Tuition includes all textbooks, but does not include lunch, extended care, field trips, sports participation fees, and lab fees.

2010-2011 Tuition Payment Options (each payment)

Grade Level	1-payment option July (2% discount)	2-payment option July & December	10-payment option July through April	12-payment option July through June
Elementary	\$6,076.00	\$3,100.00	\$620.00	\$516.67
Middle School	\$6,664.00	\$3,400.00	\$680.00	\$566.67
High School	\$7,252.00	\$3,700.00	\$740.00	\$616.67

Tuition payments are handled by **Facts Management Company's e-Cashier program**, where parents set up automatic bank payments from the checking, savings, or credit card accounts. Use the link for Facts Management Co. in the school website.

Tuition discounts are available under certain circumstances:

- 10% discount for each younger sibling, with oldest student paying full tuition
- 25% discount for children of ordained, senior pastors in full-time ministry

Financial Policies

1. LKNC is a non-profit organization completely dependent upon tuition and donations as the primary sources of income. We receive no government assistance or funding. Parents are responsible for prompt payment of all tuition and fees.
2. Unpaid student account balances create difficulties for our school. Accounts more than 30 days past due may result in:
 - (a) parents asked to keep their child home from school until payment is received, and
 - (b) withholding of report cards and student records until the account is current, and
 - (c) student prevented from re-enrolling or starting school in the next school year, and
 - (d) loss of student's enrollment at LKNC.
3. If a child is withdrawn before the end of the school year, tuition must be paid through the end of the current semester. If for any reason you are planning to withdraw your student, please write a letter to give notice of the student's last day in school.
4. All checks returned to the school by your bank for non-sufficient funds must be repaid, along with an additional \$25 fee. ACH payments attempted by Facts Management Co. that are returned or

denied for non-sufficient funds will be re-attempted on the following payment date (the next 5th or 20th of the month), and Facts will charge an additional fee to your account.

Refunds

- (a) are not available for testing fees,
- (b) are not available for registration fees, except when a student on a waiting list is withdrawn prior to the first day of school,
- (c) are not available for tuition paid, except when a student is withdrawn and tuition has been pre-paid for the next semester (no refunds for the semester of withdrawal).

Tuition Assistance

It is our hope that every family who sincerely desires to have their children attend LKNC will be able to do so, regardless of their financial situation. At the same time, we must balance our responsibility to ensure the financial viability of the school, and therefore place limitations on financial aid provisions.

The amount for financial aid awards is determined by a thorough analysis of need conducted by FACTS Management Company, an unbiased, qualified third-party. Financial aid awards are granted for a **maximum** period of one school year. Families must reapply each spring.

Financial aid is funded through contributions to our school; therefore, there are limitations on the amount of financial aid at our disposal. To maintain the fiscal integrity of the school, yet provide access to financial aid to as many families as possible, grants will not exceed 50% of tuition. Priority consideration for granting financial aid is given to families with students currently enrolled in classes with vacancies.

New families who apply for financial aid and do not receive as much aid as they believe they can adequately manage, will have an opportunity to have their enrollment/registration fee reimbursed. Reimbursement requires a written request and is based upon analysis of their individual situation.

Financial aid may be forfeited if the family does not adhere to the policies of the school contract, if the student is placed on probation due to academic, behavioral or attendance deficiencies, or if the balance of the account is more than thirty days past due.

Students must have been formally admitted to LKNC prior to consideration for tuition assistance. Families should expect decisions on financial aid not to be rendered until the normal enrollment and acceptance process has been completed.

Once the enrollment forms and fees have been received, and the student has been officially accepted into the school, tuition assistance may be applied for. Simply email your request and reasons you need tuition assistance to tuitionassistance@lakenormanchristian.com and you will be given further instruction. If there are extenuating circumstances not reflected on the financial aid application, applicants may submit a letter (in addition to the FA application) to the LKNC Business Office to be reviewed by the Financial Aid Committee. The Financial Aid Committee renders the final decision on the amount of financial aid awarded and to which family they are granted.

Due to the limited amount of funds available, parents need to complete this process by **March 30th and allow a maximum of 6 weeks for award notification.**

LKNC reserves the right to modify the financial aid policies at any time.

SCHOOL POLICIES AND PROCEDURES

School Hours

K – 3rd Grade: 8:00 a.m. to 2:45 p.m.
4th – 12th Grade: 8:00 a.m. to 3:00 p.m.
Extended care is available for all ages of school students.

Class Time Requirements

The academic day begins at 8:00 am and ends at 3:00 pm. Each day consists of 7 academic periods. Each grading period is 9 weeks with 4 grading periods.

Arrival

Students should arrive between 7:40 a.m. and 7:55 a.m. Parents do not need to exit cars to bring children into the building. Staff members will be on duty to help students unload and enter the building. After the first week of school, parents should no longer assist the child to the classroom by walking in the building in order to further their independent skills.

Should you need to park for any reason, especially during the carline times, please park in the lower level and walk up the sidewalk to aid with the progression of the car line.

Students are strongly encouraged to be in their classrooms 5 minutes prior to the start of school. This will help the student become organized for the day.

Late Arrival

If arriving at/after 8:00 a.m., parents must park and accompany their child into the front office for a tardy slip. If the red flag is placed in the orange cone in front of the doors, you must park in a parking space and walk your child into the building. If the red flag is in the process of being put in the orange cone, your child is considered tardy. Parents should then park in the lower lot and enter the building to sign your child in.

Dismissal

K through grade 3 students will be dismissed at 2:45 p.m. Students in grades 4-12 will be dismissed at 3:00 p.m. Students who are dismissed at 2:45 p.m. but have siblings being dismissed at 3:00 p.m. will be supervised until 3:00 p.m. and will be dismissed in the 3:00 p.m. carline. Teachers will be available to assist with loading children into cars. Children remaining after 3:05 p.m. will be taken to Extended Care and after school fees will be assessed.

Unless we receive specific written permission from parent(s)/guardian(s), school personnel will only release your child(ren) to the persons indicated on the release form which every family completes annually. We may require presentation of a picture ID from persons not familiar to our staff. Please do not come in the building to pick up your child from the carline unless it is an emergency. This will help the school with dismissal procedures and ensure the safety of your child.

Please Note: Dropping off or picking up children is not an appropriate time to conference with teachers. If you need to discuss your child, please send a note or schedule a conference time with a teacher rather than disrupting the car line.

Traffic Pattern

Our traffic pattern is designed for safety and order of the students and teachers. The pattern and requests may seem to be inconvenient, but are designed and managed for the child 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. Since the safety of the students and teachers are involved, please fully cooperate with those designated to enforce the guidelines of the traffic flow. Please be observant of your speed.

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

1. Elementary students should only be dropped off in the circular driveway of the school. Middle and High School students should be dropped off in the circular driveway of the church.
2. 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 wait in the car or be walked into the building and signed in to morning care.
3. Students arriving between 7:40 a.m. and 7:45 a.m. should enter through the two school doors on either side of the cafeteria and proceed to the cafeteria. Students arriving between 7:45 a.m. and 8:00 a.m. should enter through the two school doors on either side of the cafeteria and proceed to their classroom.
4. Due to parking space limitations and your child's opportunity for learning independence skills, parents should not walk their child to class following the first week of class.
5. If it is necessary for a parent to enter the school for school business, parents should park in the lower level and use the sidewalk to enter the building. This includes volunteers, room mothers, class parties, chapels, and field trips.
6. Students should only exit on the school side of the car. 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.
7. Please place the car identification tag on the front windshield during carline to aid the staff member calling names for child pick up.

Attendance

Please call the school office or email your child's teacher between 8:15 a.m. and 8:45 a.m. to report if your child will be absent from school. Any child arriving after 11:30 a.m., or leaving prior to 11:30 a.m. and not returning, will be coded as absent. Absences due to illness, urgent family concerns, or medical appointments will be excused upon receipt of a signed and dated note sent from home. Parents/guardians must notify their child's teacher **prior** to an extended educational absence.

Please Note: Students will be allowed 5 unexcused absences per school year for family vacations, and etc. Students will be allowed to obtain and make up missed work from those absences. After 5 unexcused absences, students will not be allowed to obtain or make up missed assignments or class work. After 20 absences (excused and/or unexcused) the administration reserves the right to retain a student. A conference will be held with the parents and a decision made based on each individual case.

Tardies

The instructional day begins at 8:00 a.m. Students are expected to arrive to school on time each day. Students who are continually late are missing classroom instruction and disturbing their fellow classmates. Tardies will be excused with a medical note. Three unexcused tardies equal one day of unexcused absence. After 15 unexcused tardies for the elementary student, the parent will be required to meet with the Principal. It is important for your child to begin their school day at 8:00 a.m.

Make-up Work

When a student is absent, it is the responsibility of the student and/or parent to get with the teacher to obtain any missed work, including notes, homework, quizzes, and/or tests. All missed work must be made up within two times the amount of days the student was absent. Failure to do so will result in a zero. It is advantageous to both the student and teacher for work to be done prior to the absence if the absence is known in advance. All work must be made up in the classroom, before school, or after school. **Work may only be made up for excused absences related to the pre-approved (5) days, illness, injury, or death in the family.** Athletes must make-up work according to the above guidelines. Therefore, it would be advantageous to make-up work prior to game days.

Extracurricular Activities

The absence of a student prior to or following any school related activity or event may be interpreted as an unexcused absence. This specifically pertains to the absence of any student following participation in any

activity or event the previous evening or the afternoon prior to an evening school related activity or event. Any student participating in athletics or extra curricular activities may not participate in any school related event if he or she is absent from school the day of the event. This includes all practices, games, activities, or events. Eligibility to participate in all related school activities and events would require the student to be present no later than 10:30 a.m. with an excused form and remain at school until school dismisses.

Loss of Credit for the Year due to Absences

A student may not exceed (20) absences for the year, (10) per semester, and be given credit for any class. This includes excused or unexcused absences. Any exception would be in reference to extended illness after consultation with the parents and Principal.

Leaving Campus during the School Day

Students who must leave early will be called to the office after a parent has signed the child out at the school office. An official note, signed and dated by the doctor or dentist, should be submitted to the office upon returning to the school. If a child becomes ill during the day, the teacher will send the student to the office and the parent will be notified by telephone. Parents will be asked to take their child home at this time. Students may only leave and return to campus for medical appointments.

Extended Care

The LKNC After School Enrichment Program (ASEP) provides a safe and motivating environment in the provision of interesting activities to school children beyond the regular school day.

Extended care operates on normal school days from 7:00 a.m. to 7:45 a.m. and 2:45 p.m. until 6:00 p.m.

Students needing the ASEP services can pick up a registration form at an Open House or the school office. Regular attendee fees are \$10/day. Regular attendees who are picked up before 4:00pm will be charged only \$5/day. Occasional daily care may be requested for \$10/day, if a parent has not scheduled after school care but has the need arise.

Inclement Weather

LKNC does not follow the Charlotte-Mecklenburg School System schedules for inclement weather closings and re-openings. Please check the following listings for this information.

WBTV	Channel 3	TV
WNBC	Channel 6	TV
WSOC	Channel 9	TV

A message will be posted on our website (www.lakenormanchristian.com), an email will be sent via Constant Contact or RenWeb, and a phone message will be delivered via Connect Ed. The goal is to send the email message by 6:30 a.m. and the phone message by 6:45 a.m.

Rest Time

Kindergarten classes will observe a short, quiet time in which stories will be read or music played.

Classroom Supplies

Backpacks need to be the appropriate size for the age of the child. They must be without characters and without wheels. Teachers will send out supply lists to their students. Please follow brand recommendations per their requests.

Lost and Found

Lost and found articles will be placed in the school office. Please see the office assistant if you are missing an item. Labeling all lunchboxes, backpacks, sweaters, jackets, coats, and personal items will help ensure the return of lost items. At the end of each quarter, unclaimed non-uniform articles will be donated to Goodwill Industries.

Locker Policy

Students in grades 6-12 will be issued lockers by the teacher. These are new lockers and the students must help keep them neat and clean. In order to achieve this, students may not use aerosol cans, store candy or food, or use tape in the locker. Food containers in lunchboxes may only be stored for that day. Locker checks may be conducted by the faculty or administration at any time. The administration of LKNC reserves the right to inspect lockers without notice to teachers, students, or parents. Lockers may not be decorated on the outside at any time. Only non-glue stickers or magnetic items may be used on the inside.

STUDENT NUTRITION AND HEALTH

Lunch/Snacks

Students **must** bring their lunch from home in an **insulated lunchbox**. Drinks must be provided in a thermos or be self-contained. Please do not send candy, soda, or foods with an excess of sugar. Students may not bring sodas or Yoo-hoo chocolate drinks for lunch or snack. Characters or cartoon logos are not allowed on lunch boxes/bags. Students in grades 4-12 will be allowed to heat their lunch in a microwave. Exceptions **may** be made in lower grades for students with **severe** food allergies. However, all students must be able to heat their own lunch without the assistance of school staff or volunteers. It is the parent's responsibility to give your student directions on heating food. Due to liability reasons, school staff and volunteers will not be allowed to heat student's lunches. Parents are encouraged to eat lunch with their child(ren).

Drink Machine

The drink machine is off limits to elementary and middle school students during the regular school day. Elementary students wishing to purchase a drink must have a parent accompany them to the drink machine after 2:45 p.m. Students may not purchase sodas for consumption in After School Care.

Medical Forms

Parents are required to complete an emergency record for their child. **Once enrolled, it is the responsibility of the parent to update student and family demographic information regarding any change to emergency phone numbers, contact persons, medications, and etc. via the RenWeb computer program.** Parents are to provide the school with updated immunization records and the health form as required by the school and by North Carolina Law. Sport physicals are required for all athletes in competitive sports and must be on file in the school office as well as a copy given to the coach before student tryouts begin.

Emergency Contact and Demographic Information

It is the responsibility of each student's parent to update demographic and emergency information on the RenWeb database. Once the enrollment process is complete and the school has entered the mandatory information for the student, parents may log in to RenWeb, and make changes. We encourage parents to become familiar with this process within the first week of school.

Contacting Parents

If any of the symptoms from the Health Guidelines Chart appear while a child is at school, parents will be contacted immediately to pick up their child.

Accidents

In case of serious injury, teachers are to notify the Administration immediately, and emergency medical service may be called. The parents/guardians will be notified and expected to meet at the designated hospital facility. Accident forms are completed for all injuries. If broken skin results from a bite from another student, the parents of each student involved will be called.

Illness

Whenever your child is ill and won't be coming to school, please call or email your child's teacher or call the office between 8:15 a.m. and 8:45 a.m. to let us know that he/she will be absent. A child who has any degree of elevated temperature is not to be brought to school. An elevated temperature is considered to be anything over 99.5 degrees Fahrenheit. **A child must be fever-free for 24 hours before returning to school.**

Please use the following Health Guidelines Charts to determine if your child should be at school or at home recovering from an illness.

Health Guidelines Charts

Ailment	Incubation Period	How Transmitted	Restricted From School?	Return to School?	Prevention of Transmission
Common Cold	12 hours to 5 days	Respiratory tract, hands or surfaces	NO	N/A	Hand washing, covering nose and mouth when sneezing
Conjunctivitis (Pink Eye)	24-48 hours	Contact with discharge from eyes	YES	24 hours after start of antibiotic therapy	Treatment of affected eye, avoid contact
Influenza	24-72 hours	Direct contact with persons or objects	YES	When fever free and/or vomit free for 24 hours	Good hand washing, immunization if advised by MD
Lice	Eggs hatch in 7-10 days	Direct contact with persons or objects	YES	When no nits can be seen in hair; lesion must be covered	Not sharing personal articles, good hand washing
Ring Worm	4-10 days	Direct/Indirect contact with contaminated surfaces	If lesion cannot be covered with clothing	After medication is started	Personal hygiene, not sharing articles, good hand washing
Strep Throat	1-3 days	Sharing food/drink, direct contact	YES	24 hours after antibiotics and fever free for 24 hours	Not sharing food or drink, good hand washing
Diarrhea	24-72 hours	Respiratory tract, hands or surfaces	YES	Symptom free for 24 hours	Good hand washing
Vomiting	Variable	Direct/Indirect contact with persons or objects	YES	Vomit free for 24 hours	Good hand washing

Symptom	Cold	H1N1/ Flu
Fever	Fever is rare with a cold .	Fever is usually present with the flu in up to 80% of all flu cases . =2 0A temperature of 100°F or higher for 3 to 4 days is associated with the flu .
Coughing	A hacking, productive (mucus- producing) cough is often present with a cold.	A non-productive (non-mucus producing) cough is usually present with the flu (sometimes referred to as dry cough).
Aches	Slight body aches and pains can be part of a cold.	Severe aches and pains are common with the flu.
Stuffy Nose	Stuffy nose is commonly present with a cold and typically resolves spontaneously within a week.	Stuffy nose is not commonly present with the flu.
Chills	Chills are uncommon with a cold.	60% of people who have the flu experience chills.
Tiredness	Tiredness is fairly mild with a cold.	Tiredness is moderate to severe with the flu.
Sneezing	Sneezing is commonly present with a cold.	Sneezing is not common with the flu.
Sudden Symptoms	Cold symptoms tend to develop over a few days.	The flu has a rapid onset within 3-6 hours . The flu hits hard and includes sudden symptoms like high fever, aches and pains.
Headache	A headache is fairly uncommon with a cold.	A headache is very common with the flu, present in 80% of flu cases.
Sore Throat	Sore throat is commonly present with a cold.	Sore throat is not commonly present with the flu.
Chest Discomfort	Chest discomfort is mild to moderate with a cold.	Chest discomfort is often severe with the flu.

Medication

LKNC staff is not allowed to dispense any prescription or over the counter medicines without the written approval of parents/guardians and the child's physician. Full instructions on how to dispense the medicine are to be properly dated and signed by the parent and given to the school staff in person. All medications that belong to the student must be kept in the school office. Any prescribed medication that needs to be administered during the day must be in the original container from the pharmacy. All medicine, inhalers, and etc. must be picked up by the last day of school.

Allergies

Any allergies a child has must be communicated in writing as to what specific allergies affect the child. If your child is not allowed to eat certain foods provided by the school, we must have a written statement by a physician. LKNC will not make any food substitutions without these documents.

Infectious Disease

A student or prospective student diagnosed with an infectious disease classified as "communicable" may not return or enroll at LKNC until proper verification from a physician has been submitted stating the child is free from the disease. At this time, enrollment or re-enrollment may be considered.

SCHOOL SAFETY

Entering and Exiting School Facilities

All visitors and parents of the school should enter the school through the building housing the administrative offices. It is equally important that individuals sign in at the office and receive a visitor badge to wear prominently displayed throughout their visit at the school. Parents should not enter the school through the church administration area for any reason during school hours.

Evacuation Plan

In the event of a Nuclear Power Station Emergency Evacuation, the school official will be contacted by county emergency management officials. All children would be moved to the reception center from our school in buses, cars and vans. Our school is located in Zone B. The directions for our school route are N.C.Highway 73 to Trinity Church Road (just before I-85) to the shelter at Northwest Cabarrus Middle School. All reception centers are more than 10 miles from the schools. Parents MUST pick up their children at the reception center.

Fire Drills

LKNC has a complete alarm system. Fire drills are held monthly on different days and at various times of day. Students are given instructions on how and where to exit the buildings. An evacuation diagram is located in each classroom.

Tornado Drills

Tornado drills are held bi-monthly. A weather alert system will be in place and students will be relocated if bad weather is predicted. A designated area for LKNC students is also indicated on the wall diagram located in the classroom.

Critical Incident Drills

A critical incident drill will be conducted bi-monthly. A specific announcement will be administered indicating to all teachers to immediately proceed to "lock-down." Students will be seated on the floor in an area that prohibits being viewed from the hallway door or windows. Students will remain in this position until an administrator physically comes to each classroom indicating students may return to their normal schedule.

Weapons

Guns, knives or sharp objects are considered weapons and are not permitted in school or on school grounds. Bringing any weapon to school is considered a level 3 infraction of behavior and may result in one or more of the following: Mandatory counseling, suspension, probation and/or expulsion from LKNC.

Child Custody

All visitors must sign in and wear a nametag during a school visit. Children will be released only to parents or legal guardians unless a written request has been submitted to the office by the parents or guardians. In 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 child's file.

Search and Seizure

In order to maintain appropriate order and discipline in the school, school authorities may request a search of a student and locker if it is to protect the safety and welfare of the general student body and personnel. LKNC reserves the right to invite the Huntersville police for any such reason to assist in securing the safety of all students and personnel.

Photo and Video Release

Unless a statement from the parent/guardian is provided to the school stating otherwise, LKNC has the unlimited right to use and/or reproduce photographs, likenesses or voice of student in any legal manner and for internal or external promotional and informational activities of LKNC.

Student's work and/or photograph may also be published on the LKNC website pages. With such publications and uses, parents waive any and all present or future compensation rights to the use of these material(s).

Student Driver Eligibility

Driving on campus is a privilege and should be regarded as such with the utmost responsibility.

1. Students must have a valid driver's license and maintain a 3.2 grade point average to obtain and keep a parking permit.
2. Students must register their vehicle and get a parking permit from the school office prior to driving to school. Permits must be displayed from the rearview mirror while on school campus.
3. The speed limit is 5 mph at all times. Students must observe all traffic regulations and park only in those areas designated for student parking.
4. Students are not permitted to go to their cars during the day without permission from the Principal or Head of School.
5. Students are to enter the school immediately after parking their vehicles. No loitering is permitted at any time in the parking lot.
6. Vehicle stereos must be turned off while on school property.
7. Once on school ground, students may not leave campus before dismissal time unless they have parent permission and have signed out in the office.
8. Students must follow the routes illustrated on the morning and afternoon carline maps (found online).
9. Students who violate these guidelines may lose their school driving privileges.
10. The school parking lot is a "No phone Zone." Cell phones may not be used while driving in the school parking lot.
11. Students may not transport other students without written permission from both sets of parents.
12. Any written communication (decals, bumper stickers, magnets, etc.) on a vehicle driven to school must be consistent with Christ-like behaviors.

ACADEMIC POLICIES

Homework

Homework is an important part of the learning process. Meaningful, interesting assignments will be made that expand on the topics children study in class. Homework should never become a battleground between adult and child. One of our goals as parents and teachers is to help children learn how to get organized, budget time, and follow through until the work is completed.

Please Note: An attempt at the elementary, middle school. And high school levels, will be made to not assign homework on Wednesday nights in order to allow parents and children to attend church activities or spend family time together.

Make-up Work

When a student is absent, with exception of a suspension, it is the responsibility of the student and/or parent to get with the teacher to obtain any missed work, including notes, homework, quizzes, and/or tests. All missed work must be made up within two times the amount of days the student was absent. Failure to do so will result in a zero. It is advantageous to both the student and teacher for work to be done prior to the absence if the absence is known in advance. Work may only be made up for excused absences related to the pre-approved (5) days, illness, injury, or death in the family. Athletes must make-up work according to the above guidelines. Therefore, it would be advantageous to make-up work prior to game days. If a student is suspended, they may not make up work missed.

Incomplete Work

Students are expected and must complete all missed assignments related to excused absences. All missed work is given two times the number of days the student has been absent. Extensions may only be granted by the Principal or Administrator under extenuating circumstances. Failure to complete an assignment will result in a deduction on the assignment or zero credit. Course work that is incomplete at the end of the semester will be given an "I" for incomplete. The student will have one week at the end of the semester, at the discretion of the teacher, to make-up and submit incomplete work. Following the one week time period, all "I's" will be converted to "F's" (failure) and calculated for the final average.

Grading:

Grading System Grades 1-12

100	A+
95-99	A
93-94	A-
92	B+
87-91	B
85-86	B-
84	C+
79-83	C
77-78	C-
76	D+
71-75	D
70	D-
69-Below	F

Grading System for Kindergarten

E – Exceeds Expectations
S - Satisfactory
N – Needs Improvement
U - Unsatisfactory
I - Shows Improvement

Grades 4-12 will participate in the "A" and "A-B" Honor Roll.

The criteria for Spanish, music, art, band, computer and physical education will use the same scale as Kindergarten with the exception of middle school and high school; grades 6 - 12 will receive letter grades for these classes.

Report Cards

Report cards are issued at the end of each quarter. Dates are indicated on the school calendar. All outstanding fees must be paid in order to receive the final report card. Students leaving the school for any

reason must have all outstanding fees and tuition paid before records and the report card can be released.

Progress Reports and Teacher Conferences

Parents should attend all parent conferences noted on the school calendar and those requested by the individual teachers. Parents may request a conference at any time. A teacher may be contacted by email, note, or voice mail. Progress reports will be distributed in the middle of each nine-week grading period.

Promotion Guidelines

Students must pass all major subjects in order to be promoted to the next grade level. Major subjects are English, math, science, social studies, and Bible. Students receiving an "F" in any major subject will be required to attend summer school at the approved locations by the school administrator. No more than two subjects may be made up in summer school. A student receiving more than two "F's" in grades 6 - 8 will be required to repeat the grade.

Pupil and Cumulative Records

All student records are kept in the school office. All records are confidential. All teachers are advised to use the utmost discretion in reviewing permanent records. In the case of a student withdrawal, written documentation must be submitted to the school office. A request for transfer of records must be completed by the parent before records are released. **Student accounts must be paid in full before records and report cards are released.**

Textbooks and Supplies

LKNC provides textbooks to each student. All textbooks are the property of LKNC and must be taken care of properly. Elastic or stretch covers are recommended to help in the maintenance of the books. Any type of deliberate mutilation or loss of the assigned materials will result in replacement at the full value cost to the parent/student.

Students on grades 5-12 will be given the option to purchase their text books in history and science, so that they can be written in and highlighted.

Necessary supplies are not furnished by the school. Specific items are indicated on a yearly supply list correlating to a specific grade level or specific class.

Help Class or Tutoring

Help classes may be available at the discretion of the teacher. Many of the LKNC teachers are available to tutor. Please contact the Principal for this information.

Summer Reading

Students in grades 6 - 11 are given a specific reading assignment at the end of the academic year.

Standardized Tests

Students in grades 2 - 12 will participate in the Stanford Achievement Test and students in grades 3,6, and 9 will participate in the Otis Lenon School Ability Test. The test is usually administered in April or May and scores are received in the summer. A copy of the student's performance will be mailed to the parents/guardians. Students should not miss school during testing time for any reason other than an emergency. Tests cannot be made up.

Testing Policy for Elementary School

1. No more than two tests may be administered in one day (including spelling and Bible memorization).
2. No more than one test and one quiz may be administered in one day.
3. No more than two quizzes may be administered in one day.

4. Quizzes or tests will not be given on the same day a major project is due.

Testing Policy for Middle School/High School

1. No more than two tests may be administered in one day.
2. No more than one test and two quizzes may be administered in one day.
3. No more than three quizzes may be administered on one day.
4. Quizzes or tests will not be given on the same day a major project is due

**Curriculum at a Glance
Elementary School**

	K	1st	2nd	3rd	4th	5th
BIBLE	A Beka	A Beka	A Beka	A Beka	Positive Action	Positive Action
PHONICS / LANGUAGE	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka
READING	A Beka	A Beka	A Beka	A Beka	BJU	BJU
PENMANSHIP	A Beka	A Beka	A Beka	A Beka		
SPELLING		A Beka	A Beka	A Beka	A Beka	A Beka
MATH	Saxon	Saxon	Saxon	Saxon	Saxon	Saxon
SCIENCE	A Beka	ACSI	ACSI	A Beka	A Beka	A Beka
HEALTH	CSI	CSI	CSI	CSI	CSI	CSI
HISTORY	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka
SPANISH	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair
COMPUTERS	NETS	NETS	NETS	NETS	NETS	NETS

**Curriculum at a Glance
Middle School and High School**

	6th	7th	8th	9th	10th	11th	12th
BIBLE	Positive Action	Positive Action	Positive Action	Positive Action	Positive Action	Positive Action	Positive Action
PHONICS / LANGUAGE							
READING	BJU Shirley Grammar	BJU Shirley Grammar	BJU Shirley Grammar	BJU	BJU	BJU	BJU
PENMANSHIP	BJU	BJU	BJU	BJU	BJU	BJU	BJU
SPELLING	Wordly Wise	Wordly Wise	Wordly Wise	Wordly Wise	Wordly Wise	Wordly Wise	Wordly Wise
MATH	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.
SCIENCE	BJU	BJU	Glencoe	Pearson	Glencoe	Glencoe	Glencoe
HEALTH	A Beka	ACSI	ACSI	ACSI	ACSI	ACSI	ACSI
HISTORY	A Beka	A Beka	A Beka	BJU	BJU	BJU	BJU
SPANISH	Pearson	Pearson	Pearson	Pearson	Pearson	Pearson	Pearson
COMPUTERS	NETS	NETS	NETS	NETS	NETS	NETS	NETS

DRESS CODE

All school uniforms must be purchased from Land's End. Items can be purchased over the phone by calling 1-800-469-2222 or online by visiting Landsend.com/school. The school's preferred customer number is 900128109.

Girls' Everyday Options

L/S or S/S Polo Dresses - Chambray Blue, Ice Pink, Gray Heather
Side Pleat Jumper – Khaki
Solid Jumper - Khaki
Stretch long Chino Skirt - Khaki
At-the-Knee Blend Chino Skort - Navy, Khaki
Neat Plain Front Chino Pants - Khaki
Easygoing Pleated Chino Pants - Navy Only
Feminine Fit Plain Front Chinos - Khaki
Feminine Fit Stretch Plain Front Flare Chinos - Khaki
Stretch Stain Resist Crops - Khaki
Plain Front Shorts - Khaki
Pleated Shorts - Navy Only
Bike Shorts - Classic Navy
Long/Short Sleeve Woven Oxford Blouse - Dark Pink, White, Blue
¾ Length Sleeve Woven Oxford Blouse - Blue, Dark Pink, White
Knit Top w/ Ruffled Peter Pan Collar Shirt (short sleeve or long sleeve) - Ice Pink, White
Woven Peter Pan Ruffled Collar Blouse (short sleeve or long sleeve) - White
Mock Turtleneck / Turtleneck - Ice Pink, White
Interlock Performance Polo - Cobalt, Gray Heather, Ice Pink, White
Feminine Fit Interlock Polo - Cobalt, Gray Heather, Ice Pink, White
Mesh Performance Polo - Cobalt, Gray Heather, Ice Pink, White
Feminine Fit Mesh Polo - Cobalt, Gray Heather, Ice Pink, White
Button Front Cotton Cable Cardigan - Ice Pink, White
Fine Gauge Cardigan - White
Fine Gauge Cardigan Shell - White

Additional Everyday Options for Middle School/High School – 6th thru 10th grade ONLY

Stretch Stain Resist Cargo Pants – Khaki
Stretch Cargo Skort – Khaki
Long/Short or ¾ Length Sleeve Woven Oxford Blouse – French Blue

Girls' Grade 5th - 10th Athletic wear - (These items are for PE and/or sports only)

Girls' Athletic Shorts - Deep Cobalt (Mandatory)
Girls' Athletic Pants - Deep Cobalt
Girls' Athletic Jacket - Deep Cobalt
Girls' Performance Tee - Cobalt, Millstone Gray, White

Girls' Grades K - 2nd Presentation & Special Chapel Uniform

Polo Dress - Chambray Blue
Bike Shorts - Classic Navy

Girls' Grades 3rd - 9th Presentation & Special Chapel Uniform

At-the-Knee Blend Chino Skort - Khaki
¾ Sleeve Woven Oxford Blouse – Blue

Girl's 10th Grade Presentation & Special Chapel Uniform

Stretch Long Chino Skirt – Khaki
¾ Length Sleeve Woven Oxford Blouse – French Blue

Boys' Everyday Uniforms

Plain Front Chino Pants - Khaki, Navy

Elastic-Waist Plain Front Chino Pants - Khaki, Navy
Plain Front Chino Shorts - Khaki
Pleated Chino Shorts - Black Only
Short/Long Sleeve Oxford - Blue, White
Mock Turtleneck / Turtleneck - White
Interlock Performance Polo - Cobalt, Gray Heather, Ice Pink, White
Mesh Performance Polo - Cobalt, Gray Heather, Ice Pink, White

Additional Everyday Options for Middle School/High School – 6th thru 10th grade ONLY

Stain Resist Cargo Chinos – Khaki
Stain Resist Cargo Shorts – Khaki
Long/Short Sleeve Oxford – French Blue

Boys' Grades 5th - 10th Athletic wear - (These items are for PE and/or sports only)

Boys' Athletic Shorts - Deep Cobalt (Mandatory)
Boys' Athletic Pants - Deep Cobalt
Boys' Athletic Jacket - Deep Cobalt
Boys' Performance Tee - Cobalt, Millstone Gray, White

Boys' Grades K - 9th Presentation & Special Chapel Uniform

Khaki Shorts/Pants
Short/Long Sleeve Oxford - Blue, White

Boys' 10th Grade Presentation & Special Chapel Uniform

Khaki Shorts/Pants
Short/Long Sleeve Oxford – French Blue

Boys' and Girls' Outerwear (Logo is Mandatory for these items)

Midweight Fleece Jacket - Cobalt
Midweight Fleece Vest - Cobalt
Microfleece Pullover - Cobalt
Goose Down Vest - Cobalt
Uniform Kids Squall Parka - Dark Cobalt Blue

** Students may wear any color or style coat to school. If students wish to wear a sweater or jacket inside the school/classroom, they are required to wear a school sweatshirt, Land's End LKNC sweater, or a plain, solid white, grey, or black sweater or jacket.

** All Polos, Oxfords, Performance Tees, Blouses, Turtlenecks, Cardigans, Polo Dresses, Side Pleat Jumpers & Outerwear must have school logo on them.

** Presentation & Special Chapel Uniforms must be owned by each student. Students are not required to wear this uniform to chapel every week, but will be required to wear them on specific occasions. Students may choose to wear this specific uniform combination on any weekday. (It is not reserved for special occasions).

Shirts must be tucked in at all times. Bike shorts or leggings should be worn under dresses at all times. Belts can be blue, brown or black. Socks should be solid in color and match the attire. Tights can be black, white, or pink. Tennis shoes can be any color but should not be “flashy” in design. No flashing lights, characters, or wheels. No boots, flip flops, high-heeled shoes, or “heely” shoes. Sandals must have an ankle strap. Tennis shoes are required for P.E. and recess. Participation in both will be restricted if shoes are not safe for play.

On Fridays, students may wear t-shirts with the school logo or polo uniform shirts with logos with jeans or blue jean shorts. No short-shorts or cutoffs allowed. Blue jeans and blue jean shorts should be free from frays and holes. Shorts and skirts must come to the knee.

Presentation uniforms may be required for special programs, chapels and off site trips where students will be publicly representing Lake Norman Christian.

Uniform passes may be earned and distributed throughout the year. Passes will have an expiration date and may be designated for a specific day. Students must follow the dress code when using a pass. They may wear

non-uniform articles; however, shoes must follow the regular school day regulations and no characters are allowed on clothing. Skirts and shorts must be at least to the knee. No tank tops are allowed. Parents of students not following the dress code will be called and asked to bring uniform clothing to school.

**Backpacks need to be the appropriate size for the age of the child. Backpacks and lunch boxes must be plain in design, without characters and without wheels. Flowers, trucks, butterflies, dinosaurs, etc. are acceptable decoration; however, animated characters (superheros, Barbie, princesses, and etc.) are not allowed.

Elementary Dress Code Violations

Students not following the dress code will be given a “dress code forgiveness pass” for the first dress code violation. Beginning with the second dress code violation, the student will be given a “dress code infraction” and will not be allowed to participate in the following Spirit Friday by dressing down in jeans and a school t-shirt. The fourth “dress code infraction” will result in the student’s Spirit Friday privileges being revoked for the remainder of the year. Both infractions and forgiveness passes must be signed by the parent and returned to school. Dress code violations include, but are not limited to: no belt, non-acceptable colors of socks, tights, or shoes, inappropriate shoes such as boots, high-heels, flip flops or sandals without ankle straps, inappropriate hair styles, piercing or jewelry, or wearing uniforms inappropriately. Heely shoes are not allowed. Hats are not allowed to be worn in the building at any time other than spirit days.

Middle School and High School Dress Code Violations

The student will be given a warning the first time he or she has a dress code infraction. The second time the student will not be able to participate in the following spirit Friday and must come to school dressed in his or her regular school uniform. If a student receives more than 5 uniform infractions in a quarter, he or she will not participate in the merit trip.

Fads and Trends

All hairstyles should refrain from the extremes which may coincide with a particular fad. Outlandish hair colors that do not look natural may only be worn on spirit days. Boys must keep their hair neat, above the collar and above the eyebrows. All boys should be clean shaven. No piercing will be allowed on boys. Girls may have one set of piercing on the earlobes. Earrings should be studs only for the elementary age girls. Middle School girls may wear earrings that extend no more than 1” below the pierced hole. For the student’s safety, we ask that elementary age girls do not wear dangling earrings.

THE PHILOSOPHY OF DISCIPLINE AT LKNC

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.

And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.” Eph. 4:29, 32

“And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” Eph. 6:4

All of us bring unique personalities, talents, and experiences to our school, but our true worth is measured by the love God has demonstrated toward us through His Son, Jesus Christ (Rom. 5:8). Each person is highly regarded by God, who has called us to respect one another. This mutual respect is the glue that holds together a positive and productive community.

The administration and staff of LKNC believe that the instruction, training, and discipline of a child are mandated by the Bible under the authority of the parents. **The school is a wonderful tool or extension to assist the parent with their God-given responsibilities. LKNC does not exist to assume that responsibility, but is here to support and assist parents in the training and educational process by providing a safe, caring and nurturing environment in which the children can grow, discover, and evolve into their Christ-guided missions in life.**

The school is a community, and the teachers and staff at LKNC are committed to demonstrating care and respect for one another and the students they teach. As a school we recognize that daily, at each grade and age level, students are in a process of learning how to interact appropriately in a community setting. We also hold to the belief that as they grow older and advance through their school years, they become old enough to contribute to the community setting, and subsequently, should be held responsible for their actions.

The goal of the staff at LKNC is to develop the intellectual, spiritual, and social character of its students in a context of Biblical love and grace. It is important for students and parents to understand that in a Biblical framework, discipline is a part of God’s love. LKNC believes in partnering with parents in following God’s command to bring up children “in the discipline and instruction of the Lord.” (Eph. 6:4)

Teachers and parents have the obligation to help students by praising and modeling positive behavior. At the same time, we must set limits for inappropriate behaviors. By holding students responsible for their choices, counseling them lovingly yet firmly, and maintaining consequences, we can reach our ultimate goal of teaching students to be responsible for their own actions. Discipline is a means of guiding the student to understand how his or her behavior impacts others as well as him or herself. Furthermore, it is these behaviors that should reflect the principle of mutual respect not only within the school community, but extending into their future Christian walk through life.

Expectations

A school community should be both physically and emotionally safe. It is important to us that the classroom is favorable to academic learning for students. Therefore, necessary policies exist to ensure a safe and caring environment for ALL students. The teachers and administration strive to implement and maintain a system of discipline that is fair, consistent, respectful, and firm. Each classroom teacher is the primary person responsible for managing the classroom. When issues arise, parents are asked to support the teachers’ efforts in addressing that particular behavior. The overall goal is twofold: (1) to create an environment conducive to learning for all students and (2) to help students develop the social skills needed to interact respectfully in a community.

In order to accomplish this, Biblical principles must be followed and parental support of school policies and cooperation is essential. Since it is important that the classroom environment be conducive to academic learning for **all** students, necessary guidelines and policies exist in order to maintain and facilitate the daily operation of the school and to ensure a safe, caring, and nurturing environment for each student. Certain behaviors by students will not be tolerated and will result in immediate action by the teacher, Principal, Administrator, and/or School Board. It is important that parents support the discipline policies and those who make decisions. Parents, families, and the school should, at all times, support the privacy and confidentiality of

all individuals regarding any matters relating to discipline issues. We are a team, working together to help produce Godly young men and women who are prepared to be the next generation of leaders.

General Student Conduct

All student conduct rules and regulations are designed to protect each and every student and all LKNC faculty members, creating a safe, caring, Christian environment. It is impossible to list every infraction or rule; therefore, an individual case may be brought to the Principal directly. Inappropriate conduct should be handled by the teacher first. Based on the severity of the infraction, the Principal may then be asked to handle the situation. This may or may not include a disciplinary committee comprised of teachers and the Principal. (Parents will be expected to be involved in this meeting as a “team effort” if misbehavior is continual and/or repetitive in nature.) The Administrator and School Board will be the last of the proper chain-of-command.

The following steps should be taken for addressing concerns:

1. First, address the classroom teacher. If the concern is not resolved at this level, the parent should then request a meeting with the Principal.
2. Second, address the concern with the Principal. If the concern is not resolved with the Principal, the parent should proceed to step 3.
3. Following an attempt to reconcile any concerns with the Principal, an appointment with the Head of School should be requested and concerns discussed.
4. Third, the parent may submit a written request to the School Board chairman to hold a review meeting.

**All discipline decisions are final and may not be appealed once approved by the administration and supported by the School Board.*

Rules and regulations must be followed and are effective on or off campus or when school is in session or out of session. School conduct areas include:

1. The LKNC campus during all operating school hours. This includes before school, after school, and during lunch.
2. Any type of class trip or field trip.
3. Any school sponsored activity on or off campus.
4. Any school sponsored bus or van trips – including athletic trips to, during, and after ball games.
5. All athletic school functions.
6. All online activities are subject to discipline policies whether conducted on or off campus.

Please note that there may be instances whereby a decision may be made by the administration and supported by the School Board regarding grossly inappropriate behavior that could warrant **immediate expulsion with no return to LKNC**. All parents should know that a decision of this magnitude would not be made in haste or without overwhelmingly justifiable cause. It is the responsibility of the School Board and administration that any and all decisions be made in consideration of the best interest for all students and staff, with student safety being of utmost concern. Actions which might fall into such consideration may include but are not limited to the following:

1. Any type of serious threat to another student, faculty member, or administrator. This includes verbal threats, written letters, computer, or internet. This includes, but is not limited to, intimidating, threatening, harassing, hostile behavior, or physical abuse on or off the school campus.
2. Improper use of the internet on or off the school campus.
3. Possession (whether on themselves, in book bags or purses, or in vehicles brought on campus) of any type of weapons. Weapons may include, but are not limited to, handguns, rifles, shotguns, BB guns, pellet guns, knives, pocket knives, and air guns.
4. Usage, sale, or possession of illegal drugs, drug paraphernalia, or alcohol.
5. Usage or possession of fireworks on school property.
6. Sexual harassment: This includes, but is not limited to, repeated offensive sexual flirtation, continual or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual's appearance, display of suggestive objects or pictures (pornography), or any offensive or abusive physical contact.
7. Any criminal act on or off campus.
8. Vandalism: This includes, but is not limited to, intentional destruction or damage of school property. This includes vehicles owned or in the possession of their persons located on the school campus. The student will need to replace or purchase all property of destruction.

9. Stealing: This includes, but is not limited to, taking any work or property, whether locked or in a secured location, without permission from the owner. Items stolen must be purchased and/or replaced by the student.
10. Fighting: This includes, but is not limited to, danger or threatening behavior toward another student, faculty member, or administrator. If a student attempts to promote a fight, the other student should immediately walk away and report the incident to a faculty member.

Realizing that there tends to be age/grade specific problems that may occur which are in addition to those mentioned in the above section, the following would be inappropriate behaviors that might arise in the older student population that would necessitate an immediate intervention by the administration or School Board. This might apply to the individual student only, or may be required to involve the entire family. Failure on the part of the student or family to engage in the recommended course of correction could warrant **immediate suspension or expulsion with no return to LKNC**. These may include, but are not limited to, the following:

1. Any type of gang member paraphernalia on themselves, locker, book bags, or car. This includes on the school campus or off campus.
2. Pregnancy (to include both partners).
3. Sexual promiscuity in or out of school.
4. Homosexuality.
5. Abusive language or conduct – this includes abusive, profane, obscene or vulgar gesture, language, or body language.

**Parents and students are asked to understand that attendance at LKNC is a privilege and not a right. Those who willingly choose to disobey the disciplinary guidelines may be asked by the school to withdraw at any time.*

**Any student who is expelled from LKNC or is required to withdraw from the school at any time is prohibited from attending school sponsored functions and will not be permitted on the school campus at any time during the operating hours of LKNC.*

Specific Methodology of Discipline for Elementary School

Since lifelong successes depend in part on learning to make responsible choices, a classroom discipline plan has been developed in each class that is age appropriate and affords students guidance in making good decisions about their behavior and gives them an opportunity to learn in a positive and nurturing environment. When children receive positive, non-violent, and understanding interaction from adults and others, they develop good self-concepts, problem solving abilities, and appropriate principles for conflict resolution with self-discipline, allowing them to make better choices in the future. Based on this belief of how children learn and develop values, the faculty will practice the following principles and behavior management guidelines.

We will:

- a. praise, reward, and encourage the children.
- b. reason with and set limits for the children.
- c. teach and model appropriate behavior for the children.
- d. modify the classroom environment in an attempt to prevent problems before they occur.
- e. listen to the children.
- f. provide the children with an alternative for inappropriate behavior.
- g. provide the children with natural and logical consequences for their behavior.
- h. treat the children in a way that respects their needs and feelings.
- i. explain things to the children on their level.
- j. use short periods of “time-out” from activities and/or peers.
- k. take away privileges in an attempt to motivate children to modify inappropriate behaviors.
- l. document repeated behavioral concerns with Student Behavior Reports.
- m. communicate with parents through conferences, notes, and phone calls.
- n. make Office Referrals.

Classroom guidelines will be developed and posted in each class. A classroom discipline plan with rewards and consequences will be established in each elementary classroom by the teacher and must be signed by the parents by the end of the first week of school.

Student Behavior Reports

Minor inappropriate behaviors will be managed by the teacher using interventions such as warnings, time-outs,

and loss of privileges. If an inappropriate behavior persists, the teacher will document the behavior with a Student Behavior Report and will contact the parent for a conference. Upon receiving the fourth Student Behavior Report, the teacher will fill out an Office Referral and the parent will be contacted to conference with the teacher and the Principal.

Student Behavior Reports are used to document repeated classroom managed behaviors such as, but not limited to: inappropriate language, comments or gestures, lack of preparedness, noncompliance, inappropriate touching, throwing small objects, disrespectful comments, inappropriate gestures, attitude or tone, minor disruptions, tattling, running, minor dishonesty, minor vandalism, misuse of equipment, bullying, and off-task behavior.

Office Referrals

Certain behaviors warrant an immediate Office Referral. These behaviors include but are not limited to, four Student Behavior Referrals, cheating, theft, verbal or physical threats, fighting/assault, vandalism, threatening gestures, major dishonesty, major disruptions, weapons, drugs, alcohol, tobacco products, sexual assault or mutual sexual contact.

Three Office Referrals will result in a two day out-of-school suspension. *All suspensions require the student to be off campus. The student shall receive a zero in all subjects for the day(s) of the suspension. This includes homework, quizzes, and tests.

Specific Methodology of Disciplinary Procedures for Middle and High School

As the students progress in years and grades, more is expected and required of them in regard to developing, maintaining, and complying with the regulations of their classroom communities. The overall goal is to create an environment in the classroom that is conducive to good academic learning for all students. To accomplish this, the community should be both physically and emotionally safe for all.

We ask that each parent please read the following guidelines with their child(ren) before the beginning of the year.

LKNC expects their students to **RESPECT** the following:

God- by giving Him the honor He deserves

Themselves- by doing the best they can do

Others- by keeping their hands, feet, and hurtful comments to themselves

Teachers- by listening and obeying them

Surroundings- by keeping them clean and orderly

Disciplinary Steps and Procedures

The Administration and School Board of LKNC have devised a disciplinary plan to encourage students in reinforcing good behavior, while demonstrating the consequences of inappropriate behavior in a loving, nurturing, yet appropriately firm manner. Each class picks a merit trip activity set toward the end of the school year. This is designated to be for those students who work hard at their Christian walk through the educational process all year long. The students will work hard during the school year to avoid accumulating "occurrences" which could influence their ability to participate in that merit trip or other activities throughout the year.

The teacher may begin by giving verbal reminders or warnings resulting in a "teachable moment". There would be no consequences attached to these. Consequences for inappropriate actions are not intended to be unduly punitive, but are intended to be progressive and corrective, yet educational, and set to correspond to the nature of the infraction.

There are three set levels of severity for these infractions.

Intervention:

If a student begins to exhibit a consistent social or behavioral problem, the teacher or administrator will contact the parent(s) to meet and devise a plan for improvement. The student may be required to meet with teacher(s), parent(s), and/or administrator to resolve the problem. As a school, LKNC believes in the absolute necessity of parents and school staff working together to instill Godly character and guide student behavior.

Examples of the first level of infractions and their potential consequences include:

<u>Level 1 Infractions:</u>	<u>Consequences:</u> (may be one or more of the following)
<ol style="list-style-type: none"> 1. Disrupting the learning experience for oneself and the rest of the class 2. Disrespect to other students 3. Disobedience to authority 4. Inappropriate behavior in the hallways and lunchroom 5. Repeated class tardiness 6. Chewing gum or eating candy/food in the classroom or hallways 7. Cell phone use: Cell phones must be kept in locker at all times (They may not be used until after the child has been picked up by the parent) 8. Using electronic devices or games, including CD's, music or any other digital media 9. Literature with un-Christian or questionable content (books, magazines) 	<ol style="list-style-type: none"> 1. Verbal warning 2. Teacher conference 3. Parent notification (by phone or in person) 4. Lunch-time or after-school detention (appropriate after school charges will apply) 5. Other consequences deemed appropriate by the administration

Examples of Level 2 infractions and their potential consequences include:

<u>Level 2 Infractions:</u>	<u>Consequences:</u> (may be one or more of the following)
<ol style="list-style-type: none"> 1. Inappropriate or unacceptable language 2. Disrespect to authority, uncooperative, or directly disobedient behavior 3. Major disruptions or continuous classroom misconduct 4. Public displays of affection (kissing, inappropriate touching, and etc.) 5. Lying is being untruthful: <ul style="list-style-type: none"> ▪ Lying also includes refraining from revealing the entire truth ▪ Violations of honor including, but not limited to, cheating, stealing, and lying ▪ Lying is not acknowledging guilt when guilty ▪ Forging the signature of a parent ▪ Signing a parent signature for another student ▪ Changing a grade 	<ol style="list-style-type: none"> 1. Verbal warning 2. Teacher conference 3. Parent notification (by phone or in person) 4. Lunch-time or after-school detention (appropriate after school charges will apply) 5. Failing grade on the test or assignment for skipping, cheating, or plagiarism 6. Referral to Principal 7. School community service project 8. Suspension for a period of time as deemed appropriate by the Principal 9. Other consequences deemed appropriate by the administration 10. Expulsion from school

Level 3 infractions are considered the most serious of all violations. No verbal reminder or warnings are required to be given. These infractions, as listed below, generally result in severe consequences.

<u>Level 3 Infractions:</u>	<u>Consequences:</u> (may be one or more of the following)
<ol style="list-style-type: none"> 1. Multiple level 1 and/or level 2 infractions 2. Any criminal act on or off campus 3. Possession, use, or sale of illegal substances, weapons, or materials (including but not limited to guns, knives, drugs, fireworks, and etc.) 4. Fighting: this includes but is not limited to dangerous or threatening behavior toward another student, faculty member, or administrator. If a student attempts to promote a fight, the other student should walk away immediately and report the incident to a faculty member. 5. Verbal or physical harassment of fellow students or staff 6. Destruction of school or personal property 7. Inappropriate conduct, evidence of immoral activity including abusive, profane, obscene or vulgar gesture, language, or body language. 8. Any type of serious threat to another student, faculty member or administrator. This includes verbal threats, written letters, computer, or internet. This includes, but is not limited to, intimidating, threatening, harassing, hostile behavior, or physical abuse on or off the school campus. 9. Improper use of the internet on or off the school campus that affects our testimony or reputation of the school. (Examples may include posting such material on My Space.com, Face Book, You Tube, and etc.) 10. Any type of gang member paraphernalia on themselves, locker, book bags, or car. This includes when on school campus or off campus. 11. Pregnancy (including both partners). 12. Sexual promiscuity in or out of school. 13. Sexual harassment: This includes, but is not limited to repeated offensive sexual flirtation, continual or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual's appearance, display of suggestive object or pictures (pornography), or any offensive or abusive physical contact. 14. Homosexuality/lesbianism 15. Vandalism: This includes but is not limited to intentional destruction, or damage of school property. This includes vehicles owned or in the possession of their persons located on the school campus. The student will need to replace or purchase all property destroyed. 	<p>Level 3 infractions may immediately result in any or combination of the following:</p> <ol style="list-style-type: none"> 1. Mandatory counseling 2. Suspension 3. Probation 4. Expulsion from LKNC

Please Note: The administration reserves the right to administer any disciplinary action depending on the severity of the offense and after all information has been received.

STUDENT OPPORTUNITIES

Athletics

LKNC offers a wide variety of athletic opportunities for both male and female students. Depending on the student's grade level, they may try out for basketball, volleyball, golf, cheerleading, tennis, and/or soccer. The ability to participate on a team requires the student not receive more than three D's in one semester.

Chapel

Chapel services are led by various speakers, and students participate in worship songs and Bible lessons. For Grades 6-12, Chapel will be held from 8:15-8:45 a.m. on Tuesdays and Thursdays. K-5 Chapel is held from 8:45-9:15 a.m. on Thursdays. All Thursday Chapels are held in the Sanctuary unless otherwise announced. All Tuesday Chapels are held in the third floor assembly room unless otherwise announced. All parents are encouraged to join us.

Field Trips

Classes will periodically take field trips to local points of interest during the year. These trips are planned to coordinate with subjects being taught or take advantage of special community events. **Siblings are not permitted on field trips. An Emergency Contacts/Medical Information/Field Trip Permission Form signed at the beginning of the school year will suffice for every trip unless notified otherwise.** Field trips may involve a nominal fee. Students are expected to participate and ride in the school provided transportation to and from all field trips. Students should participate in all field trips. If for some reason a child cannot participate on a field trip, there may or may not be an assignment to do which will coordinate with the field trip. Students must complete the assignment at home. Students not participating will be given an unexcused absence.

Because of the diverse learning opportunities provided through many field trip experiences, we seek 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 review of their Motor Vehicle Record. Parents who are interested in helping with transportation will need to 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.

Birthdays

Birthdays are special occasions for young children. Parents may celebrate a child's birthday by treating all children in the classroom to a special snack. Children who have birthdays in the summer can be recognized throughout the school year by parents notifying the teacher of the date for the celebration. **No individual invitations to private parties may be distributed in school unless everyone in the class is invited. You may also choose to distribute invitations if you invite all students in the class of the same gender.** We encourage parents to donate a book to our library in honor of the child's birthday. An acknowledgment will be placed in the book.

Celebrations and/or Class Parties

Celebrations are emphasized by all classes during the course of the year. However, each class may add its own special touch to each celebration. If you have any questions concerning our position or promotion of any holiday, please feel free to call the office at 704.987.9811.

Family Fun Night: A gathering to give parents and staff time to get together, enjoy dinner, and participate in fun family activities.

Fall Harvest: Classroom celebrations are centered on fall/harvest themes.

Thanksgiving: Thanksgiving is viewed as a special time to thank God. During this month the children are taught the history behind the holiday.

Christmas: Christmas is a time we rejoice in the birth of Jesus. Our classrooms will place emphasis on the true meaning of Christmas.

Valentine's Day: This day is a day to celebrate the love of Jesus Christ, family, and friends. Decorations and treats are welcomed as long as they signify love and enhance the spiritual environment of the classroom.

Easter: Easter is a time to celebrate the sacrifice our Lord made for us on the cross. We teach the life, death, and resurrection of Jesus Christ in a way that is easily understood for young children.

Technology and Education

All students and their parent or guardian, must read the Internet Use Agreement/Permission agreement before the student may access the Internet from LKNC computers or otherwise use the LKNC Network.

Access to the Internet from a LKNC computer is a privilege and not a right. Inappropriate use will result in cancellation of those privileges and, in appropriate cases, disciplinary.

Parents must understand that a student's computer access is designed for educational purposes or for furthering career objectives only. They should also recognize that it is impossible to restrict access to all inappropriate materials. Parents must accept full responsibility for their child's compliance with the rules for student use of LKNC computers and for accessing the Internet from school computers.

PARENTS AND THE SCHOOL

Parent Meetings

Parents and the school community will gather each semester for an opportunity to hear from our school board and school leaders regarding current events at the school and projections for the upcoming school year.

Conferences

Conferences will be held during the school year as a way of discussing your child's development. Parents are expected to attend these conferences each year. Additional methods of contacting parents throughout the year are by personal notes, Parent-Grams, newsletters, telephone conversations, and classroom visits. Please feel free to contact your child's teacher if you believe there is a need. Before class, dismissal time, and carline are not appropriate conference times, nor is it appropriate to contact a teacher during church services to discuss your child.

Volunteers/Visitors

LKNC has a strong Parent Volunteer Association (PVA) and could not be successful without the dedication and commitment of Parent Volunteers. Involvement within your child's school helps you meet others, get to know the faculty and staff, and creates community – all while helping YOUR child! Our families commit to 40 volunteer service hours per family per school year or pay a fee of \$10 per hour for any hours not completed. All service hour fees are utilized for teacher resources and classroom supplies. The first day of summer vacation begins the eligibility period for active volunteer service hours for the upcoming school year. All volunteer hours should be completed and logged into the Renweb system for credit prior to the last day of school. Questions concerning the Parent Volunteer Association or any committee can be forwarded to lkncvolunteers@live.com

AD HOC COMMITTEE

Implement small projects as needed throughout the year.

Volunteering opportunities include: Assisting with grounds beautification, office work, mailings, transportation.

HELPING HANDS COMMITTEE

Provide families/staff of LKNC with a meal during times of hardship or celebration.

Volunteering opportunities include: Preparing and transporting food as needed.

LUNCH PROGRAM COMMITTEE

Plan, organize, order, and distribute student lunches.

Volunteering opportunities include: Signing up for available dates and assisting in distribution of student lunches.

MOMS IN TOUCH COMMITTEE

Implement Moms In Touch International (MITI) to impact Lake Norman Christian through mothers praying.

Volunteering opportunities include: Volunteers on this committee commit to attending the Monday meetings and can earn volunteer hours for writing thank you cards, sending e-mails, and leading the meetings on a rotating schedule.

ROOM PARENT COMMITTEE

Serve as a liaison between the school, teacher and parents; assist the teacher in planning and coordinating classroom activities, including but not limited to, class parties, field trip drivers, mystery readers, fun Friday hosts, field day volunteers, and teacher appreciation week events.

Volunteering opportunities include: Grades K – 10 Room Parents.

SCHOOL REWARDS COMMITTEE

Plan and organize school rewards programs to include Campbell's Soup labels/Box Tops for Education, Restaurant Rewards, Grocery Store Reward Cards, and other retail rewards.

Volunteering opportunities include: Assisting in the collection of school rewards programs to include Campbell's Soup labels/Box Tops for Education, and other retail rewards, volunteering at restaurant reward nights.

SERVING OTHERS COMMITTEE

Identify, coordinate, and facilitate community outreach opportunities for the school family to serve others by modeling the hands, feet, and heart of Christ.

Volunteering opportunities include: Participating in, providing assistance for, and/or transportation for community outreach opportunities.

SOCIAL/FELLOWSHIP COMMITTEE

Plan and coordinate extracurricular, family oriented, social events that build community, throughout the school year.

Volunteering opportunities include: Volunteers are asked to attend an initial planning meeting and to assist with 2 or more social events throughout the school year.

YEARBOOK COMMITTEE

Plan, organize, solicit sponsors/advertisers for, order, sell and distribute the LKNC yearbook, which provides lasting memories for students and staff.

Volunteering opportunities include: Photography, advertisement sales, yearbook sales, yearbook distribution.

All persons visiting the school must sign in and wear an identification nametag. All visitors must be announced before entering classroom. After signing in at the front office, visitors should have a seat outside the office until the school office personnel can assist them. You must have a scheduled appointment with the classroom teacher in order to visit the classroom during instructional time (this includes teacher planning periods).

VOLUNTEER POLICY

Purpose: A volunteer is a person who serves in a position of trust, leadership, and has contact with Lake Norman Christian School (LKNC) students, families, and faculty (e.g. classroom helpers, chaperones, PVA officers, library workers, Booster Club members, etc.). This policy sets the expectation for a volunteer as a role model for LKNC students.

Background: The mission and objectives for Lake Norman Christian School are inextricably interlaced biblical principles. All volunteers must accept, without verbal or mental reservations, the school's statement of faith and be committed to upholding it.

Policy: All volunteers are expected to be a Christian role model in actions and words to students, parents, and LKNC faculty. Instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. All volunteers:

- are required to read the Parent-Student Handbook and agree to abide by it and by any additions, changes, and deletions made to school policies.
- agree to meet with the Executive Assistant to the Head of the School, prior to volunteering, to complete the appropriate documentation as required by the level of volunteering to obtain volunteer clearance.
- agree to support the assignment decisions made by the school faculty and/or Parent Volunteer Association concerning room, grade, subject, trip, event, committee, responsibilities, and/or extracurricular duties.
- are required to maintain a personal appearance that demonstrates a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- agree to observe appropriate confidentiality in matters regarding student, parent, faculty, and/or situation. Volunteers must refrain from sharing personal information, views regarding assessment of a child, or an incident they have observed. They are to refer all matters (reports, questions, concerns, etc.) to the classroom teacher or Head of School as appropriate.

- will refrain from placing themselves in a position where their own integrity or the integrity of LKNC might be compromised.
- agree to attempt to resolve differences or conflicts by following the Matthew 18 principle, the Biblical pattern of addressing the conflict in private with LKNC faculty and/or student families.
- understand that the Head of School , at its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that immediate dismissal from volunteering and/or prohibition from future volunteering may occur at any time.

Volunteer Levels

Level I: Volunteers who work under the direction of LKNC faculty and have no direct student supervision responsibility. *Volunteer Application is required.*

Level II: Volunteers who have direct supervision responsibility of students. No driving responsibilities included. *Volunteer Application, Background Criminal Check is required.*

Level III: Volunteers who have direct supervision responsibility of students and transport students. *Volunteer Application, Volunteer Driver Application, Background Criminal Check is required.*

Room Parents

Room "Moms and Dads" are asked to volunteer and assist the teachers. These parents will contact other parents when the need arises and act as a liaison between parents and the classroom teacher in areas providing volunteer opportunities. **When volunteering in the classroom or on field trips, please do not bring other children.** Room Parents will be selected at the beginning of the school year and will coordinate with the Room Parent Chair on classroom needs. Feel free to notify your child's teacher of your willingness to participate. Room Parents will be subject to a background check if they spend one:one time with a child.

Grievance Appeal

When a parent has a concern, the following procedures are to be followed in order:

All grievances will be handled in accordance with the principles outlined in chapter eighteen of the Gospel of Matthew.

All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution.

If honest attempts have been made and clarification or resolution has not satisfactorily been reached, then the person proceeds to the next level of authority. This generally means speaking with the Principal/Administrator.

If this grievance policy has been followed accurately, and satisfaction is not realized you may proceed to the School Board by bringing the matter to the Board's attention **in writing. It is understood that the School Board is the court of last appeal.**

Family Cooperation

Under normal circumstances a student should not be deprived a Christian education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of a parent so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Solicitation

LKNC will not send home flyers, business cards, and etc. in order to do free advertising for an individual. Solicitation is prohibited. This policy includes selling any item, distributing materials, or circulation of petitions.

What Parents Can Do To Help Their Child Be Successful

Support your child's teacher. Always be positive about school in front of your child. If problems arise, schedule a conference with your child's teacher. Don't discuss negative issues in front of your child or over the telephone when they are present. Children pick up negative feelings from parents and reflect them in the

classroom.

Participate in classroom activities whenever possible. This gives you an opportunity to observe first-hand what your child's learning environment is really like.

Don't break the rules! Young children learn by example. When you break a school rule, you are teaching your child that it is okay to break the rules sometimes. You may not be happy when your child follows your example. Feel free to confer with the teacher about anything concerning your child. Ask your child about his or her day in a positive way. Show interest in what he or she wants to tell or show you.

Prepare your child properly for his or her day with a good breakfast and a calm, well-organized home environment.

Encourage your child to do things for himself/herself that are appropriate for his or her age, allowing plenty of time.

Be on time. Please call if your child is going to be absent or late. An answering machine is available 24 hours.

LKNC Calendar

2010-2011 School Calendar

August 12-13	Teacher Workdays
August 16-20	Teacher Workdays
August 23	First Day of School
September 6	No School – Labor Day
October 11-15	No School - Columbus Day/Fall Break
October 22	Noon Dismissal – 1st Quarter Ends – Teacher Workday
November 24-26	No School – Thanksgiving Break
December 17	Noon Dismissal (Christmas)
December 20-31	No School - Christmas Break
January 3	Teacher Workday
January 4	Students return to school
January 12	2nd Quarter ends
January 14	Noon Dismissal – Teacher Workday
January 17	No School – MLK
February 15	No School - President’s Day
March 4	No School – GCACS Teacher Conference
March 18	3rd Quarter Ends
March 21	Teacher Workday
April 18-25	Easter Break
May 27	Last Day of School – Noon Dismissal
May 31	Teacher Workday

1st Quarter – ends 10/22

2nd Quarter – ends 1/12

3rd Quarter – ends 3/18

4th Quarter – ends 5/27

*There are three inclement weather days built in to the school calendar. If the number of days required for school closings exceeds three days, school will be made up at a later date.



Lake Norman Christian School 2010-2011 Parent Covenant

1. I recognize Lake Norman Christian School communicates to parents in various ways including verbal communication, emails, RenWeb, Constant Contact, voice mails messages, etc. I commit to actively pursuing information from my child's teachers and school through these forms of communication.
2. My child has permission to take part in all school activities including field trips. I will not hold the school liable for any accidents resulting in injury to my child.
3. I commit to being the primary motivator to ensure that my child carries out his/her school responsibilities.
4. I commit to punctual parent and student attendance requirements at school functions which includes school-wide meetings, teacher conferences, parent meetings, regular school days, enrichment days (including field trips and service projects) and school drop-off and pick-up times.
5. I acknowledge that as a private school there is a need for parents to commit to volunteering for school activities on a regular basis for a minimum of 40 hours per family per year. This may involve: helping with class parties; organizing or chaperoning fieldtrips; helping with student productions; assisting the teacher in the classroom as an aide; helping with bulletin boards; acquiring extra library books or other teaching materials; helping with paperwork or assisting with projects outside the classroom; assisting the front office with copying, mailings, filing of non-personal items; substituting; assisting with morning or afternoon carpool. Family situations will be taken into account and there will be Saturday and evening appropriate opportunities as well. I realize I may choose to "buy out" parent volunteer hours at the rate of \$10 per hour as opposed to providing actual service hours. "Buy out" payments should be made directly to Lake Norman Christian School.
6. I commit to a biblical model of communication which includes:
 - a. Following proper channels regarding parental grievances or concerns (reference protocol in Parent/Student Handbook).
 - b. Refraining from negative discussion of issues with others. Should it come to the attention of administration that this is occurring, there will be a meeting to address the current and future relationship between the school and family.
 - c. Submit constructive suggestions to administration in writing.
 - d. Informing administration if the school's commitment to competent teaching, solid curriculum, regular feedback, proper supervision, cooperation with the home and love and respect for my child is not being met.
 - e. Meeting in mediation with other families in the case of being offended or being offensive, for the purpose of reconciliation.
7. I assign to the teachers and administration full responsibility in all matters of discipline according to the guidelines found in the Parent/Student Handbook including:
 - a. Praise as well as rebuke.
 - b. Encouraging the formation of Godly habits of thought and behavior.
 - c. Suspension or dismissal from school if behavior warrants such.
8. I commit to being responsible for ensuring compliance with school rules or withdrawing the child, recognizing the school retains the final word of a student's discipline while at school.
9. I accept the scope of Lake Norman Christian School's program, realizing that the school may not meet the educational needs of all children. The school retains the right, after careful assessment and examination, to dismiss and/or deny admission or re-enrollment to any student whose needs are not best met by its program. This may include required outside tutoring or therapy in order for a student to be enrolled or to remain enrolled.

10. I understand that the school is a non-profit ministry and:
- a. Each family has an on-going opportunity to assist the school financially through school fundraisers, donations, corporate matching fund, etc.
 - b. Recognize the school's overall submission to the authority of the Lake Norman Christian School Board.

11. I understand that the sum of all student tuition payments does not cover all operating expenses of Lake Norman Christian School. I commit to helping bridge that gap by contributing in a tax deductible gift that is within my means to Lake Norman Christian School this academic year in order to keep tuition as low as possible.

12. I agree to pay all registration, assessment and tuition fees for the academic year, in-full and as-agreed. If I withdraw my child before the end of the school year, I will provide written notice and pay tuition through the end of the current semester. I have read and understand the financial policies explained in the Parent Handbook, the consequences for delinquent payment, and that I am responsible for any damage to school property caused by my child. If legal action is required to collect tuition, the undersigned will be responsible for paying reasonable collection or attorney fees.

13. Lake Norman Christian School reserves the right to refuse any application or dismiss any child at any time for unacceptable work or conduct or any other reason it deems necessary, including parents' failure to comply with the requirements outlined in this contract. Neither this application nor payment of fees is considered to be binding upon Lake Norman Christian School.

14. I understand that Lake Norman Christian School does not discriminate on the basis of race, color, religion, sex, national or ethnic origin in administration of its education policies, admissions policies or other administered programs.

15. I have read and fully support the Statement of Educational Philosophy, the Student/Parent Handbook and the requirements set forth in the Tuition Schedule of Lake Norman Christian School.

16. I understand that the school holds to the Statement of Faith printed in the Parent/Student Handbook, and that the faculty and administration of the school will seek to lead each student into a personal and vital relationship with Jesus Christ as Lord and Savior. Should the time ever come that I can no longer agree with, support, or abide by the Statement of Philosophy, the Statement of Faith, or by the conditions set forth by the Parent/Student Handbook, I understand that my child(ren) will be discretely and politely withdrawn from Lake Norman Christian School.

I acknowledge that I have read and understand the Parent Covenant, Parent/Student Handbook, and confirm my intent to support and fulfill stated obligations in each to Lake Norman Christian School.

Student's Name: _____

1 st Parent or Legal Guardian's Printed Name	—	1 st Parent or Legal Guardian's Signature	Date
2 nd Parent or Legal Guardian's Printed Name	Date	2 nd Parent or Legal Guardian's Signature	Date