



Parent / Student Handbook 2009-2010

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INTRODUCTION TO LAKE NORMAN CHRISTIAN SCHOOL:

Philosophy:

Lake Norman Christian School is committed to providing a loving, nurturing, Christ-centered environment in which faith is integrated with learning. Lake Norman Christian School'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.

Lake Norman Christian School is committed to academic excellence by reaching the community, serving others, and honoring Christ.

LKNC GENERAL INFORMATION:

School Colors:

Orange and Blue

School Mascot:

The Storm (designated by an Osprey with a lightning bolt)

Administrative Staff:

Colonel David E. Walters – Head of School
Mrs. Mary Jane Morgan – Principal
Mrs. Ginger Eklund –Assistant to the Head of School
Mrs. Kyra Hunter – Office Assistant

School Website:

www.lakenormanchristian.com

Important Phone Numbers:

School Office: 704-987-9811
Fax Number: 704-987-9814

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

FACULTY AND STAFF:

All employees of Lake Norman Christian School 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:

Colonel David E. Walters
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: 22 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: 10 years

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: 18 years

Office Assistant:

Kyra Hunter
B.A. Economics and Business; Randolph-Macon College, Ashland, VA
Experience: 12 years

Elementary School Staff:

Kindergarten:

Amy Green
B.S. Elementary Education; Millsaps College, Jackson, MS
Experience: 10 years

First Grade:

Charity Saunders
B.S. Elementary Education; Slippery Rock Univ., PA
Experience: 11 years

Second Grade:

Wendy King
B.S. Human Development and Family Studies; UNCG, Greensboro, NC
Experience: 11 years

Third Grade:

Susan Puckett

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

Experience: 4 years

Fourth Grade:

Beth Taylor

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

Experience: 14 years

Jenny Eicher

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

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

Experience: 3 years

Fifth Grade:

Rebecca Miller

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

M.S. Education, Major in Special Education; UNCC, Charlotte, NC

Experience: 7 years

Middle School and High School Staff:**Sixth Grade Homeroom and Bible, 6th-8th Math**

Karen Kepley

B.S. Early Childhood Education; Toccoa Falls College, GA

Experience: 8 years

Seventh Grade Homeroom and Bible, 6th-9th English

Ronda Bolton

Associates of Arts, Pre Liberal Arts; Gaston College, Dallas, NC

B.A. English, UNCC, Charlotte, NC

Graduate Certificate in Teaching, Middle Grades Language Arts; UNCC, Charlotte, NC

Experience: first year

Eighth Grade Homeroom and Bible, 6th-9th Science

Lori Beightol

B.S. Food Science; Cornell University, Ithica, NY

M.S. Interdisciplinary Studies; State University of New York, Fredonia, NY

Experience: 10 years

Ninth Grade Homeroom and Bible, 6th-9th History, Campus Chaplain

Bill Taylor

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

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

Master of Divinity; Louisiana Baptist Theological Seminary, Shreveport, LA

Doctor of Ministry; Louisiana Baptist Theological Seminary, Shreveport, LA

Experience: 20 years

Resource Teachers:

Art:

Rina Norwood

Library:

Reenie MacCormick

Music/Drama:

Karen Abercrombie-Pickett

Physical Education & Athletic Director:

Rodney Monroe

Spanish:

Monica Wipp

Support Staff:

After School Enrichment Program Director:

Charity Saunders

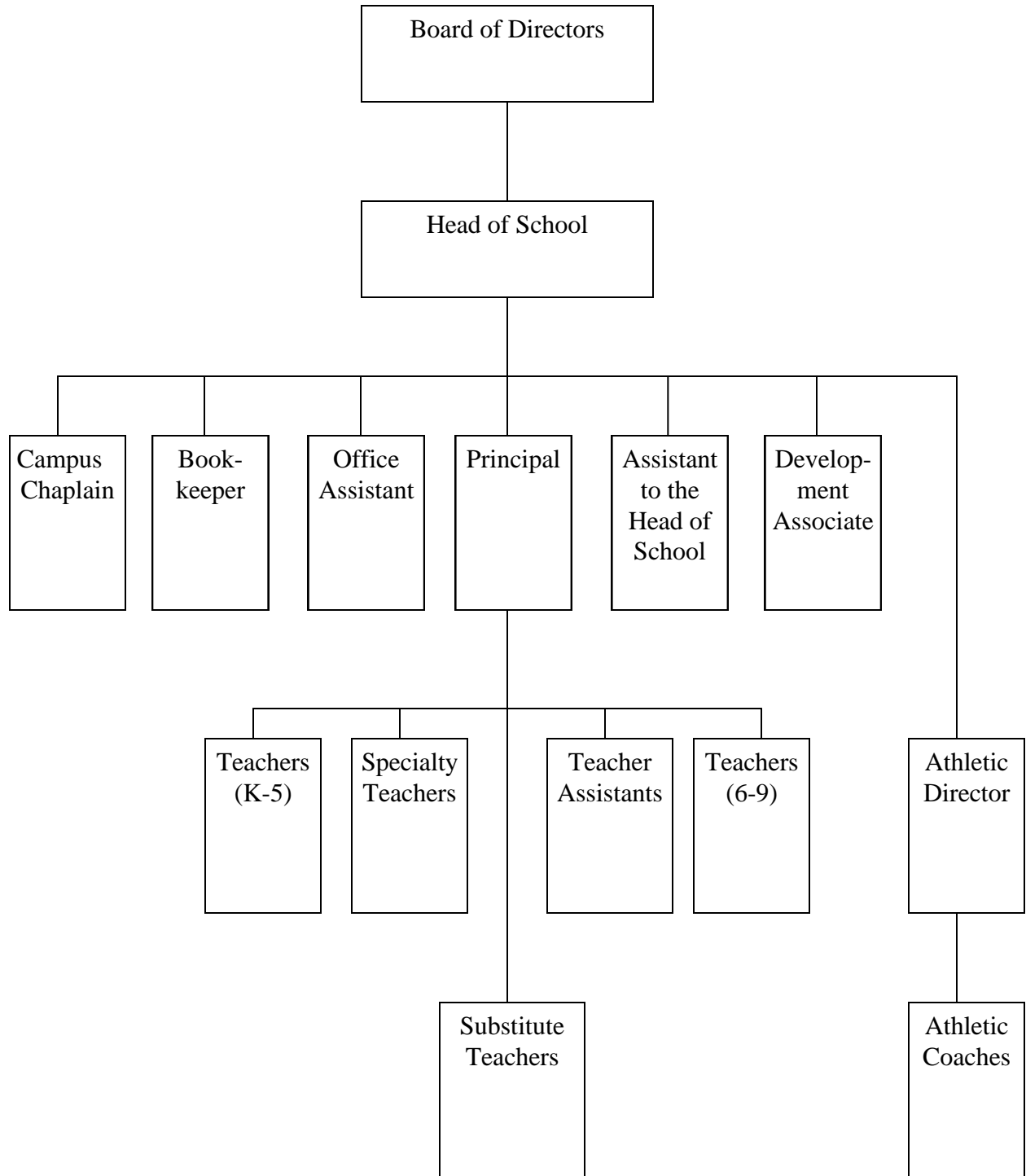
After School Enrichment Program Assistants:

Reenie MacCormick

Corrie Peterson

Dorothy Figueroa

Lake Norman Christian School Organizational Chart



LKNC School Board Members:

Gerald Ahigian	Bunky Gandy	Dave Hodges	Andrew Murray
* Bill Averkamp	Phil Gandy	Aaron Hosea	
Karen Dennis	Sheryl Hill	Brian Ledford	

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

ADMISSIONS:

Non-Discriminatory Policy: Lake Norman Christian School 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.

Procedure for Enrollment:

For those who desire for their child to attend Lake Norman Christian School, the following procedures are listed and must be followed to enroll at any grade level.

- 1) Obtain an enrollment packet through the main office of LKNC.
- 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) Acceptance 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. In addition, for middle school, a positive principal, teacher, and pastor 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. Acceptance is based on the recommendation letters, report card, testing results, interview, and the student's academic 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, but not limited to, any type of withdrawals, suspensions or expulsions, will only be allowed to enroll at LKNC after one year is completed at another institution free of any type of disciplinary actions.

- 1) A copy of the child's birth certificate must be submitted to be placed in the school records.
- 2) A copy of the child's immunization records must be submitted to be placed in the school records. All immunizations must be current according to North Carolina law.
- 3) All students applying for Transitional Kindergarten or Kindergarten must be 5 on or before November 30th. All students must be able to consistently and independently take care of all restroom needs.
- 4) The school secretary 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 and expansion fee are 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 of 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.

Student Withdrawal:

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

Sibling Enrollment:

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

Re-Enrollment:

Current students are eligible to re-enroll during the month of January. Current students do not have to repeat the admissions process.

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.

FINANCES:

Registration and Testing Fees:

New Students

All new applicants are required to pay a \$350 non-refundable registration fee to LKNC and a \$175 testing fee to SES at the time of registration to prevent delays in the approval process.

Applications cannot be processed without the appropriate fees. **Registration fees are non-refundable** and will not be pro-rated unless a student is not accepted to the school or moves at least 30 miles in distance from the school.

Returning Students

The registration fee for returning students is \$350 and is due by January 31st to secure enrollment for the next school year. **Registration fees are non-refundable.**

Tuition:

Elementary School (K through 5 th Grade)	\$5900/yr. – Tuition (\$590/month for 10 months)
Middle School (6 th -8th Grade)	\$6500/yr. – Tuition (\$650/month for 10 months)
High School (9 th -12 th Grade)	\$7100/yr. – Tuition (\$710/month for 10 months)

(Above amounts include all textbooks, but do not include lunch, extended care, field trips, sports participation fees, and lab fees.)

AM Care - \$2.00 per day
PM Care - \$10.00 per day for regular attendees

Financial Policies:

1. Tuition payments are handled by FACTS **e-Cashier**. Through **e-Cashier**, parents can set up automatic bank payments from their checking, savings, or credit card accounts. Tuition may be set up to be handled as:
 - Monthly payments
 - Semi-Annual payments
 - One Annual payment

A \$25 fee will be charged for insufficient funds in your bank account or on your credit card on the day the transaction is attempted.

2. If a child is withdrawn before the end of the school year, tuition must be paid until the end of the semester (January and June). If for any reason you are planning to withdraw your student, please write a letter to notify the school office of the student's last day of school.
3. Lake Norman Christian School is a non-profit organization completely dependant upon tuition and donations as its principal sources of income. Parents are responsible for prompt payment of all outstanding tuition and fees. Report cards and student records cannot be issued if a student has an outstanding balance on his/her account. These items will be released once all accounts have been brought current.
4. If your balance is more than 30 days past due, you will be asked to keep your children home from school until payment is received.
5. Outstanding balances will prevent any student from starting the next school year and your child's spot may be forfeited.

Tuition Assistance:

It is our hope that every family who sincerely desires to have their children attend Lake Norman Christian School 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 Lake Norman Christian School prior to consideration for financial assistance. Families should expect that decisions on financial aid will not 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, a financial aid packet can be requested. This packet contains specific instructions that parents must follow to be considered for financial aid. 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 are encouraged to complete this process as early as possible.

Lake Norman Christian School 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 elementary and middle school children. See page 16 for details.

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 a fee of \$10.00 will be charged.

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 that 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. Please send a note or schedule a conference time with a teacher if you need to discuss your child rather than disrupting 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 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 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 main 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 Lake Norman Christian School 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.

After school care operates 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 elementary attendee fees are \$10/day, payable in advance. 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.

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 Yoohoo 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.

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 the school year, unclaimed 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 HEALTH:

Medical Forms:

Parents are required to complete an emergency record for their child. **It is the responsibility of the parent to notify the school office regarding any change (emergency phone numbers, contact persons, medications, and etc).** 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 main school office as well as a copy given to the coach before student tryouts begin.

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 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 Chart to determine if your child should be at school or at home recovering from an illness.

Health Guidelines Chart

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

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:

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.

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.

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: At the elementary and middle school levels, homework will not be given 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, 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.

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; grades 6 - 8 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 main 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 main 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:

Lake Norman Christian School 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 - 8 are given a specific reading assignment at the end of the academic year.

Curriculum at a Glance:

	K5	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
BIBLE	A Beka	A Beka	A Beka	A Beka	Positive Action	Positive Action	Positive Action	Positive Action	Positive Action	Positive Action
LANG				A Beka	A Beka	A Beka	BJU	BJU	BJU	BJU
PHONICS	A Beka	A Beka	A Beka							
READING	A Beka	A Beka	A Beka	A Beka	BJU	BJU				
LIT							BJU	BJU	BJU	BJU
PENMAN	A Beka	A Beka	A Beka	A Beka						
SPELLING		A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka
VOCAB							A Beka	A Beka	A Beka	A Beka
MATH	Saxon	Saxon	Saxon	Saxon	Saxon	Saxon	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.	McDougal-Lit.
SCIENCE	A Beka	ACSI	ACSI	A Beka	A Beka	A Beka	BJU	BJU	BJU	Pearson
HEALTH	CSI	CSI	CSI	CSI	CSI	CSI	A Beka	ACSI	ACSI	ACSI
HIST/GEO	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	A Beka	BJU
SPANISH	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair	Instr. Fair	Pearson	Pearson	Pearson	Pearson
COMP	NETS	NETS	NETS	NETS	NETS	NETS	NETS	NETS	NETS	NETS

Standardized Tests:

Students in grades 2 - 12 will participate in the Stanford Achievement 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 Grades 6 - 12:

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.

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 - Black, Khaki
Neat Plain Front Chino Pants - Khaki
Easygoing Pleated Chino Pants - Black 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 - Black Only
Bike Shorts - Black, 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 9th 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 - 9th 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 - Black or Classic Navy

Girls' Grades 3rd - 8th Presentation & Special Chapel Uniform

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

Girl's 9th 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, Black
Elastic-Waist Plain Front Chino Pants - Khaki, Black

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 9th grade ONLY

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

Boys' Grades 5th - 9th 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 - 8th Presentation & Special Chapel Uniform

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

Boy's 9th 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 should be worn under dresses at all times. Belts can be brown or black. Socks can be black, khaki or white. 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, piercings 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 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 piercings will be allowed on boys. Girls may have one set of piercings 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 Lake Norman Christian School 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. 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.

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.

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.

Student of the Quarter and Merit Procedure:

A student earns merit points for demonstrating positive and extraordinary behavior. Compliments from other teachers, great participation in class, and showing school spirit are just a few of the ways students may earn merit points. Students will have a chance to exchange merit points for rewards and privileges. The students must be responsible for keeping track of their own merit points.

Each quarter the middle school staff will nominate a student from the middle and high school to be recognized. The teachers will consider a variety of criteria including character, service, improvement, effort, and academics. The student will be recognized with a special certificate and his/her merit trip will be paid for.

STUDENT OPPORTUNITIES:

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. A travel authorization slip 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.

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.

Halloween: 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.

PARENTS AND THE SCHOOL:

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.

Parent-Teacher Fellowship (PTF):

All families are expected to be represented for membership in the LKNC Parent-Teacher Fellowship. The annual membership fee is \$50 per child in the school which contributes to the class parties during the year.

Volunteers/Visitors:

Parents play a crucial role at Lake Norman Christian School. We strongly encourage all parents to become actively involved in their child's classroom sometime throughout the school year. We encourage you to visit the school on a regular basis. Each family is expected to contribute 80 volunteer hours per school year. Volunteers who work directly with children will be subject to a background check and drug testing.

All persons visiting the school must sign in and wear an identification nametag. All visitors must be announced before entering a classroom. After signing in at the front office, visitors should have a seat outside the office until the school secretary 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).

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 need be subjected to a background check and drug testing.

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 SCHOOL CALENDAR

2009-2010

August 24-28	Teacher Workdays
August 27	Student Orientation, drop-in 2:00-6:00 pm
August 30	Parent Orientation, 3:00pm
August 31	First Day of School
September 7	No School – Labor Day
October 12-13	No School – Columbus Day/Fall Break
October 30	Noon Dismissal – 1 st Quarter Ends – Teacher Workday
November 11	No School - Veteran's Day – Mandatory Conferences
November 25-27	No School - Thanksgiving Break
December 18	Noon Dismissal (Christmas)
December 21-January 4	Christmas Break
January 4	Teacher Work Day
January 5	Students return to school
January 18	No School - Martin Luther King Holiday
January 22	2 nd Quarter
January 29	Noon Dismissal – Teacher Work Day
February 2	Report Cards
February 15	No School – President's Day
March 5	No School - Teacher Conference
March 25	3 rd Quarter Ends
March 26	Noon Dismissal – Teacher Workday
April 2	No School – Good Friday
April 5-9	Easter/Spring Break
May 31	No School - Memorial Day
June 4	Last Day of School – 4th Quarter Ends

Parent Contract

The following contract is to be agreed upon and signed by all Lake Norman Christian School parents. 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.

Please initial each section and sign the last page.

- ___ 1. Parents must be willing to affirm a commitment to Lake Norman Christian School including but not limited to:
- a. Allowing the school to assist in the individual education of the child.
 - b. Submitting to the school-wide policies governing all students.
 - c. Being the primary motivator to assure that the child carries out His/her school responsibilities.

- ___ 2. Parents must be willing to affirm a commitment 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.

- ___ 3. Parents must be willing to 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 semester for a total of 80 hours per year.

We recognize that this may involve helping with class parties, organizing or chaperoning fieldtrips, or helping with student productions. It may involve 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. It may involve assisting the front office with copying, mailings, filing of non-personal items, substituting, morning or afternoon carpool, and etc. Family situations will be taken into account and there will be Saturday and evening appropriate opportunities as well.

- ___ 4. Parents must be willing to commit to a biblical model of communication which includes:
- d. Following requested channels of concerns or criticisms by going first to the appropriate party (teacher, principal, and etc.)
 - e. Refraining from giving bad reports or gossiping about 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.
 - f. Bringing constructive suggestions to the administration in writing.
 - g. Letting the administration know if the school's commitment to competent teaching, solid curriculum, regular feedback, proper supervision, cooperation with the home and love and respect for your child is not being met.
 - h. Being willing to meet in mediation with other families in the case of being offended or being offensive, for the purpose of reconciliation.

- ___ 5. Parents must be willing to affirm a commitment to support the teachers and administration in disciplining the children at school which includes:
- 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.

- ___ 6. Parents must be willing to affirm a commitment to being responsible for assuring the child's compliance with school rules or withdrawing him/her, which includes the recognition that the school retains the final word of a student's discipline while at school.
- ___ 7. Parents must be willing to affirm a commitment to accepting 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 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.
- ___ 8. Parents must be willing to affirm a commitment to the school as a non-profit ministry which includes:
 - a. Recognizing that there is a Sustaining Fund obligation required of each family that must be met through school fundraisers, donations, corporate matching fund, and etc.
 - b. Recognizing the school's overall submission to the authority of the Lake Norman Christian School Board and/or Executive Committee.
- ___ 9. Parents must be willing to affirm a commitment that once this Parents' Contract has been initialed and signed and the enrollment fee paid, they are responsible for paying the full tuition and fees for the academic year. Because the school's expenses are incurred on an annual basis, the school cannot release the parents from their financial obligation with less than 30 days notice. Extenuating circumstances may be appealed in writing to the School Board. Records will not be released or forwarded to another school until all financial obligations have been satisfied.

Delinquent accounts will result in:

- a. Late fees on all tuition and fee payments.
- b. Transcripts of student records withheld until full payment is made.
- c. Loss of enrollment priority for the following year.
- d. Removal from school if the account falls 30 days past due.

If legal action is required to collect tuition, the undersigned will be responsible for paying reasonable collection or attorney fees.

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.

We understand that Lake Norman Christian School admits student of any race, color, religion, sex, national or ethnic origin to all rights, privileges, program, and activities generally accorded or made available to students at the school. It 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.

I acknowledge that I have read and understand the Parent Contract. I confirm my intent to support and fulfill my obligations to Lake Norman Christian School.

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

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

PARENT STATEMENT OF CONSENT/COMMITMENT

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. Furthermore, I understand and agree to abide by the following:

1. The administration will take responsibility for all academic placements.
2. In accordance with Biblical principles, we as parents assign to the teachers and administration full responsibility in all matters of discipline according to the guidelines found in the Student/Parent Handbook.
3. 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.
4. Parental grievances must be directed through the proper channels. Please reference protocol listed in the Parent/Student Handbook.
5. I am responsible for the timely payment of all tuition and other fees as well as any damages incurred to school property by my child. All bills must be paid before re-enrollment can be offered, report cards issued, or transcripts released.
6. I understand that the testing fee, registration fee, expansion fee, and all tuition payments must be paid in full and are non-refundable.
7. 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.
8. 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/Student Handbook** and agree to abide by all of the policies.

I acknowledge that I have read and understand the **Parent Statement of Consent/Commitment** and agree to abide by this statement.

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