



**LAKE NORMAN**  
CHRISTIAN SCHOOL

# Handbook for Parents and Students 2023 - 2024

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**NOTICE OF DISCLAIMER**

*This handbook is subject to change without notice from the school's administrator and/or governing body.*

# OUR PURPOSE

The Parent - Student Handbook sets out for parents, guardians, and students the vision, mission, values, and policies of Lake Norman Christian School. The handbook is part of our ongoing efforts to foster a Christian relationship with parents, guardians, and students based on our mutual interest in the spiritual, educational, and personal development of our students while they are enrolled in our school. This handbook describes our partnership in terms of what parents and guardians can expect of our school and what our school, as an institution, expects of parents, guardian, and students.

## OUR VISION

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

## OUR MISSION

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

## OUR MOTTO

Teaching Truth – Transforming Lives – Serving Others

## OUR PHILOSOPHY

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

## OUR BELIEFS

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

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

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



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

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

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

### **OUR VIEWS OF MORAL CONDUCT IN MARRIAGE AND SEXUALITY**

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

### **OUR VALUES**

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

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

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

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

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

### **OUR EXPECTED SCHOOLWIDE LEARNING OUTCOMES**

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

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

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

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

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

## **PARENT CODE OF CONDUCT**

At Lake Norman Christian School, we believe in fostering a community built on mutual respect, collaboration, and the shared goal of providing the best educational experience for our students. Parents play an integral role in achieving this vision. This Parental Code of Conduct ("Code") serves as a guideline for our parent community to ensure a positive and cooperative environment.

### **1. Respectful Communication**

Parents are expected to communicate with all staff members, students, administrators, board members, and other parents respectfully and without resorting to aggressive or rude behavior. All concerns should be raised in a constructive manner, avoiding personal attacks or derogatory comments.

### **2. Collaboration**

Parents are encouraged to work together with teachers and school staff in the best interest of their child's education. Attend scheduled meetings and conferences to discuss your child's progress and address any concerns.

### **3. Confidentiality**

Any concerns raised should be discussed directly with the relevant teacher, staff member, administrator, or board member, avoiding public platforms or open forums which can inflame situations.

### **4. School Policies**

Familiarize yourself with and adhere to the school's policies and procedures. This includes attendance, dress codes, and any other guidelines set by the school.

### **5. On-Site Behavior**

While on school grounds, parents should maintain a respectful demeanor, refraining from disruptive behaviors. Engage in positive interactions, refraining from spreading rumors or engaging in gossip.

### **6. Support School Decisions**

Recognize that the school has the child's best interest in mind and trust in the school's expertise and judgement. Any disagreements should be addressed through the proper channels.

### **7. Use of Social Media**

Avoid using social media platforms to air grievances or criticize school staff, students, administrators, board members, or other parents.

## **8. Volunteering**

If participating in school events or volunteering, act in a way that reflects the values and ethos of the school.

## **9. Conflict Resolution**

If conflicts arise, commit to resolving them in a constructive manner, seeking mediation or other resolution mechanisms offered by the school when necessary.

## **10. Acknowledgement**

Parents acknowledge that persistent violation of this Code may result in a review of their child's enrollment at Lake Norman Christian School.

## **NONDISPARAGEMENT AND MUTUAL RESPECT**

Evidence of mutual respect between the school and parents / guardians will model good mature behavior and relationships. Mutual respect applies to all those that make up the Lake Norman Christian School community - school staff, parents, guardians, students, board members, and administrators; and enforces the teachings of Lake Norman Christian School. All individuals are to interact with each other in a respectful manner at all times and to refrain from disparaging others. This includes, and is not limited to, the following:

1. Making any public statement intended to interfere with the relationship of the school, its staff, parents, guardians, students, board members, and administrators with others.
2. Take any action that would result in the harm of, or actual harm to, the reputation of the school and any individual (staff, parent, guardian, student, board member, administrator).
3. Make, directly or indirectly, any statement (whether oral, written, or electronic, including texts, emails, social media, social media platforms, chat groups, etc.) to any person, organization, the public, or any third party criticizing or disparaging the school or the school's business, staff, parents, guardians, students, board members, or administrators.

## **DESIRED MATURING STUDENT PROFILE**

A Lake Norman Christian School student

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

## **HIGH SCHOOL GRADUATE PROFILE**

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

## **SCHOOL BOARD**

Lake Norman Christian School is operated directly under a Policy Governance School Board. The Head of School and administrative staff manage the daily operations of the school under the Board's authority.

## **CONFLICT RESOLUTION AGREEMENT**

LKNC serves in partnership with parents in providing an excellent education consistent with Biblical principles. Harmony between home and school provides the best environment for godly training to take place. As Christians, we are expected to make every effort to keep the unity of the Spirit in the bond of peace by being completely humble, gentle, patient, and forbearing (Eph. 4:2-3). All confrontations should have the purpose of reconciliation and restoration. When conflicts arise:

- Both parties should discuss the issue as soon as possible and seek a resolution and as necessary forgive one another.
- A third party is to become involved only if the conflict cannot be resolved privately among those in conflict.
- If the conflict is never fully resolved, forgiveness must be applied in keep with Biblical instruction.
- Please take the following into account when bringing an appeal: The anger of man will never accomplish the righteousness of God (James 1:20). Approach the situation prayerfully. Then follow this usual route of appeal: Teacher --> Principal --> Head of School --> School Board Chair\*

The above follows the essential principles found in Matthew 18 regarding Biblical conflict resolution.

\*The School Board has delegated to the Head of School the authority to operate the school and typically does not involve itself in operational issues or conflicts. However, if a parent feels that a school board policy has been violated to their detriment, they may contact the School Board Chair in writing with a copy to the Head of School.

## **GRIEVANCE PROCEDURE**

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

- Speak with the teacher privately regarding all student-related problems.
- If an issue cannot be resolved, make an appointment with the Principal, along with the teacher, to discuss possible solutions.
- If an issue still cannot be resolved, make an appointment with the Head of School.
- If you are still dissatisfied, address the School Board Chair in writing, with a copy to the Head of School. Requests should be detailed, yet concise, and outline the grievance at hand. The Head of School will submit the request to the Board Chair. The Board Chair, at his or her discretion, will invite the person seeking resolution to a meeting of the Directors. If an invitation is extended for meeting with the Board of Directors, the topic will be included on the Board of Directors Agenda. Note that the Board of Directors meets monthly, and agenda requests must be received in writing no later than the Friday before any given meeting.

### **NON-PROFIT, NON-DENOMINATIONAL AND NON-DISCRIMINATING**

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

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

### **ACCREDITATION**

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

# ADMISSIONS POLICY

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

- Submission of properly completed application forms, along with other pertinent paperwork and appropriate fees.
- Entrance testing may be required as directed by school administration.
- Parent/student interview with the Head of School and/or Principal.

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

- Eligible relatives of staff and current students
- Eligible students on a first-come, first served basis
- Eligible students selected from a waiting list based on a capacity to succeed academically, spiritually, and socially.

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

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

## **KINDERGARTEN MINIMUM ELIGIBILITY REQUIREMENTS**

Our Kindergarten curriculum is a dynamic, child-centered curriculum which uses a multi-sensory approach in order to reach children of all learning styles.

The applicant must be five (5) years old by August 31, or have the approval of the HOS, and test at or above Kindergarten level, and be approved by the Kindergarten teacher to be admitted to Kindergarten for the school year. Enrollment at Lake Norman Christian School is a privilege. The applicant must be able to respond to the core values of respect, responsibility, trustworthiness, and kindness. The applicant must demonstrate a capacity for academic and social success in the regular classroom.

Children will be most successful in the program if they are able to:

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



Academically they need to be able to:

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

### **GENERAL ELEMENTARY (GRADES 1 - 5) ELIGIBILITY REQUIREMENTS**

Our lower school curriculum uses a multi-sensory approach that is designed to work for students of all learning styles.

- Students will have successfully completed the previous grade level and are on or above grade level.
- The applicant is capable of academic success in the regular classroom. [LKNC does not provide 'special education' or 'day treatment' services.]
- Students not on grade level in one (1) or more areas may be asked to seek outside help as a condition of continued enrollment.
- The applicant has not been suspended or expelled from his or her school within the last two (2) semesters.
- Recommendations and records from the previous school must support enrollment with our school.

Students will be expected to:

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

### **GRADES 6-12 MINIMUM ELIGIBILITY REQUIREMENTS**

Enrollment at Lake Norman Christian School is a privilege.

- The applicant must want to attend our school.
- The applicant is capable of academic success in the regular classroom. [LKNC does not provide 'special education' or 'day treatment' services.]
- Recommendations and records from the previous school must support enrollment with our school.
- He/she has a transferrable 2.0 cumulative grade point average with no F's in any subject within the most recent semester.
- The applicant demonstrates a capacity for social success. He/she has a satisfactory conduct record at his or her current school.
- The applicant has not been suspended or expelled from his or her school within the last two (2) semesters. Students who have recently been expelled from another school will not be admitted to LKNC.

- The applicant demonstrates spiritual growth and can support the LKNC core values of respect, responsibility, trustworthiness, and kindness.

*Whatever you do, work at it with all your heart, as working for the Lord (Colossians 3:23).*

### **CONDITIONAL ENROLLMENT**

Conditional enrollment may be appropriate for current and new students to our school. At times, a student may not be fully qualified to be admitted to enrollment or continue in enrollment with our school so temporary or conditional enrollment is given. This allows time for an appropriate enrollment decision to be made.

The length of conditional enrolment varies with the student's circumstances and needs. Specific goals are selected based on the student's needs that will demonstrate success at our school. Conditional enrollment ends when the length of the conditional enrollment has been reached and/or goals have been reached. When appropriate, the length of conditional enrollment may be extended. A student who has not reached the goals within the time of conditional enrollment may not continue as a student at our school.

Conditional enrollment and goals are proposed by the principal in consultations with the student, the student's parents or guardians, and teaching staff. Conditional enrollment is approved by the Head of School.

Changes to conditional enrollment are proposed by the principal in consultations with the student, the student's parents or guardians, and teaching staff. Changes to conditional enrollment are approved by the Head of School.

### **RE-ENROLLMENT**

- Acceptance into any grade does not mean automatic acceptance into the next grade.
- No student is permitted to re-enroll until any and all outstanding debt to LKNC is paid in full or special payment arrangements have been approved by the Business Department.

### **RE-ENROLLMENT OF CONDITIONAL STUDENTS**

- A conditional student's record is reviewed at the end of the first full semester of enrollment.
- Conditional students are considered officially withdrawn if re-enrollment does not occur by the established deadline.

## FINANCIAL POLICIES

Lake Norman Christian School is prudent in calculating the cost of providing an exceptional disciple-making education to students. In order to be good stewards and fulfill the financial obligations for services and supplies required for operation, the collection of tuition and other related costs is critical.

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

## REGISTRATION FEE

- All students must pay a non-refundable, non-prorated registration fee.
- Re-enrolling students must complete their re-enrollment application and pay the registration fee upon re-enrollment to guarantee placement for the upcoming school year. Once Open Enrollment begins, existing students are not guaranteed placement for the upcoming school year.

## 2023 - 2024 TUITION AND FEES

All tuition and fee rates are per student, unless otherwise noted.

Grade	Application Fee	Curriculum Fee	PTF Fee	Technology Fee	Supply Fee	2023 – 2024 Tuition
Kindergarten	\$250	\$500	\$80	N/A	\$50 per student (\$100 max per family)	\$10,050
Grades 1-5	\$250	\$500	\$80	N/A		\$10,050
Grades 6-8	\$250	\$500	\$80	\$100		\$10,975
Grades 9-12	\$100	\$500	\$80	\$100		\$11,700
Homeschool and Dual Enrollment	\$250	\$290, 1-2 courses/ \$580 for 3 or more courses	\$80	\$100		\$2,100 per course

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

## ESTABLISHING A FACTS ACCOUNT

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

## **TUITION PAYMENT**

- Tuition is paid in ten (10) monthly payments beginning on July 1 and continuing through April 1.
- Early Payment Discount
  - A discount of five percent (5%) applies if the entire year's tuition is paid on or before May 15, 2023.
  - A discount of three (3%) applies if the entire year's tuition is paid on or before June 15, 2023.

## **PENALTIES FOR AN UNPAID ACCOUNT**

When a student's account has an unpaid tuition or fee balance thirty (30) days following a due date without the approval of the Business Team, student grades will be suspended.

If payment is not received sixty (60) days following a due date, without special arrangements through the Business Team, no student records will be released until the balance is paid in full and, if unpaid, the account may be processed for collections. This may affect the student's enrollment status.

## **COSTS OF COLLECTION**

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

## **RELEASE OF STUDENT RECORDS**

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

## **WITHDRAWALS: REQUEST AND PROCESS**

Requests for withdrawal should come from the parent in writing or via email. A completed Withdrawal Request Form is required at the time of the request. The Withdrawal Form can be obtained in the school office. Once a request is made for withdrawal, office personnel will check the media center, the Athletic Director, after-school care, and teacher records to clear the student of any financial obligations. All records may be held until student debts are cleared. The file should include an up-to-date report card as well as a copy of the student's attendance.

A Withdrawal Request Form must be completed and submitted between the first day of school and April 30<sup>th</sup> for a refund of any portion of tuition. A Withdrawal Fee of \$500 per student must be paid at the time of the withdrawal request. If a student withdraws on the first day of the month, and any day between the first and last day of the month, that month's tuition will not be refunded. Fees paid to Lake Norman Christian School are non-refundable.

In addition to the \$500 withdrawal fee per student, tuition for the month of the withdrawal must be paid. If tuition was pre-paid, a refund will be issued for the excess (i.e., remaining months).

Parents are reminded that each parent who submits an application, pays the application fee, and whose student(s) is accepted by Lake Norman Christian School is entering into a contractual agreement to pay that student's tuition to Lake Norman Christian School for one (1) full year.

When a student withdraws or is dismissed, any extracurricular office held as well as opportunities to participate in any school function is forfeited.

All Fees and Financial Responsibility must be up to date in addition to the \$500 withdrawal fee before transcripts, report cards, and/or test scores will be released, provided, and/or sent to another school.

#### **FACTS FINANCIAL AID ASSESSMENT**

For qualified families, financial aid is available in limited amounts based on need. For existing families, the tuition-payer must apply by April 30th. Full financial documentation is required by FACTS with an application fee. FACTS will collect and assess the data with an independent recommendation for financial aid. Full financial documentation includes, but is not limited to:

- A copy of their Federal Form 1040 Income Tax Return; **and**
- W-2 forms; **and**
- Supporting documentation for non-taxable income.

#### **PHILOSOPHY OF FINANCIAL AID**

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

As a North Carolina corporation with federal tax-exempt status, LKNC has certain legal and financial obligations. The school operates by means of tuition and fees in addition to program-enhancing gifts, large and small. It is a steward of these monies and must operate the school with financial skill. Our financial needs require that each student pays full tuition, but not every eligible student can afford that amount. As much as possible, Lake Norman Christian School makes an annual effort to provide scholarships for eligible students requiring additional financial support. These scholarships are awarded by our Financial Aid Committee to existing families within thirty (30) days of the receipt of their financial aid application submitted via FACTS. To be considered for financial scholarships, applications must be made annually and are not guaranteed year to year.

Financial Aid requests must be submitted via FACTS, along with the required Federal forms listed below in the “Financial Aid - New Families” and “Financial Aid - Existing Families” sections. Financial Aid requests must be submitted annually for review by the Financial Aid Committee. For existing LKNC families, Financial Aid is not “grandfathered” or guaranteed year over year. Additional discounts are not available to those awarded financial aid, including but not limited to, sibling discounts and early pay discounts.

#### **FINANCIAL AID PROCESS**

For existing families, applications for financial aid are accepted beginning on April 1, 2023, and decisions will be issued by the Financial Aid Committee prior to April 28, 2023, or within thirty (30) days of receipt of the completed financial aid application. New families applying for financial scholarships will receive decision notifications within 15 days from receipt of their completed financial aid application submitted via FACTS.

#### **MINISTRY DISCOUNT**

Lake Norman Christian School welcomes the eligible children of those serving in full-time pastoral ministry or comparable full-time Christian ministry. In other words, income and W9s are received and issued against full-time employment in ministry. Those eligible for consideration of a Ministry Discount must submit a financial aid application via FACTS. If a Ministry Discount is extended, no other discounts are available or applied (ex: sibling discount, early pay discount, etc.). An application for consideration of a Ministry discount is required to be submitted annually.

### **Financial Aid - New Families**

1. New families coming to LKNC seeking Financial Aid may be provided information on the NC Opportunity Scholarship for them to research and determine if they qualify. If they do, they will make their own determination on whether or not to apply for this opportunity.
2. If the family has applied and receives approval of an award for the NC Opportunity Scholarship, the family must provide LKNC proof of the NC Opportunity Scholarship award. The family will also select 'Lake Norman Christian School' as the recipient of the funds.
3. The amount of tuition owed after the Opportunity Scholarship is the responsibility of the family.
4. If the family requests to be considered for additional Financial Aid, they must apply for Financial Aid via FACTS. A copy of their Federal Form 1040 Income Tax Return, W-2 forms, and supporting documentation for non-taxable income is now required to be submitted and must accompany the FACTS application. Draft or preview copy tax documents will not be accepted.
  - a. If divorced or separated, both parents must provide copies of the above listed documents.
5. Based on actual need, the Financial Aid Committee will determine the amount of financial aid to offer a prospective family. The Financial Aid Committee should use strategic discretion in issuing financial aid based upon the budget they have been allotted.
6. No other discounts are available to a family awarded Financial Aid (in other words, no sibling discount, early pay discount, etc.).

### **Financial Aid - Existing Families**

1. To be considered for Financial Aid, existing families must apply annually for Financial Aid via FACTS. A copy of their Federal Form 1040 Income Tax Return, W-2 forms, and supporting documentation for non-taxable income is now required to be submitted and must accompany the FACTS application. Draft or preview copy tax documents will not be accepted.
  - a. If divorced or separated, both parents must provide copies of the above listed documents.
2. Based on actual need, the Financial Aid Committee will determine the amount of financial aid to offer a prospective family. The Financial Aid Committee should use strategic discretion in issuing financial aid based upon the budget they have been allotted.
3. No other discounts are available to a family awarded Financial Aid (in other words, no sibling discount, early pay discount, etc.).

### **MULTIPLE CHILD DISCOUNT**

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

- Full tuition for the child with the highest tuition rate.
- A Sibling Discount of five percent (5%) for the 2nd child; ten percent (10%) for 3rd child; and fifteen percent (15%) for 4th child applies beginning with the second child enrolled.
- Siblings must be under the same legal guardian(s).
- The oldest student is charged full tuition and then sibling discounts are calculated.
- The multiple child discount does not apply to staff, Ministry Discounts, financial aid recipients, or the recipients of any discounted tuition program with the exception of the Early Bird, Prepayment, or Semi-annual discounts.

## **TUITION and TUITION REFUNDS**

A FACTS account must be established for paying tuition. Payment plans include full pay, semi-annual, or monthly options. Tuition must be paid in full based upon the payment plan option selected.

In the event of a withdrawal, a \$500 withdrawal fee per student will be collected and tuition for the month of the withdrawal must be paid. If tuition was pre-paid, a refund will be issued for the excess (i.e., remaining months).

## **SPORTS FEES**

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

## **RETURNED CHECK FEE**

A minimum of **\$25.00** processing fee (or the fee charged by the bank) is applied to any returned check. Any family presenting two (2) checks that are returned for insufficient funds may be required to make all future payments by CASH ONLY.

## **PARTIAL PAYMENT**

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

## **PSAT FEES**

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

## **CREDIT BALANCES**

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

## **REFERRAL INCENTIVE FOR THE 2023 - 2024 SCHOOL YEAR**

Currently enrolled families may take advantage of sharing with friends about Lake Norman Christian School and earn tuition discounts. The new family **must** indicate on their application the name of the current Lake Norman Christian School family who referred them to the school. Once the new student is enrolled successfully for a minimum of three (3) months and is up to date with tuition and fees, the referring family will receive \$250 per student that enrolled, applied, and is accepted. If multiple families refer a student, the referral incentive will be split evenly with those families. The referral incentive for the 2023 - 2024 school year will expire on September 1, 2023.



In December of 2023, those that have earned referral incentives can choose one (1) of the following for their credits earned:

- Apply it to your monthly tuition payment
- Apply it to re-enrollment and/or fees for the 2024-2025 school year
- Receive a check
- Donation to the school

### **VOLUNTEER PROGRAM**

Lake Norman Christian School enjoys the participation of its families in projects around the campus. Volunteer work helps to minimize the rising costs of private education. You are encouraged to contact the Parent Teacher Fellowship (PTF) to participate in Volunteer opportunities. Lake Norman Christian School does not accept volunteer service in lieu of tuition, but volunteers are always needed and welcome! Contact the front office at 704-987-9811 and see what opportunities are available for service. Volunteers that are in contact with our students must submit a completed Background Check Form and a check for \$25 to the Office Manager prior to any volunteer work.

### **APPROVAL OF VOLUNTEER DRIVERS**

The volunteers that will be driving students are required to submit a completed Volunteer Driver Application Form and a check for \$25 to the Office Manager prior to any transporting of Lake Norman Christian School Students. The Office Manager will notify the Volunteer of their approval status.

### **Volunteer Drivers**

LKNC often requires parental assistance transporting students to off-campus events. To provide the safest possible environment for our students, it is necessary to screen parents who assist in transportation. To reduce the liability of the school and volunteer drivers, LKNC proactively selects parent drivers based on previous driving experiences and potential review of driving records. Safe driving is a priority to keep our children protected. Parents who are interested in helping with transportation must fill out a Volunteer Driver Application form and return it to the school.

Please consider the following:

- Volunteer Drivers Application must be submitted **annually**.
- Student siblings are **not** permitted on field trips.
- When driver's license and insurance coverage expire, updated copies must be submitted.
- Copies of driver's license and proof of insurance (including the amount and dates of coverage) must be included with the application.
- Driving history will be verified through the Department of Motor Vehicles.

### **Use of School Vehicles by Approved Drivers**

- School vehicles are available for use for school-sponsored trips during and outside school hours only.
- Drivers must:
  - Be age 25 and above.
  - Have a valid driver's license.
  - Have a valid background check on file with the school.
  - Be listed on the school's insurance policy. Complete this step with the Facilities Director and Office Manager. Those who have driven for past events are already on the insurance policy. Neither vehicle requires a special license but driving the bus is not advisable if someone has no experience with big vehicles. Even the van may feel big to people who are used to sedans but is much easier to drive than the bus.
- At the time of each use, sign-out the keys from the Office Manager.
- After each use, return keys to the Office Manager and be sure to sign them in.
- Report mechanical issues to the Facilities Director.
- To return keys after hours when the Office Manager is not present, either
  - put the keys in a secure location in your workspace and notify the Office Manager of their location by email, or
  - retain the keys in your possession and return them to the Office Manager the next morning.

## **STUDENT DISCIPLINE**

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

### **RESPECT**

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

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

### **STUDENT HONOR CODE**

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

### **TEN BASIC WAYS TO SHOW RESPECT AT SCHOOL**

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

1. Be in your seat on time
2. Be prepared for class
3. Pay attention to the teacher
4. Immediately follow instructions
5. Treat others kindly
6. Care for the property of others
7. Speak only at appropriate times
8. Leave your seat or classroom only with permission
9. Keep your area clean and orderly
10. Observe the dress code

## **EXPECTATIONS OF STUDENTS**

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

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

### **Respect God**

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

### **Respect Self**

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

### **Respect Others**

- Students are not allowed to violate another's character either verbally or physically.
- Students must respect all school personnel, parents, and adult guests by addressing them as Mr., Mrs., Miss, Coach, Pastor, or Doctor.
- Students must refrain from unauthorized public displays of affection.
- The language used on campus must be consistent with the Word of God. In Ephesians 4:29 we are instructed: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
- Students must listen attentively to teachers and other students as appropriate.

### **Respect School Staff**

- Students are not allowed in any area of the campus without permission and/or staff supervision.

### **Respect School Property**

- Students should not damage or deface school property or that of others. Parents will assume financial liability for any and all damages incurred by their student at school or at school functions. Payment for damages must be paid and in full and within thirty (30) days of damage notification. Failure to pay for damages incurred may result in the withholding of student information as noted in the RELEASE OF STUDENT INFORMATION noted previously.
- No riding of skateboards or skates on the school grounds at any time.
- Bicycles must remain secured during school hours.
- Each person must do his/her best to keep the campus clean by placing trash in the proper receptacle.
- Restrooms may not be used for loitering, eating, or as group hangouts and cell phone usage.
- Eating and drinking is prohibited in classroom buildings and the gym except with approval.
- Students may have water in their classrooms with teacher permission.

### **CELL PHONE POLICY**

The LKNC cell phone policy is to support our teachers and reduce distractions in and out of the classroom. It is also to support greater focus on learning and deepen relationships among the students and staff.

If any student chooses to bring a cell phone to school, they will put their cell phone in the school's cell phone box which will remain locked in the Principal's office throughout the day.

Students may retrieve their phone when they are dismissed. If a student needs to contact their parents, they may do so by going to the receptionist. If a parent needs to contact their student, please contact the school office.

If a student is caught with a cell phone, it will be confiscated, returned to a parent, and the appropriate discipline applied.

### **CELL PHONE COMMUNICATION**

So learning is not disrupted, parents who need to contact their student(s) during the school day should call the main office and not communicate directly with the student.

### **INTERNET USE AGREEMENT**

Parents and students will be required to read and accept the terms applied to the Technology Agreement. Notebook/laptop and tablet computers are used only for educational purposes on the LKNC campus. Students who abuse their computer privileges or disregard the terms of the Technology Agreement may face complete loss of computer privilege and appropriate disciplinary action may be taken.

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

# **GRADES K-12 DISCIPLINE**

The teacher is the first line of authority to address behaviors requiring discipline. Repeated misconduct will be referred to the Principal followed by the Head of School. A student is considered a student of Lake Norman Christian School 24 hours per day, 365 days per year.

Misconduct is noted in the student's conduct/behavior record in RenWeb and parents will be notified. Parents and students are reminded that misconduct at off-campus, school-sponsored events will be subject to school discipline and financial responsibility for damages if any.

## **DETENTIONS**

### **Elementary Detention**

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

### **Grades 6<sup>th</sup> – 12<sup>th</sup> Detention**

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

## **SUSPENSIONS**

### **IN-SCHOOL SUSPENSION (ISS)**

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

A student earning an ISS may forfeit the privilege of participation in field trips and extracurricular activities for the day of the ISS.

## **OUT OF SCHOOL SUSPENSION (OSS)**

OSS is at the discretion of the Administration and may be from one (1) to five (5) days depending on the infraction.

- All class work missed during the suspension is to be completed. Students are responsible for material presented in class during the suspension.
- Very specific changes in behavior and actions are expected prior to returning to school.
- Students receive zeros (0) for all work missed during the time of OSS.
- Students are not permitted to participate in any extracurricular activities or be present at school or any school functions during the time of suspension.
- OSS's are served on the date(s) assigned by the Administration. Parents may be given advance notice prior to implementation of an OSS.
- Out of School Suspensions are recorded on a student's official record. For High School students this will be reported to colleges on the high school transcript. An expulsion referral may be implemented as the next step.

## **EXPULSION**

Attendance at LKNC is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school may be expelled.

A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion may be recommended by the Administration if the student's behavior is preventing a positive learning experience and outcome. Expulsion may also be recommended for unresolved academic problems.

If in the judgment of the Head of School, an infraction warrants immediate expulsion, the parent is notified by phone as soon as possible. A date of expulsion from the school will be established by Administration. The expulsion date will be immediate.

### **Returning to Enrollment Following Expulsion**

Although unlikely, expelled students may be allowed to return to enrollment with LKNC. One (1) year following the date of expulsion from LKNC, the Head of School may consider readmission to LKNC of the expelled student.

## **MAJOR INFRACTIONS**

Although not all inclusive, the following infractions may constitute immediate removal from the classroom.

The Administration reviews each incident. Verification of an infraction may result in one (1) or more of the following:

- restitution
- required counseling at parent's expense
- suspension with possible loss of leadership positions and/or extracurricular activities.
- probation
- expulsion
- contact the police
- criminal prosecution

Major infractions are as follows:

- Inappropriate use of cell phones, including posting of videos, sexting, bullying, academic cheating, etc. during or outside of school hours.
- Criminal activity
- Defiance of School Authority: Refusing to comply with the instructions of school staff.
- Failure to Attend Class: Missing school without parent or school permission, or leaving school property without permission from the school office is considered "cutting class".
- Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or causing bodily harm is not to be tolerated.
- Violent Communications: Using abusive or harassing communications by any means including but not limited to threatening, ridiculing, and intimidating.
- Profane Language: Engaging in profanity or vulgarity, verbal or written.
- Harassment: Physical and verbal intimidation or humiliation of a sexual, racial, religious, or other nature.
- Drug, Alcohol and Substance Abuse: The possession, use, or distribution of drugs, alcohol, E-Cigarettes, vaping, and/or tobacco product(s) is prohibited. Students connected with any drug-related persons or events may be required to submit to drug testing. If required to submit to a drug test, and the student or parents refuse, the refusal will be viewed as an admission of guilt. Personal prescriptions and over-the-counter medications are dispensed in the school office and are not to be in the possession of students.
- Hazing: A form of group initiation that causes physical and/or emotional harm.
- Sexual Immorality: Inappropriate sexual behavior and the possession and/or use of sexual objects and/or media.
- Pregnancy: An LKNC student who impregnates or becomes pregnant.
- Plagiarism: Since plagiarism is illegal, students may not submit work that is plagiarized (representing the work of another as one's own) or that otherwise violates U.S. copyright laws. Students will receive a zero on the assignment in question.
- Fire Safety: Violations of fire regulations include using matches, lighters, fireworks, or tampering with fire alarms or fire extinguishers.
- Vandalism: Destruction or defacing of school property.
- Stealing: Being in possession of property that does not belong to you and without the permission of the owner.



- Weapons: The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden on or near school grounds. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.
- Lying, which includes cheating, forgery, and plagiarism (noted on RenWeb as: “Cheating” “Zero Grade”) is not allowed.

Students with Conditional Enrollment may be expelled immediately upon verification of a major infraction.

### **ACADEMIC DISHONESTY**

Academic dishonesty is the act of presenting information, ideas, and/or concepts as one’s own when in reality they are the result of another person’s creativity and effort. Such acts include but are not limited to cheating, plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

### **BEHAVIORAL PROBATION**

Following an out of school suspension or If the Administration permits the return of a student who does not meet the minimum behavioral eligibility requirements, that student returns on Behavioral Probation for up to one (1) semester. The student is not allowed to exceed one (1) infraction. A second infraction during the period of the probation will result in a recommendation for expulsion to the Administrative team.

### **SEARCH AND SEIZURE**

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

### **ANTI-HARASSMENT/BULLYING POLICY**

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

### **PARENT TEACHER CONFERENCES**

Parent-teacher conferences regarding discipline issues are scheduled as needed. An administrator is present as needed at parent conferences that involve disciplinary issues.

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

**SCHOOL TRANSFER NOTIFICATION**

Lake Norman Christian School reserves the right to note disciplinary issues on transferable school records.

# DRESS CODE

At Lake Norman Christian School, it is our desire to conduct ourselves in such a way that God will receive the glory and honor. Without placing an overemphasis on externals, we believe that our manner of speech and dress is important.

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

## UNIFORM DRESS CODE REQUIREMENTS

Lake Norman Christian School has chosen to implement its dress policy through a uniform program meant to encourage respect, modesty, charm, and discipline for grades K-8. Visit the school website, [www.lknc.org](http://www.lknc.org), for a description of specific uniform items. Please save all vendor receipts for returns.

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

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

Specific uniform items must have the Lake Norman Christian Logo embroidered on them as per guidelines for elementary and secondary students. This uniform item will be worn for chapel days, field trips, and special competitions.

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

## UNIFORM DAYS K-12

### Monday Chapel Attire

- Uniform-style pants, skirts, skorts or shorts – May be Black, Navy, or Khaki in color.
- COBALT BLUE polo shirt (long or short sleeve) with LKNC embroidery from Land's End.

### **Tuesday - Friday Attire**

- K-12 Student tops must be polos with embroidered LKNC cross logo. Polos can be purchased at Lands' End. Students top layer during the day must be approved options ordered through Lands' End or the LKNC apparel store.
- K-5 Uniform-style pants or shorts - Black, Navy, or Khaki.
- 6-12 Uniform-style pants or shorts - Black, Navy, Khaki, OR dark denim. NO holes, rips, or discoloration.

### **Optional Dress Down Friday Tops**

NO secular graphic t-shirts. LKNC Spirit Wear is acceptable. All other appropriate-style tops in accordance with LKNC Student Handbook may be worn. Bottoms - NO pajama pants, sweatpants, denim with rips or holes, or leggings alone. Appropriate style dresses in accordance with LKNC Student Handbook may be worn.

### **High School Athletic Attire**

(PE, special events, weight training, specific elective classes):

Attire must be modest. Leggings or the like are not allowed. Shorts are allowed, as long as they are not too short or form fitting. All shorts must be no more than five (5) inches above the top of the knee. No writing on the back of shorts. Any written messages or images on shirts must not be dishonoring to Christ.

### **DRESS CODE VIOLATIONS**

Students arriving at school in violation of the dress code will be retained in the office until compliance is achieved. Homeroom teachers will verify that all students are in compliance with dress code upon arrival. If a student is found to be out of dress code, he/she will be sent to the front office for the administrative staff to assist. Dress code conformance will be enforced by all LKNC faculty and staff. Students should comply immediately when dress code issues are addressed and accept any possible disciplinary action. Dress code violations follow the same protocol as other behavior infractions.

### **STAFF, PARENTS, AND VOLUNTEERS**

Since adults too represent LKNC, when serving as chaperones or in any other capacity, they should conform to the same level of school professionalism that the students are mandated to follow. Uniform polo shirts are not mandatory for volunteers but are available in adult sizes and can be ordered through Land's End, our uniform supplier.

### **ADDITIONAL DRESS CODE INFORMATION**

Uniform style dresses or skirts for girls that are either navy, khaki, or black and have the cross logo are acceptable. Options available on Lands' End but not required to have this brand. Hats, bandanas, beanies, toboggans & sunglasses are not to be worn inside the building at any time.

Students may wear any color or style coat to school (no "un-Christian" graphics/themes).

If students wish to wear a LKNC sweatshirt or hoodie inside the classroom, **the hood must be down.**

Hats are not to be worn inside the building at any time.

### **GAME DAY DRESS FOR ATHLETIC TEAMS**

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

### **ATTIRE FOR ATHLETIC PRACTICES**

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

### **SPIRIT DAYS ATTIRE**

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

### **AFTER SCHOOL EVENTS ATTIRE**

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

### **FORMAL/PROM ATTIRE GUIDELINES**

Formal events and Prom are special occasions and as such, LKNC students should dress accordingly. Attire for formal events and prom also extends for any outside LKNC guest that will be attending an event with a LKNC student.

Prior to an event, a formal/prom attire dress code will be shared with LKNC students.

- All formal wear must meet the general guidelines above and that of the dress code supplied for the event.
- Tuxedos, suits, or slacks with sport coats for young gentlemen
- Formal gowns or dresses approved no less than one (1) week prior to the event by an LKNC administrator for young ladies.
- Students who are not dressed appropriately for formal or prom will not be permitted into the event.
- No refunds will be given to those who violate the general guidelines above.

# STUDENT and CAMPUS GUIDELINES

## ATTENDANCE

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

## STUDENT LATE ARRIVAL (TARDY) POLICY

1. A student is tardy when arriving after 8:05am to start the school day.
  - a. Beginning at 8:05am, the Office Manager provides a tardy slip to students as they enter the school that notes their arrival time. Students are admitted to class upon presentation of the tardy slip.
2. Teachers record attendance within the first 5 minutes of each subsequent class period.
3. Principals reach out to families as students get close to and as they reach seven (7) tardies.
4. Repercussions:
  - a. Seven (7) tardies equal one (1) day of absence. (This is based on seven (7) periods in the upper division school day)
  - b. Principals may choose to address frequent tardiness as student misconduct.
  - c. If requested by the parent, the principal may remove a tardy from the student's record if the tardy is due to an emergency including but not limited to car problems (flat, accident), a community-wide emergency determined by the administration (rainstorm, icy roads, heavy fog, unusually heavy traffic), etc.
  - d. LKNC views student punctuality as a parental responsibility. After the fourth cumulative tardy per family in each semester, the student's parents will be assessed a fee per tardy which will be added directly to their school bill.
  - e. If a student has five (5) or more tardies in a year, the student is not able to qualify for perfect attendance.

## **ABSENTEE POLICY**

Regular attendance is essential to successful schoolwork and for training for the workplace.

1. Procedure for when a student is absent
  - a. Parents call or email the office manager. They are welcome to notify teachers as well.
  - b. The Office Manager informs the teachers by email of the absence and the reason for the absence if known.
  - c. Teachers record absences in RenWeb and add a note for the reason for the absence if known.
  - d. Principals reach out to families as students get close to and as they reach the maximum ten (10) days absent.
  - e. Teachers take concerns about student absences to the principal.
2. Excessive absences may result in the need to repeat a course or grade level.
  - a. A student with more than ten absences during a semester may be required to repeat a course or grade level. Note that seven (7) tardies equal one (1) absence.
  - b. That determination will be made by the Head of School upon recommendation by the student's teacher(s) and principal who will receive input from staff who record absences and the student's parent(s).
  - c. Consideration may include but is not limited to completion of make-up work, test grades, the teacher's assessment of learning loss, etc. Students who diligently complete assignments when absent, demonstrate learning through success on tests, and whose learning is supported by teacher observation need not repeat a course or grade.

## **EXCUSED FROM Physical Education (PE)**

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

## **ARRIVALS & DEPARTURES**

### **HOURS OF OPERATION**

The main office is open from 7:30 AM to 4:00 PM during normal school days. Abbreviated hours may apply on holidays and teacher in-service days.

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

### **ARRIVAL PROCEDURES**

Students should be dropped off no earlier than 7:40 AM and prior to 8:00 AM. All students must be supervised. Please do not drop off students any earlier than 7:40 AM unless prior arrangements have been approved through the office.

## **DROP-OFF AND PICK-UP ZONES**

Our traffic pattern is designed for order and the safety of students, teachers, and other drivers. Parents and those designated to drop off or pick up students must adhere to all guidelines set forth by the school. Please fully cooperate with those designated to enforce the guidelines of traffic flow. Be observant of your speed and **stay off your cell phones**.

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

Please pull up for the car door to be opened by a staff member. Elementary children should not get out of the cars without the aid of a designated adult assigned to open car doors. If students arrive before staff members are present to open car doors, students must remain in the car.

Students should be ready to get out of the car when the staff member opens the door. **Please make sure children are not eating and are in appropriate dress code according to school policy.** Have bookbags and lunches ready so you can exit quickly.

## **STUDENT DEPARTURE**

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

## **LEAVING EARLY**

Students departing from school early must provide the school office with a written explanation from their parent or guardian noting the expected time of departure.

Students must sign out at the school office and sign in upon return if returning the same day.

Students are responsible for missed work when leaving early.

Leaving school without permission is a discipline issue. Repercussions are those applied to student misconduct.

## **RELEASING STUDENTS**

Children will be released only to parents or legal guardians with a car tag visible in the car unless a request or permission (email or phone call) has been submitted to the office by the parents or guardians. Those picking up students should be prepared to present their driver's license to LKNC staff for validation.

In the case of parents who are separated, the child may be released to either parent unless a court order has been filed to the contrary and a copy placed in the student's file. If a dispute occurs on campus, the police may be called to assist with settlement. School personnel are not required to arbitrate custody matters.

LKNC will not release a child to a shared ride service, such as Uber or Lyft. Alternate transport services, such as King Tiger or the YMCA, must be communicated to the office (LKNC Office Manager) and will be noted in the student's files.



## **CLOSED CAMPUS**

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

The following policies apply:

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

Students are to attend all classes during the school day.

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

## **SENIOR EXCEPTION**

Seniors who are enrolled in a minimum number of classes may enter and exit the campus per their specific schedule. Juniors and Seniors may leave campus during lunch with prior parental and administrative permission. Seniors and Juniors departing early must sign out with the LKNC Office Manager.

## **EARLY DISMISSALS**

LKNC includes planned early-release days on its academic year calendar.

Parents/guardians are notified of early releases due to inclement weather through email, through local media, or website/social media.

Per school policy, all students must vacate the LKNC campus by 12:30 PM or be under adult supervision in clubs or sports. Students of school personnel may be released to their parent's care, but they must be supervised.

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

### **LATE DEPARTURE AFTER SCHOOL**

- Unless staying for an after-school activity, students are to leave by 3:00pm Monday through Thursday and by 2:15 pm on Fridays.
- If there is a situation that requires students to stay a bit longer, parents are asked to inform the office by a phone call or email.
- After the third cumulative late departure per family in each semester, the student's parents will be assessed a fee per late departure which will be added directly to their school bill.
- Late fees will be assessed as follows:
  - \$50 per late departure if informed the front desk prior to the end of dismissal.
  - \$100 per late departure if never informed the front desk
  - After the 5th time that the student is picked up late without notifying the front desk, the student will be dismissed from the school.

### **STUDENT MOVEMENT ON CAMPUS**

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

### **AUTOMOBILES AND STUDENT DRIVING PRIVILEGES**

- All students wishing to drive on the LKNC campus must submit the Student Driver Form and receive Administrator approval on an annual basis. Students must park in the assigned parking area.
- Upon arrival at school, students should remove any items needed during the school day, immediately leave their cars, and not return to them until school is dismissed.
- Other students may not ride with the approved student without specific written permission (filed in the school office) from the parents of both the driver and passenger.
- Any student departing school grounds for any reason during school hours must sign out at the office before departure.
- Students driving recklessly or misusing their cars will lose the privilege of driving their vehicle onto the LKNC/FBCH property.
- Drive very slowly on campus. Remember that small children attend LKNC and can be hard to see.
- Driving privileges may be revoked at any time with cause including excessive morning tardiness and low grade point average.

# **CURRICULUM, GRADING AND ACADEMIC RECORDS**

## **CURRICULUM POLICY**

All curriculum has been reviewed by the Administration. Texts used for Advanced Placement courses as well as Dual Enrollment courses are those selected by the entities that administer credits for each course.

## **LOWER SCHOOL**

A traditional classroom program in the elementary school emphasizes biblical values and concepts in all subject areas. The curriculum consists of classes in Bible, language arts, math, science, and history. Spanish, music, art, and physical education are offered as enrichments. Study skills are taught in each grade and emphasized in the upper elementary grades. Grades are based on homework, class assignments, tests, quizzes, projects, and reports.

## **UPPER SCHOOL**

The Upper School program is designed to academically, socially, and spiritually prepare students for successful advancement in education as Christian adults. Challenging academics are combined with healthy social interaction and Biblical Christianity.

## **REPEAT A COURSE OR GRADE**

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

## **MAKE-UP ASSIGNMENTS**

Students are allowed one day for every day of absence to make up for missed work. Work turned in within the time limit will be graded at full credit potential. Work assigned prior to an absence should be submitted upon return to school, and assigned tests which were missed should be completed within two days of return.

## **SKIPPING A GRADE**

Although unusual, it is possible for a student who is advanced academically and socially to skip a grade. The principal must recommend this advancement for approval by the Head of School. To skip a grade, high school students must fulfill graduation requirements that include a minimum number of credits.

## **REQUIREMENTS FOR GRADUATION – UPPER SCHOOL CLASSIFICATIONS**

Twenty-six (26) credits are required to meet LKNC Graduation Guidelines.

Students must earn a minimum 2.0 GPA for graduation from the Upper School.

Under the Dual Enrollment program, eligible students may take college courses and receive credit if the course grade is a 2.0 or higher GPA. Online courses must receive a minimum C grade to be entered on the transcript.

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

## **ACADEMIC CORE SUBJECTS**

Academic Core Subjects consist of the following courses: mathematics, history, English, science, and foreign language.

## **GRADUATION REQUIREMENTS**

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

A high school student must earn a minimum of twenty-six (26) credits to receive a diploma from LKNC and meet minimum North Carolina graduation course requirements. A Bible course must be taken during each year of attendance.

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

The Administration reserves the right to make changes to the graduation requirements as necessary.

### **Graduation Requirements (26+ credits)**

- 4 credits English
- 4 credits Math
- 4 credits History
- 3 credits Science
- 2 credits Foreign Language
- 1 credit Health/PE
- 1 credit Bible for each year in attendance
- 4 elective credits

### **Honors, Advanced Placement, and Dual Enrollment offered**

- 19 Honors classes are available
- 8 AP classes offered (Two (2) per year)
  - AP English Language and AP English Literature
  - AP Biology and AP Environmental Science
  - AP Statistics and AP Calculus AB
  - AP US History and AP US Government & Politics
- Qualified students at LKNC may participate in dual enrollment college classes through CCPC, GCU and other universities to earn college credit while in high school.

### **Grade Explanation**

● Letter Grade Scale		● Standard Course Points	
A	90-100	A	4.0
B	80-89	B	3.0
C	70-79	C	2.0
D	60-69	D	1.0
F	below 60	F	0.0
● Honors Course (add 1 point)		● AP Course (add 2 points)	
A	5 pts.	A	6 pts.
B	4 pts.	B	5 pts.
C	3 pts.	C	4 pts.
D	2 pts.	D	3 pts.
F	0 pts.	F	0 pts.

Dual enrollment (DE) grades are not included when calculating GPA.

Courses taken in Middle School appear on the transcript but are not calculated in the GPA.

## **ACADEMIC HONOR ROLLS**

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

- High Honor Roll (A Honor Roll) – All A's
- Honor Roll (A/B Honor Roll) – A's and B's only

Principal's List

- All A's all school year

## **HOMEWORK**

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

## **WEEKLY TESTING**

To help students use their study time most efficiently, testing is limited to no more than three (3) tests in any single day. Reasonable exceptions may be permitted with Administrative approval.

## **STUDENT ASSIGNMENT RECORDS**

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

## **ACADEMIC COMMUNICATION**

Parents should periodically check RenWeb for up-to-date grades. Questions about accessing RenWeb are directed to the school office.

## **COURSE SELECTION**

The Administration is not bound to offer chosen courses that are out of sequence from the school's regular course progression. This includes classes for students who have failed a course or have chosen to take courses out of sequence.

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

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

## **CHANGING OR DROPPING COURSES**

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

## **TRANSFER CREDITS**

For students who have transferred to LKNC from an accredited high school **ONLY SEMESTER GRADES AND UNITS WILL BE POSTED ON THE LKNC TRANSCRIPT.** When a student transfers to LKNC during the academic year (other than at the beginning of the 2nd semester) the withdrawal grades and/or quarter grades will be averaged in with grades earned at LKNC. Each student's transfer credits must be evaluated by Administration before inclusion on an LKNC transcript. In addition, the Principal must give approval for any outside courses taken by a student, whether making up an 'F,' 'D,' 'Incomplete' grade, or to get ahead in credits.

- Transfer credits are considered on a case-by-case basis. LKNC will accept credits from accredited or state approved school programs.
- Specific transfer courses that meet LKNC requirements will be credited as such. Other miscellaneous transfer credits may be acknowledged as elective credits.
- Home-schooled students will be evaluated on a case-by-case basis.

## **DUAL ENROLLMENT**

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

### **DUAL ENROLLMENT / COLLEGE COURSE CREDITS**

Students who complete a course through a college may receive high school credit for that course taken through an authorized program. Three college credits (or full course) equal one (1) high school credit, two (2) college credits (partial course) equal .667 high school credits, and one college credit equals .333 high school credits. The Principal will make case-by-case decisions regarding credit granted for college courses taken online or through correspondence. Classes taken through a distance learning program will be treated equally with classes taken on a college campus. LKNC pays careful attention to the University of North Carolina course requirements.

### **MAKE-UP OF NON-PASSING GRADES**

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

### **PSAT**

The Preliminary Scholastic Aptitude Test (PSAT) is administered in October. There is a charge to parents. All eighth-grade students and high school students in grades nine through eleven are required to take the PSAT. The PSAT can qualify a student as a National Merit Scholar and is a practice test for the Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. Scores are generally returned in December.

### **COMMUNITY SERVICE**

Requirements for community service hours are grade specific. We encourage service as part of our pursuit of offering an excellent disciple-making education.

### **FULL-TIME SENIOR**

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

### **COMMENCEMENT CEREMONY**

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



## **VALEDICTORIAN AND SALUTATORIAN**

The Senior Valedictorian and Salutatorian are selected by the Administration based upon the following criteria:

Valedictorian:

Minimum G.P.A of 3.5, no Disciplinary Referrals during the senior year, and two (2) semesters of attendance as a full-time senior and four (4) semesters cumulative.

Salutatorian:

Minimum G.P.A of 3.5, no Disciplinary Referrals during the senior year, and two (2) semesters of attendance as a full-time senior and four (4) semesters cumulative.

## **EARLY GRADUATION**

LKNC does not permit early graduation.

## **STUDENT RECORDS**

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

## **MISSING ASSIGNMENTS**

All assignments are due during the class period(s) indicated by the teacher. If accepted late, an assignment may receive up to a letter-grade deduction from the earned points for each day it is late.

## **INCOMPLETE GRADE**

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

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

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

## **ACADEMIC PROBATION**

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

The Administration, in consultation with the student's teacher, assigns academic probation for conditionally enrolled students.

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

## **HIGH SCHOOL SEMESTER EXAMS**

A three (3) or four (4) day block schedule format is used for scheduling exams near the end of each semester grading period. Two (2) exams per day are scheduled.

Every student taking a high school course takes a midterm exam. Mid-term exams are weighted 10% of the semester one grade. The quarter one grade is weighted at 45% and the quarter two grade is weighted at 45%.

Students who maintain an "A" average of 90% or above for each marking period (Quarters 1-4) are exempt from taking the final exam. All seniors are exempt from taking final exams. That said, if a student who is exempt from taking the final exam desires to attempt to raise their final grade by taking the final exam, that is permitted. Final exams are weighted 10% of the semester two grade. The quarter three grade is weighted at 45% and the quarter four grade is weighted at 45%. If a teacher so desires and receives approval by the principal, a midterm or final exam grade can be replaced by a substantial project or paper that would demonstrate knowledge gained by the student throughout the semester.

Final course grades are calculated by averaging the semester one and semester two grades.

## **ANNUAL STANDARDIZED TESTING**

Lake Norman Christian School uses a nationally standardized test for an annual student assessment. Parents and students are notified in advance of the dates and scheduled for grades 1st through 11th. Seniors do not attend classes. During this week, Seniors can attend the senior trip, prepare for graduation, check on scholarship opportunities and have the flexibility to pursue activities as needed or required by LKNC.

## **REPORT CARDS**

Students are issued a report card by email after each quarterly grade period. The final report card for the year is emailed directly to parents.

## **AWARDS AND RECOGNITIONS**

Periodically, there are school-wide celebrations scheduled to recognize students that have received honors for academics, character, or other achievements. Overall achievements are also recognized at the conclusion of the year at an academic awards program and senior graduation programs. Students who meet the eligibility standards of the school may receive awards, trophies, and other recognitions related to the academic year of attendance. This privilege extends to students in good standing who are withdrawn during the academic year. Any student on academic or behavioral probation or who is expelled or withdrawn by the school will forfeit all honors, awards, trophies, and other merit recognitions given by the school during the probationary period and/or following the termination of enrollment.

## **HONOR SOCIETIES**

Selection for National Honor Society is a privilege, not a right. These special organizations recognize exceptional students who embody the cardinal qualities of character, scholarship (must maintain a minimum 3.0 G.P.A.), leadership, service, and citizenship. Students are nominated by staff and then selected by the Honor Society Committee composed of staff members. The selection process is based on the standards of each national society.

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

## **ATHLETIC AND EXTRACURRICULAR ELIGIBILITY POLICY**

For issues relating to athletic or extracurricular eligibility, please consult the athletic handbook and adhere to the school policies within this document.

## **ATHLETIC INFORMATION FOR TRANSFER STUDENTS**

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

## **FIELD TRIPS**

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

All classes may take trips to interesting and educational places as a vital part of the instructional program. Parents receive advance notice of the date and time, destination, cost, and any other particulars concerning the trip along with a permission slip that must be signed and returned in order for the student to participate. For students, school uniforms are the primary dress for field trips although exceptions are sometimes made due to the type of field trip. Chaperones are expected to dress appropriately, keeping in mind the standard LKNC expects from every student.

## **GUIDELINES FOR FIELD TRIPS**

- Students are to behave in a manner representative of LKNC.
- Parents are required to sign an agreement stating that they will cover costs for their student(s) not offset by fundraisers.
- On co-ed overnight field trips, there will be male and female chaperones.
- Lodging arrangements will be made so that female students are housed with female chaperones. Likewise, male students will be housed with male chaperones.
- Staff sponsors and chaperones are responsible for the behavior of all students while in their care and have the authority to correct a student in harmony with LKNC discipline policies.
- Students are expected to follow the directions of LKNC chaperones.
- Girls and boys may be required to travel separately.
- Students are responsible for being on time, on task, and in approved locations.
- Student dress is to be clearly communicated prior to the event.

# STUDENT HEALTH AND SAFETY

## ACCIDENTS AND ILLNESS

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

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

## INCLEMENT WEATHER

It may be necessary to dismiss school early or close school because of severe weather conditions. In all cases, LKNC follows the closing schedule of the Charlotte-Mecklenburg School District for the **first day** of any storm event, but subsequent days will be at the discretion of the school Administration. When school is closed, notification will occur as follows:

- An email notice will be sent to parents through RenWeb.
- The closing will be reported on WSOC-TV channel 9 and also at [www.wsoc.tv](http://www.wsoc.tv) along with our website and social media formats.

## EMERGENCY AND SECURITY PREPARATION

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

Emergency practice drills are held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures. Careless or malicious initiation of a false alarm is an extreme offense that may result in suspension, expulsion, and/or legal action.

## SECURITY

During emergencies, please do not contact the school or staff including teachers. Communications must remain open for administration, law enforcement, etc.

The Remote Shelter Location is Downtown Greenway Park which is on the northwest corner of Gilead and Old Statesville/115.

A school issued announcement will notify you of the location and pick-up procedures. Students must be checked out by their parent(s)/guardian(s) by a school official.

Students are **not** to open outside doors to admit guests.

## **COMMUNICABLE DISEASES / CONDITIONS**

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

These diseases and conditions may include, but are not limited to, pink eye, measles, mumps, chickenpox, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, lice and COVID.

## **MEDICATIONS**

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

Over the counter medications may be distributed by the school nurse if the medication is delivered by the parent in its original container marked with the student's name and complete instructions are given regarding its use.

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

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

## **ALLERGIES**

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

## **FIRST AID PROCEDURE**

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

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

## **EMERGENCY MEDICAL PROCEDURE**

An Emergency Treatment form must be completed each year as part of the enrollment process. This form calls for physician and insurance information along with emergency contact information, medications and noted allergies. The information contained within the Emergency Treatment form is considered confidential and is not shared with unauthorized individuals.

To avoid the possible transfer of illness to other students, children with fever should never be sent to school. Parents of a significantly ill child are contacted and expected to pick up their child in a timely manner. In case of serious illness or injury, the information provided may be used before consultation with the family if it is considered in the best interest of the child. In case of illness, students with driving privileges are not allowed to leave campus without parental permission.

## **INSURANCE**

An umbrella liability insurance policy covers accidents during the school day, as well as school-related after-school injuries [sports, clubs, field, and overnight trips].

## **CHILD ABUSE REPORTING PROCEDURES**

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

# COMMUNICATION

Communication is a key element to a successful operation. At LKNC, we have made it a priority to continually improve the flow of information and communication with our parents and community.

## **RenWeb**

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

## **NEWSLETTERS**

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

## **TELEPHONES**

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



# **GENERAL POLICIES AND APPLICABLE PROCEDURES**

## **VISITORS POLICY**

All visitors must enter through the front office, sign in, and receive proper authorization before proceeding to any other area on campus.

Student visitors desiring to sit-in on classes must be scheduled in advance.

Assistance is often needed in the classroom, lunchroom, library, and office; therefore, we welcome parent volunteers. To allow for proper preparation, parents should give 24-hour notice if they are available to volunteer on campus. We also welcome parents to attend chapel services, assemblies, or other school activities at their convenience. Visitors should dress modestly keeping with the same general dress code standards as are dictated by the published student guidelines.

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

## **LUNCH PROGRAM**

Microwave ovens are also available for students (grades 4th-12th) to warm their lunches. Please do not bring foods that require more than a three (3) minute warm up time. Orders placed through our vendor lunch program need to be placed online in advance. Same day decisions cannot be accommodated. Outside food deliveries (DoorDash, Grubhub, etc.) are not allowed.

## **DELIVERIES TO STUDENTS**

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

## **SALES AND ADVERTISING**

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

## **SCHOOL SUPPLIES**

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

## **LOST & FOUND**

Lost and found articles are kept until the end of each nine (9) week grading period. Appropriate lost and found articles not claimed by the end of each period will be given away to an organization as determined by the Administration or disposed of.

***Student belongings should be clearly marked for quick identification.*** All textbooks, notebooks, folders, clothing, etc. left lying around in a locker area, auditorium or elsewhere will be placed in lost and found.

## **SPECIAL SCHOOL ACTIVITIES**

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

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

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

If uniforms are not mandatory for a particular activity, appropriate dress is expected to be worn by students, parents or personnel representing Lake Norman Christian School at any function, on or off campus.

## **LOWER SCHOOL PARTIES**

Classroom parties may be scheduled as a reward for classroom achievements or for celebration of students or holidays.

Seasonal school-sponsored parties and events should not have a secular emphasis (i.e. no Halloween witches, Santa Clause, etc.).

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

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

## **MIDDLE/HIGH SCHOOL PARTIES AND DANCES**

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

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

Students are expected to dress in accordance with the guidelines given them. Those who dress inappropriately will be removed from the event. Once students leave, they will not be allowed to return.

LKNC students may bring a non-LKNC student guest with permission from Administration. Students are to acquire a Guest Permission form from the school office and obtain the required signatures. Depending on the event, this form must be returned to the school office at least three (3) days prior to the event. For Prom, this form should be returned to the school office at least seven (7) days prior to the event. LKNC students are responsible for the behavior of their guests and must ensure that they follow all LKNC policies. Each guest must remain the partner of the person that invited them.

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

## **GUEST AND STAFF SPEAKER GUIDELINES**

Any presentation made to students will be Biblically based and in accordance with Christian principles.

## **PLAYGROUND POLICY**

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

## **PLAYGROUND/RECESS RULES**

### **Students are reminded of the following rules:**

- All equipment needs to be returned to its proper place
- Climbing is allowed on the specified equipment only
- Jump ropes are to be used for jumping only
- No tackling, stick play, or sand throwing
- Sports balls must be kept in the field or in the playground
- Swings and slides must be used only as designed

## **RECESS**

Elementary classes (grades K-5<sup>th</sup>) schedule at least one recess period each day unless they PE.

## **STUDENT PARTICIPATION: PE, Sports, Music, Etc.**

If a student is to remain indoors during a recess, or if he/she cannot participate in music, physical education or sports, a note of explanation from the parent/legal guardian must be presented to the appropriate teacher(s). For extended periods (3 or more consecutive classes) of non-participation, a note from the attending physician must be provided. For students who choose to not participate in P.E. and do not have either a physician's or parent's note, no credit for participation is given.

# PARENT and STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I received a copy of the 2023-2024 Lake Norman Christian School Parent and Student Handbook and understand its content. I agree to abide by its policies and procedures.

Parent / Guardian Signature

Date

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Parent / Guardian Signature

Date

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Student Signature

Date

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Student Signature

Date

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Student Signature

Date

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Student Signature

Date

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