LAKE NORMAN
CHRISTIAN SCHOOL

# Parent & Student Handbook 2026 - 2027

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# OUR PURPOSE

**OUR VISION**

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

**OUR MISSION**

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

**OUR MOTTO**

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.

**Academic Excellence -** LKNC provides an environment where students are encouraged to think independently, 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 moral 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]

**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.
- I want 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.

**PORTRAIT OF A GRADUATE**

Lake Norman Christian School is committed to our mission to "**Provide a College-Preparatory Education in a safe and nurturing environment grounded in the Christian Faith."** In keeping with that mission, we seek to lead our students to personally own their faith and live out a biblical worldview. The desire of the administration and staff of LKNC is that graduates will reflect the scripture of Luke 2:52. This scripture describes that Jesus grew in **wisdom, stature, favor with God, and favor with man.** We seek to follow this model in nurturing and educating students.

From this approach, we prayerfully commit to leading our graduates to live out the LKNC vision of "**External Citizenship in the Kingdom of God and Unselfish Service to Humanity"** as they develop:

**L**eadership which is reflective of the servant and transformation leadership Christ exemplified.

**I**ntegrity reflective of the Bible and a testimony to faith and character.

**O**wnership of Faith and the responsibility of a Disciple of Christ with a Biblical Worldview.

**N**oble virtue and character in conduct.

**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 school administrator 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 keeping 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 --> Head of Division --> Head of School --> School Board

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 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 after speaking with the Head of School.

**CONFLICT OF INTEREST**

Employees will not be allowed to solicit, obtain, accept, or retain any personal benefit from any supplies, vendor, member, or any individual or organization doing or seeking business with Lake Norman Christian. As used here, personal benefit means a gift, gratuity, favor, service, and compensation in any form, discount, special treatment, or anything of monetary value. The following may serve as exceptions, but employees should consult with supervisory personnel when circumstances are difficult or doubtful:

- The purchase of business-meeting meals.
- Consumable gifts offered to an entire work group during the holiday season where rejection would damage the spirit in which the gifts were offered.

Employees will not be allowed to offer, solicit orders for, or sell any product or service to other employees or members of the school during school hours. Other school or church fundraisers are not considered appropriate and should not be distributed to employees or students. The following may be considered as exceptions upon approval by supervisory personnel:

- Fundraising drives or activities approved by the school.
- Sales or solicitation of orders for products or services outside scheduled work hours when approved by the immediate supervisor.

LKNC respects employee's activities outside his/her employment which are moral, private in nature, and which in no way conflict with or reflect adversely upon the school. If a conflict of interest situation should develop or an employee has any doubts, the matter should be discussed with his/her supervisor.

**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 Head of Division, 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 generally 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 and/or the State of North Carolina.

# 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 at the discretion of the Head of School.

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 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 before starting school.
- He/she has a transferrable 2.5 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**

All students are admitted to our school on a conditional enrollment basis. The conditional enrollment period extends through the first nine weeks of their enrollment. During this time, students must successfully demonstrate academic progress, appropriate behavior, and a commitment to the school's values and expectations. Students will be evaluated on an as-needed basis during this period, and at the conclusion of their first nine weeks, a review may be conducted to determine continued enrollment. If a student does not meet the necessary academic or behavioral standards, the school reserves the right to reevaluate their enrollment status.

**CUSTODY POLICIES**

**Documentation**

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at LKNC. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to LKNC within seven days of change or at the beginning of the school year if the school has dismissed for the summer break. If parents are enrolling at LKNC for the first time, enrollment will not be complete until current custody documents are on file with the school.

**School Records**

A noncustodial parent shall have the right to access school records related to his or her student(s) unless prohibited by a legally binding instrument.

**Dismissal and Early Releases**

No student shall be released to any individual other than a custodial parent unless express written permission is forth given to LKNC by a custodial parent or a valid legally binding instrument granting release is on file with LKNC. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

**School Communications**

LKNC will communicate school announcements and notes with both parents as long as a court order does not prohibit it.

**CONTINUOUS ENROLLMENT POLICY**

At Lake Norman Christian School (LKNC), we value the partnership we share with our families in providing a Christ-centered education. To create a seamless and simplified re-enrollment process, LKNC operates under a Continuous Enrollment model. This means that once a student is enrolled, they will remain enrolled for each subsequent school year unless the family notifies the school of their intent to withdraw by the established deadline.

- Acceptance into any grade does not guarantee automatic progression to the next grade. Students must remain in good academic, behavioral, and financial standing to continue enrollment at LKNC.
- No student will remain enrolled unless any outstanding financial obligations to LKNC are resolved in full by June 30th.

**Benefits of Continuous Enrollment**

- Guaranteed Placement – Students maintain their spot in their grade level without the need for annual re-enrollment paperwork.
- Simplified Process – Eliminates the hassle of reapplying each year.
- Better Planning – Allows the school to plan for staffing, resources, and academic programs more effectively.

**Withdrawal Process**

Families who do not plan to continue enrollment must submit the LKNC Withdrawal Form to the Admissions Office and Business Office by April 1st. After this date, a $500 withdrawal fee and 10% of the next year's tuition will be charged due to hiring and budgeting commitments based on enrollment numbers.

Exceptions - If a family relocates more than 25 miles from LKNC, the withdrawal fee and tuition penalty will be waived.

**Policy Acknowledgement**

By enrolling at LKNC, families agree to the terms of the Continuous Enrollment Policy and understand their responsibility to notify the school of any changes to their enrollment status in a timely manner as noted above.

# 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 acknowledge they have read the handbook which outlines financial obligations and by signing they understand and agree with outlined stated policies in this handbook. 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.

Tuition and fees are due according to the established payment schedule. Families with past due accounts will receive reminder notices as balances become delinquent.

If an account remains unpaid for 60 days beyond the due date, a final notice will be issued informing the account holder that all services will be paused until the outstanding balance has been paid and the account is current. The school reserves the right to withhold services for accounts that remain delinquent.

**ENROLLMENT FEE**

All students must pay a non-refundable, non-prorated enrollment fee.

**2026 - 2027 TUITION AND FEES**

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

| Grade | Enrollment Fee | 2026 – 2027 Tuition |
|---|---|---|
| Grades K-5 | $500 | $12,000 |

| | | |
|---|---|---|
| Grades 6-8 | $500 | $13,000 |
| Grades 9-12 | $500 | $14,000 |
| Virtual Academy | $500 | $8,000 |
| Preschool 3Y | $150 | $365/month |
| Preschool 4Y | $150 | $375/month |

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

**ESTABLISHING A FACTS ACCOUNT**

All tuition and incidental 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, 2027.
  - A discount of three (3%) applies if the entire year's tuition is paid on or before June 15, 2027.

**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.

**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 LKNC 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 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 prepaid, 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 are 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 May 15th. 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 complete 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 scholarships are accepted beginning on April 15, 2027, and decisions will be issued by the Financial Aid Committee prior to May 15, 2027. New families applying for financial scholarships will receive decision notifications within 30 days from receipt of their application submitted via FACTS.

**Financial Aid - New Families**

1. New families coming to LKNC seeking Financial Aid will be provided information on the NC Opportunity Scholarship. Families must apply for the opportunity scholarship to be considered for LKNC Financial Aid.
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. Note - 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, financial aid recipients, or the recipients of any discounted tuition program with the exception of the Early Bird, Prepayment, or Semi-annual discounts.
- Opportunity Scholarships - discounts are deducted after the scholarship is applied.

**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 based on policy (i.e., remaining months).

**SPORTS FEES**

Students pay $275 for their first sport and $175 for any additional sport played. Families are billed upon roster formation and must be paid within 10 days or the student will forfeit their space on the team. A student is not allowed to participate in any scheduled sport functions until the appropriate fees are collected and required medical exams are complete.

**PARTIAL PAYMENT**

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

**VOLUNTEER SERVICE**

Lake Norman Christian School values the partnership and involvement of our families. Parent and family volunteers play an important role in supporting our students, faculty, and school community while helping us steward resources wisely.

Volunteer service may not be used in lieu of tuition; however, volunteers are always welcome and greatly appreciated.

**All volunteers and parents who wish to serve on campus or participate in activities involving students are required to complete a Volunteer Application and successfully pass a**

**background check.** The completed application, along with the required background check fee, **must be submitted by September 15th** to allow sufficient time for processing and approval. Only approved volunteers may begin serving on campus or at school-sponsored events involving students. Volunteer applications must be completed annually. Please contact the front office for more information.

# STUDENT DISCIPLINE & DISCIPLESHIP

The purpose of the Lake Norman Christian School (LKNC) discipline and discipleship 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 may have good consequences. Lake Norman Christian School is a "*NON-CORPORAL DISCIPLINE SCHOOL".*

**RESPECT**

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 and off 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, property of others and textbooks/resources. 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 the classroom and the gym except with approval.
- Students may have water in their classrooms with teacher permission.

- Student lockers should remain clean and damage free.

**CELL PHONE POLICY**

The LKNC cell phone policy is to support our teachers and students by reducing 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 secured cell phone box.

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, the appropriate discipline will be applied.

- First offense - phone will be confiscated and the parent must come pick it up from the principal.
- Second offense - phone will be confiscated, and the student will serve OSS for 1 day and a $50 phone fee will be charged to the student account and donated to a local charity of the school's choice.
- Third offense - phone will be confiscated, and it will result in dismissal as this is considered defiance to the school administration and school policy.

**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 via any cell phones or wearable technology.

**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.

**SOCIAL MEDIA POLICY**

At Lake Norman Christian School, staff, students, and parents use social media to build relationships, share information, and stay connected with the school community. Social media refers to online tools and services that allow users to create and share content, whether public or private. While there are benefits to utilizing social media, we must also be aware of the risks and take measures to ensure a safe and positive online experience. As such, we have developed the following guidelines for students and parents who choose to use social media:

- Respect the rights and confidentiality of others. Be respectful to LKNC and its leaders, employees, volunteers, students, and families.
- Consider the consequences of your actions online. It is neither acceptable nor honoring to God to use your public voice to criticize or embarrass another person, the school community, or even yourself.
- Do not impersonate or falsely represent another person.
- Do not bully, intimidate, abuse, harass, or threaten others.
- Do not post content that is hateful, threatening, or incites violence against others.
- Do not film, photograph, or record members of the school community without express permission from school administration.
- Do not use LKNC's name or logos on personal social media sites or reproduce school material without first obtaining written permission from the LKNC Advancement office.
- The creation of any school-related social media profiles (for clubs or sports teams) is not permitted unless written permission has been obtained from the Head of School.

**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 FACTS 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**

**Lower School Detention**

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

**Middle & Upper School 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. After school detention will result in a $30 fee applied to the student's FACTS account.

**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. ISS will result in a $100 fee applied to the student's FACTS account per day of 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. A max of two Out of School Suspension may be served before a student is expelled from LKNC per year.

- 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 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 noted in FACTS. An expulsion referral may be implemented as the next step.

**EXPULSION/DISMISSAL**

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 for themselves and others. Expulsion may also be recommended for unresolved academic problems.

If in the judgment of the Head of School, an infraction warrants immediate expulsion (ex. physical violence, sexual misconduct on campus, etc.), 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 - Restoration Policy**

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 if criteria prescribed by the HOS is met. **All detentions and suspensions will be recorded in student behavior records in FACTS Family Portal .**

**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/dismissal
- 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 FACTS 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 search of a student or their belongings at any time, for any reason, with or without notice. This includes but is not limited to random, reasonable, and suspicion-based searches. Searches may be conducted to ensure the safety, security, and well-being of students and staff, as well as to enforce school policies and uphold state and federal laws. Any items found that violate school rules or constitute a criminal offense may be confiscated and subject to disciplinary action or legal consequences.

**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.

**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.

**Monday - Thursday & Chapel Attire (K-12th)**
Student tops must be polos with embroidered LKNC cross logo. Polos can be royal blue, gray, white, black, or pink. Polos must be purchased at PromoThreads.

Students must wear uniform-style pants, shorts, or skirts in black, navy, or khaki. These can be purchased at Target, Walmart, Belk, Old Navy, etc.

Leggings or tights that are solid black or navy can be worn under skirts. All skirts must be worn with shorts underneath.

**Friday Spirit Wear Attire (K-12th)**
Students may wear LKNC spirit wear tops with blue denim, black, navy, or khaki bottoms with no holes, rips, or discoloration (students who choose not to wear a spirit wear top may continue to wear their regular school uniform).

**Outerwear (K-12th)**
Students' top layer during the day, such as sweatshirts or sweaters, must be purchased through PromoThreads or BSN Sideline Store and have the LKNC logo. Students may wear any jacket/sweater to school as outerwear, but it must be removed inside the building if it is not LKNC branded.

**Physical Education Attire (K-9th)**
Required PE t-shirt and shorts must be ordered through PromoThreads. Shorts, shirt, and tennis shoes are required to be worn on PE days for all taking the course. In winter months, black sweatpants may be worn (sweatpant material only). High school students will be required to change in and out of PE uniform for PE class.

**Reminders**

- All skirts and shorts must be no shorter than 2 inches above the knee.
- All pants must be worn at the waist.
- No holes, rips, or discoloration on any clothing.
- No flip-flops, high-heeled shoes, slides, Crocs, foam runners, slippers, or shoes with wheels.
- Tennis shoes are required for PE. Participation will be restricted if shoes are not safe for play.

- Hats, bandanas, beanies, toboggans, blankets, pajama pants, and sunglasses are not to be worn inside the building at any time.

**Ordering Information**
To order uniform polos, PE uniforms, or outerwear, visit PromoThreads website.
To order spirit wear tops or outerwear, visit the BSN Sideline Store.

**DRESS CODE VIOLATIONS**
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 represent LKNC too, 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 within modesty guidelines.

**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 are available at PromoThreads.

**GAME DAY DRESS FOR ATHLETIC TEAMS**
Students who participate on an LKNC athletic team may wear special dress on game days as approved by the Athletic Director. Athletic uniforms or dress attire should be worn to all games not pajamas or lounge wear.

**ATTIRE FOR ATHLETIC PRACTICES**
The general dress guidelines apply to athletic practices. The Athletic Director and coaches are expected to uphold these basic standards. **Athletic practice shorts should be no more than 4 inches from the top of the knee in ALL sports.**

**SPIRIT WEEK ATTIRE**
Students not participating in the specified Spirit Week 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.
- No refunds will be given to those who violate the general guidelines given.

# 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 an established division starts the school day. Lower School and Middle School is 8:00AM, Pre-School 8:05AM and Upper School 8:15AM.Beginning after an established division starts the school day the Receptionist 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. Teachers will reach out to families when students reach 7 tardies.
4. Repercussions:
    a. Seven (7) tardies result in a $50 fine, charged to the students FACTS account. The charge reoccurs every seven tardies.
    b. The principal may remove a tardy from the student's record if the tardy is related to a medical appointment and a doctor's note is presented upon arrival to school.

**ABSENTEE POLICY**

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

1. Procedure for when a student is absent
    a. Email the student's teacher(s) to let them know they will not be in school.
    b. Teachers record absences in FACTS and add a note for the reason for the absence if known.
    c. In **Upper School** students who miss more than twenty (20) days per school year will be required to take and pass the corresponding credit recovery course with a 70% over the summer at the parent's expense to advance to the next course in the course sequence. The course must be completed by August 1st.
    d. In **Lower & Middle School** students who miss more than twenty (20) days per school year may result in the need to repeat a grade level.
        i. 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).

ii. 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 by success on tests, and whose learning is supported by teacher observation may not need to repeat course/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.

**SCHOOL HOURS**

Preschool (3Y-4Y): 8:05am - 11:45am at Main Campus

Lower School (K-5th): 8:00am - 2:30pm at Main Campus

Middle School (6th-8th): 8:00am - 2:45pm at Main Campus

High School (9th-12th): 8:15am - 3:00pm at Lakeside Campus

**HOURS OF OPERATION**

The main office is open from 7:30AM to 3:30PM 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.

**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**. Parents who do not adhere to the pick-up or drop-off procedures will receive a written warning. After their first warning they will incur a $25 safety fee to be charged to the student's FACTS account. Below are the drop-off and pick-up procedures for each division.

- **Preschool (3Y-4Y)**
  - **Morning Carline:** Preschool students can be dropped off beginning at 7:55am. There are two drop-off lanes. Lane 1 is for preschool students.
  - **Afternoon Carline:** There are two pick-up lanes. Lane 1 is for preschool students and pick-up will begin at 11:45am.
- **Lower School (Grades K - 5)**
  - **Morning Carline:** Lower School students can be dropped off beginning at 7:35am. There are two drop-off lanes. Lane 1 is for lower school students only. Lane 2 is for families with lower and middle school students.
  - **Afternoon Carline:** There are two pick-up lanes. Lane 1 is for lower school students only and pick-up will begin at 2:30pm and end at 2:45pm. Lane 2 is for families with lower and middle school students and pick-up will begin at 2:45pm and end at 3:00pm.
- **Middle School (Grades 6 - 8)**

    - **Morning Carline:** Middle School students can be dropped off beginning at 7:35am. There are two drop-off lanes. Lane 2 is for middle school students.
    - **Afternoon Carline:** Middle School students are dismissed at 2:45pm. There are two pick-up lanes. Lane 2 is for middle school students and pick-up will begin at 2:45pm and end at 3:00pm
- **High School (Grades 9 - 12)**
    - **Morning Carline:** High School students can be dropped off at the Lakeside Campus beginning at 7:45am.
    - **Afternoon Carline:** High School students are dismissed at 3:00pm. Pick-up will begin at 3:00pm and end at 3:15pm

*All students who are not picked up by their end time will be sent to Extended Care ($15/day until 6pm).

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. Preschool and lower school 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 PARKING**

Students who wish to drive to school and park on campus must obtain a parking permit through the school office prior to driving and parking on campus. The annual parking fee is $50 and includes a designated parking spot and a vehicle sticker for identification purposes.

Parking Guidelines:

- Parking permits will be issued on a first-come, first-served basis.
- Students must display the issued parking sticker on their vehicle's front windshield (passenger side).
- Students may only park in their assigned spot during school hours.
- Vehicles parked in unauthorized areas or without a valid sticker may be subject to towing at the owner's expense.
- Students are expected to drive responsibly and follow all traffic safety regulations while on school property.

Failure to follow parking guidelines will result in loss of parking privileges without refund. To request a parking permit, please complete the student vehicle registration form and submit payment to the school office.

**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 during dismissal time 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 and legal guardians, with **a car tag visible in the car during carline** and those designated Pick Up (PU) contacts in FACTS 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. **Due to the various modes of transportation and a myriad of afterschool activities, at dismissal, high school students are permitted to leave campus and can choose to use the car rider line, drive themselves, or walk home. Please note that LKNC is not responsible for students' choices regarding their method of dismissal and is released from liability thereof.**

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.

Only high school students will be released 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 may leave campus during lunch with prior parental and administrative permission. Seniors must sign out and back in with the LKNC Receptionist.

**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 12:00 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 campus by 3:00 PM Monday through Friday. Students are charged at 3:01 PM. Students not picked up on time will be sent directly to aftercare and FACTS accounts charged. After care ends at 6:00 PM. If students are picked up at 6:01 PM they will be charged a $35 late fee.

**STUDENT MOVEMENT ON CAMPUS**
During school hours all students are to move from class to class during the allotted time between bells. Upper School 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 issued by their current period teacher or a member of the administrative staff.

# 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 lower school emphasizes biblical values and concepts in all subject areas. The curriculum consists of classes in Bible, language arts, math, science, and history. Music, art, physical education, STEM, and library 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.

**STUDENT RECORDS**

All official student files are kept locked 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.

Unless a court order specifies otherwise or terminates all parental rights, both parents - whether married, separated, or divorced - have a right to review and possess copies of their child's school records. In the absence of official documentation, school officials do not have the authority to deny either parent access to the child or the child's records.

Except in the following (2) specified circumstances, the school will not provide any party other than a parent, including a parent's lawyer, with copies of the student's records without a signed release from the parent.

1. A student's record will be carried to the court by a school official only if it is duly subpoenaed by the court.
2. Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to all student records that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian will have a letter of introduction from the District Court Judge to confirm his/her assignment to the case.

**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 numerical 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.'

**REPEAT A COURSE OR GRADE**

Upper School Students: Students receiving an F grade for any course will be required to repeat the course in the summer at the parent's cost by August 1st. If the course is not repeated and passed with a 70% the student/family will forfeit enrollment for the upcoming school year. 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. Students must prove readiness via a nationally standardized exam. 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-four (24) 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 and must write a Biblical Worldview reflective paper.

- **To be classified as a FRESHMAN**, a student must have successfully completed the 8th

grade.

- **To be classified as a SOPHOMORE**, a student must have accumulated a minimum of 6 credits with a 2.0 GPA and have passed math and English.
- **To be classified as a JUNIOR**, a student must have accumulated a minimum of 12 credits with a 2.0 GPA and have passed math and English.
- **To be classified as a SENIOR**, a student must have accumulated a minimum of 18 credits with a 2.0 GPA and have passed math and English.

**ACADEMIC CORE SUBJECTS**

Academic Core Subjects consist of the following courses: Spiritual formation, mathematics, history, English, science.

**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. All of LKNC core classes are taught at an Honors level or above. LKNC encourages students to take Advanced Placement (AP) courses as available, and/or college level courses.

A high school student must earn a minimum of 24 credits to receive a diploma from LKNC and exceed the minimum North Carolina graduation course requirements. A Spiritual formation, math, English and history 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.

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

**Graduation Requirements**

| Courses | Units |
|---|---|
| English | 4 |
| Math | 4 |
| Social Studies | 4 |
| Science | 3 |
| Health/Physical Education | 1 |
| Electives* | |
| ***Total Unit Requirements*** | ***24*** |

**Explanation of Graduation Requirements**

**English:** One unit required each year that includes American Literature and British Literature.
**Math:** One unit required each year that includes Math 1, 2, & 3, and a higher-level course.
**Social Studies:** The required units must include World History, American History, Civics, Econ/Personal Finance.
**Science:** Three units are required and must include Environmental Science, Biology and a choice

between Physical Science and Chemistry
**Spiritual Formation:** One unit is required for each year the student is enrolled at LKNC
**Fine Arts/Technology:** One unit is required in either Fine Arts or Technology.
***Electives:** LKNC elective course descriptions can be found in the Curriculum Overview on the LKNC website.

**Honors, Advanced Placement, and Dual Enrollment Offered**

- 20 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 to earn college credit while in high school.

**Grade Explanation**

- Letter Grade Scale

| | |
|---|---|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | below 60 |

- Standard Course Points

| | |
|---|---|
| A | 4.0 |
| B | 3.0 |
| C | 2.0 |
| D | 1.0 |
| F | 0.0 |

- Honors Course (add 1 point)

| | |
|---|---|
| A | 5 pts. |
| B | 4 pts. |
| C | 3 pts. |
| D | 2 pts. |
| F | 0 pts. |

- AP/College Course (add 2 points)

| | |
|---|---|
| A | 6 pts. |
| B | 5 pts. |
| C | 4 pts. |
| D | 3 pts. |
| F | 0 pts |

Dual enrollment (DE) grades are included when calculating GPA.

**ACADEMIC HONOR ROLLS**
Honor Roll eligibility is based on the student's grades at the end of the First Semester and Second Semester

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

Principal's List

- All A's in every subject, in every quarter, all school year

**HOMEWORK**

We are a minimal homework school. K-8 is a homework free environment unless the student requires remedial learning, at home projects/research, or study time for tests. Reading is not considered homework and should be regularly practiced at home. Homework for high school students must have a distinct purpose and not be given as "busy work" or to introduce new material. In general, homework is for skill practice, enrichment, or completion of an assignment or project. 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 two (2) 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. FACTS Family Portal is designed to assist parents. Parents/guardians should review FACTS Family Portal daily.

**ACADEMIC COMMUNICATION**

Parents should periodically check FACTS Family Portal for up-to-date grades. Questions about accessing FACTS Family Portal 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 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**

- 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.
- LKNC does not transfer classes from other institutions onto our transcripts but will recognize credits.

**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. Starting Fall of 2026 book fees, and other costs will 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 C-grade equivalent to be accepted by LKNC for high school transfer credit.

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

Students who receive an F, WF (Withdraw Failed), or NC (Not Completed) semester grade in an LKNC required 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) may be administered in October. There is a charge to parents. All high school students in grades ten and 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.

**ACT**

The statute that governs the Opportunity Scholarship and ESA+ programs requires registered nonpublic schools to submit test results for all scholarship recipients in grades 3 and higher. The statute requires scholarship recipients in grade 11 to take the ACT.

**RECLASS POLICY**

Middle school and high school students interested in grade reclassification at Lake Norman Christian School will be considered on a case-by-case basis. It is not the school's position to approve reclassification requests without an appropriate reason which is beneficial for both the student and the school. Reclassification considerations are justified for academic reasons only and in alignment with NCISAA guidelines.

Lake Norman Christian School does not make reclassification a regular practice. We are committed to maintaining the integrity of our academic program. The components for consideration and evaluation of reclassification are as follows:

- The birth date of the applicant.

- NCAA Eligibility Center rules and criteria, which determine athletic eligibility and academic performance will be referenced.
- It must be determined that LKNC will have adequate course opportunities for the longevity of enrollment in high school. This complies with Section 3 of the NCISAA Handbook regarding Student-Athlete Eligibility.

All requests from prospective parents for students to enter LKNC and be evaluated for reclassification are only received through the LKNC Admissions Office. The Admissions Office will compile all required documents and forward the request to the school academic administration for review. At no time and under no circumstances, are reclassification requests under the jurisdiction of the athletic department or coaching staff to preserve the integrity of the request and the program. In addition, coaching and athletic personnel are not to be involved in discussions with parents about reclassification, rather they must refer the family to LKNC Admissions in keeping with Section 1 of the NCISAA Handbook.

**COMMUNITY SERVICE**

We encourage service as part of our pursuit of offering an excellent disciple-making education. The graduation requirement is ten (10) hours of community service annually to your Spiritual formation teacher. The hours will be verified on their graduation application. Grades K-8 requirements for community service hours are grade specific.

**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 be permitted to participate in the ceremony, but will not be granted a high school diploma until the requirements have been met. All financial responsibility must be fulfilled in order for a student to participate in the ceremony.

**VALEDICTORIAN AND SALUTATORIAN**

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

Valedictorian:

Minimum G.P.A of 3.75 on a 4.0 scale, no Disciplinary Referrals resulting in ISS/OSS or expulsion 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 on a 4.0 scale, no Disciplinary Referrals resulting in ISS/OSS or expulsion 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.

**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. For athletics LKNC follows NCISAA policies.

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**
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 final exam grade can be replaced by a substantial project or paper that would demonstrate knowledge gained by the student throughout the semester.

Students who have perfect attendance, with the allowance of two (2) sick days, per course will be exempt from taking the final exam. Students with ISS/OSS consequences will not be exempt from the final exam.

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 3rd through 8th.

**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 who 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. 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 the 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 an important 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 and parents.

**GUIDELINES FOR FIELD TRIPS**

- All field trips are charged through FACTS.
- 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.

*** All volunteers and parents who wish to serve on campus or participate in activities involving students are required to complete a Volunteer Application and successfully pass a background check.** The completed application, along with the required background check fee, **must be submitted by September 15th** to allow sufficient time for processing and approval. Only approved volunteers may begin serving on campus or at school-sponsored events involving students. Volunteer applications must be completed annually. Please contact the front office for more information.

# 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 will be cleaned and then covered with a bandage.

Children who have been more severely hurt or who get sick will be sent to the LKNC front desk. The LKNC Office Manager will make all direct contact with parents as needed, and/or contact 911 if necessary. LKNC, by policy, is required to contact emergency services when students exhibit chest pain or difficulty breathing.

**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 FACTS Family Portal .
- Posted to social media and the school website by 6:00 AM.

**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 Huntersville United Methodist Church.

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.**

Prescribed medications may be distributed by designated school personnel 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. Over the counter will be given in accordance with the consent given on the medical form parents completed in FACTS and the directions on the bottle. **Any medications known as "controlled substances" cannot be distributed by office personnel without written directions from a physician and in the**

**original container.**

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 PROCEDURES**

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. Parents are contacted regarding injuries and may be asked to give written approval via email 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.

To avoid the possible transfer of illness to other students, children with fever (100 degrees or above) 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 illness, students with driving privileges are not allowed to leave campus without written parental permission.

**MEDICAL ACCOMMODATIONS RELEASE AGREEMENT**

Lake Norman Christian School recognizes that students may have health challenges such as severe allergies, chronic illnesses, and other physical limitations and will do all it can to provide reasonable accommodation. LKNC issues a statement of release of liability for the school, its employees, and volunteers. The well-being of our students, families, volunteers, and staff is of utmost importance to Lake Norman Christian School, and we are committed to providing a secure learning environment for your children. While we will follow reasonable protocols to offer a safe and healthy school setting, there is no guarantee of a germ or virus-free environment. This release acknowledges the partnership with parents to educate teachers, students, and other parents of student medical diagnosis with an understanding that LKNC cannot assume responsibility for illnesses and shall have no liability for the death or bodily injury arising from the student suffering a reaction/symptom to said medical issue, including COVID, while attending LKNC.

In the event that my/our child suffers a serious allergy attack, diabetic reaction, or illness while in the care or custody of LKNC, I/we authorize LKNC to administer medication orally or through the use of an injection, Epi-Pen, or such other method as I/we have made available to the school or to take such other action, including calling 911, as is reasonably necessary to remedy or abate the situation. I/we waive the right to any suit or complaint, claim, charge, demand or damages against LKNC and/or any employee, teacher, staff member, arising from

the efforts to abate or remedy an allergic reaction, diabetic reaction, or emergency related to my/our child's health condition.

**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 mandatory reporting law. 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.

**FACTS**

FACTS is a web-based program that is subscribed to by LKNC. This program is a powerful tool for parent communications. By accessing FACTS, parents can view homework assignments, student grades, school calendar, and communicate with teachers. For more information about FACTS 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.

**NEWSLETTERS**

Monthly school-wide *Roar Report* along with classroom newsletters which communicate class information, events and special reminders will be sent home with students. High School classes will have a class syllabus. Other communications may come as an email, on FACTS, or in letter form 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 may be 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.

Visitors should dress **modestly** keeping with the same general dress code standards as are dictated by the published student guidelines. Parents not meeting this will be asked to return with the proper attire.

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 high school students (grades 9-12) to warm their lunches. Lower and Middle schools will not have access to microwaves. Orders placed through our vendor lunch program need to be placed online in advance. Same day decisions cannot be accommodated. Please limit dropping off student lunches. **Outside food deliveries (DoorDash, Grubhub, etc.) are not allowed and will be rejected at the office.**

**Due to an increase in enrollment, we ask if you could please keep lunch visits to a minimum such as for special occasions.**

**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 Head of School.

**MEDIA RELEASE**

Lake Norman Christian School may use photos, videos, and/or audio recordings of students in school publications, promotional materials, social media, and local news coverage to celebrate and promote school activities.

**By default, all students are included** in these media releases unless a parent or guardian chooses to opt out. To opt out, please contact the school office.

**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.

***All 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 writing in advance with the supervisory staff in charge of the school activity.

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 and guidelines will be provided for each event.

**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. Parents must receive approval from the classroom teacher before providing any snack to students.

If individual invitations for parties outside of school are distributed at school, all students in the class must receive an invitation.

**GUEST AND STAFF SPEAKER GUIDELINES**

Any presentation made to students will be Biblically based and in accordance with Christian principles and approved by the Head of School.

**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. Do not walk up or down the slides.

**RECESS**

Lower school classes (grades K-5$^{th}$) schedule at least two recess periods each day.

**PHYSICAL EDUCATION (PE) AND ATHLETIC PARTICIPATION POLICY STATEMENT**

To ensure student health and safety while maintaining accountability and participation in Physical Education (PE) classes the following policy is in effect:

1. **Parent/Guardian Note for Single-Day Non-Participation**:
   A student who is unable to participate in PE class due to illness, injury, or other valid reasons must provide a written note from a parent or guardian. This note will excuse the student **for one day only**.
2. **Doctor's Note for Extended Non-Participation**:
   If the student is unable to participate for **more than one consecutive day**, a written medical excuse from a licensed healthcare provider is required. This note should specify the reason for the restriction and the expected duration of non-participation.

**BUS TRANSPORTATION**

Bus transportation is a privilege extended to students and is contingent upon safe, respectful, and responsible behavior at all times. Students are expected to follow all instructions given by the bus driver and school personnel, remain seated while the bus is in motion, use

appropriate language, and demonstrate respect toward others and school property.

Any behavior that compromises the safety of students or the driver, disrupts the orderly operation of the bus, or violates school conduct expectations may result in disciplinary action. Consequences may include a warning, temporary suspension of bus privileges, or permanent revocation of bus transportation privileges, depending on the severity or frequency of the behavior.

The school reserves the right to suspend or revoke a student's bus privileges at its discretion when it determines that continued participation poses a safety concern or repeatedly violates established expectations. Families are responsible for arranging alternative transportation during any period in which bus privileges are suspended or revoked.

**HANDBOOK DISCLAIMER**

This handbook is designed to provide rules, guidelines, and procedures for the benefit of the students and the school community. While we have tried to be as comprehensive as possible, it is impossible to address every conceivable circumstance in handbook format. If a subject or item is not covered within these pages, it does not mean that it is allowed. Any policy not addressed in this handbook will be at the discretion of the Head of School.

Every year, this handbook is updated as needed. The revisions may be grammatical, a change in wording for better clarification, or an attempt to match the wording in other documentation.

The administration of Lake Norman Christian School reserves the right to make changes to any policy or procedure, if needed, to best achieve the school’s mission.

Parents and students are expected to follow the rules and regulations in the handbook, as stated in the application. Parents or students should not expect exceptions to be made to the handbook.