



2024-2025

# Student Handbook

## Mission Statement:

*Lake Norman Charter School provides a rigorous and comprehensive educational environment to develop students with a focus on college readiness, leadership, and social responsibility.*

## Motto:

*"Together we learn, lead and serve."*

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## INTRODUCTION

This *Student Handbook* replaces all prior versions of this document; however, it is not all-inclusive and may be amended as policies change. This handbook has been designed to offer you a reference to pertinent information you might need this school year.

Familiarity with the contents should help you be better prepared. Throughout the year, you may need to refer to this handbook. We encourage you to ask whenever you have questions. **Two-way communication is essential** to a smooth operation and school year. The terms “Lake Norman Charter,” “LNC” and “school” all refer to the Lake Norman Charter elementary, middle and high school collectively, and are used interchangeably throughout this *Student Handbook*.

## OUR PURPOSE

To meet school objectives, LNC provides:

- A challenging academic environment
- A focused classroom size with effective student-to-teacher ratio in core classes
- A strong discipline and honor code
- A strong, cooperative environment
- Professional accountability

The school’s curriculum is centered on creative problem solving, critical thinking, research skills and presentation. This environment produces self-directed students who are capable of being competitive in a 21<sup>st</sup> century world. The educational focus of LNC is to provide a motivating environment designed to allow students to learn in accordance with their needs and abilities. The combination of small class sizes, a safe school environment and the highest quality teachers provides an excellent learning environment. The high school offers only a college-prep pathway (North Carolina Future-Ready Course of Study) consisting of Standard, Honors and AP classes.

## OUR CORE VALUES

- We develop partnerships between and among school, parents and community.
- We provide a rigorous college preparatory program that allows our students to be successful at their college of choice and beyond.
- We develop self-directed learners who take ownership of their academic success.
- We actively support student contributions to the community through service opportunities and environmental stewardship.

- We expect all stakeholders to accept personal accountability for upholding the LNC Honor Code and LNC Stakeholder Expectation Guide.
- We promote extracurricular activities that enable students to develop self-confidence, school spirit and leadership skills.
- We promote and embrace an understanding of individual and cultural diversity.
- We communicate openly to foster an atmosphere of trust and safety.

## **LNC COMMITMENT TO STUDENTS, PARENTS AND STAFF**

- LNC is committed to helping each student maximize individual potential, develop self-confidence and explore personal interests.
- LNC is committed to recruiting and hiring faculty members who are dedicated to their profession; teachers who are skilled in their fields of instruction and work hard to maintain an atmosphere of mutual respect between teacher and student.
- LNC is committed to developing and preparing students to be responsible citizens and leaders through their involvement in community projects.
- LNC relies on a spirit of cooperation between students, parents, staff, administration, community and the board of education to create a supportive learning environment for all.
- LNC promotes academic clubs, activities and competitions. Student participation in such activities promotes academic rigor, problem solving skills, self-confidence and a sense of personal accomplishment.
- LNC encourages athletic endeavors where appropriate, which we believe promote physical vigor, school spirit, sportsmanship and a sense of personal accomplishment.

## **DIVERSITY AND INCLUSION**

Lake Norman Charter School (LNC) is committed to fostering an environment that respects and values the experiences and strengths of a diverse and inclusive community of students, parents, staff and board of education. Such differences include abilities/disabilities, race, color, ethnicity, gender identity, gender nonconformity, age, religion, language, sexual orientation, socioeconomic status, national origin, political affiliation and more. We believe that cultivating an inclusive learning environment that is free of hostility, intimidation or marginalization of any groups creates shared understanding, awareness and the opportunity to contribute positively to our local and global communities.

## **SCHOOL MANAGEMENT**

LNC is a non-profit corporation with operations overseen by a board of education. The board meets monthly to oversee the legal, financial, governance and strategic issues of the school's operation. Board members serve for staggered terms and new board members are selected through a nomination process.

The school's superintendent is responsible for all day-to-day operations of the elementary school, the middle school and the high school. The superintendent reports directly to the LNC Board of Education.

## **BOARD OF EDUCATION**

### **Officers:**

Greg Kilpatrick, Chair  
Craig Randall, Vice Chair  
Gray Morris, Treasurer  
Amy Carr, Secretary  
Nicole Benford  
Ridgley Chapman  
Michael Eastwood  
Derik Screen  
Jared Tilley

## **ADMINISTRATION**

Shannon Stein, Superintendent  
Michelle Holland, Elementary School Principal  
Nicholas Carlascio, Middle School Principal  
Mark Maleck, Interim High School Principal  
Melanie Latza, Elementary School Assistant Principal  
Tyler Mavity, Middle School Assistant Principal  
Marcus Funchess, High School Assistant Principal  
Scott Abel, Director of Facilities  
Lon Chang, Director of Technology  
Dr. Cherié Graham, Director of Academics  
Lori Hughes, Director of Student Services  
Sara Lay, Director of Community Relations  
Matt Schlegel, Athletic Director  
Hayley Wilson, Director of Business Service

# LNC HONOR CODE

In compliance with LNC's mission to learn, lead and serve, all members of the LNC community are expected to display good manners, show respect for others and their property, be honest, reliable and conform to the highest standards of behavior by following the LNC Honor Code. Furthermore:

*All LNC students are required to:*

- Read and sign the LNC Honor Code.
- Support and promote the LNC Honor Code and follow all LNC policies, procedures and guidelines.
- Be honest in all academic and social endeavors.
- Act with courtesy and consideration in all interactions with students, parents, faculty and staff at school and in the community.
- Treat school facilities and property with care and respect.
- Treat personal property and others' property with respect.
- Uphold the LNC Honor Code while participating in all curricular and extra-curricular activities and interacting within the community as a representative of LNC.
- Report to a staff member any knowledge of academic dishonesty by another student, such as receiving an unsolicited copy of another student's work or answers.

*All LNC parents are required to:*

- Read and sign the LNC Honor Code and LNC Stakeholder Expectation Guide.
- Support and promote the LNC Honor Code and follow all LNC policies, procedures and guidelines.
- Model the values and expectations required of students.
- Trust the administration and staff to work in the best interest of their students, including investigating concerns without parental presence.
- Not provide excessive assistance on homework or projects.

*All LNC staff members are required to:*

- Read and sign the LNC Employee Handbook.
- Support and promote the LNC Honor Code and follow all LNC policies, procedures and guidelines.
- Model and teach the values and expectations required of students and parents.
- Be fair, firm and consistent.
- Teach expectations and procedures.

*All LNC board members are required to:*

- Read and sign the LNC Honor Code.
- Support and promote the LNC Honor Code and follow all LNC policies, procedures and guidelines.
- Model the values and expectations required of students.
- Be fair, firm and consistent.

*LNC Honor Code violations include, but are not limited to, the following:*

A. Cheating, facilitating cheating, encouraging cheating or plagiarism:

- Using another person's work as your own on any test, quiz, homework or other assignment.
- Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student.
- Allowing another student to copy your work, including homework, group work, class work, quizzes, tests and laboratory assignments.
- Unauthorized use of technology devices
- Cheating is defined as:

- o Working with another person(s) without permission, copying someone else's work, possessing someone else's work, utilizing Artificial Intelligence (AI) sources without proper citation, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; and forging a parent signature.
- Plagiarism is defined as:
  - o Using another's work (whether printed, electronic, AI or spoken) without crediting him or her. It is vital, therefore, for students to understand the many different kinds of actions that constitute plagiarism:
  - o Submitting the whole of another's work or work from a source (such as an AI tool) as one's own (see the definition of "cheating" above; this includes submitting another student's paper or a paper obtained from a commercial term paper service as one's own or a paper generated from an AI source). AI sources may include but are not limited to: ChatGPT, good ai, Caktus ai, Jasper, content bot, etc.
  - o Using the exact wording of a source without putting that wording in quotation marks and citing it.
  - o Paraphrasing the wording of a source without citing it.
  - o Inadequately paraphrasing the wording of a source (not only the words, but the sentence structure of the original must be changed).
  - o Summarizing the ideas of a source without citing it.
  - o Overusing the ideas of a source, including an AI source, so that those ideas make up the majority of one's work.
  - o Excessive parental assistance on homework or projects.
- B. Forgery or falsification of documents.
- C. Lying, outwardly and/or by omission.
- D. Aiding others who are violating the LNC Honor Code.
- E. Taking property that does not belong to you without permission.

- F. Refusing to answer questions and follow reasonable requests by any faculty member.

Violations of the LNC Honor Code will result in consequences regarded as appropriate by the teacher, building principal and/or assistant principal. The school administration reserves the right to administer consequences consistent with those outlined in the Student Behavior Code set forth herein.

LNC Honor Code Pledge

*"I recognize that attending LNC is a privilege, and as a member of this community, I pledge to uphold and promote the pillars of honesty, integrity, respect and responsibility as outlined in the LNC honor code."*

## **ALL-SCHOOL OPERATIONS (listed in alphabetical order)**

### **AGENCY COOPERATION**

School authorities are commonly asked by law enforcement agencies, Social Services, Child Protection Agencies and others for permission to speak to our students as part of their investigative procedures. It is the position of Lake Norman Charter to cooperate with these requests. If a student is suspected of illegal behavior or activities while at school or school-sponsored activities, LNC administration reserves the right to notify local law enforcement. Additionally, LNC is not required and may not contact a parent if any agency makes contact with their student due to safety reasons.

### **AMERICANS WITH DISABILITIES ACT**

Lake Norman Charter does not discriminate against any person on the basis of disability in admission or access to the programs, services, activities of the school, or in the treatment of individuals with disabilities or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is *Americans With Disabilities Act* (ADA) of 1990 and Section 504 of the *Rehabilitation Act* of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in construction of the school. LNC has been provided such a statement, and is, therefore exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review during normal school hours.

## **ATHLETIC BOOSTERS**

LNC has an Athletic Boosters program to support our athletic endeavors.

The objectives of this organization shall be:

- To enthusiastically support all Lake Norman Charter athletic programs.
- To lend all possible support, both moral and financial, to athletic programs.
- To promote the interests of Lake Norman Charter through its athletic programs.
- To create and uphold a feeling of fellowship in the Lake Norman Charter community.
- To recognize Lake Norman Charter athletes' accomplishments through a student recognition/ scholarship program.

## **ATTENDANCE POLICY**

Attendance in school and participation in class are an integral part of academic achievement and the teaching/learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life.

Regular attendance by every student is mandatory:

"Every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." **N.C. Gen.Stat. § 115-C-378.**

An absence is defined as missing half of any class period or more. Missing more than half of the instructional day will count as a “whole day absence” per state guidelines. For **every** absence, students must bring a note from home stating the student’s name, date(s) of absence, reason for absence and parent/guardian signature. Notes for elementary school students may be emailed or given to the child's teacher and the front office. At the middle school, these notes are to be given to the student’s first period teacher during the morning. High school students should deliver these notes to the main office before school. It will be the responsibility of the administration to determine if the absence is excused or unexcused. Students must bring in a note or have an e-mail sent by their parent/guardian for their absence to be considered excused.

Students are expected to attend school daily. Failure to attend school for 10 consecutive school days unexcused may result in a forfeiture of the privilege to attend LNC. Learning opportunities are missed that cannot be replaced through make up work when students are absent from school. In accordance with state policy, absences from school will be excused for the following reasons:

- Illness/injury (Please keep your children home until they are 24 hours fever-free with no medication. A physician must certify absences of three or more consecutive days in duration. Failure to submit appropriate documentation will result in an unexcused absence.)
- Quarantine
- Death of an immediate family member (not to exceed 5 days for domestic travel/10 days international travel)
- Medical or dental appointments (a note from the physician/dentist office is required to verify the appointment)
- Excused absence for educational trips can be requested by submitting an electronic form available in Schoology. (Educational trips must be preapproved **10 days in advance**.) Please note that educational absences are granted **very rarely** and **only** apply to grade level-specific, NC Standard Course of Study-driven experiences. For example: The family of a fourth grader may request an educational leave on a Friday to go to a North Carolina location to interview a mayor for his/her North Carolina research project. In this case, the curriculum (fourth grade social studies is the study of North Carolina) drives the request. Family vacations, business trips, family visits and other outings do not meet this strict definition of educational leave. The form to make a Request for Absence for Valid Educational Opportunity is located on Schoology in the LNC2HSP, LNC2MSP and LNC2ESP groups’ Resources section.
- Court or administrative proceedings
- Religious observance
- College Visit/Service Learning Opportunities (limited to 3 per school year) Must provide proof of visit such as an email or letter from college or organization. College visits are limited to students in grade 8-12.

## **SPECIAL NOTE CONCERNING ATTENDANCE AT THE BEGINNING OF THE SCHOOL YEAR**

Charter schools are funded in large part based on the number of students attending during the first 20 school days of the year. LNC's funding is reduced for every day a student is absent (regardless of reason) during this period. For this reason, during the first 20 days of the school year, LNC will closely monitor absences and will require documentation excusing them (i.e. letter from medical provider, etc.). In past years, the school has faced decreased funding because students have not returned to school at the beginning of the year because of family vacations and for similar reasons. The Office of Charter Schools has clarified that a charter school may treat unexcused failures to attend as a withdrawal.

If a student (new or returning) fails to attend at any point during the first 20 days of school, LNCS reserves the right to treat the absence as a withdrawal and to offer the student's enrollment slot immediately to a student on the waiting list.

## **COMPULSORY ATTENDANCE LAW REPORTING**

The building principal will notify parents and take all other steps required by N.C. Gen. Stat. § 115C-378 for excessive absences from school.

After a student has accumulated three unexcused absences, the building principal or his/her designee shall notify the parent/guardian of the student's excessive absences. After not more than six unexcused absences, the building principal shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and LNC. Once the parents are notified, the school counselor may work with the student and his/her family to analyze the causes of the absences and determine the most effective steps to eliminate the problem.

The building principal shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law.

If the building principal determines that the parent/guardian has not met his/her obligations, the building principal or designee may notify local law enforcement and/or the Director of Social Services of the county where the student resides. Evidence that shows that the parent/guardian was notified and that the student has accumulated 10 absences which cannot be justified under the board's established attendance policies shall constitute a *prima facie* case that the student's parent/guardian is responsible for the absences. If the building principal determines that the parent has met his/her obligations, the building principal may file a complaint with the juvenile court counselor indicating that the student is absent habitually from school without a valid excuse.

## SCHOOL-RELATED ACTIVITIES

The following school-related activities will not be counted as absences from either class or school:

- School-initiated and scheduled activities
- Field trips sponsored by the school
- Competitions sponsored by the school
- School athletic events requiring early dismissal from school

Students will complete assignments missed for these reasons. Each teacher will determine when work is to be made up. The student is responsible for finding out which assignments were missed and completing them within the specified time period.

## PARTIAL ATTENDANCE FOR EXTRA-CURRICULAR PARTICIPATION

At the elementary school, students must be in attendance until 12:00 pm or arrive by 12:00 pm and remain for the rest of the day in order to be counted present for the school day.

At the middle school, students must be in attendance until 11:30 am or arrive by 11:30 am and remain for the rest of the day in order to be counted present for the day for purposes of extra-curricular participation.

At the high school level, attendance is taken on a per class basis, and students must be present for at least half of the class period to be counted present. Students must be in attendance until 11:15 am or arrive by 11:15 a.m. and remain for the rest of the day in order to be counted present for the day. Students must be present at school for at least half of the school day in order to participate in any extra-curricular activities, including both practices and games.

## MAKE-UP WORK FOR ABSENCES

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up within five (5) school days following the student's return to school unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. The student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period. **If a student had an assignment due or a test/quizz scheduled on the day he or she was absent, it is expected that the assignment is turned in and/or the test/quizz is completed on the day he or she returns to school.**

Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed.

## MAXIMUM NUMBER OF ABSENCES

At the elementary and middle school level, any student with 20 or more absences (excused and unexcused) in one or more classes during a school year is subject to failure of the grade. For high school level coursework, any student with 20 or more absences *in any class* in a school year is subject to failure of that class. A high school credit recovery plan will be put in place with the hopes of earning credit which could include mandatory tutoring and/or participation in Saturday School. If the building principal determines that retention or failure of a high school course is necessary based on attendance, the parent/guardian and student will be notified in writing. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the building principal's decision to the superintendent pursuant to the LNC Parent/Student Appeal Policy.

## CAMPUS RESTRICTIONS

LNC students are not allowed on a campus that they are not assigned to during school hours and/or during the dismissal process unless supervised by an LNC staff member or for an approved reason. Permission can be granted by either an LNC teacher or an administrator.

## COMMUNICATION

When the need arises, school staff will contact the primary parent/guardian contact as listed on the student's Emergency Contact Form. Families should make sure to appropriately designate who that contact is on that form or complete the [Student Information Update](#) form if there is a change. It is the primary parent/guardian's responsibility, not LNC's, to communicate with other pertinent family members regarding school issues. LNC must be made aware of any court orders that would limit or suspend communication with a legal guardian/parent.

## CONFERENCES

A conference is an opportunity for a student's parent(s) or guardian(s) to meet to discuss a student's progress. At the elementary school level, conferences with your child's teacher will be arranged and held during the first quarter. At the middle school level, conferences will be held during the first quarter with an entire team of teachers and should be requested through the grade-level Team Leader. At the high school level, drop-in conferences will be held at the end of first quarter; conferences with an entire team of teachers could be requested through the student's counselor or administration. Additionally, conferences may be requested at any time by contacting the student's teacher.

Every attempt will be made to schedule a conference as soon as possible. The two-way communication brings out more facts and creates better understanding of the student's progress. The parents and teachers together form an ideal partnership to help the student.

## **CRISIS PLAN/EMERGENCY PROCEDURES**

LNC has a Crisis Plan/Emergency Procedures Manual that is distributed to every staff member. Training is provided on all emergency procedures. Drills are conducted regularly throughout the school year. Please contact the school office if you or your parent/guardian have questions about our Crisis Plan/Emergency Procedures.

## **CURRICULUM**

LNC follows the North Carolina State Future-Ready Curriculum. Teachers supplement the standard state curriculum with innovative practice and greater depth of knowledge. The core classes offered for all middle and high school students include language arts, mathematics, foreign language (HS), science and social studies.

At the elementary school, students will have blocks of time dedicated to literacy and math instruction. In addition, science and social studies will be an integral part of the curriculum that incorporates reading, writing, vocabulary and math skills. In addition to the core academics, your child will participate in physical education, art, music, media, and STEM (science, technology, engineering and math) each week.

## **DAMAGE/DESTRUCTION OF SCHOOL PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. Families **are required** to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

## **DELIVERIES**

To protect the integrity of the classroom environment, we do not accept the delivery of flowers or gifts for students in the main office. Parents who deliver items for students (lunches, homework, athletic equipment, technology devices, etc.) should be aware that we only call students to the office to retrieve these items at lunch and after school. LNC

**will not** accept deliveries from restaurants and/or delivery services (i.e. Door Dash, GrubHub, etc.).

## **DISCIPLINE POLICY**

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted; it is turning unacceptable conduct into acceptable conduct; and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating handbook policies or teacher/team standards or rules may include, but are not limited to the following:

- Parental involvement
- Isolation or time-out for short periods of time
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Silent lunch (MS)
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion

Lake Norman Charter is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate expulsion. LNC policies and procedures for discipline of students (including students with disabilities) shall be consistent with state and federal laws and regulations. The Student Behavior Code sets parameters for addressing inappropriate student behavior and is found at the end of the handbook. Nothing in the procedure is intended to nor does it in any way impose any additional liabilities, requirements or obligations on the board or the school beyond those liabilities, requirements and obligations imposed by applicable law.

## **DRESS CODE**

### **STATEMENT OF PRINCIPLES**

Lake Norman Charter School has a mission to provide an educational environment that develops students with a focus on college readiness, leadership and social responsibility. The board of education has, in partnership with school administration,

adopted a student dress code to assist administrators, teachers, students and parents in fulfilling this mission by creating a safe, inclusive, equitable and positive K-12 educational environment conducive to student learning and achievement. The policy provides guidelines, standards and enforcement procedures for student dress at all of our campuses during the school day and during other school-related activities.

The values encompassed in the student dress code are as follows:

- Students should enjoy a positive and safe learning environment that promotes their physical, social and emotional health.
- Student attire should not interfere with any aspect of the educational process, school safety, the health or safety of any student or teacher, or contribute to a hostile or intimidating atmosphere for any student or teacher.
- In line with all of Lake Norman Charter’s policies, the student dress code policy should be based on equitable educational access, and not differentiate based on students’ race, gender, religion, sexual orientation, national origin, immigration status, physical, mental, or educational disability, gender expression, socioeconomic status, body type or body size.
- All students should be able to dress comfortably for school without fear of intimidation, harassment or oppression from their peers.
- There should be limited disruptions to the learning process and no unnecessary barriers to school attendance. Parents are asked to partner with the school to monitor student attire to help adhere to the guiding principles set forth in this policy.

Principals may use their discretion in implementing the dress code. Principals may make reasonable accommodations on the basis of the nature of a particular school event. Any expectations that are outside of the regular dress code due to a special event will be clearly articulated to both students and families prior to the event.

As it is impossible to express a dress code that covers every imaginable alternative of student dress, when questions arise about the suitability of a particular outfit or article of clothing, we will be guided by the aims for the dress code as clarified in the points above.

## **STANDARD OF APPEARANCE FOR STUDENTS**

- A. **Basic Principle:** Clothes must be worn with opaque (non-see through) fabric in the front, back, and on the sides that, when standing or walking, covers and conceals a student’s undergarments, buttocks, private areas and midriffs. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**B. Students Must Wear (while following the Basic Principle) All of the Following:**

1. An opaque **Top** with continuous coverage (including undergarment straps) from the shoulders to the waistband in the front and the back; and
2. A **Bottom** (pants, jeans, skirts, shorts, leggings, sweatpants, etc.); and
3. **Shoes** that are appropriate for any applicable physical activity.

**C. Students May Wear (while following the Basic Principle):**

1. Hats on designated days. On those designated days, hats should not interfere with the ability to identify the face of any student. Students may not put the hood of any piece of clothing on during class. Staff members reserve the right to ask students to remove hats to uphold academic integrity.
2. Religious headwear.

**D. Students May Not Wear:**

1. Violent language, symbols or images including hate speech, obscenity, profanity or pornography.
2. Images or language depicting or promoting the use of drugs, alcohol, tobacco or any illegal item/activity.
3. Accessories that could be considered dangerous or could be used as a weapon.
4. Items that are not traditionally considered apparel.
5. See-through clothing without opaque, compliant covering underneath.
6. Pajamas, swimwear or exposed undergarments.
7. In kindergarten through 8<sup>th</sup> grade, any shoes without a backing.
8. Strapless tops.
9. Clothing that exposes a bare midriff.
10. Open backed tops.
11. Face paint, eye black or a mask
12. Clothing reasonably likely to create a substantial disruption to the educational process.

- E. **Enforcement:** Any school dress code enforcement actions should minimize the potential loss of educational time. Staff concerns about student attire should be discussed discreetly and privately to the extent practicable.

Students in violation of the dress code will be provided two options to comply with the dress code during the school day:

1. Students will be asked to remove the problematic item or to put on their own alternative clothing, if already available at school, to comply with the dress code for the remainder of the school day; or

2. If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to comply with the dress code for the remainder of the school day.

Further, a student who violates the dress code may be subject to the Lake Norman Charter Discipline Policy and Student Behavior Code.

## **EDUCATIONAL FIELD TRIP POLICY**

The teachers, staff, administration and board of education of the Lake Norman Charter School believe that numerous educational opportunities exist beyond the classroom. Therefore, it is appropriate for the administration and board of education to allow field trips that provide educational benefit and/or character educational value to its students. The teachers, staff, administration and board have a responsibility to ensure all safety measures are met.

For the purposes of this policy and related procedures, an educational field trip is defined as any LNC organized or sanctioned event that occurs at any location other than the primary school campus. Educational field trips involving students, teachers and/or staff are considered school-sponsored and, therefore, must meet all approval guidelines.

Athletic and academic competitions are covered separately in the "Athletic & Academic Participation Policy."

The following criteria must be met to provide a school-sponsored educational field trip:

- Educational field trips should only be recommended by teachers and staff where the majority of the activity is related to educational programs and curriculum. No field trip will be considered that does not contain educational value to the students.
- Every attempt should be made by planners in scheduling off-campus activities in a manner that creates the least impact to regularly scheduled school operating days for all voluntary trips. Likewise, compulsory trips should be scheduled for efficiency.
- No correspondence of any kind, verbal or written, is to be distributed by anyone from the school or a parent acting as a representative of the school regarding a field trip until approval has been given by the administration.
- All educational field trips must be requested in writing on the current school-approved Educational Field Trip Request Forms.

- All educational field trips must be approved, in writing, by the administration no later than ten days prior to the event. The decision will be forwarded to the appropriate teacher and/or staff member by the building principal.
- All documentation pertaining to the field trip must be submitted with the “Educational Field Trip Request Form.”
- Team leaders/ department chairs and the building principal will work with the superintendent to negotiate terms of all educational field trips once approval has been given. Preliminary information (cost, available dates, etc.) regarding the trip may be requested.
- No deposits will be made prior to administration approval of a trip.
- All contracts must be negotiated and signed by the superintendent of the school or appropriate building principal or board chair in the absence of the superintendent. No other staff member is authorized to sign a contract or otherwise legally bind the school.
- No educational field trip will be considered that is organized for the purpose of participating in water activities (i.e., swimming, boating, etc.). Exceptions to this criterion must be approved by the administration.
- No alcoholic beverages will be consumed by anyone on any educational field trip.
- Field trips should not be scheduled to personal residences. No field trip will include destinations of the homes of administration, teachers, staff, parents or students.
- No objectionable material (i.e. music or magazines containing profanity, presentation of movies or other media containing inappropriate adult material or rated above the age of the participating students by recognized ratings agencies) will be permitted on any field trip.
- The safety of our students, coaches, teachers, staff, administration, and families must be considered during periods of heightened awareness. Therefore, any overnight athletic or academic competition trip will be cancelled if the National Homeland Security Threat Advisory code is imminent at the time of departure. If a trip is in progress and the alert status goes to imminent, the coaches, teachers, staff and any other chaperones will immediately return to the school, or other safe location, with the students. It is the responsibility of the planners and the school’s administration to verify that all scheduled activities are in compliance with insurance liability regulations.

- It is undesirable for student(s) to be excluded from participation in any compulsory field trip due to economic limitations. Requests for financial consideration should be submitted to the superintendent, who will guide them through applying for assistance by completing the federal Economically Disadvantaged form and will work with families to discuss options based on their status.
- All field trips must use LNC Parent/Guardian Field Trip Permission Forms. Completed and signed permission forms are to be collected by teachers and staff. An approved list of participants is to be created and the list and forms will then be reconciled by the trip's planners prior to departure. No student can participate in any off-campus educational field trip without presenting a properly completed permission slip prior to departure.
- Prior to departing school, a roster of students is to be placed in all utilized vehicles. Throughout the trip, these are to be used every time students disembark and re-embark the vehicles to ensure all students have returned to the vehicles.
- All field trip requests should include alternative plans for students who commit serious offenses that mandate immediate exclusion from the event.
- Transportation provided by administration, teachers and/or staff or by parents and guardians of LNC students is also governed by a separate policy but all other aspects of this policy remain in force.
- All destinations and activities must be completely defined and described in the approval request documents. Administration reserves the right to alter or eliminate individual activities and still grant approval for the request. Incomplete requests will not be given full consideration until the outstanding issues are fully developed and resolved.
- No LNC student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the LNC staff for disciplinary reasons. All students must remain with the group for the duration of the field trip and return back to LNC. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.
- Students are expected to comply with all instructions both before and during the field trip experience. In particular, students must not be in possession of either over-the-counter or prescription medication at any point during the trip because of safety reasons and will face potential disciplinary consequences for violating school rules.

- Background checks will be conducted on all parents/guardians for overnight field trips. LNC administration reserves the right to prohibit participation based on conviction.

These rules must be strictly adhered to in order to ensure the safety and well-being of our students, teachers and staff. This policy is intended to provide significant guidance for the creation, approval and oversight of field trips but in no way is it to be considered all-inclusive. Good judgment is expected of all teachers and staff members when planning and conducting field trips. Violation of any of these criteria will result in appropriate disciplinary action as determined by the school's administration.

## **EMERGENCY CONTACT INFORMATION**

Families are expected to update emergency contact information yearly or whenever changes occur. A [form](#) is available at [www.lncharter.org](http://www.lncharter.org) for this purpose. If parents are out of town, please contact the office to let them know who the responsible party will be while they are traveling.

## **EPIDEMIC/PANDEMIC PROCEDURES**

LNC aims to prepare for extraordinary situations that may arise during an epidemic or pandemic period. During such times, LNC's goal is to protect the health and safety of the students, staff and visitors as well as safeguard our learning continuity and fulfill our community duty to public health. Epidemic or pandemic situations often require quick decisions to fulfill these goals. During such circumstances, the administration has the right to implement certain protocols that are consistent with applicable government mandates or recommendations including, but not limited to, those issued by the State of North Carolina, the Department of Public Instruction and the Centers for Disease Control. If wearing a mask is deemed a required protocol, the mask must align with CDC guidelines (two or more layers of washable/breathable fabric, completely cover mouth and nose, fit snugly against the sides of the face without gaps, and not have vents). If there are questions regarding LNC's guidelines for safe operations and/or mask wearing, families should contact the District Healthcare Coordinator (Rebecca Shipman; [rshipman@lncharter.org](mailto:rshipman@lncharter.org)).

## **EXCEPTIONAL CHILDREN AND 504 PROGRAM**

The primary purpose for Exceptional Children programs is to ensure that students with disabilities develop mentally, physically and emotionally through the provision of an appropriate and individualized education in the least restrictive environment. Exceptional Children are students who are unable to have all of their educational needs met in a regular classroom setting without special education or related services.

Exceptional Children programs and services are identified as both instructional programs and instructional support services, depending upon the educational needs of an individual student.

Exceptional Children follow the same curricula for students in general education with modifications when necessary. The Individual Education Program (IEP) states in writing the special education programs and services to be provided to each Exceptional Children student.

Parents of Exceptional Children should provide all student records, along with the latest IEP documentation, to the school's Director of Student Services during the registration process so that the school can ensure that resources and accommodations are in place once school begins. Special services will be rendered to those students who hold prior exceptional certification from another school or qualify for a 504 Plan or IEP. Parents should contact the school's counselor with questions regarding a student's performance or special needs assessment.

#### Federal Law: Parental Rights Regarding Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute that prohibits discrimination and is designed to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Under Section 504 an eligible student is a student who: 1) has a record of having, or 2) is regarded as having a physical or mental impairment that substantially limits a major life activity such as learning. It is the policy of Lake Norman Charter not to discriminate on the basis of disabilities in its educational programs, activities or employment practices as required by this Act. For more information regarding Section 504 or a copy of LNC's 504 antidiscrimination policy, please contact your child's counselor.

### **SECTION 504 POLICY PROHIBITING DISCRIMINATION AGAINST STUDENTS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program or activity receiving federal financial assistance.

Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such impairment; *or*
3. is regarded as having such an impairment.

Lake Norman Charter School acknowledges its responsibility under Section 504 not to discriminate in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall be permitted in any program or practices in the school. Under Section 504, LNC has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide free appropriate public educational services.

If the parent or legal guardian disagrees with the determination made by Lake Norman Charter School or believes his or her child has been discriminated against based on disability, he or she has a right to a hearing with an impartial hearing officer. Requests for hearings for issues regarding evaluation, placement, or for issues relating to alleged discrimination must be made in writing to the school's superintendent within 30 days of the alleged violation.

## **EVALUATION AND PLACEMENT**

Any student who, because of handicap, needs or is believed to need special education, accommodations, or related services in order to receive a free appropriate public education shall be referred by a parent, teacher, or school administrator to either an IEP Team or the Intervention Team for identification and evaluation of the student's individual needs.

The Section 504 Committee/Intervention Team shall be composed of persons knowledgeable about the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options.

The student's parent or legal guardian shall be notified of the Section 504 Committee meeting at least 10 calendar days prior to the meeting and invited to participate. A meeting may be held with less notice if the parent or legal guardian gives a written waiver of the notice period.

The Section 504 Committee shall consider all relevant information about the student gathered from a variety of sources to determine whether he/she is disabled under Section 504. Information may include, but is not limited to, reports or letters from physicians, observations from parents, teachers, school personnel, results of standardized tests, etc. The Section 504 Committee shall follow the requirements of 34 C.F.R. § 104.35. The Section 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written educational plan describing the accommodations, services or programs that are appropriate to meet the student's individual educational needs.

The student's parent or legal guardian shall be notified in writing of the Section 504 Committee's decisions. The school's administration shall develop forms that govern the evaluation, planning, and notification process undertaken by the Section 504 Committee.

## REVIEW OF THE STUDENT'S EVALUATION

The Section 504 Committee shall meet at least annually to review the student's progress and continued eligibility under Section 504. In addition, prior to any significant change in placement, a reassessment of the student's needs shall be conducted.

## PROCEDURAL SAFEGUARDS/HEARING RIGHTS

**Right to Due Process.** A parent or legal guardian who disagrees with the identification, evaluation, contents or implementation of a Section 504 plan shall have the right to request a hearing on the issue. The process for students covered under IDEA (Individuals with Disabilities Education Act) is driven by state and federal statutes and is explained in the North Carolina Department of Public Instruction's Parents' Rights Handbook.

**Requesting a Due Process Hearing.** The Section 504 hearing process is a two-step procedure. The first step involves a school-level review by the school's Section 504 coordinator (in consultation with the superintendent) of the issues raised by the student's parent or guardian. If the parent/guardian remains dissatisfied after the school-level review, s/he can request a hearing before an independent hearing officer.

**Step 1: School-Level Review.** For students covered only by Section 504, a request for school-level review must be made within 30 days of the Section 504 team's action or any failure of the school related to the implementation of a student's Section 504 plan. The request must be made in writing, must explain the reasons why the review is requested, and must be sent to the school's superintendent. The request is not deemed timely unless it is received within the 30-day deadline.

The school's Section 504 coordinator (in consultation with the superintendent) will review the situation and render a decision in writing to the parents within ten (10) school days of receipt of the written request for a school-level review.

**Step 2: Request for Independent Hearing.** If, upon receiving the results of the school-level review, the parent/guardian remains dissatisfied, the parent/guardian may request an independent review within five (5) business days of the date of the school-level review decision. The request must be made in writing, must explain the reasons why the review is requested, and must be sent to the school's superintendent. The request is not deemed timely unless it is received within the five-day deadline.

**Hearing Officer and Costs.** Lake Norman Charter will appoint a hearing officer who is not an employee of the school to preside over the hearing and issue a decision. The hearing officer shall be familiar with the requirements of Section 504. The school is responsible for the compensation of the hearing officer. The school is not responsible for the cost of parent/guardian's legal counsel or any other parent representatives or parent-secured witness.

**Parent Participation and Representation.** A parent has the right to participate, speak and present information at the hearing and to be represented by legal counsel or any other type of advocate or representative of his or her choice at his or her expense. If a parent is to be represented by an attorney at the hearing, he or she must inform the school's superintendent and the hearing officer of that fact in writing at least ten (10) business days prior to the hearing date. Failure to notify the school's superintendent and the hearing officer of that fact in writing may cause the hearing date to be delayed.

**Scheduling and Pre-Hearing Procedures.** The hearing officer shall attempt to schedule the hearing within 45 days of the parent's request for hearing. The hearing officer may conduct a pre-hearing conference (by telephone or other means) to identify and, if disputed, determine the issues for hearing. The hearing officer will also identify the date the parties will exchange witness lists, proposed exhibits, and pre-hearing memoranda. This exchange shall occur no later than five (5) business days prior to the hearing. Either party may prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least five business days before the hearing.

**Conduct of Hearing.** The hearing shall be conducted in an informal, non-adversarial manner. Formal rules of evidence and civil procedure do not apply. The hearing officer is not required to entertain any legal evidentiary objections to the admissibility, authenticity, or probative value of either oral testimony or documentary exhibits offered at the hearing. In the exercise of his or her discretion, however, the hearing officer may reasonably limit testimony and introduction of documentary exhibits for reasons of relevance. The hearing officer may consider any relevant evidence that is of a kind commonly relied on by reasonably prudent persons in the conduct of serious matters. The hearing shall be limited to issues raised in the hearing request, and the hearing officer shall exclude any issues that are not related to identification, evaluation, placement or implementation under Section 504. Issues arising more than 30 days prior to the request for a school-level review may *not* be heard.

**Recording.** The hearing will be audio recorded by the school. The parent may obtain a copy of the recording at his or her request. The parent may also make his or her own audio recording of the hearing.

**Format for Presentations.** Each party will be afforded up to 2.5 hours to present his or her case, including presentation, direct examination, cross-examination and argument. The parties may also submit any reports, evaluations, correspondence, notes or any other documents that may support their positions and that the hearing officer will admit at his or her discretion. The party seeking relief bears the burden of persuasion and the burden of proof.

The hearing officer will begin the hearing with introductory remarks, addressing the purpose for the hearing, determining whether parties have complied with disclosure requirements, identifying any stipulations on the record, identifying the issue for the hearing on the record, and reminding the parties of time limits.

The hearing officer will provide an opportunity for each party to present evidence through calling of witnesses and referencing exhibits. In his or her discretion, the hearing officer may ask questions of a witness. The party requesting the hearing will present his or her evidence first, followed by the responding party. A party may choose to reserve a portion of its time for closing or rebuttal.

After all evidence has been presented, the hearing officer may ask for closing statements. The hearing officer may, in his or her discretion, request that the parties submit written closing statements within a specified number of days after the hearing. The hearing officer will conclude the hearing, addressing the timeline for a decision and a statement on the record that the hearing is concluded.

**Hearing Officer Decision.** Within thirty (30) days of the conclusion of the hearing, the hearing officer will issue a written decision with findings of fact and conclusions of law. The hearing officer must confine his or her orders and rulings to those matters that involve identification, evaluation or placement of children under Section 504 and to the provisions of the regulations implementing Section 504. A hearing officer may not award attorneys' fees, other monetary relief or reimbursement as a part of relief granted to a parent. The decision of the hearing officer is binding on all parties.

**Withdrawal of Request for Hearing.** If a parent makes and then withdraws a request for a school-level review or a subsequent request for an impartial hearing under Section 504, that withdrawal bars a future hearing as to any issues older than 30 days at the time of a new request for a school-level review.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **I. Introduction**

The discipline, suspension, expulsion, and/or exclusion of students with disabilities is governed both by federal law (Individuals with Disabilities Education Act ("IDEA") and/or Section 504 of the Rehabilitation Act) and its implementing regulations and by state law (N.C. Gen. Stat. § 115C-391 and § 0115C-238.29F(d)(5)) and its implementing regulations. The purpose of this policy is to provide guidelines for school administrators to use in disciplining students with handicaps, disabilities, and/or special needs as those terms are defined in the federal and state laws mentioned above.

### **II. Disciplinary Sanctions of Students with Disabilities Resulting in In-School Suspensions**

As a general rule, a student with a disability may be assigned to in-school suspension as a sanction if that is the sanction that would be applied to nondisabled students and the student is afforded the opportunity to continue to appropriately progress in the general curriculum, continue to receive the IEP services or Section 504 accommodations, and continue to participate with

nondisabled students to the extent the student would in his or her current placement.

### III. Short-Term Suspensions

A. **First Ten Days.** As a general rule, students with a disability may be suspended for up to ten (10) school days in a school year to the same extent and for the same misconduct that non-disabled students would be suspended for a violation of the Student Behavior Guidelines. Such short-term suspensions are not considered a “change in placement,” and no special education or Section 504 procedures are required. Regular due process procedures for short-term suspensions apply to both non-disabled and disabled students.

#### B. Cumulative Short-Term Suspensions Totaling More Than 10 Days

1. **Duty to Determine Whether Cumulative Short-term Suspensions Might Constitute a “Change in Placement.”** If a school administrator is considering a short-term suspension of a student with a disability and the total number of days suspended in the school year will exceed ten (10) school days, the administrator shall determine whether the cumulative effect of those suspensions would be considered a “change in placement” based on the factors listed below. After the first ten days of suspension (regardless of whether deemed to be a “change in placement” or not), the school must provide educational services such that the student will continue to progress appropriately in the general curriculum and toward achieving the goals of his/her IEP.

##### a. **Factors for Determining Whether Cumulative Short-term Suspensions are a “Change in Placement:”**

- i. **The length of the suspensions:** The longer each suspension, the more the cumulative total should be viewed collectively as a “change in placement.” If the average length of all short-term suspensions would be more than five (5) days, then the proposed suspension should be considered to be a “change in placement.”
- ii. **The total number of days a student is suspended:** There is no specific number of cumulative short-term suspension days that constitutes a “change in placement.” More than 15 days in the same school year should be considered a “change in placement.” Depending upon the total circumstances, less than 15 short-term suspension days might also be such a “change in placement.”
- iii. **The proximity of the suspensions to each other:** If the short-term suspensions come close together, they should more likely be viewed as a “change in placement.” If, conversely, they are

spaced throughout the school year, the short-term suspensions are less likely to be deemed a “change in placement.”

- iv. **The similarity of the misconduct:** If the student is being given repeated short-term suspensions for the same or similar form of misconduct, the short-term suspensions may be viewed collectively as a “change in placement.” Conversely, if the incidents are dissimilar, the cumulative short-term suspensions are less likely to be deemed a “change in placement.”

**b. Cumulative Short-Term Suspensions – *Not* a “Change in Placement.”**

If, based on the above criteria, the administrator determines that the cumulative effect of the additional proposed short-term suspension is *not* a “change in placement,” then s/he shall so notify the student’s parent(s) of that determination.

If the parents have not already been given a copy of the North Carolina Parents’ Rights Handbook during the current school year, the administrator shall provide a copy at the time of this communication. The administrator may then implement the proposed short-term suspension. The administrator, in consultation with the student’s special education teacher and any other appropriate persons, shall determine what educational services are to be provided during the short-term suspension to comply with the standard set forth above. In no instance may such services be less than what a similarly-situated nondisabled student would receive.

**c. Cumulative Short-Term Suspensions – *Constitute* a “Change in Placement.”**

If, based on the above criteria, the administrator determines that the cumulative effect of the additional short-term suspension is a “change in placement,” then the appropriate team shall meet within ten (10) school days of the proposed suspension to determine whether the conduct is a manifestation of the student’s disability.

**IV. Long-term Suspensions (>10 days), Expulsions, and Exclusions**

**A. Notice of Misconduct and Due Process Rights.**

If a student is alleged to have committed an offense under the Student Behavior Guidelines, the school administration may recommend a long-term suspension, expulsion, and/or exclusion. The school administration is directed to develop notice forms to be provided to the student and his/her parent(s) that will inform them in writing of the alleged violation; the

provision(s) of the Student Behavior Guidelines alleged to have been violated; the proposed penalty; their rights to a hearing before an impartial hearing officer; and their rights that accompany such a hearing. Such notice shall be given to any student (disabled or not) who has been charged with a violation that would draw a long-term suspension. The school administration shall also provide the parent(s) with the appropriate Section 504 or IDEA notice of parents' rights if that has not been done during the current school year.

**1. Weapons and Drug Offenses.**

If the student is accused of possessing a weapon that could inflict serious bodily injury or of knowingly possessing or using illegal drugs, drug derivatives (cannabinoids), or of selling or soliciting the sale of a controlled substance, the school administration may (in addition or in lieu of a long-term suspension, exclusion, or expulsion) recommend that the student be placed in an interim alternative setting determined by the IEP or Section 504 team for up to 45 school days pending any appeals. The 45-day interim alternative placement may be implemented for a drug or weapon offense even if the appropriate team determines the misconduct was a manifestation of the disability.

*Note: If the student is eligible under Section 504 only, see the provision below relating to drug and alcohol offenses.*

- 2. Violent Behavior.** If the student is accused of violent behavior and the superintendent believes that the student is dangerous to him/herself or others, nothing in this policy precludes the school from taking available legal action in addition to the disciplinary actions available under this policy.

**B. Manifestation Determination.**

Because a long-term suspension or expulsion is defined to be a "change in placement," the school shall follow the manifestation determination process set forth below. The 45-day interim alternative placement may be implemented for a drug or weapon offense even if the appropriate team determines the misconduct was a manifestation of the disability.

**C. Standard Due Process Procedures.**

Students with disabilities have a right to the same due process procedures and appeals as non-disabled students relating to proposed long-term suspensions.

**D. Protection for Students Not Yet Eligible for Special Education Services.**

Under IDEA and its implementing regulations, a student who has not yet been identified as a student with a disability must be provided the procedural rights and safeguards of the IDEA if the school had “knowledge” of the student’s disability *prior* to the incident that precipitated the disciplinary action. “Knowledge” of the disability is presumed if:

1. The parent(s) notified school officials in writing (unless the parent is illiterate) that the child is in need of special education;
2. The parent has requested a special education evaluation in writing;
3. The child’s behavior or performance demonstrates the need for special education services; or
4. The student’s teacher or other professional staff has expressed concern about the student’s behavior or performance in accordance with the procedures for the referral of a student for special education and/or Section 504 evaluation.

If the school had no knowledge (as defined above) of the student’s disability at the time it initiated a disciplinary action and the parent requests an evaluation after the incident, the student shall be subject to discipline as a non-disabled student. The evaluation shall be conducted on an expedited basis. If it is determined that the student has a disability and is in need of special education, the IEP Team shall then determine whether the misconduct was a manifestation of the student’s disability. Once that determination is made, the same rules apply as if the manifestation was made at the time of the incident.

## **V. Manifestation Determination Process**

The school shall follow the following process for an eligible student when (1) a student is to be suspended for more than 10 consecutive days; (2) the superintendent concludes that a series of short-term suspensions constitutes a “change in placement,” or (3) a student is recommended for exclusion.

- A. Relevant members of the appropriate team shall determine whether the student’s conduct is a manifestation of his/her disability by undertaking a manifestation determination process. The same process shall be followed for both IDEA-eligible students and those covered only under Section 504.

Within ten school days of the proposed suspension constituting a “change in placement,” the school, the parent and relevant members of the appropriate team (as determined by the parent and the school) must review all relevant information in the student’s file, including the student’s IEP or Section 504 plan, a current BIP, any teacher observations and any information provided by the parents to determine:

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; *or*
  2. if the conduct in question was the direct result of the school's failure to implement the IEP or Section 504 plan. The administration is directed to develop appropriate worksheets to guide this process.
- B. If the appropriate team determines that the student's misconduct is not a manifestation of the student's disability, the team shall provide the parents a copy of the determination worksheet and appropriate notice of procedural rights. The suspension may be implemented subject to normal procedural due process rules. Except for the requirement that certain services be provided after the tenth day of suspension, the student may be subject to the same disciplinary consequences and treatment as similarly situated non-disabled students.
- C. If the student's misconduct is determined to be a manifestation of his/her disability, then the suspension may not be implemented. The team should review the student's IEP, Section 504 Plan, and/or BIP to determine the continued appropriateness of the student's educational planning documents and make changes if appropriate.

If the team determines that the conduct is a manifestation of the student's disability, then the team shall undertake the following steps that address a functional behavioral assessment and behavior intervention plan:

1. If the IEP team or Section 504 team **has not** conducted a functional behavioral assessment and implemented a behavioral intervention plan (BIP) for the student before the conduct resulting in the proposed suspension, the appropriate team shall meet within 10 business days of the proposed suspension to begin the functional behavioral assessment and to develop a BIP to address the student's behavior. If a BIP exists prior to the proposed suspension, the appropriate team member shall review the BIP (not necessarily in a formal meeting) and its implementation to determine if modifications are necessary. If one or more of the team members believe that modifications are needed, the appropriate team shall meet to consider the request to modify the BIP and its implementation. If not, the team does not have to meet and the BIP will continue to be implemented as written.
2. A functional behavioral assessment is a method for identifying and assessing factors that reliably predict a problem behavior. The assessment may include interviews with teachers and others who have worked with the student, descriptive observations of the student's behavior and the completion of behavioral checklists. The assessment involves identifying, if possible, when problem behaviors occur; the causes of each such

behavior; and the kinds of interventions that have a positive impact in managing and/or minimizing such behaviors. It also includes a functional analysis of the student's disability to determine how, if at all, it affects the student's behavior.

3. A behavioral intervention plan is a separate document that includes interventions (both positive and negative) that will be used to manage the student's behavior in the school setting and benchmarks to determine when the appropriate team might need to meet to assess the effectiveness of the BIP.

#### **VI. Special Rule Applicable to Section 504-only Students Involved in the Use of Alcohol or Illegal Drugs and Drug Derivatives**

Students who are disabled under Section 504 may be disciplined to the same extent as non-disabled students for the use of alcohol or illegal drugs and drug derivatives.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students, if they are at least 18 years of age, have both the right to inspect records kept by the school about the student and the right to request that the school correct inaccuracies in the records. Requests to review student records should be made in writing to the superintendent. The superintendent will schedule the review as early as possible but in no case later than 45 days from the date of the request. The review will take place in the main office or a designated location and a school official qualified to interpret student records will be present at the review. LNC may allow copies of the review to be available after the review and may charge a fee for copies. Access to the records by persons other than the parent or an eligible student is limited and generally requires prior consent by the parents of the student. LNC board policy governs all the rights of parents or students under FERPA. Lake Norman Charter classifies the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Current grade level

- Pictures of students or groups of students that do not contain other identifying information

School officials may be required to release this information to any person without the consent of the parent or the student unless families opt out yearly. A survey will be sent out at the beginning of the school year providing options for families to determine, what, if any, information will be shared. If a family fails to complete the surveys, the information will be classified as directory information until the beginning of the next school year.

Parents or eligible students who wish to request the school amend a student record should write the building principal, clearly identify the part of the record that they want amended and specify why it should be amended. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him or her of his or her right to a meeting with the superintendent. If the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Complaints about failure of the Lake Norman Charter School to comply with the Family Educational Rights and Privacy Act (FERPA) may be made, in writing, to FERPA Office, Department of Health and Human Services, 600 Independence Avenue S.W., Washington, DC 20201.

## **FAN EXPECTATION POLICY**

- Please encourage good sportsmanship by demonstrating positive support for all players, coaches, opposing parents, officials and event staff at every contest, practice, tournament or event.
- Refrain from making derogatory remarks to or about officials, opposing players, parents, coaches or event staff.
- Remember that the contest or event is for the students and not the adults.
- Make sure you and your student treat other players, coaches, fans, event coordinators and officials with respect.
- Assist the coaching staff or club leaders by refraining from "coaching" your student from the sidelines/stands.
- Refrain from the use of abusive, obscene or profane language or gestures.
- Display good sportsmanship by applauding a good effort both in victory and defeat; cheer FOR our team, but not AGAINST opposing teams.

- Be responsible to ensure any spectators (i.e. grandparents, friends, relatives) who accompany you to LNC events abide by the above rules.
- Understand that if you are ejected from a contest for improper actions, you will be asked to leave the LNC campus.

## **HARASSMENT/BULLYING AND NON-DISCRIMINATION POLICY**

Lake Norman Charter School (LNC) is committed to maintaining a safe, orderly and caring educational and professional environment that is free from harassment, bullying, and discrimination. Bullying is the persistent, unwelcome, unwanted and deliberate conduct toward another person with the intent to make that person feel uncomfortable or unsafe. Therefore, LNC prohibits discrimination and harassment in its educational, disciplinary and employment decisions and actions, and provides equal opportunities for all members of the LNC community.

The following factors may not form the basis for educational or disciplinary actions:

- race;
- color;
- religion, including belief and non-belief;
- sex, including but not limited to
  - pregnancy, childbirth, or related medical condition, and
  - parenting;
- sexual orientation;
- actual or perceived gender identity, including but not limited to
  - gender expression,
  - transition status (including but not limited to physical transition),
  - transgender status, and
  - gender nonconformity;
- age;
- national origin;
- physical or mental disability;
- political affiliation;
- veteran status; and
- genetic information

Violations of this policy may result in sanctions up to and including suspension or exclusion for students, and appropriate school and legal action against parents or campus visitors.

## **SEXUAL HARASSMENT**

Employees, students, parents, board members, or campus visitor are prohibited from:

- A. Making any unwelcome verbal, nonverbal or physical harassment of a student, employee, parent, board member or campus visitor;
- B. Making unwelcome sexual advances to another employee, student, parent, board member or campus visitor;
- C. Making unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
- D. Engaging in verbal or physical conduct of a sexual nature with an employee, student, parent, board member or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances in any way:
  - Influences his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
- E. Engaging in verbal or physical conduct of a sexual nature that:
  1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job, or with a student's ability to learn or participate in a class; or
  2. Creates an intimidating, hostile or offensive work or academic environment;
- F. Committing any act of assault or indecency, sexual assault or public sexual indecency whether on LNC property or in connection with any LNC sponsored activity;
- G. Continuing to express sexual interest in another employee, student, parent, board member or campus visitor after being informed that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
- H. Engaging in other sexually harassing conduct at school or at a school-sponsored function, whether physical or verbal, including but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendos, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons, pictures or calendars.

## **ADDITIONAL POLICY VIOLATIONS**

Administrators and/or staff who disregard or fail to report allegations of harassment that have been reported to them by the person who is the subject of the harassment are in violation of this policy and subject to disciplinary action.

## **VERBAL/PHYSICAL CONFRONTATION**

Lake Norman Charter will not tolerate verbal and/or physical confrontations that threaten or are perceived as being threatening to its staff members, students, parents, prospective parents, board members or any other guest of the school. LNC staff members may not be approached on school grounds, at other school-sponsored events or in public during non-school hours in a negative fashion to discuss school-related administration issues. The result of this type of confrontation will be reviewed by the LNC administration and/or the LNC board of education to determine a proper course of action. Recommended action may include probation for the person(s) involved or exclusion of the person(s) from LNC property and all LNC-sponsored events.

## **HOW TO FILE A COMPLAINT**

If the bullying/harassment is occurring within LNC, a student should speak to a teacher or school counselor about his or her concern. To file a formal complaint, the complainant should complete the LNC Bullying/Harassment form, sign the complaint and file it with the counselor or school administrator. Forms are available from either the school counselors and/or building administrator. Complaints of bullying will be investigated by the LNC administration in a confidential manner and as expeditiously as possible. Any student who knowingly provides false information will be subject to appropriate disciplinary action, up to and including academic suspension or expulsion for students.

Retaliation against a student for filing a harassment complaint or participating in the investigation of a complaint is strictly prohibited and will result in appropriate disciplinary action.

## **HOMEWORK**

LNC recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and stimulates independence, responsibility and self-direction.

Homework assignments should provide practice and strengthen skills that have already been taught in class. In addition, homework assignments should improve a student's ability to work independently. Assignments should be reasonable in the amount of time necessary to complete the tasks. Homework is discussed in class to allow students the

opportunity to ask questions and receive clarification on problems they find difficult. All student work should be completed in a neat and timely manner. Using another's work, as well as giving one's work to another student, is considered a violation of the LNC Honor Code and will result in disciplinary action.

Homework at the elementary school will be commensurate with your child's age/grade level and will provide practice with skills students are learning in class. Schoology and your child's planner will be your parent resource for homework expectations and assignments. Our goal will be to only give homework that is of quality directly tied to the instruction in the classroom and that further repetition leads to true understanding and comprehension.

Teacher collaboration is encouraged to ensure that the amount of time required to complete homework assignments is appropriate, taking into consideration students' developmental maturity and the total amount of homework assigned by the team and electives staff. Teachers should also take into consideration the difference in technological resources of students and their parents/guardians when making assignments.

## **INCLEMENT WEATHER PROCEDURE**

The safety of our students and staff is our first concern when deciding if our school must close or have its opening delayed due to inclement weather. **We will do our best to make a decision by 5:30 am if our normal schedule will be changed.** School schedule changes are announced on our website, Schoology, social media and local television stations and their radio affiliates in the case of inclement weather or other unforeseen emergencies. A message will also be sent out to families via email.

## **MEDIA/PHOTOGRAPHIC RELEASE AUTHORIZATION**

LNC students may be photographed or taped, either visually or orally, by LNC school personnel, media personnel or others authorized by the school for the purpose of education, public relations or any other purposes deemed necessary by LNC. Students may have their name and/or image included on the LNC website. Parents may opt out of having their student participate in media releases and on the school website by contacting the registrar at each campus.

## **MCKINNEY-VENTO (HOMELESS STUDENT) SUPPORT**

The **McKinney-Vento Act** is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths.

Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

If you believe that your student(s) meet these qualifications, please contact the local (LNC) Homeless Liaison, Heather Crane ([hcrane@lncharter.org](mailto:hcrane@lncharter.org)) for more information about applying and potential supports.

### **Dispute Resolution Policy**

Once the initial application for support services is received by LNC's Homeless Liaison, a decision will be shared with the family about qualification within five business days. If the parent/guardian or unaccompanied youth disagrees with a school's decision of either placement or support, he or she may file a request for dispute resolution. The liaison will provide a *McKinney-Vento Dispute Appeal* form to be completed by the parent/guardian or unaccompanied youth within two business days upon receipt of *Written Notification of Decision*, which will start the appeals process.

The parent/guardian or unaccompanied youth should refer to the LNC's Parent Grievance Policy regarding timelines and follow the process as outlined. If the parent/guardian or unaccompanied youth remains unsatisfied with the decision after following all the local school grievance procedures, he or she may make a final appeal to the NC State Coordinator for the Education of Homeless Children and Youth. More information on that process can be found by going to: North Carolina Homeless Education Program (<https://hepnc.uncg.edu/>)

## **NARCOTICS, ALCOHOLIC BEVERAGES AND OTHER DRUGS**

LNC is dedicated to maintaining a drug-free campus. It is strictly prohibited to possess, sell, use, transmit, conspire to transmit or distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, nicotine, marijuana, "counterfeit drugs"/drug derivatives (i.e. herbal supplements, Delta 8/9, Kratom, etc.), alcoholic beverage, inhalant or intoxicant of any kind, or any controlled substance as defined by applicable law (except as prescribed by a physician); or use, possess, or distribute any drug paraphernalia, all of which for the purposes of this section will hereafter be called "prohibited substances."

On school grounds, this policy applies:

- During, immediately before, and immediately after school hours.
- At any other time when the school is being used by any group.
- At a school activity, function or event, including buses.

Violation of this policy will result in immediate suspension and possible further disciplinary action including the possibility of exclusion from school. Law enforcement officials will be notified when any substance is found that is suspected to be one that is illegal.

- A. Any substance that is believed to be a prohibited substance confiscated by an administrator or other school official shall be turned over to the appropriate law enforcement agency for proper identification. Administrators should request a signed affidavit from the law enforcement agency attesting to the results of the test.
- B. In no event shall an administrator request or accept the return of any prohibited substance into his/her possession. The report of the law enforcement agency attesting to the nature of any confiscated substance shall be sufficient evidence for the purpose of due process suspension hearings.

## **PARENT AND FAMILY INVOLVEMENT**

LNC strives to maximize community and parent involvement in as many areas as possible. Parents are expected to serve 10 hours per school year volunteering (i.e. Serve10). However, if volunteering in a classroom, visits should be scheduled in advance with the teacher in order to keep classroom disruptions to a minimum. We also ask that parents contact teachers in advance to schedule a conference.

## **PARENT/STUDENT APPEAL POLICY**

When a parent or student has a non-disciplinary school-related concern, he or she should first seek resolution by contacting the classroom teacher involved. If the issue remains unresolved, the parent or student should contact the grade's team lead at the elementary/middle schools or the department chair at the high school.

If the issue remains unresolved, the parent or student may appeal first to the building principal and finally the superintendent. Administration has the responsibility to attempt to contact the parent and student within two (2) school days and reach a decision on the matter within five (5) school days of when contact is made. Should a decision not be reached within five (5) school days, communication will be made to the parent and student as to when a final decision will be made.

If the issue remains unresolved, the parent or student has a right to pursue an appeal to the board of education. An appeal to the board of education must be filed in writing to the board chair, with a copy to the superintendent, within ten (10) school days of communication of the superintendent's decision. After that date, the right to appeal is forfeited. The appeal should concisely state the background of the action appealed, as well as the specific grounds upon which the action is claimed to be in error.

As answer to the appeal, the LNC superintendent and administrative team will provide to the board chair a written timeline of events related to the appeal, as well as an explanatory statement. Both statements will be provided to all members of the board of education.

Within ten (10) school days of the date of the written appeal to the board of education, the appealing party will be notified of where and when the appeal will be heard. The hearing will take place at the next available regularly scheduled board meeting. The board reserves the right to call a special meeting prior to the next regularly scheduled board meeting to hear the appeal.

All appeal hearings will be held in closed session. The appealing party and the LNC superintendent and/or administrators will be provided time to state their cases. Other attendees may be allowed at the board's discretion. All attendees will be bound by closed session confidentiality in any discussions related to the matter of the appeal and outcomes of any subsequent meetings. Board members will be provided the opportunity to ask questions for clarification.

Following the hearing, the board of education will meet in executive session (voting board members only) to discuss the appeal and make a decision. The board's decision is final. The appealing party and the superintendent will be notified of the decision promptly. In all appeals to the board of education, it shall be the duty of the board to see that proper notice is given to all parties concerned.

**Any disciplinary appeals will be addressed by following the procedure outlined in the Student Handbook under "Student Behavior Code."**

## **PARENT TEACHER ORGANIZATION (PTO)**

LNC has an outstanding PTO and is always looking for parent volunteers. The PTO raises funds for the school and provides countless volunteers. Our school could not be successful without our dedicated PTO. Parents can contact the following PTO presidents about volunteering with the respective PTOs: Kim Schild, High School PTO President ([HSPTO@lncharter.org](mailto:HSPTO@lncharter.org)), Jamila Lindsey, Middle School PTO President ([MSPTO@lncharter.org](mailto:MSPTO@lncharter.org)) and Nicki Lowe, Elementary School PTO President ([ESPTO@lncharter.org](mailto:ESPTO@lncharter.org)).

## **PUBLIC RECORDS REQUESTS**

Lake Norman Charter reserves the right, per North Carolina law, to charge a fee for reproducing materials as part of a public records request to the school. The school will also charge a “special service charge” for requests involving extensive use of information technology resources, which will include the labor costs of the personnel providing these services. An estimate of expense will be provided before responding to the request so prepayment can be secured before documents will be produced. All requested information will be provided in written format and will either be faxed or is the responsibility of the requesting party to pick up.

## **SCHOOL PICTURES**

School pictures will be taken once during the school year to be placed in the school yearbook. Additional pictures may be purchased at that time. If a student desires to not have their picture in the yearbook, their parent should submit the request in writing to the main office of the respective school.

## **SCHOOL SAFETY**

Lake Norman Charter puts the safety of our students and staff as our paramount goal and responsibility. As such, we have safety procedures in place, which include conducting regular drills to ensure that all individuals are prepared in the event of an emergency. Additionally, we partner with the Town of Huntersville to provide a school resource officer (SRO) to provide both educational opportunities (i.e. OHANA (formerly DARE), staff training, classroom participation, etc.) and protection. Our SRO also works with school staff to annually review our safety procedures.

It is important parents know that any threat communicated toward the school, its students, or staff, through any means, regardless of the context, situation or credibility, will be taken seriously. Those making the threat will be held accountable to the fullest extent of the law and appropriate consequences will be applied. We ask our families to please take a moment to discuss this with your students.

## **SCHOOL TELEPHONES**

Office phones are not to be used by students except in the case of an emergency. Messages will only be delivered in case of emergency, as it disrupts the instructional environment. Students cannot be called from class to receive a phone call. Students should not use classroom phones unless given permission by a teacher or an announcement is made to allow students to call home due to schedule changes.

## **SEARCH AND SEIZURE POLICY**

The board of Lake Norman Charter School is committed to the maintenance of order and discipline in the schools and to the safety and welfare of students, staff, and visitors. Building administrators and their designees are authorized and responsible for investigating anti-social behavior and other conduct that may violate board policies, school standards or rules. School authorities have the right to search individuals and their possessions, including all areas on campus, school buses, personal property, computers, electronic devices and vehicles brought onto school property or to school-sponsored events when there is reasonable suspicion that a student may be in violation of school policy or law. Student lockers are the property of LNC and may be searched at any time without prior cause or notice. LNC is a drug-free campus and as such, reserves the right to utilize local law enforcement to conduct random canine searches.

All students and employees, including students alleged to have engaged in misconduct, are expected to respond fully and truthfully to any questions or issues raised in the course of a school investigation and any other related proceedings.

### **AUTHORITY TO CONDUCT SEARCH AND SEIZURES**

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the board of education or the school administration. This policy does not apply to investigations conducted by law enforcement officials.

Reasonable suspicion that a student has unauthorized or illegal materials or has violated a law or school rule is required before an individual student will be singled out for a search. Reasonable suspicion is not required if a student freely, voluntarily, and knowingly consents and agrees to the search of his or her person or personal effects. Individualized suspicion is not required for random searches.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules published and made available to the student.

A student’s failure to permit reasonable searches and seizures as provided in this policy will be considered a violation of the expected standard or behavior and appropriate consequences may be imposed.

### **PERSONAL SEARCHES**

A student’s personal effects (*e.g.*, pockets, purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in

possession of illegal or unauthorized material as defined by the LNC Student Behavior Code.

If the school officials have reasonable suspicion to believe that a student has on his or her person an item that is eminently dangerous to the student or to others, the student shall be isolated with appropriate supervision until law enforcement officials are called and become involved. LNC personnel shall not conduct searches requiring a student to remove more than his or her outer jacket, sweater, or similar outer garment. Strip searches shall not be conducted by LNC personnel.

## **USE OF METAL DETECTORS**

A metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search will be conducted in private, if appropriate and when feasible.

A school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school-sponsored extracurricular activities. The search must be conducted in accordance with procedures established by the superintendent or his/her designee. Prior to initiating general searches, the school must substantiate to the superintendent the need for general searches based upon a pattern or expectation of violence or destruction. Any metal detector search undertaken pursuant to this policy must be conducted by a school official.

## **LOCKER/DESK SEARCHES**

Student lockers and desks are school property and remain at all times under the control of the school. Students, however, are expected to assume full responsibility for the security of their assigned lockers. Student lockers and desks may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers and/or desks may be conducted by school officials for any reason consistent with LNC policies or rules at any time, without notice, and without reasonable suspicion. A student's personal effects, such as backpacks, gym bags, or purses, may be searched only pursuant to guidelines for personal searches described above.

## **SEARCH OF STUDENT MOTOR VEHICLES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to search a student's motor vehicle at any time while it is parked on school property or at a school-sponsored event.

## **SEARCH OF ELECTRONIC DEVICES**

Computers, tablets and other electronic devices provided by Lake Norman Charter School for student use remain the property of the school and may be searched at any time, for any reason, without reasonable suspicion, prior notice or consent.

Because the ability to bring one's own electronic devices onto campus is a privilege, not a right, doing so constitutes permission to search. Accordingly, a student's personal electronic devices, including but not limited to a computer, tablet, telephone and other wireless communication devices brought onto school property, and their contents, including but not limited to text messages and digital photos, may be searched without cause and/or prior notice whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, LNC policy, the Student Behavior Code, or a school rule.

If a student fails to make his or her electronic device(s) available for search, LNC may institute the level of punishment appropriate for the suspected violation that led to the request to search the device(s).

## **SEARCH USING TRAINED DOGS**

*All searches using trained dogs will be performed by and under the direct supervision of law enforcement officials.*

School officials may authorize law enforcement officials to have specially trained dogs sniff students' lockers, desks, book bags, purses, gym bags, automobiles and other personal property at any time in an effort to detect the presence of prohibited substances and items on Lake Norman Charter School property. Authorities may search personal property in or about which trained dogs have detected prohibited substances or items and may seize such substances or items found as a result of these searches. Students shall be subject to consequences set forth in the Student Behavior Code for the possession of any prohibited items seized as a result of inspections by trained dogs and may also be subject to criminal prosecution.

School officials must take all necessary steps to ensure that students are never present in areas where trained dogs are located and that the trained dogs at no point have contact with students. Trained dogs must at all times remain in the direct control of their canine handlers, who must be sworn police officers from local law enforcement agencies. School administrators will work with the appropriate law enforcement officials to designate and manage areas where the trained dogs are used to sniff.

This policy shall be published in the Student Handbook. However, Lake Norman Charter has no obligation to notify students or obtain consent prior to conducting dog sniff inspections. Failure of LNC to notify any particular student or parent of the provisions of this policy or of the intention to use trained dogs to inspect a school or designated area inside or outside of a school does not constitute a defense to or waiver

of any disciplinary consequences imposed as a result of the seizure of any contraband items pursuant to this policy.

## **SERVICE ANIMAL POLICY**

This policy addresses the use of service animals on LNC property by qualified individuals with disabilities. Lake Norman Charter School will make reasonable accommodations in its services, programs, or activities for qualified individuals with disabilities in accordance with requirements set forth under Title II of the Americans with Disabilities Act, Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Act, and state law.

### **DEFINITIONS**

A “service animal” for purposes of this policy is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability (including, but not limited to, a physical, sensory, psychiatric, intellectual or other mental disability).

Service animals do not include any other species of animal, whether wild or domestic, trained or untrained -- except that a miniature horse will be permitted as a service animal if reasonable modifications can be made after assessing the specific factors listed in 28 C.F.R. § 35.136(i).

The work or tasks performed by a service animal must be directly related to the individual’s disability or necessary to mitigate a disability. 28 C.F.R. § 35.104 provides examples of kinds of work or tasks that would qualify under this standard.

Service animals do not include any animal whose sole function is to provide emotional support, well-being, comfort, companionship or similar therapeutic benefits or to act as a crime deterrent.

LNC property includes all property owned and/or operated by LNC, including, but not limited to, school campuses and buildings, athletic fields, playgrounds, parking lots, bus stops, vehicles, school buses, activity buses and any other properties owned or operated by LNC.

### **USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY STUDENTS AND EMPLOYEES**

School administrators shall facilitate the introduction of an eligible service animal into the school environment. To promote a successful integration of the service animal into the educational program and to minimize unnecessary disruption, an employee or student with a disability who intends to bring a service animal to school during the school day shall abide by the following requirements:

- A. The employee, student or student's parent must notify the superintendent in writing at least 10 school days prior to the date proposed to bring the service animal onto school property in order for administration to evaluate the request and respond to the requestor. To be valid, any such request must be accompanied by acceptable documentation of the service animal's training and the veterinarian's certification as discussed below.
- B. Requests from students shall be referred to the student's Section 504 or IEP team, which shall be responsible for determining whether to approve such a request. The student and his/her family must comply with this policy concerning the use of a service animal on LNC property. Appeals from a decision made by a Section 504 team or an IEP team not to allow a service are governed by the laws applicable to Section 504 and IDEA.
- C. The employee, student or student's parent will work with school personnel to create a plan addressing the presence of the service animal (and handler, if applicable) during the school day. At minimum, a plan to integrate a service animal into the school environment will include or address the following:
  - 1. Appropriate training for school personnel and students regarding interaction with the service animal;
  - 2. Any necessary modifications to the educational program so that the employee or student with a disability may be accompanied by the service animal; and
  - 3. Consideration of the need for a handler other than the employee or student with the disability to control or care for the service animal.
- D. The service animal shall wear identification to provide adequate notice to students, school personnel and school visitors that the animal is a service animal and such identification shall include any applicable instructions (i.e. "Do not touch or pet").
- E. The service animal must:
  - 1. be clean, well groomed, not have an offensive odor;
  - 2. be treated for, and kept free of, fleas, ticks, and other parasites;
  - 3. be able to walk or lie quietly beside the handler without obstructing aisles, doorways, or other pathways;
  - 4. be spayed or neutered;
  - 5. be housebroken;
  - 6. not interfere with or disrupt the classroom or other educational activities;
  - 7. not show aggression toward people or other service animals; and

8. work calmly and quietly on a harness, leash or other tether.
- F. Owners of a service animal must provide annual proof that the service animal is up to date on all of its required vaccinations as determined by its veterinarian. That certification must be provided in writing by the veterinarian. Failure to provide this certification on an annual basis will result in the service animal being banned from LNC property.

## **PRESENCE OF A SERVICE ANIMAL ON SCHOOL PROPERTY**

Under no circumstance may a service animal be on LNC property without prior approval pursuant to this policy.

Upon approval of a service animal, an employee or student with a disability accompanied by a service animal must meet the following requirements for a service animal to be present on school property.

- A. A student or employee who is accompanied by a service animal must care for, control and supervise the animal. If a student is not capable of providing adequate care, control and supervision, the parent will be responsible for providing such care and supervision or for retaining a handler to do so. If an employee is not capable of providing adequate care, control and supervision, the employee will be responsible for retaining a handler to do so.
- B. If a student or employee requires assistance from a parent or handler to care, control and supervise the service animal while on school property, that individual must submit to a background screening, which may include a criminal history check in accordance with state law and any procedures established by the superintendent.
- C. The service animal must be on a leash or other mechanical restraint at all times. If mechanical restraint is not feasible due to the employee or student's disability, the animal must be under other means of command controls deemed sufficient by the superintendent or designee.
- D. The service animal must have received all necessary vaccinations as required by state law.

School personnel will not ask about the nature or extent of an individual's disability in relation to the proposed use of a service animal. However, when not readily apparent to school personnel, the superintendent or designee may inquire as to (1) whether the service animal is required because of a disability and (2) what work or task the service animal has been trained to perform. Such inquiries may be made to confirm that the animal is a service animal and is rightfully present on school property.

## **USE OF A SERVICE ANIMAL ON SCHOOL PROPERTY BY SCHOOL VISITORS**

A school visitor who is an individual with a disability may be accompanied by a certified service animal in accordance with all applicable state and federal laws and regulations and school policies. A service animal that is accompanying a school visitor may be properly excluded from school property for a reason(s) set forth in section F of this policy.

## **LIABILITY**

The school may hold the owner or handler of a service animal liable for any property damage caused by the service animal. In addition, either the owner or handler, or both may be liable for personal injury caused by the service animal or related to the presence of the service animal on school property.

## **EXCLUSION OF A SERVICE ANIMAL FROM SCHOOL PROPERTY**

The superintendent or designee may exclude or remove a service animal from school property for the following reasons:

- A. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications;
- B. The service animal is out of control and the student, employee or animal's handler does not take effective action to control it;
- C. The service animal is unclean or is not housebroken;
- D. The presence or behavior of the service animal fundamentally alters the service, program or activity of the educational environment;
- E. The service animal shows aggression towards people or other animals that disrupts the educational environment; or
- F. For any breach of the requirements of this policy.

If the superintendent or designee determines that a service animal must be excluded from school property, the superintendent or designee will contact the family via phone or in person to inform them of the decision. This decision will take effect immediately upon initial notification. Additionally, the superintendent or designee must document the reasons for the exclusion in writing within five school days of the initial exclusion.

If the superintendent or designee determines that an animal does not meet the definition of a service animal or that a service animal should be excluded for one or more of the reasons described in this section, the student's Section 504 or IEP Team shall

meet to consider and document whether the animal's presence is necessary for the child to receive an appropriate education or to have equal access to the educational program and, if not, whether the child needs other aids and services or accommodations that can be provided by the school.

## **APPEALS**

The superintendent or designee's decision relating to a service animal may be appealed consistent with the School's Grievance Policy. During the time of appeal, the service animal will remain excluded from school property until all appeals under that policy are exhausted.

As stated above, appeals from Section 504 or IEP team decisions relating to service animals are governed by those laws, not the school's grievance policy.

## **STAFF AND STUDENT RELATIONSHIPS**

Lake Norman Charter prohibits relationships between faculty and students other than professional student/staff relationships for the intent of the academic process. Faculty members are to exemplify high moral and ethical standards in their relationships with students. Prohibited relationships include, but are not limited to, acts of dating, courting, sexual involvement and sexual harassment. Involvement in such relationships will result in disciplinary action for both the student and staff member.

## **STAKEHOLDER EXPECTATION GUIDE**

Lake Norman Charter School strives to build a community where long-term relationships between students, teachers and parents enhance the learning process. We create an environment where each student is known well by his or her teachers and peers and is encouraged and challenged as an individual. Within our small, safe and friendly learning community, we expect standards of conduct appropriate both for an academic environment of high expectations and also to prepare our students for their future college of choice.

Beyond academics, we strive to promote emotional and physical health, help develop stellar character and instill the highest interpersonal values. We believe that Lake Norman Charter School is enhanced by the diversity of its students, teachers and parents and that our school is strengthened by embracing and encouraging each individual within our community.

We believe students learn best when they:

- Feel safe;
- Are known well and respected by their teachers and peers;

- Are challenged by high expectations;
- Receive assignments and homework that are challenging, relevant and grade-appropriate; and,
- Are encouraged to pursue a healthy range of activities outside the classroom.

We believe educators teach best when they:

- Are empowered and trusted;
- Are respected and supported throughout the school community;
- Have the opportunity to influence the curriculum;
- Know and respect their students; and
- Communicate and partner with parents.

We believe parents support the education and development of their student(s) best when they:

- Model positive communication to their student(s);
- Seek to resolve any school problems by working respectfully with school staff. Concerns and/or questions should be directed to the staff member most closely involved with the issue. If there is not a satisfactory resolution, parents should refer to LNC's Parent/Student Appeal Policy as set forth in this handbook for guidance on the proper channels to follow.
- Help maintain the school's appropriate authority and reputation with students and institutions outside of LNC by not making negative comments about LNC or school staff to their child(ren) or in the community, including on social media and Schoology;
- Share the school's mission to develop leaders who are eager to serve and instill the highest interpersonal values by participating in school activities and being active partners in the Charter community;
- Enforce mandatory student attendance (i.e. not scheduling vacations during school days or during state testing and final exams);
- Support the pursuit of academic excellence, allowing their student(s) to take personal responsibility for their work while encouraging them by regularly monitoring their performance through the use of Schoology;
- Stay informed and engaged on school matters by joining their student's "Class of" and school's LNC2HSP, LNC2MSP and/or LNC2ESP groups and staying attentive to school communications such as emails and newsletters;
- Support the school through the giving of time (Serve10) and participation in the school's funding campaign;

- Maintain open dialogue with staff and administration and refrain from unauthorized taping (video or audio) without express permission of the students/staff involved;
- Ensure that their MS student and/or ES student is picked up no later than 4:00 pm each day from their respective campus out of regard for their safety; and
- Devote their full attention to safe transport during the carpool process, including not utilizing cell phones and other devices that might distract attention and following all carpool procedures and rules as communicated in the LNC Carpool Maps and Procedures.

If a parent fails to comply with the expectations, depending on the severity of the issue, LNC reserves the right to invoke consequences for those involved which include but are not limited to: a meeting with the superintendent, loss of volunteer rights within the school or for field trips, limiting visitation on any or all campuses including during extracurricular events, loss of Schoology account/and or school social media privileges, or banning from any or all campuses. Additionally, LNC reserves the right to involve law enforcement and to cooperate with any legal investigation or prosecution.

### **SPECIAL NOTE FOR PARENTS CONCERNING ATTENDANCE AT THE BEGINNING OF THE SCHOOL YEAR:**

Charter schools are funded in large part based on the number of students attending during the first 20 school days of the year. LNC's funding is reduced for every day a student is absent (regardless of reason) during this period. For this reason, during the first 20 days of the school year, LNC will closely monitor absences and will require documentation (i.e. letter from medical provider, etc.). In past years, the school has faced decreased funding because students have not returned to school at the beginning of the year because of family vacations and for similar reasons. The Office of Charter Schools has clarified that a charter school may treat unexcused failures to attend as a withdrawal.

If a student (new or returning) fails to attend at any point during the first 20 days of school, LNCS reserves the right to treat the absence as a withdrawal and to offer the student's enrollment slot immediately to a student on the waiting list.

### **STUDENT BEHAVIOR CODE**

All students are expected to demonstrate integrity, respect, responsibility, honesty and self-control. This expectation is directly related to the LNC board of education and school administration's educational objectives for students to learn, to be responsible for their actions and accept the consequences for their behavior. Integrity, respect, responsibility, honesty and self-control are critical for establishing and maintaining a safe, orderly and inviting learning environment. Parents are expected to help model

these expectations through their behavior and by agreeing to partner with LNC by signing and following the LNC Stakeholder Expectation Guide.

This behavior code is not to be seen as all inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors. Please note that possession and use of cell phones by students is addressed in the Cell Phone Policy found herein.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of LNC will result in appropriate disciplinary measures.

## DEFINITIONS

**In School Suspension:** students report directly to administration and stay current with assignments in an alternate location within the school building. Students who are placed in in-school suspension (ISS) may be required to turn over all electronic devices to the administration while they are in ISS.

**Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.

**Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.

**Exclusion:** Permanent suspension and exclusion from school, school activities and school grounds.

**Behavioral Contract:** A behavioral contract is a voluntary agreement initiated by the school administration which may be offered to a student who commits a Level III offense which could otherwise result in a long-term suspension or exclusion hearing. A behavioral contract will not be offered to a student whose actions had the potential to affect the health, safety or welfare of other students or staff. Failure to agree to the contract or failure to comply with the specific criteria outlined within the contract would result in the regular school consequences being enforced. (NOTE: behavioral contracts will be offered at the discretion of administration. Behavioral contracts will not be offered upon request of a parent.)

## CLASS I OFFENSES

Possible consequence: After school or lunch detention unless repeated behavior

- Tardies
- Littering on school property

- Repeatedly refusing to complete school assignments
- Repeatedly neglecting to bring notebook, pencil and/or other learning materials to class

## **CLASS II OFFENSES**

Possible consequence: After school, lunch detention or in-school/short/long-term suspension

- Committing repeated Class I offenses
- Failure to comply with other assigned consequences
- Violation of the Student Technology Policy
- Failure to report an inappropriate behavior or action
- Repeatedly violating dress code expectations
- Deliberately disrupting the normal educational process in the school and school-sponsored activity
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes
- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff or school rules
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds
- Repeated tardiness
- Use of inappropriate language
- Insubordination
- Failure to answer questions or respond appropriately to a faculty member
- Cheating and/or plagiarism (additional academic consequences may be issued)
- Possession and/or distribution of pornography
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment

- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations

### **CLASS III OFFENSES**

Possible consequence: Suspension or possible disciplinary hearing for repeated and/or severe behavior which could include but would not be limited to a long-term suspension or permanent exclusion from attending Lake Norman Charter (LNC).

- Committing a combination of or repeated Class I, II and/or Class III offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of an electronic vaping device or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Threatening student or school safety
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon, weapon facsimile (including a toy weapon; example – toy gun, toy knife) or ammunition on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, including substances that are not legal for a student to possess (i.e. Kratom, Delta 8/9, edible cannabinoid gummies), prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Any incident of forceable or non-forceable sexual contact
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Gambling
- Theft

- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance or stolen property.

Lake Norman Charter and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws.

Building principals have the authority to suspend a student for up to ten (10) school days at a time (i.e. a Short-Term Suspension). There are no appeals for short term suspensions of 10 days or less.

For Class III offenses, building principals may recommend a long-term suspension and/or exclusion, and/or participation in a behavioral contract. Decisions as to long-term suspensions and/or exclusion shall be made by an impartial hearing officer after appropriate written notice to the parties involved. The school's superintendent shall sit as hearing officer. In his/her absence, the board chair shall appoint a hearing officer. Student appeals from the decision of the hearing officer shall be heard by a panel of three board members, who shall be appointed by the board chair. Appeals should be made in writing and within ten (10) days of the decision to the board chair. The hearing of the panel will occur at a date to be determined by the board. Decisions of the board panel shall be final, and there will be no further appeal to the full board of education.

## **STUDENT SUPPORT POLICY**

Lake Norman Charter is committed to a team-based decision making process to improve the academic performance of a student determined to need additional support based on his challenges in academics, emotional growth and/or social behavior (collectively referred to as “at risk”), especially during key transition times (i.e. elementary to middle school and middle school to high school). The academic performance and historical data of a potentially “at-risk” student will be reviewed by a transition plan team and, based on such review, the team will determine if a student is “at-risk” and recommend an applicable support plan.

To facilitate this process, a transition plan team of educators may be selected by the building principal of the school which the identified student attends. The transition

plan team may contain, but not be limited to, assistant principals, instructional personnel and instructional support personnel. This team will review an identified student's performance data regularly to determine if he needs additional support to be successful. If the team finds a student to be in need of additional assistance, such team will complete an "At-Risk Student Identification" plan which will outline possible intervention strategies. The transition plan team will seek input, participation and communication from key stakeholders within the school and an identified student's family in order to ensure alignment with and support the achievement of performance goals as determined by the school and by the state. Documentation of an identified "at-risk" student's past performance concerns and intervention strategies will be shared each school year with that student's current educational team.

## **STUDENT TECHNOLOGY POLICY**

Lake Norman Charter technological resources, including access to the internet, school-owned devices and laptops, and other electronic devices, are provided for school-related purposes only. Before accessing these resources, users and their parents/guardians must agree to this policy, which ensures that such resources are limited to responsible, safe, honest, efficient, ethical, and legal activities that support learning and teaching. The use of LNC's technological resources is a privilege, not a right; unauthorized or inappropriate use may result in revocation of that privilege and/or disciplinary action. This policy applies regardless of whether such use occurs on or off LNC property, and it applies to all LNC-owned and operated technological resources, including but not limited to devices, computer networks and connections, and the resources, tools, and learning environments made available by or on the networks and all devices that connect to those networks. Users and their parents/guardians assume responsibility for understanding and adhering to the policy and guidelines as a condition of using LNC technological resources.

### **EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

LNC technological resources may only be used by those expressly authorized by LNC. Student behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct and other regulations and school rules, apply to said resources. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Failure to follow these rules will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

School-owned devices and accessories issued for student use are exclusively the property of Lake Norman Charter and must be returned immediately upon withdrawal from LNC or at the request of any staff member. Failure to return the student-issued devices and accessories in accordance with the stated conditions may result in disciplinary action and/or prosecution for applicable crimes including, but not limited to, grand larceny.

## LNC HONOR CODE AND TECHNOLOGY

The LNC Honor Code applies to all aspects of LNC, including care and use of school technological resources:

### Respect

Students are expected to:

- Access, download, view, and create only trusted and approved content not in violation of federal, state, or local law, ordinance, school policy, regulation or the Code of Conduct and only as authorized by a staff member or administrator.
- Maintain the LNC pre-set software image. Violations include but are not limited to: changing the device name, operating system extensions, security, filtering, and/or monitoring software; taking apart the device; reconfiguring the software or hardware that controls access to the network and internet or any other electronic media; or enabling the Accessibility/ Assistive Touch features (unless instructed to do so by a teacher, Administrator or the Technology staff).
- Avoid videotaping, audiotaping or posting material to social media of other students or staff without the **expressed permission** of those involved and/or for an assigned educational project. Students who violate this expectation will face disciplinary consequences as outlined by the LNC Behavioral Code.

### Responsibility

Students are expected to:

- Bring a fully charged device to school each day. Students leaving devices at home will be required to complete assignments using alternate means (as determined by the teacher) or at home if alternate means are unavailable or not possible due to the nature of the assignment.
- Back up data and other important files regularly using cloud-based storage. LNC assumes no responsibility for loss of data from delays or disruption of service.
- Take exceptional care of school-owned equipment, including devices and accessories. Students must keep their devices and accompanying accessories clean, secure, in excellent working condition, and damage-free. Students are responsible for returning their devices and accessories in the same condition they were in when issued, aside from normal wear and tear. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for technological devices while under their control.

- Report lost or stolen devices to a school staff member immediately. The student or parent/guardian is required to file a police report in all cases of stolen devices and submit a copy of it to LNC.
- Report damage to the Technology Department immediately. LNC staff and students will perform any routine maintenance or standard repairs to school-owned technology or send them out to be repaired. Periodic checks for physical damage and/or loss will also be conducted during the school year. Students and their families will be assessed fees for the costs of repair if damage is realized to their LNC device or accessories. Staff will advise the parent of requisite fees and will return the original device to the student upon payment of fees and completion of the repair. Loaner devices, when available, will be issued and collected at the discretion of the technology team.

**Additionally,**

- The student and/or parent/guardian are liable for replacement costs of up to \$900 per incident resulting from intentional damage, neglect, and/or catastrophic loss per LNC policy and as outlined in this document.
- Unsupervised or unsecured devices will be confiscated by staff, and disciplinary actions may be taken.
- All technical issues should be reported via e-mail to a member of the technology team. If a device is experiencing a technical issue or has unapproved changes or software, it will likely be restored, and information not backed up using cloud storage may be lost.

Honesty

All users of school system technological resources are expected to comply with the requirements established in the Student Technology Policy. In particular, users are expected to:

- Comply with all applicable laws, including those relating to copyrights and trademarks, file-sharing, confidential information, and public records.
- Avoid plagiarism of Internet and other resources as defined in the Student Handbook.
- Avoid unauthorized use of LNC or individual school names, logos, or trademarks.
- Act only as themselves. Students shall not misrepresent or assume the identity of other users.

- Refrain from attempting to gain unauthorized access to other devices, computer systems, infrastructure, or accounts, including “hacking” and engaging in other similar unlawful activities.
- Respect the privacy of others. Students shall not view, use without permission, or modify files, communications, other data, ID or passwords belonging to other users without permission from the individual and a staff member or administrator.

### Integrity

Students are expected to:

- Avoid the use of technology for commercial activities unless explicitly permitted by a staff member or administrator.
- Demonstrate digital citizenship. If a student’s online behavior has a direct effect on school safety or is disruptive to the learning environment, the student may be disciplined in accordance with school policy.
- Report any security violation to a staff member or administrator. Students should not demonstrate the violation to other users. Any user identified as a security risk may be denied access.
- Avoid downloading, viewing, creating, or transmitting any material in violation of federal, state, or local law, ordinance, school policy, regulation, or the Code of Conduct.
- Practice technological transparency. Attempting to conceal the identity of one’s network (wireless or otherwise) device to any part of the LNC network (local area network “LAN,” wide area network “WAN,” or metropolitan area network “MAN”) is prohibited.
- Refrain from creating or using unauthorized networks, including, but not limited to, voice, data, IP, peer-to-peer or proxy networks.
- Maintain identifying labels (i.e. LNC, asset number and serial number) on LNC resources.
- Keep the warranty intact. Unauthorized individuals shall not attempt to perform any repair, installation, tampering, parts removal or replacement, reconfiguration or maintenance. This also prohibits families from bringing a school-issued device to a third-party vendor for any type of repair.

### **SAFETY, IDENTITY, PRIVACY AND SECURITY**

To protect students while at school and home and to meet the Children’s Internet Protection Act (CIPA) requirements, access to the internet are filtered through a

commercial filtering system. Students should report to a staff member or administrator any personal electronically transmitted attacks in any form made by others over the internet or Local Area Network (LAN). Violations of this nature may be grounds to involve law enforcement, per NC statute.

Student devices will be subject to routine monitoring by staff members and administrators. While it is impossible to predict with certainty what information on the internet students may access or obtain, LNC personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors. While off campus, parental monitoring is highly recommended. Lake Norman Charter is not responsible for the content accessed by users via their personal mobile telephone technology (e.g., 3G, 4G service).

### Acceptable Use and Internet Safety Policy

In accordance with Children's Internet Protection Act:

- Students must ensure that the device is free of nonacademic content in order to allow for sufficient space to meet educational requirements.
- Staff members and administrators may authorize students to use internet communication for instructional or school-related purposes only.
- The parent and student must consent to the student's independent access to the internet and to monitoring of the student's communications by school personnel. Also, if students require accounts in third party systems for school projects, parental permission will be obtained when necessary.
- Downloading, uploading, importing music and videos are allowed for instructional purposes only, so long as it does not violate copyright law or contain words or images that violate CIPA.
- File sharing, including air dropping of files, must be for instructional purposes and in accordance with teacher policy.
- Those who use school-owned and maintained technologies to access the internet at home are responsible for both the cost and configuration of such use.

## **INTERNET SAFETY**

### Introduction

It is the policy of LNC to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use

or dissemination of personal identification information of minors; and (e) comply with the Children’s Internet Protection Act.

## Definitions

- Technology Protection Measure - The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.
- Harmful to Minors - The term “harmful to minors” means any digital picture, image, graphic image file or other visual depiction that:
  - A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
  - C. taken as a whole, lacks serious literary, artistic, political, educational, or scientific value as to minors.

## Child Pornography

The term “child pornography” means any visual depiction, including any photograph, film, video picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

- The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- Such visual depiction is a digital image, computer image or computer generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

## Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## Minor

For purposes of this policy, the term “minor” means any individual who has not attained the age of 17 years.

## ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other digital materials that are inappropriate to minors will also be restricted. LNC has determined that digital audio or visual materials that depict violence, nudity or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. LNC shall make a determination regarding what other digital matter or materials are appropriate for minors. LNC personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

Students shall:

- Notify an adult immediately in the event they receive an unsolicited contact or an inappropriate message. If a user accidentally accesses inappropriate material, he or she should immediately notify an LNC staff member or administrator.
- Participate in digital citizenship lessons about online safety, security, privacy, cyberbullying, etc.
- Practice good digital citizenship when it comes to using electronic mail, chat forums & social media, and other forms of direct electronic communications.

## IDENTITY

Students shall:

- Use the username and password provided by LNC at all times to access their school-related accounts.
- Make every effort to keep all passwords secure and private.
- Use their name in all educational activities that incorporate technology or the internet (e.g., distance learning, online distance learning, etc.) unless otherwise instructed by staff members or administrators.
- Use their full name in school-sanctioned discussion boards or e-mails.
- Use appropriate language and grammar when communicating electronically.

## Confidentiality of Personal Information

- Students shall not intentionally engage in the unauthorized disclosure, use or dissemination of personal identifying information regarding minors, including themselves.
- Staff members and administrators must not disclose on the internet any personally identifiable information (PII), private or confidential information concerning students without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA).
- Views may be expressed on the internet or other technological resources as representing the view of LNC or part of LNC only with prior approval by the superintendent or designee.

### PRIVACY

- Per school policy, LNC administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations.
- Devices are the property of LNC and are not subject to the same privacy expectations as private property.
- LNC has the right to monitor devices and user accounts to ensure that students comply with the terms of acceptable use.

### SECURITY

All internet traffic, both on and off campus, will pass through content filtering. This filter will log all attempts to access inappropriate material. Repeated attempts to access unauthorized material may result in disciplinary action.

- School devices will receive antivirus and security updates from school servers. When instructed, students are expected to perform software updates.
- Users may not connect any personal technologies, such as devices and workstations, wireless access points and routers, printers, etc. to a school-owned and maintained local, wide or metro area network.
- Restrictions on devices will block the student from certain functions, such as accessing administrative software or installing certain programs. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract, and appropriate disciplinary action may be taken.

## EDUCATION, SUPERVISION AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when they are using electronic mail, chat forums, instant messaging and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. The technology director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

- The standards and acceptable use of Internet services as set forth in the Student Technology Policy;
- Student safety with regard to safety on the Internet, appropriate behavior while
  - A. online, including behavior on social networking websites and in chat rooms, and
  - B. cyberbullying awareness and response; and
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it and will follow the provisions of the Student Technology Policy.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

LNC personnel shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h); Neighborhood Children's Internet Protection Act, 47 U.S.C. 254(l); Protecting Children in the 21st Century Act, 47, U.S.C. 254(h)

## **TESTING**

Lake Norman Charter follows the same testing procedures as all North Carolina public schools and is rated on the state accountability model. In addition, annual assessments are conducted using state-approved tests.

LNC administers at least one nationally-normed test annually to document individual and school progress compared to local, state and national norms.

## TEXTBOOKS

If a student does not return the exact book assigned to them at the beginning of the year, a replacement fee will be assessed. Damaged books will be assessed a replacement/repair fee. A student who does not pay his/her fees may be denied participation in sports, field trips, special school events, extracurricular activities, graduation ceremony and parking privileges (high school) until fees have been paid.

## TITLE IX POLICY

The school prohibits discrimination on the basis of sex and gender, including any form of sexual harassment as that term is defined under Title IX, in any education program or activity of the school. The school takes seriously all reports and formal complaints of sexual harassment. The school does not discriminate on the basis of sex and gender in its education programs or activities, including admission and employment, in accordance with Title IX of the Education Amendments Act of 1972 and federal regulations.

Any person who would like to obtain a copy of the policy or who has questions should contact the school's Title IX coordinator, Dr. Cherié Graham ([cgraham@lncharter.org](mailto:cgraham@lncharter.org)). Additional information about LNC's Title IX policy and school trainings can be found by going to the school's website at [www.lncharter.org](http://www.lncharter.org).

## TRANSPORTATION

The school encourages and supports student carpools. There are several independent contractors in our area that provide transportation for a fee. LNC does not endorse nor contract with any of these outside services. It is each parent's responsibility to contact these companies directly to evaluate their services. LNC will not release students to ride share companies such as Uber, Lyft, etc. because of both the impact to carpool operations and the safety of students. LNC is not responsible for students or drivers' actions while students are being transported by these companies.

### Duties and Responsibilities of Students on Activity/Field Trip Buses

- Obey the bus driver promptly concerning conduct on the bus.
- Observe classroom conduct rules, except for ordinary conversation with students in the same seat, while getting on or off and while riding on the activity bus.
- Distracting objects such as weapons, knives, chains, sticks, rocks, pets, etc. are not allowed on the activity bus.

- Be at the place designated to board the bus prior to and after the event. The driver is responsible for maintaining a schedule and will not wait for tardy students.
- Keep the bus clean, sanitary and orderly, and do not damage or abuse the cushions or other bus equipment. Students will be required to pay for damages. Eating is not permitted on the activity buses.
- In case of emergency, ask the driver to stop the bus.
- Do not use drugs, alcohol, tobacco or profane language on the bus.
- Wait until the bus has come to a complete stop before attempting to get on or off.
- Leave the bus only with the consent of the driver.
- Enter or leave the bus only by the front door except in case of emergency.

Under N.C. Gen. Stat. § 115C-245, a student may be disciplined for misconduct on the bus or violating the instructions of the driver. The following are examples of misconduct:

- Fighting, smoking, drinking, using or possessing drugs, using profanity or refusing to obey the driver.
- Entering or leaving the bus without the permission of the driver.
- Refusing to be seated or not allowing others to be seated.
- Using the emergency exit when there is no emergency.
- Not leaving the bus at the right time or place.
- Delaying the bus schedule.
- Distracting the bus driver.
- Participating in any inappropriate behavior while riding the bus.
- Conduct in violation of the LNC Student Behavior Code.

Repeated violations may result in out-of-school suspension or expulsion and permanent removal of transportation privileges. Under N.C. Gen. Stat. § 115C-399, a student may be prosecuted for:

- Willfully trespassing upon or damaging an activity bus.
- Entering an activity bus after being forbidden to do so.
- Refusing to leave an activity bus upon request.

Unauthorized persons, including parents and guardians, are not permitted on activity buses without permission from administration. Activity bus rules and actions of bus drivers are for the safety of our students.

## VOLUNTEER DRIVERS

Lake Norman Charter (LNC) has a duty to establish safety standards for the operation of school vehicles and vehicles that transport students. All people driving a school vehicle or transporting students must have the appropriate license for the category or type of vehicle they are driving, a current, not suspended or expired, driver's license and a good driving record. In addition, school buses, activity buses and/or insured and approved commercial motor coach carriers are the preferred choices for transporting students on field trips or for any other school-sponsored or related purpose or activity. Use of private vehicles or rental passenger vehicles driven by employees or volunteers to transport students for field trips, extra-class activities, special programs or any other purpose is permitted but is subject to the regulations set forth below.

- A. A current, not suspended or expired, regular driver's license is required to drive any other type of non-commercial school vehicle or to drive any non-commercial vehicle that is transporting students.
- B. To drive a school-owned vehicle or any vehicle that transports students, the driver must have a good driving record, including but not limited to:
  - 1. Not more than one conviction or Prayer for Judgment Continued (PJC) for a moving violation within the past twelve months.
  - 2. Not more than three convictions and/or PJC's for moving violations within the past five years and not more than five convictions and/or PJC's for moving violations ever.
  - 3. No conviction of Driving While Impaired (DWI) within the past five years and not more than one DWI conviction or PJC ever.
  - 4. No driver's license suspension or revocation for moving violations within the past five years.
  - 5. No conviction of reckless driving conviction or PJC within the past five years.
  - 6. No conviction or PJC of speeding in excess of 15 mph over the posted speed limit within the past five years.
  - 7. No conviction of or PJC for speeding to elude arrest.
  - 8. No conviction or PJC for passing a stopped school bus or speeding within a school zone within the past five years.
  - 9. Not more than three convictions and/or PJC's for chargeable accidents ever.
  - 10. The athletic director may adopt additional requirements and standards for the operation of school and activities buses.
- C. Use of Vans

Vans with a seating capacity of 11 or more, including the driver, may not be used for the transportation of students unless the vehicle meets the federal school bus safety standards (49 U.S.C. sec. 30101), the same standards that apply to school buses.

#### D. Use of Passenger Cars and Minivans

In the event students are to be transported in a passenger vehicle or minivan driven by a school employee or volunteer, the following rules apply:

1. Documents Required. The driver and/or owner of the vehicle must produce the documents listed below for the review and approval of the principal or assistant principal before transporting students.
  - a. A copy of Driver/Chaperone Statement;
  - b. A copy of the owner's "Insurance Identification card" or current vehicle registration, a certificate of auto liability insurance or a current copy of the declarations page of the owner's motor vehicle insurance policy,
  - c. A current copy of driver's license from the driver(s).
2. Parent Permission
  - a. Field Trips. Lake Norman Charter (LNC) field trip permission forms include information about the method of transportation and should be used to obtain parent permission for the use of cars or vans for a field trip.
  - b. Extra-class Activities. The coach or activity sponsor shall obtain written permission for the transportation of students in private vehicles. One permission form may be used for the school year or the sports season.
  - c. Other Transportation Needs. One permission form may be used for the school year or the length that the transportation services are to be provided.
  - d. Emergencies. In an emergency, parent permission may be obtained by email, fax or (as a last resort) orally by telephone.
3. Vehicle Inspection. A principal, assistant principal, other school administrator or a designee shall verify, at least annually, that any vehicle used to transport students:
  - a. has a current, not expired, registration sticker on the license tag.
  - b. has operational seat belts, and
  - c. has child safety seat(s)/booster seat(s), if required due to the age (8 or younger) and weight (80 lbs. or less) of the student(s) being transported.
4. Other Safety Standards.

- a. Passengers shall wear seat belts at all times while the vehicle is moving.
- b. In general, at least two students should ride with each adult. One-to-one transportation is prohibited.
- c. Drivers shall not eat food while operating a vehicle transporting students.
- d. Drivers shall not use a cellular telephone while operating a vehicle transporting students. This prohibition includes the use of any speaker phone or hands free device or equipment.
- e. The driver must agree to the following terms and conditions:
  - i. To abide by the rules of the road and all other laws applicable to the safe operation of motor vehicles while engaged in volunteer driving of students.
  - ii. To certify that his/her N.C. Driver's license is not currently suspended or revoked and that his/her license has not been suspended or revoked within the last five years.
  - iii. To certify that he/she meets the driver's history standards set forth in section B above.
  - iv. To agree that Lake Norman Charter (LNC) reserves the right to conduct and may conduct periodic and/or random driving record checks with the N.C. Department of Motor Vehicles regarding those persons who have been authorized to drive school vehicles and to transport students.
  - v. To grant permission for Lake Norman Charter (LNC) to obtain information from the NCDMV about his/her driving record.
  - vi. To agree that Lake Norman Charter (LNC) reserves the right to conduct and may conduct random alcohol and drug testing of those volunteers who drive vehicles that transport students and to agree to participate in such random alcohol and/or drug testing if requested.
  - vii. To report to the building principal or the employee's supervisor all convictions and/or PJC's for moving violations.
  - viii. To report to the building principal all accidents (whether or not occurring while volunteer driving) and any suspensions of a driver's license or change in auto insurance which may occur after the date of their application.
  - ix. To maintain auto liability insurance in an amount required by North Carolina law, \$30,000 for bodily injury to one person, \$60,000 for bodily injury to two or more persons and \$25,000 in property damage coverage.

#### E. Auto Insurance

1. Lake Norman Charter (LNC) agrees to provide secondary auto liability insurance for volunteer drivers, including school employees, volunteers and students.
2. Drivers must agree to provide LNC, upon request, either an "Insurance Identification Certificate," a "Certificate of Insurance" or a copy of the "Declarations page" of the driver's auto insurance policy.
3. In case of an insurance claim, the vehicle owner's automobile liability insurance applies before the Lake Norman Charter (LNC)'s insurance.
4. Excess automobile liability insurance protection is provided under the Lake Norman Charter (LNC) comprehensive general liability insurance policy for authorized volunteer drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's automobile liability insurance policy.
5. Damage to the owner's vehicle is not insured by Lake Norman Charter (LNC).

## **STUDENT DRIVERS**

- A. This policy DOES NOT APPLY to students who drive their own, a parent's or a friend's vehicle to commute to and from school and to and from a school activity.
- B. This Policy DOES NOT APPLY to students who on their own arrange or agree to carpool with other students for commuting to and from school or school activities.
- C. Students who drive their own, a parent's, a friend's or a rental vehicle to and from school and school activities do so at their own risk. Lake Norman Charter (LNC) is not in any way liable or responsible for any negligent act or omission arising from or in any way out of a student's operation of any vehicle to commute to and from school and school activities.

## **USE OF CONTACT INFORMATION**

Parents, guardians and others who obtain contact information (i.e., email addresses, phone numbers, etc.) by way of their volunteering at school or otherwise through their status as a parent/guardian of an LNC student should not disclose and/or utilize that information for any non-school-related purpose. For example, parent-volunteers who receive email addresses in order to organize a school activity should refrain from using that information for any non-school-related purpose.

## **VIDEO, BOOKS AND SUPPLEMENTARY MATERIALS**

Lake Norman Charter delegates the responsibility for selecting resources to the professional educators in the school.

Teachers will follow these guidelines when using videos/movies in class:

- Any movie shown should directly relate to the curriculum goals and objectives.
- Teachers will preview all books/videos/movies/films prior to presenting them to students to ensure that the materials are in line with both state curriculum and LNC standards.
- ELEMENTARY SCHOOL: Movies will be “G” rated.
- MIDDLE SCHOOL: Parents will be required to sign a “video permission” form for each video/movie shown that is rated PG or above throughout the entire school year.
- HIGH SCHOOL: Students will be permitted to watch movies that are PG-13 or lower unless a parent sends a note to the high school office specifying their student’s viewing conditions.

## **VIDEO MONITORING /SURVEILLANCE CAMERAS**

Lake Norman Charter recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety, and to assist with the enforcement of the school’s policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms. Only individuals authorized by the superintendent shall have access to video monitors or be permitted to operate the controls. LNC’s administration shall take appropriate steps to maintain secure access to the video equipment.

### **USE OF VIDEO RECORDINGS**

- Video recordings will only be utilized for official LNC business.
- A video recording of actions by students may be used by administrators or the board as evidence in any disciplinary action brought against students arising out of the student’s conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.

- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings are considered proprietary and will be released to others only in accordance with applicable state and/or federal law or regulation. Due to the privacy rights of other students, video recordings may only be shared with staff members and/or authorized law officials.

## VISITORS

Parents and guardians are always welcome at our school. For the protection of our students and staff, **all** visitors are required to report to the main office of the respective school immediately when they come on campus. Visitors should sign in and put on a visitor's badge before proceeding to any other part of the building. The visitor's badge must be worn prominently at all times while on campus. **Our staff has been instructed to stop visitors who are not wearing visitor's badges and ask them to report immediately to the office.**

Other visitor requests will only be granted for educational purposes and must be approved by the building principal.

## WALKING ON TO MAIN CAMPUS

Students who walk to school must enter school grounds via sidewalks on the front side of school (Old Statesville Rd./Hwy 115).

## WITHDRAWAL POLICY

A student forfeits his or her slot awarded for that academic year via the lottery selection process upon written withdrawal from Lake Norman Charter School or by making a request for records to be sent to another school for enrollment at that school. In addition, should a student fail to attend school on the first scheduled day of the current school year without any prior notice of absence to the school, LNC will make an attempt to contact the family or legal guardian to determine the reason for the student's absence. Contact attempts will be made by both telephone and e-mail, using the contact information currently on file with LNC or provided by a new student during the registration process. If the student fails to attend school within 48 hours of attempted contact, the school will withdraw the student from LNC's roster with no eligibility for re-enrollment for the remainder of the then-current school year.

After withdrawal, a former student who desires to re-enroll at LNC will be required to follow the same application procedures and timelines as all other applicants for the next available lottery selection process.



## ELEMENTARY SCHOOL SUPPLEMENT

### ACADEMIC STANDARDS

The following information is intended to help identify those students who are not performing at their current grade level. If ANY of the following criteria are NOT met, a team that includes the student's teachers, parents and administration will meet during third quarter to review current interventions and create a plan as well as discuss a possible retention of the student if the necessary growth, attendance, test scores, report card, etc. are not met by the end of the school year.

Criteria:

A. *Attendance*

Absences (excused and unexcused) that number 20 or greater for the academic year will put a student in consideration for retention.

B. *Academic Success in Core Classes:*

Students should have an average of a 3 or 4 in grades K-2 at the end of the school year.

C. *Student consistently and independently demonstrates an expanded understanding of concepts, skills, and processes taught in the quarter.*

***For 3<sup>rd</sup> and 4<sup>th</sup> Grade: Academic Success in Core Classes***

All students must pass Language Arts, Math, Science and Social Studies. The class yearly academic average must be 60 or above to be considered passing.

#### D. *Academic Success on End of Grade Tests*

LNC standards require students to pass both the Math and Reading EOGs (with a 3, 4 or 5) in order to move to the next grade level.

### **STUDENT PERFORMANCE COMMUNICATION**

On-going communication is very important to a successful school/home partnership. Schoology, our learning management system, will be the place for parents to find out all information about their child's class and instructional day. Teachers will utilize Schoology as well as school email to communicate with parents throughout the year. In addition, we will send home communication folders on Wednesday of each week. These folders will provide you a glimpse into your child's week with work samples and any other pertinent school information. Please send the folder back to school with your child on Thursday.

### **ACADEMIC CONCERN SUGGESTIONS FOR HOME**

If you are concerned about your child's academic performance, the following may help your child work to his or her potential.

- Read with your child nightly
- Review sight words and math facts nightly (K-2)
- Parent/guardian can monitor student performance through the online access to Schoology (3<sup>rd</sup> and 4<sup>th</sup> grade).
- Parents may review topics being covered in class and other curriculum information on Schoology (K-4)
- Several LNC teachers offer off-site tutoring throughout the school year and summer. Please reach out to our counselor, Heather Crane at [hcrane@lncharter.org](mailto:hcrane@lncharter.org)
- Outside agencies also offer after-school tutoring programs to students who need assistance in any subject.
- Make sure your student is recording complete and correct assignments from each class in his or her agenda.
- Be sure that your student studies for large tests at least two to three nights prior to the actual test date. Studying for shorter blocks of time and reviewing notes on a daily basis helps students retain information and also helps form effective study habits.
- Have your student organize his or her notebooks and folders for each class. Ask your student to explain some of his or her notes, topics and material to you. Reviewing notes together keeps parents informed and will benefit the student as well.

## **BIRTHDAYS**

Students are not allowed to bring party invitations to school. Parents will have the option of participating in a PTO-driven classroom directory which will provide you contact information of families that opt to participate. This will allow you to invite students through email, text, or phone call.

LNC helps to recognize your child's birthday by announcing his or her name on the morning announcements as well as special recognition in his or her class on his or her birthday (or the weekend closest to it). Summer birthdays are announced and celebrated during the last week of school.

Many of you would like to bring in a sweet treat for your child's class and while the thought is so nice for your child and his or her classmates, we have found that so many of our students have food allergies that include gluten, eggs, dairy, dye, wheat, peanuts, etc., that unfortunately each class would have several students who wouldn't get a treat because of their allergies. As a result, we are requiring that you bring in an alternative to cupcakes, cookies, etc. Those alternative treats will be posted on your teacher's Schoology group under the Resources tab. You may also want to consider an alternative to food such as stickers, special pencils, party favors (that the teacher may give out at the end of the school day). Please contact your child's teacher before bringing in treats to avoid more than one person bringing in treats on the same day.

## **CARPOOL**

### **MORNING CARPOOL**

Carpool begins at 8:05 am and concludes at 8:30 am. Please do not arrive on campus until after 7:30 am. The gates will be closed and you will be blocking the fire lane prior to 7:30 am. At 8:30 am the gates to the carpool lanes will close and the gates to the parking lot will open. Please note that if the bell rings and your child is still getting out of his or her car in the carpool lane, he or she is not considered tardy. It is only once the gates close and a student arrives to the campus after 8:30 am that he or she is considered tardy to school. Being on time for school and maximizing the instructional time your child receives is crucial to his or her academic success. If you do arrive to school after 8:30 am, please park in a non-designated parking space and walk your child to the main office to sign in as tardy. We will escort your child to his or her classroom. Please know that we realize and understand that extenuating circumstances happen and an occasional tardy will result, however please make note of our tardy policy found on page 86 of this Elementary Supplement. Lastly, when we are made aware by Huntersville Police that there is an accident in the area, we will hold tardies for an extended period of time.

## **AFTERNOON CARPOOL**

Please do not arrive on campus before 2:45 pm for pick-up. This could result in a citation from the police due to blocking a fire lane. We cannot open the carpool gates sooner because we still have students playing at afternoon recess and they are in areas where cars drive. We also cannot back-up traffic onto Hambright Road as a result of arriving before 2:45 pm. Other than on early dismissal days, dismissal begins at 3:30 pm (12:00 pm on half days) at the elementary school. Please make sure your LNC-issued carpool tag is prominently displayed from your rearview mirror anytime while on campus. We will not allow students to be called with a self-made carpool tag or by name. Please park in our parking lot and go to the main office if you are in need of another carpool tag. You will then need to re-enter the carpool flow and retrieve your child through the regular carpool process. Students will not be dismissed from the office.

Please also note that once your child is picked up from carpool, or dismissed to Knights Kids, they may not re-enter the building for items left behind, including lunch boxes and jackets/coats. They may retrieve those items the following school day. Please be mindful of this and have an extra coat at home.

## **LATE PICK-UP POLICY**

LNC carpool and supervision of students ends at 3:55 pm. While we understand emergencies and extenuating circumstances, please make sure you have emergency contacts on file who are authorized to pick up your student in that event. We also ask that you call our front office immediately to let us know that someone else will be picking up your child or if you will be a few minutes late.

We do have a Late Fee Policy that begins at 4:05 pm (12:35 pm on half days). This policy requires you to call us if picking your child up after 4:00 pm. Starting at 4:05 pm (12:35 pm on half days), a staff member will supervise children not picked up by the end of carpool at a rate of \$1.00 per minute per child. For example, if you are not able to pick-up your child until 4:30 pm, the cost would be \$25.00.

LNC offers an afterschool program, Knights Kids, which registers students in the spring and summer for the following school year for those families who may have difficulty making afternoon carpool arrangements. Additionally, many after-school program vans pick-up students from our school if you see that you are having afternoon transportation issues.

## **CELL PHONE/ SMART WATCH/TECHNOLOGY POLICY**

Cell phones, iPads, iPods, (any technology brought from home), smart watches, and tracking devices, including iWatches and watches with games, are **not allowed** at the

elementary school. This includes the bus in the morning that transports students from the main campus to the ES campus as well as field trips

## EARLY DISMISSAL POLICY

If a child needs to be dismissed before 3:00 pm, parents must come to the main office and sign students out. The student will be brought from the classroom to the office. In no case will a student be allowed to leave school with anyone except his/her parent or guardian unless the school has an e-mail or note signed by the student's parent/guardian. If the early dismissal is for a medical appointment, the student should bring a note from the medical professional to the office the next day for the absence to be considered excused.

To preserve the integrity of the classroom environment, **early dismissals will end promptly at 3:00 pm** at the elementary school. Please schedule appointments accordingly and be mindful that students will not be dismissed after this time.

## FIELD TRIPS

We welcome parent chaperones on our field trips as they are vital to the safety of our students when off campus. Teachers will communicate on Schoology when field trips will occur and when they are in need of chaperones. Interested chaperones will be chosen through a lottery process. All chaperones will be asked to sign and adhere to the parent chaperone guidelines before each field trip. These guidelines are found under the Resources tab on each teacher's Schoology group. Failure to follow guidelines will result in not being allowed to chaperone future field trips.

To ensure the safety of our staff and students and the fidelity of our procedures, only parents who have been approved as chaperones are able to attend field trips. Parents who are not approved chaperones will not be allowed to join LNC or their child's group if they show up at the field trip venue.

Students who require prescribed medication **will not be able to attend field trips** unless a Authorization of Prescription Medication form is completed, on file, and medication has been provided to our school nurse.

## HONOR ROLL

In 3rd and 4th grades, special recognition is given to students each quarter for high academic achievement. Honor roll recognition is given for "A" Honor Roll (all A's for a quarter) and "A/B" Honor Roll (at least one A and nothing lower than a B). Honor rolls are published in the LNC Knights News.

## LOST AND FOUND

Students are encouraged to leave valuables at home. At the elementary school, lost items will be placed on racks inside the gym. Parents may check the Lost and Found before and after school for lost items. Unclaimed lunch boxes are disposed of weekly for sanitary reasons. Unclaimed articles of clothing will be donated to a charitable organization if not claimed within 30 days. Students are urged to label coats, gym bags, band instruments and lunch boxes. Valuable items (watches, rings, glasses, etc.) are kept in the office. Please check with the front office if you have lost something other than clothing.

## LUNCH

All students must arrive at school each morning with a lunch box that includes a lunch, snack, and water bottle. In the event that a student forgets his or her lunch at home, please drop off his or her lunchbox to the main office by 10:00 am.

The school does not provide a full-service cafeteria. The LNC Parent-Teacher Organization (PTO) supports the school by offering pre-ordered lunches for purchase as a convenience for parents. The lunch program is 100% dependent on parent volunteers. Notification will be made on Schoology as lunch and volunteer options become available. Please be mindful that pre-ordered lunches will not be refunded when students are absent from school. If a parent would like to stop by the school to retrieve a pre-ordered lunch on those absent days, he or she must do so by 12:30 pm. LNC **will not** accept lunches from restaurants whether dropped off by parents or delivery services (i.e. DoorDash, GrubHub, etc.).

As you pack your child's lunch, please be advised that soft drinks are not allowed. We also ask our parents to support us and only allow children to have at a minimum one small treat a day as we all work to monitor sugar intake for a healthy student body at LNC. Please also make sure your child packs utensils and napkins as we do not have these items available. Please note that we also have a limited supply of extra lunch items in the event a child forgets his or her lunch altogether. Lastly, if your child has a food allergy, please inform the teacher and the front office as soon as possible. We will make the necessary accommodations to provide a safe eating environment for all students.

Parents are also welcome to occasionally have lunch with their child during the regularly scheduled lunch time. We ask that parents wait a month (from when school starts in August) before visiting for lunch to help your child learn the lunch procedures and make a healthy adjustment to being away from home. This also helps you as the parent make that adjustment as well, and lets your child know you are confident he or she is learning and safe in school while you are busy at work and/or home. Your child's designated lunch time will be shared on their homeroom Schoology group. Only parents/adult family members are allowed to visit for lunch. Younger siblings are not

permitted to accompany parents due to limited seating/space as well as school safety-related issues.

## **MEDICATIONS**

Prescription medications cannot be dispensed by the school or brought to school without a completed Authorization of Prescription Medication form signed by a physician. These forms are available on Schoology in LNC2ESP Group Resources folder. Medications must be brought to school in their original container. Students may not have prescription medication of any form in their possession. A medical authorization form completed by a physician must be on file for Lake Norman Charter to administer prescription medication. The prescribing physician and parent must sign this form and return it to the school before medication can be given. If your student must have medication of any type, including over-the-counter drugs given during school hours, you have the following choices:

- A. You may come to school and give the medication to your child at the appropriate time(s).
- B. You may obtain a copy of an Authorization of Prescription Medication form from Schoology, the school nurse or front office staff. Take the form to your child's physician and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication(s) is to be administered. The form must be completed by the physician for prescription medications. The form must be signed by the physician and by you, the parent and/or guardian. Prescription medication must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over the counter medications must be received in the original container, labeled with your student's name, and will be administered according to the student's weight.

Self-medication and personal hand sanitizer is not permitted in the elementary school.

## **SICK CHILD PICK-UP**

If you receive a call from the school that your child is sick and needs to be picked up, please arrive within a reasonable amount of time (no more than 30-45 minutes). Of course we cannot send sick students back to class, and our health room does not accommodate multiple sick children. The sooner they are in your care or taken to the physician, the sooner they will be healthy and able to return to school. If you are in a situation in which you cannot arrive within a reasonable amount of time, please have a back-up plan with emergency contacts on file with us giving permission to pick-up your child.

Please keep your children home until they are 24 hours fever-free with no medication. If you are called to pick up your child from school due to a fever or other visible signs of sickness (vomiting, diarrhea, excessive coughing, pink eye, etc.) they **must** remain home the next school day. Please know we want your children here learning, laughing, and healthy! Thanks for your cooperation.

## **PROBLEM RESOLUTION**

If a parent wishes to meet to resolve a classroom/student issue, please contact:

- First, the teacher
- Second, the team leader for that grade level
- Third, the elementary school principal
- Fourth, the superintendent

## **PROGRESS REPORTS**

Parents should review their weekly folders for work samples and communicate any questions or concerns with his or her child's teacher through the student's planner or on Schoology, our learning management system. A printed progress report will be sent home at the midway point of each quarter in grades K-4.

## **RECESS**

Students at the elementary school play outside for the majority of days, this includes during the colder months. Students must have a coat, hat, and gloves when the colder temperatures arrive. Please label these items with your child's name in case they end up in the Lost and Found.

## **SCHEDULE CHANGES**

Class assignments are determined in early summer and communicated to parents in July before school starts. Classes are balanced by ability, gender, diversity, and personality. Class changes are not allowed as we intentionally balance class sizes to maximize the instructional environment for all students.

## **SCHOOL SCHEDULE**

Elementary school hours are 8:30 am - 3:30 pm.

8:05 am – Carpool Drop-Off Begins (school doors will not open until this time)

8:30 am - Start of instructional day

3:30 pm - Dismissal begins  
3:55 pm- Carpool Pick- Up Concludes  
4:05 pm- Late fees begin

\*It is extremely important that students are in their classrooms and ready to begin their school day at or before 8:30 am and in attendance for the entire day when he or she is well. If students arrive after 8:30 am they must be brought to the office by an adult and signed in as tardy (oversleeping and bad traffic are not considered excused absences).

## **TARDY POLICY**

Elementary school students are considered tardy when they arrive to campus after 8:30 am. Due to a rigorous curriculum and time restraints, announcements will begin when carpool ends and instruction will begin immediately after. It is disruptive to the incoming child and the students in the classroom when someone arrives late. At the elementary school, if a student is late, the parent is required to sign the child in at the main office. Being tardy for medical appointments is considered necessary and will be considered excused if a physician's note is provided. If you are tardy because of a medical appointment, please bring a note from the physician's office to the main office. Documentation should be provided within 48 hours or the tardy will not be considered excused.

Repeated tardiness to school will result in the following disciplinary action:

- Tardy 4 will result in an e-mail notification/warning to the student's parent(s).
- Tardies 5-6 will result in a parent conference with administration and teacher.
- Tardies 7 and above will result in student disciplinary consequences.
- Tardies will be tracked by quarter and will reset at the beginning of each quarter.

## **TOYS**

Students are not allowed to bring toys to school. This includes trading or collector's cards, stuffed animals, fidget toys, etc. All toys will be confiscated and may be picked up from the front office by a parent.

## **VOLUNTEERS**

At the elementary school, we welcome our volunteers; however, when helping in the classroom or with PTO events, volunteers are not allowed to bring other children with them, younger or older. Please know this is to ensure the academic integrity of the classroom environment as well as to support student safety. If you are unable to volunteer at the school due to other children, please reach out to our PTO as they have

many at-home volunteer opportunities available throughout the year. Volunteer access may be limited if LNC Honor Code or Stakeholder Expectations are not met.

## **WATER BOTTLES**

Due to the safety of students as well as the maintenance of technology, furniture, and school tile floors, only plastic refillable water bottles are allowed in the building. Metal, steel, and glass water bottles **are not allowed**. They have caused injuries to students, damages to iPads and furniture as well as damage to the flooring in our building.



# **MIDDLE SCHOOL SUPPLEMENT**

## **ACADEMIC POLICY FOR EXTRA-CURRICULAR PARTICIPATION**

Extra-curricular activities include ANY athletic team, MS club leadership positions, or clubs that represent LNC in competition.

To be eligible to try out and remain eligible to participate for any sport, extra-curricular competition or club leadership role at LNC, the student must meet the following criteria:

**MIDDLE SCHOOL STUDENTS:** Must maintain a grade of 70% or higher in all of their courses, including electives, as reflected on the student's last nine-week quarter report card.

*The 70% eligibility policy for middle school students will be waived for students with an I.E.P. (Individualized Education Plan) or L.E.P. (Limited Eligibility Proficiency Plan) if (1) I.E.P. /L.E.P. goals are being met and (2) the student has no failing grades.*

*With the addition of Schoology, parents/guardians and students are responsible for monitoring the progress of their grades throughout the quarter. In addition, all students who are falling*

*below the average will be encouraged by their coaches or club leaders to attend tutoring to improve their grades.*

Summer school will be accepted as an alternative to gain eligibility. It must be an accredited course by SACS and NCAA and approved by LNC administration.

In addition,

- A. A student transferring from one-member school to another member school within the same LEA (Local Education Agency; school) must sit out 365 days for athletic participation. The LEA may create criteria for immediate athletic eligibility for transfers within the LEA.
- B. A student transferring from one-member school in one LEA to another member school in a different LEA must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA transfer committee.

## **ACADEMIC STANDARDS**

The following information is intended to help identify those students who are not performing at their current grade level. If ANY of the following criteria are NOT met, a team that includes the student's teachers, parents and administration will consider retention of the student.

Criteria:

A. *Attendance*

Absences (excused or unexcused) that number 20 or greater for the academic year will put a student in consideration for retention.

B. *Academic Success in Core Classes*

All students must pass Language Arts, Math, Science and Social Studies. The class yearly academic average must be 60 or above to be considered passing.

C. *Academic Success in Elective Classes*

Students must pass at least 50% of their elective classes for the academic year.

D. *Academic Success on End of Grade Tests*

Students are expected to pass both the Math and Reading EOGs (with a 3, 4 or 5) in order to move to the next grade level. EOG scores are not the sole determinant of promotion or retention.

## GRADING SCALE

Report card grades will be posted using a “letter grading” system. The Lake Norman Charter grading scale is as follows:

|          |   |                   |
|----------|---|-------------------|
| 100 - 90 | A | Excellent         |
| 89 - 80  | B | Good              |
| 79 - 70  | C | Fair              |
| 69 - 60  | D | Needs Improvement |
| 59 - 0   | F | Unacceptable      |

## ACADEMIC CONCERN SUGGESTIONS

If you or your parent/guardian are concerned about your academic performance, the following may help you work to your potential.

- You and your parent/guardian can monitor your performance through the online access to Schoology.
- Each teacher holds tutoring at least one day of the week. Typically students need to sign up with that teacher the day before the desired tutoring session.
- Outside agencies offer after-school tutoring programs to students who need assistance in any subject.
- Make sure you are recording complete and correct assignments from each class.
- Be sure that you study for large tests at least two to three nights prior to the actual test date. Studying for shorter blocks of time and reviewing notes on a daily basis helps students retain information and also helps form effective study habits.
- Organize your notebooks and folders for each class. Your parent/guardian could ask you to explain some of your notes, topics and material to them. Reviewing notes together keeps parents informed and will benefit the student as well.

## ACADEMIC PERFORMANCE COMMUNICATION

Information regarding students’ academic standing is communicated through parent/teacher conferences, report cards, email and Schoology. If you or your parents/guardian have concerns that you may be experiencing academic difficulties, it is recommended that you meet with your team of teachers early in the school year to allow ample time for intervention. If a middle school student is identified as being in danger of retention, a member of the LNC staff (grade level team leader) will contact your parent/guardian to arrange a retention meeting at the beginning of second semester.

# ATHLETIC AND EXTRA-CURRICULAR PARTICIPATION

## MIDDLE SCHOOL ATHLETIC OFFERINGS

LNC offers a full athletics program for all 7th and 8th grade students. LNC participates in an athletic conference with schools in the surrounding area. We currently offer the following sports programs:

- Fall: football, boys' soccer, girls' volleyball, boys' cross-country, girls' cross-country, girls' tennis and cheerleading
- Winter: girls' basketball, boys' basketball and cheerleading
- Spring: boys' baseball, girls' softball, golf, girls' soccer, boys' lacrosse and boys' tennis.

**Eligibility guidelines and required forms are available under the Athletics section on the school's website. Additionally, the school's athletic director can be contacted with questions regarding our sports programs.**

The coaches, teachers, staff, administration and board of education of the Lake Norman Charter School believe that numerous athletic and academic opportunities exist beyond the classroom. Therefore it is appropriate for the administration and board of education to allow field trips for athletic and academic competition. The coaches, teachers, staff, administration and board have a responsibility to ensure all safety measures are met and that the school is not put in a position to assume liability due to negligence.

For the purposes of this policy and related procedures, an Athletic or Academic Competition Trip is defined as any LNC-organized or sanctioned event that occurs at any location other than the primary school campus. Athletic or Academic Competition trips involving students, coaches, teachers and/or staff are considered school-sponsored and, therefore, must meet all approval guidelines.

The following criteria must be met in order to provide a school-sponsored athletic or academic competition trip:

- Every attempt should be made by coaches in scheduling competitions in a manner that creates the least impact to regularly scheduled school operating days.
- No correspondence of any kind, verbal or written, is to be distributed by anyone from the school or a parent acting as a representative of the school regarding an athletic or academic competition trip until approval has been given by the administration and LNC board of education (when board approval is required).

- All athletic competitions must be approved by the athletic director. All academic competitions must be approved by the building principal. If the competition is overnight, then the board of education must also approve the trip.
- All athletic competition schedules must be sent to the athletic director, superintendent and chair of the board of education no later than 10 days prior to the beginning of the competition. All academic competition schedules must be sent to the building principal no later than 10 days prior to the beginning of the competition.

**For athletic or academic competition trips that are one day:** The One-Day Athletic & Academic Competition Trip Request Form and all supporting documentation must be submitted to the athletic director (athletic competitions) or the building principal (academic competitions) no later than 10 days prior to the beginning of the competition. The athletic director or the building principal will review the documentation, request additional information if necessary and make a decision regarding the request. The decision will be forwarded to the appropriate coach by the respective administrator. If the information is not received according to this timeline, the educational field trip will not be considered for approval.

**For athletic or academic competition trips that are overnight:** The Overnight Athletic & Academic Competition Trip Request Form and all supporting documentation must be submitted to the athletic director (athletic competition) or the building principal (academic competition), and the superintendent no later than 10 days prior to the board meeting. The athletic director or building principal, superintendent and the board of education will review the documentation and request additional information if necessary. If the information is not received according to this timeline, the trip will not be considered for approval. In situations where athletic team competition will occur prior to the next board meeting and necessitates an overnight stay, such as athletic post-season playoffs, the board of education authorizes the superintendent to approve trips that have been reviewed and recommended by the athletic director as necessary.

- In the event that competitions are canceled due to weather, scheduling conflicts, officiating conflicts or school schedule conflicts, the superintendent must be notified. If the competition is overnight, then the chair of the board of education must also be notified.
- All contracts with service providers must be negotiated and signed by the superintendent of the school. No other administrator, coach, or staff member is authorized to sign a contract or otherwise legally bind the school.
- No alcoholic beverages will be consumed by anyone at any athletic or academic competition.
- The “Transportation Policy” will be followed when transporting students to and from any athletic/academic practices or competitions.

- An LNC administrator, teacher or staff member will take an additional vehicle if all students are to ride on the LNC activity bus. In an emergency, parents or guardians of the student must be contacted as soon as possible. An LNC administrator must be notified of all accidents or injuries within 24 hours of the accident or injury.
- No objectionable material (i.e. music or magazines containing profanity, presentation of movies or other media containing inappropriate adult material or rated above the age of the participating students by recognized ratings agencies) will be permitted on any field trip.
- Athletic or academic trips should not be scheduled to personal residences. No athletic or academic trip will include destinations of the homes of coaches, administration, teachers, staff, parents or students. Any exceptions to this must be approved by the athletic director (for athletic competitions) or the building principal (for academic competitions), the superintendent, and the chair of the board of education.
- The safety of our students, coaches, teachers, staff, administration, and families must be considered during periods of heightened awareness. Therefore, any overnight athletic or academic competition trip will be canceled if the National Homeland Security Threat Advisory code is imminent at the time of departure. If a trip is in progress, and the alert status goes to imminent, the coaches, teachers, staff, and any other chaperones will immediately return to the school or other safe location with the students.
- It is the responsibility of the administration to verify that all scheduled activities are in compliance with current insurance liability regulations.
- All field trips must use LNC pre-approved permission slips. Completed and signed permission slips are to be collected by coaches, teachers and staff. An approved list of participants is to be created and the list and slips will then be reconciled by the coaches prior to departure. No student can participate in any overnight athletic or academic competition trip without presenting a properly completed permission slip prior to departure.
- Prior to departing school, a roster of students is to be placed in all utilized vehicles. Throughout the trip, these are to be used every time students disembark and re-embark (if appropriate) the vehicles to ensure all students have returned to the vehicles.
- All competition trip requests should include alternative plans for students who commit serious offenses that mandate immediate exclusion from the event.
- All destinations and activities for overnight trips must be completely defined and described in the approval request documents. The athletic director or building principal, superintendent and board of education reserve the right to alter or eliminate individual activities and still grant approval for the request. Incomplete requests will not be given full consideration until the outstanding issues are fully developed and resolved.

These rules must be strictly adhered to in order to ensure the safety and well-being of our students, coaches, teachers and staff. This policy is intended to provide significant guidance for the creation, approval and oversight of field trips but in no way is it to be considered all-inclusive. Good judgment is expected of all teachers and staff members when planning and conducting field trips. Violation of any of these criteria will result in appropriate disciplinary action as determined by the administration and/or board of education.

## **CARPOOL**

### **MORNING CARPOOL**

Drop-off begins at 7:30 am at the middle school or at such other time as deemed appropriate by the superintendent due to circumstances such as weather and provided that any change has been officially communicated to LNC families. Please use the morning carpool procedures that have been distributed (please contact the office if you need one). **PLEASE DROP-OFF ONLY IN THE DESIGNATED AREAS AND ALWAYS FOLLOW THE LNC CARPOOL GUIDELINES!**

### **AFTERNOON CARPOOL**

Other than on early dismissal days, dismissal begins promptly at 3:00 pm (middle school). It is important that all students report to the carpool area **IMMEDIATELY** when they are dismissed from school. Parents should follow the afternoon carpool procedures that have been distributed (please contact the school office if you need a copy). Students should be picked up only from the designated areas and follow all carpool guidelines. Please check the school's website for specific carpool instructions.

Student carpool supervision is provided while the carpool is operating (approximately 40 minutes after dismissal). Parents/guardians should make arrangements to have their students picked up by that time for their child's safety.

To help ensure a safe and efficient exit of cars from the campus, during afternoon carpool, all drivers exiting on Old Statesville Rd./Hwy 115 must turn right.

At 3:40 pm, the gate will be closed and cars will be directed to the side lot for pick up. All students must be picked up by 3:45 pm if they are not participating in after school clubs or athletics.

If a parent requests that his or her student walks off campus to Huntersville Rec Center or Huntersville Family Fitness and Aquatics, the student will receive a walker's pass, but must wait under the carpool canopy for supervision purposes until 3:40 pm. When carpool officially ends, students then can walk over to the off campus sites.

## CARPOOL RULES

The following rules were developed to help make carpool as efficient as possible:

- No food or drink.
- Students cannot use their cell phones during carpool. Students can go to the office with staff permission to use the office phone if needed.
- Listen for your assigned carpool number.
- Remain quietly seated until your number is called.
- Use only the designated crossing areas and obey the teachers on carpool duty.
- Middle school students who ride with a high school student who has parking privileges on campus may walk between campuses at the crosswalk with a school-issued walking pass.
- If a student misses his or her number being called, his or her ride must reenter the carpool line and attempt a 2nd time to pick up the student.

## CELL PHONE/SMART WATCH POLICY

In an attempt to model for students the importance of the appropriate use of electronic devices, LNC has adopted the following procedure for students who are found to be using them while on the middle school campus.

1st offense: The electronic device (phone, watch, etc.) will be held in the office for a parent/guardian or designated adult to retrieve.

2nd offense: The electronic device can be picked up in the office by a *parent/guardian only* and the student will be assigned an after-school detention.

3rd offense: The student will be assigned an after-school detention and the parent/guardian (only) may retrieve the electronic device **after the ASD is served**. Please make note that ASDs are only scheduled on Tuesdays and Thursdays each week.

4th & subsequent offenses: The student will receive increased disciplinary consequences which may include, but are not limited to, additional ASD assignment, parent conference, out-of-school suspension, etc.

Students have access to the office phone during the school day for emergencies or illness. They are asked not to call home for non-emergencies such as forgetting work, their iPad, or musical instruments or to make social arrangements. Students who do own a cell phone/smart watch and choose to bring them to school are asked to keep them securely locked in their locker until after school hours to limit the disruption to the educational process.

If a student needs to contact his or her parent/guardian, he or she should ask permission to report to the main office for assistance and refrain from using his or her own cellular device. This includes confirming carpool arrangements at the end of the day.

If during state testing a student is found to be in possession of any unauthorized electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

## **DISMISSAL POLICY**

Students will be dismissed via carpools or pre-arranged public transportation from the LNC campus. Students are only permitted to visit another LNC campus during the school day while under the supervision of LNC staff or following established procedures.

## **EARLY DISMISSAL**

Students will be permitted to leave campus early only with parental consent. Parents/guardians must sign students out in the main office. The student will be called from the classroom to the office. No student will be released directly from the classroom for any reason. In no case will a student be allowed to leave school with anyone except his/her parent or guardian unless the school has an email or note signed by the student's parent/guardian. If the early dismissal is for a medical appointment, the student should bring a note from the medical professional to the office the next day for the absence to be considered excused.

To preserve the integrity of the classroom environment, **early dismissals will end at 2:30 pm** at the middle school. Please schedule appointments accordingly and be mindful that students will not be dismissed after this time.

## **EXTRA-CURRICULAR SUBSTANCE ABUSE POLICY**

The use and/or possession of tobacco, alcohol, illegal/counterfeit drugs or drug derivatives, vaping, electronic cigarettes and performance-enhancing products are prohibited. If LNC faculty/staff/administration is made aware of an LNC student club participant or athlete potentially violating this policy on or off campus, the following process will occur:

- A. The student's parents/guardian will be notified in a timely manner that school officials have been informed of a potential violation.
- B. The athletic director and/or building principal will proceed with due diligence to determine the validity of the reported violation.

- C. The athletic director will facilitate a meeting of the student, the parents/guardian and a building principal to discuss consequences.

**If the student is found to have violated the Substance Abuse Policy, the following penalties will be imposed:**

**First Offense: (student-athletes):** The student-athlete will be suspended from active participation with the team for a period of two calendar weeks. The student-athlete will attend, **but not participate**, in practices or games during the duration of the suspension.

**(club/honor society participants):** The student will be withheld from participation of the next 4 school weeks of the club's competitions/meetings/organized activities.

The building principal/athletic director has the ability to reduce the suspension if the student completes an approved educational or service-based program related to a violation.

**Second Offense: (student-athletes):** The student athlete will be suspended from participation on **any** athletic team for **one calendar year**.

**(club/honor society participants):** The student will not participate or hold a leadership position for **any** club for **one calendar year**.

**Review Process:** The parent/guardian can request an appeal of the decision. If an appeal is requested, a review board will be formed to consider and resolve the situation within three school days. The student will remain ineligible until the review board has reached a decision. The student will have the opportunity to speak to the panel regarding the situation. The athletic director/building principal will sit in on the appeal to provide the factual evidence of the violation and answer any questions, but will not be a voting member. The review committee will consist of:

**Athletic review committees will consist of:**

- Two coaches who have never coached the student-athlete
- One non-coaching faculty member

**Extra-curricular committees will consist of:**

- Three faculty members who have not directly supervised the student in a club

By signing the **Policies and Eligibility Acknowledgment** page, students understand that they must follow the policies set by Lake Norman Charter's board of education and athletic review panel. They also understand that any violation of these policies will jeopardize their ability to be a part of any athletic team, club, or honor society at Lake Norman Charter.

Faculty advisors and/or coaches can be more restrictive with their own policies, but not less restrictive than this policy.

## **HALL PASSES**

Students leaving a classroom during the school day MUST have the teacher's permission and MUST have a hall pass to be outside the classroom in their possession. Hall passes must have the name of the teacher who authorized the student to leave the classroom. Students found outside the classroom without a hall pass will be returned to the classroom and appropriate disciplinary action will result.

## **HONOR ROLL**

At the middle school, special recognition is given to students each quarter for high academic achievement. Honor roll recognition is given for "A" honor roll (all A's for a quarter) and "A/B" honor roll (at least one A and nothing lower than a B). Honor rolls are published in the LNC Knights News.

## **LOCKER ASSIGNMENTS**

Students will be assigned lockers by their homeroom teachers during the first week of school. The school's PTO sells combination locks and students MUST use a school-issued lock. Each student's locker combination number must be recorded with the main office. All lockers are considered to be the property of LNC and students should have no expectation of privacy with respect to locker contents. Therefore, the school reserves the right to search a student's locker at any time without prior notification or approval. Any unauthorized item(s) found inside the lockers may be removed and held by the school. If any unauthorized item(s) are found which are in violation of the Student Behavioral Code, the parents/guardians and local law enforcement officials will be notified. Students are encouraged to keep their lockers locked at all times as LNC is not responsible for personal items that are stolen.

## **LOST AND FOUND**

Students are encouraged to leave valuables at home. At the middle school, lost items will be placed on racks outside of the MS office. Students may check the lost and found before and after school for lost items. Unclaimed lunch boxes are disposed of weekly for sanitary reasons. Unclaimed articles of clothing will be donated to a charitable organization if not claimed within 30 days. Students are urged to label coats, gym bags, band instruments and lunch boxes. Valuable items (watches, rings, glasses, etc.) are kept in the office. Please check with the front office if you have lost something other than clothing.

## LUNCH

The school does not provide a full-service cafeteria. Students should bring a lunch each day. In the event that a student forgets his or her lunch at home, parents may drop off a lunch to the main office by 10:30 am. Alternatively, the LNC Parent-Teacher Organization (PTO) supports the school by offering pre-ordered lunches for purchase as a convenience for parents. The lunch program is 100% dependent on parent volunteers. Notification will be made on Schoology as lunch and volunteer options become available. Please be mindful that pre-ordered lunches will not be refunded when students are absent from school. If a parent would like to stop by the school to retrieve the pre-ordered lunch on those absent days, he or she should contact the school office by 10:30 am to ask to have the student's lunch held.

LNC **will not** accept deliveries from restaurants and/or delivery services (i.e. Door Dash, GrubHub, etc.).

## MEDICATIONS

Prescription medications cannot be dispensed by the school or brought to school without a completed Authorization of Prescription Medication form signed by a physician. These forms are available on Schoology in the LNC2MSP group Resources folder. Medications must be brought to school in their original container. Students may not have prescription medication of any form, except inhalers and epi-pens (with authorization), in their possession or in their lockers on campus or on school-sponsored field trips. Students who violate this directive will face disciplinary action. Students must turn in their prescription medications at the main office and a designated staff member will administer medications provided all requirements are met. Families should arrange to pick up unused medication at the end of the school year.

Students may not carry over the counter medications on their person at any time. Over the counter medication cannot be dispensed by school staff without written parent/guardian consent. Parents/guardians may leave over the counter medication at the school office.

## PROBLEM RESOLUTION

If a parent or guardian wishes to meet to resolve a classroom/student issue, we encourage them to contact:

- First, the teacher
- Second, the team leader for that grade level
- Third, the middle school administration
- Fourth, the superintendent

## PROGRESS REPORTS

Both parents/guardians and students are expected to actively monitor the student's grades via the electronic resources available (i.e. Schoology), which allows families to review both student performance and attendance. Teachers regularly update student performance, which allows parents/guardians and students to partner with the school in ensuring that students are progressing satisfactorily. Notification will be sent out to LNC families at mid-quarter to remind them to check their student's grades.

## SCHEDULE CHANGES

All requests for schedule changes must be made in writing to the middle school principal within the first ten (10) days of school. The requests will be reviewed and any changes will be made based on the educational reason for the requested change, student data and space availability in a class.

## SCHOOL SCHEDULE

The school day begins at 8:00 am. Your promptness at school each morning is expected. Students may begin arriving at 7:30 am and wait in the carpool area. Once students arrive on campus, they are not to leave the school grounds. Students may enter the buildings at 7:45 am. A bell will ring at 7:45 am indicating students may enter the building. Another bell will ring at 7:55 am indicating the students have five minutes to be in their classrooms. The school day ends at 3:00 pm. A bell will sound to indicate dismissal. Students should report immediately to the carpool area.

**Note: There is no supervision of students before 7:30 am or after 3:40 pm. Therefore, students cannot arrive prior to 7:30 am or stay past 3:40 pm as the school does not accept any implied responsibility for the supervision or safety of students if parents/guardians or students fail to adhere to these rules.**

7:30 am – Students arrive

7:45 am – Students enter buildings

8:00 am – Classes begin

3:00 pm – Dismissal

3:40 pm – Supervision of dismissal ends

\*It is extremely important that students are in their classrooms and ready to begin their school day at or before 8:00 am and in attendance for the entire day when he or she is well. If a student arrives after 8:15 am without an appointment slip, he or she must be accompanied by a parent or guardian when signing in and will be counted as tardy. Students without an appointment slip who are not accompanied by a parent or guardian when signing in after 8:15 am will receive a disciplinary consequence.

## TARDY POLICY

Middle school students are considered tardy if they are not in their classroom ready to work when the 8:00 am bell rings. As a carpool school, we understand that there can be delays caused by traffic; therefore, we have given consideration when developing the following consequences for repeated student tardies. Being tardy for medical appointments is considered necessary and will be considered excused if a physician's note is provided. If you are tardy because of a medical appointment, please bring a note from the physician's office to the main office. Documentation should be provided within 48 hours or the tardy will not be considered excused.

Repeated tardiness to school will result in the following disciplinary action:

- Tardies 3 & 4 will result in an email notification/warning to the student's parent(s)/guardian(s).
- Tardies 5 & 6 will result in after-school detention for each offense.
- Tardy 7 will result in a conference with parent(s)/guardian(s)
- Tardies 8 and above will result in out of school suspension
- Tardies will be tracked by quarter and will reset at the beginning of each quarter.

## TUTORING

Teachers are expected to offer student tutoring at least one morning or afternoon per week. Most teachers offer more than one day of tutoring each week. Students may be required to sign up for tutoring with a teacher. A tutoring schedule is posted in each classroom or in Schoology/syllabus.

## WATER BOTTLES

Due to the safety of students as well as the maintenance of technology, furniture, and school tile floors, only plastic refillable water bottles, without a straw, are allowed in the building. Metal, steel, and glass water bottles **are not allowed**. Only water is allowed in your students plastic refillable water bottle (no coffee, energy drinks, or soda). This will prevent sticky/messy situations that can cause injuries to students, damages to iPads/furniture, as well as damage to the flooring in our building.



# HIGH SCHOOL SUPPLEMENT

## ACADEMIC INTEGRITY

Academic integrity violations include, but are not limited to, plagiarism, possession of another student's work, providing your own work to another student, accessing information during an assessment and utilizing a device when not given permission. A zero is always assigned for the assignment in question. Here are the cumulative disciplinary consequences:

- 1st Offense: ASD
- 2nd Offense: ISS and parent conference with administration
- 3rd Offense: OSS + loss of academic honor privileges
- 4th Offense: OSS (multiple day) and potential disciplinary hearing

## ACADEMIC POLICY FOR EXTRA-CURRICULAR PARTICIPATION

Extra-curricular activities include ANY athletic team, MS/HS club leadership positions, or clubs that represent LNC in competition.

To be eligible to try out and remain eligible to participate for any sport, extra-curricular competition or club leadership role at LNC, the student must meet the following criteria:

**HIGH SCHOOL STUDENTS:** No grade of an "F" and a cumulative average of 2.0 or higher in the previous semester. For example, eligibility for students wanting to participate in fall/winter sports or activities will be based on their 2<sup>nd</sup> semester report card from the previous year. Spring participation will be based on the 1<sup>st</sup> semester report card.

A student must have passed a minimum load of work during the preceding semester to be eligible during the present semester. For LNC, this minimum is considered five

classes for credit. Study hall does not count as one of the five. The semester is normally considered half of the academic school year.

*The 2.0 G.P.A. eligibility policy for high school students will be waived for students with an I.E.P. (Individualized Education Plan) or L.E.P. (Limited Eligibility Proficiency Plan) if (1) I.E.P. /L.E.P. goals are being met and (2) the student has no failing grades.*

*With the addition of Schoology, parents and students are responsible for monitoring the progress of their grades throughout the quarter. In addition, all students who are falling below the average will be encouraged by their coaches or club leaders to attend tutoring to improve their grades.*

All rising 9th grade students participating in a fall sport are eligible to participate the first semester of their freshman year, independent of their middle school grades. At the conclusion of the first semester, eligibility will be based on Semester 1 grades in accordance with the LNC Extra-curricular Guidelines.

Summer school will be accepted as an alternative to gain eligibility. It must be accredited course by SACS and NCAA and approved by LNC administration.

In addition,

- A. A student transferring from one member school to another member school within the same LEA (Local Education Agency; school) must sit out 365 days for athletic participation. The LEA may create criteria for immediate athletic eligibility for transfers within the LEA.
- B. A student transferring from one member school in one LEA to another member school in a different LEA must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA transfer committee.

## ACADEMIC STANDARDS

Courses at the high school are taught in a year-long format, in a 7 period schedule. Each class that is successfully completed will earn a student 1 credit, for a possible total of 7 credits per year. Students also have the option of taking a study hall for one period throughout the school year, but are not awarded credit.

In order to be promoted from 9th grade to 10th grade, a student must successfully complete **6 credits**, including English I, NC Math I and at least one science or social studies credit (must include one of the following: Earth Environmental, Biology, a Physical Science, World History, Civics and Economics and/or American History).

In order to be promoted from 10th grade to 11th grade, a student must successfully complete **12 credits**, including English I and English II, 2 math credits (Math I and

either NC Math II or /NC Math III) and 3 science/social studies credits (must include three of the following: Earth Environmental, Biology, a Physical Science, World History, Civics and Economics and/or American History).

In order to be promoted from 11th grade to 12th grade, a student must successfully complete **18 credits**, including English I, English II and English III, 3 math credits (NC Math I, NC Math II and either NC Math III or another advanced math), 1 year of a foreign language and 5 science/social studies credits (must include five of the following: Earth Environmental, Biology, a Physical Science, World History, Civics and Economics and/or American History). Students who are not promoted may be denied participation in specific grade-related activities (i.e. prom, senior class trip, etc.). Students who do not meet graduation requirements will not be allowed to participate in the graduation ceremony; however, they will be afforded the opportunity to complete the remaining course work the following school year to earn their diplomas.

Each year-long class is equivalent to one credit for high school coursework.

## **GRADING SCALE**

Report card grades will be posted using a “letter grading” system. The Lake Norman Charter grading scale is as follows:

|          |   |                   |
|----------|---|-------------------|
| 100 - 90 | A | Excellent         |
| 89 - 80  | B | Good              |
| 79 - 70  | C | Fair              |
| 69 - 60  | D | Needs Improvement |
| 59 - 0   | F | Unacceptable      |

## **ACADEMIC PERFORMANCE COMMUNICATION**

Information regarding students’ academic standing is communicated through parent/teacher conferences, report cards, email and Schoology. If you or your parents/guardian have concerns that you may be experiencing academic difficulties, it is recommended that you meet with your team of teachers early in the school year to allow ample time for intervention.

## **ACADEMIC CONCERN SUGGESTIONS**

If you or your parent/guardian are concerned about your academic performance, the following may help you work to your potential.

- You and your parent/guardian can monitor your performance through the online access to Schoology.

- Each teacher holds tutoring at least one day of the week. Typically students need to sign up with that teacher the day before the desired tutoring session.
- Outside agencies offer after-school tutoring programs to students who need assistance in any subject.
- Make sure you are recording complete and correct assignments from each class.
- Be sure that you study for large tests at least two to three nights prior to the actual test date. Studying for shorter blocks of time and reviewing notes on a daily basis helps students retain information and also helps form effective study habits.
- Organize your notebooks and folders for each class. Your parent/guardian could ask you to explain some of your notes, topics and material to them. Reviewing notes together keeps parents informed and will benefit the student as well.

## **ATHLETIC AND EXTRA-CURRICULAR PARTICIPATION**

### **HIGH SCHOOL ATHLETIC OFFERINGS**

LNC offers an athletics program for all students. We compete in the North Carolina High School Athletic Association. The following sports are scheduled to be offered (offerings based upon student interest and eligibility):

- Fall: cross country (co-ed), cheerleading, boys' soccer, football, girls' tennis, girls' golf and girls' volleyball
- Winter: boys' basketball, girls' basketball, cheerleading and swimming/diving (co-ed)
- Spring: girls' softball, girls' soccer, boys' baseball, boys' tennis, boys' golf, track (co-ed), girls' lacrosse and boys' lacrosse.

### **HIGH SCHOOL CLUBS**

LNC offers a wide variety of extracurricular opportunities through clubs. High School clubs are limited to high school students only (Grades 9 - 12). This comprehensive list is updated yearly, due to the addition of new clubs, and is made available to our community on the school website.

**Eligibility guidelines and required forms are available under the Athletics section on the school's website. Additionally, the school's athletic director can be contacted with questions regarding our sports programs.**

The coaches, teachers, staff, administration and board of education of Lake Norman Charter believe that numerous athletic and academic opportunities exist beyond the classroom. Therefore, it is appropriate for the administration and board of education to allow field trips for athletic and academic competition. The coaches, teachers, staff,

administration and Board have a responsibility to ensure all safety measures are met and that the school is not put in a position to assume liability due to negligence.

For the purposes of this policy and related procedures, an Athletic or Academic Competition Trip is defined as any LNC organized or sanctioned event that occurs at any location other than the primary school campus. Athletic or Academic Competition trips involving students, coaches, teachers and/or staff are considered school-sponsored and, therefore, must meet all approval guidelines.

The following criteria must be met in order to provide a school-sponsored athletic or academic competition trip:

- Every attempt should be made by coaches in scheduling competitions in a manner that creates the least impact to regularly scheduled school operating days.
- No correspondence of any kind, verbal or written, is to be distributed by anyone from the school or a parent acting as a representative of the school regarding an athletic or academic competition trip until approval has been given by the administration and LNC board of education (when board approval is required).
- All athletic competitions must be approved by the athletic director. All academic competitions must be approved by the building principal. If the competition is overnight, then the board of education must also approve the trip.
- All athletic competition schedules must be sent to the athletic director, superintendent and chair of the board of education no later than 10 days prior to the beginning of the competition. All academic competition schedules must be sent to the building principal no later than 10 days prior to the beginning of the competition.

**For athletic or academic competition trips that are one day:** The One-Day Athletic & Academic Competition Trip Request Form and all supporting documentation must be submitted to the athletic director (athletic competitions) or the building principal (academic competitions) no later than 10 days prior to the beginning of the competition. The athletic director or the building principal will review the documentation, request additional information if necessary and make a decision regarding the request. The decision will be forwarded to the appropriate coach by the respective administrator. If the information is not received according to this timeline, the field trip will not be considered for approval.

**For athletic or academic competition trips that are overnight:** The Overnight Athletic & Academic Competition Trip Request form and all supporting documentation must be submitted to the athletic director (athletic competition), the building principal (academic competition), or the superintendent at least 30 days prior to the trip. The athletic director, building principal, or superintendent will review the documentation and request additional information if necessary. If the information is not received according to this timeline, the trip will not be considered for approval. In situations

where athletic team competition will occur prior to the 30-day notice and necessitates an overnight stay, such as athletic post-season playoffs, the board of education authorizes the superintendent or building principal will approve trips that have been reviewed and recommended by the athletic director as necessary.

- In the event that competitions are cancelled due to weather, scheduling conflicts, officiating conflicts or school schedule conflicts, the superintendent or building principal must be notified.
- All contracts with service providers must be negotiated and signed by the superintendent of the school. No other administrator, coach or staff member is authorized to sign a contract or otherwise legally bind the school.
- No alcoholic beverages will be consumed by anyone at any athletic or academic competition.
- The "Transportation Policy" will be followed when transporting students to and from any athletic/academic practices or competitions.
- An LNC administrator, teacher or staff member will take an additional vehicle if all students are to ride on the LNC activity bus. In an emergency, parents or guardians of the student must be contacted as soon as possible. An LNC administrator must be notified of all accidents or injuries within 24 hours of the accident or injury.
- No objectionable material (i.e. music or magazines containing profanity, presentation of movies or other media containing inappropriate adult material or rated above the age of the participating students by recognized ratings agencies) will be permitted on any field trip.
- Athletic or academic trips should not be scheduled to personal residences. No athletic or academic trip will include destinations of the homes of coaches, administration, teachers, staff, parents or students. Any exceptions to this must be approved by the athletic director (for athletic competitions) or the building principal (for academic competitions), or the superintendent. The safety of our students, coaches, teachers, staff, administration and families must be considered during periods of heightened awareness. Therefore, any overnight athletic or academic competition trip will be canceled if the National Homeland Security Threat Advisory code is imminent at the time of departure. If a trip is in progress, and the alert status goes to imminent, the coaches, teachers, staff and any other chaperones will immediately return to the school or other safe location with the students.
- It is the responsibility of the administration to verify that all scheduled activities are in compliance with current insurance liability regulations.
- All field trips must use LNC pre-approved permission slips. Completed and signed permission slips are to be collected by coaches, teachers and staff. An approved list of participants is to be created and the list and slips will then be reconciled by the coaches prior to departure. No student can participate in any

overnight athletic or academic competition trip without presenting a properly completed permission slip prior to departure.

- Prior to departing school, a roster of students is to be placed in all utilized vehicles. Throughout the trip, these are to be used every time students disembark and re-embark (if appropriate) the vehicles to ensure all students have returned to the vehicles.
- All competition trip requests should include alternative plans for students who commit serious offenses that mandate immediate exclusion from the event.
- All destinations and activities for overnight trips must be completely defined and described in the approval request documents. The athletic director or building principal, superintendent and board of education reserve the right to alter or eliminate individual activities and still grant approval for the request. Incomplete requests will not be given full consideration until the outstanding issues are fully developed and resolved.

These rules must be strictly adhered to in order to ensure the safety and well-being of our students, coaches, teachers and staff. This policy is intended to provide significant guidance for the creation, approval and oversight of field trips but in no way is it to be considered all-inclusive. Good judgment is expected of all teachers and staff members when planning and conducting field trips. Violation of any of these criteria will result in appropriate disciplinary action as determined by the administration and/or board of education.

## **CARPOOL**

### **MORNING CARPOOL**

Drop-off begins at 7:15 am at the high school or at such other time as deemed appropriate by the superintendent due to circumstances such as weather and provided that any change has been officially communicated to LNC families. Please use the morning carpool procedures that have been distributed (please contact the office if you need one). **PLEASE DROP-OFF ONLY IN THE DESIGNATED AREAS AND ALWAYS FOLLOW THE LNC CARPOOL GUIDELINES!**

### **AFTERNOON CARPOOL**

Other than on early dismissal days, dismissal begins promptly at 2:45 pm. It is important that all students report to the carpool area IMMEDIATELY when they are dismissed from school. Parents should follow the afternoon carpool procedure that has been issued (please contact the school office if you need a copy). Students should be picked up only from the designated areas and follow all carpool guidelines. Please check the school's website for specific carpool instructions. Student supervision will only be provided while carpool is operating (HS: approximately 30 minutes), so parents

should make arrangements to have their students picked up by that time for their safety.

To help ensure a safe and efficient exit of cars from the campus, during afternoon carpool, all drivers exiting on Old Statesville Rd./Hwy 115 must turn right.

## **CARPOOL RULES**

The following rules were developed to help make carpool as efficient as possible:

- Use only the designated crossing areas and obey the teachers on carpool duty.
- For the safety of our students, parents should refrain from using cell phones while the carpool line is in motion.
- Middle school students who ride with a high school student who has parking privileges on campus may walk between campuses at the crosswalk with a school-issued walking pass.

## **CELL PHONE/SMART WATCH POLICY**

In an attempt to model for students the importance of the appropriate use of electronic devices, LNC has adopted the following procedure for students who have their cell phones in sight or are found to be using them during class time without teacher permission.

1st offense: The phone will be held in the office for a parent to retrieve.

2nd offense: The phone can be picked up in the office by a parent and the student will be assigned an after school detention.

3rd offense: The student will be assigned an after school detention and the parent may retrieve the phone **after the ASD is served**. Please make note that ASDs are only scheduled on Tuesdays and Thursdays each week.

4th & subsequent offenses: The student will receive increased disciplinary consequences which may include, but are not limited to, additional ASD assignment, in-school suspension, parent conference, out-of-school suspension, etc. Students have access to the office phone during the school day for emergencies or illness. They are asked not to call home for non-emergencies such as forgetting work or musical instruments or to make social arrangements. Students who do own a cell phone and choose to bring them to school are asked to keep them securely locked in their locker until after school hours to limit the disruption to the educational process.

If during state testing a student is found to be in possession of any unauthorized electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

## **DISMISSAL POLICY**

Students will be dismissed via carpools or pre-arranged public transportation from the LNC campus. Students are only permitted to visit another LNC campus during the school day while under the supervision of LNC staff or following established procedures. LNC high school students may walk from the high school to the middle school (or vice versa) to be picked up following established carpool procedures.

### **EARLY DISMISSAL**

Students will be permitted to leave campus early only with parental consent. Parents must sign students out in the main office. The student will be called from the classroom to the office. No student will be released directly from the classroom for any reason. In no case will a student be allowed to leave school with anyone except his/her parent or guardian unless the school has an e-mail or note signed by the student's parent/guardian. If the early dismissal is for a medical appointment, the student should bring a note from the medical professional to the office the next day for the absence to be considered excused.

**High school students who drive themselves to school must bring a note signed by the parent, including a contact number for the parent, to the office before school begins.** A dismissal slip will be issued to the student after the parent has been contacted and the early dismissal has been verified.

To preserve the integrity of the classroom environment, early dismissals **will end at 2:15 pm** at the high school. Please schedule appointments accordingly and be mindful that students will not be dismissed after this time.

## **DRIVER'S EDUCATION CLASSES**

LNC has contracted with an external service provider who holds driver's education classes on LNC campus approximately four times during the school year. The state charges a fee, which will be collected on the first day of class. Students must be fourteen and a half prior to the first day of the instruction and interested students should sign up in the HS office. **All** LNC policy and procedure rules apply for classes held on campus. Any disciplinary issue can be grounds for a student to be dismissed from the class and a refund will **not** be provided. Middle school students are not permitted to attend driver's education classes on the high school campus.

To obtain a learner's permit and/or maintain a driver's license, you must have passed 5 of 7 classes the previous semester and bring the driver education certificate to the office. We will complete the driver's eligibility certificate, which requires a parent's signature. Please note that there is a 24-hour turnaround on this paperwork.

## **EDUCATIONAL FIELD TRIP POLICY**

At the high school, students are expected to follow the district policy for educational field trips, but additionally, must be in good academic and attendance standing in order to participate in any field trip. A weighted 2.0 GPA with no F's for the previous quarter is required for all students attending any field trip. Students who have more than five absences by the end of 1st quarter, more than 10 absences by the end of 2nd quarter, or more than 15 absences by the end of 3rd quarter may not be allowed to attend any field trips.

Once a student reaches 20 absences, he or she will not be allowed to participate in any field trips for the academic year.

## **EXTRA-CURRICULAR SUBSTANCE ABUSE POLICY**

The use and/or possession of tobacco, alcohol, illegal drugs, vaping, electronic cigarettes and performance-enhancing products are prohibited. If LNC faculty/staff/administration is made aware of an LNC student club participant or athlete potentially violating this policy on or off campus, the following process will occur:

- A. The student's parents/guardian will be notified in a timely manner that school officials have been informed of a potential violation.
- B. The athletic director and/or building principal will proceed with due diligence to determine the validity of the reported violation.
- C. The athletic director will facilitate a meeting of the student, the parents/guardian and a building principal to discuss consequences.

**If the student is found to have violated the Substance Abuse Policy, the following penalties will be imposed:**

**First Offense: (student-athletes):** The student-athlete will be suspended from active participation with the team for a period of two calendar weeks. The student-athlete will attend, **but not participate**, in practices or games during the duration of the suspension.

**(club/honor society participants):** The student will be withheld from participation of the next 4 school weeks of the club's competitions/meetings/organized activities.

The building principal/athletic director has the ability to reduce the suspension if the student completes an approved educational or service-based program related to a violation.

**Second Offense: (student-athletes):** The student athlete will be suspended from participation on **any** athletic team for **one calendar year**.

**(club/honor society participants):** The student will not participate or hold a leadership position for **any club for one calendar year**.

**Review Process:** The parent/guardian can request an appeal of the decision. If an appeal is requested, a review board will be formed to consider and resolve the situation within three school days. The student will remain ineligible until the review board has reached a decision. The student will have the opportunity to speak to the panel regarding the situation. The athletic director/building principal will sit in on the appeal to provide the factual evidence of the violation and answer any questions, but will not be a voting member. The review committee will consist of:

**Athletic Review Committees will consist of:**

- Two coaches who have never coached the student-athlete
- One non-coaching faculty member

**Extra-curricular Committees will consist of:**

- Three faculty members who have not directly supervised the student in a club

By signing the **Policies and Eligibility Acknowledgment** page, students understand that they must follow the policies set by Lake Norman Charter's Board of Education and Athletic Review Panel. They also understand that any violation of these policies will jeopardize their ability to be a part of any athletic team, club or honor society at Lake Norman Charter.

Faculty advisors and/or coaches can be more restrictive with their own policies, but not less restrictive than this policy.

## **HALL PASSES**

Students leaving a classroom during the school day **MUST** have the teacher's permission and **MUST** have a hall pass to be outside the classroom in their possession. Hall passes must have the name of the teacher who authorized the student to leave the classroom. Students found outside the classroom without a hall pass will be returned to the classroom and appropriate disciplinary action will result.

## HIGH SCHOOL CREDIT OPTIONS POLICY

In an attempt to provide our students with as many opportunities as possible to be successful while attending Lake Norman Charter High School, several options are available for students to earn high school credit outside of traditional classes at LNC.

### CREDIT BY DEMONSTRATED MASTERY (“CDM”)

Per the North Carolina State School Board Policy (GCS-M-001), Lake Norman Charter shall, based upon a body of evidence, offer a student credit for a course without completing regular classroom instruction and seat time. In order to qualify for credit, the student will be required to:

- Complete either the standard EOC or teacher-made exam, scoring a Level 4 or equivalent and;
- Provide an artifact which demonstrates knowledge and skills that are relevant to content standards. Each high school curriculum department will develop guidelines for the artifact work necessary to meet this requirement.

AP and Health/PE courses are exempt from the credit mastery option. Students who are interested in applying for CDM for the upcoming school year must submit an application with their school counselor by December 31. Tests will be administered one time per year during the February state-designated testing window. Students must meet state guidelines for EOC tests or receive a 90% or higher on a teacher-made exam. The required artifact must be turned in the day the student takes the test for review. A CDM review panel will review both the test data and the artifact to make sure that the student has met all requirements and demonstrated deep understanding to meet the required standards. The CDM review panel will be made up of one counselor, one administrator and two members of the department in which the course is being taken. Students will be notified by the end of the current school year if they have met the necessary requirements to receive credit for the course.

### APPEALS

If a student or parent/guardian is in disagreement with the recommendations of the CDM review panel, they may appeal the panel’s decision in writing within 10 days of decision. The panel will review the appeal within 10 days of receipt of the appeal and collect any additional data requested by the panel. Final recommendations will be made within 10 days after appeals review.

### HIGH SCHOOL CREDIT OPTIONS

All options **must** receive prior approval from the high school administration before beginning a course. During the academic year, only courses that are not available on

campus will be approved. Families will be responsible for **any and all costs** associated with choosing an alternative credit option. Available options include:

- **North Carolina Concurrent Enrollment Programs:** LNC juniors and seniors who are 16 and older may take college level courses through the Career and College Promise Program where they would be eligible to receive both high school and college credit. Although tuition is waived for this program, students are responsible for any textbooks or additional fees associated with the class of their choice. Students are responsible for checking course availability, for their enrollment following the college's procedures and any transportation to/from the campus. LNC will provide release time for students to attend classes for the Career and College Promise Program if the course is being held during the class time. For each course a student takes through the program, they will receive one (1) unit of either standard, honors, or advanced placement (AP) level credit on their LNC high school transcript depending on the course requirements. At the end of each semester, the college will issue grades to Career and College Promise Program students and their high schools and establish a transcript.

For those who are interested in learning more about the Career and College Promise program, please go to:

[http://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/ccp\\_parent\\_faq\\_8.11.14v3.pdf](http://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/ccp_parent_faq_8.11.14v3.pdf)

- **North Carolina School of Science & Math IVC:** Rising seniors have the opportunity to take IVC courses through a partnership with North Carolina School of Science of Math. Offerings are based on availability from NCSSM and scheduling occurs with coordination with the assistant principal.
- **Regionally Accredited Private Course Options:** There are several private schools and learning centers in the greater Charlotte area that offer both remediation and traditional coursework. For the purposes of accreditation, LNC will recognize Southern Association of Colleges and Schools (SACS) or any of its sister agencies. Students need to check with high school administration for approval and accreditation status of the institution before committing to taking a course. Students will not be allowed to leave campus during regular school hours to participate in this option.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Lake Norman Charter's high school offers only a college preparatory curriculum and diploma track as outlined by the Department of Public Instruction. The standard graduation requirements and the standards are as follows:

## **REQUIRED CORE AREA CLASSES**

4 credits in English (English I, English II, English III, English IV)

4 credits in Mathematics (Math I, Math II, Math III, and one advanced math course)

3 credits in Science (Earth/Environmental, Biology, and a physical science)

4 credits in Social Studies

(2 options to meet this requirement are:

- World History, Civics & Economics, American History I, & American History II OR
- World History, Civics & Economics, A.P. U.S. History & 1 Social Studies elective of student's choice (i.e. Sociology, Geography, etc.)

2 credits in same Foreign Language

## **ADDITIONAL REQUIRED CLASSES**

1 credit in Health/P.E.

1 credit in Fine Arts

2 additional credits in core areas (English, Math, Science, Social Studies)

3 general electives

10 community service hours per school year attended at Lake Norman Charter

Successful completion of Leadership in Action

In order to meet Lake Norman Charter and North Carolina State Board of Education graduation requirements, the REQUIRED CORE CLASSES (listed above) must be taken at either Lake Norman Charter, at the student's previous school if a student has transferred into Lake Norman Charter, or through our approved Career & College Promise partnership with Central Piedmont Community College.

Once a student has successfully passed and satisfied all of the listed graduation requirements and does not have any disciplinary actions pending, he/she will be required to graduate from Lake Norman Charter.

Students who have attempted a required core class at Lake Norman Charter, but did not successfully pass the class, may re-take the class through a summer school program approved by the high school administration of Lake Norman Charter.

## **GRADUATION CEREMONY PARTICIPATION**

Students who successfully complete the graduation requirements by the end of the regular academic year are eligible to participate in that year's graduation ceremony. Students who complete the graduation requirements any time after the end of the

regular academic year are eligible to participate in the next graduation ceremony. Students who graduate early will receive a high school diploma and assume the status of alumni.

## **HONOR STUDENT DESIGNATION**

High school students who are in the top 20% of their class after eight semesters of coursework will be designated as honor students. Honor students will wear gold cords at graduation to indicate their distinction.

## **LOCKER ASSIGNMENTS**

Students will be assigned lockers by their 3rd period teacher during the first week of school. The school's PTO sells combination locks and students **MUST** use a school-issued lock. Each student's locker combination number must be recorded with the main office. All lockers are considered to be the property of LNC and students should have no expectation of privacy with respect to locker contents. Therefore, the school reserves the right to search a student's locker at any time without prior notification or approval. Any unauthorized item(s) found inside the lockers may be removed and held by the school. If any unauthorized item(s) are found which are in violation of the Student Behavioral Code, the parents and local law enforcement officials will be notified. Students are encouraged to keep their lockers locked at all times as LNC is not responsible for personal items that are stolen.

## **LOST AND FOUND**

Students are encouraged to leave valuables at home. At the high school, lost items will be placed in the MPR. Students may check the lost and found before and after school for lost items. Unclaimed lunch boxes are disposed of weekly for sanitary reasons. Unclaimed articles of clothing will be donated to a charitable organization if not claimed within 30 days. Students are urged to label coats, gym bags, band instruments and lunch boxes. Valuable items (watches, rings, glasses, etc.) are kept in the office. Please check with the front office if you have lost something other than clothing.

## **LUNCH**

The school does not provide a full-service cafeteria. Students should bring a lunch each day. In the event that a student forgets his or her lunch at home, parents may drop off a lunch to the main office by 10:30 am. Alternatively, the LNC Parent-Teacher Organization (PTO) supports the school by offering pre-ordered lunches for purchase as a convenience for parents. The lunch program is 100% dependent on parent volunteers. Notification will be made on Schoology as lunch and volunteer options become available. Please be mindful that pre-ordered lunches will not be refunded when

students are absent from school. If a parent would like to stop by the school to retrieve the pre-ordered lunch on those absent days, he or she should contact the school office by 10:30 am to ask to have the student's lunch held.

LNC **will not** accept deliveries from restaurants and/or delivery services (i.e. Door Dash, GrubHub, etc.).

## **MEDICATIONS**

Prescription medications cannot be dispensed by the school or brought to school without a completed Authorization of Prescription Medication form signed by a physician. These forms are available on Schoology in LNC2HSP group Resources folder. Medications must be brought to school in their original container. Students may not have prescription medication of any form, except inhalers and epi-pens (with authorization), in their possession or in their lockers on campus and on school-sponsored field trips. Students who violate this directive will face disciplinary action. Students must turn in their prescription medications at the main office and a designated staff member will administer medications provided all requirements are met. Families should arrange to pick up unused medication at the end of the school year.

High school students may be in possession of over the counter medication for their own personal use at the discretion of their parents or guardians. Over the counter medication should be kept in their possession at all times and should not be shared with other students.

## **PARKING PASS PRIVILEGES**

Parking at LNC is not a right but rather a privilege and choice. To protect the health and safety of all our students and staff, student vehicles parked on school property are subject to search by any authorized school personnel or for any reason.

- At semester end, student drivers are required to be passing all of their classes and have at least a 2.0 semester G.P.A.
- Any out-of-school suspensions, multiple violations of the LNC Honor Code or Student Behavior Code, outstanding financial obligations, or failure to perform required community service or Leadership in Action may result in immediate loss of driving privileges for the remainder of the semester.
- Driving to school/parking pass privileges may be revoked for more than a semester if deemed necessary by the LNC administration.
- Student drivers are required to bring a copy of their most recent report card to the office when requesting/renewing a parking pass.
- Student drivers are required to provide a copy of proof of insurance for the car or cars they will use while parking on campus.

- Student drivers are required to have a valid driver's license at the time the pass is issued.
- Student drivers are required to purchase a \$50 per semester parking pass. Parking pass fees are non-refundable and non-transferable. There is a \$10 charge to replace a lost pass.
- Parking passes will not be given to any student who has an outstanding financial obligation or has not completed all required community service hours or is not on track in Leadership in Action.
- If a student participates in a carpool, all students who are driving must meet the eligibility requirements and be registered with the high school office with proper documentation.

Students who park on school grounds without a valid parking permit will face disciplinary consequences:

- 1<sup>st</sup> offense: 1 day after school detention assigned and \$5 daily parking fee
- 2<sup>nd</sup> offense: 2 day after school detention assigned and \$5 daily parking fee
- 3<sup>rd</sup> offense: suspension until a parent conference is held

Students who fail to park in their assigned parking space, drive inappropriately and/or do not follow LNC Student Code of Conduct will face disciplinary consequences:

- 1<sup>st</sup> offense: 1 week of suspension of parking privileges
- 2<sup>nd</sup> offense: loss of parking pass for the remainder of the semester (no refund)
- 3<sup>rd</sup> offense: permanent loss of parking pass and other school related disciplinary consequences

Each spring a lottery will be held, if necessary, to assign parking spaces for the following school year. Students must have all required documentation and a valid driver's license when the pass is issued at the beginning of the school year. Students who do not meet all requirements at the time passes are issued will be placed at the bottom of the waitlist.

## **PROGRESS REPORTS**

Both parents and students are expected to actively monitor the student's grades via the electronic resources available (i.e. Schoology), which allow families to review both student performance and attendance. Teachers regularly update student performance, which allows parents and students to partner with the school in ensuring that students are progressing satisfactorily. Notification will be sent out to LNC families at mid-quarter to remind them to check their student's grades.

## PROBLEM RESOLUTION

If a parent wishes to meet to resolve a classroom/student issue, we encourage them to contact:

- First, the teacher
- Second, the department chair
- Third, the high school administration
- Fourth, the superintendent

## SCHEDULE CHANGES

Students will be provided with a schedule for the upcoming school year in late summer. Changes should be limited to errors only (i.e. student failed a prerequisite, student failed a required course, student did not complete summer school, insufficient credits, etc.). Students who believe that they meet the criteria to make a change should contact their counselor, who will review the request.

Changes can be made at the beginning of the year *for core classes* if a teacher believes the student has not been placed at the appropriate level. Students should speak to their counselor about the procedure and then will be required to gain permission from their current instructor, the desired new instructor, the parent and the school counselor prior to a change being approved. Students must attend their scheduled class until all parties have approved the change. Electives courses may **not** be changed after the end of the previous school year unless they are affected by a core course change.

## SCHOOL SCHEDULE

The school day begins at 7:45 am. Your promptness at school each morning is expected. Students may begin arriving at 7:15 am and wait either in the carpool area or the courtyard area. Once students arrive on campus, they are not to leave the school grounds. Students may enter the buildings at 7:15 am. Another bell will ring at 7:40 am indicating the students have five minutes to be in their classrooms. The school day ends at 2:45 pm. A bell will sound to indicate dismissal. Students should report immediately to the carpool area.

**Note: There is no supervision of students before 7:15 am or after 3:15 pm. The school cannot accept any implied responsibility for the supervision or safety of students if parents or students fail to adhere to these rules.** If students are repeatedly dropped off before 7:15 am or left at school after 3:15 pm, parents will be contacted and notified of a violation of school rules. Students should not get out of their cars, either in carpool or the student parking lot, unless they have a previously scheduled meeting with one of their teachers.

- 7:15 am – Students arrive
- 7:15 am – Students enter buildings
- 7:45 am – Classes begin
- 2:45 pm – Dismissal
- 3:15 pm – Supervision of dismissal ends

## TARDY POLICY

High school students are considered tardy if not **in the classroom** at 7:45 am. Tardy students must report to the office for an “admit to class” pass. Being tardy for medical appointments is considered necessary and will be considered excused if a physician’s note is provided. If you are tardy because of a medical appointment, please bring a note from the physician’s office to the main office. Documentation should be provided within 48 hours or the tardy will not be considered excused.

Repeated tardiness to school or to an individual class will result in the following disciplinary action:

- Tardies 4 and 5 will result in one after school detention for each offense. Students who do not serve their assigned ASD will result in an immediate in-school suspension.
- Tardies 6 and above will result in additional disciplinary consequences, including but not limited to, additional in-school suspension, out-of-school suspension, and/or parent meeting for each offense.
- Tardies will be tracked by quarter and will reset at the beginning of each quarter.

## TRANSCRIPTS

Official transcripts may be requested in person at the high school office and require 24 hours advance notice. Electronic transcripts will be provided free of charge and hard copies furnished by the school will be provided for a fee. Official transcripts for scholarship applications and final verification to colleges are free and will not count towards the first three transcript requests.

## TUTORING

Teachers are expected to offer student tutoring at least one morning or afternoon per week. Most teachers offer more than one day of tutoring each week. Students may be required to sign up for tutoring with a teacher. A tutoring schedule is posted in each classroom or in Schoology/syllabus.