

Lake Norman Charter Policy Handbook



Athletic and Academic Competition Trip Policy

The coaches, teachers, staff, administration and Board of Directors 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 Directors 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 than 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 Directors (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 Directors must also approve the trip.
- All athletic competition schedules must be sent to the Athletic Director, Superintendent and Chairperson of the Board of Directors 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 Directors 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 Directors authorizes the Superintendent to 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 must be notified. If the competition is overnight, then the Chairperson of the Board of Directors 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 Chairperson of the Board of Directors.
- 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 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 that 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 Directors 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 Directors.

Athletic Participation Policy

Middle School

1. All students must be enrolled in Lake Norman Charter to participate.
2. All students must have had a physical within one year prior to the first day of tryouts and provide written proof of the physical BEFORE they can try out.
3. All students must be passing **all** of their classes with at least a 77% average and will maintain good standing in conduct. Students with a grade of below 77% on their last report card will be allowed to try out for a sport and given a 3 week grace period to increase their grade/s to a 77% or higher. If the student makes the team, they will be allowed to practice but not to play during the 3 week grace period. If the grade is not 77% or higher at the end of the grace period, the student will be removed from the team.
4. All students must be in good discipline status through the entire time of their respective sport season. This means that if a student is suspended for any period of time, their status as a team member may be determined by the coach and Athletic Director to be revoked. The student is not allowed to participate or attend any sports events during the time of suspension. If a student is suspended when on academic or behavior probation, the student will automatically be removed

from the team.

5. Each coach will set an attendance policy that must be followed in order to remain on the team. This shall include the number of excused missed practices that a player may have prior to being asked to leave the team.
6. If the player is absent or removed from school during the day of a contest for a unexcused reason, the player may not be in the contest that school day.
7. Under NO circumstances will a player be allowed to remain on any team if found using, holding, purchasing, or selling any tobacco or alcohol products. Each coach may also request additional team "conduct" standards of their team.
8. Any player who quits a team voluntarily for reasons other than ones listed above or due to medical reasons as determined by a physician will NOT be allowed to participate in LNC athletics for a period of one year.

High School

To be eligible to try out, participate, and remain eligible for any sport at LNC High School, the student-athlete must have no grade of a "F" and a cumulative average of 2.5 or higher on their most recent report card for the nine week quarter and must maintain good standing in regards to conduct. Violations of the school's behavior policy are subject to review by the Athletic Director and Superintendent and may cause a student-athlete to be placed on probation or removed from the team. If the student-athlete is trying out for a fall sport, the 4th quarter report card of the previous academic year will be used to determine a student-athlete's academic eligibility. Students with a GPA of below 2.5 or a grade of an "F" on their last report card will be allowed to try out for a sport and given a 3 week grace period to increase their GPA to a 2.5 or higher with no "F's." If the student makes the team, they will be allowed to practice but not to play during the 3 week grace period. If the GPA is not 2.5 or higher at the end of the grace period or there is an "F" in any class, the student-athlete will be removed from the team. If a fall athletic team was formed in the previous spring, the 4th quarter report card will be used to determine if an athlete maintains eligibility.

The 2.5 G.P.A. eligibility rule will be waived for students with an I.E.P. (Individualized Education Plan) if (1) I.E.P. goals are being met and (2) the student has no failing grades.

1. All students must be enrolled in Lake Norman Charter to participate.
2. All students must have had a physical within one year prior to the first day of

tryouts and provide written proof of the physical.

3. All students must be passing **all** of their classes with at least a 2.5 cumulative G.P.A. and will maintain good standing in conduct.
4. All students must be in good discipline status through the entire time of their respective sport season. This means that if a student is suspended for any period of time, their status as a team member may be determined by the coach and Athletic Director to be revoked. The student is not allowed to participate or attend any sports events during the time of suspension. If a student is suspended when on Academic or Behavior Probation, the student will automatically be removed from the team.
5. Students must be in attendance 85% of the previous semester (i.e. cannot miss more than 13.5 days in a 90 day semester). This includes all absences (excused and unexcused).
6. Students may not participate if they become 19 years of age on or before August 31st of the school year.
7. No student may be eligible to participate at the high school level for a period lasting longer than 8 consecutive semesters, beginning with the student's first entry into the 9th grade or participation on a high school team, whichever occurs first.
8. Each coach will set an attendance policy that must be followed in order to remain on the team. This shall include the number of excused missed practices that a player may have prior to being asked to leave the team.

Attendance Policy

Students are expected to attend school daily. Learning opportunities are missed when students are absent from school, and cannot be replaced through make up work. An absence is defined as missing more than ½ of any one class period or more. In accordance with State policy, absences from school will be excused for the following reasons:

- Illness/injury
- Quarantine
- Death of an immediate family member
- Medical or dental appointments

- Court or Administrative Proceedings
- Religious observance
- Pre-approved educational opportunity

Absences are considered unexcused until the homeroom teacher (middle school) or the office (high school) receives documentation from the parent or guardian within three days of the student's return certifying the need for the student's absence. Notes must include dates absent, reason for absence and parent/guardian signature. A physician must certify absences of three or more consecutive days in duration. Any student with 20 or more absences in a school year is subject to failure of the grade. Students must be in attendance for at least one-half day in order to be counted present for the day for purposes of participation in an extra-curricular activity. In order to be excused, educational opportunities must be approved 10 days prior to the trip by the building principal. Failure to submit appropriate documentation will result in an unexcused absence.

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 and competitions sponsored by the school
- Athletic events requiring early dismissal from school

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

Tardiness

Students are expected to arrive at school on time and must report to the office for an "admit to class" pass if tardy. Being tardy for medical appointments is considered necessary and will be considered excused. If your student is late because of a medical appointment, please bring a note from the physician's office.

Partial Attendance

Students must be in attendance for at least one half day in order to be counted present for the day.

Make-up Work for Absences

Students are responsible for, and are permitted to, make up all work missed during absences. All work must be made up within five school (5) 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, or exams were missed and completing them within the specified time period.

Maximum Number of Absences

If a student is absent more than 10 days within a school year, LNC reserves the right to require the student to provide medical documentation for any other future absence to be considered excused. Any student with 20 or more absences in a school year could be subject to failure of the grade or course. Written notification will be provided by the school indicating an excessive number of absences. If the student exceeds 20 absences, a parent or guardian may appeal the failure of the grade or course due to extenuating circumstances to the Superintendent.

Beginning Teacher Support Program

Introduction

In accordance with SBE Policy TCP-A-004 (4.120), Lake Norman Charter School's Beginning Teacher Support Program provides a comprehensive program for initially licensed teachers. The Beginning Teacher Support Program does not include media specialists, guidance counselors, school psychologists, speech pathologists, and instructional specialists. The following plan outlines the LNC Beginning Teacher Support Program.

Program Administration

The Superintendent shall designate a Beginning Teacher Support Coordinator who will be responsible for overseeing the Beginning Teacher Support Program. The Beginning Teacher Support Coordinator will work collaboratively with building administrators, beginning teachers and mentors to provide guidance and support for all beginning teachers.

The Beginning Teacher Support Coordinator will be responsible for verifying eligibility of beginning teachers for a continuing license.

Formal Orientation

All beginning teachers will be provided with an orientation within two weeks of the beginning of each school year that includes training in the evaluation process, a copy of the Rubric for Evaluating North Carolina Teachers, SBE Policy TCP-C-004, the schedule for completing all components of the evaluation process, and the process for achieving a continuing license. Orientation will also include a description of services offered by LNC, information on professional development opportunities, information on state and local policies and expectations, and individual orientation with building administrators.

Optimum Working Conditions

To ensure that beginning teachers have the opportunity to develop into capable teachers, LNC strives to provide the following optimal working conditions as specified in SBE policy TCP-A-004:

- assignment in the area of licensure;
- mentor assigned in the same content area/grade level and in close physical proximity;
- limited non-instructional duties;
- limited preparations;
- limited number of exceptional and/or difficult children;
- No extracurricular activities assignment unless requested in writing by the beginning teacher.

Mentor Selection and Training

Based on the belief that quality mentors are critical to the success of beginning teachers, LNC is committed to assigning accomplished teachers as mentors for beginning teachers. Mentors will be assigned to beginning teachers as soon as possible after employment. Preference will be giving to teachers who meet the following guidelines outlined in SBE Policy TCP-A-004:

- 1. Successful teaching in the area of licensure**
 - A. Appraisal ratings among the highest in the school (regardless of instrument/process used);
 - B. Strong recommendations from principal and peers;
- 2. Commitment**
 - A. Willingness to serve as a mentor;

- B. Willingness to participate in ongoing annual professional development related to mentoring;

3. Other

- A. Preference for career status teachers who have experience in the district norms, culture, and mission, as well as the State's goals (ABC's), strategic priorities, and standard course of study; and
- B. Preference given to those who have successfully completed a minimum of 12 contact hours of mentor training.

Mentors may receive training through NC DPI Regional Education Facilitators and through courses offered by local community colleges. In addition, LNC will implement mentor training utilizing a combination of face-to-face meetings and online instruction provided by NW-RESA. Mentor training will emphasize the revised NC Mentor Standards and the Mentoring Rubric for Self-Assessment. LNC will provide quarterly support and additional professional development for mentors.

Mentors will meet with beginning teachers at least once per month and will keep a log of mentoring activities. Mentors will observe beginning teachers at least once each school year using the NC Rubric for Evaluating Teachers.

Observations

In compliance with the Excellent Schools Act and subsequently GS 115C-333, each beginning teacher will be observed at least three times annually by a qualified school administrator or a designee and at least once annually by a teacher/peer. The peer observation will be performed by someone other than the beginning teacher's assigned mentor. The formal observations will be conducted using the most recent North Carolina Teacher Evaluation Process. Before the first observation, the principal shall meet with the teacher for a pre-observation conference. Each observation must last for at least one continuous period of instructional time that is at least 45 minutes in length and must be followed by a post-conference within ten school days of the observation. The required observations must be appropriately spaced throughout the school year:

- One formal observation completed by October 30 (by principal or designee);
- One formal observation completed by February 10 (by principal or designee);
- Mid-year evaluation completed by February 10;
- One formal observation completed by April 30 (by principal or designee);
- One formal observation completed by peer teacher by April 30;
- Summative evaluation completed by May 30.

Professional Development Plan

In addition, TCP-A-004 stipulates each beginning teacher is required to develop an Individual Growth Plan or Professional Development Plan in collaboration with the principal (or the principal's designee) and mentor teacher. Development of the IGP/PDP is based on a self-assessment completed by the new teacher and collaborative conversations with both the new teacher's mentor and an administrator. The plan must include goals, strategies, and assessment of the beginning teacher's progress in improving professional skills. The IGP/PDP will be reviewed at the mid-year and again at the end of the school year. Individual growth plans are collected and reviewed by the Assistant Superintendent and the Coordinator for Beginning Teacher Support with administrators and placed on file in the office of the Assistant Superintendent for Human Resources. The beginning teacher, mentor and principal must sign off on the IGP/PDP at the beginning of the school year, at mid-year, and at the end of the school year. A copy of the PDP should be included in the beginning teacher's cumulative file.

Support and Technical Assistance

All beginning teachers will participate in quarterly professional development to be provided on four half-days scheduled throughout the school year. Documentation of participation in professional development will be maintained by building principals (or principal designees) with a copy of the professional development log to be placed in the beginning teacher's cumulative record. The Beginning Teacher Support Coordinator will work collaboratively with mentors, beginning teachers, and building administrators to identify specific needs of beginning teachers. Technical assistance available to beginning teachers includes, but is not limited to:

- Mentor teacher
- Principal or designee
- Department chairperson
- NC Department of Public Instruction resources and personnel
- DPI and WRESA professional development opportunities
- Classroom observations and feedback
- Resource teachers and support staff
- Local, regional, and state conferences and workshops
- University and community college resources

Additional support may be in the form of the Beginning Teacher Support Coordinator, lead teachers/department chairs and other teacher leaders sharing instructional materials, best practices, and relevant information; cultivating professional dialogue;

and gathering assessment and discipline data to ensure that all beginning teachers are receiving appropriate support. The Beginning Teacher Support Coordinator will collaborate with building principals to address specific areas of concern and provide any additional necessary support for individual beginning teachers.

Beginning Teacher Cumulative Files

The Beginning Teacher Support Coordinator will maintain a cumulative file for each beginning teacher. This file is to be maintained separately from the beginning teacher's personnel file. Documents to be included in the file include:

- Final signed copy of each year's IGP/PDP;
- The North Carolina Teacher Educator Evaluation formal observation documents, including summative evaluation with ratings, teacher's comments at end of year, and appropriate electronic signatures;
- Any written memorandum related to instructional performance of the beginning teacher;
- Written request for extracurricular duty assignment, if applicable.
- Copy of the mentor log, supplied by the mentor at the end of each school year;
- Professional development log, which documents professional development completed by the beginning teacher during the school year.

The beginning teacher will have electronic access to all observations completed on the online McRel system. The beginning teacher is responsible for maintaining a copy of his/her IGP/PDP and professional development log and submitting to the Beginning Teacher Support Coordinator at the end of each school year. The mentor is responsible for maintaining the mentor log and submitting the log to the Beginning Teacher Support Coordinator at the end of each school year. All beginning teachers are encouraged to keep a copy of all observation and evaluation documents, IGP/PDP documents, mentor logs, and professional development logs for their own professional files.

The Beginning Teacher Support Coordinator will provide for the timely transfer of beginning teacher files and documents to a successive employing LEA, charter school, or non-public institution upon the written request of the beginning teacher. Otherwise, beginning teacher cumulative records will be maintained on file for a period of five years.

Program Evaluation

The Beginning Teacher Support Coordinator will review the program annually to ensure program quality and effectiveness. The review will focus on the quality of the support team, professional development opportunities and needs and program administration. Data for the evaluation will be collected through surveys, meetings with mentors and beginning teachers, informal mentor and beginning teacher reflections, assessment of annual teacher turnover, the NC Teacher Working Conditions Survey; and review of beginning teacher cumulative files. The Beginning Teacher Support Coordinator will collect, analyze and share the data with all stakeholders, including beginning teachers, mentors, building administrators and the Board of Directors.

Conclusion:

The Lake Norman Charter Beginning Teacher Support Program focuses on quality induction for new teachers with an emphasis on mentoring, sustained support, optimal working conditions, and professional growth. The plan is aligned with the NC Professional Teaching Standards, the NC Mentor Standards, the NC Educator Evaluation System, and the Lake Norman Charter mission. The plan incorporates strategies for not only meeting minimal requirements, but helping beginning teachers aspire towards excellence.

Board of Directors Expectations Policy

The Lake Norman Charter Board's mission is to support the operations and vision of the Lake Norman Charter School. For all intents and purposes, the board serves in both an external relations capacity for the school, communicating its successes and securing financial support for both its operations and in an internal capacity by identifying long-range plans for the school and adopting policy that is consistent with the school's mission. The board has one employee, the superintendent, who is responsible for overseeing the day-to-day operations which support the mission and vision of the school. Board members are called upon to contribute time, thought, and energy, as well as financial resources, to support the viability and growth of the school.

Board Composition/Membership/Terms

There are nine (9) voting board members, and each serves a three year, staggered term. Board members are limited to two terms, serving a maximum of six (6) total years. After completing the first term, members are eligible to serve a second three-year term.

The board identifies and selects potential members for service. In this process, they consider individuals from the different constituent groups at the school and consider the different skills that person can share with the board. As with everything at Lake Norman, we believe that diversity in our board membership will enhance our ability to implement our mission.

Attendance/Time

There is a significant amount of time commitment associated with being a board member. In advance of the full board and committee meetings, members should have read the minutes from previous meetings, board notes, and be familiar with the issues for the current meeting so that there can be healthy discussion and knowledgeable voting. Irregular or poor attendance may warrant a request for resignation from the board.

In addition to regular attendance at full board and committee meetings, it is important for board members to be active, visible members of the LNC community.

Committees/Task Forces

Each board member will actively lead or serve on at least one committee, where most of the work of the board is accomplished. From the discussions in the committees, recommendations are made to the board for funding and policy decisions. Committees are based on both the charter-defined standing committees and the strategic plan and vision for the school. The committee chair will oversee implementation of the plan and will report progress during full board meetings. These groups are led by board members and engage other members of the community who may have expertise or influence in this particular area. The Board Chair and Superintendent will serve as ex officio members of each strategic committee to oversee the groups' progress and assist in tasks.

Board Development

The school board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our school. The school board shall plan specific in-service activities designed to assist school board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the educational activities of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

School board members will participate annually and regularly for at least six (6) hours in high-quality professional development activities at the state, local, or national levels on governance, including, but not limited to, personnel, policies and practices; curriculum and instruction; use of data in planning and decision making; and current issues in education.

The school board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions conducted by the NC Public Charter Schools Association, NC Alliance for Public Charters, and similar events sponsored by other recognized providers of continuing education that promote the purpose of this policy.
2. Attending board governance sessions held prior to regularly scheduled board meetings.
3. Regularly reviewing important Charter School governing materials, including school charter, bylaws, and governance materials.
4. Newly chosen board members are required to arrange a new member orientation with the Board Chair and Superintendent to discuss board responsibilities and to become acquainted with board processes and procedures.

Ambassador/Active Participant

Members of the board are expected to have and display an abiding interest in the welfare of the school and strong desire to help widen its base of support. Board members should become well informed about the school's history, goals, accomplishments, current operations, and concerns so that they can act as knowledgeable advocates of the school. Each board member should take every

appropriate opportunity to increase the public's awareness of the school's contribution to the community. As active leaders of the school, board members are expected to support special events and be visible on campus.

Confidentiality/Records

Per the principles of good board practice, "the board keeps full and accurate records of its meetings, committees, and policies, and communicates its decisions widely while keeping its deliberations confidential." If a board member receives a question about a board decision, he or she should defer to the board chair for comment. At the beginning of each term, appointed board members will sign a confidentiality agreement outlining expectations for communication with the public.

Governance/Evaluations

The role of the board is governance and leadership, not management. When confronted with an issue about day-to-day operations, board members should politely request that the question be directed to the Superintendent.

Per the Lake Norman School Charter, board members are subject to annual review and reappointment by other board members. All decisions and changes to the board will be determined by a majority vote.

Culture of Giving and Philanthropy

Ideally, we want every family to make Lake Norman Charter one of their top philanthropic priorities while their children are students at our school. In order to create and nurture that type of culture of giving and philanthropy, board leadership is necessary and to that end, each board member will be expected to make a financial contribution, in an amount which such member deems in his sole discretion to be appropriate, to every school-led giving campaign.

Community Use Policy

The board has entered into Joint Use Agreements with the Town of Huntersville allowing the Town use of the middle school and high school gyms during certain times when those facilities are not being used by the school. Based upon the Town's usage of the school's facilities and recognizing that the primary purpose of the school's facilities

is to provide an excellent educational environment for its students, the board hereby determines that no community use of the school's facilities is warranted at this time.

School-sponsored and school-related groups approved by the Superintendent may continue to use school facilities with the prior approval of the Superintendent or his/her designee.

Compensation Philosophy Policy

Lake Norman Charter is committed to ensuring fair, equitable, and competitive pay practices. In order to meet this goal, the following objectives have been identified:

- Attract and retain qualified employees at all levels of responsibility who perform in a manner that permits Lake Norman Charter to achieve its objectives and goals;
- Reflect the area compensation value of relative positions (i.e. CMS scale) to allow the school to recruit and retain licensed, well-trained, enthusiastic educators;
- Responsive to current economic conditions, including funding necessary to participate in benefit programs such as the state retirement system and health care
- Be internally consistent and fair;
- Provide the flexibility (based upon availability of funds) to reward employees on the basis of individual performance and the achievement of various certification (i.e. Master's Degree or National Board Certification);
- Foster good employee understanding and relationships; and
- Comply with all LNC Board, and Federal Laws and regulations.

Equally important, we view compensation practices as a means for communicating our goals and standard of performance and to motivate and reward those staff in relationship to their achievements. We believe discretionary compensation can be used as an evaluation tool and a communication system designed to support, reinforce, and align us with our philosophy, culture, values, strategic goals, and operational and financial needs. When financial means exist, Lake Norman Charter will provide performance based bonuses to staff. Bonuses will be based on clearly articulated goals and it is the administrator's responsibility to give regular evaluation feedback to staff in order for them to understand those goals. When unfavorable funding conditions threaten the financial well-being of the school, we may have to limit compensation

program expenses such as raises or bonuses. The financial capacity of the school to award compensation will be evaluated yearly.

Conflict of Interest Policy

All Lake Norman Charter School employees and Board of Director members have an obligation to act at all times in the best interest of LNC and to conduct all LNC-related business transactions without actual or potential conflicts of interest. Each employee and Board member must, therefore, avoid incurring any kind of financial or personal obligation that might affect his or her judgment in acting on behalf of LNC with outside firms or individuals. Employees and board members also must at all times act in a manner that is consistent with the spirit of this policy and their specific responsibilities with LNC and take all necessary precautions to avoid any actual or potential conflict of interest.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in direct or indirect benefit, personal gain or advantage for that individual or his/her relative or associate as a result of LNC's business dealings or affairs. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or board member is similar to that of persons who are related by blood or marriage. For purposes of this policy, an associate is any person or entity acting for, or on behalf of, or in the name of an employee or board member or who is otherwise directly associated or connected to the employee or board member for business or other purposes.

Unless otherwise exempted by state law, no employee or board member who is involved in making or administering a contract, transaction or decision on behalf of LNC may derive a direct benefit from such actions. In addition, even if so exempted, employees or board members who will derive a direct benefit from an LNC contract, transaction or decision but who are not involved in making or administering the same shall not attempt to influence any other person or entity who is involved in such actions.

Business dealings and contracts with outside firms also should not result in unusual gains for those firms and shall not result in any gains or direct benefits for employees or board members, including kickbacks, bribes, bonuses, fringe benefits, promises of

employment, and other windfalls designed ultimately to benefit either the outside firm, employee(s) or board member(s) involved, or both.

Except as otherwise specified above or by applicable state or federal law, employees and board members who have influence over transactions involving board purchases, contracts, leases or business matters must disclose the existence of any actual or potential conflict of interest in writing to the Board Chairperson, the Superintendent, and their immediate supervisor, if and as applicable, as soon as possible so that safeguards can be established to protect all parties. All employees or board members with knowledge of any actions that may violate this policy should also contact the Board Chairperson or Superintendent as soon as possible regarding the same.

Failure to make advance disclosure of potential conflicts of interest or to otherwise abide by the requirements set forth in this policy may result in disciplinary action, up to and including discharge for an employee or removal from the board for board members.

Examples of conflicts of interest that are prohibited by this policy include, but are not limited to:

- Holding substantial financial interest (i.e., more than a ten percent ownership or other interest) and/or acting as an officer, director, partner, creditor or guarantor in an outside firm or entity that provides goods, wares, merchandise, services, supplies, material, equipment or property to LNC;
- Acting as an agent for any manufacturer, merchant, dealer, publisher or author for any article of merchandise or service to be used by, sold or distributed to LNC;
- Borrowing money from suppliers, customers or other individual firms or entities with whom LNC does business, with the exception of lending institutions; or
- Soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing or attempting to influence the award or outcome of a contract, transaction or other decision.

Credit by Demonstrated Mastery (CDM)

Per the North Carolina State School Board Policy (GCS-M-001), Lake Norman Charter shall, based on 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 that are interested in applying for CDM for the upcoming school year must submit an application with their school counselor by December 31st. 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 94% 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 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 beginning of the next school year as to whether they have met the necessary requirements to receive credit for the course.

Appeals and Suggested Grievance Process

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 recommendations and collect any additional data requested by the panel. Final recommendations will be made within 10 days of Appeals Review.

Curriculum Approval Policy

It is the policy of Lake Norman Charter School to follow the North Carolina Standard Course of Study. In order to add courses outside the North Carolina Standard Course of Study to the curriculum, the New Course Proposal must be developed by the appropriate teaching team or department, approved by the Curriculum and Instruction committee and building principal, and approved by the Board of Directors. The New Course Proposal must include the following:

- 1. Proposal Summary**
 - A. Includes a description of the proposed course
- 2. Justification**
 - A. List reason(s) why the course is needed and how it benefits students
- 3. Impact of Implementation**
 - A. Anticipated course enrollment
 - B. Effect on enrollment regarding other existing or proposed classes
- 4. Resources Needed to Support Proposal**
 - A. Personnel
 - B. List of qualified faculty members interested in teaching new course
 - C. Facility needs
 - D. Equipment and supplies
 - E. Approximate total cost for implementing course
- 5. Summary of Faculty Involvement Regarding Course Design**
 - A. List of teachers participating in proposal development
- 6. Approval Signature with Dates**
- 7. Attachments**
 - A. Course objectives and syllabus

Dismissal Policy

Students will be dismissed via carpools or pre-arranged public transportation from the LNC campus. Students are only permitted to visit the other 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.

Donation Refund Policy

Lake Norman Charter School graciously accepts monetary donations. All donations are non-refundable unless one or more of the criteria below is met:

1. The donor submitted multiple donations when the intent was to make a single donation.
2. The donation was submitted with the amount listed incorrectly.
3. LNC makes an error when processing a transaction.

All refund requests must be received within 10 business days immediately following receipt of donation.

Donor and Family Information Privacy Policy

Lake Norman Charter School is committed to honoring the privacy of its supporters and families at all times. We will not sell, trade or share personal information with anyone else, nor will we send mailings on behalf of other organizations.

LNC collects and maintains personal information that is specifically and knowledgeably provided to us by individuals or their companies. We will only share personally identifiable information with a third party if (i) we are required to by law (ii) it is necessary for completing an authorized operation, for instance to process a credit card transaction, or (iii) if the person submitting the information asks that it be shared.

Our web server automatically recognizes each visitor's domain name, but does not automatically collect personally identifiable information. We do not take responsibility for the contents or privacy practices of any web site other than our own.

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we maintain physical, electronic and administrative safeguards to protect the information we collect online. We have taken all standard industry precautions to protect you from the loss, misuse or alteration of information you provide to us. We are committed to ensuring that all donation transactions to LNC are safe and secure to the fullest extent possible.

Drug-Free Campus Policy

Lake Norman Charter is dedicated to maintaining a drug-free workplace. Under the personal conduct disciplinary process, anyone reporting to work under the influence of

alcohol or illegal drugs or using alcohol or illegal drugs on the job may be dismissed immediately. Drug abuse may be cause for criminal prosecution by government agencies, in addition to disciplinary action by the school. The use of tobacco products is prohibited on campus and at all school-sponsored events.

Employee References/Release to Third Parties

LNC promotes the accuracy and consistency of the authorized release to third parties of non-confidential employment-related information regarding employee references or employment verification for current or former LNC employees. As such, only the Department Chairs, Grade Level Leads and members of the Administration Team (individually, an “Authorized Person”) are authorized to give employee references, verify employment or provide letters of recommendation for current or former LNC employees; provided, however, that an Authorized Person must first contact the Superintendent prior to responding to any inquiries and the release of any such employee information shall be in the sole discretion of the Superintendent. Any other LNC employee who receives a reference or verification request shall refrain from responding and forward all such requests to their respective Department Chair, Grade Level Lead or Administration Team. Any current or former LNC employee who desires that his or her employment verification include information beyond a neutral reference (dates of employment, position, and salary) must first complete the Employment Verification Form. Employees that work on a limited basis and do not have a signed employment agreement with LNC, such as substitute teachers, will automatically receive a neutral reference if LNC receives an inquiry on their behalf.

Legal References: N.C.G.S. §§ 1-539.12, -319, -320, -321, -325(b)

Exempt vs. Nonexempt Employment Classification

Exempt: An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption. Certain computer professionals may also be exempt. With some limited exceptions, exempt employees must be paid on a salary basis.

Teachers are statutorily listed as exempt employees.

Nonexempt: An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.

If you are a nonexempt employee it will be so stated on your annual employment contract and you will be subject to the employment policy related to this classification of employment.

Definitions:

Work Hour: is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.

Authorized hours: are work hours that a manager assigns to complete a task.

Workday: defined as eight hours of authorized work as assigned per your building principal or direct supervisor. Employees may be assigned to alternative schedules to include flextime or compressed workweeks with the authorization of their principal or direct supervisor.

Workweek: covers seven consecutive days beginning on Saturday at 12:00 AM and ending on Friday at 11:59 PM. Alternative workweeks may be established for specific projects or departmental needs with the authorization of building principal or direct supervisor. The usual workweek period is 40 hours.

Overtime: defined as authorized hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the employee's building principal or direct supervisor, if not, an employee is not authorized to work the overtime. Exempt employees who work unauthorized hours are in violation of this employment policy and are subject to disciplinary action.

Graduation Policy

Lake Norman Charter shall provide an educational program and delivery system which allows an option for a student who completes all high school graduation requirements, or demonstrates mastery of required skills and competencies to graduate from high school early. The purpose of this policy is to outline the standard graduation requirements and the standards and procedures for the early graduation option.

The Lake Norman Charter Graduation Requirements are:

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 (World History, Civics and Economics, American History I, & American History II [OR A.P. U.S. History + 1 Social Studies elective to substitute for AHI/II])
- 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, and/or Foreign Language)
- 3 general electives
- 10 community service hours per school year attended at Lake Norman Charter

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 or at the student's previous school if a student has transferred into Lake Norman Charter.

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 eligible for graduation 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.

Early Graduation

In consultation with his/her parent and/or guardian, a student shall indicate to his or her assigned school counselor as soon as possible, but no later than the beginning of his/her junior year, the intent to pursue early graduation. The counselor will work with the student to develop a plan that shall outline the course work needed and proposed schedule to satisfy the early graduation goal. A plan is not a guarantee that the student will achieve this goal as the student will then be expected to successfully meet the benchmarks of the plan in order to complete the goal.

Since ensuring proper rigor that is consistent with Lake Norman Charter expectations and diploma is important, one of the requirements necessary to graduate early is for a student to have either a cumulative weighted GPA of 3.0 or secure a letter from the building principal which articulates a reason for a waiver outside of the GPA requirement. If a student has to take a course outside of Lake Norman Charter to meet the graduation requirements, he/she must agree to take such coursework at a facility which utilizes the North Carolina Course of Study and is approved by the Lake Norman Charter high school administration. A student should submit a course approval sheet to his/her counselor prior to beginning the course to ensure that the course and facility will meet these requirements.

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.

Educational Field Trip Policy

The teachers, staff, administration and Board of Directors 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 Directors to allow field trips that provide educational benefit to its students. The 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 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 Competition Field Trip Policy.”

The following criteria must be met in order 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/Dept. 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. 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.
- No student(s) should 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 that 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 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.

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.

Enrollment Policy

Lake Norman Charter School enrolls students pursuant to State statute 115C-238.29. Notwithstanding any law to the contrary, LNC may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-391.

LNC strives to create a consistent, stable learning environment. Therefore, we do not enroll students after the 20th day of the academic calendar.

Employee Criminal Background Checks

An applicant's or employee's criminal history may indicate that the applicant or employee is not fit to work for Lake Norman Charter School. Therefore, in accordance with NC GS §115C-332, a criminal records check of an individual's county, state or

federal criminal history will be conducted on all applicants for employment who accept an offer of employment or re-employment, including full-time, part-time, substitute and temporary employees. A criminal records check may also be conducted on a selective, random or rotating basis for any current employees, annually rehired employees, and employees whose contracts are scheduled to be renewed.

In order to conduct an accurate check of criminal records, all applicants for employment and any current employee may be required to submit to fingerprinting as part of the background check process. The refusal to consent to a criminal records check or fingerprinting will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, resume or any other required or submitted application-related document, that person may not be offered employment. If the person has been: (a) hired, or (b) offered employment conditioned on the results of a criminal history check, the person will be subject to disciplinary action up to and including dismissal or the offer of employment will be withdrawn, as applicable.

The results of criminal records checks will be considered in hiring, discipline, dismissal and other personnel decisions. If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics or other traits to fulfill his or her duties as a public school employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated. All newly hired and rehired employees are employed conditionally pending the review of the criminal records check and any resulting additional background investigation.

Each employee is required to notify his or her immediate supervisor within five calendar days after any felony or misdemeanor criminal conviction, guilty plea or plea of no contest. Any employee who is aware of any criminal conviction, guilty plea or plea of no contest of another employee should notify their supervisor.

Information obtained through the implementation of this policy shall be kept confidential as provided in Article 21A of Chapter 115C of the North Carolina General Statutes, and NC GS §115C-332(e). However, the criminal history received on any

person who is certificated, certified or licensed by the State Board of Education will be provided to the State Board as required by NC GS §115C-332(e).

Employment Separation Payout Policy

All LNC employees, whether employed for 10, 11 or 12 months, are paid over a 12 month period by paying 1/12 of a salary each month. If a salaried employee resigns or is terminated prior to the end of the “work year” (as defined below), the employee is entitled to receive compensation for remaining benefit days that have been accrued according to LNC Paid Time Off Policy. The employee will be compensated at their average daily rate at the time the paid time off was earned.

The term “work year” shall be defined as the period the employee is required to work under his/her arrangement (10 month, 11 month, or 12 month employee) during the fiscal year of Lake Norman Charter School ending on June 30th.

Equal Employment Opportunity and Non-Harassment Policy

Equal Employment Opportunity

It is the policy of Lake Norman Charter School to provide equal employment opportunity to all employees and applicants for employment without regard to unlawful consideration of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, transfer, leaves of absence, compensation and training.

Non-Harassment

LNC also expressly prohibits any form of employee harassment based on race, religion, sex, national origin, age, disability, or any other status protected by applicable law. Improper interference with the ability of our employees to perform their expected job duties will not be tolerated.

Harassment may include, but is not limited to:

1. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age,

disability or any other status protected by applicable law, or that of an individual's relatives, friends or associates;

2. Epithets, insults, jokes, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age, disability or any other status protected by applicable law; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, disability or any other status protected by applicable law that is placed, disseminated or circulated in the workplace.

Prohibited harassment also includes unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome conduct of a sexual nature if:

1. Submission to or tolerance of such conduct is made either an explicit or implicit condition of employment;
2. Submission to or tolerance or rejection of such conduct is used as a basis for an employment decision affecting an employee;
3. The conduct has the purpose or effect of substantially interfering with an employee's performance; or
4. The conduct creates an intimidating, hostile or offensive work environment.

If an employee has welcomed sexual advances or other harassing conduct (whether sexual or otherwise) by active participation in or encouragement of such activity, he or she should inform the alleged harasser if such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome. However, failure to give such notice in no way prevents LNC from taking appropriate disciplinary action against the alleged harasser for his or her behavior.

Reporting Concerns

1. Employee Reports

If an employee believes he or she has been treated in an unlawful discriminatory or harassing manner, he or she should promptly report the matter to the employee's supervisor or use the alternative reporting options described below.

2. Reporting By Other Employees

Any employee who believes that another employee is being subjected to

unlawful discrimination or harassment should promptly report such conduct to the employee's supervisor or use the alternative reporting options described below. In addition, any employee receiving a report regarding potentially unlawful discrimination or harassment should immediately inform the employee's supervisor or use the alternative reporting options described below.

3. Alternative Reporting Options

An employee may bypass the direct chain of command when expressing any issue of concern regarding alleged discrimination or harassment if their concern involves their immediate supervisor. In those circumstances, the employee may seek out another supervisory level employee, such as a building principal or Superintendent, to share their concern.

Investigative Process

All reports made or received under this policy will be reviewed and/or investigated as deemed appropriate by LNC, and appropriate action taken to address the matter. During the investigative process, information should be shared only on a need to know basis so as to be sensitive to the privacy concerns of all employees involved.

All complainants and all persons accused of any violation of this policy shall fully cooperate with any investigation, including supplying written statements if requested. In addition, all other persons associated with LNC shall cooperate fully in any investigation under this policy.

False Accusations and Information

LNC recognizes that false accusations under this policy and the providing of false information in an investigation can have a serious effect on innocent persons. Thus, while LNC encourages the reporting of unwelcome conduct perceived to be a violation of this policy, if LNC determines that a person has intentionally provided false information in making a complaint or in an investigation under this policy, LNC will take appropriate disciplinary action, up to and including termination.

Protection Against Retaliation

LNC prohibits retaliation against any individual who makes a complaint in good faith under this policy or against any individual who participates in good faith in an investigation under this policy. Retaliation is itself a violation of this policy and should be reported in the same manner as a complaint of discrimination or harassment. Any attempt to coerce, intimidate or retaliate against anyone who in good faith complains of a violation of this policy or who in good faith participates in an investigation under

this policy will not be tolerated. If LNC determines that such retaliation has occurred, LNC will take appropriate disciplinary action, up to and including termination.

Fundraiser Policy

Lake Norman Charter recognizes that student participation in fundraising activities can help to develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school programs. Students will not be barred from participation in an event or activity because they did not chose to participate in fundraising. The use of school name, logo, website or other electronic addresses is strictly prohibited without proper approval via the Fundraising Request Form. Unauthorized use of any of the aforementioned school identifiers can result in the immediate cessation of an ongoing event and potential disallowance of the offending party to raise monies on behalf of the school or school groups in the future.

If any LNC affiliated club, sport, or class intends on raising money to support that organization or the mission of that organization, they are required to complete a Fundraising Request Form and submit that to their building principal for approval. A request may be denied if it conflicts with another fundraiser running at the same time or if a different group has already been approved for a similar type of fundraising. Fundraising efforts that are not designated to go toward a specific goal (i.e. helping to support a group, directed towards a specific charity), monies raised by the fundraising effort on behalf of the school will be allocated toward the LNC general fund. Persons in charge of all fundraisers must follow established procedures for collecting, receipting and depositing monies. Failure to follow established procedures will result in administrative action.

Harassment & Non-discrimination Policy for Employees and Students

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. 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, disciplinary or employment-related decisions or 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 disciplinary action up to and including termination for board members and employees; 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:

1. Make any unwelcome verbal, nonverbal or physical harassment of a student, employee, parent, board members, or campus visitor;
2. Make unwelcome sexual advances to another employee, student, parent, board members, or campus visitor;
3. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
4. Engage in verbal or physical conduct of a sexual nature with another 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;
5. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties or any other condition of employment or career development; or

6. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
7. Engage in verbal or physical conduct of a sexual nature that:
 - A. 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
 - B. Which creates an intimidating, hostile or offensive work or academic environment;
8. Commit any act of assault or indecency, sexual assault or public sexual indecency whether on LNC property or in connection with any LNC sponsored activity;
9. Continue to express sexual interest in another employee, student, parent, board members, or campus visitor after being informed that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
10. Engage 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 (LNC) will not tolerate verbal and/or physical confrontations which threaten or are perceived as 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 and/or the LNC Board of Directors 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

Students who experience harassment in the academic environment should report such conduct to a building level administrator.

Employees should report harassment to the attention of their supervisor. If the complaint involves the employee's supervisor or someone in the direct line of supervision, the employee may go directly to the next person in the supervision chain.

Complaints of harassment will be investigated by the LNC administration and/or Board of Directors. They will complete this process in a confidential manner and as expeditiously as possible. When the investigation confirms the allegations, appropriate and immediate action will be taken by the school. An employee or student may be accountable for harassment under applicable local, state, and/or federal law, as well as LNC policy. Disciplinary action by LNC may proceed while law enforcement continues their investigation for potential criminal charges.

Any individual who knowingly provides false information will be subject to appropriate disciplinary action, up to and including termination for employees or academic suspension or exclusion for students.

Retaliation against an employee or student for filing a harassment complaint, or participating in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action, up to and including termination for employees or academic suspension or exclusion for students.

High School Credit Option 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. 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 both the Concurrent Enrollment Program and Learn & Earn Online Program where they would be eligible to receive both high school and college credit. Only courses

designated for the Concurrent Enrollment Program and Learn & Earn Program are eligible for students to participate in and are focused in the areas of science, math, and computer information systems. 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 Concurrent Enrollment Program if the course is being held during the class time. Students will receive one (1) unit of honors credit on their LNC high school transcript for courses successfully completed. At the end of each semester, the college will issue grades to College Experience and Learn & Earn students and their high schools and establish a transcript.

- **Independent Study Courses:** Most independent study distance education programs offer both online and paper/pencil course options. In order for a student to choose one of these options, they must find a regionally accredited program and apply for prior credit approval through the high school administration.
- **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.

Honor Code Policy

In compliance with Lake Norman Charter School'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 facility 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.
- Uphold the Honor Code while interacting with the community as a representative of LNC.

All LNC parents 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.

All LNC staff 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 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.

Honor Code Violations include but are not limited to the following:

1. Cheating, facilitating cheating, or encouraging cheating:
 - A. Using another person's work as your own on any test, quiz, homework, or other assignment.
 - B. Asking other students to provide information included on test, quizzes or other assignments.

- C. Allowing another student to copy your work, including homework, group work, class work, quizzes, tests, and laboratory assignments.
 - D. Plagiarism (passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known). Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources. Plagiarism includes excessive parental assistance on homework or projects.
2. Forgery or falsification of documents
 3. Lying
 4. Aiding others that are violating the LNC Honor Code.
 5. Taking property that does not belong to you without permission.

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 "Lake Norman Charter School Parent and Student Handbook."

Lake Norman Charter Policy Manual

The LNC Administrative Office will establish and maintain a policy manual of all board-approved school policies. A majority vote of approval is necessary by the LNC Board of Directors to add new policy, make material changes to existing policy, or delete existing policy. Non-substantive revisions can be made to existing policies at the discretion of the LNC Policy Committee.

Lottery Policy

Application period for the lottery

Lake Norman Charter will begin accepting applications for the following school year no later than the second Friday in November of each current school year. Such application period for the lottery will end on January 31st of the current school year. Subsequently, the lottery will be held no later than the third week in February of the current school year and will be publicized on the school's website and in the local news media. Any applications submitted prior to the official start date of the application period are not valid and will not be placed in the lottery. Any application received

after the January 31st deadline will be placed at the bottom of the waitlist in the order in which it was received.

Application

If any information on a lottery application is falsified, even if the false information is found during any school year after the student has started classes at LNC, the applicant's name will be taken out of the LNC lottery, or removed from the waitlist, or the student will be denied acceptance and will not be permitted to attend or continue to attend LNC at the time the information is found to be inaccurate. Examples of inaccurate or false information, include, but are not limited to, a student's current grade level and date of birth.

If a student applies for a grade level on his application, but it is found that he no longer qualifies for that grade at the time that he is offered a spot (i.e. he is retained by his current school, he is subsequently promoted by his current school to a grade other than that for which he applied, etc.), he will be removed from the waitlist of that grade level and put at the bottom of the waitlist of the correct grade level.

Sibling Preference

A sibling is defined as any of the following who reside in the same household: a half-sibling, step-sibling, and a child residing in a family foster home. If a family has legal guardianship of a child, for the purposes of the lottery, that child will also be considered a sibling if another member of that same family already attends LNC.

Legacy sibling preference will be given to a student whose sibling has graduated from Lake Norman Charter and attended at least four years at LNC prior to graduation. If a family fails to enter an eligible sibling child into the lottery during the application period set forth above, the family forfeits sibling preference for the upcoming school year and the sibling child will be placed at the bottom of the applicable waitlist in the order in which his application was received.

At the time of enrollment, families must provide documentation to prove the eligible sibling status (i.e. marriage certificate, birth certificate, etc.).

Acceptance

An applicant's family will be contacted using the contact information provided on the lottery application when an open spot becomes available for the applicable grade level. From the time of contact, the family will have five business days to contact LNC and

commit to the opening and an additional five business days to complete and return the paperwork to LNC. Failure to respond or complete required paperwork by the deadline will result in the applicant being moved to the bottom of the current waitlist. This time frame may be extended by LNC, in LNC's sole discretion, if the family of the applicant contacts LNC within ten business days of initial contact and provides information regarding extenuating circumstances (i.e. out of town at the time of contact, death of a family member, etc.).

Enrollment

Lake Norman Charter will enroll students from their waitlists when there is availability through the 20th day of school ("Enrollment Period"). After the Enrollment Period expires, all waitlists are terminated and void. A child who is not selected to attend LNC through the lottery process must reapply during the applicable application period if he is interested in enrollment for the following school year.

If a student has been enrolled at LNC in the last two years, but left LNC to attend a competitive admission residential program or academic study abroad, he may be, in LNC's sole discretion, placed after the Enrollment Period expires if there is availability within the applicable grade.

Molestation Reporting Policy (Physical/Mental and Sexual Abuse)

Lake Norman Charter does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct ("prohibited conduct") to occur in the workplace or at any activity sponsored by or related to it. Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together. In order to make this policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Reporting Procedure

All staff members who learn of, have a reasonable suspicion of prohibited conduct (abuse or neglect) must immediately report it to a building administrator, who in turn will report it to the local or state police and/or Child Abuse Agency consistent with North Carolina law. Appropriate family members of the victim will also be notified

immediately of suspected child abuse or neglect if an employee of Lake Norman Charter is expected to be the perpetrator.

Investigation & Follow Up

Lake Norman Charter takes all allegations of prohibited conduct seriously. Once the allegation of potential misconduct by an employee or student is reported, we will promptly and, thoroughly initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies. We reserve the right to place the individuals involved in the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity of those involved and the alleged victim(s) confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited. Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination and or exclusion from Lake Norman Charter.

Nepotism Policy

The Lake Norman Charter School (LNC) prohibits the hiring of a family member of an existing employee when either family member would serve in a direct supervisory role over the other. A family member is considered to be anyone related by blood, marriage or adoption. Family Members already employed by LNC as of the date of this policy are grandfathered out of this policy. Family members of existing LNC employees who apply for positions within LNC will not be shown any form of favoritism in the hiring process, all applicants will be treated fairly and equitably.

If a family member relationship is established after employment, and there is a direct reporting relationship, LNC administration will determine within a reasonable time

period which, if either, employee must be reassigned (in most cases, this will be done at the end of a term or at the end of the school year). Every effort will be made to provide an opportunity that is similar in scope and salary to their current position, however no guarantee of employment can be offered. In the unlikely event there is not a position available that places the employees in compliance with this policy, or in a position with exception to this policy as approved by the LNC Board of Directions, one or both parties may be terminated from employment. Any relationship between employees should be disclosed to the school administrator by both parties to the relationship in order for the school administrator to insure there is no conflict, or make the necessary reassignments.

Ultimately, the hiring of family members is subject to approval by the LNC Board of Directors, and may be considered on a case-by-case basis.

Paid Time Off Policy

Whereas Lake Norman Charter (LNC) desires to have a personal time off policy beginning school year 2002/2003, the following was approved by the board at the meeting of April 17, 2002.

All LNC employees on full-time status are entitled to earn paid time off at the monthly accrual rate specified below:

Less than 2 years with LNC	1.00
2 but less than 5 with LNC	1.25
5 but less than 10 with LNC	1.50
10 but less than 15 with LNC	1.75

Use of Paid Time Off

Forms to request PTO are available in administration and must be submitted at least one week in advance of the planned absence except in the case of an emergency or unforeseen circumstance. PTO forms should be completed after the fact for emergencies within 24 hours after an employee's return to work.

Time off must be approved by the building principal.

Employees may elect to exhaust accumulated PTO during the 10-day waiting period for Short Term Disability benefits to commence.

PTO may be used for personal reasons such as scheduled appointments, to attend to parental responsibilities, religious holidays, or other matters of a personal nature such as funerals, sickness, etc.

PTO will accumulate at the rate above during the months of August-May of each school year for 10-month employees, August-June for 11-month employees and August-July for 12-month employees.

Employees may choose in May either to be paid for unused PTO in July or carry over full days to a maximum of 40 days. Staff will be given the option to designate how many unused PTO days will be paid out and how many are rolled over to the next school year. Any days used above PTO days accrued will be unpaid. In unusual circumstances, and with prior approval from the Superintendent, PTO days may be used prior to accrual.

Accrued days from prior years will be used first.

Upon separation, an employee shall be paid for any unused accrued PTO in a lump sum upon completion of an acceptable two-week notice. Should separation occur prior to accruing previously used days, payment for such days will be withheld from the final paycheck.

Employees may donate paid time off to another staff member in the event of serious illness of the staff member or a family member. In order to donate paid time off, the employee must have at least five paid time off days remaining for the current school year. Time may be donated in full day increments. Time donated will be deducted from the paid time off days of the person donating the time, and added to the person receiving the time. A "Paid Time Off Donation" form must be completed and approved prior to any donation of time.

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 lead teacher at the middle school 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 Directors.

An appeal to the Board of Directors must be filed in writing to the Chairperson of the Board, 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 Chairperson 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 Directors.

Within ten (10) school days of the date of the written appeal to the Board of Directors, 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 Directors 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 Directors, 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 Parent/Student Handbook under "Student Behavior Code."

Possession of Toy Weapons at School

Possession of a toy weapon on campus or at a school-sponsored event whereby such possession causes a threat or perceived threat of danger will be treated in the same manner as possession of a real weapon. Lake Norman Charter School currently classifies possession of a weapon as a Class III offense punishable by either a multiple-day suspension or exclusion from the school (student), or suspension or termination (employee). A review of the violation will be conducted by the school's Board of Directors to determine if additional consequences will be assessed. Criminal charges may also be filed.

Privacy Policy

Lake Norman Charter School is committed to honoring the privacy of its supporters at all times. We will not sell, trade or share your personal information with anyone else, nor will we send mailings on behalf of other organizations.

LNC collects and maintains personal information that is specifically and knowingly provided to us by individuals or their companies. We will only share personally identifiable information with a third party if (i) we are required to by law (ii) it is necessary for completing an authorized operation, for instance to process a credit card transaction, or (iii) if the person submitting the information asks that it be shared.

Our web server automatically recognizes each visitor's domain name, but does not automatically collect personally identifiable information. We do not take responsibility for the contents or privacy practices of any web site other than our own.

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we maintain physical, electronic and administrative safeguards to protect the information we collect online. We have taken all standard industry precautions to protect you from the loss, misuse or alteration of information you provide to us. We are committed to ensuring that all donation transactions to LNC are safe and secure to the fullest extent possible.

Parents, guardians and others who obtain contact information (i.e., e-mail addresses, phone numbers, etc.) by way of their volunteering at LNC 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.

Public Comment Policy

The Lake Norman Charter Board of Directors recognizes and values the importance of providing opportunities for individuals and groups to address the board at public meetings. Unless the circumstances dictate or the board decides otherwise, the following rules will be followed in regular and special meetings.

1. Each speaker must register to speak by accessing the school website at www.lncharter.org. Individuals interested in speaking at a public meeting may register by calling the middle school office at 704-948-8600. Individuals may register until 3:30 pm prior to the day of the meeting.
2. The board will allow comments from individuals or organizations. However, if an organization desires to speak, one group spokesperson must be selected to speak on behalf of the entire organization.
3. Each speaker will be allotted a maximum of 3 minutes to address the board.
4. Comments should be addressed to the Board Chair and the board is under no obligation to respond to comments or questions.
5. Comments should be directly aligned with the agenda item or topic the speaker wishes to address. At no time is it appropriate for the speaker to publically disrespect a staff member or member of the board.
6. The Board Chair reserves the right to restrict the speaker's opportunity to address the board if the speaker raises issues than are different than listed on the registration, or if the speaker disrespects a staff member or member of the board.

Record Maintenance Policy

Lake Norman Charter School maintains all records (including but not limited to personnel, budget and fiscal, legal and student records) per the State of North Carolina guidelines established for Local Educational Agencies. For information pertaining to the State guidelines, please visit <http://www.records.ncdcr.gov/local/schoolschedulefinal.pdf>.

Responsible Use of Technology Policy

1. Technology Responsible Use

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the LNC's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of LNC technological resources. This policy applies regardless of whether such use occurs on or off LNC property, and it applies to all LNC technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

2. Expectations for Use of School Technological Resources

LNC technological resources may only be used by students, staff and others expressly authorized by Lake Norman Charter. The use of LNC technological resources, including access to the Internet, is a privilege, not a right. Individual users of LNC's technological resources are responsible for their behavior and communications when using those resources. Responsible use of LNC technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses LNC computers or electronic devices or who accesses the school network or the Internet using LNC resources must comply with the additional rules for use of school technological resources. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the LNC Technology Use Guidelines as set forth in the Student Code of Conduct.

Before using LNC technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements 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.

3. Rules for Use of School Technological Resources

LNC technological resources are provided for school-related purposes only.

Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching.

- Use of LNC technological resources for political purposes or for commercial gain or profit is prohibited.
- Student personal use of LNC technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with LNC business and is not otherwise prohibited by board policy or procedure.
- LNC technological resources are installed and maintained by LNC. Students and employees shall not attempt to perform any installation or maintenance without permission.
- Under no circumstance may software purchased by LNC be copied for personal use.
- Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records.

- Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
- No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
- All users must comply with school policy regarding Discrimination, Harassment and Bullying when using LNC technology.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students.

4. Confidentiality of Personal Identifying Information

In addition, school employees must not disclose on LNC websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) 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). Users also may not forward or post personal communications without the author's prior consent.

- Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user

connected to LNC technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

- Users may not create or introduce games, network communications programs or any foreign program or software onto any LNC computer, electronic device or network without the express permission of the technology director or designee.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
- Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
- Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express prior permission.
- Employees shall not use passwords or user IDs for any data system (e.g., NCWISE, CECAS, time-keeping software, etc.), for an unauthorized or improper purpose.
- If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
- Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time to ensure that such use is appropriate for the students’ age and the circumstances and purpose of the use.
- Views may be expressed on the Internet or other technological resources as representing the view of the LNC or part of the LNC only with prior approval by the superintendent or designee.

- Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by MGSD technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
- Users must back up data and other important files regularly.
- Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
- Students who are issued district owned and maintained laptops must also follow these guidelines:
 - A. Keep the laptop secure and damage free.
 - B. Use the provided protective book bag style case at all times.
 - C. Do not loan out the laptop, charger or cords.
 - D. Do not leave the laptop in your vehicle.
 - E. Do not leave the laptop unattended.
 - F. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
 - G. Do not allow pets near the laptop.
 - H. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
 - I. Do not leave the laptop near table or desk edges.
 - J. Do not stack objects on top of the laptop.
 - K. Do not leave the laptop outside.
 - L. Do not use the laptop near water such as a pool.
 - M. Do not check the laptop as luggage at the airport.
 - N. Back up data and other important files regularly. LNC will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

5. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless LNC personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose.

The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

6. Parental Consent

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources.

Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

7. Privacy

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using LNC technological resources or stored on services or hard drives of individual computers will be private. 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 board policy and applicable laws and regulations. LNC personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

8. Security/Care of Property

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of LNC technology resources are expected to respect LNC property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. LNC is responsible for any routine maintenance or standard repairs to school system computers.

9. Personal Websites

Lake Norman Charter may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize LNC or individual school names, logos or trademarks without permission.

A. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-LNC devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or

maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

B. Employees

Employees' personal websites are subject to technology expectations as documented in the LNC Employee Handbook.

C. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times.

Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with LNC may be terminated if the volunteer engages in inappropriate online interaction with students.

10. Disclaimer

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by LNC's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. LNC specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5);

Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and

Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy

1710/4021/7230), Curriculum and Instructional Guides (policy 3115), Technology in the

Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance

(Policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information

(Policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of

Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Review of Employee Records and Employee Referral Policy

All employee records (paper or electronic) are strictly confidential. Access to personnel records is limited to the employee and to authorized personnel with a need to know, including administration staff, supervisors of the employee, and supervisors considering the employee for promotion or transfer, and LNC Board Chairperson and Chair of the Policies and Personnel Committee of the LNC Board of Directors. There will be limited access to medical and immigration records.

Guidelines

1. Employee's Inspection of Personnel File

An employee may inspect his or her personnel file that is used to determine his or her qualifications for employment, promotion or additional compensation, or as a reason for termination or other disciplinary action. Letters of reference and records relating to the investigation of a possible criminal offense are not subject to inspection.

2. Procedure to Inspect Files

Personnel files for all employees are maintained by the Lake Norman Charter School administration staff.

- A. The administrations staff is responsible for obtaining and returning all relevant school personnel files.

- B. All file inspections will be supervised by the Administrator. Prior to the appointment, supervising personnel will remove only the contents not subject to inspection.
- C. You may request copies of file contents subject to inspection. Supervising personnel will make arrangements to have copies made for you. Files are not to be removed from the sight or control of the person supervising the inspection.
- D. Former employees may request an appointment to review their file or write a letter asking that a copy of their file be mailed to them.

3. Others' Access to Employee Records

Personnel files will be released only to authorized employees and to the Chairperson of the Board of Directors and the Chairperson of the Board's Policy and Personnel Committee of Lake Norman Charter School or to a consultant who requires access in the course of doing business for Lake Norman Charter School.

- A. All requests from someone other than the employee regarding information contained in personnel files should be made in writing to the Superintendent of Lake Norman Charter School. The Superintendent will make known to the Board of Directors the request.
- B. The only information that will be released to outside sources without the written consent of the employee or a court order is:
 - 1) dates of employment
 - 2) job title or current position or, if no longer employed, last position held, and
 - 3) final day of employment (if applicable)
 - 4) or other information as dictated by North Carolina State Law

This includes all requests for referrals of former employees of Lake Norman Charter School.

- C. An employee or former employee can make a written request for LNC to release specific factual information -- such as performance rating, verification of salary or rate of pay, and reason for termination -- to an individual, school, school board, school system or company authorized by the employee to receive it.

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.

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.

A. Authority to Conduct Searches 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 Directors or the school administration. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution.

Any school official carrying out a search or seizure is expected to be knowledgeable regarding the constitutional rights of students and the appropriate procedures for conducting the search or seizure. School administrators shall undertake periodic training on appropriate search and seizure methodology.

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.

B. Personal Searches

A student’s person and/or personal effects (*e.g.*, 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 a frisk or “pat down” search of a student’s person is conducted, it will be conducted in private by a school official of the same gender as the student and with an adult witness present.

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, a more intrusive search of the student’s person may be conducted. Such a search may be conducted only in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay that might result by following these procedures

Strip searches are prohibited.

C. 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.

D. 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 a search warrant. A student’s personal effects, such as backpacks, gym bags, or purses, may be searched only pursuant to guidelines for personal searches described above.

E. Searches 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 patrol student parking lots at any time, without notice or consent. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items, or other items constituting evidence of a violation of school rules are contained inside.

F. Searches 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.

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 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. The scope of such a search must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

G. Searches 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. Student 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 Parent-Student handbook, the Student Behavior Code, and on the school's website. However, Lake Norman Charter has no obligation to notify students or obtain consent prior to conducting dog sniff inspections. Failure of LNCS 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.

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 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 or believes her child has been discriminated against based on disability, he/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. See LNC Behavior Code Policy for the hearing procedures that will be followed.

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

The Section 504 Committee shall notify in writing the parent or legal guardian concerning the identification, evaluation, and placement of a student with a disability or a student who is being evaluated for Section 504 purposes.

The parent or legal guardian shall have the right to examine the student's records.

A parent or legal guardian who disagrees with the identification, evaluation or accommodation plan of a student with disabilities shall have the right to request an impartial due-process hearing. The process for students covered also under IDEA is driven by North Carolina General Statutes and is explained in the *Handbook of Parents' Rights*.

For students covered only by Section 504, the request for a hearing shall be made in writing, within thirty days of receipt of the Section 504 Committee's determination. The request shall state the reasons the hearing is being requested and be sent to the school's Superintendent.

The parent or legal guardian shall have an opportunity to participate and be represented by counsel (at the parent/guardian's expense) at the due process hearing.

The school will contract with an independent hearing officer to conduct an impartial Section 504 hearing.

At least 10 business days prior to the date set for the hearing, the parties shall be provided a written notice of the hearing containing the following information:

- A statement of time, place, and nature of the hearing.
- A statement of the legal authority and jurisdiction under which the hearing is being held.
- A statement of the matters asserted.
- A statement of the right to be represented by counsel.
- A statement of the right to examine relevant records.

The notice to the student's parent or legal guardian shall be in English or in the native language or mode of communication of the parent or legal guardian.

At the hearing, each party shall have an opportunity to present relevant information and outside expert testimony.

A copy of the hearing officer's decision shall be delivered to the Superintendent and the parent or legal guardian within 30 days following completion of the hearing.

The decision of the hearing officer is binding on all parties involved. Any party may appeal to the Lake Norman Charter Board of Directors by making a written request to the Board within ten (10) days of receiving the written decision of the impartial hearing officer.

The appeal to the Lake Norman Charter Board of Directors will be based upon the record as developed before the hearing officer. Each party may submit a written argument of no more than 15 double-spaced pages. The Board will schedule an oral argument of no more than 20 minutes per side.

A parent or legal guardian may appeal the decision of the Lake Norman Charter Board of Directors to a court of competent jurisdiction.

Discipline of Students with Disabilities

1. 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 §115C-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.

2. 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.

3. 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”

(1) 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.”

(2) 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.”

(3) 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.”

- (4) 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.

4. 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. Prior to recommending expulsion and/or exclusion, the school administration must first consult with board counsel.

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, 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.

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.

5. 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.

6. Special Rule Applicable to Section 504-only Students Involved in the Use of Alcohol or Illegal Drugs

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.

Staff Disciplinary Policy and Procedures

Lake Norman Charter (LNC) has a right to expect a certain standard of behavior from its employees. Safety, productivity and human relations are at stake. The school's employees deserve an impartial, fair and firm method of handling disciplinary action

for the protection of each person's own rights and safety, as well as that of fellow employees.

It is the intent of this policy to provide employees with a fair, clear and useful tool for correcting and improving performance, as well as to provide a process to assist the school's management in handling cases of unacceptable personal conduct. Any disciplinary action taken in accordance with this policy must be for just cause under one of the two following bases:

- Discipline imposed on the basis of unsatisfactory job performance
- Discipline imposed on the basis of unacceptable personal conduct

This policy lists the school's guidelines for handling disciplinary issues and sets forth rules of conduct and action to be taken when violation of these rules occurs. Since all employees are employees-at-will, and therefore can be terminated at any time, with or without cause, and for any reason, the following policies represent guidelines only. The school may, in any given case, choose not to apply these guidelines at its sole discretion. None of these guidelines change the status of employees as employees-at-will and nothing in this disciplinary policy restricts LNC from terminating employees for reasons unrelated to discipline so long as not contrary to law.

Purpose and Scope of the Procedure

This procedure is designed to help and encourage all employees achieve and maintain standards of conduct, attendance and work performance acceptable to LNC. It is intended to cover all employees of the school. The aim is to ensure consistent and fair treatment for all. It is not intended that this procedure should be used where minor infringements can be resolved by informal discussion as part of the normal day-to-day management process.

Principles

- No final disciplinary action will be taken against an employee until the case has been fully investigated. However, an employee may be suspended with pay while the investigation is completed if the allegation concerns student safety.
- At every stage in the procedure, the employee will be advised of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- An employee will have the right of appeal against any disciplinary action imposed.

- At all stages in the application of these procedures, due regard will be taken of the need to satisfy the test of reasonableness in all the circumstances and factors such as the gravity of the complaint, the individual's record and any mitigating circumstances.

Preliminary Investigation

When an employee's conduct or standard of performance is called into question, a preliminary investigation will be carried out to establish the evidence promptly, taking into account the statements of any witnesses. When the employee is interviewed during the preliminary investigation, he/she will be told that the interview is part of the investigation. The person investigating will normally be the employee's supervisor but can include additional members of the school's administration and the Board of Director's Policy and Personnel Committee.

In serious cases, consideration will be given to a period of "investigative suspension" while the case is being investigated. The suspension would be with full normal pay. Suspensions will be on the authority of the school's Superintendent, based on the recommendation of the building principal, and will be confirmed in writing setting forth the grounds on which the decision to suspend has been taken. Investigative suspension is used to facilitate unhindered investigations, or to remove an individual from a situation where for instance, it is felt there may be a threat to person or property. Investigative suspension prior to final outcome is a precautionary measure pending the outcome of a matter, not a disciplinary sanction. The school reserves the right, however, to impose suspension without pay as a disciplinary sanction. All necessary steps will be taken to ensure that any such investigative suspension does not prejudice the individual's ability to gather and provide evidence in support of his/her case, as appropriate.

Disciplinary Action

LNC generally recognizes two categories of discipline that may be imposed to address violations of policies, unsatisfactory job performance, or unacceptable personal conduct:

1. Progressive corrective action
2. Disciplinary action up to and including immediate dismissal

Progressive Corrective Action: The procedure for progressive corrective action is generally as follows: (1) oral warning; (2) first written warning; (3) second (final) written warning; and (4) dismissal.

Disciplinary action up to and including immediate dismissal: The procedure for disciplinary action up to and including immediate dismissal constitutes that immediate action be taken due to the seriousness of the offense.

Stage 1 – Oral Warning

It is expected that most minor infringements will be resolved by informal discussion as part of the normal day-to-day management process. But in some cases minor offenses may be better dealt with as part of the disciplinary procedure, and be subject to a formal oral warning. The employee will be advised of (1) the reason for the warning, (2) that it is the first stage of the disciplinary procedure, (3) the improvement required, (4) the time frame in which it is required, and (5) the likely consequence of further misconduct or insufficient improvement.

Stage 2 – First Written Warning

If there has been further failure to conform within the previously set time frame to the required standards following an oral warning, a written warning will be given to the employee. This will give details of the complaint, the improvement required, and the timeframe in which it is required. It will warn that further action will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept in the employee's personnel file but it will be removed after 12 months subject to satisfactory conduct and performance.

Stage 3 – Second (Final) Written Warning

If there is still a failure to improve within the previously set time frame, and conduct or performance is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal (in effect both first and final written warning), a final written warning will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement within a specified timeframe and will advise of the right of appeal. A copy of this written warning will be permanently kept in the employee's personnel file.

Stage 4 – Dismissal

If conduct or performance is still unsatisfactory and the employee still fails to reach the prescribed standards, dismissal will normally result. The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which employment will terminate and the right of appeal.

Further Disciplinary Action

Disciplinary Suspension without Pay: A disciplinary suspension may be given in addition to the investigative suspension or as punishment for a violation. The employee is relieved of his or her job assignment because of serious infraction or repeated instances of misconduct and shall forfeit pay as a result of the suspension.

Establishing the Workplace Rules

All employment at the LNC is employment-at-will. Nothing contained in this disciplinary policy is intended to create a contract of employment or change the at-will nature of this employment.

Nothing in this disciplinary policy restricts the employer from terminating employees for reasons unrelated to discipline so long as not contrary to law.

The following list of violations is not exclusive. This list is only intended to provide an example of violations warranting discipline or discharge. The employer fully reserves the management right to discipline employees for misconduct not specifically referenced in this list, up to and including dismissal.

Enforcing the Rules

Once the rules are determined, a process must be established for initiating disciplinary action whenever the rules are broken. Normally, the process will include three steps: (1) an investigation, (2) a decision, explanation, and imposition of discipline, and (3) an appeal process.

List of Violations

Depending on the nature, seriousness and severity of the violation, the following could result in progressive corrective action:

- Excessive absenteeism or tardiness
- Poor attitude or cooperation
- Inadequate work performance
- Neglect of duty
- Abuses of work time

- Failure to comply with dress and/or grooming standards
- Solicitation and/or distribution of non-work-related matters
- Being absent without notification or excuse
- Leaving your job or workplace during working hours for any reason without authorization from your supervisor
- Interfering with the work of other employees
- Inefficiency or lack of application of effort on the job
- Violations of school policies as outlined in the Staff Procedures Manual
- Inability or unwillingness to work harmoniously with other employees; malicious gossip and/or the spreading of rumors; coercing or interfering with employees or supervisors
- Behavior that could negatively impact the health, safety, or welfare of our students or other staff.

Depending on the nature, seriousness and severity of the violation, the following conduct could result in disciplinary action up to and including dismissal.

- Theft
- Fighting/Physical Assault
- Insubordination (Refusal to perform service connected with an employee's supervisor or refusal to obey any reasonable order given by an employee's supervisor or LNC Board); failure to follow school policy
- Dishonesty or fraud
- Immoral conduct or indecency on school property or at school functions
- Disorderly conduct on school property or at school functions
- Violation of safety rules and/or policies
- Falsification of employment records or documents
- Failure to maintain proper licensure/certification
- Threatening or abusive language and/or conduct towards others
- Willfully damaging or destroying school property
- Possession of firearms, weapons, fireworks or explosives on school property or at a school function
- Possession, distributing and/or selling alcohol or drugs on school property or on a school function
- Reporting to work under the influence of alcohol or drugs
- Gambling on school property or at school functions
- Endangering the safety and/or health of yourself or others through horseplay or other unsafe acts

- Unauthorized removal or use of any school property, documents or records
- Harassment or discrimination against another employee
- Divulging confidential or proprietary school information
- Divulging confidential information regarding a workplace investigation
- Retaliating against another employee for making a complaint of or providing information during a workplace investigation
- Multiple and/or excessive rules violations or other misconduct

Criminal Offenses Outside of Employment

Employees will not be dismissed solely because a charge against them is pending or because they are absent through having been remanded in custody or are serving a period of imprisonment. The main considerations will be whether the offense is one that makes the individual unsuitable for his or her type of work.

Employee's Right of Appeal

An appeal process shall be part of the procedure, particularly in instances of serious misconduct. An employee has the right of appeal against formal written warnings to the Superintendent of the school. An employee has the right of appeal against suspensions and/or terminations to the Policy and Personnel Committee of the LNC Board of Directors. Written confirmation to an employee of any disciplinary action will confirm the employee's right of appeal. The employee must set out the grounds of his or her appeal in writing within 10 working days of receiving notification of the disciplinary action to be taken. The person(s) considering the appeal should review the detailed notes of the investigation and compare the disciplinary action with discipline imposed in previous cases. In short, the reviewing official(s) is to ensure that the discipline is fair and consistent with past practice. At the appeal, any disciplinary penalty imposed will be reviewed but it cannot be increased. The appeal process should be timely, requiring no longer than a week to complete under normal conditions.

Student Behavioral Code

All students are expected to demonstrate integrity, respect, responsibility, honesty and self-control. This expectation is directly related to the LNC Board of Directors' 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.

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.

Failure to follow the lawful 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

- **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 behavior 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 to 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

Result: After School or Lunch Detention Unless Repeated Behavior

- Reporting to class late on more than three occasions in a school quarter
- 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

Result: After School or Lunch Detention or Short/Long-term Suspension

- Committing repeated Class I offenses
- Deliberately disrupting the normal educational process in the classroom
- 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 without the teacher's permission
- Inappropriate public displays of affection
- Use of any electronic device while on school property (pager, cell phone, CD player, iPod) 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
- Leaving school grounds without permission
- 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

Result: Automatic Suspension or Possible Exclusion if Behavior is Repeated or if the Behavior is of a Severe Nature

- Committing repeated Class I and/or Class II offenses
- Knowingly trafficking, possessing and/or using tobacco products on school property or at a school-sponsored event
- 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
- 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 or ammunition (including a toy weapon; example – toy gun, toy knife) 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, attempting to acquire, distributing, using, or being under the influence of alcohol, illegal drugs or any substance purported to be an illegal drug or alcohol on school property or at a school-sponsored event
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- 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.

Each building principal (and assistant principals) shall 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, each building principal 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. Decisions of the board panel shall be final, and there will be no further appeal to the full Board of Directors.

Any student who is excluded from LNC or withdraws while under disciplinary action, is prohibited from attending school related activities or being on school grounds at any time.

Student Transition 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 will 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.

Technology Policy

Students who are interested in bringing personal electronic devices to school other than what are issued by the school are required to follow the guidelines set forth by both their classroom teachers and school. If a student brings a personal device for use at school, Lake Norman Charter will not be held responsible for any damage, loss, or theft of the device.

Internet Usage

All student users of the Lake Norman Charter (LNC) Network and their parent or guardian must sign the Agreement below before the student may access the Internet

from LNC computers or otherwise use the LNC Network. An agreement must be signed each school year.

The use of the LNC Network and access to the Internet from an LNC computer is a privilege not a right; inappropriate use will result in cancellation of those privileges and disciplinary action under the Student Code of Conduct. By signing this agreement, each user acknowledges that they understand the Student Internet Use Policy, is aware of the permissible uses of the Network and the expectations of responsible behavior while using the Network, and agrees to follow those rules contained in that policy.

1. Introduction

The primary purpose of Internet access at Lake Norman Charter (LNC) is to support and enhance learning and teaching that prepares our students for success. Providing access to the Internet is an investment in the future of both our students and staff.

We believe that electronic communication is a tool for life-long learning, and that access to the Internet is one of the resources that promote educational excellence. These resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing. The Internet also offers subscription-based information resources, newsgroups, list servs, bulletin boards, and threaded discussions.

Internet access significantly expands students' available information base and makes possible contacts with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

Our goals in offering Internet access include:

- A. to support the implementation of the North Carolina Standard Course of Study
- B. to enhance learning opportunities by focusing on the application of skills in information retrieval, search strategies, research, and critical thinking
- C. to promote life-long learning

In our mission to create life-long learners with strong moral character, LNC has established this Acceptable Use Policy to maintain a responsible, efficient, ethical, and legal use of Internet resources.

2. Responsibilities of Educators, Parents and Students

Appropriate access is the shared responsibility of the school, the student, and the family.

Teachers - Lake Norman Charter will provide access to and integrate a thoughtful use of such information throughout the curriculum. LNC will also make its complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community. LNC educators will provide guidance and instruction in the appropriate use of the Internet. It shall be the responsibility of all members of the LNC staff to educate, supervise and monitor appropriate 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.

- A. Students are required to sign an acceptable use policy confirming their understanding, and willingness to abide by, appropriate online behavior.
- B. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology and Facilities or designated representatives.

Teachers will supervise and monitor their students' Internet use and will intervene if the resources are not being used appropriately. As much as is reasonably possible, the educators will structure Internet access from school in such a way that points students to sites that have been evaluated prior to use.

Parents - Parents and guardians are responsible for agreements their children make or actions they take, and outside of school, for setting and conveying standards their children should follow when using any media or information service. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Although students will be supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials. In addition, it is possible to purchase goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Parents are also financially responsible for damage to the system, software, or hardware that is incurred by their children through abuse or vandalism or by use of the network or equipment in a way that is inconsistent with this policy or with teacher

instructions.

Students - Students are responsible for good behavior on these electronic resources just as they are in a classroom or in other areas of the school. Students are responsible for understanding and following the policy as set forth in this document; any use of the electronic resources implies a complete understanding of the rules regarding such use. Students utilizing LNC-provided Internet must first have the permission of LNC.

3. Code of Internet Conduct

A. Internet Access as a Privilege

The use of the Internet at LNC is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using the Internet resources.

B. Appropriate Conduct Online

Users must abide by network etiquette rules. These rules include, but are not limited to the following:

- 1) Be polite; rudeness is never acceptable.
- 2) Use appropriate language; do not use vulgarities or other abusive or inappropriate language.
- 3) Do not disrupt the use of the network.

C. Safety Guidelines for Students

- 1) Students should never reveal personal information. This includes but is not limited to last names, addresses, phone numbers, or the personal information of persons known to you.
- 2) Students must 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.

Parents may instruct their children if there is additional material that they think would be inappropriate for them to access. LNC expects students to follow parents' wishes in this matter.

4. Acceptable Use

The purpose of the Internet is to facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. To remain eligible as a user, each student must use the network in a way that is in support of and consistent with LNC educational objectives.

- A. Students must follow written and oral classroom instruction in regards to use of the internet within the classroom.
- B. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for non-academic activities when other users require the system for academic purposes.
- C. Students will have access to the Internet via classroom, library media center, and computer lab. Student access is limited. Students are permitted to bring their own personal computers and have internet access for academic purposes based on each school's guidelines.
- D. Students should save their work to a flash drive or their network drive,
- E. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
- F. Network users must keep their passwords private. Accounts and/or passwords may not be shared.

5. Student Web Page Permission Form: Purpose

While students' work has been traditionally displayed within the school building, anything published locally on the school's website can be viewed on the Internet. This document is a release form for student's first name, photo, and intellectual property such as artwork, poetry, essays, and performances to appear on the LNC web site.

Network users are expected to adhere to the safety guidelines and to understand what uses are unacceptable.

6. Unacceptable Use

The Internet network at LNC will be used in a responsible, efficient, ethical, and legal manner and must be in support of the LNC educational objectives and

student behavior guidelines. Unacceptable uses include but are not limited to the following:

- A. Transmitting any material in violation of any United States or state regulation. This includes but is not limited to:
 - 1) Violating copyright laws
 - 2) Using, transmitting, or displaying threatening or obscene material
 - 3) Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, age, disability, or religious beliefs.
- B. Forwarding personal communication without the author's prior consent
- C. "Spamming" (sending an e-mail to more than ten people at a time) or participating in chain letters
- D. Using the school network connection for commercial purposes (i.e., purchasing any product or services without express consent of an LNC teacher or administrator)
- E. Students are prohibited from downloading any software to network drives or local hard drives without prior permission from a network administrator. All downloads must be copied to a jump, flash, thumb usb drive or memory stick. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus, spyware and or malware, and causes damage, the student/parent/guardian may be liable for any and all repair costs to make the Network once again fully operational.
- F. Using information or research found online without proper citation to its author
- G. Using the network for advertising or political lobbying
- H. Damaging computers or related equipment through vandalism, abuse, or introduction of computer viruses or worms
- I. Sharing or using accounts or passwords of other persons
- J. Trespassing in another person's work or files on the network or other media

- K. "Hacking" or otherwise trying to gain access to another person's or organization's computer system
- L. Falsifying the user's identity
- M. Intentional waste of resources
- N. Using the Internet for non-educational purposes during instructional time
- O. Accessing/downloading any files for which a fee is charged
- P. Violating any local, state, or federal statute
- Q. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, LNC reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using LNC computers/network. Communications relating to or in support of illegal activities will be reported to the appropriate authorities.
- R. Students are prohibited from streaming music and videos for non-instructional or non-teacher directed purposes.

7. Consequences for Violating the LNC Acceptable Use Policy

Violations of this policy could result in the loss of access to electronic resources. Network or school administrators, in line with existing practice regarding language and behavior may determine additional disciplinary action. When appropriate, law enforcement agencies may be involved.

8. Disclaimers

Lake Norman Charter makes no warranties of any kind, either express or implied, for the provided access.

- A. The staff, school, and board are not responsible for any damages incurred, including but not limited to:
 - 1) loss of data resulting from delays or interruption of service
 - 2) loss of data stored on LNC resources
 - 3) LNC is aware that there is information on the Internet that is not related to the educational program. LNC is also aware that there is information and opportunities to communicate on subjects that are not suitable for

school-age children and that many parents/guardians would find objectionable. LNC will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language which does not serve a legitimate pedagogical concern. LNC will not limit access to the Internet for the purpose of restricting access to political ideas or social perspectives if the action is not rated simply by a school level official's disapproval of the ideas involved. However, the user is ultimately responsible for his or her activity on the Network/Internet.

- B. LNC is not responsible for the nature, accuracy, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through LNC-provided Internet access.
- C. LNC will not be responsible for personal property used to access the school computers or networks
- D. LNC will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.
- E. Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and to insure that users are acting responsibly. Messages relating to or in support of illegal activities may be reported to the authorities, and disciplinary action will follow.

9. Restrictions on the Network

LNC will install a centralized software solution that provides Internet control, monitoring, and filtering. This software is the critical component of the Internet protection package since it allows valuable online Internet access while restricting access to specific unwanted categories, including pornography, gambling, illicit drugs, online merchandising, hate speech, criminal skills, alternative journals, and games. The program will be updated on a regular basis to keep the restriction list as current as possible. However, even though filtering software will be installed, there is no guarantee that it will prevent access to all objectionable material.

Cyber-bullying

Neither the schools' network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purposes of harassment. All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from school.

Transportation Policy

LNC is interested in providing trips for students that enhance academic and athletic opportunities. This includes opportunities such as educational field trips and academic and athletic competitions. It is essential that travel for such trips be conducted as safely as humanly possible.

The building principals or the Director of Athletics must designate or approve all routes and stops taken by students on school-related functions. If an LNC activity bus is used for the trip, it will be routed on main or primary roads that are state maintained. Exceptions to travel on main or primary roads may be implemented only if:

- The side road is state or city maintained.
- Safe turn around location, not on private property or in a cul-de-sac, is available
- Road conditions permit safe operation of the bus.

If a bus larger than the activity bus is required for transportation of students and staff to a school-related activity, LNC must utilize a motor coach company that is certified by the Department of Crime Control and Public Safety.

Duties and Responsibilities of LNC Employees or Volunteer Driver Transporting Students in Personal Vehicles

- The driver shall be at least 18 years of age and hold a valid North Carolina driver's license.

- The driver must undergo (1) a background check, and (2) and 5 panels DMV approved drug-screening test. LNC will pay for the background check and drug-screening tests.
- Authorization to transport students is limited to transporting students to or from a school-related activity or to seek emergency treatment for a student. Drivers are not allowed to drop off a student or staff member at any location other than the scheduled stops.
- Drivers must adhere to the “rule of three” when transporting students. The “rule of three” means that there needs to be three or more people in the vehicle at all times to ensure the safety of both the students and the staff member.
- A copy of each passenger’s Medical Information Form is to be kept by the driver of the vehicle at all times when transporting students.

Duties and Responsibilities of Drivers of Activity Buses

- The driver of an activity bus shall be at least 18 years of age and hold a driver’s license and a school bus driver’s certificate.
- The driver must undergo (1) a background check, and (2) the 5 panels DMV approved drug-screening test every two years. LNC will pay for the background check and drug-screening tests.
- State law requires that every two years, a driver must undergo a blood pressure check, a vision test, and a hearing test by a school nurse or other licensed medical provider.
- A state law limits the top speed of an activity bus to 55 miles per hour.
- It is unsafe to put an activity bus on a superhighway in the path of traffic traveling at posted speed limits of 70 miles per hour.
- Drivers are not allowed to drop off a student or staff member at any location other than the scheduled stops.
- A copy of each passenger’s Medical Information Form is to be kept by the driver or staff member on the bus at all times when transporting students.

Under General Statute 115C-245, administration may discipline a student 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; or
- Participating in any inappropriate behavior while riding the bus.

Repeated violations may result in out-of-school suspension and permanent removal of transportation privileges. Under General Statute 115C-399, the LNC administration may prosecute a student for:

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

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

Liability Insurance

All persons in the vehicle are covered by LNC liability insurance if:

1. The driver has the proper license for operating the vehicle.
2. The vehicle is owned by LNC.
3. The vehicle is rented by LNC and operated by an LNC employee.
4. An employee is traveling on school-related business in his or her personal vehicle or an LNC rented vehicle.

All persons in the vehicle are not covered by LNC liability insurance if the above stipulations are not met.

Any persons transporting students who are not covered by LNC liability insurance will be required to submit proof of liability insurance to the school prior to the activity.

All persons transporting students for any reason will be required to show proof of current and valid U.S. Driver's License.

Valedictorian Tie-Breaker Determination

After students complete eight semesters of high school course work, Lake Norman Charter will identify the valedictorian and salutatorian based on weighted GPA. In the event of a tie for valedictorian, the criteria listed below will be used to determine who will be awarded the designation in the following order:

1. Composite Standardized College Entrance Examination Score

- A. Either the SAT or ACT will be used
 - B. The most recent College Board/ACT joint study “ACT/SAT Score Concordance” (www.act.org/aap/concordance) chart will be used to determine a comparison between scores, if necessary.
 - C. If the student has taken both the ACT and SAT, the higher score of the two examinations will be utilized for the purpose of breaking a tie
2. Rigor of schedule
 - A. Each AP course will be awarded 2 pts
 - B. Each Honor course will be awarded 1 point
 3. Average of all HS End of Course test scores
 4. Recognized extra-curricular and sports participation
 - A. One point will be awarded for each school sponsored activity/year of participation
 - B. An additional point would be awarded for leadership within a school sponsored activity/year. Leadership would be defined as an elected position within an organization (i.e. captain, president, secretary, etc.)

If it is determined that a tie still exists after all criteria have been reviewed, then the students will share the recognition of valedictorian.

Honor Student Designation

Students who have a cumulative weighted GPA of 4.3 or higher after eight semesters of coursework will be designated as Honor Students. Honor Students will wear gold cords at graduation to indicate their distinction.

Video Monitoring and 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. The school's administration shall take appropriate steps to maintain secure access to the video equipment.

Use of Video Recordings

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 may be released to others only in accordance with applicable state and/or federal law or regulation.

Visitor Policy

All visitors must call ahead and schedule meetings with LNC staff members. It is a violation of school policy to enter a classroom or common area unannounced and without checking into the main office. All visitors must report to the main office immediately upon arrival at LNC regardless of the nature and length of your visit. Visitors must sign in and receive a visitor's badge which must be worn prominently at all times while on campus. Visitors must sign out and return the visitor's badge at the conclusion of the visit. Repeated failure to follow this procedure will result in exclusion from the school grounds. It is the responsibility of the LNC staff to enforce this policy. No visitor should be permitted into the classroom or common areas without a visitor's badge. Failure to enforce this policy will result in 1) verbal warning; 2) written warning and; 3) dismissal.

Volunteer and Employee Drivers

1. Introduction

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.

2. Driving License and Driving History Standards.

A. A current, not suspended or expired, commercial driver's license with the appropriate endorsement is required to drive a school bus, an activity bus or any other commercial vehicle owned or operated by a school employee or volunteer. The state and local requirements are as follows:

- 1) **Commercial Class A** - Any combination of vehicles with a gross vehicle weight rating (GVWR) of 26,001 pounds or more, provided the GVWR or the vehicle or vehicles being towed is in excess of 10,000 pounds.
- 2) **Commercial Class B** - Any single vehicle with a GVWR or 26,001 pounds or more, and any such vehicle towing a vehicle not in excess of 10,000 pounds.
- 3) **Commercial Class C** - Any vehicle not described in Class A or B above but is:
 - a) Designed to transport 16 or more passengers, including the driver; or
 - b) Used in the transportation of hazardous materials that requires the vehicle to be placarded under C.F.R., Part 172, Subpart F.

B. 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.

- C. 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.

3. 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.

4. 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:

- A. 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.
- 1) A copy of Driver/Chaperone Statement;

- 2) 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,
 - 3) A current copy of driver's license from the driver(s).
- B. Parent Permission
- 1) 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.
 - 2) 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.
 - 3) Other Transportation needs. One permission form may be used for the school year or the length that the transportation services are to be provided.
 - 4) Emergencies. In an emergency, parent permission may be obtained by email, fax or (as a last resort) orally by telephone.
- C. Vehicle Inspection. A principal, assistant principal, other school administrator or a designee shall verify, at least annually, that any vehicle used to transport students:
- 1) has a current, not expired, registration sticker on the license tag;
 - 2) has operational seat belts, and
 - 3) 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 transported¹.
- D. Other Safety Standards.
- 1) Passengers shall wear seat belts at all times while the vehicle is moving.
 - 2) In general, at least two students should ride with each adult. One-to-one transportation is prohibited.
 - 3) Drivers shall not eat food while operating a vehicle transporting students.
 - 4) 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.
 - 5) The driver must agree to the following terms and conditions:
 - a) 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.

¹. G.S. 20-137.1(a1)

- b) 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.
- c) To certify that he/she meets the driver's history standards set forth in section II above.
- d) 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.
- e) To grant permission for Lake Norman Charter (LNC) to obtain information from the NCDMV about his/her driving record.
- f) 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.
- g) To report to the school principal or the employee's supervisor all convictions and/or PJC's for moving violations.
- h) To report to the school 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 this application.
- i) To maintain auto liability insurance in an amount required by North Carolina law², \$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).

5. 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 car pool 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.

Whistleblower (Internal Reporting) Policy

Lake Norman Charter ("LNC") follows and enforces all federal, state and local laws applicable to it and requires its employees to do likewise. Moreover, employees are also specifically expected and required to adhere to all policies and requirements adopted by the Board of Directors. Every employee has personal responsibility to assist in implementing these expectations.

Suspected violations of these requirements will be investigated promptly and will be treated in a fair and impartial manner. Moreover, employees are expected to promptly report concerns or potential violations of any LNC policy or procedure, or any applicable law, rule or regulation as soon as it is discovered internally to the Board Chairperson, the Superintendent, or their immediate supervisor, if and as applicable, so that LNC has an opportunity to conduct its own independent review and take appropriate steps to address the same, where and as applicable. Concerns or violations related to the Board Chairperson may also be reported to any other Board Officer. An

“immediate supervisor” is required to report a complaint to the Superintendent, Board Chairperson, or a Board Officer if the complaint relates to the Board Chairperson.

All such reports will be treated confidentially to the extent practicable under the circumstances and in accordance with the legal obligations of LNC. Any retaliation or threat of retaliation against any employee for reporting in good faith a violation or suspected violation is itself a violation of this policy, may be a violation of the law, and will result in corrective action, up to and including termination of employment. This is the case even in such instances when, after investigation, it has been determined that there has not been an actual legal or other violation.

Withdrawal Policy

A student permanently forfeits his or her slot awarded 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. Attempts to contact the student’s family will occur on different days during the first three days of the current school year. If, after the second documented attempt, the family fails to make contact with the school within 48 hours of such second attempt and/or the student fails to attend school, 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 not receive any advantages and will be required to follow the same application procedures and timelines as all other applicants for the next available lottery selection process.