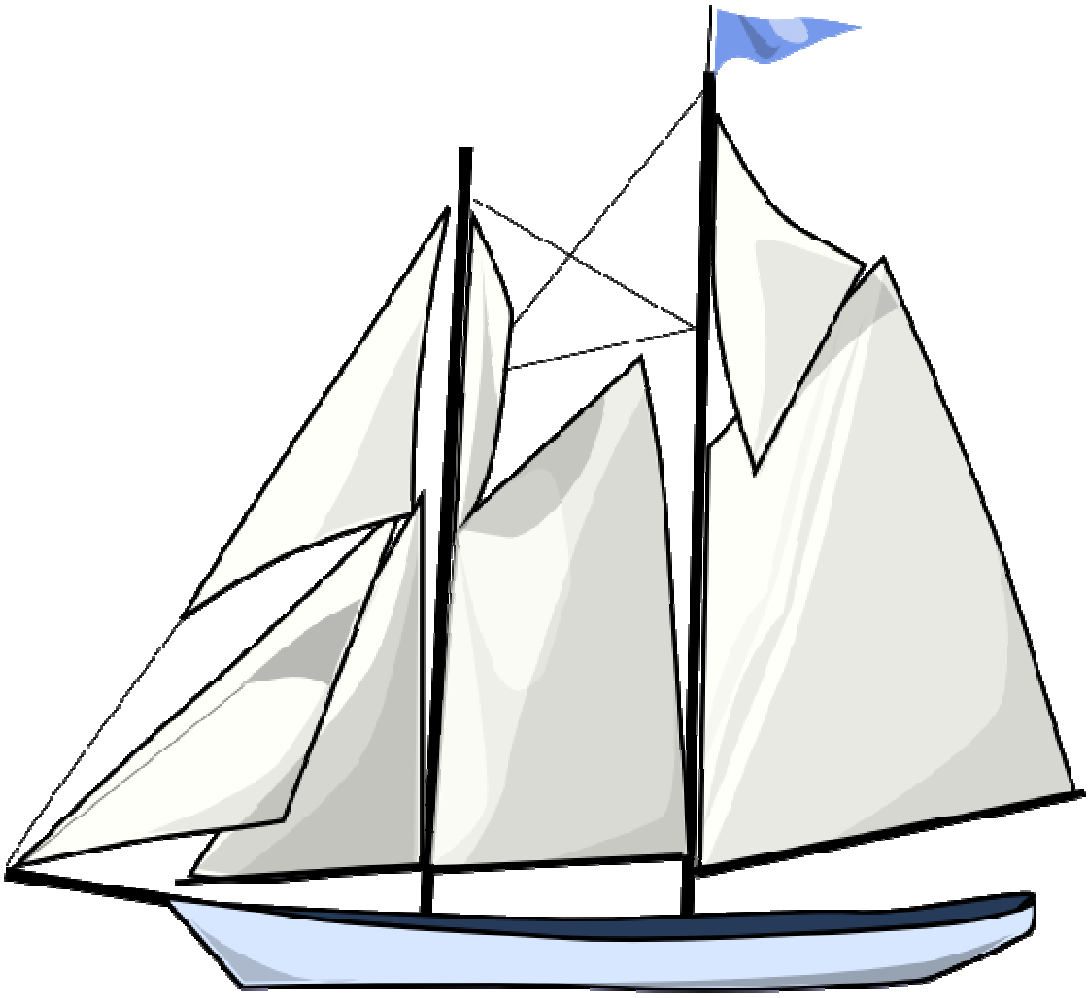
# Lake Norman High School

2013– 2014 Student Handbook & Planner

*"Charting A New Course"*



Lake Norman High School
186 Doolie Road
Mooresville, NC 28117
704.799.8555

Principal: Mr. Keith Gentle

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## Administration

**Principal:** Mr. Keith Gentle

**12th Grade Assistant Principal:** Ms. Kimberly Gantt

**11th Grade Assistant Principal (A-M):** Ms. Amy Johnson

**11th Grade Assistant Principal (N-Z):** Ms. Calandra Davis

**10th Grade Assistant Principal:** Ms. Calandra Davis

**9th Grade Assistant Principal:** Mr. Eric Babbitt

**Instructional Facilitator:** Ms. Victoria Hogg

**Blended Learning Coach:** Mr. Greg Keys

**SRO:** Officer Gina Cranford

## Administrative Staff

**Receptionist**: Ms. Pam Grady

**Receptionist**: Ms. Kathy Henderson

**Bookkeeper**: Ms. Donna Guill

**Attendance Coordinator**: Ms. Carolyn Becker

**Data Manager**: Ms. Joyce Brinkley

## Guidance Staff

**9th Grade Counselor**: Ms. Jenny Carr

**10th, 11th, and 12th Grade Counselors:**

Ms. Amy Saffos, Ms. Carrie Webb, Ms. Kathryn Nicholson

**Career Development Coordinator (CDC)**: Ms. Cheryl Seeley

**School Assistance Program (SAP)**: Ms. Stephanie Elsass

**Guidance Secretary**: Ms. Eleanor Ward

# Lake Norman High School

## Mission Statement

We believe in a commitment to excellence for all students as we prepare them to become a part of a global society with all of its challenges and opportunities. Through the lens of continuous improvement, we will focus our resources to ensure the highest quality of instruction and programs.

## Vision

Lake Norman High School will be a student centered academic community united in its commitment to excellence in academics, athletics, arts, and the community.

## Iredell-Statesville Schools Local Promotion Standards

- For specific information regarding graduation requirements, please refer to the Iredell-Statesville Schools Curriculum Guide.
- A student must have at lease six (6) units of credit to be classified as a sophomore, twelve (12) units to be a junior, and twenty (20) units to be classified as a senior to meet local promotion standards. Students will only be classified at the beginning of the school year.
- The number of credits for graduation is determined by the number of course opportunities minus four. For LNHS students on block schedule for four years, the number of credits needed to graduate is twenty-eight (28). Students who attend another high school may have a different number of units needed for graduation.

## Exam Policy

The Iredell Statesville Board of Education believes the final examination in the high school years is an important component in the educational process and helps to ensure the educational success of students. Further, the Board believes that the final examination serves to tie a semesters work together for the students for later examinations in college. Toward this philosophy, the Board establishes the following policy:

- Final examinations will be given in all subjects at the high school level.
- In AP classes, the AP teacher will give an exam at the end of the course to serve as the final exam.
- The system exam schedule will be developed by the high school principals with the input from the five faculties and recommended by the Superintendent for the Board of Education approval.
- All exams will be taken at the scheduled times, except in hardship situations which have been prior approved by the school principal.
- North Carolina end-of-course tests and common exams will be used as final exams, and count for 25% of the final grade.
- All students taking courses with end-of-course tests are required to take the end-of-course tests or field tests. Students who do not take the end-of-course test will not be allowed to register in the next course until they take the end-of-course test.
- All students with an "F" average are still required to take the final examinations.
- Students taking exams will remain in class during the entire exam period.
- Students are not to be present at other schools or on school grounds during times when they are not directly involved in taking exams.
- Seniors may be exempt from the final exam if the following criteria are met:

  - Not more than three (3) absences and an "A" in the class

  - Not more than two (2) absences and a "B" in the class

  - Not more than one (1) absence and a "C" in the class

- NOTE: No senior may be exempt from the exam if the course has a NC end-of-course test or Common Exam. No senior may be exempt if he/she receives out-of-school suspension during the semester. A senior who is legally exempt may elect to take the exam with the understanding that the exam grade will be counted only if it raises his/her average. *Waived days and made up time do not remove an absence from counting in the exam exemption policy.

- In order to receive credit for any course which requires an end-of-course test, the student must:

  - achieve a passing teacher grade (70 or above) calculated using the first administration of the EOC grade.

  - meet Iredell-Statesville Schools attendance policy standards, AND

  - achieve proficiency on the end-of-course test, which is a level 3 or 4 on all EOC scores.

  - courses with a state end-of-course test are: Integrated Math I, Biology, and English II.

Grading Scale

| | |
|---|---|
| 93-100 | A |
| 85-92 | B |
| 77-84 | C |
| 70-76 | D |

- A weighted grading scale is used for honor and advanced courses. All numerical grades are converted to a grade point average and are rounded to the *fourth decimal place*. Please see the curriculum guide for complete details.

## Attendance

### Absences

- Parental or physician written explanation of absences must be presented for each absence upon returning to school. Students are to obtain an admission slip from the Attendance or Main office before 1st period.
- All parent notes must include the student's full name, Student #, date of absence, reason for absence, parent signature and contact number.
- The school will code the absence in accordance with the State guidelines. If parental written note is not presented within two school days, the absence will be coded as "unlawful" or unexcused.
- A student must attend school 50% or 2 full class periods of the school day in order to be counted present for the entire day. Also, a student must attend a specific class 50% of the period in order to be present for a class.
- An excused absence still counts against attendance and the time must be made up.
- Students who report to class without an admission slip will be sent to the attendance office for a slip. The student will be given an admission slip and assigned an unexcused tardy.
- The school will code absences in accordance with state guidelines, which provide an absence may be coded lawful for the following reasons:

  1 Personal illness or injury which makes the student physically unable to attend school;

  2 Isolation ordered by the State Board of Health;

  3 Death in the immediate family;

  4 Medical or dental appointment;

  5 Participation under subpoena as a witness in a court proceeding;

- Absences that occur as a result of out-of-school suspension can be made up for attendance purposes..
- It is the responsibility of the student to contact his/her teachers on the first day of his/her return to school following an absence to arrange for make-up time and work. All assigned make-up work should be completed outside of regular class time within a specified time period.
- Students must be in attendance 50% or 2 full class periods of the school day in order to participate in or to observe extra-curricular activities. (Examples: athletic events, school activities, class plays, concerts, etc.) Exceptions may be approved by the principal.
- A student's absence from school and/or class because of an official school-sponsored activity will not be counted absent from either school or specific classes. School related activities must be approved in advance by the principal.

## Excessive Absence/Make-Up School Board, Policy #4400

- A student who has been absent from school and/or individual classes more than 3 times during any nine-week period (whether lawful or unlawful, excused or unexcused) and who has not made up the required time will receive a code of FA (Failure due to Attend) for the specific nine-week period. For the code FA to be removed, time and work must be made up within two weeks after the end of the nine week term. If work and time are not made up, the FA converts to a 69.

*It is important for students to begin making up time immediately after the third absence from class within a specific nine-week period. High school students must make up class time on an hour-for-hour basis. Make up time is to be coordinated between the student and the teacher. Students may report to the ASD classroom on Tuesday, Wednesday and Thursday of the 2nd and 4th 9-weeks. No make up time can be accomplished during regular school hours on a regularly scheduled school day unless approved by the principal. The school system may provide additional make-up opportunities during an extended day and/or a summer school program. Make-up classes will be designed specific to students needs and/or to compensate for time missed due to absences.

## Waiver Policy

- By school board policy, waiver request forms must be completed at least five days before the end of the 90-day term. In order to adhere to this policy and provide additional opportunities for student waiver requests, the waiver committee will convene within the last five days of EACH nine-week period. The committee will review the waiver request and determine if the student must make up missed time. Waivers will be only considered for extreme extenuating circumstances, provided the appropriate written documentation is attached and all efforts to make up time have been exhausted.
- Waiver request forms may be obtained from the attendance secretary. The waiver committee will consist of an administrator, teachers, and support staff. Absences that may be considered for waiver requests providing supporting documentation is attached:

  -Death in immediate family
  -Illness, injury, or quarantine requiring hospitalization.
  -Outpatient Surgery - for example, wisdom teeth extraction
  -College visit
  -Subpoenaed court appearance

- Vacation and suspension waiver requests will NOT be granted
- Waived days are still counted as absences toward senior exemptions.

## Early Dismissal

- Early dismissals need to be turned in to the office before school. Students will be given a dismissal request form for the designated teacher. In turn, the student may leave the classroom at the specified time and check out through the main office before proceeding to the parking lot. ALL students must have required documentation prior to leaving the premises.
- Students who do not turn in notices before school run the risk of not being able to leave on time, if note can not be verified by parent contact.
- If a student brings an early dismissal note to the office after the school day begins and is then tardy to the next class, the tardy will be unexcused.
- A student that leaves school during the day or comes in late due to a medical or court appointment must bring back a note from the medical office or court in order for the time missed to be lawful.

## Tardiness

- Students who report to class without an admission slip will be sent to the attendance office for a slip. The student will be given an admission slip and assigned an unexcused tardy.
- Student drivers or car riders arriving to school inside the first ten minutes of first block will go directly to class to be counted tardy by the teacher and issued consequences according to the tardy policy. Students arriving after the first ten minutes of first block must check in the main office first, submit a parental or physician written explanation for the tardy, and sign in on the computer. The school will code the tardy according to state guidelines.
- Students on a late bus will be given a late bus slip at the bus. These students will be admitted to class without being counted tardy.

## Tardy Policy

- Tracked by individual teachers.

  1st tardy: Warning

  2nd tardy: Warning

  3rd tardy: 1 after school detention and parent contact.

  4th tardy and beyond: Saturday School

- Parents should be contacted for every third tardy (3, 6, 9, etc...)
- Driving privileges will be removed for students who are tardy to first block.
- Students who drive to school will lose their driving privileges for:

  4rd tardy = 3 days driving privileges removed by administrator

  7th tardy = 5 days driving privileges removed by administrator

  10th tardy = 10 days driving privileges removed by administrator

  11th tardy = remainder of the semester

## Code of Conduct

A brochure is available on line and we will provide a copy at school at your request. The Code of Conduct outlines major and minor offenses and their consequences. Due process for both the school and parent is also described.

## LNHS Discipline Plan

Offenses are placed in one of three categories:

1) Minor

2) Serious

3) Major offenses.

### Minor Offenses:

- Food/Drink outside cafeteria or designated eating areas (commons and senior courtyard)
- Public display of affection
- Not having a hall pass
- Littering

## Consequences for Minor Offenses:

| 1st Offense | 2nd Offense | 3rd Offense | 4th Offense and Above |
|---|---|---|---|
| After School Detention | Alternative Learning Center (ALC)– one block | Alternative Learning Center (ALC)- all day | 4th Offense – Absent Before Parent Conference (ABC) Parents must come in for a face to face meeting with an administrator. Student will be placed at Alternative Learning Center until meeting with parents.<br><br>5th Offense and beyond– Out of School Suspension |

## Serious Offenses:

- Habitual disruption of class
- Disrespect for authority
- Any inappropriate social behavior including indirect profanity
- Skipping or leaving class without permission
- Repeated minor offences
- Presence in unauthorized area (ex. On the elevator w/o permission, in faculty lounges, etc.)
- Failure or refusal to obey reasonable request
- Gambling
- Giving false information
- Failure to attend an assigned detention
- Excessive tardiness

## Consequences for Serious Offenses:

| 1st Offense | 2nd Offense | 3rd Offense | 4th Offense and Above |
|---|---|---|---|
| Saturday School | Alternative Placement (ALC)– One day | Absent Before Parent Conference (ABC) Parents must come in for a face to face meeting with an administrator. Student will be placed at Alternative Learning Center until meeting with parents. | OSS or placement at Monticello South for each offense beyond the third. Example:<br>4th Offense – 3 days<br>5th Offense – 5 days<br>6th Offense – 7 days<br>7th Offense – 10 days<br>8th Offense – recommendation for long term placement. |

## Major offenses:

- Refusal to relinquish confiscated item to staff (ex. hats, electronic devices, cell phones, i-pods, etc.) Cell phone/ personal electronic device use during instructional time (see specific policy) Refusal to attend class, including home-room and advisory
- Repeated Dress Code offenses (see specific policy)
- Fighting/Horseplay
- Foul/Abusive Language (see specific policy)
- Tobacco (See specific policy)
- Damage, destruction or theft of school or private property
- Sale, use, possession or distribution of drugs/alcohol (See specific policy)
- Odor of alcohol or marijuana on person
- Threat/intimidation/assault of a school employee or student
- Skipping school which involves leaving campus
- Extortion/harassment
- Sexual harassment
- Bullying (see specific policy)
- Unauthorized presence at school or school function during a suspension
- Possession of weapons or dangerous objects (as defined in school board policy)
- Arson
- Insubordination/incorrigible attitude
- Chronic serious offender
- Blatant disrespect
- Any act that shocks the social conscience
- Any act that endangers the health and/or safety of others
- Reckless driving
- Substantial disruption of school
- Cheating/Plagiarism (see specific policy)
- Any criminal act

## Consequences for Major Offenses:

Unless noted otherwise, major offenses will result in suspension of up to 10 days either out-of-school or Monticello South as determined by the principal or assistant principal and referral to the School Resource Officer to determine appropriate criminal charges. Recommendation for long-term suspensions up to expulsion will be made to the superintendent for appropriate situations (e.g. possession of firearm, possession of dangerous weapon, distribution of drugs/illegal substances, etc.).

## Wireless Communication and Electronics Policy

Students may possess electronic devices including cell phones and iPods on campus. Electronic devices may be used before school, after school, during class changes, and at lunch. Students may not use personal electronic devices during instructional time no matter the location. Devices must be turned OFF and stored out of sight during instructional time. Students observed using or displaying electronic devices during instructional time will receive the following consequences:

- First offense: Item confiscated and turned in to the main office. Device will be returned at the end of the school day.
- Second offense: Item confiscated and turned in to the main office. Parent/ Guardian may pick up the device at the end of the school day.
- Third and subsequent offenses: Item confiscated and turned in to the main office. Parent/Guardian may pick up the device at the end of the school day; Alternative Learning Center for two days.

**If a student refuses to relinquish an electronic device to a staff member when asked, the student will automatically receive a minimum of three day placement of OSS or Monticello South.

## Bullying

The policy includes, but is not limited to, the following types of acts: bullying based on an individual's race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, physical characteristics, marital status, or disability. It is possible for bullying to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students. The Iredell-Statesville Board of Education prohibits acts of bullying. Like other disruptive or violent behaviors bullying or discrimination is conduct impedes both a students' ability to learn and a school's ability to educate its students in a safe environment.

## Categories of Bullying:

### Physical Bullying: Intentional and Imbalanced hitting, punching, pinching, pushing, etc.

- First offense: office referral contact parent of offender and target, three days OSS, referral to SAP and SRO
- Second offense: office referral contact parent of offender and target, five days OSS, referral to SAP and SRO
- Third offense: office referral contact parent of offender and target, ten days OSS, recommendation for placement in an alternative setting, referral to SRO

### Verbal/Social Relational Bullying: direct insults, put downs, name calling, spreading rumors/lies about someone to damage their reputation or punish them socially, verbal, non-verbal threats

- First offense: office referral contact parent of offender and target, three days OSS, referral to counselor or SAP
- Second offense: office referral contact parent of offender and target, five days OSS, referral to counselor or SAP
- Third offense: office referral contact parent of offender and target, ten days OSS, recommendation for placement in an alternative setting, referral to SAP

**Sexual Harassment/Verbal: continued , unwanted attention of a sexual nature**

- First offense: discipline referral, contact parent of offender and target, three days OSS referral to SAP– both parties, Contact SRO
- Second offense: discipline referral, contact parent of offender and target, five days OSS, referral to SAP– both parties, Contact SRO
- Third offense: discipline referral, contact parent of offender and target, ten days OSS, recommendation for placement in an alternative setting, Contact SRO and/or legal involvement

**Sexual Harassment/Physical: continued , unwanted attention of a sexual nature – includes physical contact**

- First offense: Discipline Referral, Contact parent/both target and offender, ten days OSS, referral to SAP/both parties, Contact SRO, Supervision intervention plan is put in place.by administrator or designee
- Second Offense: Discipline Referral, Contact parent/both target and offender, ten days OSS plus referral for long term suspension, Referral to SAP/both parties, Contact SRO
- 3rd Offense: Discipline referral, Contact parent/both offender and target, ten days OSS, Recommendation for placement in an alternative educational setting, Contact SRO

**Cyber Bullying: verbal, social and sexual harassment using social media /technology**

- First Offense: Discipline Referral, Contact Parent/both offender and target, three days OSS, Referral to SAP
- Second Offense: Discipline Referral, Contact Parent/both offender and target, five days OSS, Referral to SAP
- Third Offense: Discipline referral, Contact parent/both offender and target, ten days OSS, Recommendation for placement in an alternative educational setting, Contact SRO

## Cheating Policy

"Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:

(a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;

(b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;

(c) Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;

(d) Securing, giving or exchanging information during examinations;

(e) Presenting data or other material gathered by another person or group as one's own;

(f) Falsifying experimental data or information; (g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;

(h) Cooperating with another to do one or more of the above; and

(i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

Cheating, either in the classroom or on outside work (including homework), will not be condoned. Each teacher will discuss cheating in the beginning of the year with his/her students. The policy of Lake Norman High School reads as follows:

Persons who cheat or plagiarize:

- shall not receive credit on work
- first offense: Referral to administration and a written warning
- second offense and beyond: Referral to administration and out of school suspension
- shall have their parents notified initially by the teacher
- Guidance will be notified and keep on file, jeopardizing letters of recommendation and scholarship opportunities.
- shall jeopardize their standing in honor societies, extra-curricular activities, and other organizations according to the by-laws of each and shall receive disciplinary referral on the scale of a serious offense

## Computer Policy

In support of the school board policy the following is the disciplinary scale for computer violations:

- Any attempt to circumvent the security software on our computers and/or network or accessing/creating any obscene or vulgar material including, but is not limited to:
- attempting to bypass Security software
- accessing programs not on your Application Launcher screen
- changing the computer's set up in any way
- possessing/using hacking software of any kind and purpose
- creating shortcuts to programs on the hard drive
- using someone else's logon
- downloading/installing any software (including games)
- •viewing pornographic material, or viewing/creating obscene and vulgar web sites

Any violation of this nature will result in suspension from school, and loss of computer usage at school. There will be no warning or second chances. Other computer violations will be dealt with on the serious consequences scale.

## Tobacco Policy

Lake Norman High School is a tobacco free facility. Use or possession of tobacco products (lighters, matches, etc.):

- 1st offense: 3 days of out-of-school suspension or Monticello South
- 2nd offense:5 days of out-of-school suspension or Monticello South
- 3rd offense: 10 days of out-of-school suspension or Monticello South

## Drug and Alcohol Policy

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following: Alcoholic beverages, illegal drugs, prescription medications, or any over the counter substances (see School Board Policy 4325). Students are prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit drugs. Any violation of this policy AND the medication policy will be reported to law enforcement. Any tips or information reported to school personnel will be investigated as potential violations of this policy.

- First Offense: notification of parents, law enforcement, Student Assistance Program coordinator (SAP), and probation officer, if applicable. The student will receive out of school suspension for 10 days for possession of, under the influence of, or odor of drugs/alcohol. The student will receive out of school suspension for 10 days with recommendation for exclusion for the remainder of the school year for selling, transmitting or distributing drugs, over the counter substances, or alcohol.
- Second Offense: notification of parents, law enforcement, SAP coordinator, and probation officer, if applicable. The student will receive out of school suspension for 10 days with recommendation for an Alternative Learning Program for the remainder of the school year.

## Foul/Abusive Language

The incidental or intentional use of profane, vulgar, abusive, or demeaning words or gestures towards or about an individual, institution, or policy will be considered direct profanity. Direct profanity will be dealt with using the following scale:

- 1st offense: 3 days of alternative learning center
- 2nd offense: 3 days of out-of-school suspension or Monticello South
- 3rd offense: 5 days of out-of-school suspension or Monticello South
- 4th offense: 10 days out-of-school suspension and recommendation for long-term alternative placement

## Absent Before Conference (ABC)

When a student is assigned ABC they are not allowed to return to their regular classes until a parent/guardian comes to the school for a meeting with administration. The student is assigned to the alternative learning center (ALC) until the parent comes to school.

## Alternative Learning Center (ALC)

Students may be assigned to the Alternative Learning Center by an administrator. Students will work quietly on school work and/or participate in school improvement activities for the entire time period.

## Suspension (OSS)

A student suspended from school is entitled to make-up his/her work. It is the responsibility of the student to make arrangements with the teacher on the day of his or her return back to school for make-up work and time. Make-up work may be requested to be brought to the office for suspensions of three days or more. If a request is made, the work will be ready by 2:30 PM of the second day of the suspension. Any work sent to the office will be due upon the student's return to class. If any work is not completed, or if any work is not picked up, the student will receive a zero for that work. Any student that is suspended from school may not attend any school events during the time of the student's suspension. Students who are present on school campus and/or school sponsored events during a suspension will be considered trespassing.

## Monticello South

In lieu of OSS, student may choose to attend Monticello South located in Troutman at Barium Springs. If students choose to attend Monticello South, they must have their own transportation to and from the facility. Students do not report to campus. Students will be marked present for the day, therefore not accruing absences during their suspension.

## Property Damage

Anyone who damages or destroys school property will be expected to pay for the property and additional disciplinary action will be taken.

## Search and Seizure

If the principal or an assistant principal has reasonable suspicion that a student may have materials, such as drugs, weapons, or anything that is disruptive, unsafe, or inappropriate for the school setting, they will conduct a search. Lockers, book bags, purses, and vehicles may be searched. Parent permission is not required.

## Food and Drink in Classroom

All food and drink must be consumed in the commons or cafeteria. If a student is found outside the cafeteria, commons, or senior courtyard with a drink or food. The only beverage containers allowed in the classroom, are clear water bottles with teacher permission.

# Dress Code

Students need to come to school in safe non-distracting attire. The dress code applies during the school day and on all field trips.

- All shirts/blouses/dresses must have a distinct sleeve with a shoulder seam, and the shirt must be able to be tucked in even when hands are extended above the student's head, and have either a collar or a neckline that does not reveal cleavage.
- T-shirts are not to have any advertising/promotion of drugs, alcohol, or tobacco products.
- T-shirts are not to have any sexually suggestive, obscene, violent or offensive material (implied or otherwise).
- Spandex, yoga pants, leggings, etc. may not be worn as an outer garment (pants or shirts).
- No bedroom slippers
- Shorts are to be within six inches of the top of the knee cap, or at least have a six inch inseam.
- Skirts are to be within six inches of the top of the knee cap or the bend of the knee in the back regardless of whether leggings or tights are worn.
- All appropriate undergarments are to be worn. No undergarments are to be visible.
- No hats, bandanas, head wraps, hoods or other head coverings may be worn on your person in the building.
- No sunglasses or other eyewear, unless prescription, may be worn in the building.
- No wallet chains or jewelry which can cause a safety hazard.
- Sheer or see-through clothing can be worn only over clothes that meet dress code
- No holes in pants and skirts above the knee.

**Consequences:**

- 1st offense: loaner garments will be worn if student is unable to correct problem immediately*
- 2nd offense: after school detention will be assigned and loaner garments will be worn if student is unable to correct problem immediately*
- 3rd offense: alternative learning center (ALC) will be assigned and loaner garments will be worn if student is unable to correct problem immediately*
- 4th offense: Absent Before Conference (ABC)
- 5th offense: See Major Offense consequences

*All loaner garments must be signed for at the time of receipt. Students are responsible for a signature sheet that the student will present to each period teacher for a signature. The completed sheet will be returned the following day with the loaner garments. Students may not return to school until loaner garments are returned.

**If a student refuses to relinquish hats, head wraps, chains, etc. to a staff member, the student will receive a minimum of 3 days at alternative learning center (ALC).

# General Information and Policies

## Accidents

All accidents involving personal injury must be reported to the office. Any car accidents on LNHS property must be reported to NC State Highway Patrol. Do not leave the scene of a car accident. Contact parents and NC state HWY. Patrol

## Cafeteria Regulations

Students are expected to leave your table clean. Free or reduced lunches are available to students who qualify according to the federal guidelines. Applications may be obtained from your homeroom teacher or from the cafeteria office. During lunch, students must stay in the cafeteria, the commons area, or the outside courtyard. Students are not to have lunches brought to campus from fast food restaurants for lunch. They are to bring their lunch with them in the morning or buy lunch in our cafeteria.

## Field Trips

Field trips are an important part of the educational program. Students are required to have written permission from their parents before going on any school sponsored trip. Students going on field trips are not counted absent.

## Fire and Safety Drills

All teachers will explain to their student's proper procedures. Students are to remain with their teacher, and follow all instructions of school personnel.

## Grievance

For grievance notification contact Keith Gentle at 704-799-8555 or kgentle@iss.k12.nc.us

## Lockers

Student lockers and combinations will be assigned to students at the beginning of the school year by their home room teacher. Valuables should not be left in lockers. LNHS is not responsible for any items lost or stolen.

## Lost and Found

Any personal belongings found on school grounds should be turned in to the office. The school is not responsible for money, books, clothing, etc. left unattended. Students should never bring extra money or valuables to school. Students who bring extra money or valuables to school do so at their own risk.

## Media Center Regulations

- The LNHS Media Center is open from 8:00 am until 3:45 pm daily, including during lunch periods. Appointments may be made for extended hours. Students must have a signed pass from the teacher to go to the media center during class time or lunch.
- Materials in the media center are available for academic research and personal interest reading. Students are allowed to check out three items at a time for a two week period. Students may also place items on hold. Items checked out are to be returned or renewed by the due date to avoid overdue charges.
- The media center has monitored Internet accessible computer stations available for student use. The school supports Microsoft Office 2007 and student documents for printing should be in a compatible format. Printing and copying service is also available for the charge of ten cents per page.

## Medication Policy

Whenever possible medications should be given at home. In the event that any medication (including over the counter) must be administered during school hours, the proper papers must be filled out and returned to the school nurse before medication is to be dispensed at school. All prescription drugs are to be kept in the nurses office for distribution by a school official.

## Posters

All posters displayed in the school must have the approval of the principal. The advisor/administrator must sign the poster before it is posted. Only masking tape should be used to tape posters to the wall.

## Selling of Goods and Articles

Students are prohibited from selling anything at school that is not school sponsored. All club fundraising activities must be approved by the principal, and are only to be soled after school hours. Collected money must be turned in daily to the bookkeeper.

## Schedule Changes

No schedule changes will be made unless a mistake is made by the school. So schedule changes will be made after the forst 5 days of the semester unless approved by an administrator.

## Stolen Items

The school does not assume responsibility for any items brought to school in violation of school policies. Should any of those items become stolen, the school does not have the resources to investigate theft of items that were not supposed to be on campus in the first place. Should an item be brought to school against policy, and it is confiscated, the school is not accepting responsibility for that item. We will make every effort to secure the item so it can be returned in the proper manner, but we are not responsible for any loss or damage to the property.

## Telephone Use

Students with emergencies are asked to the use telephone in the main office.

## Transcripts

Transcripts sent while a student is still in high school are done without a charge– up to 3 copies. After the third copy and upon graduation or school termination, a $5.00 fee will be assessed to send transcript requests. Transcript requests may be made in writing or over the telephone and should be made well in advance of a deadline.

## Visitors on Campus

We welcome those who wish to visit our campus. When visiting our campus, please check in with the security officer. After parking, report to the front offices for a visitor's pass. Students are not permitted to invite friends and relatives from other schools as guests to Lake Norman. Former students are welcome to visit after 3:15 or at a pre-arranged time with a teacher or administrator.

# Parking Regulations

- Due to the limited spaces available, parking permits will be issued to seniors first then remaining spaces will be issued to juniors and then sophomores.
- Students will be assigned a parking space at the time of purchase.
- Students must pass three of four courses in the previous semester. *Students must possess a valid driver's license with current address *A permit costs $40. Replacements are $10.00.
- Parking permits must be affixed to windshield on passenger's side of vehicle and the rear window.
- Students must park in their designated parking space.
- Driving and parking a car or truck on campus is a privilege and the driver must agree to obey all school rules regarding a motor vehicle on Iredell-Statesville School grounds. Students must also understand failure to comply will result in loss of driving and parking privileges as well as all parking fees. Lake Norman High School Administration reserves the right to withdraw parking privileges at any time upon VERBAL notification to the student and/or parent/guardian. Any vehicle parked on the LNHS campus is subject to search by Administration when there is reasonable suspicion.

CARS WILL BE TOWED AT THE OWNER'S EXPENSE FOR FAILING TO COMPLY WITH THE FOLLOWING RULES:

- Student's vehicle parked in faculty/visitor parking lot
- Vehicle not registered with the school
- Vehicle is parked in someone else's space

LOSS OF DRIVING PRIVILEDGES and/or TICKETS/FINES will be issued for the following reasons:

- Passing cars in the loop or in the parking lots unnecessarily while entering or exiting
- Double parking while exiting school grounds in the loop
- Loitering in vehicles or parking lot before school
- Parking in handicapped spaces without proper credentials
- Intentionally driving in the grass or over the curbs
- Reckless driving
- Parking in unauthorized space
- Not permanently affixing parking sticker to the windshield of the registered vehicle
- Parking a non-registered vehicle at LNHS during normal operating school hours
- Not properly parking
- Using a vehicle to transport another students illegally from school grounds
- Speeding through campus
- Spinning tires on campus
- Excessive tardies
- Drugs and/or alcohol
- Noncompliance with traffic pattern
- Any other offense deemed UNSAFE BY THE ADMINISTRATION and/or OTHER DESIGNEE(S)

*The school is not responsible for any loss or damage of vehicles or vehicle contents.

**Any vehicle parked on the LNHS campus is subject to search by school administrators.