



# Pine Lake Preparatory Upper School Discipline Plan 2019 - 2020

## Pine Lake's Mission Statement

*Pine Lake Preparatory prepares students for college and a purposeful life.*

## Pine Lake Preparatory Core Values

PLP will help our students become a positive and responsible student and citizen by focusing on

- **P**erseverance
- **R**espect
- **I**ntegrity
- **D**riven to Excellence
- **E**mpathy

## Administration

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## Overview

The Upper School's discipline policy was developed to support the attainment of the school's mission and reinforce its core values; Perseverance, Respect, Integrity, Driven to Excellence and Empathy. Our high expectation for student conduct is a means to facilitate a positive school environment and one that sets the stage for engagement and academic excellence.

The Upper School discipline policy consists of a tiered disciplinary approach that seeks to involve the student, teacher, parents/guardians and school administration. It is our intention to use the plan to promote positive habits, reinforce desired behaviors and to increase communication between the school and home.

Administrators have the authority to apply the following behavior matrix for inappropriate behavior. The matrix is a *guide only* and is not binding on Administrators – each disciplinary case will be evaluated specifically before a consequence is applied.

According to the research, punitive techniques that are not combined with other disciplinary methods have either no long-term impact or a negative long-term impact. This is due to the fact that purely punitive techniques do not take into account that a child may not possess the skills to change his/her behavior. If a punitive technique is utilized, it should be coupled with an investigation into the cause of the behavior and then matched with replacement techniques that will help the student learn how to act in a more productive and socially acceptable manner.

Pine Lake will couple the following punitive techniques with student reflections on why the behavior occurred and then create a plan either formally or informally to assist the student to behave in an appropriate manner. This approach may include written reflections, articles for students to read or videos for students to watch and reflect on, and/or verbal discussions with the teacher, counselor and/or administrator. For example, In School Suspension will focus on continuing the curriculum, while therapeutically debriefing to identify and eliminate the root cause of an acting-out episode, providing an alternative to exclusion.

### **After School Detention**

After School Detention (ASD) will be held every Tuesday and Thursday from 2:30 to 3:30. Students that have 30 minutes will be excused at 3:00. If a student cannot attend his or her assigned ASD, he or she may ask the principal to reassign the ASD to another day. Failure to serve an assigned 30 minute ASD, will result in a 60 minute ASD. Failure to serve a 60 ASD will result in one day of In School Suspension (ISS) and failure to serve ISS will result in one day of Out of School Suspension (OSS). Students are not excused from ASD because of an extracurricular activity. Only administration may assign ASD.

#### Rules

- 1) Students must arrive before 2:30. **No student** will be admitted late.
- 2) There will be no talking and no cell phones.
- 3) Students may use their laptop for instructional purposes only.
- 4) Students may not listen to music or use any personal electronic device.
- 5) Students may not sleep and must keep their heads up.
- 6) Students must follow all other school rules.

Failure to follow these rules will prompt the ASD supervisor to remove the student from the session and additional disciplinary action could follow.

### **In School Suspension**

The in school suspension (ISS) is an alternative to students being suspended. During this time, the students will be removed from their regular educational setting without being removed from school. The students will be able to complete school work under the supervision of a staff member. A student that does not comply with all rules of ISS will be assigned Out of School Suspension. Only school administration may assign a student to ISS.

## Out of School Suspension

Out of School Suspension (OSS) is a more extreme punishment. This will be assigned by administration if we believe that the student's action warrants being completely removed from the educational setting. For a student serving OSS, he or she is not allowed on campus for any reason throughout the duration of the punishment including any school sponsored extracurricular activity. Only administration may assign OSS.

## Saturday School

Pine Lake Preparatory will operate Saturday School from 8:00 am to 12:00 pm twice a month. This program will be utilized for three distinct and equally important facets.

- 1) Make Up Time - Saturday School will allow students to make up time during the course of the school year. This action will help to prevent students from losing credit for courses that they passed but failed to earn credit based on their attendance record.
- 2) Discipline - Students that violate a school rule may be assigned Saturday School as their punishment. This punishment is more severe than ASD; yet, prevents a student from being removed from their classes like ISS or OSS.
- 3) Tutoring - On these Saturday, PLP will offer an educational opportunity for students. For example, a math teacher may offer tutoring or an English teacher is teaching a course on writing essays for college.

## General Discipline Matrix:

It should be noted: North Carolina General Statutes authorize schools the right to enforce disciplinary action for conduct not occurring on educational property, if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. The following provides inclusive but not an exhaustive list of potential offenses.

<b>Base Tier Offenses – These offenses will be handled initially by the classroom teacher or administration.</b>
<b>Classroom Disruptions</b> – Any behavior or action, which interrupts/disrupts the orderly operation of the classroom. Some examples include moving around the classroom without permission, continuously blurting out in class, inappropriate noises etc.
<b>Playing Games</b> – Students are not permitted to use their computers for games during the school day
<b>Gum</b> – Chewing gum is not permitted in the building or in the classroom.
<b>Excessive Tardiness</b> (3 tardies in a semester) – Student is late for class at least three times during a given semester.
<b>Horseplay</b> – Unnecessary “playing” that risk the safety of others.

<b>Eating in the Classroom</b> – Students are not permitted to eat in the classroom outside of the regularly scheduled lunch period.
<b>Not Prepared for Class</b> – Student does not have appropriate classroom materials.
<b>Inappropriate Comments/disrespect</b> – Directed at another student or the course content or in general.
<b>Littering</b> - Purposefully littering on campus or in the classroom.
<b>Base Tier Consequence Guidelines</b>
<ul style="list-style-type: none"> <li>● Warning/Student Conference.</li> <li>● Parent Contact - Phone call, email or conference. Student will also be referred to the school counselor.</li> <li>● Referral to administration.</li> </ul>

<b>Second Tier Offenses – These offenses are referred to and handled by school administration.</b>
<b>Theft/possession of stolen items</b> – Taking or attempting to take other’s property without their knowledge.
<b>Profanity/Vulgarity</b> – Use of vulgar or indecent language or gestures
<b>Cheating</b> – Giving or receiving another student’s work, either partly or the whole assignment, allowing another student to copy your work, or using unauthorized notes or other information on a quiz or test. No credit will be given for the assignment or assessment. <u>Student Honor Code</u>
<b>Racial, bias, and/or demeaning comments and/or acts</b> – it is our expectation that each student and staff member will be accepting of others opinions, beliefs, attitudes, appearances, dress, color, religion and/or sexual orientation.
<b>Skipping School/Class</b> – Student willfully skipped class.
<b>Technology Misuse</b> – See “Acceptable Computer Use Policy” in the Family Guidebook. Student found in violation are also subject to loss of computer or internet access on campus.
<b>Spitting</b> - Spitting at/on another student.
<b>Unsafe Behavior</b> – including but not limited to purposefully tripping or shoving.
<b>Teacher-In-Charge</b> – Inappropriate behavior or comments while a substitute teacher is serving in a classroom.
<b>Insubordination</b> – Defying reasonable requests or directives from any teacher or staff member, in a classroom or on campus.

<b>Second Tier Consequence Guidelines</b>
<ul style="list-style-type: none"> <li>● Administrative Conference with student</li> <li>● Administrative Conference with Parents</li> <li>● In-School Suspension (1-3 days)</li> <li>● Out of School Suspension (1-3 days)</li> <li>● Saturday School</li> </ul>

<b>Third Tier Offenses – These offenses are referred to and handled by school administration.</b>
<b>Fighting</b> – Any physical exchange between two or more individuals.
<b>Sexual Harassment</b> – Unwanted sexual attention; rumors; offensive sexual remarks about looks, orientation and behavior; and sexual images being taken, shared or posted.
<b>Vandalism</b> – The malicious or willful damaging or destroying of school property or other’s property.
<b>Photographing other students or teachers without their permission</b> - taking, sharing or posting to social media any photo or video of another person without their permission
<b>Blatant Disrespect/Profanity towards a teacher</b> – Blatant disrespect or profanity aimed at any staff member.
<b>Directed or Extreme Profanity</b> – Profane or vulgar language aimed at another student.
<b>Tobacco/Vapes</b> – The possession and/or use. The detailed tobacco/vapes policy is found at the end of this document.
<b>Communication of a Threat</b> - Willfully threatening to physically injure a person or a person’s child, sibling, spouse, or dependent or willfully threatens to damage the property of another. The threat is communicated to the other person, orally, in writing, or by any other means.
<b>Third Tier Consequence Guidelines</b>
<ul style="list-style-type: none"> <li>● <b>1 – 10 days Out of School Suspension</b></li> <li>● <b>Potential police intervention</b></li> </ul>

<b>Reportable Offenses – The following offenses must be reported by state law, along with a detailed description of each offense, to local law enforcement. These offenses can be found at <a href="http://www.ncpublicschools.org/research/discipline/offenses/">http://www.ncpublicschools.org/research/discipline/offenses/</a>.</b>
<b>1. Assault Resulting in Serious Personal Injury</b> - An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results in prolonged hospitalization.

**2. Assault Involving Use of a Weapon** - An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm through the use of one of the following: (1) any gun, rifle, pistol, or other firearm, (2) BB gun, (3) stun gun, (4) air rifle, (5) air pistol, (6) bowie knife, (7) dirk, (8) dagger, (9) slingshot, (10) leaded cane, (11) switchblade knife, (12) blackjack, (13) metallic knuckles, (14) razors and razor blades, (15) fireworks, or (16) any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

**3. Assault on School Officials, Employees, and Volunteers** - An intentional offer or attempt by force or violence to do injury to a school official, employee, or volunteer that causes reasonable apprehension of immediate bodily harm while the school official, employee, or volunteer is discharging or attempting to discharge his/her duties.

- The "duties" of a school official, employee, or volunteer include the following: (1) all activities on school property, (2) all activities during a school authorized event or the accompanying of students to or from that event, and (3) all activities relating to the operation of school transportation.
- An "employee" includes (1) one who is employed by a local board of education, (2) one who is employed by a charter school, (3) one who is employed by a nonpublic school that operates under Part 1 or Part 2 of Article 39 of Chapter 115C of the General Statutes, or (4) an independent contractor if the independent contractor or employee of the independent contractor carries out duties customarily performed by employees of the school.
- A "volunteer" is one who volunteers his/her services or presence at any school activity and is under the supervision of an employee.
- This offense includes assaults on school personnel that do not involve the use of a weapon and do not result in apparent serious injury.

**4. Making Bomb Threats or Engaging in Bomb Hoaxes** - A person who, with intent to perpetrate a hoax, conceals, places, or displays in or at a public building any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

- A "public building" encompasses all educational property, as defined in G.S. 14-269.2, including: (1) any school building or bus, and (2) school campus, grounds, recreational area, athletic field, or other property owned, used, or operated, by any board of education or school board of trustees or directors for the administration of any school.
- "Public buildings" also include: (1) hospitals, and (2) buildings that house only State, federal, or local government offices, or the offices of the State, federal, or local government located in a building that is not exclusively occupied by the State, federal, or local government.
- This offense includes when a person communicates a bomb threat by any means.

**5. Willfully Burning a School Building** - A person who wantonly and willfully sets fire to, burns, causes to be burned, or aids, counsels, or procures the burning of any schoolhouse or building owned, leased, or used by any public school, private school, college, or educational institution.

**6. Homicide** - A murder which is perpetrated by one of the following means: (1) nuclear, biological, or chemical weapon of mass destruction, (2) poison, (3) lying in wait, (4) imprisonment, (5) starving, (6) torture, (7) any other kind of willful, deliberate, and premeditated murder, (8) during the perpetration or attempted perpetration of an arson, rape, sex offense, robbery, kidnapping, burglary, or other felony committed or attempted with the use of a deadly weapon, (9) the unlawful distribution and ingestion by someone of opium or any other synthetic or natural salt, compound, derivative, or preparation of opium, cocaine, or methamphetamine resulting in death, or (10) all other types of murder.

**7. Kidnapping** - A person who unlawfully confines, restrains, or removes from one place to another, any other person 16 years of age or over without the consent of such person, or any other person under the age of 16 years old without the consent of a parent or legal guardian of such person, shall be guilty of kidnapping if such confinement, restraint, or removal is for the purposes of one of the following: (1) holding such other person for a ransom, as a hostage, or using such other person as a shield, (2) facilitating the commission of any felony or facilitating the flight of any person following the commission of a felony, (3) doing serious bodily harm to or terrorizing the person so confined, restrained, or removed by any other person, (4) holding such other person in involuntary servitude, (5) trafficking another person with the intent that the person be held in involuntary servitude or sexual servitude, or (6) subjecting or maintaining such other person for sexual servitude.

**8. Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages** - It shall be unlawful for a person younger than 21 years of age to possess, sell, give, or purchase any alcoholic beverages. It is also unlawful for any person to aid and abet a person under the age of 21 years old in his/her attempt to obtain an alcoholic beverage.

- An "alcoholic beverage" includes the following: (1) malt beverage, (2) fortified wine, (3) unfortified wine, (4) spirituous liquor, (5) mixed beverages, or (6) beer.

**9. Possession of Controlled Substance in Violation of Law** - It is unlawful for a person to possess or have in his/her immediate control any of the following: Marijuana, Heroin, LSD, Methamphetamine, Cocaine, or any other drug listed in Schedules I - VI of the North Carolina Controlled Substances Act. (G.S. §90-89 through 90-94.)

- The unauthorized possession of a prescription drug is included under this offense.
- The principal should confer with law enforcement personnel if there is doubt as to whether or not a certain drug is considered a controlled substance.

**10. Possession of a Firearm** - It is unlawful for any person to possess or carry any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school.

- This offense does not apply to a BB gun, stun gun, air rifle, or air pistol.
- Persons authorized to carry weapons on school property are individuals carrying a concealed handgun with a permit as authorized by Chapter 14, Article 54B of the NC General Statutes as amended by Session Law 2013-369, and law enforcement officers, firefighters, and emergency service personnel when discharging their official duties.

**11. Possession of a Weapon** - It is unlawful for any person to possess or carry, whether openly or concealed, any of the following weapons on campus or other educational property: (1) any BB gun, (2) stun gun, (3) air rifle, (4) air pistol, (5) bowie knife, (6) dirk, (7) dagger, (8) slingshot, (9) leaded cane, (10) switchblade knife, (11) blackjack, (12) metallic knuckles, (13) razors and razor blades, (14) fireworks, or (15) any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, maintenance.

- "Educational Property" refers to any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.
- Persons authorized to carry weapons on school property are law enforcement officers, firefighters, and emergency service personnel when discharging their official duties

**12. Rape** - A person is guilty of rape if that person engages in vaginal intercourse with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the

act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

**13. Robbery With a Dangerous Weapon** - Any person or persons who, having in possession or with the use or threatened use of any firearms or other dangerous weapon, implement or means, whereby the life of a person is endangered or threatened, unlawfully takes or attempts to take personal property from another or from any place of business, residence, or banking institution or any other place where there is a person or persons in attendance, at any time, either day or night, or who aids or abets any such person or persons in the commission of such crime.

**14. Sexual Assault (not involving rape or sexual offense)** - A person is guilty of sexual battery if he/she, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

**15. Sexual Offense**

- First-degree sexual offense: A person is guilty of a sexual offense in the first degree if the person engages in a sexual act with (1) a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim, or (2) with another person by force and against the will of the other person, and (a) employs or displays a dangerous or deadly weapon or an article which the person reasonably believes to be a dangerous or deadly weapon, (b) inflicts serious personal injury upon the victim or another person, or (c) the person commits the offense aided and abetted by one or more other persons.
- Sexual offense with a child (adult offender): A person is guilty of sexual offense with a child if the person is at least 18 years of age and engages in a sexual act with a victim who is a child and under the age of 13 years.
- Second-degree sexual offense: A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person (1) by force and against the will of the other person, or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

**16. Taking Indecent Liberties With A Minor** - A person is guilty of taking indecent liberties with a child if, being 16 years of age or more and at least five years older than the child in question, he/she either: (1) willfully takes or attempts to take any immoral, improper, or indecent liberties with any child of either sex under the age of 16 years for the purpose of arousing or gratifying sexual desire, or (2) willfully commits or attempts to commit any lewd or lascivious act upon or with the body or any part or member of the body of any child of either sex under the age of 16 years.

- A "lewd and lascivious act" is defined as an act that is obscene, lustful, or indecent, or tending to deprave the morals with respect to sexual relations.

**Reportable Offenses Consequence Guidelines**

- **1 – 10 days Out of School Suspension**
- **Potential recommendation to the Board for Education and Executive Director for a 365 day suspension and/or expulsion**
- **Police intervention**
- **Possible required counseling**



## Attendance

Daily attendance, active participation and appropriate behavior are three critical components for academic success. Therefore, it is expected that every student will be in class and be actively engaged during the course of the lesson. For a student to be counted present, they must be present for at least **half** of the 45 minute period.

Though students are strongly encouraged to attend school, the Upper School understands that some absences cannot be avoided. The following are reasons for an excused absence.

- 1) Illness, injury or quarantine
- 2) Death in the immediate family
- 3) Medical or dental appointment (Proper documentation required)
- 4) Court proceedings
- 5) Religious observances with prior approval from the Upper School administration
- 6) Educational opportunities with prior approval from the Upper School administration

\*\* Any absence that does not meet the above criteria will be counted as unexcused\*\*

Following an absence, the student or a parent/guardian must submit documentation to the front office within two days of the absence. Any absence where a note was not submitted will be counted as an unexcused absence and a consequence may be assigned by the Upper School Administration. No late documentation will be accepted. All documentation should include the student's name, specific reason for the absence, date(s) of the absence(s), and an appropriate signature from the parent or guardian.

If the absence is known in advance, students should make every effort to inform their teachers of the upcoming absence and arrange to get the classroom assignments/homework.

## Cell Phone Policy

Cell phones or other communication devices can be a disruption to the school-learning environment. Additionally, the ability to capture unwarranted recordings, photos and/or videos creates a potentially distressing culture; therefore, use or display of cell phones, and such communication devices are prohibited during class unless the teacher has given specific permission to use a cell phone for a school activity. Students may use their phone during passing time, during lunch and in a student assigned study hall.

- *1st violation* - Phone will be confiscated by the classroom teacher and held until the end of the class period.
- *2nd violation* - Phone will be be confiscated and turned in to office; student must pick up the phone from Dr. Hoffman or Mrs. Reuter.
- *3rd violation* - Phone is confiscated and turned in to office; parent must pick up the phone from the Dr. Hoffman or Mrs. Reuter.
- *Subsequent violations* – Phone is confiscated and turned in to administrations; parent or guardian must come to school and pick up the phone. Phone will not be allowed back at school. Student will be disciplined for insubordination (category “B” offense).

A student who needs to make a phone call is invited to use the school phone in the office of our Administrative Associate. Families wishing to contact their child are also encouraged to do so through our Administrative Associate (704-237-5308).

## **Dress Code Policy**

Pine Lake Preparatory requires uniforms for all students. The Uniform Policy is designed to provide students a safe and orderly learning environment. The policy is in effect every school day, including field trips or any trip off campus. Advance notice will be given for any event that requires specific uniforms or events that do not require uniforms. In such instances, students are required to follow the non-uniform guidelines. Students out of compliance with the PLP Uniform Policy will not be allowed in the classroom.

If students are without the proper classroom attire, a PLP staff member will call a parent or guardian to bring appropriate classroom attire to campus. The student will be held at the office until they comply with the PLP Uniform Policy and will be marked absent from missed classes. In addition, the student will be assigned After School Detention for thirty (30) minutes per offense.

A copy of the Pine Lake Preparatory Dress Code may be accessed at the following link – [Click Here!](#)

## **Tardy Policy**

It is critical that our students are in the classroom and ready to begin at the start of class. If a student is not in class at the start of each period, he or she will be counted as tardy. Tardiness is a serious issue that negatively impacts the educational experience of the student and his or her peers. Tardiness will be taken serious by the Upper School Administration. The punishment for tardiness for each class period is as follows. Tardies will reset at the end of each semester.

- 1st Tardy: A warning
- 2nd Tardy: A warning and a parent/guardian email or phone call
- 3rd Tardy: 30 minutes of After School Detention (ASD) and an email or phone call
- 4th Tardy: 30 minutes of After School Detention (ASD) and an email or phone call
- 5th Tardy: One day of In School Suspension (ISS) and the student will lose his or her parking privilege for remainder of the semester.
- 6th Tardy: One day of ISS and parental meeting with US Administration
- 7th Tardy: One day of Out of School Suspension
- 8th+ Tardy: Administrative conference to determine appropriate punishment.

## **Tobacco and E-Cigarettes**

Tobacco and E-Cigarettes are banned from campus. No individual should be in possession of tobacco or an e-cigarette. If a student is caught in possession of either, the following will occur:

- 1st Offense: In-School Suspension for the remainder of the day and Out of School Suspension the following school day and a reflection assignment about the use of tobacco and e-Cigarettes.
- 2nd Offensive: In-School Suspension for the remainder of the day and three (3) days of Out of School Suspension and a reflection assignment about the use of tobacco and e-Cigarettes.
- 3rd Offensive: In-School Suspension for the remainder of the day, three (3) days of Out of School Suspension and a reflection assignment about the use of tobacco and e-Cigarettes.
- 4th+ Offensive: Up to ten (10) days of out of school suspension and a meeting with US administration and the Executive Director before the student is allowed back on campus.

## **Honor Code Violation**

1st Offense:	A zero is given for the assignment and the teacher will communicate the violation to the parents.
2nd Offense:	A zero is given for the assignment, student conference with Administrator and Administrator follow up with the parents. Student will complete a reflective assignment.
3rd Offense:	Zero and an Administrative Conference with student and parent.
4th+ Offense:	Zero and an Administrative Conference with student and parent and a Second Tier Consequence as stated in the above chart.

## **Pine Lake Preparatory Bullying Consequence Matrix**

Pine Lake Preparatory (PLP) is committed to implementing methods and strategies for promoting school environments that are free of bullying, harassing and/or intimidating behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication that takes place on school property, at any school sponsored function or on a school bus. Behaviors include, but are not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical development, sensory disability, or by association with a person who has or is perceived to have one more ore of these characteristics.

This policy will apply, including but not limited to, the following circumstances:

1. While at school or on school grounds before, during and after school hours
2. While being transported to or attending any school activity.
3. During any and all school functions, extracurricular, co-curricular, or other school activity or event.
4. Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Additional information related to the Bullying Policy at PLP can be obtained the Pine Lake Preparatory Family Guidebook

## **In School Suspension**

The in school suspension (ISS) is an alternative to students being suspended. During this time, the students will be removed from their regular educational setting without being removed from school. The students will be able to complete school work under the supervision of a staff member. A student that does not comply with all rules of ISS will be assigned Out of School Suspension. Only school administration may assign a student to ISS.

## Out of School Suspension

Out of School Suspension (OSS) is a more extreme punishment. This will be assigned by administration if we believe that the student's action warrants being completely removed from the educational setting. For a student serving OSS, he or she is not allowed on campus for any reason throughout the duration of the punishment including any school sponsored extracurricular activity. Only administration may assign OSS.

Type of Bullying	School Consequence
<p><b><u>Repeated and Targeted Verbal/Social Relational Bullying:</u></b> direct insults, put downs, name calling, spreading rumors/lies about someone to damage their reputation or punish them socially. Verbal, Non-Verbal Threats.</p>	<p><b><u>1<sup>st</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent/both offender and target</li> <li>● 1-3 Days ISS/OSS (depending on investigation)</li> <li>● Referral to Counselor for follow up and support/mediation</li> </ul> <p><b><u>2<sup>nd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and target</li> <li>● 1-5 days OSS</li> <li>● Offender and target referred to counselor</li> </ul> <p><b><u>3<sup>rd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact Parent of both offender and target</li> <li>● 3-10 days OSS</li> <li>● Offender and target referred to counselor</li> </ul>
<p><b><u>Cyber Bullying:</u></b> verbal, social and sexual harassment using social media /technology.</p>	<p><b><u>1<sup>st</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent/both offender and target</li> <li>● 1-3 Day ISS/OSS (depending on investigation)</li> <li>● Referral to Counselor for follow up and support/mediation</li> </ul> <p><b><u>2<sup>nd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and target</li> <li>● 1-10 days ISS/OSS</li> <li>● Offender and target referred to counselor</li> </ul> <p><b><u>3<sup>rd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact Parent of both offender and target</li> <li>● 3-10 days OSS</li> <li>● SRO Involvement</li> </ul>
<p><b><u>Physical:</u></b> intentional, imbalanced and <i>repeated</i> hitting, punching and pinching, etc.</p>	<p><b><u>1<sup>st</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent of both offender and target</li> <li>● Offender and target potentially referred to Counselor for individual intervention and support</li> </ul>

	<ul style="list-style-type: none"> <li>● 1-5 Days ISS/OSS (pinching, shoving)</li> <li>● 1-5 Days OSS (spitting, assault, hazing, biting)</li> </ul> <p><b><u>2<sup>nd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parents of both offender and target</li> <li>● 1-5 Days OSS (pinching, shoving, etc)</li> <li>● 5-10 Days OSS (assault, hazing, biting)</li> <li>● 10 Days OSS (spitting, assault w/injury)</li> <li>● SRO involvement at the discretion of Principal.</li> <li>● Offender and target referral to Counselor for follow up and support</li> </ul> <p><b><u>3<sup>rd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent/both offender and target</li> <li>● 5-10 Days OSS (pinching, shoving, spitting, etc)</li> <li>● 10 Days OSS or recommendation for long term suspension (assault w/injury)</li> <li>● SRO/Police involvement</li> </ul>
<p><b><u>Sexual Harassment/Verbal:</u></b> continued, unwanted attention of a sexual nature.</p>	<p><b><u>1<sup>st</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent of both offender and target</li> <li>● 1-10 days ISS or OSS (depending on investigation)</li> <li>● Referral of both parties to counselor</li> <li>● SRO Involvement</li> </ul> <p><b><u>2<sup>nd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent of both offender and target</li> <li>● 1-10 days of OSS</li> <li>● Referral of both parties to counselor</li> <li>● SRO Involvement</li> </ul> <p><b><u>3<sup>rd</sup> Offense:</u></b></p> <ul style="list-style-type: none"> <li>● Discipline Referral</li> <li>● Contact parent of both offender and target</li> <li>● 1-10 days of OSS</li> <li>● Referral of both parties to counselor</li> <li>● SRO/Police Involvement</li> </ul>

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

**1<sup>st</sup> Offense:**

- Discipline Referral
- Contact parent of both offender and target
- 1-10 Days OSS (depending on investigation)
- SRO involvement
- Referral of both parties to counselor

**2<sup>nd</sup> Offense:**

- Contact parent of both offender and target
- 5-10 Days OSS
- SRO Involvement
- Referral of both parties to Counselor

**3<sup>rd</sup> Offense:**

- Contact parent of both offender and target.
- 5-10 Days OSS or recommendation for long term suspension.
- Police/Charges Recommended