Pine Lake Preparatory
Family Guidebook

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Pine Lake Preparatory Mission Statement

Pine Lake Preparatory prepares students for college and purposeful lives.

The core values emphasized at Pine Lake Preparatory are:

1. Perseverance
2. Respect
3. Integrity
4. Drive to Excellence
5. Empathy

Contacting Pine Lake staff members

Staff member email addresses consist of the first name.last name followed by @pinelakeprep.org. For example, to contact Dan Brown, use dan.brown@pinelakeprep.org.

Staff may be contacted directly for information, to ask questions, and to express concerns or to make an appointment. If this important step is omitted, the school leadership will direct parents and students to the staff member, as the first step. In accordance with Board policy, staff members have 48 hours to respond to email messages.

Curriculum Design Overview

For school specific curriculum, please see that school's curriculum guide.

Student Placement

Student placement into classes is decided upon by the appropriate administration per North Carolina law. The Administration will take into account teacher recommendations, term grades, and EOG score(s) when making decisions regarding student placement into all classes.

Operational Policies

Expectations of Students by the School

At Pine Lake Preparatory, a college-preparatory charter school, high standards are set for our students, families and staff. In order to graduate responsible citizens, we have designed a challenging, rigorous curriculum and seek to create an engaging learning community. This will only be accomplished with the active participation of our students, parents, and staff.

The following guidelines clarify expectations for our students, families, and staff:

- Students will focus on their academic work during school hours.
- Students will be civil and kind to each other, to the staff and to the larger community.
- Students will adhere to the uniform policy set forth by the Board and staff.
- Students will attend class regularly, be on time, and engaged every day.
- Students will accept ownership for helping to maintain our facilities.

Code of Conduct

The Pine Lake Preparatory discipline policy will support the attainment of the school's mission and reinforce its founding principles. Pine Lake will implement a positive discipline model that leads to a nurturing school environment that sets the stage for engagement and academic excellence. School leadership and staff will uphold high expectations and be responsible for establishing a positive school climate that continuously identifies and praises students for respectful behavior. Staff will model and identify appropriate behaviors. Learning behavior transitions amongst varying environments is a valuable part of the socialization process of a productive citizen.

To support the establishment and consistency of an effective learning community all students at Pine Lake Preparatory will wear uniforms. The full uniform dress code may be found on the Pine Lake Prep web site under Family Quick Links.

Discipline

In most cases, the appropriate staff within the classroom setting will manage discipline immediately and effectively. In some situations, either due to the seriousness or repetitive nature of the offense, intervention by the Principals of the Lower, Middle, or Upper School is warranted. In any action requiring probation, suspension or expulsion, the administration will be included in the decision-making process. For more specific information, please see individual schools for developmentally appropriate discipline plans.

Student Expulsion and Suspension Policy

A student shall not be suspended from school or recommended for expulsion unless the administration (LS, MS, US) of Pine Lake Preparatory determines that the student has:

a. Caused or attempted to cause or threatened to cause physical injury to another person;
b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the administration (LS, MS, US) or the designee of the administration;
c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind;
d. Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
e. Committed robbery or extortion;
f. Caused or attempted to cause damage to school property or private property;
g. Stolen or attempted to steal school property or private property;
h. Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel. This section does not prohibit use or possession by a pupil of his or her own prescription products;
i. Committed an obscene act or engaged in habitual profanity or vulgarity;
j. Unlawfully offered, arranged or negotiated to sell any drug paraphernalia;
k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.
l. Knowingly received stolen school property or private property.

Disciplinary consequences for behavior violation of the Student Code of Conduct:

Students and parents will understand that the following disciplinary actions may be implemented for acts mentioned in this section and related to school activities which

occur at any time, including (but not limited to) any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.

Act of Violence

a. Fighting is not allowed at Pine Lake Preparatory. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.

b. Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, work details, home suspension or other recommendations to expel.

Weapons and Dangerous Objects

a. Possession of a dangerous weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.
b. Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

Tobacco, Drugs, and Alcohol

a. Pine Lake is a tobacco, drug and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in on campus suspension, home suspension or expulsion. This rule, as all school rules apply, for after school events and school trips.
b. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in home suspension for the first offense and expulsion for any subsequent offense.
c. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion.

Stealing, Robbery, or Extortion

a. These offenses will result in on-campus suspension, work detail, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property

a. Causing or attempting to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will

also be held responsible for the replacement of the damaged property.

b. Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension (on-campus or home) or expulsion.

Profanity, Obscene Acts, Demeaning Racial Statements and Vulgarity

a. These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, work detail, on-campus suspension, home suspension, expulsion or a combination of any of these actions.

Willful Disobedience

a. Willful disobedience is the intentional defiance of staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. Student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on- campus suspension may be employed. Repeated disobedience may result in a request to have a student evaluated by other behavior professionals. Every attempt will be made to correct the inappropriate behavior before actions of home suspension and expulsion are considered.

b. Students are expected to demonstrate good citizenship and act in a reasonable manner. Failure to comply will result in a reprimand, detention, work detail, or suspension. Public displays of affection fall under this category.

Sexual Harassment

a. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
    1. Compliance with the code of conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
    2. Compliance with or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
    3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment; and
    4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

b. Other types of conduct that are prohibited and may constitute sexual harassment include:
    1. Unwelcome leering, sexual flirtations or propositions;
    2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
    3. Graphic verbal comments about an individual's body, or overly personal conversation;
    4. Sexual jokes, stories, drawings, pictures or gestures;
    5. Spreading sexual rumors;
    6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
    7. Touching an individual's body or clothes in a sexual way;
    8. Purposefully limiting a student's access to educational tools;
    9. Cornering or blocking of normal movements;
    10. Sexually suggestive objects in the educational environment; and
    11. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The Principal or designee shall take appropriate actions to reinforce the Board's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti;
2. Providing faculty in-service training and student instruction or counseling; or
3. Taking appropriate disciplinary action to include reprimand, detention, on-campus suspension or home suspension.

Act of Hate Violence

Causing, threatening, or attempting to cause or participate in an act of hate violence can be defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service and/or expulsion.

Other Harassment

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. These offenses may call for a reprimand, suspension, community service and/or expulsion.

Academic Dishonesty

PLP's philosophy is to increase a student's ability to work both independently and collaboratively. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation.

Students should do as much of or all of their own homework, but students should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism

Plagiarism is a serious issue in academia. Students should give credit to the appropriate individuals for their research and writing. It is often difficult to distinguish what should be duly noted and what is common knowledge. It is the role of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student. Students will begin learning the principles and process of research and writing in Lower School. Over the course of the Upper School experience, students will use the MLA system for documenting paraphrased and quoted material. By Junior year, students are expected to utilize MLA system in all research papers and **seek** assistance or clarification from staff as needed.

Students with Disabilities

Students with disabilities may be suspended, in accordance with Federal legislation, for inappropriate behavior. The administration (LS, MS, US) may suspend a student with disabilities for short-term suspension; suspension from school may not be for more than a total of fifteen days in a school year. The administration (LS, MS, US) may recommend a student with disabilities for long-term suspension or expulsion (greater than 15 days) by following these procedures:

1. The administration (LS, MS, US) will follow regular procedures for long-term suspension or expulsion as described above.
2. Once the administration (LS, MS, US) has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene members of the Student Support Team who will determine: if the student is eligible for special education services; if the student is appropriately placed in a special education program; and if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined.
3. The parent will be notified in writing of the time and place of the committee meeting and its purpose.

ACCEPTABLE COMPUTER USE POLICY

Privileges

Internet access is available to students and teachers at Pine Lake Preparatory (herein referred to as PLP). We are very pleased to bring this access to PLP and believe the

Internet offers vast, diverse, and unique learning resources to students and teachers. Computer and network-based technologies at PLP, including Internet access, are provided to further student educational goals and objectives.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value. PLP will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials. We firmly believe that the valuable information and interaction available far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Responsibilities

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. Students are expected to abide by this Acceptable Computer Use Policy as well as all current local, state, and federal laws. If a PLP student violates any of these provisions, he or she may lose any and all computer access privileges (including use for school work) based on the severity of the violation and/or face other disciplinary consequences. Severe violations and/or violations of state or federal laws will incur more serious consequences in accordance with those policies and the law. The signatures on the Family Guidebook Acceptance form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Risks and Limitation of Liability

Since PLP has limited library or media center resources, the Internet serves as a powerful and essential educational tool. However, students and parents must be informed of the potential dangers that exist on the Internet, including (but not limited to) child/sexual predators, scam artists, and hate-biased materials. PLP school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they have met on the Internet without first seeking guidance from their teacher/advisor and parent/guardian.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at PLP is for educational purposes only. PLP makes no warranties of any kind, whether expressed or implied, for the service it is providing. PLP reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors. PLP

makes no guarantee that the functions of services provided by or through the PLP network will be error-free or without defect. PLP will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, non deliveries, misdeliveries, or service interruptions caused by provider/user negligence, errors or omissions. PLP is not responsible for the accuracy or quality of the information obtained through or stored in the system or network. PLP will not be responsible for financial obligations arising through the unauthorized use of the system.

Cyberbullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying 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/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. Members of the PLP community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident any member of the PLP Leadership Team or Technology Staff. 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.

Supervision and Monitoring

School/network administrators and authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PLP Network Access
Terms and Conditions

A responsible student user of the PLP Network

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research/develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the PLP Network is considered private or confidential.

- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.
- UNDERSTANDS that PLP staff may be silently observing his or her workstation and network activity at any time, and may intervene in this activity at any time.
- AGREES that he/she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.
- UNDERSTANDS that if any provision of the PLP Acceptable Computer Use Policy is violated, the student may not be allowed to use the PLP network and disciplinary action may be taken.
- UNDERSTANDS that if he or she loses the privilege of using the PLP network, there shall be no obligation to provide a subsequent opportunity to access the network. This means that the student may receive failing grades on subsequent in-school activities requiring network access.

1. **<u>Workstation Violations:</u> A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to:**
    a. Installing unauthorized software on any workstation or anywhere on the network.

    b. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).

    c. Not reporting computer vandalism that you are aware of.

    d. Removing or replacing hardware or cables without authorization.

    e. Changing the screensaver/desktop backgrounds, setting themes or sounds, changing the screen resolution, moving, adding, deleting, or changing icons on the desktop, including printer icons of a lab or classroom computer.

    f. Tampering with operational settings including the Start menu.

2. **<u>Usage Violations:</u> Use of the computer must be in support of education and research and consistent with the educational objectives of PLP. The student is responsible, at all times, for its proper use. Improper use of the PLP network is prohibited. Uses of the PLP network that are prohibited include, but are not limited to:**
    a. Cyber bullying.

    b. Using profanity, obscenity or language that is considered offensive or threatening. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
        i. is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose;
        ii. advocates or engages in illegal acts, threats, hate or violence or
        iii. potentially disrupts, causes damage, threatens or endanger students or staff.

    c. Harassing, insulting or attacking others.

    d. Using PLP technology to copy commercial software in violation of state, federal, or international copyright laws.

    e. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating. This includes Plagiarizing and failing to site online sources. Be aware that PLP has implemented software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK

THAT IS NOT YOUR OWN without proper attribution.

f. Posting personal or private information about yourself or others, such as complete name, phone number, address or identifiable photo without permission.

g. Damaging or modifying computers and/or computer networks. This includes but is not limited to:
    i. Intentionally uploading, creating or spreading computer viruses or worms.
    ii. Spamming (distributing mass e-mail messages for the purpose of annoyance.)
    iii. Hacking or attempting to gain unauthorized access to network or any secure data. This includes student attempts to login to network as a staff member, possession of hacking tools including keystroke loggers, wireless crackers, port scanners, and password/encryption tools.

h. Using logins, usernames, and/or passwords of another user or sharing one's credentials with others.

i. Downloading and storing files on the network without authorization.

j. Use of PLP technologies for commercial purposes, financial gain, fraud, or illegal activities.

h. Connecting any non-PLP hardware (including personal laptops, PDA devices, and cell phones) to the network without specific advance permission from Technology Staff.

3) <u>Conduct Violations:</u> The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.

a. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    i. Do not be rude or abusive in your messages to others.
    ii. Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.

b. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited

c. You may not visit chat rooms, bulletin boards, newsgroups or translator services nor use instant messaging or email at any time during class without your instructor's permission.

d. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your teacher or other PLP staff.

e. If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, your CD is stuck, etc.), you must report these problems to your teacher or other PLP staff.

f. It is your responsibility to keep your password confidential. IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY! If you forget your password, see your teacher who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least eight characters, must include a symbol, and a number. It may not contain all or part of your username. You will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords.

Consequences for Violations of Terms and Conditions

Workstation and Usage Violations such as those listed above are SERIOUS violations with SEVERE consequences. Workstation and Usage violations can incur suspension of computer privileges as well as disciplinary action including school suspension and notification of a student's parents.

Pine Lake has a zero tolerance policy towards hacking/cracking activity. Possession and/or use of software, tools, websites and scripts that are deemed capable of compromising passwords, wireless access, usage monitoring, web filtering, or any other form of security implemented by PLP are considered threats to the safety and security of the school network and will incur a MINIMUM school suspension of 1 day based on severity as determined by the Director of Technology and the Principal of Upper School. Suspension of computer privileges will be immediate and will resume only at the discretion of the Director of Technology.

Conduct Violations also have the consequence of disciplinary action which may include suspension of computer privileges. Repeated conduct violations will be treated as a serious violation (see above) and parents will be notified.

Academic Consequences of Violations

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY Pine Lake computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your teachers. Your teachers will decide whether your proposal

constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

1. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.
2. Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents.
3. Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

Dress Code (please refer to the updated Uniforms Policy, which takes effect July 1, 2022, on the PLP website)

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.

Pine Lake Preparatory is sensitive to the needs of families in meeting the uniform requirements. The parent or guardian of a student may contact the school counselors regarding requirements for financial assistance for uniforms.

A list of the leadership-approved PLP vendors for uniforms, and approved colors, is available at www.pinelakeprep.org.

Boys

Classroom Attire – All shirts worn in the classroom must be purchased from an approved vendor, in an approved color. Examples of proper classroom attire include:

- Long or short-sleeved polo, with approved logo;
- Oxford uniform shirt with approved logo;
- PLP-logoed sweatshirts, PE and track jackets, fleeces, or navy blue sweater vest may be worn in the classroom over an approved shirt;
- Uniform pants or shorts in khaki or navy blue. Pants and shorts may be purchased from stores other than the approved vendors. Cargo pockets are not allowed.

PE Attire – PE attire may only be worn during PE class (Middle and Upper School

students) or on the day students have PE (Lower School students). Students in Kindergarten through second grade are not required to wear PE uniforms and may wear regular classroom attire: All tops must be from approved vendors:

- White, navy or gray PE shirt purchased with an approved PLP logo;
- Navy blue or gray PLP gym shorts with an approved logo;
- Navy blue PE pants, which may purchased from an approved vendor or are similar in style to those available through the approved vendors.

Picture-Day Attire – All boys are required to purchase an approved navy blue polo with a PLP logo and khaki pants or shorts for pictures.

Girls

Classroom Attire – All classroom attire must be purchased from an approved vendor, in an approved color.

- Long or short-sleeved polo, with approved logo;
- Oxford uniform shirt; with approved logo;
- Navy polo dress, with approved logo;
- PLP logoed sweatshirts, track or PE jackets, and fleeces may be worn in class over a uniform shirt;
- Sweater vests and cardigan sweaters may be worn in class over a uniform shirt;
- Long or short sleeved Peter Pan collar shirts, worn under a jumper or sweater/vest;
- Navy blue, khaki, or navy plaid jumpers, skirts and skorts from an approved vendor may be worn in the classroom with an approved shirt, or over a turtleneck in an approved color;
- Uniform pants, shorts, skirts and skorts in khaki or navy, which may be purchased from stores other than approved vendors. Navy plaid skirts and jumpers must be purchased from an approved vendor.
- All shorts must be long enough to reach the end of the students' fingertips when arms are fully extended down. All skirts and dresses must be less than four inches above the knee.

PE Attire: PE attire may only be worn during PE class (Middle and Upper School students) or on the day students have PE (Lower School students). Students in Kindergarten through second grade are not required to wear PE uniforms and may wear regular classroom attire: All items must be from approved vendors:

- White, navy or gray PE shirt purchased from an approved vendor with an approved PLP logo;
- Navy blue or gray PLP gym shorts from an approved vendor with an approved PLP logo;
- Navy blue PE pants, which may purchased from an approved vendor or are similar in style to those available through the approved vendors.

Picture-Day Attire – All girls are required to purchase an approved navy blue polo with a PLP logo and khaki bottoms for pictures.

General Uniform Standards for All Students

- Uniform shirts will come in the following colors: navy blue, cobalt blue, light blue, white and pink. Colors previously allowed (i.e. orange, purple, yellow and green) will be grandfathered through the 2015-16 school year. As of August, 2016, these colors will not be considered uniform.
- All clothing must fit appropriately (e.g. no tight or baggy clothing)
- All clothing must be neat in appearance. No clothing with holes, frays, or extensive staining
- Spirit shirts may be worn on Fridays only. Uniform bottoms (not PE) must be worn with spirit shirts.
- Tank tops, t-shirts and turtlenecks that are solid color (any color) may be worn under approved logoed shirts.
- A Pine Lake Prep approved shirt with logo must be worn underneath approved fleeces, sweatshirts and sweaters if they may be removed or unbuttoned during the day.
- Oxford uniform shirts must be buttoned up with no more than the top two buttons left undone, i.e. the oxford shirts may not be worn like a cardigan over a tank top.
- No denim, corduroy or cargo-style pants are permitted
- All shorts, skirts and dresses must be less than 4 inches above the knee
- Leggings must be accompanied by PLP shorts, skorts or skirts of the appropriate length. Leggings by themselves are NOT allowed.
- Bottoms worn by Middle and Upper School students must have a zipper or button closure.
- Tights may be patterned, however they must be opaque, i.e. fishnet or similar stockings are not allowed
- Clothing must cover all undergarments.
- Shoes must be closed toe and closed heel. Lower school students are encouraged to wear tennis shoes. No shoes with wheels may be worn.
- Sunglasses may not be worn inside the buildings or classrooms.
- All hats/ caps must be removed before entering buildings.

Dressing for Athletics or other School Club Events

Dressing up for official school events will be limited to the following:

- Athletic teams and club members (e.g., Robotics, Musical, Science Olympiad) may dress up or wear team shirts with uniform bottoms, on HOME game days or event days. “AWAY” game or event days will be treated as regular uniform days;
- Dress up attire includes collared shirts, ties, dress pants, belts and dress socks and shoes for boys; Please no tennis shoes or t-shirts.
- Girls: Skirts or dresses no more than 4 inches above the knee, dress pants (corduroy is okay with no back pockets), closed toe/closed heel shoes. All shirts must be at the minimum collarbone level. All tops must have sleeves.

- If the guidelines are not followed the entire team will lose the ability to dress up on game days. Please note that athletic uniforms and attire may not be worn to school on game days.
- It is up to the discretion of the coach or club advisor as to whether the team will dress up or wear a common team shirt before a competition or event. Team shirts must meet other requirements for appropriate attire. Any non-uniform items worn must meet the non-uniform policy guidelines.

Non-Uniform Guidelines for Dress Down Days

On days where students are allowed to "dress down," the following rules apply:

- Shirts must have distinctive sleeves with a shoulder seam. Shirts and dresses with spaghetti straps or tank tops are not allowed. Shirts with "cap" sleeves are permitted;
- Shorts, dresses and skirts must be no more than four inches above the knee;
- Clothing must cover all undergarments;
- Pants must be free of holes and frays and must cover underclothing;
- If leggings are worn, they must be worn with shorts, skirts or skorts over them.
- Footwear must be closed toe and closed heel. An exception is that sandals with buckles around the ankle (no flip-flops) may be worn by Upper School and Middle School students only on dress-down days.

Inappropriate dress for school includes:

- Clothing that exposes bare midriffs or backs;
- T-shirts that have advertisements/promotion of drugs, violence, alcohol, tobacco products, depict prejudice, unlawful acts, obscene words or pictures, or anything else not appropriate for a school setting;
- Pants that are excessively sagging, low cut or have holes or frays;
- Pajamas or slippers, unless the dress-down event specifically allows pajamas and slippers;
- Hats, bandanas, head wraps or other head coverings, unless the dress-down event specifically allows them, e.g. costume days;
- Sheer or see-through clothing;
- Studded bracelets, chains or any other clothing item or accessory that may be dangerous.

Protection of Religious Expression

Students may display religious messages or artifacts (such as necklaces or rings), but not on clothing. If wearing particular attire during the school day is part of a student's usual religious practice, under the Religious Freedom Restoration Act, the school will not prohibit the wearing of such items. Parents must discuss any potential situations with Pine Lake Preparatory teachers.

Arrival and Departure

Daily Schedule at Pine Lake Preparatory:

Middle School 8:15 AM –3:15 PM (doors open at 7:00 a.m.)

Lower School 8:00 AM – 2:45 PM (doors open at 7:10 a.m.)

Upper School 7:25 AM - 2:25 PM (doors open at 6:50 a.m.)

Between arriving on campus and departing campus, students must stay in the designated arrival and departure areas of the buildings. When students arrive at school, they must enter one of the Pine Lake Preparatory buildings. Students may not "hang out" in the school parking lot or in their vehicles before or after school. For the safety of students, access to the parking lot during the day is limited to emergencies. Students must obtain permission from the office staff and a pass before going to the parking lot. Students may not leave campus once they have arrived to school without properly signing out through the school office.

Students may stay after school for athletics, club meetings, or extra help from a staff member. Students remaining after school must be with a member of the Pine Lake Preparatory team at all times. Students not involved in an after school activity must be picked up from campus by 4:00 p.m. Students not picked up by 4:00 p.m. will be sent to After 3:00@PLP and required to pay the drop-in fee.

Attendance

Attendance to class is critical for academic success at Pine Lake Preparatory. Students who are ill should remain at home to recover. However, parents and students should be aware that frequent absences often result in academic difficulties. We encourage scheduling of appointments and travel during non-school hours and scheduled breaks.

In case of an absence, parents should *call the school before 10 a.m. on the morning of the absence* in order to help ensure the safety of our students. We would appreciate calls as early as possible so as not to unnecessarily burden our Administrative Associate. Upon returning to school he or she must turn in a note to the appropriate Administrative Associate from a parent or guardian explaining the absence. This written confirmation is necessary for state auditing purposes.

If a student plans to be absent for an educational opportunity, he or she should come to the office one week before the absence to be approved by an administrator. The administrator will provide the necessary information and expectations to the student.

The NC Department of Public Instruction considers absences for these reasons to be lawful:

- Illness or injury: When absence results from illness or injury which prevents the

student from being physically able to attend school
- Quarantine: When isolation of the student is ordered by the local health official or the State Board of Health
- Death in the immediate family: When absences results from the death of a member of the immediate family of the student
- Medical or Dental appointments
- Court or administrative proceedings
- Religious observance
- Educational opportunity: Approval must be granted by an administrator one week PRIOR to the absence.

Compulsory Attendance Law Reporting

The administration will notify parents and take all other steps required by G. S. 115C-378 for excessive absences from school. After a student has accumulated three unlawful absences, the Principal or his/her designee shall notify the parent/guardian of the child's excessive absences. After not more than six unlawful absences, the administration shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and the Board of Education. Once the parents are notified, the school social worker/counselor may work with the child and his/her family to analyze the causes of the absences and determine the steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.

After 10 accumulated unlawful absences in a school year, the administration will review any reports to or investigations produced by the school social worker pursuant to G. S. 115C-381. The administration shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law.

If the administration determines that the parent/guardian has not met his/her obligations, the administration or designee may notify the district attorney and/or the director of social services of the county where the child resides. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the Board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the Head of School determines that the parent has met his/her obligations, the administration may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Lower School: Grades K - 5

Students at Pine Lake Preparatory are required to be in attendance at least 94% of the school year in order to be in compliance with North Carolina Attendance Law for

students between the ages of seven (or younger if enrolled) to be promoted to the next grade. A student absent more than ten days shall be referred to the administration for possible retention. Upon the fifth absence (lawful or unlawful) the administration will notify the parent of the school's concern and of interventions necessary for student success.

If the administration determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the administration decision. Written documentation must be provided to the administration and must be based on appropriate reasons for the absences and completion of make-up work.

Middle School: Grades 6 - 8

As a Pine Lake Preparatory promotion standard, a middle school student may not miss more than 10 days of school a year or must be present more than 94% of the school year.

When a student has been absent for more than 10 days, he/she will be referred to the administration as a candidate for retention. The staff will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the Pine Lake Preparatory promotion standard.

If the administration determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Principal's decision. Written documentation must be provided to the administration and must be based on appropriate reasons for the absences and completion of make-up work.

Parents/Guardians who feel that extenuating circumstances have resulted in their child missing more than 10 days may request an attendance waiver through the school office. Waiver request forms must be completed at least three weeks before the end of the school year. The waiver period may be extended at the discretion of the administration, who will review the waiver requests and determine if the student will receive course credit.

Upper School: **Grades 9 - 12**

The *total* number of student absences for a school year cannot exceed ten (10) lawful or unlawful absences (6 for a semester-length course) in any single class. A student who is absent from an individual class (period) more than ten (10) times during the school year (whether lawful or unlawful) will receive a code of FF (future failure) and he/she will not receive credit for the course(s) unless the school administration grants a waiver. Waiver request forms must be completed at least three weeks prior to the end of the school year. The waiver period may be extended at the discretion of the administration. An Attendance Appeal Committee will review the waiver requests and determine if the

student will receive course credit.

The Attendance Appeals Committee will only consider waiving excessive absences due to serious medical reasons (hospitalization or extended serious illness) or other denoted extenuating circumstances. Absences due to routine doctor visits (orthodontist, eye, dentist, etc.) and/or routine illnesses (flu, cold, etc.) will not be waived. In addition, out of school suspension days will not be waived by the Attendance Appeals Committee.

Late Arrival to School or Class

Tardiness has a negative impact not only on the tardy student's education, but also on that of his or her classmates. Students are expected to arrive to class on time, ready to participate.

If students arrive to school after the signal for class to begin, they must provide a note from a parent or guardian explaining the tardiness and must sign-in in the office. Administrative Associates will give the student an admittance form to enter class. On the following day, students should show that form to any teacher whose class was missed.

The accumulation of excessive tardies also has the ability to impact a student's educational experience. The accumulation of four tardies will result in a school designated consequence. This is an effort to reinforce the importance of timeliness in education and life.

A student who has missed 20 minutes of a class period will be considered absent for the class.

Early Departure

If students must leave school early, they must bring a note from a parent or guardian explaining the reason for the departure. This note should be given to the appropriate Administrative Associate upon arrival to school. The student/parent must then sign-out their child out of school before leaving the building. The student/parent must sign their child back in if the student returns to school later the same day. Siblings are not a legal parent or guardian and cannot sign-out a student.

If a student becomes ill during the school day and needs to leave school, the student must report to the office to call a parent or guardian. Administrative staff will speak to the parent or guardian before the student is allowed to sign-out.

Make-Up Work

Students are responsible for making up work when they are absent. Students should work with their teachers to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students who are absent, or anticipate being absent for two

or more days, should arrange to obtain assignments from their teachers at school or via email.

Lunch

Pine Lake Preparatory students will eat lunch in designated classrooms and outside in the immediate vicinity of our buildings. Students may eat in the eating area of their choice (weather permitting). Once lunch begins, students should have selected an eating area and should remain there until the end of the lunch period. Students must ask permission to leave their eating area.

Since classrooms are used immediately following lunch, students will take extra care to make the rooms ready for the incoming class. Staff is expected to clean up their area. Students are expected to be respectful and responsible for the cleanliness of their learning environment. A high priority is being placed on ensuring our learning environments are kept clean.

Distribution of Medication

If a student requires medication during the school day, the appropriate Pine Lake Preparatory medication form must be on file and is required to be updated **each academic year** or with any change in dose or directions. Forms for prescription or non-prescription medications can be found on the Pine Lake Prep website and must be complete with the current dosing instructions and physician and parent/guardian signatures. The school nurse or designee will dispense all medication to the student at the designated time or as needed as instructed by the physician. If a student has a severe allergy or other health concern, the parent/guardian should notify the school nurse immediately.

For Medication Required Daily or on a Regular Basis (long term or short term):

Medication must be provided by the parent/guardian to the school nurse or designee along with the appropriate Pine Lake Preparatory Medication Administration form. Medication will be kept with the school nurse or designee and dispensed to the student at the designated time or as needed according to the form on file.

For As Needed Medication (including emergency medication):

Medication not listed on the Non-prescription Medication form must be provided by the parent/guardian to the school nurse or designee. Only emergency medications (epinephrine injectors, inhalers, or diabetic medication) can be carried by a student and the Agreement to Self-Carry Medication form should be completed and signed by the parent/guardian, physician, student and school nurse. Action Plans are required to be on file for these students.

Allergies

We understand the fear and anxiety of parents whose child has a life-threatening food allergy. The most common allergies are to peanuts, tree nuts, soy, fish, shellfish, eggs, milk and wheat. The consistency and oiliness of all nut products makes it difficult for children who are allergic to these products to avoid its residue, therefore in a school setting it is impossible to monitor. All of our classrooms, gym and bathrooms are used by many. Strict avoidance of the allergy causing food is the only way to avoid a reaction.

We ask your cooperation in providing only peanut/tree-nut free snacks for your child to have during their daily snack time, lunch time in their classroom, at holiday parties and other special occasions. Birthdays are creative celebrations within each classroom and food items should not be brought to school to be shared with classmates and staff for these events. Your child's teacher may have more information available regarding how they plan to honor each child on their day. We welcome your non-food ideas to make this a special, exciting time.

It is extremely difficult to provide you with a list of safe foods as ingredients continue to change without notice, therefore please read labels carefully and watch for manufacturer's allergy warnings on the labels when considering a snack. Learning to read labels helps us all to become more proactive. For more information, visit the following: www.parentsofallergicchildren.org or www.mecklenburgallergy.com

We are most grateful for your understanding and willingness to help provide a safe environment for everyone that will result in a healthy, happy school year.

Guidelines for Managing Students with Severe Allergies

- It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. Instead, these guidelines have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions. These guidelines minimize the risks and provide a safe educational environment for students with food allergy.

Family's Responsibility

- Notify the school nurse and/or Principal of the child's allergy
- Work with the school team to develop a plan that accommodates the child's needs throughout the school day including the classroom, cafeteria, after-school care, school-sponsored activities, and on the school bus, as well as a Severe Allergy Emergency Action Plan
- Provide the school with emergency contact information
- Provide written medical documentation, instructions, and medications as directed by a physician,
- Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school allergy team and parents
- Educate the child in self-management of their severe allergy including:
    - safe and unsafe foods
    - strategies for avoiding exposure to unsafe foods or allergens
    - symptoms of allergic reactions
    - how and when to tell an adult they may be having an allergy-related problem
    - how to read food labels (age appropriate)
- Review the guidelines/procedures with the teacher, the child's physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any NC laws or district policies or guidelines that apply
- Review the health records submitted by parents and physicians
- Identify a school allergy team of, but not limited to, the school nurse, teacher and principal to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote allergy management should be made with the school allergy team's participation

- Include students with food allergy in school activities. Students should not be excluded from school activities solely based on their severe allergy.
- Instill confidence in student by demonstrating awareness and understanding of seriousness of food allergy. Do not define the student by his/her food allergy(s); rather, take the food allergy into consideration when applicable.
- Assure that all staff who interacts with the student on a regular basis understand the allergy, can recognize symptoms, know what to do in an emergency, and work with other staff to reduce the risk of exposure of allergens in the student with food allergies' meals, educational tools, arts and crafts projects, or incentives.
- Reviews the Severe Food or Sting Emergency Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- Coordinate with the school nurse to be sure that emergency medications (provided by the parent) are ordered by a physician and stored properly. The epinephrine will be stored in a location(s) agreed upon by the school allergy team and parents. Students with food allergy are allowed to carry their own epinephrine or emergency medications, if age appropriate, after approval from the student's physician, parent and school nurse.
- Designated school personnel will be properly trained to administer medications in accordance with the NC Nursing and Good Samaritan Laws governing the administration of emergency medications
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, school bus, and/or after school care.
- Review the guidelines/procedure plan with the school allergy team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred
- When applicable, work with the transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs
- When applicable, recommend that all buses have communication devices in case of an emergency
- When applicable, enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal and state (ex. students with diabetes would be allowed to eat if blood sugar was low).
- Discuss off campus trips/events with the family of the student with food allergy to decide appropriate strategies for managing the allergy
- Follow federal/state/district laws and regulations regarding sharing medical information about the student
- Take threats or harassment against an allergic child seriously

Student's Responsibility

- Learn to recognize symptoms and take them seriously in early stages of a reaction
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan

- Learn to read labels
- Do not trade or share food
- Wash hands before and after eating
- Promptly inform an adult if you suspect that you have contacted an allergen
- Develop trusting friendships with peers and ask them for help if needed
- Report teasing or harassment immediately
- Carry own Epinephrine and demonstrate competency if age appropriate

Visitors

All visitors to Pine Lake Preparatory, including parents, must sign in with the Administrative Associate of the building they are visiting to obtain a visitor pass. Students who attend other schools are not permitted to visit Pine Lake Preparatory unless accompanied by a parent or guardian. Parents who need to meet with teachers are expected to make an appointment. Graduates of Pine Lake Preparatory may visit during lunch or after school and must sign in at the front office. Graduates may only visit during the regular school day if they have been invited by an teacher.

Inclement Weather

Should the weather or other conditions interfere with the school's normal schedule, families and staff will be notified by email and automated phone message of any closing or delayed opening of school at Pine Lake Preparatory. It is each family's responsibility to ensure that the school has current contact information on file. All decisions will be made the night before (if possible) or by 6:00 a.m. on the day of the inclement weather. Pine Lake Preparatory decides independently of surrounding school systems if the school's normal schedule will be altered. Additionally a message will also be posted on www.pinelakeprep.org notifying all families of any closings or delays.

Emergency Procedure

At Pine Lake Preparatory, we have developed and continue to refine procedures, policies, and drills that comprise our Safe School Plan. If a crisis should arise, it is our goal to do everything necessary to maintain the safety of all students. A crisis could be defined as any situation or event that affects the functioning of the regular school day; when normal procedures become impossible to maintain. All teachers have a primary responsibility for the welfare of our students (NC GS 115C-325).

We are required to have a **fire drill** once within the first ten days of school and one each month for the remainder of the school year. Maps are located in every classroom identifying a primary and secondary escape route in the event of an emergency.

All teachers and students will practice a **tornado drill** (usually during a time

corresponding with National Severe Weather Week) based on established school procedures. Each staff member has directions on location and how to arrange students for maximum safety.

The Pine Lake Preparatory Board of Directors, School Administrators, and staff have also worked with local law enforcement and rescue services to develop plans for many other potential crisis situations that could take place in the school setting during the academic year. Examples of these include: **bomb threat and assessment**, **school intruder/lockdown**, and **nuclear emergency**. If you have specific questions about any of these, contact Pine Lake Preparatory directly to speak with one of the school administrators.

Locker Use

Middle School

Sixth, Seventh and Eighth Grade students in the Middle School will be assigned a locker for the storage of school related items based on a shared system. The lockers will have locks; however, students are encouraged to keep all items of value at home or with them in class. Pine Lake Preparatory is not responsible for lost or stolen items during the school day.

Upper School

Each student may have access to use a Pine Lake Preparatory locker for the school year. Each student must use the hang lock and combination provided by Pine Lake Preparatory. Students cannot replace the Pine Lake Preparatory lock with one of their own. If a problem with the lock or combination arises, students are to refer to the Upper School Administrative Associate for help.

The locker is property of Pine Lake Preparatory and is assigned with an understanding of the following information:

- Each student is responsible for all property placed in the locker. The locker will only be used for storing those items necessary for school activities (books, projects, laptop computer, coats/jackets, etc.).
- Weapons, narcotics, alcohol, and any other medication (controlled or not) are not to be stored in the locker at any time. Storing these items in the locker will result in expulsion.
- Students and parents need to be aware that if a need arises, Pine Lake Preparatory administrators have permission to open and search school lockers and the content when there is “reasonable suspicion” an unauthorized item may be in a locker if the item may endanger the health, welfare, or safety of other students or school personnel.
- The lockers may be decorated with items that are magnetic or do not permanently adhere to the locker themselves. All lockers should be kept clean and neat at all times.

Parking

Visitor Parking

Visitor parking is located in the parking lots near the individual buildings as available.

Student Parking

In order to obtain a Pine Lake Preparatory student parking permit, students must have and maintain a 2.8 grade point average, have a valid North Carolina Driver's License, proof of insurance, and have their vehicle registered at the Upper School office. Parking permits must be obtained prior to a student driving to school. Student parking is located near the Upper School in the lot parallel to NC HWY 115 with overflow parking available in the lot adjacent to the Fine Art Building. Families are encouraged to carpool whenever possible. Students are **NOT** allowed to park on any of the roads on or around the Pine Lake Preparatory campus. Drivers (student or other) should **never** pass or drive around the carpool line to turn into the student parking area. Students who do not follow these guidelines will lose their parking privileges. The speed limit on campus is 12 mph.

Driver's Education and Eligibility Certificates

Pine Lake Preparatory driver's education classes are offered in conjunction with the Iredell-Statesville School System. Traditionally, courses are offered once in the fall and once in the spring. Eligibility Certificates must be signed by a Pine Lake School Administrator.

Dropout Prevention / License Revocation

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and to encourage students to complete Upper School. This legislation, effective August 1, 1998, requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. For Pine Lake students, adequate progress is determined by end-of-the-year grades and is defined as passing 70% of courses (5 out of 7 classes). At Pine Lake Preparatory, this means a student must have passing grades in five of his or her seven courses. A student is exempt from this law when he or she reaches the age of 18 or has obtained an Upper School diploma, GED, or an adult high-school diploma. Pine Lake Preparatory is required to notify the Division of Motor Vehicles after each semester if a student fails to meet this requirement.

Students who are at least 14 years old or who were rising eighth graders on or after July 1, 2000, are subject to additional legislation requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for: 1) possession or sale of alcoholic beverage or an illegal

controlled substance on school property, 2) possession or use on school property of a weapon or firearm, or 3) the physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, including the parking lot, any vehicles under the school's control that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Academic Policy and Procedures

Grading

Students in grades K-2 will not receive letter grades. Students in grades K - 2 will receive evaluation that identifies specific strengths and areas of improvement in each subject area. The student's social and physical development will also be evaluated. Each student's progress will be reviewed with the parent in designated Parent/Teacher conferences. Additional conferences may be scheduled by contacting the appropriate teacher, Assistant Principal, or Principal. Students in grades 3-12 will receive letter grades. All grades will utilize the state 10-point grade scale.

Writing is at the center of every core subject. Students will use technology writing such as e-mail, desktop publishing, Internet, and even blogs each day. It is the intention of Pine Lake Preparatory to increase the amount of writing that students experience during the school year. We want to challenge students to think "outside" the box, and add depth to their thinking and writing. Only through practice and continuous evaluation will writing skills improve and students begin to communicate effectively. Student writing will be scored on a rubric that fairly assesses content as well as other specific aspects of writing.

We value student acquisition and use of computer skills. Some assignments will be required to be generated on the computer. Laptops and other computer workstations will be available to students as they prepare written assignments.

Grade Point Average Scale

In October 2014, the State Board approved a standard 10-point grading scale to begin the 2015- 2016 school year for all high school students. This scale will not include "pluses" or "minuses." Grades from prior years will not be altered retroactively. Under the new scale, grades and quality point calculations will be applied as follows:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: < 59 = 0.0

North Carolina Virtual Public School

North Carolina Virtual Public School (NCVPS) offers students an opportunity to take free online courses for high school credit taught through the online system. Students must be self-motivated and must understand that NCVPS courses appear on transcripts and count towards Grade Point Averages. For a complete list of courses available through NCVPS, please visit http://www.ncvps.org.

Opportunities for Credit Recovery may also be available through NCVPS for students who have failed a core course and/or the EOC. Students pre-assess at the beginning of each unit, and this pre-assessment will help teachers determine which assignments from that unit are required for the student. A high score on the pre-assessment will allow the student to exempt most or all of the assignments of the unit. All assignments in the course will align with the goals of the Standard Course of Study and will prepare students for retaking the EOC. Credit Recovery courses may not be taken for first-time credit – the student must have previously failed the course. Students interested in Credit Recovery courses through NCVPS must be able to devote ninety minutes every day to working on the course and should meet with a school administrator to register for NCVPS courses.

Approval of a school administrator is necessary for registration into a course offered by the North Carolina Virtual Public School.

Add/Drop/Withdraw Policy

Upper School courses can be added to a student's schedule within the first 10 days of the academic school year for year-long courses and within the first 5 days for classes that are semester in length. Teachers do not have the ability to add a student to their class. The Registrar or Principal is the only one authorized to change a student's schedule once it has been created.

A course may be dropped without penalty within the first 10 days of the academic school year for year-long courses and within the first five days for classes that are semester in length. The only exception is a course where a waiver was signed to gain admittance. The Registrar must drop the student from the class in the registration system during the noted time period and add the student into another suitable course. teachers do not have the ability to drop a student from their class. The Registrar or Principal is the only one capable of changing a student's schedule once it has been created.

After the 10th day of the academic year for year-long classes or the 5th day for semester classes, Head of the Upper School approval is needed for a student to be withdrawn from a course. In most cases, a student withdrawing from a class after the tenth day may receive a WP (withdraw passing) on their transcript for the course being dropped. A WF (withdraw failing) carries the same academic impact as a failing (F) grade in a class.

Arts Focus Policy

Per the Pine Lake Preparatory charter, students are required to take "four fine art courses in a student's chosen discipline."

The guidelines for choosing and changing a student's art focus area is as follows:

1. Students entering Pine Lake (9th grade or other) will choose an art focus area where they will be required to remain for at least two years without consideration of change.
2. Students may submit a request to have their art focus area changed after their second year in their focus area. The reason must be compelling and supported by documentation to include but not limited to a letter from a parent/guardian and a letter from the student providing the reason for the change and why success cannot happen in the current art focus area. A committee of art teachers and school administrators will meet to review and decide if the request has merit and make a recommendation.
3. If the request for art focus change is approved, the student must then remain in the new focus area for the remaining two years (or time left at Pine Lake).
4. If the request for art focus change is denied, the student must then remain in the existing art focus area until further documentation is available to support the requested change.
5. Students who are approved to make an art focus change will enroll in the basic level class of the new art focus area. No exceptions will be made unless there is a curriculum change that impacts a student's art focus area.
6. Entry level art courses are not and cannot be considered as honors courses and will not be taken with any additional quality points. They will be taken on the 4.0 standard grade scale.

Pine Lake Preparatory Advanced Placement Policy

Advanced Placement courses are rigorous classes which offer students opportunities to earn college credit. Depending on the student's score on the Advanced Placement subject test, students may receive college credit for these courses. Each college/university has their own policy regarding acceptance of these credits and students need to be aware of these policies. Due to the accelerated pace, the amount of additional reading and assignments required in these classes, Pine Lake Preparatory recommends limiting the number of Advanced Placement courses in which students may enroll. A teacher recommendation is required to enroll in an AP course.

Pine Lake recommends, for academic balance and success, that students in the Tenth

Grade take no more than one (1) AP course, Eleventh Grade students should take no more than two (2) AP courses, and Twelfth Grade students may enroll in no more than three (3) courses. If a student registers for more than the recommended amount of AP classes, the ten day drop period will not apply. The student will be obligated to remain enrolled in the course.

All students enrolled in Advanced Placement courses at Pine Lake Preparatory are required to take the AP exam. Students that do not take the AP exam will only receive a one quality point weight for the course (as if the course is an honors class, not an AP).

Homework Policy

The purpose of homework is to enrich and reinforce what the students are learning in the classroom, to develop study skills, and to encourage parental involvement. Guidelines for homework are outlined below for each grade level of the school.

The length of homework each night will be grade level and student appropriate. Students who are enrolled in Advanced Placement classes will have additional homework. Homework in early Lower School (K-3) will emphasize reading and being read to, along with interactive assignments to be shared with parents/guardians. This interaction will model interest in knowledge and learning.

Homework may include:

- Class assignments not completed in school
- Review assignment
- Outside readings
- Parent-student activities
- Long-term projects

Parental guidance and support in organizing time and preparing an appropriate workspace are essential for the success of students at home. Students are expected to complete all assignments and homework on time. Failure to do so may result in partial or total loss of credit for that assignment. *Please review the make- up policy of the Family Handbook regarding details on completing homework assignments from an absence of school.*

Exams

Exam schedules will be posted several weeks prior to student mid year and end of year exams. Specific dates for student testing are on the school calendar. More detailed schedules are posted prior to the arrangement of mid-terms, final exams, end-of-grade tests, or end of course tests. For additional information regarding specific test schedules, contact of each Principal or Assistant Principal.

PRIDE Graduation Project

The Pine Lake Preparatory charter mandates a graduation project for all seniors that includes a Research Paper, a Project, a Portfolio, and a presentation. An teacher committee will develop the specific requirements of the project which will help Pine Lake Preparatory meet the goal of graduating responsible citizens that are prepared to be leaders in the world. A central piece of this project will integrate an aspect of the school's service learning requirements.

To meet this requirement, the graduation project asks students to identify a future career interest and research all aspects of the historic and future perspectives of that field. The capstone of the project will be a presentation to faculty and community members of students' work towards a solution. It is our hope that these presentations will showcase the talent and vision that we feel characterize our student body. More information relating to the PRIDE Project can be obtained from the Upper School Junior or Senior English teachers with the complete guidelines being available on the Upper School Edmodo page.

The Honor Code

Instances of cheating and lying not only break down community, but also subvert the purpose of an academic institution and distract students, teachers and families from the tasks of teaching and learning. Therefore, it is vital to the academic community that all students and teachers understand and abide by the Pine Lake Preparatory Honor Code.

Membership in a community carries responsibilities and rights and the Honor Code serves to protect the rights of all by requiring standards of academic integrity. As a citizen of the Pine Lake Preparatory community, I understand that engaging in academic dishonesty, no matter the degree or form, undermines my character and that of the school at large. I will uphold the standard of academic integrity through my attitudes and actions.

The Code addresses academic dishonesty in any form. Examples of Honor Code violations are, but are not limited to:

- Cheating
- Plagiarism
- Falsification

All members of the Pine Lake Preparatory student body and teachers are bound by this Honor Code. While teachers may choose to highlight subject-specific elements which relate to the Honor Code, all students in all courses are bound by the same set of expectations.

In order for this system to maintain its integrity and perform its intended purpose, members of the community must deal with violations as they arise. Members of the community are expected to report all violations in the manner outlined below and should

do so in a timely fashion. Anyone who knowingly witnesses an Honor Code violation is honor bound to report the violation.

Honor Code/Pledge

The Honor Code and Honor Pledge, its explanation, procedures, and sanctions for violations are outlined below. The student's signature of acceptance of the pledge, as well as the parents' acknowledgment of this, appears with the returned Signature Page from the Family Handbook. The Pledge is to appear on every test for the student to sign. Teachers may, if they choose, require students to sign the pledge on any other assignment as well.

Honor Pledge
I pledge to support the Honor Code of Pine Lake Preparatory. I will refrain from any and all forms of academic dishonesty or deception, such as cheating or plagiarism. I will neither give nor receive unauthorized assistance on any academic exercise. I am aware that as a member of the Pine Lake academic community, it is my responsibility to report all suspected violations of the Honor Code.

Explanation of the Honor Code
Students, parents, and teachers at Pine Lake Preparatory create a community founded on trust and nurtured by honorable action. Just like academic classes encourage the development of the intellectual capacities of students, a well-constructed honor system encourages the growth and development of integrity in students. Students must be challenged to honorable action by the educational community of which they are a part.

A violation of the Honor Code is comprised of any actions, whether intentional or unintentional, which disregard honesty, and diminish the integrity of both the individual and the community. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to the education process.

While a member of the Pine Lake community, each student is expected to conduct himself/herself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code:

1. **Cheating**: Any practice, method, or assistance, whether explicitly forbidden or unmentioned, that involves any degree of dishonesty, fraud, or deceit. Some examples may include the copying of work or giving your work to another; the unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; and/or giving/receiving information regarding a test before, during, or after the test.

2. **Plagiarism**: Representing another's ideas or words as one's own, whether published or unpublished, as your own without proper citation of credit. Each student is responsible for working with teachers to learn and observe appropriate

documentation of another's work.

3. **Lying (Falsifying data or fabricating academic documentation)**: Buying, selling, giving, or receiving papers, projects, essays, notebooks, or the like, from any source, including the Internet. Forging or providing incorrect notes or letters of any kind or lying to an administrator or teacher during investigations of academic dishonesty.

4. **Reporting:** Each Pine Lake student is honor bound to report, immediately, all violations of the Honor Code for which the student has first-hand knowledge.

Procedures/Sanctions for Honor Code Violations
In issues concerning the Honor Code, the teacher will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed and other pertinent materials will be reported/provided to the appropriate Principal in writing. The Principal may meet with the student to confirm or refute the upholding of the Honor Code/Pledge as necessary.

While a student at Pine Lake Preparatory, in cases where it is determined that a student has violated the Honor Code, the following will apply:

1. For a first offense, the student receives a zero on the assignment with no opportunity for make-up. The student's parents/guardians are advised that the student has violated the Honor Code by the teacher who identified the Honor Code violation.

   If the student is a member of the National Honor Society, they will be removed from membership from the organization for the remainder of their Upper School experience.

2. For a second offense, the student receives a zero on the assignment with no opportunity for make-up. The student's parents/guardians are advised that the student has violated the Honor Code by the appropriate Principal. In addition, the student must relinquish any/all leadership positions (e.g., class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.

3. For a third offense, the student receives a zero on the assignment with no opportunity for make-up. The student's parents/guardians are advised that the student has violated the Honor Code by the appropriate Principal, plus a one-day suspension. In addition, the student is henceforth ineligible for any leadership position while at Pine Lake Preparatory.

Upper School Testing Policy

Upper School students at Pine Lake may not have more than two major tests or projects

due on the same day. When a third test or other major assessment is assigned with the same due date, the student is expected to inform his/her teacher that he/she already has two major assignments scheduled for the same day. The teacher who assigned the third major assessment, upon verification with other teachers, will either reschedule the test for the whole class or make mutually satisfactory arrangements with the student(s) who may have the conflict.

Exam week testing schedules will remain relatively constant. The exam schedule will encompass shortened days with either one two exams given to students on the assigned test day. These schedules will be posted prior to any testing.

Service Learning F.A.Q's

For more information regarding Service Learning, please visit the Service Learning page on the Pine Lake Preparatory website. It is housed under the Upper School menu.

Service Learning Partnership Mission Statement:
The Service Learning Partnership provides opportunities for students to become aware of critical issues facing their local and global communities through acts of service to others. Through Service Learning participation, students will learn to think outside of their own world and their needs and will learn to assess the needs of others and develop and execute a plan to help meet those needs.

What is Service Learning?
Service learning is any activity that offers students the opportunity to serve others in their community (school, local and global).

What are PLP's Service Learning requirements?
They differ for each school. Lower school students will be given opportunities throughout the year to participate in Service Learning Projects. Most of these projects will take place during school hours and students will participate with their classes. Opportunities outside of school hours will be available periodically throughout the school year (campus clean-ups, the NC Big Sweep event, etc.), but are not mandatory.

The Middle School's Service Learning Events will also mainly be school-wide and during school hours. Some teachers may choose to require students to participate in Service Learning projects as part of their class curriculum. There is, however, no official tracking of individual student hours and participating in Service Learning activities outside of school hours is not required (unless assigned by a teacher for their class curriculum).

Upper School students must complete 40 hours of Service Learning per year. These hours are completed individually and it is the responsibility of the student to ensure that they complete their 40 hours each year.

Do Service Learning activities that are completed during the summer count towards the Upper School required hours?
All Service Learning hours may be completed during the summer. Hours completed in the summer count towards the hours for the upcoming school year. For example, hours completed in July, 2015 would count towards the 2015-2016 school year.

Can all of the 40 hours be completed at the same place?
In order to gain experience in multiple setting, must acquire their Service Learning hours from at least 2 different organizations, groups, etc.

Do performances with band, chorus, drama, etc counts towards service learning hours?
Performances with school groups only count towards service learning hours if the performance is for a charitable cause such as performing at a nursing home. Performances at community events for entertainment purposes **only** do not count towards service learning hours.

How do Upper School students keep track of their hours?
Service Learning Hours are tracked using the Presidential Service Awards website. Each student's Service Learning Hours will be entered into the school database and will appear on their report card each term.

How can ideas for Service Learning events be submitted?
The Service Learning Partnership is always looking for different opportunities for our students. If you are affiliated with a service organization, read or hear about a charitable event in the news, or have an idea for a service project please servicelearning@pinelakeprep.org. We truly appreciate all student and parent involvement.

Do Service activities completed by family members count towards PLP's service learning requirement?
No, anything for a family member (mowing yard for an elderly grandparent, babysitting a younger sibling, etc) cannot be used to fulfill a student's graduation requirement for Service Learning Hours.

Does babysitting count as Service Learning Hours?
Only if the babysitting is for an organization, for example, babysitting for a church nursery, meeting at PLP providing childcare for staff, or other organizations does qualify; however, providing free babysitting for an individual, friend or neighbor does not count.