



# Pine Lake Preparatory Middle School Discipline Plan

## Mission Statement

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

## Middle School Discipline Goals

Help our students become a positive and responsible student and citizen:

- Perseverance
- Respect
- Integrity
- Driven to Excellence
- Empathy

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## Overview

The Middle 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 expectations for student conduct is a means to facilitate a positive school environment and one that sets the stage for engagement and academic excellence.

The Middle 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 on Tuesdays and Thursdays from 3:20 – 4:05 as needed. Students assigned 45 minute ASD will be excused at 4:05. 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 45-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 at 3:20 pm.
2. There will be no talking and no cell phones.
3. Students may use their laptops 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 schoolwork 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. Students that are assigned one full day or more of ISS or OSS are not permitted to participate or be in attendance at any extracurricular

activities, including practices, during the assigned time. The suspension does not end until midnight of the last day assigned.

### **Out of School Suspension**

Out of School Suspension (OSS) is a more extreme punishment. This will be assigned by the 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. Students that are assigned one full day or more of ISS or OSS are not permitted to participate or be in attendance at any extracurricular activities, including practices, during the assigned time. The suspension does not end until midnight of the last day assigned.

### **Cell Phone Policy**

Cell phones and ear buds (AirPods or similar) 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 ear buds, and such communication devices are banned during normal school hours – including passing time and lunch.

- *1st offense* - phone and/or ear buds will be confiscated and turned in to the office; student must pick up the phone and/or ear buds from the Principal or Assistant Principal.
- *2nd offense* - phone and/or ear buds will be confiscated and turned in to the office; student must pick up the phone and/or ear buds from the Principal or Assistant Principal.
- *3rd offense* - phone and/or ear buds will be confiscated and turned in to the office; parents must pick up the phone and/or ear buds from the Principal or Assistant Principal. A 45 minute After School Detention (ASD) will be assigned to the student.
- *Subsequent violations* – phone and/or ear buds will be confiscated and turned in to administration; parent or guardian must come to school and pick up the phone. Phones will not be allowed back at school. Students 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 (704-237-5307).

### **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.

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.

- *1st offense* - the student will remove any non-PLP outerwear and/or a parent will be notified to bring the student the proper PLP uniform clothing. The violation will be added to Educator's Handbook.
- *2nd offense* - the student will remove any non-PLP outerwear and/or a parent will be notified to bring the student the proper PLP uniform clothing. The violation will be added to Educator's Handbook.
- *3rd - 5th offense* - the student will remove any non-PLP outerwear and/or a parent will be notified to bring the student the proper PLP uniform clothing. The violation will be added to Educator's Handbook and the student will receive a 45 minute After School Detention (ASD). Any violations after the 5th offense will be considered insubordination and the student will receive an In-School Suspension.

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

### **Tardy Policy**

A student is tardy if not completely inside the assigned room when the bell rings. The Middle School recognizes that student achievement is directly dependent on timely and consistent daily attendance. Tardiness not only interferes with the student's education, but also is an act of courtesy toward the teachers and other students. Students must understand the importance of developing the habit of punctuality. There must be consequences for tardiness, but there must also be a strong effort by each person in our community to help students get to class on time. Students that arrive late to class will be subject to the following consequence:

- *1st Tardy* – Recorded in PowerSchool
- *2nd Tardy* – Recorded in PowerSchool
- *3rd Tardy* – Parents will be notified by the administration and student will receive a 45 minute After School Detention (ASD).
- *6th and 9th Tardy* – Parents will be notified by the administration and student will receive a 45 minute After School Detention.
- *10th Tardy* – Student will receive ISS.

Please Note: The accumulation and consequences for tardies is class period specific and will reset each quarter. If the tardy policy violation occurs during the student's first period of the day and the student has a note or is accompanied by the parent, they will be given a pass to class and the tardy will be excused. Consequences will continue to accrue for subsequent unexcused tardies.

### **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.

<p><b>Category “A” Offenses – These offenses will be handled initially by the classroom teacher or grade level team. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher intervention/consequences. On the fourth minor offense, administration action will occur.</b></p>
<p><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.</p>
<p><b>Playing Games</b> – Students are not permitted to use their computers or tablets for games during the school day (8:15 am – 3:20 pm).</p>
<p><b>Gum</b> – Chewing gum is not permitted in the building or in the classroom.</p>
<p><b>Horseplay</b> – Unnecessary “playing” that risks the safety of others.</p>
<p><b>Eating in the Classroom</b> – Students are not permitted to eat in the classroom outside of the regularly scheduled lunch period.</p>
<p><b>Not Prepared for Class</b> – Student does not have appropriate classroom materials.</p>
<p><b>Inappropriate Comments/disrespect</b> – Directed at another student or the course content.</p>
<p><b>Littering</b> - Purposefully littering on campus or in the classroom.</p>
<p style="text-align: center;"><b>Category “A” Consequence Guidelines</b></p>
<ul style="list-style-type: none"> <li>● <b>Warning/Student Conference.</b></li> <li>● <b>Parent Contact - Phone call, email or conference. Students will also be referred to the school counselor.</b></li> <li>● <b>Referral to administration.</b></li> </ul>

<p><b>Category “B” Offenses –These offenses are referred to and handled by school administration.</b></p>
<p><b>Theft/possession of stolen items</b> – Taking or attempting to take other’s property without their knowledge.</p>
<p><b>Profanity/Vulgarity</b> – Use of vulgar or indecent language or gestures</p>
<p><b>"Pantsing"</b> - Pulling down another person's pants under any circumstance will result in disciplinary action and may even be treated as sexual harassment.</p>
<p><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.</p> <ul style="list-style-type: none"> <li>● <i>1st Offense:</i> A zero is given for the assignment and the teacher will communicate the violation to the parents.</li> </ul>

- *2nd Offense:* A zero is given for the assignment, student conference with an Administrator and Administrator follow up with the parents . Students will complete a reflective assignment.
- *3rd Offense:* A zero is given and an Administrative Conference with student and parent.
- *4th+ Offense:* A zero is given and an Administrative Conference with student and parent.

**Skipping School / Class** – Student willfully skipped class.

**Technology Misuse** – See “Acceptable Computer Use Policy” in the Family Guidebook. Students found in violation are also subject to loss of computer or internet access on campus.

- *1st violation* - The teacher will speak with the student and the violation will be recorded in Educator’s Handbook.
- *2nd violation* - The teacher will take the student’s computer for the remainder of class and the violation will be recorded in Educator’s Handbook. Parents will be notified by the teacher.
- *3rd violation* - The student will be sent to an administrator and the computer will be taken for the day. The student will receive a 45 minute After School Detention. Parents will be notified by an administrator.
- Any violations after the 3rd offense will be considered insubordination and the student will receive an In-School Suspension.

**Spitting** - Spitting at/on another student.

**Unsafe Behavior** – including but not limited to purposefully tripping or shoving.

**Teacher-In-Charge** – Inappropriate behavior or comments while a substitute teacher is serving in a classroom.

**Insubordination** – Defying reasonable requests or directives from any teacher or staff member, in a classroom or on campus.

**Category “B” Consequence Guidelines**

- **Administrative Conference with student**
- **Administrative Conference with Parents**
- **In-School Suspension (1-3 days) or**
- **Out of School Suspension (1-3 days)**

**Category “C” Offenses – These offenses are referred to and handled by school administration. These are potential issues that could be reported to the Police.**

**Fighting** – Any physical exchange between two or more individuals.

**Sexual Harassment** – Unwelcomed sexual attention; rumors; offensive sexual remarks about looks, orientation and behavior; and sexual images being shown.

**Vandalism** – The malicious or willful damaging or destroying school property or other’s property.

**Racial and/or demeaning comments and/or acts** – it is our expectation that each student and staff member will be accepting of others opinions, beliefs, attitudes, appearance, dress, color, religion and/or sexual orientation.

**Blatant Disrespect/Profanity towards a teacher** – Blatant disrespect or profanity aimed at any staff member.

<b>Directed or Extreme Profanity</b> – Profane or vulgar language aimed at another student or staff member.
<b>Drugs, Alcohol, or Weapons</b> – The possession and/or use. The School Resource Officer will be notified.
<b>Vapes / Tobacco / E-Cigarettes</b> - The possession and/or use. The detailed tobacco / Vapes policy is found at the end of this document.
<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>Category “C” 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> <li>● <b>Possible recommendation for expulsion by the board of directors and the executive director.</b></li> </ul>

### **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 MS administration and the Executive Director before the student is allowed back on campus.                  |



### **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**

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 schoolwork 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 the 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> <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>

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

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

- Discipline Referral
- Contact parent of both offender and target
- 1-10 days ISS or OSS (depending on investigation)
- Referral of both parties to counselor
- SRO Involvement

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

- Discipline Referral
- Contact parent of both offender and target
- 1-10 days of OSS
- Referral of both parties to counselor
- SRO Involvement

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

- Discipline Referral
- Contact parent of both offender and target
- 1-10 days of OSS
- Referral of both parties to counselor
- SRO/Police Involvement

## **Culture of Respect Statement**

As a school we will be conscious of our words and actions. We will commit to care for every student we serve. We will not tolerate racism, discrimination or hate speech in our school.

Pine Lake Preparatory will be:

**Free from slurs, demeaning comments or biased “jokes”:** Insults, whether in person or online, related to ability, appearance, culture, gender, language, race, ethnicity, religion, sexual orientation or social class, will not be tolerated. Even in a joking manner, and even among friends, biased jokes contribute to the normalization of hurtful behavior and consequently will not be tolerated - we will choose kindness over hurtful humor.

It is our expectation that each student and staff member will be accepting of others' opinions and beliefs.

Please understand that both discriminatory verbal comments in addition to online/social media posts can have long-term/permanent consequences in middle school, high school and beyond. The comments and/or digital presence that you create now has the potential to follow you through college and your eventual career. More so than a consequence, however, we will take a collective stand because it is the right thing to do.

Together we will stand for respect, empathy and inclusion - a place where all are welcome and appreciated.

### **Statement of Affirmation: *A Collective Responsibility***

At Pine Lake Preparatory we recognize our collective responsibility to model growth and acceptance as we build a community of trust and courage.

Each day we will strive to practice empathy through meaningful experiences and appreciation for each student, staff member and family to create a sense of belonging for **everyone** in the Pine Lake Preparatory community.