



Mission Statement

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

Lower School Discipline Goals

Help our students become positive and responsible students and citizens:

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

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The Lower School discipline policy was developed to support the attainment of the school's mission and core values.

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

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

While this communication is intended as information for parents/guardians, students will experience the discipline plan at a developmentally appropriate level.

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.

Discipline Matrix Introduction

Administrators have the authority to apply the following behavior policy for inappropriate behavior. The matrix of behaviors is a guide and is not binding to Administrators. Each disciplinary case will be evaluated 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 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.

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 school work under the supervision of a staff member. A student that does not comply with all rules of ISS will be assigned Out of School Suspension. Only school administration may assign a student to ISS.

Out of School Suspension

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

Cell Phone Policy

Cell phones or other communication devices (such as watches with communication abilities) can be a disruption to the school-learning environment. Additionally, the ability to capture unwarranted recordings, photos and/or videos creates a potentially distressing culture. Therefore, use or display of cell phones, and such communication devices are banned during normal school hours – including arrival, dismissal, passing time, recess and lunch.

- *1st violation* - phone confiscated and held through the school day (teacher).
- *2nd violation* - phone confiscated and turned in to office; student must pick up the phone from LS administration.
- *3rd violation* - phone is confiscated and turned in to office; student must pick up the phone from the LS administration. Parents will be contacted/notified.
- A student who needs to make a phone call is invited to use the school phone in the office of our Administrative Associate or in the classroom with permission of the teacher. Families wishing to contact their child are also encouraged to do so through our Administrative Associate (704-237-5312).

Dress Code Policy Pine Lake Preparatory requires uniforms for all students. Please see the Parent tab on the Pine Lake website for details. 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 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 for the portion of the day missed.

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 inside the assigned room at 8:00 am. The Lower School recognizes that student achievement is directly dependent on timely and consistent daily attendance. Tardiness not only interferes with the student's education, but displays lack of courtesy toward the teachers and other students. Students must understand the importance of developing the habit of punctuality. There must be a strong effort by each person in our community to help students get to class on time. In addition, excessive early sign-out of students will be addressed. Students who arrive late to class will receive a Tardy Slip to present to their teacher, and the tardy will be recorded in PowerSchool. Excessive

tardiness will be addressed by the teacher and/or administration and will be reported to parents at the end of each grading period.

Field Trip Policy

Field trips at the Lower School are a privilege. Students may be excluded from attending field trips based on previous discipline concerns. All school rules apply in addition to any rules of the travel company and or location. If your child does have a known, challenging behavior that would create a risk to himself or to others outside of the structured setting of the school, they can be excluded. In some circumstances a parent or guardian may be asked to attend and chaperone their child at their own cost.

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 school or the safety of individuals in the school environment.

“Below the Line”/PAWS Plan Behavior – Minor Behavior Violations
These offenses will be handled initially by the classroom teacher, Encore teacher or specialists. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher intervention and consequences. On the third minor offense, administration action will occur.
Defiance – Behavior of non-compliance and disrespect. Some examples include arguing, “talking back,” using a negative tone of voice, refusal to comply, etc.
Disruptions – 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.
Dress Code – Students must be in dress code each day.
Gum – Chewing gum is not permitted in the building or in the classroom.
Inappropriate Comments/Disrespect – Directed at another student or the course content
Learning – Student is not prepared to learn (materials or work).
Littering - Purposefully littering on campus or in the classroom

Physical Contact – Any physical contact , such as pushing and horseplay (unnecessary “playing” that risks the safety of others).
Property Misuse – Use of property other than its intended function
Technology/Phone Violation – Minor offense. Ex: Playing games – Students are not permitted to use their computers or tablets for games during the school day (without permission of teacher). See “Acceptable Computer Use Policy” in the Family Guidebook. Students found in violation are also subject to loss of device or internet access on campus.
Unauthorized Area – Students are not allowed in unauthorized areas. Some examples include, playing out of bounds on the playground, asking to use the bathroom yet going to another area, leaving the school without permission, etc.
Consequence Guidelines
<ul style="list-style-type: none"> • Warning(s)/Student Conference • PAWS Plan will be completed by student and sent home (to be worked on with parents/guardians). If PAWS Plan is not chosen by the student, immediate consequences will be given: <ul style="list-style-type: none"> o Detention will be assigned. o Parent Contact - Phone call, e-mail or conference. Student may also be referred to the school counselor. o Referral to administration.

“Bottom Line” Behavior - Major Behavior Violations
These offenses are referred to and handled by school administration.
Abusive or Inappropriate Language – Use of vulgar or indecent language or gestures directed at staff members or students
Bullying – See “PLP Bullying Policy.” Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is <i>repeated</i> over time. Bullying often includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

<p>Dishonesty/Cheating – Lying to others, including school personnel. Giving or receiving another student’s work (any portion thereof), allowing another student to copy his/her work, plagiarism, or using unauthorized notes or other information on a quiz, test or assignment. No credit will be given for the assignment or assessment. Students shall follow the PLP Honor Code.</p>
<p>Disrespectful Behavior – Blatant disrespect directed at any staff member or student</p>
<p>Fighting – Any physical exchange between two or more individuals.</p>
<p>Harassment – Aggressive pressure or intimidation applied to others, including sexual harassment outlined below.</p>
<p>Insubordination/Non-Compliance – Defying reasonable requests or directives from any teacher or staff member when in the school or school event setting.</p>
<p>"Pantsing" - Pulling down another person's pants under any circumstance will result in disciplinary action and may be treated as sexual harassment.</p>
<p>Physical Aggression - Behavior that causes physical harm to others, or threatens to.</p>
<p>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.</p>
<p>Safety – Creating an unsafe environment for self and/or others or impeding the safety of others.</p>
<p>Sexual Harassment – Unwelcomed sexual attention; rumors; offensive sexual remarks about looks, orientation and behavior; and sexual images being shown. This includes cyber, digital, verbal or written communications or behaviors. *See Title IX</p> <p>Types of conduct which are prohibited in at PLP and which may constitute sexual harassment include, but are not limited to:</p> <ul style="list-style-type: none"> ● Unwelcome sexual flirtations or propositions. ● Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions. ● Sexual jokes, stories, drawings, pictures, or gestures. ● Spreading sexual rumors. ● Touching an individual’s body or clothes in a sexual way.
<p>Teacher-In-Charge – Inappropriate behavior or comments while a substitute teacher is serving in a classroom.</p>
<p>Technology/Phone Misuse – See “Acceptable Computer Use Policy” in the Family Guidebook. Students found in violation are subject to loss of computer or internet access on campus. See this policy for phone policy. The misuse of landline phones is also</p>

included.
Vandalism – The malicious or willful damage or destroying of school property or other’s property.
Weapons – The possession of and/or use of
Consequence Guidelines
<ul style="list-style-type: none"> • Administrative Conference with student • Administrative Conference with parents /guardians • In-School Suspension (1-3 days) • Out-of-School Suspension (1-10 days) • Possible DSS or Police Intervention

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 in the Pine Lake Preparatory Family Guidebook.

Type of Bullying	School Consequence
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<p><u>Repeated and Targeted Verbal/Social</u></p> <p><u>Relational Bullying:</u> 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 style="text-align: center;">AND/OR</p> <p><u>Cyber Bullying:</u> verbal and social using social media /technology.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent/both offender and target ● 1-3 Days ISS/OSS (depending on investigation) ● Referral to Counselor for follow up and support/mediation <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parents of both offender and target ● 1-5 days OSS ● Offender and target referred to counselor <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact Parent of both offender and target ● 3-10 days OSS ● Offender and target referred to counselor
<p><u>Physical:</u> intentional, imbalanced and <i>repeated</i> hitting, punching and pinching, etc.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent of both offender and target ● Offender and target potentially referred to Counselor for individual intervention and support ● 1-5 Days ISS/OSS (pinching, shoving) ● 1-5 Days OSS (spitting, assault, hazing, biting) <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parents of both offender and target ● 1-5 Days OSS (pinching, shoving, etc) ● 5 -10 Days OSS (assault, hazing, biting) ● 10 Days OSS (spitting, assault w/injury)

	<ul style="list-style-type: none"> ● SRO involvement at the discretion of Principal. ● Offender and target referral to Counselor for follow up and support <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent/both offender and target ● 5-10 Days OSS (pinching, shoving, spitting, etc) ● 10 Days OSS or recommendation for long term suspension (assault w/injury) ● SRO/Police involvement
<p>Sexual Harassment/Sexual Discrimination - Physical, Verbal and/or Cyber: continued, unwanted attention of a sexual nature</p>	<p><u>Title IX :</u></p> <p>In order to give rise to a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education or creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.</p> <p>We will follow procedure under Title IX for sexual harassment that is sufficiently severe, persistent or pervasive that is adversely affects a student's education or creates a hostile or abusive educational environment</p> <p><u>No formal Title IX complaint:</u></p> <p><u>1st Offense:</u></p> <ul style="list-style-type: none"> ● 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 <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral

	<ul style="list-style-type: none">● Contact parent of both offender and target● 1-10 days of OSS● Referral of both parties to counselor● SRO Involvement <p><u>3rd Offense:</u></p> <ul style="list-style-type: none">● Discipline Referral● Contact parent of both offender and target● 1-10 days of OSS● Referral of both parties to counselor● SRO/Police Involvement
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