Pine Lake Preparatory Upper School Discipline Plan 2024 - 2025

Pine Lake's Mission Statement

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

Pine Lake Preparatory Core Values

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

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

Administration

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Overview

The Discipline Policy is designed to uphold the school's mission and core values: Perseverance, Respect, Integrity, Drive to Excellence, and Empathy. Our high standards for student conduct aim to foster a positive school environment, encouraging both engagement and academic excellence.

The Upper School Discipline Policy employs a tiered approach, involving students, teachers, parent(s)/guardian(s), and school administration. This policy aims to promote positive habits, reinforce desired behaviors, and enhance 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.

Research shows that punitive techniques, when used alone, have little to no long-term positive impact and can even have negative effects because such methods often overlook the possibility that the student may lack the necessary skills to change his/her behavior. Therefore, if punitive measures are used, they should be paired with an investigation into the underlying causes of the behavior and complemented with strategies that teach the student more productive and socially acceptable ways to act.

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.

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.

After School Detention

After School Detention (ASD) will be held every Tuesday and Thursday from 2:30 to 3:30. Students who have 30 minutes will be excused at 3:00. If a student cannot attend his or her assigned ASD, he or she may ask the principal to reassign the ASD to another day. Failure to serve an assigned 30 minute ASD, will result in a 60 minute ASD. Failure to serve a 60 ASD will result in one (1) day of In School Suspension (ISS) and failure to serve ISS will result in one (1) day of Out of School Suspension (OSS). Students are not excused from ASD because of an extracurricular activity.

Rules

1) Students must arrive before 2:30. No student will be admitted late.
2) Check in with the attendant immediately. Sit where assigned by the attendant.
3) There will be no talking, no food and no cell phones.
4) Students may use their laptop for instructional purposes only.
5) Students may not listen to music or use any personal electronic device.
6) Students may not sleep and must keep their heads up.
7) Students must follow all other school rules.

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

In-School Suspension

The in-school suspension (ISS) is an alternative to students being suspended. During this time, the students will be removed from their regular educational setting without being removed from school. The students will be able to complete school work under the supervision of a staff member. A student who does not comply with all rules of ISS will be assigned out-of-school suspension. Only the administration may assign ISS. Students in ISS may not participate in any school/athletic event on the date of the ISS. If ISS is assigned on Friday, the student may not participate in any PLP weekend events.

Out-of-School Suspension

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

Saturday School

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

1) Make Up Time - Saturday School will allow students to make up time during the course of the school year. This action will help to prevent students from losing credit for courses that they passed but failed to earn credit based on their attendance record.
2) Discipline - Students that violate a school rule may be assigned Saturday School as their punishment. This punishment is more severe than ASD; yet, prevents a student from being removed from their classes with ISS or OSS.

Only administration may assign Saturday School.

General Discipline Matrix

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

Base Tier Offenses – These offenses will be handled initially by the classroom teacher and/or administration.
Classroom 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.
Inappropriate Use of Technology ● Students are not permitted to use technology (computer, cell phone, etc.) for non educational purposes.
Excessive Tardiness ● Excessive tardiness is defined as three (3) tardies per semester. Four or more tardies will result in a school consequence.
Horseplay ● Unnecessary “playing” that risks the safety of others.
Eating in the Classroom ● Students are not permitted to eat in the classroom outside of the regularly scheduled lunch period without permission from the classroom teacher.
Not Prepared for Class ● Students do not have appropriate classroom materials.
Inappropriate Comments/disrespect ● Directed at another student or the course content or in general.
Littering ● Purposefully littering on campus or in the classroom.
Base Tier Consequence Guidelines

- Warning/Student Conference
- Parents may be contacted - Phone call, email or conference.
- Students may also be referred to the school counselor.
- Referral to administration
    - **o** After School Detention, In-School Suspension (1-3 days), Out-of-School Suspension (1-3 days) and Saturday School could be utilized.

Second Tier Offenses – These offenses are referred to and handled by school administration.
Theft/Possession of stolen items ● Taking or attempting to take other's property without their knowledge and/or permission.
Profanity/Vulgarity ● Use of vulgar or indecent language or gestures
Cheating, Plagiarism and Artificial Intelligence ● 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 ● All student work should be original, therefore, the use of Artificial Intelligence is not acceptable and will be viewed as plagiarism. ● No credit will be given for the assignment or assessment.
Racial, bias, and/or demeaning comments and/or acts (see Culture of Respect page 17) ● It is expected that each student/staff member will be accepting of others' opinions, beliefs, attitudes, appearances, dress, race or ethnicity, religion and/or sexual orientation.
Skipping School/Class ● Student willfully skipped class.
Leaving Campus ● Students leave campus without permission which includes lunch, Study Hall, Base Camp or any academic 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.
Unsafe Behavior ● Any behavior that jeopardizes the safety of another person. For example, purposefully tripping, spitting on, shoving, etc.
Disrespect of a Substitute Teacher ● Substitute teachers will be granted the same level of respect as the classroom teacher.
Insubordination

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

Second Tier Consequence Guidelines

- Administrative Conference with student and/or Parent(s)/Guardian(s)
- Students may also be referred to the school counselor.
- In-School Suspension (1 - 10 days)
- Out-of-School Suspension (1 - 10 days)
- Saturday School

Third Tier Offenses – These offenses are referred to and handled by school administration.

Fighting

- Any physical exchange between two or more individuals.

Sexual Harassment

- Unwanted sexual attention; rumors; offensive sexual remarks about looks, orientation and behavior; and sexual images being taken, shared or posted

Vandalism

- The malicious or willful damaging/destroying of school property or other's property

Photographing, recording, or video taping other students or faculty without their permission

- Taking, sharing or posting to social media any photo or video of another person without their permission

Blatant Disrespect/Profanity towards a teacher

- Blatant disrespect or profanity aimed at any staff member

Directed or Extreme Profanity

- Profane or vulgar language aimed at another student

Tobacco/Vapes

- Possession and/or use. The detailed tobacco/vapes policy is found at the end of this document.

Communication of a Threat

- Willfully threatening to physically injure a person or a person's child, sibling, spouse, or dependent or willfully threatening to damage the property of another. The threat is communicated to the other person, orally, in writing, or by any other means.

Third Tier Consequence Guidelines

- Required Parental/Guardian Contact - Phone call, email or conference
- Students may be referred to the school counselor.
- In-School Suspension (1 – 10)
- Out-of-School Suspension (1-10)
- Saturday School
- Potential police intervention
- Potential Referral to Title IX Coordinator

North Carolina Reportable Offenses

Reportable Offenses – The following offenses must be reported by state law, along with a detailed description of each offense, to local law enforcement. These offenses can be found at https://www.dpi.nc.gov/data-reports/dropout-and-discipline-data/16-reportable-criminal-offenses

1. Assault Resulting in Serious Personal Injury

- An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results in prolonged hospitalization.

2. Assault Involving Use of a Weapon

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

3. Assault on School Officials, Employees, and Volunteers

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

4. Making Bomb Threats or Engaging in Bomb Hoaxes -

- A person who, with intent to perpetrate a hoax, conceals, places, or displays in or at a public building any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.
    - A "public building" encompasses all educational property, as defined in G.S. 14-269.2, including: (1) any school building or bus, and (2) school campus, grounds, recreational area, athletic field, or other property owned, used, or

operated, by any board of education or school board of trustees or directors for the administration of any school.
    - "Public buildings" also include: (1) hospitals, and (2) buildings that house only State, federal, or local government offices, or the offices of the State, federal, or local government located in a building that is not exclusively occupied by the State, federal, or local government.
    - This offense includes when a person communicates a bomb threat by any means.

5. Willfully Burning a School Building

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

6. Homicide

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

7. Kidnapping

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

8. Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages

- It shall be unlawful for a person younger than 21 years of age to possess, sell, give, or purchase any alcoholic beverages. It is also unlawful for any person to aid and abet a person under the age of 21 years old in his/her attempt to obtain an alcoholic beverage.
    - An "alcoholic beverage" includes the following: (1) malt beverage, (2) fortified wine, (3) unfortified wine, (4) spirituous liquor, (5) mixed beverages, or (6) beer.

9. Possession of Controlled Substance in Violation of Law

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

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

10. Possession of a Firearm

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

11. Possession of a Weapon

- It is unlawful for any person to possess or carry, whether openly or concealed, any of the following weapons on campus or other educational property: (1) any BB gun, (2) stun gun, (3) air rifle, (4) air pistol, (5) bowie knife, (6) dirk, (7) dagger, (8) slingshot, (9) leaded cane, (10) switchblade knife, (11) blackjack, (12) metallic knuckles, (13) razors and razor blades, (14) fireworks, or (15) any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, maintenance.
  - "Educational Property" refers to any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.
  - Persons authorized to carry weapons on school property are law enforcement officers, firefighters, and emergency service personnel when discharging their official duties

12. Rape

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

13. Robbery With a Dangerous Weapon

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

14. Sexual Assault (not involving rape or sexual offense)

- A person is guilty of sexual battery if he/she, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the

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

15. Sexual Offense

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

16. Taking Indecent Liberties With A Minor

- A person is guilty of taking indecent liberties with a child if, being 16 years of age or more and at least five years older than the child in question, he/she either: (1) willfully takes or attempts to take any immoral, improper, or indecent liberties with any child of either sex under the age of 16 years for the purpose of arousing or gratifying sexual desire, or (2) willfully commits or attempts to commit any lewd or lascivious act upon or with the body or any part or member of the body of any child of either sex under the age of 16 years.
    - A "lewd and lascivious act" is defined as an act that is obscene, lustful, or indecent, or tending to deprave the morals with respect to sexual relations.

Reportable Offenses Consequence Guidelines

- 1 – 10 days Out-of-School Suspension
- Potential recommendation to the Board for Education and Executive Director for an extended suspension and/or expulsion
- Required Police intervention
- Possible required counseling and/or threat assessment

Attendance

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

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

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

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

Following an absence, students or their parents/guardians must submit documentation to the front office within three (3) school days. If documentation is not provided within this period, the absence will be marked as unexcused, and the Upper School Administration may assign a consequence. No late documentation will be accepted.

The documentation must include:

- Student's name
- Specific reason for the absence
- Date(s) of the absence(s)
- Signature of the parent or guardian

If an absence is unexcused, the student may not be permitted to make up an assignment or take a missed assessment. A zero may be assigned.

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

Upper School Attendance Policy

The maximum number of absences per class is 16 for a year long class (eight for a semester course), regardless of whether or not they are excused. This number was based on ten percent of the academic school year and designed to account for situations such as surgeries, illnesses, etc. If a student exceeds 16 absences, he or she will be required to recover time to earn credit for the course. Based on this design, we do not waive days for any reason. Students may make up time before school, after school or during a Saturday School session. Students are not allowed to make up time during their academic day.

Cell Phone Policy

Cell phones or other communication devices can be a disruption to the school learning environment. Additionally, the ability to capture unwarranted recordings, photos and/or videos creates a potentially distressing culture; therefore, use or display of cell phones, and such communication devices are prohibited during class unless the teacher has given specific permission to use a cell phone for a school activity. Students are expected to rack their phones in each academic classroom. Failure to do so will be viewed as insubordination and may result in a disciplinary action.

Students may use their cell phones during passing time, during lunch and in an assigned study hall.

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

Dress Code Policy

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

If students are without the proper classroom attire, a PLP staff member will call a parent or guardian to bring appropriate classroom attire to campus. The student will report to In School Suspension until they comply with the PLP Uniform Policy and will be marked absent from missed classes.

A copy of the Pine Lake Preparatory Dress Code may be accessed at the following link – Click Here!

Tardy Policy

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

1st Tardy:	A warning
2nd Tardy:	A second warning
3rd Tardy:	A warning and a parent/guardian email or phone call
4th Tardy:	30 minutes of After School Detention (ASD) and an email or phone call
5th Tardy:	60 minutes of After School Detention (ASD) and an email or phone call
6th Tardy:	One day of In-School Suspension (ISS)
7th Tardy:	The student will lose his or her parking privilege for the remainder of the semester and one day of Out-of-School Suspension
8th+ Tardy:	Administrative conference to determine appropriate punishment.

Tobacco and E-Cigarettes

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

1st Offense:	In-School Suspension for the remainder of the day, Out-of-School Suspension the following school day and a reflection assignment about the use of tobacco and e-Cigarettes.
2nd Offense:	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.
3rd Offense:	In-School Suspension for the remainder of the day, five (5) days of Out-of-School Suspension and a reflection assignment about the use of tobacco and e-Cigarettes.
4th+ Offense:	Up to ten (10) days of Out-of-School suspension and a meeting with Upper School Administration and the Executive Director before the student is allowed back on campus.

Honor Code Violation

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

Pine Lake Preparatory Bullying Consequence Matrix

Pine Lake Preparatory (PLP) is committed to implementing methods and strategies for promoting school environments that are free of bullying, harassing and/or intimidating behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication that takes place on school property, at any school sponsored function or on a school bus. Behaviors include, but are not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, ethnicity, 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 or more 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

Type of Bullying	**School Consequence**
Repeated and Targeted Verbal/Social Relational Bullying: Direct insults, put downs, name calling, spreading rumors/lies about someone to damage their reputation or punish them socially. Verbal, Non-Verbal Threats.	**1st Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-3 Days ISS/OSS (depending on investigation) ● Referral to counselor for follow up and support/mediation **2nd Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-5 days OSS ● Offender and target referred to counselor **3rd Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 3-10 days OSS ● Offender and target referred to counselor
Cyber Bullying: Verbal, social and sexual harassment using social media /technology.	**1st Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-3 Day ISS/OSS (depending on investigation) ● Referral to counselor for follow up and support/mediation **2nd Offense:** ● Discipline Referral

	● Contact parents of both offender and target ● 1-10 days ISS/OSS ● Offender and target referred to counselor **3rd Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 3-10 days OSS ● SRO Involvement ● Possible threat assessment by qualified individual for school return
Physical: intentional, imbalanced and *repeated* hitting, punching or pinching, etc.	**1st Offense:** ● Discipline Referral ● Contact parents 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) **2nd Offense:** ● 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) ● SRO involvement at the discretion of the Principal. ● Offender and target referral to counselor for follow up and support **3rd Offense:** ● Discipline Referral ● Contact parents of 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 ● Possible threat assessment by qualified individual for school return

Sexual Harassment/Verbal: Continued, unwanted attention of a sexual nature.	**1st Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-10 days ISS or OSS (depending on investigation) ● Referral of both parties to counselor ● SRO Involvement **2nd Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-10 days of OSS ● Referral of both parties to counselor ● SRO Involvement **3rd Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-10 days of OSS ● Referral of both parties to counselor ● SRO/Police Involvement ● Possible threat assessment by qualified individual for school return
Sexual Harassment/Physical: Continued, unwanted attention of a sexual nature – *includes physical contact.*	**1st Offense:** ● Discipline Referral ● Contact parents of both offender and target ● 1-10 Days OSS (depending on investigation) ● SRO involvement ● Referral of both parties to counselor **2nd Offense:** ● Contact parents of both offender and target ● 5-10 Days OSS ● SRO Involvement ● Referral of both parties to counselor **3rd Offense:** ● Contact parents of both offender and target. ● 5-10 Days OSS or recommendation for long term suspension. ● Police/Charges Recommended ● Possible threat assessment by qualified individual for school return