

1130	Student Code of Conduct/Student Discipline Policy
Approval Date	September 2025
Category	Foundations and Basic Commitments Governance
Accountability	Leadership, Teachers, Staff, Families, Students

## **A. Principles**

Creating a productive classroom environment begins with thoughtful behavior management, which serves multiple essential purposes. It establishes a structured, safe space where students can stay focused, free from distractions, ultimately supporting their academic success. By teaching clear behavioral expectations and consistently linking actions to consequences, we help students internalize self-discipline and understand the impact of their choices:

1. Student behavior management strategies will complement other efforts to create a safe, orderly, and inviting environment.
2. Responsibility, integrity, respect, civility, and other standards of behavior will be integrated into the curriculum.
3. Teachers will be respected as educational professionals and provided the space, support, and environment they need to teach effectively.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

## **B. Communication of Policies**

The Executive Director will incorporate the Student Code of Conduct into each school's Discipline Plan by outlining expected student conduct, behaviors subject to discipline, and the range of disciplinary actions available to school leadership. At the discretion of the Executive Director, the Discipline Plans may include additional rules needed to implement the board's student behavior policies. Neither this Student Code of Conduct nor the individual Discipline Plans may impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, the school shall publish: (1) the Lower, Middle and Upper School Discipline Plan; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct, or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to “parent” include a parent, a legal guardian, a legal custodian, or another caregiver adult authorized to enroll a student at Pine Lake Preparatory.

### **C. Applicability**

Students must comply with the Code of Student Conduct in the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. during any school-sponsored activity or extracurricular activity;
4. when subject to the authority of school employees; and
5. at any other place or time when the student’s behavior 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.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the First Amendment to the U.S. Constitution.

### **D. Consequences for Violations**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school’s behavior management plan.

#### **1. Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in corrective action or disciplinary measures up to and including short-term suspension (up to 10 days). Further information regarding the procedures for short-term suspensions is provided in the Lower, Middle, and Upper School Discipline Plan. Other corrective action or disciplinary measures may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;

- f. individual or small group sessions with the school counselor;
- g. detention before and/or after school or on Saturday;
- h. in-school suspension;
- i. exclusion from graduation ceremonies;
- j. exclusion from extracurricular activities or sports; and
- k. suspension from bus privileges;
- l. out-of-school suspension (up to 10 days).

The student's parent is responsible for transportation that may be required to carry out a consequence.

## 2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in Policy 1131.

## E. Enforcement

The Executive Director is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school and consistent with students' constitutional rights.

## F. Prohibited Conduct

**1. Skipping School/Class** - Leaving school grounds during the instructional day, and/or being in an unauthorized area during the school day without prior approval from school personnel.

All offenses: Corrective action, or disciplinary measure up to a 10-day suspension. The student will also receive an unexcused absence.

**2. Littering** - Littering is the act of leaving trash, debris, or discarded items in places where they do not belong instead of properly disposing of them. In a school setting, this includes leaving food wrappers, containers, or other waste behind after lunch, failing to clean up your area, and not picking up after yourself in common spaces. It also covers throwing food or trash on the ground, on tables, or at others, which creates an unsanitary and disrespectful environment. Proper behavior means placing all waste in the appropriate bins and helping keep shared areas clean for everyone.

All offenses: Corrective action, or disciplinary measure up to a 10-day suspension.

**3. Possession, Display, or Use of Tobacco Products / Vapes** - Students may not possess, display, or use any tobacco products on school property or at school events, including but not limited to items in vehicles or at bus stops. All tobacco products, including but not limited to cigars, cigarettes, electronic cigarettes (including but not limited to vape pens and vaporizers), snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products, are prohibited and will be confiscated. This restriction applies on all Pine Lake Preparatory property and at all times, even when the individual is on the school grounds as a visitor or spectator.

1st Offense: Confiscation of the item(s) and may receive corrective action, or disciplinary measures up to a 10-day suspension.

2<sup>nd</sup> Offense and subsequent Offenses: Will receive up to a 10-day suspension and may be recommended for long-term suspension only if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**4. Technology and Artificial Intelligence Acceptable Use** – Pine Lake Preparatory has expectations in place to emphasize responsible, legal, and ethical use of technological resources. Students and staff are expected to adhere to guidelines that promote appropriate online behavior, prevent unauthorized access, and protect the privacy of minors. Those expectations will be outlined in Pine Lake’s Generative AI Acceptable Use Policy and its Technology Policy (6220) but will also include actions that undermine expected norms and can compromise safety or learning.

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

Subsequent Offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**5. Conduct on the School Bus** - Conduct at bus stops and on school transportation must comport with this Code of Conduct. Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety, as well as the rules of this policy while at a school bus stop, in the school bus parking lot, or while riding on a school bus or other school vehicle may result in disciplinary consequences for the respective rule violation(s) of this Code, as well as the temporary or permanent suspension from the privilege of school transportation services as well as suspension from school.

1st Offense: May receive up to 3 days off the bus. More serious violations could result in permanent removal of the bus for the school year. A student may also receive corrective action, or disciplinary measures, up to a 10-day suspension in line with the offense committed.

2nd Offense: May receive up to 10 days off the bus. More serious violations could result in permanent removal of the bus for the school year. A student may also receive corrective action or disciplinary measures up to a 10-day suspension in line with the offense committed.

3rd Offense: The student will be suspended from the bus for the remainder of the school year. A student may also receive corrective action, or disciplinary measures, up to a 10-day suspension in line with the offense committed.

**6. Medication.** Students will not possess or use any prescription or non-prescription medication except as authorized in the Administering Medications Policy (3240).

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

2<sup>nd</sup> Offense and subsequent Offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**7. Disruptive or Obscene Literature and Illustrations** - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.

All offenses: Confiscation of the item(s) and may receive corrective action, or disciplinary measures up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**8. Academic Integrity** - Engaging in or attempting to engage in cheating, plagiarism, falsifying any document presented or associated with the school, violating software copyright laws, violating computer access policies, or violating the Student Acceptable Use of Electronic Resources Policy. Giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work. Copying of the language, structure, idea and/or thought of another and representing as one's own work.

A student may receive a zero on the assignment if the violation pertains to schoolwork.

1st Offense: Corrective action or disciplinary measure up to a 10-day suspension.

2nd Offense and subsequent offenses: Will receive corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**9. Disruptive and/or unsafe behavior** - Disruptive or unsafe behavior refers to any physical or verbal actions that interfere with the normal operation and mission of the school. This includes, but is not limited to, passive resistance, excessive noise, threats, intimidation, coercion, or physical force, whether carried out personally or encouraged in others, that causes or is likely to cause substantial disruption to the educational process. Both horseplay (e.g., roughhousing or boisterous play) and other forms of inappropriate rough behavior are also included, as they undermine expected norms and can compromise safety or learning.

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

2nd Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

3rd Offense and subsequent offenses: May receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**10. Verbal Abuse or Disrespect towards other Students** - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language are specifically prohibited.

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

2nd Offense: Will receive up to a 10-day suspension.

3rd Offense and subsequent offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**11. Verbal Abuse or Disrespect toward a Staff Member, including substitute teacher** - Participation in any language directed towards a staff member which is disruptive, abusive or insulting. This would also include insubordination or the deliberate refusal to obey authority or reasonable direction.

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension; PLP also reserves the right to remove the child from the classroom for the remainder of the semester or year.

2nd Offense: Will receive up to a 10-day suspension; PLP also reserves the right to remove the child from the classroom for the remainder of the semester or year.

3rd or subsequent Offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**12. Photographing, recording, or videotaping other students or faculty without their permission** – Taking, sharing, or posting to social media any photo or video of another person without their permission.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**13. Theft** - Stealing, attempting to steal, or knowingly being in possession of stolen property.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**14. Hacking and Unauthorized Computer Access** - Students will comply with all state and federal laws and regulations governing access to computers, computer networks, stored data, passwords, and other technology systems and resources and will refrain from all forms of computer or network “hacking,” whether criminal or not. Any willful or knowing effort to obtain unauthorized access; to steal; to maliciously alter, modify, or destroy; to introduce viruses; or otherwise, to cause harm to any such computer, computer network, stored data, or other technology resource is a violation of this rule.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**15. Communicating Threats** - Directing toward any person within the school setting any language, sign, or act which constitutes a threat of force or violence, or a disruption of the educational process. This includes threats over the internet or other communication devices.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**16. Extortion** - Attempting to extort money, personal property, or personal services from fellow students by use of implied or stated threats or intimidation.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**17. Sexual Behavior** - Engaging in behavior, consensual or otherwise, which is lewd, indecent, or of a sexual nature.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**18. Bullying/Harassment** – Students shall not engage in conduct prohibited by the board policy against unlawful discrimination, harassment, and bullying (1210).

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances

warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**19. Sexual Harassment** Students shall not engage in conduct prohibited by the board policy regarding Sexual Harassment (1211).

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**20. Hazing** – Students shall not subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, club, extracurricular organization, or other similar group.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**21. Affray/Fighting** - Hitting shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight. An affray is defined as any voluntary altercation or fight between two or more students.

All Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**22. Fireworks or Ammunition** - Possession, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.

All Offenses: Confiscation of item(s), corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**23. Damage to Property or Vandalism** - Intentionally damaging, vandalizing, or attempting to damage, vandalize, or deface school or private property while under school jurisdiction.

*Up to \$1,000.00 Damage, Replacement or Repair Cost*

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension, payment of the cost of replacement, repair, or restoration of the property.

2nd Offense: May receive up to a 10-day suspension, payment of the cost of replacement, repair, or restoration of property; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

*Property Damage, Repair or Replacement Cost Exceeds \$1,000.00*

All Offenses: If the damage to property or loss of property exceeds \$1,000.00, the student may be suspended for up to 10 days with a recommendation for long-term suspension and shall be required to pay the cost of replacement, repair, or restoration of the property.

**24. Trespassing** - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended from school is considered trespassing if they appear on the property of Pine Lake Preparatory during the suspension period without the express permission of the Principal.

1st Offense: Corrective action, or disciplinary measure up to a 10-day suspension.

2nd or subsequent Offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for a long-term suspension.

**25. Assault or Attempted Assault** - Assaulting or attacking or causing or attempting to cause physical injury to another student, school employee, or school volunteer or intentionally behaving in such a manner that could reasonably cause physical injury to any student, school employee, or school volunteer.

All offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**26. Possession of Weapons Other than Firearms** - Possessing, handling, transferring, or bringing on to school property any items including but not limited to knife, razor, BB gun, air rifle, air pistol, sling shot, blackjack, brass knuckles, facsimile or other item that could be considered a weapon or dangerous instrument.

All offenses: Corrective action, or disciplinary measure up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**27. Fire Alarm** - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

All offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**28. Sale or Distribution of Tobacco Products** - Students may not sell, or distribute any tobacco products on school property or at school events, including but not limited items in vehicles or at bus stops. All tobacco products, including but not limited to cigars, cigarettes, electronic cigarettes (including but not limited to vape pens and vaporizers), snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator.

All offenses: Will receive up to a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warranted a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**29. Failure to Comply with a Lawful Directive** - Failing to follow a directive after being personally notified by any school employee during any period of time when being subject to the authority of such school personnel.

All Offenses: Will receive a 10-day suspension; may be recommended for long-term suspension if the Principal determines that aggravating circumstances warrant a more severe response and provides notice of those aggravating circumstances in the notice of suspension.

**30. Possession or Use of Drugs or Alcohol** - Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or prescription drug not prescribed for the student by a physician or medical provider, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs. It shall also be a violation of this policy for a student to inhale or ingest any chemicals or products with the intention of altering the student's mood or behavior.

All offenses: Will receive a 10-day suspension with a recommendation for long-term suspension, unless the Principal determines that mitigating circumstances support a lesser penalty.

**31. Threats of Death or Serious Bodily Injury** - Threats of death or serious bodily injury communicated toward any student, school employee, or school volunteer by verbal, written or other communication.

All offenses: Will receive a 10-day suspension; may be recommended for long-term suspension; may receive a lesser suspension if the Principal determines that mitigating circumstances support a lesser penalty.

**32. Use of a Weapon** - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

All offenses: Will receive a 10-day suspension; may be recommended for long-term suspension; may receive a lesser suspension if the Principal determines that mitigating circumstances support a lesser penalty.

**33. Sale, or Distribution of Drugs or Alcohol** - Selling, buying, distributing or conspiring to sell or buy or distribute, any prescription or non-prescription medication, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or prescription drug not prescribed for the student by a physician or medical provider, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, counterfeit drugs, or any chemicals or products intended to alter a person's mood or behavior while on school property, including school bus stops, or any school-sponsored activity.

All offenses: Will receive a 10-day suspension with a recommendation for long-term suspension, unless the Principal determines that mitigating circumstances support a lesser penalty.

**34. Arson** - Burning or attempting to burn any school building or property. Possessing incendiary material, (i.e., gasoline, kerosene, or other flammable liquid), for the purpose of burning or the attempted burning of school property.

All offenses: Will receive a 10-day suspension with a recommendation for long-term suspension, unless the Principal determines that mitigating circumstances support a lesser penalty.

**35. Threat or False Threat of Mass Violence on Educational Property** -

A. Causing, or aiding and abetting, by any means of communication to any person or groups of persons, or to a public school or any office of the School making a threat, or a report that an act of mass violence is going to occur on educational property or at a curricular or extra-curricular activity sponsored by a school.

B. Causing, or aiding and abetting, by any means of communication to any person or groups of persons, or to a public school or any office of the School making a report, knowingly or having reason to know that the report is false that an act of mass violence is going to occur on educational property or at a curricular or extra-curricular activity sponsored by a school.

"Mass Violence" is defined as a means of physical injury that a reasonable person would conclude could lead to serious injury (including mental or emotional injury) or death to two or more people.

All Offenses: Will receive a 10-day suspension with a recommendation for long-term suspension, or expulsion, unless the Principal determines that mitigating circumstances support a lesser penalty.

**36. Possession or Use of a Firearm** - Possession, handling, using, transferring or bringing a firearm onto educational property, or to a school-sponsored curricular or extracurricular activity off of educational property.

All Offenses: Will receive a suspension for 365 calendar days and a recommendation for expulsion.

### **G. North Carolina Reportable Offenses**

General Statute 115C-288 indicates the procedures for reporting specific offenses to school administrators, and if necessary, law enforcement authorities. The N.C. State Board of Education published guidelines for safe schools, part of which clarified and listed those offenses that are reportable to the State Board of Education annually. A list of the 16 offenses that must be reported, along with a detailed description of each offense, can be found on the North Carolina Department of Public Instruction [website](#).

Reportable criminal offenses require mandatory reporting and may result in disciplinary actions, including corrective action, short-term suspension (up to 10 days), and the possible recommendation of long-term suspension or expulsion.