

We Drive We Speak We Sprint We Stand We Strive We Succeed We Support We Think We Thrive We Travel We Try We Unite We Unleash We Venture We Will We Wonder  
We Achieve We Analyze We Appreciate We Are We Articulate We Aspire We Assist We Become We Believe We Belong We Build We Can We Care We Celebrate



## Pine Lake Preparatory 2008-2009

Thank you for choosing Pine Lake Preparatory as the learning community for your family. The 2008-2009 school year brings amazing opportunities for every individual as we build on the foundation established in our charter and by our Kindergarten, First, and Second Grade students, families, and Academic Partners during the previous academic year.

# We

is the theme for the 2008 – 2009 school year. The best way to express the expansive nature of our school community is to share with you the We “isms” selected by every member of the one hundred five Academic Partners in our community.

As we begin the 2008-2009 school year, we will strive to prepare, nurture, lead, and engage our students, our families, and our Academic Partners.

You are entering a school community with a strong desire to live the words expressed through our theme. We will need your support, patience, insight, and love as we continue our journey. As you enter Pine Lake Preparatory on Yellow Wood Circle, we ask you to remember:

“Two roads diverged in a yellow wood . . .  
Two roads diverged in a wood, and I –  
I took the one less traveled by  
And that has made all the difference.”

Robert Frost

We hope you find this Family Guide helpful as we begin the 2008-2009 experience together.

Kate Alice Dunaway  
Head of School

We Preserve We Plan We Play We Prepare We Prove We Question We Reach We Read We Reanimate We Reason We Resonate We Respect We Risk We Rock We Search We Shine We Sing  
We Encourage We Enrich We Envision We Exceed We Excel We Excite We Exercise We Experience We Explain We Explore We Express We FISH We Fit We Fix We Google

# **Pine Lake Preparatory Mission Statement**

Pine Lake Preparatory prepares individuals in a nurturing environment for leadership and academic success within the kaleidoscope of an engaging community.

The four core values emphasized at Pine Lake Preparatory are as follows:

1. Prepare
2. Nurture
3. Lead
4. Engage

## **Mission-specific Goals**

1. All Pine Lake Preparatory students will experience a literature-rich K–12 curriculum and become life-long readers, observers and learners.
2. All Pine Lake Preparatory students will receive instruction in the Arts beginning with Kindergarten and will self-select Art discipline(s) for focused study in grades 9–12.
3. All Pine Lake Preparatory students will study Spanish. Spanish study will begin in Kindergarten and continue through Grade 12. Pine Lake Preparatory students will achieve spoken and written fluency in Spanish by Upper School graduation.
4. All Pine Lake Preparatory students will experience a Community Service Learning education every year in grades K–12. Students will accumulate a minimum of 40 hours per year of service-based learning.
5. All Pine Lake Preparatory students will take college preparatory coursework that opens opportunities in higher education.

## Fish Philosophy

Pine Lake Preparatory is founded on the idea of creating a positive environment for students to enjoy learning. The Academic Partners are engaged in the *Fish Philosophy* based on the best selling book *Fish!* The book has four simple lessons that encourage students and Academic Partners to enjoy each day at Pine Lake Preparatory. The simple lessons are:

- **BE THERE** for each other by staying focused on what we're doing and how it is being done.
- A kind gesture can **MAKE THEIR DAY** when we do things, big and small, to make everyone feel good.
- Good and bad things happen every day, but you can always **CHOOSE YOUR ATTITUDE.**
- We know learning is more fun when we throw ourselves into it, so let's **PLAY!**

## ***Board of Directors***

John Moloney, President

Anne McIntosh, Secretary

Barbara Freund, Vice President

Bill Neal, Treasurer

Chris Perry, Beacon Partners

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Upper School Registrar

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Campus Service Director

### ***Contacting Teachers***

An email address for an Academic Partner is the first initial and last name of the partner followed by [@pinelakeprep.org](mailto:@pinelakeprep.org). For example, to contact Mrs. Donna Brown, use [dbrown@pinelakeprep.org](mailto:dbrown@pinelakeprep.org). These addresses will be activated on September 2, 2008.

Please contact Academic Partners directly for information, to ask questions, and to express concerns or to make an appointment. If this important step is omitted, the administration will direct parents and students to the Academic Partners.

## **Educational Theory and Foundation**

The K - 12 programs at Pine Lake Preparatory Pine Lake Preparatory are grounded in Howard Gardner's Theory of Multiple Intelligences, explicit Arts Instruction and Spanish language proficiency. At the same time, the K - 8 programs will be differentiated from the Upper School based on the foundations of Core Knowledge which rests on E. D. Hirsch's theory of Multiple Intelligences. In the Upper School, the curriculum model will mirror the daily program of Raleigh Charter Upper School with flexible scheduling to permit individualized college preparatory planning.

### ***Multiple Intelligences***

Howard Gardner's Theory of Multiple Intelligences recognizes eight different intelligences that contribute to overall human intelligence and thus eight different paths to teach children and for children to learn. Gardner demonstrates that schools have traditionally focused on the logical and articulate modes of learning, mathematical and linguistic, and thus essentially left behind all students whose greatest learning capacity falls under one or more of the six remaining intelligences. At Pine Lake Preparatory, Academic Partners will be trained to identify student learning capacities and the various applied methodologies that can meet diverse learning needs in the classroom.

### ***The Arts***

The school's focus on Arts Instruction rests on the Theory of Multiple Intelligences as well as classical education theories which maintain that Fine Arts are central to character development. Fine arts education accesses the recesses of every one of the

multiple intelligences and provides a needed medium for students to be adept in spatial, musical and kinesthetic intelligences. The Arts also reinforce conceptual learning in other subject areas. With the reauthorization of the Elementary and Secondary Education Act - No Child Left Behind - in 2001, the federal government designated the Arts as a core academic subject. Since NCLB's passage, the National Art Education Association has developed K - 12 standards.

### ***Language Program***

Pine Lake Preparatory aspires to the principles of a Proficiency Spanish Language Program. Beginning in Kindergarten, students will receive instruction in Spanish through a continuous, sequential, cumulative and standards-based language program. With a goal of proficient fluency, Spanish programming will intensify in middle and Upper School. All 6-12 Grade students will take year long courses in Spanish. Based on assessed student progress and preparedness, students in Grades 10-12 will take one elected class per year in Spanish, such as Spanish Literature and Latin American History.

### ***Learning Readiness***

Hirsch demonstrates that with an ever-increasing body of knowledge across all subjects and debate over curriculum and standards, schools must implement a common curriculum of core knowledge that students share to be culturally and community literate. Pine Lake Preparatory aspires to this theory, believing that the Core Knowledge curriculum, aligned with the NC standard Course of Study, provides students a foundational knowledge base. Summer Reading Lists can be found at our website [pinelakeprep.org](http://pinelakeprep.org).

### ***Flexibility***

With a core body of knowledge and excellent foundation skills, students will progress into Upper School where a college preparatory curriculum will continue, but with flexibility that permits students to individualize their Upper School programs. The Pine Lake Preparatory Upper School program will be modeled after the very successful Raleigh Charter Upper School. Students will take six year-long courses per day with

block scheduling occurring every other Friday that allows for service-based learning projects and team teacher and student planning.

***Middle School: Grades 6, 7, and 8***

Middle School students will continue participation in the Core Knowledge Curriculum begun in Lower School while meeting and/or exceeding the required competencies of the North Carolina Standard Course of Study. Students will participate in the NC End of Grade Testing Model (ABCs) as required by the North Carolina Department of Public Instruction.

**All Middle School students will participate in the following classes:**

- Visual Art
- Spanish
- Healthful Living/Physical Education
- Either Chorus or Band for all three years of Middle School
- Forty (40) hours of Service Learning per year with a total of 120 hours upon completion of the Eighth Grade Year
- Computer proficiency demonstrated through state testing

Students in the Eighth Grade are required to complete an Eighth Grade Research Project utilizing SMART, Students Mastering Academic Research Topics, which includes a visual and oral presentation.

Opportunities for programs which extend the Pine Lake experience beyond the classroom will include athletics, drama, community performances, field experiences, and other recognized programs such as Math Counts and Quiz Bowl.

***Upper School: Grades 9, 10, 11, and 12***

Pine Lake Preparatory Upper School students will participate in an engaging academic experience in preparation for a four year college or university program. With the exception of select elective courses, the Upper School will offer full academic year classes. All classes will be Honors or AP.

The required Course of Study at Pine Lake Preparatory exceeds the University of North Carolina system school requirements for admission. Students will be required to participate in the NC End of Course Testing Model (ABCs) as required by the North Carolina Department of Public Instruction.

### ***Course of Study/Graduation Requirements***

- Four English Courses
- Four Mathematics Courses
- Three Science Courses with at least 2 laboratory courses
- Four Social Science/History Courses
- Four Fine Arts Courses from the student's self-selected discipline chosen prior to the beginning of the Ninth Grade Year. These Disciplines are Visual Arts, Chorus, Band, and Theatre.
- Four Spanish Courses
- 40 Service Learning Hours per academic year totaling 160 hours for graduation
- Completion of a Senior Thesis with passing grade from the Review Committee
- Computer/Technology Ethics class
- Four Healthful Living/Physical Education Credits through classes and/or athletic/club participation. One of these credits must be taken on campus at Pine Lake Preparatory.
- Since Pine Lake Preparatory is a college preparatory school, the curriculum at the Upper School will be reviewed annually to accommodate changes in college and university expectations and standards.

In addition, Middle and Upper School students are expected to engage in appropriate summer opportunities which may include SAT preparation, learning experiences through travel, suggested and assigned reading, or classes and internships.

Pine Lake Preparatory will graduate its first Senior Class at the conclusion of the 2009-2010 school year.

# Curriculum Design

## Overview

The following information is provided as an overview of the Pine Lake Preparatory curriculum. While in summary form, this information is provided in the charter application as submitted to the North Carolina State Board of Education and the North Carolina Department of Public Instruction in February 2006. As an approved North Carolina charter school, Pine Lake Preparatory will follow the academic program as provided in the charter.

## Curriculum Design and Instructional Methods

The Core Knowledge K - 8 sequence is aligned to and will be used in partnership with the NC Standard Course of Study. Core Knowledge is a sequenced curriculum based on a nationally researched core body of knowledge that all students will learn to meet standards for cultural literacy. This curriculum is adaptable to additional state content standards and will allow Pine Lake Preparatory students to meet and/or exceed the North Carolina ABCs testing standards.

Core Knowledge rests on the premise that knowledge builds on knowledge or activating prior knowledge to learn new concepts. Core Knowledge uses a specific sequence during a grade level year, and from one year to the next, that allows students to build on prior knowledge. Through Core Knowledge literature and in-depth historical profiles, the curriculum affords all students the pathways to gain insight into the world around them. Combined with the basics of a strong state curriculum, students will be challenged by a curriculum defined by problem-solving and critical thinking skills through content and contextually rich literature. Pine Lake Preparatory classrooms, comprised of heterogeneous student groups, will promote student growth and understanding of the philosophical and cultural differences that are part of our community, state, and world.

The educational program will be divided into three divisions:

- Lower School (K-5)
- Middle School (6-8)
- Upper School (9-12)

### ***Pine Lake Preparatory Lower School - Grades K - 5***

Reading, Language Arts, Mathematics, Science, and Social Studies will be part of the Lower School curriculum and will be based on the Core Knowledge topics as specified in the Sequence and aligned with state and local standards. Visual Arts, Theatre, Music, Physical Education and Spanish will be implemented beginning in Kindergarten.

Technology education and computer use will be an integral part of the Lower School. The Lower School curriculum will focus on technology as an exploratory tool that supplements core skills.

Pine Lake Preparatory Service Learning Initiatives will begin in the Lower School. Lower school students will participate in a service initiative by class. Students will work on the initiative for four hours per month. Each year all K - 5 students will accumulate forty hours of service learning as required by the Pine Lake Preparatory Charter.

### ***Pine Lake Preparatory Middle School - Grades 6-8***

The Core Knowledge sequence and Spanish instruction continues through middle school and the Arts and Music program further diversifies. All students are required to take either Band or Chorus with the additional option of a Visual Arts and Theatre electives. During middle school, the Academic Partners will encourage students to seek community arts opportunities. The middle school years present themselves as a turning point when students begin to question: Why me? What value do I have? Where do I belong? This is why, from Maria Montessori's well-known research and curriculum model, middle school is structured as a going out into community experience where students begin to take risks and find answers to these questions with the support of their home, school, and community.

Middle School students will see increased offerings which may include, and not be limited to, Odyssey of the Mind, Battle of the Books, Math Counts and Quiz Bowl,

Students in the Eighth Grade will be required to complete an Eighth Grade project. The

project will include a written research paper and an oral presentation of the research findings to a review committee consisting of community members, parents, school faculty and peers. The Eighth Grade project will be designed and implemented through the curriculum and will require students to utilize time at school and at home for completion of the project, Each student will be assigned a faculty member as an advisor.

All students will participate in Service Learning opportunities in the community as organized by the school and volunteer organizations. Each student will complete a minimum of forty (40) hours of Service Learning each year for a total of 120 hours prior to graduation to the Ninth Grade.

Athletics will become integrated in the Middle School program. Opportunities for participation in basketball, soccer, volleyball, cross country, tennis, golf and baseball will be coordinated and implemented throughout the school year.

### ***Pine Lake Preparatory Upper School - Grades 9 - 12***

Pine Lake Preparatory Upper School will be designed to:

- Prepare students mentally and academically for a college program
- Guide students to be self-motivated learners
- Nurture the development of leadership skills and characteristics necessary to be independent learners through engagement with family and the Pine Lake Preparatory community.

The key word that describes the college preparatory Upper School program at Pine Lake Preparatory is flexibility. The Upper School program schedule includes seven classes per day that are year-long courses. Pine Lake Preparatory has chosen to reject the option of full-scale block scheduling, as research shows that the rapid trend towards full block scheduling has largely resulted in little to no achievement gains. Recent studies have demonstrated that more time per day spent on one subject does not necessarily equate with more learning

As an innovative college preparatory Upper School, the Pine Lake Preparatory program will maintain the flexibility to meet diverse student interests and program plans. The

curriculum will be structured to provide honors level and/or advanced placement courses designed to meet NC Honors Course Standards; college courses for both Upper School and college credit as appropriate and permitted by NC Statute; internships with area organizations; and independent studies coursework. In addition to these options, all Upper School students will continue Spanish study each year.

## **Review of Academic Programs**

All grade level and subject area courses at Pine Lake Preparatory will align with the NC Standard Course of Study. Likewise, Pine Lake Preparatory students will meet grade level outcomes in all grade levels and subject areas as set out in the NC Standard Course of Study as evidenced by performance on the ABCs annual assessments. Pine Lake Preparatory further seeks to meet national standards by grade level and subject area.

The descriptions below outline the curricula that PLP will use to teach specific subject matter content. All text selection will adhere to North Carolina's approved list of K - 12 texts.

### ***Mathematics***

Pine Lake Preparatory will use Saxon Math for its K - 12 programs. The Saxon Math curriculum allows for significant hands-on learning exercises in addition to written problem solving through the first four grades. Beginning with Grade Five content, Saxon Math shifts from the previously teacher-directed instruction to student-directed inquiry.

### ***Reading and Language Arts***

The Core Knowledge Curriculum is developed around a literature-rich design. Core Knowledge provides a list of books that will be the foundation for the reading and writing instruction at each grade level. The Reading and Language Arts curriculum will utilize one or more of the following curriculum programs: Houghton-Mifflin, Open Court and Saxon Phonics.

## **Science**

Pine Lake Preparatory will align the Core Knowledge Curriculum to meet grade level standards and outcomes. The major strands required for Science mastery under the NC Standard Course of Study for Grades K - 12 include the following:

- Nature of Science
- Science as Inquiry
- Science and Technology
- Science in Personal and Social Perspectives

Pine Lake Preparatory will meet the grade level objectives for each strand through solid integration of the Core Knowledge Curriculum in Grades K - 8.

## **Social Sciences**

The Social Sciences K - 8 curriculum supported through Core Knowledge will align with NC Standard Course of Study and meet sequencing needs for student mastery of ABCs content. Core Knowledge calls for intense use of both primary and secondary sources for student investigation.

The major strands of study as set by NC Standards for social studies K-12 include the following (NC 2003 Standards):

- Individual Identity and Development
- Cultures and Diversity
- Historic Perspectives
- Geographic Relationships
- Economics and Development
- Global Connections
- Technological Influences and Society

Pine Lake Preparatory Upper School Social Science/Global Studies curriculum exceeds required course content and objectives as established under the NC Standard Course of Study. With a focus on service and community-based learning, students will be

accustomed to extended learning opportunities that bring experience to bear on the formation of ideas, opinions, and methods of analysis.

### ***Character Education***

Pine Lake Preparatory will not have a separate character education program. The development of character will be infused in the daily education program in class, in teaching lessons, during field trips and internship opportunities. The development of character is just that - a development process that transpires over the course of one's lifetime.

### ***Physical Education***

In addition to the NC State required Physical Education (PE) courses in Grades K - 12, students in every Grade at Pine Lake Preparatory will participate in physical and health education activities planned throughout the year. Health and Physical Education opportunities will be integrated within core coursework and the school will have numerous opportunities for intramural and afterschool sports. Emphasis will be placed on developing an awareness and appreciation of lifelong healthful activities and health education will be an integral part of the PE program.

### ***College Counseling***

Our goal at Pine Lake Preparatory is for any student with the desire to go to college to have both chance and choice. We believe through the Pine Lake graduation requirements, each of our graduates will have ample opportunity to go where they desire and do what they wish in life.

Below is a four year college plan developed by the College Foundation of North Carolina (CFNC.org) to be used as a roadmap to help each student and family navigate through this often confusing process. Our counseling staff is available to help, and to meet your needs, as well as to supplement and enhance your efforts in choosing the best college or university.

In an effort to afford us the best opportunity to assist our students, we ask that you waive your right to view recommendation letters sent by any of the Pine Lake Academic Partners. This allows complete honesty and a protection of the application process. It

should also be noted that any discipline occurrences (such as suspension or expulsion) will be disclosed by Pine Lake Preparatory to college or university inquiries.

Students in their junior and/or senior year will have the opportunity to visit colleges and/or universities. Some tours may be set up by Pine Lake Preparatory, but most will be arranged by families. It should be noted that Pine Lake Preparatory will allow students three (3) *educational opportunity days* for them to visit schools. In order to utilize these days, students must complete the required form in the College Counseling Office and have documentation from the school visit upon returning to Pine Lake Preparatory. It will be the responsibility of the student to communicate with the Academic Partner so as not to make up missed assignments.

### ***Freshman Year-Grade 9***

Welcome to Pine Lake Preparatory. This year your grades count toward your GPA. It is important to apply yourself and do your best. Now is the time to explore career interests and plan with your family to meet college expenses. It is also time to plan your course work to prepare to meet college entrance requirements.

### ***Things to Do in Grade 9***

- Meet with your Upper School counselor.
- Create a free CFNC account at CFNC.org. Take advantage of the “Upper School Planner” that is offered to keep up with your secondary school career.
- "Invite" your counselor to your online Upper School Planner.
- Make sure you are on schedule to meet college entrance requirements.
- Challenge yourself academically. Slightly lower grades in challenging courses are better than higher grades in easy courses.
- Choose electives carefully, ensuring that they don't replace the college-preparatory courses you need.
- Explore career possibilities in the CFNC.org Career Center.
- Start thinking about which colleges suit your career interests.
- Use the CFNC website to "tour" lots of college campuses.
- Create a file to keep:
  - \* copies of report cards,
  - \* a record of honors and awards, and
  - \* a list of extracurricular activities, clubs or sports involvement at school, volunteer work, community service, and paid employment.
- Explore the College Test Prep section at CFNC.org.

### ***Sophomore Year- Grade 10***

Grades are important, but colleges also look for well-rounded students with well-developed interests. Think quality - rather than quantity - when planning you're

extracurricular activities and expand your horizons through clubs, work, or volunteer activities.

### ***Things to Do in Grade 10***

- Meet with your school counselor to review your course load and make sure you are satisfying Upper School graduation and college entrance requirements.
- Update your Upper School Planner at CFNC.org.
- Explore the College Test Prep section at CFNC.org to study for standardized tests.
- Take the PSAT in the fall. The PSAT is excellent practice for taking the SAT, and this year your scores will not count for National Merit Scholarship consideration.
- Continue to explore career interests and information.
- Visit college campuses and "tour" colleges in the College Fair section at CFNC.org. Talk with family and friends about their educational choices.
- Participate in academic enrichment programs.
- Choose programs, summer workshops, and camps with a specialty focus such as computers, dance, drama, design, art, sports, media, science, music, etc.
- If you are interested in attending a selective college, register for AP, honors, and advanced courses for 11th grade, if available.

### **Junior Year- Grade 11**

It is extremely important to maintain good grades in your junior year. You should also challenge yourself academically because colleges pay attention to the difficulty and diversity of your coursework. The more rigorous your Upper School curriculum is, the better prepared and more qualified you are for college. Continue to research careers that interest you and find colleges that suit your future goals.

### **General Things to Do in Grade 11**

- Meet with your school counselor to:
  - Review your academic record and strengthen any weaknesses or problem areas.
  - Ensure that you are on track for Upper School graduation and college entrance requirements. Remember that different colleges have different requirements, so you will need to check with specific schools as you become interested in them.
- Enroll in honors, AP, and advanced courses, if possible.
- Take SAT preparation courses, or study for the SAT and/or ACT in the College Test Prep section in CFNC.org's "Student Planner."
- Update your Upper School Planner's grades, test scores, honors, awards, etc.
- Attend college fairs and college planning sessions with your parent or guardian.
- Attend financial aid information sessions at your Upper School or local college.
- Research specific schools: Check admissions requirements against your credentials and begin to determine realistic choices.

- Visit college campuses and meet with admissions officers. Remember to call ahead for an appointment.
- Watch for open house events at colleges you would like to visit.
- Review the online application process at CFNC.org.
- Continue saving for college and researching financial aid opportunities

### **Senior Year- Grade 12**

It's very important to stay organized and on top of things this year, especially application requirements and deadlines. Review your efforts so far, make any necessary adjustments, and continue to make the best grades you can.

#### **Fall Semester:**

- Review courses with your school counselor to make sure you are meeting Upper School graduation and entrance requirements for the colleges that interest you.
- Update your Upper School Planner with new grades, test scores, honors, awards, etc.
- In early September, register for the SAT or ACT, if needed. Colleges like to see senior year SAT I scores.
- Prepare your online applications at CFNC.org. Compose any essays that need to be included in your applications.
- Continue saving for college.
- Search and apply for scholarship money in the “Paying for College” section of CFNC.org. as well as through your school Counseling Office.
- Contact teachers, counselors or references to write letters of recommendation for you, if needed.
- Attend college fairs, college planning sessions, and financial aid information sessions.
- Visit college campuses that are a good match with your credentials and career interests.
- Narrow your choice of colleges. Many students select three to five schools to apply to - their "dream" school, their "safety" school, and two to three other choices.
- Check with the financial aid office of schools you are applying to for
  - specific information on scholarships and costs for tuition, fees, room and board;
  - any institutional or additional financial aid forms (such as CSS/Financial Aid PROFILE) that may be required.
- Double-check your transcript to make sure all the information is correct.
- Have your official Upper School transcript sent to schools to which you have applied.
- Apply for early decision/early action programs if you have a clear first-choice college.

- Complete the FAFSA (Free Application for Federal Student Aid) as close to January 1 as possible; most colleges recommend submitting between January 1 (the first day it is accepted) and February 15th. You can do this online at CFNC.org in the "Online Applications" section.
- Student athletes should send their transcript to the NCAA Clearinghouse for eligibility certification.

### ***Spring Semester***

If you have taken college level courses during Upper School (Fast Forward, community college classes, etc.), have those transcripts sent to schools where you are applying.

- If you are planning to attend a community college, take the ASSET, COMPASS or Accuplacer test.
- Compare acceptance letters for financial aid and scholarship offers.
- Apply for loans, if needed.
- If you are not accepted into your school of choice, submit your name to the College Redirection Pool at CFNC.org so that other colleges can recruit you.
- Decide which school you will attend by May and accept their invitation to become a student!
- Pay a nonrefundable deposit for freshman tuition, if required, to hold your spot.
- Ask your school counselor to send your final Upper School transcript to the college you will attend.
- After deciding on a school, let the other schools that offered you admission know that you will not be enrolling.
- Take exams for any AP or college level courses you've completed.

# **Operational Policies**

## **Expectations of Students by the School**

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

The following guidelines clarify expectations for our students:

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

## ***Acceptable Behavior***

We expect and trust each Pine Lake Preparatory student to exhibit exemplary behavior at school and in the community. The use of “Yes, Ma’m.” and “No, Ma’m”; “Please.” and “Thank you.” are expected from all students at Pine Lake Preparatory. In addition, everyone must abide by the regulations set by the Pine Lake Preparatory Board and Academic Partners. Due process and due diligence will be hallmarks of any investigation conducted by the Pine Lake Preparatory Administration. The following behaviors are not permitted and will result in immediate suspension and may also result in the contacting of legal authorities as required by law:

- Possession or use of a weapon or other object that could reasonably be considered a weapon. Students may not bring knives or other weapons or weapon-facsimiles to school or any school events;

- possession and/or use of narcotics, alcoholic beverages, stimulant drugs, and drug paraphernalia;
- assault (verbal or physical), fighting, using threatening language, theft, or any other illegal activity;
- issuing a fire alarm or bomb threat or fire equipment;
- theft or damage to personal or school property;
- bullying (verbal or physical) or harassment will not be tolerated in any form at any time;
- gambling;
- leaving the school or failing to attend class without permission;
- not complying with a teacher's directive to go to the office because of the student's unacceptable behavior; or
- smoking or using tobacco during school hours, on school property or at any school events. School hours include the times when the student has arrived in the vicinity of the school. No student may go off-campus to smoke before, during, or after school.

The following behaviors are not accepted at Pine Lake Preparatory and will be addressed on an individual basis by the Academic Partners. Consequences for failing to meet behavioral expectations will include parent involvement and/or suspension.

- Noncompliance with teacher expectations and rules
- Insubordination to staff members
- Eating or drinking in the classrooms without the express consent of the teacher.
- Disruption of learning
- Use of inappropriate language
- Using a cell phone or any electronic device at an unapproved time. Cell phones and electronic devices may ONLY be used before and after school. If students need to use a phone during the school day, they should obtain permission to use the phone in the main office.
- Using the school phones, computers, or other school technologies without permission
- Violations of the Acceptable Computer Use Policy
- Academic dishonesty, including cheating and plagiarism
- Using the elevator without permission
- Failure to comply with school dress code.

## **Acceptable Computer Use Policy**

### ***Privileges***

Internet access is available to students and Academic Partners at Pine Lake Preparatory. We are very pleased to bring this access to Pine Lake Preparatory and believe the Internet offers vast, diverse, and unique learning resources to students, families and Academic Partners. Computer and network-based technologies at Pine Lake Preparatory, including Internet access, are provided to further your educational goals and objectives.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Pine Lake Preparatory will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

### ***Responsibilities***

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

## ***Risks and Limitation of Liability***

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

**Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at Pine Lake Preparatory is for educational purposes only. Pine Lake Preparatory makes no warranties of any kind, whether expressed or implied, for the service it is providing.**

- Pine Lake Preparatory reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors.
- Pine Lake Preparatory makes no guarantee that the functions of services provided by or through the Pine Lake Preparatory network will be error-free or without defect.
- Pine Lake Preparatory will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, non deliveries, miss deliveries, or service interruptions caused by provider/user negligence, errors or omissions.
- Pine Lake Preparatory is not responsible for the accuracy or quality of the information obtained through or stored in the system or network.
- Pine Lake Preparatory will not be responsible for financial obligations arising through the unauthorized use of the system. Use any information obtained via the Internet at your own risk.

## ***Cyber-bullying***

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

Cyber-bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Members of the Pine Lake Preparatory community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to Mark McCurry, IT Director. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school

## ***Supervision and Monitoring***

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

## ***Pine Lake Preparatory Network Access Terms and Conditions***

A responsible student user of the Pine Lake Preparatory Network

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research/develop educational materials.

- UNDERSTANDS that NONE of his or her communications and information accessible through the Pine Lake Preparatory Network is considered private or confidential.
- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.
- UNDERSTANDS that Pine Lake Preparatory staff may be silently observing his or her workstation and network activity at any time, and may intervene in this activity at any time.
- AGREES that he/she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.
- UNDERSTANDS that if any provision of the Pine Lake Preparatory Acceptable Computer Use Policy is violated, the student may not be allowed to use the Pine Lake Preparatory network and disciplinary action may be taken.
- UNDERSTANDS that if he or she loses the privilege of using the Pine Lake Preparatory network, there shall be no obligation to provide a subsequent opportunity to access the network. This means that the student may receive failing grades on subsequent in-school activities requiring network access.

**1) Workstation Violations: A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to**

1. Installing unauthorized software on any workstation or anywhere on the network
2. Logging on as another user or allowing another individual the use of one's account or user ID
3. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
4. Not reporting computer vandalism that you are aware of
5. Removing or replacing hardware or cables without authorization.
6. Changing the screensaver or desktop backgrounds
7. Moving, adding, deleting, or changing icons on the desktop, including printer icons.
8. Setting themes or sounds; changing the screen resolution or tampering with operational settings including the Start menu.

**2) Usage Violations: Use of the computer must be in support of education and research and consistent with the educational objectives of Pine Lake Preparatory. *The student is responsible, at all times, for its proper use.* Improper use of the Pine Lake Preparatory network is prohibited. Uses of the Pine Lake Preparatory network that are prohibited include, but are not limited to**

1. Use of Pine Lake Preparatory technologies in support of any illegal purposes.
2. Intentionally uploading, creating, or spreading computer viruses or worms.
3. Attempting to gain unauthorized access to the Pine Lake Preparatory network, or any other network, or to any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.
4. Possessing and/or using or attempting to use hacking tools, including keystroke loggers and password/encryption tools.
5. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
6. Downloading and storing files on the network without authorization (as a student you are authorized to store only course-related documents in your home directory folder or as directed by a Pine Lake Preparatory Academic Partner).
7. Connecting any non-Pine Lake Preparatory hardware (including personal laptops and PDA devices) to the network without specific advance permission.
8. Providing access to the Pine Lake Preparatory network to unauthorized

individuals via one's own account, another's account, or otherwise.

9. Using profanity, obscenity or language that is considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
  - is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
  - advocates or engages in illegal acts, threats, hate or violence.
  - potentially disrupts, causes damage, threatens or endangers students or staff
10. Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance.
11. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
12. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
13. "Re-posting" or forwarding personal communications without the author's prior consent.
14. Chat rooms and instant messaging are off-limits during school hours except with prior specific permission. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
15. Using Pine Lake Preparatory technology to copy commercial software in violation of state, federal, or international copyright laws.
16. Using the Pine Lake Preparatory network for financial gain or for the transaction of any business, commercial or lobbying activities.
17. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
18. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). Be aware that Pine Lake Preparatory has implemented software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

**3) Conduct Violations: The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe**

**disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.**

1. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Do not be rude or abusive in your messages to others.
  - Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
2. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.
3. You may not visit chat rooms, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.
4. You may not instant message or check your email, or send email or chat messages during class unless your instructor gives you permission to do so.
5. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your Academic Partner or other Pine Lake Preparatory staff.
6. If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, your CD is stuck, etc.), you must report these problems to your Academic Partner or other Pine Lake Preparatory staff.
7. It is your responsibility to keep your password confidential. **IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY!** If you forget your password, see your Academic Partner who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least six characters. It must also include 3 of the 4 following items: Uppercase letter, Lowercase letter, Symbol, and Number. It may not contain all or part of your username. During the year, you will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords. You will be notified when your password is about to expire.

## **Consequences for Violations of Terms and Conditions**

**Workstation and Usage Violations** such as those listed above are SERIOUS violations with SEVERE consequences. Workstation and Usage violations can incur suspension of computer privileges as well as disciplinary action and notification of a student's parents. Reinstatement will require parental signature and/or conference.

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

## **Academic Consequences of Violations**

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY Pine Lake Preparatory computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your Academic Partners. Your Academic Partners will decide whether your proposal constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

1. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.
2. Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents within 30 days.
3. Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

## Dress Code

The Pine Lake Preparatory Board of Directors has created a uniform policy for its students. The uniform policy is designed to provide students with the safest and most orderly learning environment possible. The Pine Lake Preparatory Board of Directors believes that an appropriate dress code is an important asset in teaching our students the necessity of good grooming and acceptable appearance. The uniform policy is in effect every school day, including field trips. Advance notice will be publicized for any events which a specific uniform or events that do not require a uniform.

### ***Assistance/Amenities for Families***

The Pine Lake Preparatory Academic Partners are sensitive to the needs of families in meeting the uniform requirements. The parent or guardian of a student may contact the Campus Service Director ([kjolly@pinelakeprep.org](mailto:kjolly@pinelakeprep.org)) regarding requirements for financial assistance.

### ***General Guidelines***

- All uniform items must be purchased from Educational Outfitters or Lands End.
- No logo other than the Pine Lake Preparatory logo may be used.
- No jeans, jean skirts, jean jumpers or cargo pants of any type may be worn.
- A solid color t-shirt may be worn under the approved uniform shirt.
- Shirts must be tucked in at all times with the exception of the female shirts with a wide band at the bottom that are made to be worn on the outside of the waistband.
- All clothing must fit appropriately (e.g. no tight or baggy clothing).
- Shorts, skirts, skorts, capris, culottes, and jumpers **must** reach the tip of the finger or longer when arms are at the sides.
- Brown belts must be purchased and worn for specific events.
- Shoes must be closed toe and closed heel. Lower School students are encouraged to wear tennis shoes. Brown dress shoes (flat heels) must be purchased and worn for specific events. No shoes with wheels are to be worn at anytime.
- A student may wear one watch of his/her choice with the uniform during the school day.
- Earrings may be worn by students. They are restricted to one in each ear and may not exceed chin length. All other rings (e.g. tongue, toe, naval, eyebrow, nose) may not be worn while students are in uniform or participating in school events.
- Prescription glasses are acceptable; please note on your student's health chart if he/she wears contact lenses or glasses.

- Sunglasses may not be worn inside the building or classrooms.
- Students are encouraged to keep their nails neat, trimmed, clean and sanitary.
- Due to potential allergic reactions please limit the use of perfumes or colognes.
- All hats/caps must be removed before entering the building.
- Hair accessories are acceptable as long as they do not become a distraction to the learning environment. If the accessories do become a distraction, the academic partners reserve the right to ask students to place accessories in their backpacks or lockers. Students are not permitted to wear unnatural hair coloring or accessories with false hair.
- Rolling backpacks are not permitted.
- Lunchboxes should fit in the student's cubby or locker. Lunchboxes with vulgar or obscene pictures are prohibited.

### ***Non-Compliance***

Students who choose not to comply with the uniform policy will be asked to remain in the school office until a parent/guardian is contacted to bring them a change of clothing. Parents are asked to be in concert with and enable faithful adherence to the dress code policy; especially with the non-clothing artifacts.

### ***Protection of Religious Expression***

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

## **Arrival and Departure**

### ***Daily Schedule at Pine Lake Preparatory:***

Middle School 7:30AM -2:20PM

Lower School 7:50AM -2:40PM

Upper School 8:15AM-3:00PM

Between arriving on campus and departing campus, students must stay in the immediate vicinity of our buildings. When students arrive at school, they must enter one of the Pine Lake Preparatory buildings. Students may not hang out in the school parking lot or in their vehicles before school. For the safety of students, access to the parking lot during the day is limited to emergencies. Students must obtain permission from the office staff and a pass before going to the parking lot.

Students may stay after school for athletics, club meetings, or extra help from an Academic Partner. Students remaining after school must be with a member of the Pine Lake Preparatory team at all times.

## **Attendance**

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

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

If a student plans to be absent for an educational opportunity, he or she should come to the office one week before the absence and complete a pre-approved absence form to be approved by an administrator. After the absence has been approved, then the Academic Partners must sign the pre-approval form. The form must be returned to the main office.

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

- Illness or injury: When absence results from illness or injury which prevents the student from being physically able to attend school

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

### **Compulsory Attendance Law Reporting**

The Head/Dean of School will notify parents and take all other steps required by G. S. 115C-378 for excessive absences from school.

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

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

If the Head/Dean determines that the parent/guardian has not met his/her obligations, the Head/Dean or designee may notify the district attorney and/or the director of social services of the county where the child resides. Evidence that shows that the

parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the Board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the Head/Dean determines that the parent has met his/her obligations the Head/Dean may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

### ***Lower School - Grades K through 5***

Students at Pine Lake Preparatory are required to be in attendance at least 94% of the school year in order to be in compliance with North Carolina Attendance Law for students between the ages of seven (or younger if enrolled) and 1 and be promoted to the next grade. A student absent more than ten days shall be referred to the Head/Dean for possible retention. Upon the fifth absence (lawful or unlawful) the Head/Dean will notify the parent of the school's concern and of interventions necessary for student success.

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

### ***Middle School – Grades 6 through 8***

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

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

If the Head/Dean determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Head/Dean's decision. Written documentation must be provided to the

Head/Dean and must be based on appropriate reasons for the absences and completion of make-up work.

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

### ***Upper School – Grades 9 through 12***

The *total* number of student absences for a school year cannot exceed ten (10) lawful or unlawful absences. If a student is absent from school and/or individual classes more than ten (10) times during the school year (whether lawful or unlawful) will receive a code of FF (future failure) and he/she will not receive credit for the course(s) unless the school office grants a waiver.

Waiver request forms must be completed at least three weeks before the end of the school year. The waiver period may be extended at the discretion of the Head of School. The committee will review the waiver requests and determine if the student will receive course credit.

## **Late Arrival to School**

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

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

## **Early Departure**

If students must leave school early, they should bring a note from a parent or guardian explaining the reason for the departure. When it is time to leave school, the student should show the note to the Academic Partner before taking the note to the office. The student must then sign-out before leaving the building. (If a student leaves school for an appointment, he or she must sign out and sign back in again when returning to campus.) If a student gets sick during the school day and needs to leave school, the student should go to the office and call a parent or guardian. Office staff will speak to the parent or guardian before the student is allowed to sign-out.

## **Make-Up Work**

Students are responsible for making up work when they are absent. Students should work with their Academic Partners to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students who are absent, or anticipate being absent for two or more days, should arrange to obtain assignments from their Academic Partners at school or via email. When that arrangement is not possible, students or parents may request assignments through the office.

## **Lunch**

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

Since classrooms are used immediately following lunch, please take extra care to make the rooms ready for the incoming class. Academic Partners may ask students to clean up their area. Students are expected to be respectful and responsible for the cleanliness of their learning environment.

## **Distribution of Medication**

If a student needs to take medication during the school day, the student should bring the medicine along with a form obtained from the physician to the office. The school nurse will dispense all medications at the designated times to students. In an event that the school nurse is not available, administrative staff will administer the medication. If a student has a severe allergy, please notify the Nurse immediately. All medications and shots will be kept in the Well Care Office.

### ***Allergies***

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

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

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

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

## **GUIDELINES FOR MANAGING STUDENTS WITH SEVERE ALLERGIES**

Severe allergies can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergy.

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

### **Family's Responsibility**

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

### **School's Responsibility**

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

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

### **Student's Responsibility**

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

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

## **Visitors**

All visitors to Pine Lake Preparatory, including parents, must check in at the office of the building they are visiting and receive a visitor name tag. Students who attend other schools are not permitted to visit Pine Lake Preparatory unless accompanied by an adult. Parents who need to meet with Academic Partners should make an appointment. Graduates of Pine Lake Preparatory may visit during lunch or after school and must sign in at the front office. Graduates may only visit during the regular school day if they have been invited by an Academic Partner.

## **Inclement Weather**

Should the weather interfere with the school's normal schedule, please listen to WBTV, Channel 3 or WSOC, Channel 36, for information on either closing or delaying the opening of school at Pine Lake Preparatory. All decisions will be made the night before or by 6:00AM on the day of the inclement weather. Pine Lake Preparatory decides independently of surrounding school systems if the school's normal schedule will be altered. A message will also be sent out via our automatic phone system to all families of any closings or delays.

## **Emergency Procedure**

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

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

All Academic Partners and students will practice a **tornado drill** (usually during a time corresponding with National Severe Weather Week) based on established school procedures. Each Academic Partner has directions on location and how to arrange students for maximum safety.

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

## **Locker Use**

### ***Middle School***

Each student in the Middle School will be assigned a locker for the storage of school related items. The lockers will not have locks. Therefore, students are encouraged to keep all items of value at home or with them in class. Pine Lake Preparatory is not responsible for lost or stolen items during the school day.

### ***Upper School***

Each student will have access to use a Pine Lake Preparatory locker for the school year. Juniors will have a chance to choose the location of their locker before either Sophomores or Freshmen. There will be a \$5.00 fee for locker and lock use. Each student must use the hang lock and combination provided by Pine Lake Preparatory. Students cannot replace the Pine Lake Preparatory lock with one of their own. If a problem with the lock or combination arises, students need to see the Upper School Administrative Associate for help.

It needs to be understood that the locker is property of Pine Lake Preparatory and is assigned with an understanding of the following information:

- Each student is responsible for all property placed in the locker. The locker will only be used for storing those items necessary for school activities (books, projects, laptop computer, coats/jackets, etc.).

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

## **Parking**

### ***Visitor Parking***

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

### ***Student Parking***

In order to obtain a Pine Lake Preparatory student parking permit, students must have and maintain a 3.2 grade point average, have a valid North Carolina Driver’s License, proof of insurance, and have their vehicle registered in the office of the Upper School Registrar. Parking permits must be obtained prior to a student driving to school. Student parking is located near the Upper School in the lot parallel to NC HWY 115. Families are encouraged to carpool whenever possible. Students are **NOT** allowed to park on any of the roads on or around the Pine Lake Prep campus. Drivers (student or other) should **never** pass or drive around the carpool line to turn into the student parking area. Students who do not follow these guidelines risk losing their parking privileges.

## **Driver’s Education and Eligibility Certificates**

Pine Lake Preparatory does not offer driver's education classes this year. All students must take Drivers Education training from an outside source. Eligibility Certificates must be signed by the appropriate school head.

## **Dropout Prevention/License Revocation**

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

Students who are at least 14 years old or who were rising eighth graders on or after July 1, 2000, are subject to additional legislation requiring that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for: 1) possession or sale of alcoholic beverage or an illegal controlled substance on school property, 2) possession or use on school property of a weapon or firearm, or 3) the physical assault on a teacher or other school personnel on school property. School property includes the physical premises of the school, including the parking lot, any vehicles under the school's control that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

# Academic Policy and Procedures

## Grading

Students in grades K-2 will not receive letter grades. Students in grades K - 2 will receive evaluation that identifies specific strengths and weaknesses in each subject area. The student's social and physical development will also be evaluated. Each student's progress will be reviewed with the parent in designated Parent/Academic Partner conferences, or additional conferences may be scheduled by contacting the appropriate Academic Partner, Dean, or Head of School. Students in grades 3-12 will receive letter grades. Grades 3-8 will use the 10-point grading scale. In accordance with most colleges and universities, grades 8-12 will be evaluated using the 7-point grading scale.

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

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

Conventional grades, when used for students in grades 3-8, will represent the following 10-point scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 59.9	F

Conventional grades, when used for students in grades 9-12, will represent the following 7-point scale:

100-99	A+
98-95	A
94-93	A-
90-87	B
86-85	B-
84-83	C+
82-79	C
78-77	C-
76-75	D+
74-72	D
71-70	D-

69 or below is unsatisfactory and will result in a grade of F.

## Homework Policy

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

The length of homework each night should be approximately ten minutes per grade level (e.g. 10 minutes for first graders, 30 minutes for third graders, 120 minutes for twelfth graders). Students who are enrolled in Advanced Placement classes will have additional homework. Homework in early elementary grades (K-3) will emphasize reading and being read to, along with interactive assignments to be shared with parents/guardians. This interaction will model interest in knowledge and learning.

Homework may include:

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

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

## Exams

Upper School students will have mid-year exams December 16 through 19, 2008. Upper School students will be dismissed early on exam days at a time to be announced in the exam schedule. The exam schedule will be sent home and posted on the web site prior to exams. AP exams will be taken May 4-May 15, 2009. EOG (End of Grade) tests will be held Tuesday June 2 through June 4, 2009. Final exams and EOCs (End of Course) will be taken June 8-June 12, 2008. Upper School students will have early dismissal on these days.

## Testing Schedule

### Pine Lake Preparatory Testing Schedule

\*NC= No Charge

Assessment	Date	Location	Fee
Third Grade EOG Pre-Test	September 9- 11, 2008	PLP	NC
Tenth Grade PSAT	October 15, 2008	PLP	\$20
Eighth Grade NC Online Test of Computer Skills	TBD	PLP	NC
Tenth Grade NC Writing Assessment	March 10, 2009	PLP	NC
AP Testing	May 4-15, 2009	PLP	NC
Second, Fourth, Sixth, Eight, Tenth Grade CAT Testing	May 18-22, 2009	PLP	NC
Third through Eighth Grades: Reading and Math EOG	June 2- 4, 2009	PLP	NC
Fifth and Eighth Grade Science EOG	June 5, 2009	PLP	NC
Upper School End of Course Tests	June 2- 5, 2009	PLP	NC

## ACT Testing Schedule

2008-2009 Test Dates	Regular Registration	Late Registration (a fee applies)
September 13, 2008*	August 12, 2008	August 13 – 22, 2008
October 25, 2008	September 19, 2008	September 20 – October 3, 2008
December 13, 2008	November 7, 2008	November 8 – 20, 2008
February 7, 2009**	January 6, 2009	January 7 – 16, 2009
April 4, 2009	February 27, 2009	February 28 – March 13, 2009
June 13, 2009	May 8, 2009	May 9 – 22, 2009

### Basic Registration Fee (per test option)

<b>ACT (No Writing)</b>	<b>\$31.00</b>
Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register).	
<b>ACT Plus Writing</b>	<b>\$46.00</b>
Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register). The \$15.00 Writing Test fee is refundable, on written request, if you are absent on test day or switch to the ACT (No Writing) before you begin testing.	

### Additional Registration Fees And Services

#### *Add to the basic fee for your test option*

<b>5th and 6th college choices</b> Requested online before the test date; refundable on written request, if you do not test. Find out how much it costs to <u>send your scores</u> after you test.	<b>add \$9.00 each</b>
<b><u>Telephone Re-Registration</u></b>	<b>add \$12.00</b>
<b>Late registration fee (U.S. or Canada only)</b> For registration or test date change submitted during the late period for a <u>national test date</u>	<b>add \$20.00</b>
<b><u>Standby Testing On Test Day (U.S. Or Canada Only)</u></b>	<b>add \$40.00</b>
<b><u>International testing (required outside the U.S. or Canada)</u></b>	<b>add \$25.00</b>
<b>Test date change</b> For different date only if absent on original date. If you request a test date change after the regular deadline for the new date, you must <b>also</b> add the late fee.	<b>add \$20.00</b>
<b><u>Test Center Change</u></b> For the same test date.	<b>add \$20.00</b>
<b><u>Viewing Scores Online</u></b>	<b>FREE</b>
<b><u>Test Information Release (TIR) Service</u></b>	<b>add \$17.00</b>
On December, April, and June <b>national</b> test dates at a national test center; refundable if not available.	

### SAT Testing Schedule

2008-09 Test Dates	Test	Regular Registration	Late Registration (A fee applies.)
October 4, 2008*	SAT & Subject Tests	September 9, 2008	September 16, 2008
November 1, 2008	SAT & Subject Tests	September 26, 2008	October 10, 2008
December 6, 2008	SAT & Subject Tests	November 5, 2008	November 18, 2008
January 24, 2009	SAT & Subject Tests	December 26, 2008	January 6, 2009
March 14, 2009	SAT only	February 10, 2009	February 24, 2009
May 2, 2009	SAT & Subject Tests	March 31, 2009	April 9, 2009
June 6, 2009	SAT & Subject Tests	May 5, 2009	May 15, 2009

## 2008-2009 Fees for SATs

Test	Fees
SAT Reasoning Test™	\$45
SAT Subject Tests™	
Basic registration fee	\$20
Language Tests with Listening (add to basic reg. fee)	add \$20
All other Subject Tests (add per test to basic reg. fee)	add \$9
<b>Additional Processing Fees</b> (add to test fees)	
Register by phone (available only if you have registered before)	\$12.50
Change fee (test type, center, or date change)	\$22
Late fee	\$23
Standby fee	\$38
International processing fee (for students testing in countries other than the United States, U.S. territories, and Puerto Rico)	\$26
Additional surcharge for testing in India and Pakistan	\$23
<b>Fees for Receiving Your Scores</b>	
Early scores by Web	<b>Free</b>
Official score report (automatically mailed after you test)	<b>Free</b>
Scores by phone (fee per call)	\$12.50
<b>Fees for Sending Your Scores</b>	
Score report requests at registration*	4 reports included
Each additional score report request*	\$9.50
Rush reporting service	\$27 plus \$9.50 for each report
Order additional reports by phone service	\$10 plus \$9.50 for each report
Retrieval fee for archived scores (additional fees may apply)	\$21
<b>Answer Services Fees</b>	
SAT Question-and-Answer Service (QAS)**	\$18
SAT Student Answer Service (SAS)**	\$12
<b>Additional Services Fees</b>	
Multiple-choice score verification	\$50†
Essay score verification	\$50†
Refund processing fee (for overpayments and duplicate payments)	\$7

\*Students can select the four score report requests included in the registration up until 11:59 p.m. on the Monday nine days after the published test date. Score reports selected after that are subject to the regular score report fee.

**\*\*Fees are nonrefundable, except those noted with a double asterisk.** You must have missed your test date to receive a refund for these services. Orders cannot be refunded, returned, or canceled after shipment.

If you ordered QAS and your order was not fulfilled (for example, because you had to take a makeup test), [contact us](#) to find out if you are entitled to a refund.

†**Reduced to \$25 for fee-waiver users.**

### **Payment Notes**

Payment must be made in U.S. dollars and in the form of a check, money order, or credit card (American Express, Discover, MasterCard, or Visa). Checks and money orders should be made payable to "The College Board." Insufficient payment will cause your scores to be delayed.

Do not send cash for payment. We will return unprocessed all registrations and orders received with cash or checks drawn on non-U.S. banks or other forms of payment not listed as acceptable. We reserve the right to electronically collect payments by check. Checks returned to the College Board for insufficient funds will be re-presented electronically and your account will be debited for the amount of the check, plus the state-allowed penalty fee.

From [www.collegeboard.com](http://www.collegeboard.com)

## **Senior Thesis**

In 2006, the North Carolina Department of Public Instruction mandated a graduation project for all North Carolina schools that includes a Research Paper, a Project, a Portfolio, and a Presentation beginning with the Class of 2010. An Academic Partners committee will develop the specific requirements of the project which will help Pine Lake Preparatory meet the goal of graduating responsible citizens that are prepared to be leaders in the world. A central piece of this project will integrate some of the school's service learning requirements.

To meet this requirement, the graduation project asks students to identify a problem (economic, social, political, or cultural) and propose a solution. Each student will identify a problem that he or she would like to study. This step will be followed by a research phase where students will investigate the history of their issue and current attempts to address it. Finally in the project phase students will do something to address the problem. The capstone of the project will be a presentation to faculty and community members of students' work towards a solution. It is our hope that these presentations will showcase the talent and vision that we feel characterize our student body.

## **REGISTRATION**

Initial registration will be discussed in *Be There* sessions. Individual students will be able to discuss their academic plan with their administration at this time.

### ***Important Points about Course Registration at Pine Lake Preparatory:***

- Registration will take place early in the spring semester.
- Each student will choose six classes and three alternates.
- It is critical to choose alternates; otherwise, classes will be selected for the student.
- Most classes need the signatures of current Academic Partners indicating their recommendation. All registration forms need the signatures of the student and the parent.
- Course offerings may change from year to year according to interest and availability of resources.

## **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes students for outstanding scholarship, leadership, character, and service. Throughout the year, NHS students participate in a variety of activities such as providing tutoring to students requesting additional help or planning school wide events.

Students are invited to make application for admission to the National Honor Society based on their un-weighted grade-point average (GPA) in the spring of their junior year. In the student's application, the student will illustrate how he or she meets each of the four criteria, and the student must demonstrate all four characteristics to be offered admission into the Society. Once a student is accepted, he or she will be inducted in a special ceremony. For students who are not accepted, the characteristic that was not sufficiently demonstrated will be identified, and the student can work to improve in this area over the next year and reapply for admission the following spring. Completing the application with care is essential. Membership in the Society is a national honor that recognizes students for more than just grades. For more information, contact Jenifer Gnann at [jgnann@pinelakeprep.org](mailto:jgnann@pinelakeprep.org)>

## **SPANISH HONOR SOCIETY**

The *Sociedad Honoraria Hispánica* is an honor society for Upper School students enrolled in Spanish and is sponsored by the American Association of Teachers of Spanish and Portuguese. Formally organized as the Spanish National Honor Society in 1953, the name was changed in 1959. At present there are over 1,700 national and international chapters.

The purpose of the society is to recognize high achievement of Upper School students in the Spanish language and to promote a continuing interest in Hispanic studies.

Any secondary school student who has maintained an honor average in the study of Spanish for a minimum of three semesters and is in the 10th grade or higher is eligible.

## **TRI-M MUSIC HONOR SOCIETY (MODERN MUSIC MASTERS)**

The Tri-M Music Honor Society (sponsored by the Music Educator's National Convention) is the international music honor society for students in the Middle and Upper School. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Through more than 5,500 chartered chapters, Tri-M has helped thousands of young people provide years of service through music in schools throughout the world.

## **HONOR SYSTEM**

Students, faculty, staff, administrators and parents at Pine Lake Preparatory create a community founded on trust and nurtured by honorable action. However, the internal condition of integrity does not spring forth fully formed as students cross the threshold of the school on the first day of class. Rather, students must be challenged to commit to integrity. Just like academic classes encourage the development of the intellectual capacities of students, a well-constructed honor system encourages the growth and development of integrity in students. Students must be challenged to honorable action by the educational community of which they are a part.

Any honor violation in an academic setting—be it the falsification of data, copying of homework, plagiarizing of an essay, or forging of sources for a term paper—serves only to erode the quality and vigor of the learning community. An active honor system exists at Pine Lake Preparatory in order to maintain and enhance the quality, intellectual intensity, and productivity of the school's academic pursuits.

An honor system commits Pine Lake Preparatory to a unified vision of what it means to be a part of a community founded on trust and nurtured by honorable action. This system creates a clear sense of expectations—it educates students about their responsibilities and rights as members of the greater school community.

## **The Honor Code**

Instances of cheating and lying not only break down community, but also subvert the purpose of an academic institution and distract students, Academic Partners and

administrators from the tasks of teaching and learning. Therefore, it is vital to the academic community that all students and staff members understand and abide by the Pine Lake Preparatory Honor Code.

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

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

**Cheating**—The use of unauthorized sources for academic work

- Attempting to use or using unauthorized materials on a test or assignment
- Copying from another student (not limited to a testing situation; copying includes homework and class work)
- Giving or receiving unauthorized aid (this includes asking for or giving information pertaining to quizzes or tests before or after they have been taken)

**Plagiarism**—Presenting the words or ideas of another as one's own work

- Using information not considered common knowledge without citation
- Submitting the work of another as your own, in part or in entirety
- Copying the words or ideas of another without giving proper credit to the source

**Note:** Plagiarism is not always intentional. Accidental plagiarism shall also be considered a violation of the Academic Honesty policy. Not knowing how to cite sources is not a reasonable defense for plagiarism.

**Falsification**—Oral or verbal statement of untruth

- Creating data
- Falsifying reasons for absence
- Placing your name on someone else's work

All members of the Pine Lake Preparatory student body and Academic Partners are bound by this Honor Code. While Academic Partners may choose to highlight subject-

specific elements which relate to the Honor Code, all students in all courses are bound by the same set of expectations

In order for this system to maintain its integrity and perform its intended purpose, members of the community must deal with violations as they arise. Members of the community are expected to report all violations in the manner outlined below and should do so in a timely fashion. Anyone who knowingly witnesses an Honor Code violation is honor bound to report the violation.

## **The Honor Pledge**

A shortened version of the Honor Code, known as the Honor Pledge, will be used throughout the year at the discretion of individual Academic Partners. The writing and signing of the pledge is a reminder of the system at large and will generally be reserved for use on tests, papers, projects and other major assignments. While daily work or homework may not require the writing and signing of the pledge, it is understood that all work done by an individual student is covered under the Honor System. Any violation of the Honor Code—whether on a small homework assignment or on an exam—will be subject to consequences recommended by the Honor Council or assigned by the administration.

## **The Honor Pledge**

*On my honor, I have neither given nor received any unauthorized or unacknowledged help on this assignment.*

### **Honor System Structure**

The Honor System at Pine Lake Preparatory involves two interrelated student groups associated with it, the Honor Committee and the Honor Council.

- The *Honor Committee* is the larger group, consisting of three student members from each class.
- The *Honor Council* consists of the junior/senior representatives on the Honor Committee and is responsible for adjudicating potential honor violations.

The Honor Committee includes two faculty representatives who help guide the committee and also play a significant oversight role on the Honor Council.

## **Process**

Potential violations of the Honor Code will be brought to the attention of the Honor Council through members of the faculty. Anyone in the Pine Lake Preparatory community who suspects that a violation of the Honor Code has occurred should contact a faculty member who will then report the incident to one of the two faculty advisors to the Honor Council. The faculty advisors will supervise an investigation of the allegation and, in consultation with the administration, will determine whether a violation of the Honor Code has occurred.

Note that all grade-related penalties of honor violations will be determined by departmental policy.

When a violation has occurred, one of the faculty advisors will contact the student and the student's parents to explain the issue. The student and his or her parents will then have the option of participating in the Honor Council process or dealing directly with the Pine Lake Preparatory administration to have the consequences for the violation determined. This decision should be made within 24 hours. The student and parents will then sign a consent form giving permission for the student to take part in an Honor Council meeting. Students have the option of selecting a member of the school community (student or teacher) to appear with the student at the Honor Council meeting as the student's advocate.

Prior to a meeting of the Honor Council, the faculty advisors will gather any relevant information, including documentation and statements from witnesses. A meeting time will be set that is no later than ten school days after notifying the accused student and his or her parents. Meetings will be held before or after school or on teacher workdays in a classroom at the school. Those present at the meeting will include the accused student, his or her advocate, one faculty advisor to the Honor Council, and four student members of the Honor Council. Additional faculty members and students may be called to Honor Council meetings to provide relevant information to the Council.

Normally, one of the student co-chairs of the Honor Council will preside at an Honor Council meeting. In the event that neither co-chair is available, the faculty advisors will appoint another student member of the Honor Council to serve as chair of the meeting. During the meeting, the faculty advisor will assist the student chair as needed.

The chair will call the meeting to order and explain the proceedings to those present, making sure that everyone in the room is introduced and understands the confidential nature of the meeting. The faculty advisor will present the information that has been gathered in the preliminary phase both orally and in writing.

The accused student will be invited to tell his or her story, and then the Council will conduct a question and answer session to clarify the nature of the incident and the perspectives of those involved. (To protect confidentiality, the accused student may be excused from the meeting room during statements from other students.) The student's advocate will be given the opportunity to speak on his or her behalf.

The accused and his or her advocate will be excused from the meeting while the Council deliberates on the appropriate consequences to recommend to the administration in the particular case. The Council will then inform the accused and the advocate of its recommendation. The student chair will read a final statement reminding everyone present of the confidential nature of the meeting.

Any paper documents used or generated in the meeting will be gathered by the faculty advisor who will place all documentation about the case in a secure file in the main office. This file will then be used only by the Pine Lake Preparatory administration and will not be used by the Honor Council in future meetings that address separate incidents.

The faculty advisor will inform the Pine Lake Preparatory administration of the Honor Council's recommendation, and will contact the student and his or her parents to discuss the final disposition of the case.

## PINE LAKE PREPARATORY PRIDE VOCABULARY

### *A glossary of commonly used terms and acronyms at PLP*

**ABC's Accountability:** School based management and accountability program enacted into law in 1996 by the state- gages individual and school achievement against state and national standards.

**Acadia Northstar:** Acadia NorthStar is a professional services firm that provides primarily accounting and budget management services to charter schools, including PLP.

**Administrative Associate:** Responsibilities include handling correspondence, keeping files, and executing other organizational, logistical, and administrative tasks on behalf of the school.

**Admissions:** The term *admissions* refers to the right, ability, or permission to enroll in PLP. PLP is open to all students who would otherwise qualify for enrollment in North Carolina public schools. PLP opened enrollment December 1, 2006. A lottery was conducted. As required by North Carolina charter school law, if the number of applications exceeds the school's capacity a lottery will be held every school year for the upcoming academic year.

**AP Courses:** Advanced Placement Courses- college level courses in Upper School designed to give students college credit.

**Arts:** Generally defined, arts are activities enjoyed for the beauty they create or the way they present ideas, e.g. painting, music, and literature. All PLP students will receive instruction in the arts beginning with Kindergarten and will self-select art discipline(s) for focused study in grades 9 – 12. The art disciplines defined in the PLP curriculum are Visual Arts, Chorus, Band, and Theater.

**Assessments:** Instruments and procedures used to systematically evaluate a learners skills or knowledge level.

**Associate Teacher:** The associate teacher assists the teacher in the general supervision, education and development of children.

**Band:** A band is a group of musicians who play together. Band is one of the four art disciplines that are part of the PLP curriculum. PLP students are required to participate in either Chorus or Band for all three years of Middle School. In Upper School, each student must complete Four Fine Arts Courses from the student's self-selected discipline.

**Beacon Partners:** Beacon Partners is a Charlotte-based commercial real estate firm specializing in the development, leasing and management of office, flex and industrial warehouse space throughout the Carolinas. Beacon Partners is the Developer of the PLP permanent campus.

**Behavior Expectations:** Specific behaviors expected of students in the school environment which are taught and modeled.

**Board of Directors:** The Board of Directors is the governing body of PLP and is responsible for selecting PLP leadership and for the general control of the PLP organization. The current Board members are: Barbara Freund, John Moloney, Dr. Anne McIntosh, Chris Perry, and Bill Neal. Dr. Otho Tucker, past

Director of the North Carolina Office of Charter Schools, serves as a consultant to the Pine Lake Preparatory Board of Directors.

**Calendar:** The school calendar dictates the dates that school is in session including the first and last day of school, holidays, teacher workdays, make-up days for inclement weather, etc.

**Campus:** The campus is the land on which a school and related institutional buildings are situated. The PLP campus, currently under development, will be located on a 22 acre site just south of Langtree Road on the east side of Hwy 115. There will be a Lower Core school, Middle Core school and Upper Core school located on the campus.

**Capital Fundraising:** Capital fundraising refers generally to the process of raising significant funds for important asset building needs of an organization. North Carolina charter schools must pay for their facilities with funds from the operating budget. Charter schools do not receive any capital funds for facilities, land, and/or construction. Capital fundraising and bonds are other ways in which Pine Lake Prep can secure funding for building the school, multi-purpose room, library, and other needed facilities, including parking lots and soccer fields.

**Car Magnets:** PLP car magnets (magnetic decals designed to be displayed on the body of a vehicle) are easy to use and remove. Show your school pride on your car with a car magnet!

**Car Pool:** A car pool is a small group of car drivers who arrange to take turns driving students to and/or from school. Parents of students living in proximity may want to form car pools. Bus transportation is not provided by PLP.

**Charter School Advisory Committee:** A group of parents, teachers, community leaders, and students that operate in an advisory role supporting the principal (Head of School) as the school's instructional leader and advising the principal in the areas of planning, management, communication and evaluation.

**Charter School Conference:** Representatives from PLP plan to attend the North Carolina Charter School's Conference. This is an annual conference attended by representatives from charter schools across the state that addresses issues pertinent to the charter school program. The next conference is October 16-17, 2008 in Research Triangle Park. In addition, the National Alliance for Public Charter Schools sponsors an annual charter school conference for the national charter school community (about 4,200 charter schools serving approximately 1.2 million students in 40 states and D.C.). The next conference will be held June 22-25, 2008 in New Orleans, LA. Over 3,000 public charter school teachers, principals, policymakers and support organization representatives from across the country are expected to attend.

**Charter Schools:** Pine Lake Preparatory is a tuition-free, public school authorized by the North Carolina State Board of Education in August 2006 as a North Carolina Charter School. Charter schools are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. The "charter" establishing each such school is a performance contract detailing the school's mission, program, goals, students served, methods of assessment, and ways to measure success. The length of time for which charters are granted varies, but most are granted for 3-5 years. At the end of the term, the entity granting the charter may renew the school's contract. Charter schools are accountable to their sponsor-- usually a state (as in the case of PLP) or local school board-- to produce positive academic results and adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic

results and fiscal practices to several groups: the sponsor that grants them, the parents who choose them, and the public that funds them.

**Chorus:** A choir is a musical ensemble of singers. At PLP, choir skills are practiced in Chorus which is one of the four art disciplines that are part of the PLP curriculum. PLP students are required to participate in either Chorus or Band for all three years of Middle School. In Upper School, each student must complete Four Fine Arts Courses from the student's self-selected discipline.

**College Preparatory Curriculum/Course of Study:** A course of study designed to prepare students for admission to college-specific courses and number of courses.

**CORE Knowledge:** The Core Knowledge curriculum is aligned to the NC Standard Course of Study and all sequencing, including the Upper School curricula, allows for compatible integration. Pine Lake Preparatory's planned implementation of these curricula will in fact exceed the scope and projected outcomes of the NC Standard Course of Study. Core Knowledge builds on student experiences by tapping into local community and history and integrates cultural, gender, and philosophical diversity as teaching tools for a comprehensive educational experience. Middle school students will have increased fine arts electives including chorus and band and the Upper School program will feature AP/college courses, focused study in an art discipline, continued study in Spanish and independent learning opportunities through internships, selection of service-based learning projects and planning and implementation of senior projects. Where applicable, PLP curricula throughout grades K – 12 will be accelerated. The K – 3 Saxon Math curriculum, for example, will be implemented in an accelerated format, teaching grade level skills for these grades in the K – 2 sequence. This will move elementary students ahead one year by the third grade.

**Core Principles: Prepare, Nurture, Lead, Engage :** Pine Lake Preparatory's mission follows four core principles: Prepare, Nurture, Lead and Engage.

- *Prepare* - We believe in creating an exemplary educational environment which prepares individuals for academic success.
- *Nurture* - We value the uniqueness of each individual as expressed through a nurturing and engaging community of learners.
- *Lead* - We believe in preparing individuals for leadership within their family, school, community, and world.
- *Engage* - We care about each individual as valued members within the kaleidoscope of the Pine Lake Preparatory community.
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**Cub Reporter:** A biweekly school newsletter

**Dean:** An administrator responsible for the Lower, Middle or Upper school

**Department of Public Instruction (DPI):** The state agency charged with implementing the state public school laws and the State Board of Education's policies and procedures governing pre-kindergarten through 12<sup>th</sup> grade education.

**Education Record Bureau (ERB):** A service that provides educational testing and assessment materials ([www.erbtest.org](http://www.erbtest.org))

**Elementary Director:** The chief administrator of the PLP Lower School (kindergarten through fifth grade)

**Exceptional Children (EC):** A designation for students that have different educational needs than the average child including physical, mental, or social disabilities. Academically gifted students are also classified as EC under North Carolina law.

**Family Educational Rights and Privacy Act (FERPA):** A federal law that protects the privacy of student educational records. This law gives parents certain rights with respect to their children's education records. The rights transfer to the student when he or she reaches 18.

**Foreign Language Oral Skills Evaluation Matrix (FLOSEM):** A foreign language oral proficiency test.

**Future Kids:** An educational consulting company that assists schools in developing computer and technology curriculum and teacher training.

**Global Studies Foundation:** A non-profit organization that promotes the education of United States students in global awareness and international issues.

**Graduation Requirements:** Specific courses and number of courses required by the state and school district for graduation from Upper School. A school district may exceed the state requirements. There are different types of diplomas.

**Grants:** Financial assistance given to PLP to benefit its students, faculty or programs.

**Head of School (Director over 3 Deans):** The chief administrator at PLP. Mrs. Kate Alice Dunaway will be our Head of School for the 2008-2009 school year.

**Heritage Language Placement Interview (HLPI):** A foreign language proficiency assessment tool used for students who learned a language other than English in their home

**Homework Policy:** PLP is committed to providing quality educational experiences for its students & will assign homework activities and projects that reinforce what is taught in the classroom.

**Honors Courses:** Higher level courses that may give students extra quality points in calculating a student's GPA (grade point average).

**Houston Historic House:** The white farmhouse located at the entrance to the PLP campus.

**Howard Gardner's Theory:** Howard Gardner's Theory of Multiple Intelligences recognized eight different intelligences that contribute to overall human intelligence and thus eight different paths to teach children and for children to learn. At PLP, teachers will be trained to identify student learning capacities and the various applied methodologies that can meet diverse learning needs in the classroom.

**Immunization Policy:** North Carolina students are required by law to have certain immunizations prior to attending schools. PLP has the responsibility to ensure that enrolled students meet immunization requirements.

**Individuals with Disabilities Education Act (IDEA):** Federal legislation to provide special education for specific categories of disability. For qualifying disabled students, school districts must provide free, appropriate public education in the least restrictive environment as specified in an annual individual education plan.

**Involved Families Facilitators (IFFs):** Volunteer coordinators for PLP.

**Lead Teacher:** The Lead Teacher is the head teacher in a classroom.

**Least Restrictive Environment (LRE):** School placement where the student's needs can be met which most closely approximate the regular classroom.

**Lottery:** If the number of applicants exceeds the school's capacity, a lottery will be held. The lottery will be held in a public forum & comply with state laws.

**Lower School:** The elementary school - typically grades K-5.

**Middle School:** The grade levels between the lower school and the upper school - typically grades 6-8.

**Mission Statement:** Specific goals and objectives to achieve the purpose or desired outcomes of the school which may include beliefs and expectations. The PLP Mission Statement is: Pine Lake Preparatory prepares individuals in a nurturing environment for leadership and academic success within the kaleidoscope of an engaging community.

**Music:** Music is an integral part of PLP's curriculum. Elementary school students will have a music class twice a week in which they will have the opportunity to perform, create, respond to music, and make music connections. All middle school students will choose between chorus or band for all three years. Upper school students are required to take a course in Fine Arts such as chorus, band, or theatre, but may alternatively choose a course in the visual arts.

**No Child Left Behind (NCLB):** Federal law passed in 2001 with the goal of improving the performance of primary and secondary schools by increasing the standard of accountability of state school districts and schools. The act requires states to develop assessments in basic skills to be given to students in certain grades.

**Nurse:** Pine Lake will have a full time nurse on staff during school hours who will work to promote health and safety among our students, and to prevent or assist with actual or potential health problems among the student body.

**Parent/Teacher Conference:** PLP holds parent-teacher conferences twice a year, and by special request as necessary. These conferences provide an opportunity for a parent to discuss their child's progress in school with his or her teacher in a face-to-face setting. Parents have the opportunity to get to know their child's teacher, learn about the curriculum, share their insights about their child, and work with the teacher on a plan that addresses the child's strengths and weaknesses.

**Physical Education:** PE provides students with the knowledge and skills they need to maintain physical fitness and develop fundamental motor skills in an age-appropriate setting. It also teaches them to value and enjoy physical activity as a regular part of a healthy lifestyle. Elementary school students will have PE twice a week, and the middle school and Upper School students will have Healthful Living/Physical Education requirements which may be satisfied through classes and/or athletic club participation.

**PLP Creek:** The PLP Creek flows through the center of campus.

**PLP Logo:** The PLP logo is a small depiction of a pine tree and a lake. All school uniforms bear the PLP logo.

**PLP Mascot:** The PLP mascot is a lion.

**PLP Pride:** In addition to the pride that our staff and families feel for our school, a group of lions (our school mascot) is also called a pride. The “PLP Pride” concept consists of three lions, small, medium, and large. They represent the three levels of education at PLP - lower, middle, and upper schools.

**PSAT:** The Preliminary Scholastic Aptitude Test – National Merit Qualifying Test. A standardized test that provides practice for the SAT – a predictor of success on the SAT – also qualifies students for National Merit Scholarships.

**Recess:** All PLP students receive at least 30 minutes per day of time designated for physical activity. On days when this time is not filled by a Physical Education class, the students will have recess, a discretionary time to engage in physical activity. In addition to providing the opportunity for exercise, the unstructured nature of recess allows children to practice life skills like cooperation, taking turns, and conflict resolution in real life situations.

**SAT:** Scholastic Aptitude Test – A standardized college entrance examination test sponsored by the College Board – measures critical reading skills, math problem solving skills, and writing skills.

**Saxon Mathematics:** Saxon Math is a new and highly regarded teaching method for learning mathematics incrementally. Concepts are divided into smaller, easier to understand “increments.” Each day, a new increment is introduced while continually reviewing old concepts. Homework consists of reviewing older material, and each test is a cumulative review of all the material covered thus far. Word problems are strongly emphasized in Saxon Math. At PLP, students will be taught the K – 3 Saxon Math curriculum in an accelerated format, covering the lesson plans for these four years during grades K – 2. This will move elementary students ahead one year by the start of third grade.

**Science Labs:** Pine Lake Preparatory will have laboratories in the Upper School designed for experimentation and learning in science. Students will have the opportunity to use various instruments and equipment, record data, and analyze the results. This process of scientific reasoning through experimentation provides the students with invaluable educational experiences of genuine inquiry and discovery.

**Service Learning:** Service learning is an educational strategy that combines meaningful community service with instruction and reflection. Its goals are to enrich our students’ learning, teach them civic responsibility, and strengthen our community. Service learning activities are designed to enrich both the recipients and the students. PLP has a required Service Learning Component for all students K-12, including required service learning hours for Upper School graduation.

**Shelco:** Shelco, Inc. is the company contracted to construct the Pine Lake Preparatory campus. Shelco specializes in office, warehouse/ manufacturing, retail, mixed-use, technology and healthcare construction. More information about Shelco, including photos of their larger projects, can be found at their website, [www.shelcoinc.com](http://www.shelcoinc.com).

**Spanish:** Spanish is one of the most widely spoken languages in the world, and the most known second language in the US. Pine Lake Preparatory includes the study of Spanish as one of its five mission-specific goals, requiring each student to study Spanish in every grade K-12. Pine Lake students will achieve spoken and written fluency in Spanish by Upper School graduation.

**State Board of Education:** The North Carolina State Board of Education is charged with “supervising and administering the free public school system and the educational funds provided for its support.” As part of this free public school system, charter schools receive their funding through the State Board of Education. Therefore, all charter schools must first be approved by the State Board of Education, and must then continue to meet its educational requirements like any other public school.

**Student Application:** Enrollment in Pine Lake Preparatory begins with completing a student application form. An application form can be completed and submitted online or by printing one out and mailing it. The online and printable forms can be found by clicking the Student Application link from the Pine Lake website ([www.pinelakeprep.org](http://www.pinelakeprep.org)). Once an application has been submitted, confirmation will be sent, and the student’s information will be included in the next PLP lottery.

**Student Code of Conduct:** Specific expectations, responsibilities, rules, regulations, and consequences regarding student behavior at school and school-related events.

**Student Oral Proficiency Assessment (SOPA):** The SOPA is a language proficiency assessment for second through eighth graders designed to allow students to demonstrate their knowledge of a foreign language, including their oral fluency, grammar, vocabulary, and listening comprehension. A trained interviewer assesses students in pairs to examine their communication and comprehension skills. Pine Lake will use the SOPA to ensure that our students are gaining Spanish fluency as a part of their education.

**Student Testing:** As required for all charter schools, PLP will follow the testing program as set forth in the ABCs Accountability Program and the No Child Left Behind Legislation. Pine Lake Preparatory will meet or exceed student performance standards in comparison with comparable district counterparts. Pine Lake Preparatory has plans to add a value-added assessment model within the first few years of operation so that our student testing can provide meaningful insights about the successes of our curricula for each subject.

**TechnoKids:** The TechnoKids computer curriculum uses a project-based approach to integrate technology skills into K-12 education. TechnoKids’ projects are designed to provide students with a broad range of technological skills including: word processing, programming, photo editing, animation, spreadsheets, desktop publishing, Internet, databases, operating systems, and presentation skills.

**Technology Coordinator (TC):** The primary goal of the Technology Coordinator is to strengthen the technology skills of students, teachers, and staff. The TC stays up to date in technology trends, and integrates them into an overall technology plan for the school. The TC is responsible for the maintenance of the school’s hardware and software, and related staff training. Most importantly, the Technology Coordinator works closely with teachers on integrating technology into the classroom.

**Uniform Policy:** As set forth in our charter, all PLP students K-12 will wear the school uniforms selected by the Pine Lake Board of Directors. All students are expected to wear uniforms beginning the first day of school. The uniform must be worn upon entering the campus until leaving school.

**Upper School:** The highest grades in the school, typically 9 – 12.

**Vision Statement:** A broad statement of desired outcomes, goal or purpose of the school.