



Dear Families,

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

Mission: *Preparing students for college and a purposeful life.*

Core Values: *Perseverance, Respect, Integrity, Driven to Excellence, Empathy (PRIDE).*

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

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

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

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

According to the research, punitive techniques that are not combined with other disciplinary methods have either no long-term impact or a negative long-term impact. This is due to the fact that purely punitive techniques do not take into account that a child may not possess the skills to change his/her behavior. If a punitive technique is utilized, it should be coupled with an investigation into the cause of the behavior and then matched with replacement techniques that will help the student learn how to act in a more productive and socially acceptable manner.

Pine Lake will couple the following punitive techniques with student reflections on why the behavior occurred and then create a plan either formally or informally to assist the student to behave in an appropriate manner. This approach may include written reflections, articles for students to read or videos for students to watch and reflect on, and/or verbal discussions with the teacher, counselor and/or administrator. For example,

In School Suspension will focus on continuing the curriculum, while therapeutically debriefing to identify and eliminate the root cause of an acting-out episode, providing an alternative to exclusion.

In School Suspension

The In-School Suspension (ISS) is an alternative to students being suspended. During this time, the students will be removed from their regular educational setting without being removed from school. The students will be able to complete school work under the supervision of a staff member. A student that does not comply with all rules of ISS will be assigned Out of School Suspension. Only school administration may assign a student to ISS.

Out of School Suspension

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

Cell Phone Policy

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

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

Dress Code Policy □Pine Lake Preparatory requires uniforms for all students. Please see the Parent tab on the Pine Lake website for details. The Uniform Policy is designed to provide students a safe and orderly learning environment. The policy is in effect every school day, including field trips or any trip off campus. Advance notice will be given for any event that requires specific uniforms or events that do not require uniforms. In such instances, students are required to follow non-uniform guidelines. Students out of compliance with the PLP Uniform Policy will not be allowed in the classroom. □If students are without the proper classroom attire, a PLP staff member will call a parent or guardian to bring appropriate classroom attire to campus. The student will be held at the office until they comply with the PLP Uniform Policy and will be marked absent for the portion of the day missed. □

Tardy Policy □A student is tardy if not inside the assigned room at 7:45 am. The Lower School recognizes that student achievement is directly dependent on timely and consistent daily attendance. Tardiness not only interferes with the student's education, but displays lack of courtesy toward the teachers and other students. Students must understand the importance of developing the habit of punctuality. There must be a strong effort by each person in our community to help students get to class on time. In addition, excessive early sign-out of students will be addressed. Students who arrive late to class will be subject to the following procedures:

Tardy 1	Recorded in PowerSchool
Tardy 2	Recorded in PowerSchool
Tardy 3	Recorded, and Parents will be notified by School Counselor
Tardy 4	Recorded in PowerSchool
Tardy 5	Recorded in PowerSchool
Tardy 6	Recorded, and Parents will be notified by School Counselor
Tardy 7	Recorded in PowerSchool
Tardy 8	Recorded in PowerSchool
Tardy 9	Recorded in PowerSchool
Tardy 10	Recorded, and Parents will be notified by School Counselor via mail. Meet with Principal/Assistant Principal, School Counselor and others as appropriate, such as DSS.

General Discipline Matrix

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

<p align="center">“Below the Line”/PAWS Plan Behavior – Minor Behavior Violations</p> <p>These offenses will be handled initially by the classroom teacher, Encore teacher or specialists. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher intervention and consequences. On the third minor offense, administration action will occur.</p>
<p>Defiance – Behavior of non-compliance and disrespect. Some examples include arguing, “talking back,” using a negative tone of voice, refusal to comply, etc.</p>
<p>Disruptions – Any behavior or action, which interrupts/disrupts the orderly operation of the classroom. Some examples include moving around the classroom without permission, continuously blurting out in class, inappropriate noises, etc.</p>
<p>Dress Code – Students must be in dress code each day.</p>
<p>Gum – Chewing gum is not permitted in the building or in the classroom.</p>
<p>Inappropriate Comments/Disrespect – Directed at another student or the course content</p>
<p>Learning – Student is not prepared to learn (materials or work).</p>
<p>Littering - Purposefully littering on campus or in the classroom</p>
<p>Physical Contact – Any physical contact that is intended to cause harm, such as pushing and horseplay (unnecessary “playing” that risks the safety of others).</p>
<p>Property Misuse – Use of property other than its intended function</p>
<p>Technology/Phone Violation – Minor offense. Ex: Playing games – Students are not permitted to use their computers or tablets for games during the school day (without permission of teacher). See “Acceptable Computer Use Policy” in the Family Guidebook. Students found in violation are also subject to loss of device or internet access on campus.</p>
<p>Unauthorized Area – Students are not allowed in unauthorized areas. Some examples</p>

include, playing out of bounds on the playground, asking to use the bathroom yet going to another area, leaving the school without permission, etc.

Consequence Guidelines

- Warning(s)/Student Conference ☐
- **PAWS** Plan will be completed by student and sent home (to be worked on with parents/guardians). If **PAWS** Plan is not chosen by the student, immediate consequences will be given: ☐
 - Detention will be assigned.
 - Parent Contact - Phone call, e-mail or conference. Student may also be referred to the school counselor. ☐
 - Referral to administration. ☐

“Bottom Line” Behavior - Major Behavior Violations

These offenses are referred to and handled by school administration.

Abusive or Inappropriate Language – Use of vulgar or indecent language or gestures directed at staff members or students

Bullying – See “PLP Bullying Policy.” Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is *repeated* over time. Bullying often includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Dishonesty/Cheating – Lying to others, including school personnel. Giving or receiving another student’s work (any portion thereof), allowing another student to copy his/her work, plagiarism, or using unauthorized notes or other information on a quiz, test or assignment. No credit will be given for the assignment or assessment. Students shall follow the PLP Honor Code.

Disrespectful Behavior – Blatant disrespect directed at any staff member or student

Fighting – Any physical exchange between two or more individuals.

Harassment – Aggressive pressure or intimidation applied to others, including unwelcome sexual advances, requests, comments, rumors or sexual images being shown.

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

Insubordination/Non-Compliance – Defying reasonable requests or directives from any teacher or staff member when in the school or school event setting
Physical Aggression - Behavior that causes physical harm to others, or threatens to.
Safety – Creating an unsafe environment for self and/or others or impeding the safety of others.
Technology/Phone Misuse – See “Acceptable Computer Use Policy” in the Family Guidebook. Students found in violation are subject to loss of computer or internet access on campus. See this policy for phone policy. The misuse of landline phones is also included.
Theft – Taking or attempting to take other’s property without the other party’s knowledge.
Vandalism – The malicious or willful damage or destroying of school property or other’s property.
Communication of a Threat - Willfully threatening to physically injure a person or a person’s child, sibling, spouse, or dependent or willfully threatens to damage the property of another. The threat is communicated to the other person, orally, in writing, or by any other means.
Weapons – The possession of and/or use of
Consequence Guidelines
<ul style="list-style-type: none"> • Administrative Conference with student <input type="checkbox"/> • Administrative Conference with parents /guardians <input type="checkbox"/> • In-School Suspension (1-3 days) • Out-of-School Suspension (1-10 days) • Possible DSS or Police Intervention

***See next page for Pine Lake Preparatory Bullying Consequences Matrix**

Pine Lake Preparatory Bullying Consequence Matrix

Pine Lake Preparatory (PLP) is committed to implementing methods and strategies for promoting school environments that are free of bullying, harassing and/or intimidating behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication that takes place on school property, at any school sponsored function or on a school bus. Behaviors include, but are not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical development, sensory disability, or by association with a person who has or is perceived to have one more ore of these characteristics.

This policy will apply, including but not limited to, the following circumstances:

1. While at school or on school grounds before, during and after school hours
2. While being transported to or attending any school activity.
3. During any and all school functions, extracurricular, co-curricular, or other school activity or event.
4. Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Additional information related to the Bullying Policy at PLP can be obtained the Pine Lake Preparatory Family Guidebook.

Type of Bullying	School Consequence
<p><u>Repeated and Targeted Verbal/Social Relational Bullying:</u> direct insults, put downs, name calling, spreading rumors/lies about someone to damage their reputation or punish them socially. Verbal, Non-Verbal Threats.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent/both offender and target ● 1-3 Days ISS/OSS (depending on investigation) ● Referral to Counselor for follow up and support/mediation <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parents of both offender and target ● 1-5 days OSS

	<ul style="list-style-type: none"> Offender and target referred to counselor <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> Discipline Referral Contact Parent of both offender and target 3-10 days OSS Offender and target referred to counselor
<p><u>Cyber Bullying:</u> verbal, social and sexual harassment using social media /technology.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> Discipline Referral Contact parent/both offender and target 1-3 Day ISS/OSS (depending on investigation) Referral to Counselor for follow up and support/mediation <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> Discipline Referral Contact parents of both offender and target 1-10 days ISS/OSS Offender and target referred to counselor <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> Discipline Referral Contact Parent of both offender and target 3-10 days OSS SRO Involvement
<p><u>Physical:</u> intentional, imbalanced and <i>repeated</i> hitting, punching and pinching, etc.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> Discipline Referral Contact parent of both offender and target Offender and target potentially referred to Counselor for individual intervention and support 1-5 Days ISS/OSS (pinching, shoving) 1-5 Days OSS (spitting, assault, hazing, biting)

	<p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parents of both offender and target ● 1-5 Days OSS (pinching, shoving, etc) ● 5 -10 Days OSS (assault, hazing, biting) ● 10 Days OSS (spitting, assault w/injury) ● SRO involvement at the discretion of Principal. ● Offender and target referral to Counselor for follow up and support <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent/both offender and target ● 5-10 Days OSS (pinching, shoving, spitting, etc) ● 10 Days OSS or recommendation for long term suspension (assault w/injury) ● SRO/Police involvement
<p><u>Sexual Harassment/Verbal:</u> continued, unwanted attention of a sexual nature.</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent of both offender and target ● 1-10 days ISS or OSS (depending on investigation) ● Referral of both parties to counselor ● SRO Involvement <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral ● Contact parent of both offender and target ● 1-10 days of OSS ● Referral of both parties to counselor ● SRO Involvement <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> ● Discipline Referral

	<ul style="list-style-type: none"> • Contact parent of both offender and target • 1-10 days of OSS • Referral of both parties to counselor • SRO/Police Involvement
<p><u>Sexual Harassment/Physical:</u> continued , unwanted attention of a sexual nature – <i>includes physical contact.</i></p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> • Discipline Referral • Contact parent of both offender and target • 1-10 Days OSS (depending on investigation) • SRO involvement • Referral of both parties to counselor <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> • Contact parent of both offender and target • 5-10 Days OSS • SRO Involvement • Referral of both parties to Counselor <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> • Contact parent of both offender and target. • 5-10 Days OSS or recommendation for long term suspension. • Police/Charges Recommended

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