



Pine Lake Preparatory Middle School Discipline Plan

Mission Statement

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

Middle School Discipline Goals

Help our students become a positive and responsible student and citizen

- Promote positive choices
- Promote positive habits
 - Be responsible, be ready, be respectful

Overview

The Middle School's discipline policy was developed to support the attainment of the school's mission and reinforce its founding principles: To prepare, nurture, lead and engage. Our high expectation for student conduct is a means to facilitate a positive school environment and one that sets the stage for engagement and academic excellence.

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

Administrators have the authority to apply the following behavior matrix for inappropriate behavior. The matrix is a guide only and is not binding on Administrators – each disciplinary case will be evaluated specifically before a consequence is applied.

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Cell Phone Policy

Cell phones or other communication devices can be a disruption to the school-learning environment. Additionally, the ability to capture unwarranted recordings, photos and/or videos creates a potentially distressing culture. Therefore, use or display of cell phones, and such communication devices are banned during normal school hours – including passing time 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 MS principal.
- *3rd violation* - phone is confiscated and turned in to office; student must pick up the phone from the MS Principal. Parents will be contacted/notified.
- *Subsequent violations* – phone is confiscated and turned in to office; parent or guardian must come to school and pick up the phone. Student will be disciplined for insubordination (category “B” offense).

A student who needs to make a phone call is invited to use the school phone in the office of our Administrative Associate. Families wishing to contact their child are also encouraged to do so through our Administrative Associate (704-237-5307).

Dress Code Policy

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

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

A copy of the Pine Lake Preparatory Dress Code may be accessed at the following link – [Click Here!](#)

Tardy Policy

A student is tardy if not completely inside the assigned room when the bell rings. The Middle School recognizes that student achievement is directly dependent on timely and consistent daily attendance. Tardiness not only interferes with the student’s education, but is an act of courtesy toward the teachers and other students. Students must understand the importance of developing the habit of punctuality. There must be consequences for tardiness, but there must also be a strong effort by each person in our community to help students get to class on time. Students that arrive late to class will be subject to the following consequence:

- *1st Tardy* – Recorded in PowerSchool
- *2nd Tardy* – Recorded in PowerSchool
- *3rd Tardy* – Parents will be notified by the counselor and student will receive a silent lunch.
- *4th – 9th Tardy* – Parents will be notified by the counselor and student will receive silent lunch
- *10th Tardy* – Student will receive ISS.

Please Note: The accumulation and consequence for tardies is class period specific and will reset each semester. If the tardy policy violation occurs during the student’s first period of the day and the student has a note or is accompanied by the parent, they will be given a pass to class and the tardy will be excused. Consequences will continue to accrue for subsequent unexcused tardies.

General Discipline Matrix:

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

<p>Category “A” Offenses – These offenses will be handled initially by the classroom teacher or grade level team. These offenses will not be referred to the office, unless a student fails to change a behavior despite teacher intervention/consequences. On the fourth minor offense, administration action will occur.</p>
<p>Classroom Disruptions – Any behavior or action, which interrupts/disrupts the orderly operation of the classroom. Some examples include moving around the classroom without permission, continuously blurting out in class, inappropriate noises etc.</p>
<p>Playing Games – Students are not permitted to use their computers or tablets for games during the school day (8:00 am – 2:45 am).</p>
<p>Gum – Chewing gum is not permitted in the building or in the classroom.</p>
<p>Excessive Tardiness (3 tardies in a quarter) – Student is late for class at least three times during a given quarter.</p>
<p>Horseplay – Unnecessary “playing” that risk the safety of others.</p>
<p>Eating in the Classroom – Students are not permitted to eat in the classroom outside of the regularly schedule lunch period.</p>
<p>Not Prepared for Class – Student does not have appropriate classroom materials.</p>
<p>Inappropriate Comments/disrespect – Directed at another student or the course content.</p>
<p>Littering - Purposefully littering on campus or in the classroom.</p>
<p style="text-align: center;">Category “A” Consequence Guidelines</p> <ul style="list-style-type: none"> • Warning/Student Conference. • Conduct Plan will be completed by student and sent home. • Parent Contact - Phone call, e-mail or conference. Student will also be referred to the school counselor. • Referral to administration.
<p>Category “B” Offenses –These offenses are referred to and handled by school administration.</p>
<p>Theft/possession of stolen items – Taking or attempting to take other’s property without their knowledge.</p>

Profanity/Vulgarity – Use of vulgar or indecent language or gestures
"Pantsing" - Pulling down another person's pants under any circumstance will result in disciplinary action and may even be treated as sexual harassment.
Cheating – Giving or receiving another student’s work, either partly or the whole assignment, allowing another student to copy your work, or using unauthorized notes or other information on a quiz or test. No credit will be given for the assignment or assessment.
Racial and/or demeaning comments and/or acts – it is our expectation that each student and staff member will be accepting of other’s opinions, beliefs, attitudes, appearances, dress, color, religion and/or sexual orientation.
Skipping School/Class – Student willfully skipped class.
Technology Misuse – See “Acceptable Computer Use Policy” in the Family Guidebook. Student found in violation are also subject to loss of computer or internet access on campus.
Spitting - Spitting at/on another student.
Unsafe Behavior – including but not limited to purposefully tripping or shoving.
Teacher-In-Charge – Inappropriate behavior or comments while a substitute teacher is serving in a classroom.
Insubordination – Defying reasonable requests or directives from any teacher or staff member, in a classroom or on campus.
Category “B” Consequence Guidelines
<ul style="list-style-type: none"> • Administrative Conference with student • Administrative Conference with Parents • In-School Suspension (1-3 days) • Out of School Suspension (1-3 days)

Category “C” Offenses – These offenses are referred to and handled by school administration.
Fighting – Any physical exchange between two or more individuals.
Sexual Harassment – Unwelcomed sexual advances, requests, or comments
Vandalism – The malicious or willful damaging or destroying of school property or other’s property.
Blatant Disrespect/Profanity towards a teacher – Blatant disrespect or profanity aimed at any staff member.
Directed or Extreme Profanity – Profane or vulgar language aimed at another student.
Drugs, Alcohol and or Weapons – The possession and/or use.
Category “C” Consequence Guidelines
<ul style="list-style-type: none"> • 1 – 10 days Out of School Suspension • Potential police intervention