



Dear Families,

The Lower School discipline policy was developed to support the attainment of the school's mission and reinforce its founding principals: 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 academic excellence.

The Lower School discipline policy consists of a tiered approach, involving the student, 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 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.

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 principal.
- *3rd violation* - phone is confiscated and turned in to office; student must pick up the phone from the LS Principal. 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 via mail
Tardy 4	Recorded in PowerSchool
Tardy 5	Recorded in PowerSchool
Tardy 6	Recorded, and Parents will be notified by School Counselor via mail
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.
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See next page for General Discipline Matrix

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>“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>

Physical Contact – Any physical contact that is intended to cause harm, such as pushing and horseplay (unnecessary “playing” that risks the safety of others).
Property Misuse – Use of property other than its intended function.
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.
Unauthorized Area – Students are not allowed in unauthorized areas. Some examples 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
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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, or has the potential to be 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 or test. No

credit will be given for the assignment or assessment.
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 or comments
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 or 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
Weapons – The possession of and/or use
Consequence Guidelines
<ul style="list-style-type: none"> • Administrative Conference with student • Administrative Conference with parents /guardians • In-School Suspension (1-3 days) • Out-of-School Suspension (1-10 days) • Possible DSS or Police Intervention