

Discipline Policies and Procedures

Southeastern Academy Charter School is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student self-discipline, sound moral character, and respect for our community of unique individuals.

Students will:

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.
3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit good manners at all times. This includes:
 - a. Not interrupting others or speaking out of turn.
 - b. Raising one's hand to be called upon.
 - c. Addressing all adults by their appropriate title (Mr., Mrs., Miss, Dr., etc.)
 - d. Using polite responses frequently, such as: "Thank you", "Please", "Yes Ma'am/Sir", "No Ma'am/Sir", etc.

Dolphin Honor Code

As a member of the Southeastern Academy Charter School family, I agree to show respect for myself, my classmates, others, and my School at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

Intolerable Behaviors:

The following behaviors will not be tolerated. They require immediate referral to the Administrator. They may result in immediate in school suspension, out of school suspension, or expulsion depending on the severity of the offense. This will be determined by the Administrator. In addition, violations that may be criminal will be reported to the appropriate law enforcement officials.

1. Any action or threat of an action that could jeopardize the safety and well-being of others
2. Possession of illegal drugs (including counterfeit), alcohol, or tobacco products including all vape devices on campus or at a school sponsored off campus event

3. Possession of a weapon
4. Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge
5. Major disruptive behavior
6. Destruction of school property
7. Theft
8. Bullying – defined as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.”
9. PDA- Public displays of affection (ex: Kissing)
10. Inappropriate gestures or offensive language/profanity
11. Violating Internet Safety Policy
12. Violating the Dolphin Honor Code
13. Academic Dishonesty- cheating and/or plagiarism

Discipline Procedures:

These are the steps for discipline write-ups for repeated infractions. For major infractions of the discipline code, students can automatically be suspended, dismissed, or expelled from this school.

1. **(First Infraction) Office Referral** – Warning given, parent contacted and explain the steps for discipline
2. **(Second Infraction) Office Referral** – Parent/Administrative Conference with One (1) day to Three (3) days of In-School Suspension (ISS)
3. **(Third Infraction) Office Referral** – Parent/Administrative Conference with One (1) to Ten (10) days of Out-of-School Suspension (OSS)
4. **(Fourth Infraction) Office Referral** – Recommendation for expulsion

Each Office Referral will be noted on a student’s **permanent** discipline transcript. Parent(s)/Guardian(s) will be notified of the offense, the resultant consequence, and advised as to their student’s current status within the disciplinary cycle.