

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. With these ethics in mind, the following expectations apply:

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.

Students will not:

1. Breach the Dolphin Honor Code.
2. Compromise the safety of oneself or others through inappropriate behavior.
3. Possess, use, or be under the influence of alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off –campus events.
4. Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
5. Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
6. Fight, show physical aggression, or display any inappropriate physical contact.
7. Misuse school property or the property of others.
8. Engage in personal harassment of any kind.
9. Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be considered leaving school grounds.
10. Lie.
11. Cheat.
12. Steal.
13. Use profane, rude, or disrespectful language or gestures.

14. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
15. Engage in inappropriate displays of affection.
16. Litter or harm school property.
17. Violate the Dress Code.

Intolerable Behaviors:

The following behaviors will not be tolerated. They require immediate referral to the Administrator. They may result in immediate dismissal, 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
3. Possession of a weapon
4. Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge
5. Destruction of school property
6. 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.”

Discipline Procedures:

1. In order to ensure open communication between school, parents, and students, the following will occur:
2. Teachers shall establish a disciplinary policy for their classes and provide the policy in writing to students and parents at the beginning of the school year.
3. Teachers shall conduct a discussion of the class and school policies dealing with discipline at the beginning of the school year.
4. Teachers will maintain a discipline file on each student they teach. An *Office Referral Form* must accompany any referral to the Administrator.
5. The handbook may be viewed online at www.southeasternacademy.org or obtained from the school office.
6. The Administrator reserves the authority to invoke immediate loss of privileges or immediate suspension under circumstances found to be harmful to students or faculty. As you know, a safe and orderly environment **must** be maintained in order for learning to occur.
7. Emergency situations will be referred to the office immediately (out-of-class or in-class)

In-Class Disciplinary Action:

Most infractions of school rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the school's mission and standards of conduct:

1. The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in pro-social behavior. This should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology, or restitution, as appropriate, may be required. **The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.**
2. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies. If the behavior(s) persist, the teacher will submit a written office referral to the Administrator

Office Referrals:

Once an *Office Referral Form* has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of the student's discipline problem and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline

Violations that may result in an immediate Office Referral:

1. Disruptive behavior
2. Interference with classroom activity
3. Defiance of authority or failure to follow direction
4. Not signing discipline forms
5. Truancy from school
6. Being in the hall without a pass
7. Leaving school grounds without permission
8. Leaving class or designated area without permission
9. Being Absent With-Out Permission (AWOL) – not reporting to class assigned
10. Failure to report to designated area – Headmaster/Principal's office, Front Desk, Administrative Lunch Detention, etc.(this includes taking more than 5 minutes to report to the area without a legitimate pass)
11. Providing false information or lying
12. Academic Dishonesty - cheating or plagiarism
13. Public displays of affection (PDA)
14. Inappropriate gestures or acts
15. Verbal abuse
16. Acts of bigotry or prejudice
17. Acts of sexual harassment
18. Name calling, taunting or teasing
19. Profanity, obscenity or offensive/bad language or gestures.

20. Violating the SEA Student Acceptable Use/Internet Use Policy or the Internet Safety Policy for SEA.
21. Unauthorized or inappropriate use of a personal electronic device.
22. Unauthorized audio or video recording or photography on school campus or at school sponsored event.
23. Dress code violations, which result in exposure (skirts too short, or top of pants below buttocks, etc.)
24. Disrespectful behavior to a teacher, staff member, administrator, volunteer, or visitor.
25. Violating the Dolphin Honor Code.

Discipline Cycle:

Although there is not a required order to the assignment of consequences, the following is considered a **recommended** model should a student repeatedly be referred to the office for exhibiting misbehavior which would **not** be considered as severe or extreme:

1. **(First Infraction) Office Referral** –*A behavior contract will be prepared for students who receive an office referral.
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.

****A behavior contract will be prepared for students who receive In School Suspension (ISS). This will be a contract between the administration, the student, and the parent/guardian. All parties will be made aware that any further Office Referrals could result in expulsion from Southeastern Academy Charter School.**