

# Southeast Collegiate

## STUDENT DISCIPLINE ACTION PLAN

**Should a student fail to meet any of the student expectations, a student discipline action plan will be set into motion immediately. The action plan is a tool to enact change in a students behavior, so that they do not let those behaviors get in the way of achieving their educational goals while at SEC.**

1. Should a student engage in activity of any kind that does meet the student expectations list set out by the Board of Directors, the student will have an incident report written up, describing the incident. Southeast Collegiate, will do a follow up call with the parent to inform them of their students choices, so that they can reinforce the expectations of being a student at SEC. The Director/Principal will also make a call to the students parents to follow up, as well as speak directly to the student about making a commitment to attend school and to meet those expectations set out.
2. Should a student engage in the same activity, as described in number 1, the same process will be followed, however the student will be asked to write a commitment letter to SEC, stating that he/she understands why that behavior is not allowed, and what will happen if the behavior is repeated.
3. Should the student again engage in the same activity as described in 1 & 2, the student and their parent/guardian will be asked to sign a student contract. This contract again is to reinforce the expectations required at SEC by every student. Both the parent and student must sign this agreement. Failure to sign this agreement by any party, will require that a student is sent home immediately. The student will be withdrawn. If the student and parent signs this agreement , the student will have one more chance to continue at SEC.
4. Should the student break the contract, he or she will be sent home immediately. No further conversations will take place. Parents will be notified that their student is not committed to following the expectations as set forth.