NATIONAL STUDENT ACADEMY
CODE OF CONDUCT

Southern Educational Resources (SER) | Student and Family Agreement

Our National Student Academies offer an opportunity to learn, visit professional facilities, and build relationships with students from across the country. Every student is expected to contribute to a safe, respectful, and professional environment. Please read this Code carefully before signing.

1. Who Must Follow This Code

This Code applies to every enrolled student throughout the academy enrollment period, including instruction, travel and transportation arranged by the academy, hotel stays, meals, free time, off-site visits, and other academy activities. Online or outside conduct may also be addressed when it directly affects academy participants, operations, safety, or discipline. This Code is a separate document incorporated into the Academy Enrollment Agreement.

2. Student Expectations and Responsibilities

Respect and professionalism

Treat fellow students, staff, instructors, hosts, and members of the public with respect. Follow applicable laws and lawful, reasonable directions from academy staff and Team Leaders.

Attendance and participation

Attend scheduled activities, participate appropriately, and avoid disrupting instruction or visits. Exceptions may be approved for illness, disability, religious observance, or other circumstances authorized by the Academy Director. Appropriate accommodations will be respected.

Professional appearance

Follow the dress and equipment instructions published for your academy and any requirements of host facilities. Students will ordinarily have a reasonable opportunity to correct attire problems. Repeated or deliberate violations may result in discipline. Legally required accommodations will be respected.

Property and honesty

Do not steal, vandalize, misuse, or access property, facilities, equipment, or computer systems without authorization. Intentional or reckless damage is prohibited. Report accidental damage promptly. Financial responsibility for damage is addressed in the Enrollment Agreement.

3. Prohibited Conduct

Violence and unsafe behavior

No assault, fighting, threats, intimidation, reckless endangerment, or conduct that places anyone at unreasonable risk.

Bullying and misconduct toward others

No bullying, harassment, discrimination, sexual harassment or misconduct, unwanted sexual contact, or retaliation against anyone who reports a concern or participates in an investigation. These rules apply in person and electronically.

Weapons and dangerous items

Students may not bring or possess firearms, ammunition, knives, weapons, or other dangerous items. SER-approved instructional equipment may be used only as specifically authorized and under appropriate staff supervision and control, consistent with law and facility requirements.

Alcohol, tobacco, drugs, and vaping

No alcohol, tobacco, vaping products, marijuana, illegal drugs, drug paraphernalia, or misuse of medication. Students may possess and self-administer their own lawfully prescribed medications in accordance with SER medical policies.

Personal boundaries and relationships

Romantic relationships and displays of romantic affection between students are prohibited during academy activities and residential stays. Maintain appropriate personal boundaries; ordinary friendships and respectful social interactions are welcome.

Devices, photography, and online conduct

Follow staff directions on phone and device use, including restrictions during instruction, activities, and nighttime hours. Do not photograph or record people in private settings or without required permission. Obey host-facility restrictions on photography, recordings, and sharing information. Cyberbullying, harassment, threats, privacy violations, and inappropriate sharing of academy-related content are prohibited.

4. Residential, Travel, and Visitor Rules

Curfew and rooms

Follow curfews, assigned room arrangements, room checks, and all movement restrictions. Enter only your assigned student room; socialize in approved common areas. Minor first-time violations may receive warnings. Repeated violations, unauthorized departures, or serious safety risks may result in dismissal.

Leaving supervision and visitors

Do not leave academy supervision or approved areas without completing the established checkout process, including required parental authorization and Academy Director approval. Visitors require advance Director approval, may meet students only during designated free time in approved public areas, and may not enter student hotel rooms.

Room checks and personal belongings

Staff may conduct routine room checks for occupancy, cleanliness, and safety. A search of personal belongings requires a specific reasonable safety or misconduct concern, Director authorization when practicable, and documentation. A second staff member should be present when reasonably available. All inspections and searches must comply with applicable law.

Host facility rules

Follow all lawful security screening, identification, photography, conduct, and access requirements of hotels, agencies, and other sites visited by the academy.

5. Reporting Concerns and Protecting Students

Report misconduct, unsafe conditions, threats, or inappropriate behavior promptly to any academy staff member, Team Leader, or the Academy Director. If a concern involves the Academy Director, students may contact SER leadership or the independent reporting contact designated in their academy information. Reports will be addressed promptly, shared only as reasonably necessary, and handled without retaliation. SER will make all reports required by law, including applicable child protection reports.

6. Disciplinary Procedures

Review of an incident

When an alleged violation is reported or observed, staff will ordinarily explain the concern to the student and give the student an opportunity to respond. Staff may speak with appropriate witnesses, including witnesses identified by the student, interview involved students separately when appropriate, and document the relevant information and findings. A student may request an uninvolved student or staff member as a support person when reasonably available; that person may provide support but may not interfere. Staff may immediately separate students or impose temporary protective restrictions when safety requires action before an investigation is complete.

Standard and decisions

Responsibility is determined using a preponderance of the evidence: whether the available evidence shows that a violation more likely than not occurred. If a violation is not established, the disciplinary matter will be closed. Information about outcomes will be shared with others only as appropriate and consistent with privacy obligations.

Consequences and parent notification

Consequences may include verbal or written warnings, loss of privileges, restrictions on activities or free time, parent notification, and dismissal. Staff and Team Leaders may address minor violations; the Academy Director handles serious violations and dismissal decisions. Progressive discipline is generally used when appropriate, but serious misconduct may lead to immediate dismissal without prior warnings. Parents or guardians of minors will be promptly notified of significant or repeated violations, substantial restrictions, serious safety incidents, or dismissal. Minor first-time issues may be handled without parent notification.

Dismissal, departure, and review

The Academy Director may dismiss a student immediately for serious misconduct. The Director determines whether the student must be separated from regular activities and what supervision or restrictions are needed pending departure. Parents or guardians are responsible for arranging and paying for return travel, with SER assistance as authorized; SER will provide appropriate supervision of minors until a safe departure or transfer of responsibility. Dismissal for misconduct does not entitle the family to a refund under the Enrollment Agreement. Director disciplinary decisions take effect immediately. A student or parent may request limited review by SER leadership, but review does not delay dismissal or protective measures; SER leadership may affirm or modify the decision.

Law enforcement and mandatory reports

Routine disciplinary matters are handled internally. SER may involve law enforcement for suspected criminal conduct, violence, weapons, serious threats, or significant safety concerns. Any legally mandated report will be made regardless of internal proceedings.

7. Student and Parent/Guardian Acknowledgment

By signing, I confirm that I have read and understand this Code of Conduct, agree to follow its rules, and understand that violations may result in restrictions or dismissal, including immediate dismissal for serious misconduct. I understand that the Code is incorporated into the Academy Enrollment Agreement, which governs applicable fees, refunds, and financial responsibilities. Electronic signatures and handwritten signatures are accepted.

Student printed name: _____

Student signature: _____

Date: _____

Parent/guardian printed name (required if student is under 18):

_____

Parent/guardian signature (required if student is under 18):

_____

Date: _____