



Student Conduct and Respectful Communication Policy

Standards for safe, ethical, and constructive participation in the school community

Sawyer STREAM Academy expects every student to communicate and behave in ways that reflect integrity, empathy, responsibility, fairness, and respect for the dignity of others.

Policy owner	Executive Director
Applies to	All enrolled students and all student participation in Academy courses, communications, activities, and approved platforms
Approval date	1 August 2026
Effective date	1 August 2026
Review cycle	At least annually and whenever significant operational, legal, or student-safety changes occur
Version	1.0



1. Purpose

This policy establishes clear expectations for student conduct and communication within Sawyer STREAM Academy. It is intended to protect a respectful learning environment, support student safety, promote responsible digital citizenship, and ensure that students can participate in instruction and school activities without harassment, intimidation, disruption, or discrimination.

2. Connection to the Mission, Vision, and Culture of Care

The Academy's mission is to nurture intellect, integrity, and innovation through a project-based curriculum that connects academic learning to real-world purpose. Its vision is to empower students to become creative thinkers, problem solvers, and compassionate leaders.

Respectful conduct is therefore not separate from academic learning; it is part of the character, judgment, collaboration, and responsibility that Sawyer STREAM Academy expects students to develop.

The Culture of Care requires high expectations to be combined with empathy, fairness, support, accountability, and restoration. Students are expected to consider the effect of their words and actions on others and to participate in correcting harm when problems occur.

3. Scope

This policy applies during synchronous and asynchronous classes, tutoring, advising, assessments, school activities, student clubs, projects, email, messaging, discussion boards, shared documents, video conferences, social or collaborative spaces approved by the Academy, and any off-platform behavior that substantially affects student safety, access to learning, or the orderly operation of the Academy.

4. Expected Student Conduct

- Participate honestly, responsibly, and consistently in assigned learning activities.
- Treat students, families, employees, contractors, volunteers, and partner-school personnel with dignity and respect.
- Use language, images, humor, gestures, and digital content that are appropriate for a school environment.
- Listen to others, allow reasonable differences of opinion, and disagree without insults or personal attacks.
- Follow teacher directions, course procedures, technology rules, and reasonable safety instructions.
- Protect personal information, passwords, account access, and the privacy of others.
- Submit original work and follow the Academy's Academic Integrity Policy.
- Report safety concerns, threats, harassment, cyberbullying, or other serious misconduct promptly.
- Accept appropriate feedback and participate honestly in corrective or restorative processes.



5. Respectful Communication Standards

Students should communicate in a manner that is clear, courteous, relevant, and appropriate to the educational setting. Messages should address ideas, questions, assignments, or concerns without attacking the character, identity, intelligence, background, beliefs, or personal circumstances of another person.

Respectful disagreement is permitted and encouraged when it contributes to learning. Students may question ideas, evidence, interpretations, and decisions, but they may not use threats, humiliation, slurs, persistent ridicule, profanity directed at another person, or language intended to silence or intimidate.

6. Prohibited Conduct

Prohibited conduct	Description
Harassment and bullying	Repeated or serious conduct that threatens, humiliates, excludes, intimidates, or substantially interferes with another person's ability to learn or participate.
Discriminatory conduct	Slurs, stereotypes, hostile statements, exclusion, or unequal treatment based on race, color, nationality, ethnicity, culture, language, religion, sex, disability, or another protected or personal characteristic.
Threatening conduct	Statements, images, gestures, or actions that reasonably suggest violence, self-harm, retaliation, stalking, coercion, or danger to another person.
Sexual misconduct	Sexual comments, requests, images, messages, jokes, pressure, exploitation, or other conduct inappropriate for a school environment.
Impersonation and deception	Pretending to be another person, using another person's account, falsifying communications, or misrepresenting identity or school records.
Disruption	Deliberately interfering with instruction, meetings, assessment, communication systems, or another student's participation.
Privacy violations	Recording, photographing, copying, distributing, or posting another person's image, voice, work, message, or personal information without authorization.
Retaliation	Punishing, threatening, excluding, or pressuring a person because that person reported a concern, requested help, or participated in a review.
Unsafe technology use	Sharing passwords, attempting unauthorized access, distributing malicious content, bypassing controls, or using Academy systems for unlawful or harmful purposes.



7. Synchronous Class Expectations

During live classes or meetings, students should join using their assigned identity, arrive on time when attendance is required, follow teacher directions, mute microphones when appropriate, avoid distracting backgrounds or behavior, and use chat and screen-sharing functions only for legitimate educational purposes. Recording is prohibited unless the Academy has authorized it and all required permissions have been obtained.

8. Asynchronous Communication Expectations

Discussion posts, comments, emails, shared documents, and messages should remain focused on the educational purpose of the activity. Students should use complete and understandable language, avoid excessive capitalization or aggressive formatting, and allow reasonable time for responses. Public posting of private disputes is discouraged; concerns should be directed through the appropriate school communication channel.

9. Cultural and Viewpoint Respect

Sawyer STREAM Academy serves students from varied countries, cultures, languages, faith traditions, and educational backgrounds. Students are expected to approach differences with curiosity and respect. No student is required to abandon personal beliefs, but all students must communicate in a manner that permits others to participate safely and with dignity.

10. Reporting Concerns

Students and families should report conduct that appears threatening, discriminatory, harassing, sexually inappropriate, exploitative, retaliatory, or otherwise unsafe. Reports may be made to a teacher, academic director, designated safeguarding representative, or the Executive Director through an approved communication channel. Reports should include the date, time, platform, persons involved, description of what occurred, and any available messages, screenshots, or other evidence.

A person who believes there is immediate danger should contact the appropriate local emergency authority first and then notify Sawyer STREAM Academy. Because the Academy serves students in multiple locations, emergency response may involve the student's parent or guardian, partner school, or local authorities.

11. Review and Response Process

Stage	Action
Receive and document	The Academy records the report and preserves relevant evidence.
Assess safety	Leadership determines whether immediate protective measures are needed.



Stage	Action
Provide notice	The student and parent or guardian are informed as appropriate, subject to safety and confidentiality considerations.
Review information	Relevant persons may be asked to provide information. The Academy considers context, age, intent, severity, repetition, and impact.
Determine response	Leadership selects supportive, restorative, educational, corrective, or disciplinary measures.
Follow up	The Academy checks whether the concern has stopped, whether support is effective, and whether additional action is needed.

12. Corrective, Restorative, and Disciplinary Measures

The Academy seeks responses that protect safety, restore access to learning, teach responsible conduct, and hold students appropriately accountable. Depending on the circumstances, measures may include a conference, reflection assignment, communication plan, apology or restorative conversation when appropriate, required training, parent meeting, restricted platform privileges, behavioral agreement, academic support, removal from an activity, suspension, termination of enrollment, or referral to appropriate authorities.

Consequences are determined case by case. Serious conduct may result in immediate protective action even if the student has no prior violations. Restorative measures are not used when they would compromise safety, pressure an affected student, or minimize serious misconduct.

13. Student Support and Due Consideration

The Academy considers student age, developmental level, language needs, disability-related needs, cultural context, prior conduct, intent, severity, and impact. Students are given a reasonable opportunity to explain their perspective. Support may include clarification of expectations, academic flexibility, counseling referral information, structured communication, mentoring, or coordination with the family or partner school.

14. Confidentiality and Non-Retaliation

Information is shared only with persons who have a legitimate educational, safety, or legal need to know. Absolute confidentiality cannot be promised when disclosure is necessary to protect a student, conduct a fair review, or comply with law. Retaliation against any person who makes a good-faith report, requests help, or participates in a review is prohibited.

15. Family Responsibilities

Families are expected to review this policy with the student, reinforce respectful communication, notify the Academy of relevant concerns, cooperate with reasonable reviews



and interventions, and avoid escalating student disputes through public posts or direct hostile contact with other families. Family concerns should be communicated through official Academy channels.

16. Staff Responsibilities

Employees and other approved adults are expected to model respectful communication, maintain professional boundaries, respond consistently to misconduct, document significant concerns, avoid public shaming, and report safeguarding or crisis concerns promptly. Staff should distinguish between ordinary disagreement, correctable misconduct, and behavior that requires immediate safety action.

17. Records and Review

Significant conduct reports, findings, interventions, and outcomes are documented and maintained with appropriate confidentiality. Leadership reviews patterns of conduct, stakeholder feedback, and implementation experience at least annually to determine whether training, procedures, or policy revisions are needed.

18. Related Documents

- Core Values Statement
- Nondiscrimination and Equal Educational Opportunity Policy
- Digital Safeguarding Policy
- Student Data Privacy Policy
- Technology Acceptable Use Policy
- Academic Integrity Policy
- Student Crisis Response Policy
- Student Orientation Guide
- Parent and Family Orientation Materials



Sawyer STREAM Academy

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Student and Family Acknowledgment

We acknowledge that we have received or been given access to the Sawyer STREAM Academy Student Conduct and Respectful Communication Policy. We understand the expectations for respectful participation, the types of conduct that are prohibited, the procedures for reporting concerns, and the possible responses to misconduct. We agree to support a safe, ethical, and constructive learning environment.

Student name:

Parent/guardian name:

Student signature:

Date:

Parent/guardian signature:

Date:

Academy representative:

Date:

Policy Approval

Approved by Dr. Robert Sawyer

Signature

Date 1 August 2026