



CODE OF CONDUCT

PURPOSE

The purpose of this document is to openly communicate student behavioral expectations and possible consequences to students, families, and staff members. The procedures outlined in this document have been discussed and proposed by the administrative team at Reading Muhlenberg Career and Technology Center (RMCTC) and approved by the Joint School Committee.

CENTER MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student.
- We believe education leads to opportunity.
- We believe quality education starts with quality leadership.
- We believe a career and technical education is a critical component of workforce development.
- We believe technology is vital to learning and will help students connect with a rapidly changing world.
- We believe technology must be embraced by teachers as a tool to help

- prepare students to meet current and future labor market demands.
- We believe in providing all students with a positive educational experience.
- We believe students should feel proud of what they have accomplished each day.
- We believe students will be provided the opportunity to achieve their highest potential.
- We believe students will be provided the opportunity to acquire and cultivate leadership skills.
- We believe in providing students with a safe school environment.
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement.
- We believe in encouraging students to maintain a lifelong affiliation with the school.
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study.
- We believe instruction must accommodate individual student learning styles.

DISCIPLINE POLICY

This policy applies while the student is under the Jurisdiction of RMCTC and staff members.

Section 1317 of the Pennsylvania School Code provides as follows:

“Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”

The primary objective of the Reading Muhlenberg Career & Technology Center is to give its students the opportunity to acquire marketable skills and professionalism. Upon completion of a CTC program, the students should be ready to enter competitive employment. It is a privilege for students to attend RMCTC to learn these skills; and a privilege for us to teach those skills. If this is the primary objective to be realized, it is essential that orderly discipline be maintained.

While the primary objective of RMCTC are the teachings of marketable skills and professionalism, another important aspect of the CTC program is emphasizing workplace safety. Consequently, any breakdown of school discipline can eventually result in safety hazards to students and staff. Furthermore, in keeping with Section 1317

of the Pennsylvania School Code, RMCTC believes that another goal is the preparation of its students to be lawful and responsible citizens. Therefore, this behavioral code is implemented to be consistent with components of the Pennsylvania School Code, Chapter 12.

The Code of Student Conduct governs student discipline. Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Joint School Committee policies and the Code of Student Conduct governing student discipline.

The disciplinary actions which may be taken in response to a breach of the behavioral code are meant to be constructive in nature and not to be solely punitive. All disciplinary actions by the school authorities are predicated upon cooperative and courteous student behavior during any discipline procedure. Any misconduct, abusive behavior or uncooperative attitudes during the discipline proceeding may add to the punitive action.

This disciplinary action response by the school authorities varies according to the severity of the occurrences within the categories of infractions. Those infraction categories and the actions usually taken are included within the discipline policy. Where suspensions are applicable to a disciplinary problem, the suspension may include suspension from program activities at both the home school and RMCTC.

In a situation where the behavior is continuous or creates a threat to the safety and well-being of a member of the school community and reasonable corrective measures have been taken, the administration of RMCTC will seek the student's withdrawal from RMCTC by the sending schools' authorities.

In conclusion, to further protect the safety and well-being of our students and staff, all students are required to have their RMCTC-issued identification card in their immediate possession at all times.

CATEGORIES/DESCRIPTIONS OF DISCIPLINE CODE VIOLATIONS

Student responsibilities are: regular attendance, conscientious effort in class, and conformance to school rules and regulations—developed to produce a climate within the school that is conducive to wholesome learning and living. All students are expected to respect the rights of other students and all staff.

GENERAL GUIDELINES

1. Corroborated circumstantial evidence warrants appropriate disciplinary response.
2. Students referred to the office for inappropriate action will be addressed by school personnel/ administration before a disciplinary response is made.
3. Any offense on school grounds that is considered criminal may be reported to the police.

Student Responsibilities—

- A. Attend and be on time for school functions and all classes daily except when excused.
- B. Pursue and attempt to satisfactorily complete the courses of study prescribed by the state and local authorities.
- C. Make all necessary arrangements for making up work when absent from school.
- D. Respect the rights of other students.
- E. Express ideas and opinions in a respectful manner so as not to offend or slander others.
- F. Respect the rights and authority of teachers, administrators, and all others involved in the educational process
- G. Be aware of all rules and regulations for student behavior and abide by them.
- H. Assume that until a rule is waived, altered or repealed, it is still in effect.
- I. Be aware of and comply with federal, state, and local laws.
- J. Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
- K. Dress and groom to meet fair standards of health and safety. Appearance must not cause a disruption to the educational process. Students are expected to wear their required program uniform.
- L. Assist the staff in operating a safe school.
- M. Exercise proper care when using public facilities and equipment.
- N. Avoid the use of indecent or obscene language.

Student Discipline Options—

- A. Student-teacher conference.
- B. Contact with parent/guardian by phone.
- C. Reduction of work ethic grade.
- D. Restorative discipline.
- E. Restitution for infractions of theft and vandalism.
- F. Teacher-parent conference arranged and conducted by teacher or counselor.
- G. Teacher-administrator-student conference arranged by teacher or administrator.
- H. Staff conference including members who can provide insight into a student's problem.
- I. Detention, Lunch Detention, In-School Suspension, Out of School Suspension (outlined below).
- J. Suspension and Expulsion (Policy 233). Students, parents/guardians, and staff should be aware of the infractions that warrant suspension from school.
- K. Outside agency conference: this is arranged and conducted by a counselor or administrator with appropriate staff members involved.
- L. All aforementioned options should be accounted for by written record.

The options listed above are not intended to be all-inclusive. It should not be assumed that any one or a combination of the above options will resolve a particular problem.

Misconduct/Response Structure—

- A. The misconduct/response structure presents a comprehensive series of typical misbehaviors, which are classified into four levels and arranged in a continuum according to the seriousness of the act and the frequency of its occurrence.
- B. While the gravity of an infraction determines its classification, the frequency of the occurrence may require reclassification and a more severe disciplinary response. For instance, a Level I misconduct, though its seriousness remains the same, could be moved to a Level II, even III, if the act occurs repeatedly enough and corrective action at the appropriate level has failed.
- C. Level I infractions occur mainly in settings under the teacher's control or supervision. The responsibility for disciplinary action remains with the teacher although other school support personnel may be involved.
- D. Level II infractions are almost always serious enough to require the special attention of the school administration.
- E. Level III acts of misconduct are so serious that they require the involvement not only of the school administration, but also of the Administrative Director and/or Superintendent/Assistant Superintendent and the school board of the sending school as well as law enforcement authorities.
- F. Optional disciplinary responses are included at each infraction level. These options provide flexibility and are up to administrative discretion. Disciplinary responses are progressive and reflect the nature of the offense and/or frequency of occurrence, however, they are not exclusive to the listed infraction levels and may be applied interchangeably.

Level I – Level 1 offenses include student misbehaviors that impede daily classroom procedures or interfere with the orderly operation of the school and/or school-sponsored activities. These misbehaviors will be addressed by the teacher and or staff member that witnessed the behavior. A referral to the Dean of Students will be made when the student continues the behavior or refuses to accept the assigned consequence(s). After referral to administration, the offense will be recorded in the student's discipline file. Depending on the infraction, discipline will begin with a warning and conference(s) followed by progressive consequences (ex. detention). Special privileges may also be denied. Parents and counselors will be contacted if and when appropriate. A continuation of Level 1 behaviors will be considered a Level 2 infraction and be subject to the disciplinary procedures listed below.

Level II – Level 2 offenses disrupt the learning climate of the school. These infractions may require the intervention of administrative personnel. Some of these actions may require referral to legal authorities. A continuation of Level 2 behaviors will be

considered a Level 3 infraction and be subject to the disciplinary procedures listed below.

Level III – Level 3 offenses are acts directed against persons or property. These acts might be considered criminal, but most frequently can be handled by administrative personnel. Where applicable, appropriate legal action may be taken. Restitution of property and damages will be made when the situation warrants it.

Offenses include acts that result in violence toward another person and pose a direct threat to the safety of others in the school. These acts are intentional, criminal, and serious. Administrative action is immediate and often results in the removal of the student from school, possible intervention of law enforcement authorities, and potential action by the Board of School Directors

DETENTION

Detention is scheduled during the school day on the days designated by the Administrator. Students shall be assigned to serve detention by the administrator. Students shall be notified in advance of the date/s detention is to be served. Students are required to be academically engaged throughout the detention period. Academic and/or program teachers are responsible for providing assigned work (this may include new or previously assigned work that is incomplete).

Tardy to detention will result in an additional session being assigned. All rescheduled detentions must be approved by the administrator and must be accompanied with the appropriate documentation to warrant the change in date and time. Failure to report to detention will result in additional consequences up to and including suspension from school.

SUSPENSION

In-School Suspension (ISS) - Students report to the In-School Suspension room after reporting to their program. Students will spend their session in the ISS room completing school work. Behavioral issues in ISS will create new referrals to be addressed by the Dean of Students. Students will report to their home school for their regular schedule. Students who refuse to attend In-School Suspension may be assigned an Out-of-School Suspension.

Out-of-School Suspension (OSS) - Students who are assigned an Out-of-School Suspension are prohibited from being present on school grounds for the assigned day. RMCTC and the home schools enforce out-of-school suspensions assigned by either party. Students are responsible for completing missed assignments with the same guidelines as an excused absence.

Reasons for suspensions from school by an administrator or his/her designee shall include actions such as, but not limited to:

1. Theft of school or personal property.
2. Physical attack on a student or staff member.
3. Threatening a student or staff member.
4. Smoking on school property or during school activities.
5. Drug or alcohol possession, use, or sale.
6. Chronic cutting of school, class, or other scheduled activities.
7. Chronic lateness to school, class, or other scheduled activities.
8. Willfully damaging school or personal property.
9. Verbally abusing (obscenity, threats) a staff member or student.
10. Refusing to serve detention.
11. Leaving school grounds without permission during the school day.
12. Any activity performed on school property or during school functions which is considered criminal under local, state, or federal law.
13. Refusing to comply with reasonable instructions of a staff member or published school rule.
14. Willfully disrupting the normal operation of the school.

When a determination has been made that a suspension is warranted, the administrator/designee shall enforce suspension in accordance with the following:

1. Parent/guardian will be contacted and notified of the reason(s) for suspension and will be asked to remove the student from school as soon as possible and parent/guardian will be notified of suspension dates. If contact is not made or if a student is not removed from school, the student shall remain in school until the end of the school day under the supervision of an administrator or designated staff member.
2. A letter will be sent to the parent/guardian stating the reason(s) for and length of the suspension, as well as the date and time for a reinstatement conference. Copies of the suspension letter will be kept on file as part of the student's record.
3. No suspension shall exceed 3 consecutive school days unless a conference has been held with parent/guardian within the three day period with the purpose of extending the suspension. No student shall ever be suspended more than 10 consecutive school days without board approval. If a student's suspension is extended to include the maximum of ten school days, a second parent/guardian conference must be scheduled no later than the tenth day of the suspension for the student's re-admittance on the eleventh day. If a parent/guardian refuses to appear for a scheduled conference within three days, the principal will readmit the student. If, however, the offense warrants the extension of suspension beyond the original conference date, the administrator will notify the parent/guardian of the extended time period via certified mail, will continue efforts

- to establish a conference and document those efforts, and will notify the appropriate supervisor of the status of the case on a daily basis.
4. A student shall have the responsibility for anticipating and completing assignments while he/she is on suspension. Upon returning to the school program, a student shall make up any examinations missed while on suspension.
 5. The Administrative Director shall review chronic cases of suspension with the appropriate administrator.
 6. Students may be assigned community service to be served during the suspension period as a component of the disciplinary actions.

BULLYING/HARASSMENT/HAZING/POTENTIAL TO HARM/DISCRIMINATION

RMCTC will not tolerate any form of discrimination, bullying, hazing, or harassment of any type. This includes cyber bullying and text messaging that directly implicates school behavior. Depending on the severity of the aggressive or intimidating event, the student may receive an out-of-school suspension and could face legal action.

Bullying/Harassment is defined as follows: Bullying, harassment, intimidation and hazing consists of verbal, written, electronic, graphic or physical conduct that is severe, persistent, perverse or has the potential to harm, which adversely affects an individual, or creates an intimidating, threatening, or abusive educational environment.

Act 18 of 2019 amended the Public School Code of 1949 by adding Article XIII-E, Threat Assessment. Among its provisions are procedures for evaluating the legitimacy and mitigating steps of confirmed threats. When a student's actions or language may be interpreted as a threat, RMCTC administration may require the participation of the alleged offender, alleged victim, witnesses, parents, counselors and teachers to complete the steps of the state mandated threat assessment process.

RMCTC considers any of the above that has the potential to harm as acts of bullying or harassment.

Each student shall be responsible for respecting the rights of their fellow students and CTC employees and to ensure an atmosphere free from all forms of unlawful harassment, bullying and hazing exists.

Students who are the victim of or witness to these actions are encouraged to report such incidents to a staff member who will notify the CTE Principal. Forms are available to file a written complaint in the Main Office as well as Student Services Office.

The Reading Muhlenberg CTC does not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its educational programs, activities, and/or employment.

The RMCTC shall make reasonable accommodations for qualified individuals with disabilities upon request.

In compliance with Title IX of the Education Amendment Act of 1972, the RMCTC has a designated Title IX Coordinator:

Dr. Daniel Marks
CTE Director of Curriculum, Professional Development & Student Services
2615 Warren Road
Reading, PA 19604
titleixcoordinator@rmctc.org

The School's Title IX Coordinator should be contacted regarding any inquiries as to the application of Title IX, issues related to discrimination generally, or filing a harassment complaint.

POLICIES

As a result of the changes to the Title IX regulations, which became effective on August 14, 2020, updated policies and procedures have been revised to meet those new regulations.

The RMCTC enforces its commitment to equity and non-discrimination, including on the basis of sex, through a series of board policies: 103, 103.1, 104 (available by visiting BoardDocs at <https://go.boarddocs.com/pa/redv/Board.nsf/Public?open&id=policies#>)

BUS REGULATIONS

Please be advised that VIDEO recording is used during the transportation of students (see VIDEO Recording).

1. All students **must** ride their assigned school bus. **Only students with permits are permitted to drive. However:**
 - a. Permission to walk may be issued by Administration with prior written parental request for those students who live close enough to school to walk to/from the Career & Technology Center on a daily basis.
 - b. Driving permits may be issued by Administration by following the driving permit procedures in the student handbook.
2. The teacher, and not the bell, will dismiss students to the buses at the assigned time.
3. Students may be asked to present their identification card (I.D) to the bus driver upon entering the bus. **Students are not permitted to walk home or to their respective high school without prior permission.**

4. Good bus conduct is expected for the safety of everyone. Therefore, all school rules must be followed while on district transportation including:
 - a. Walk to and from the bus.
 - b. Ride the assigned bus.
 - c. Be prepared to show your I.D. card when entering the bus if asked.
 - d. Remain in your seat until the bus comes to a complete stop; do not hop from seat to seat.
 - e. No smoking of tobacco products or related products including electronic cigarettes or vape pens.
 - f. Do not eat or bring food or food/drink containers/bottles on the bus.
 - g. Do not throw objects.
 - h. Do not shout or use abusive/vulgar language.
 - i. Do not damage the bus in any way.
 - j. No playing loud/obscene music or videos.
5. Appropriate disciplinary action will be taken if the above guidelines are not followed.
6. If a student is removed for disciplinary reasons from school-provided transportation, the student's parents or legal guardian must arrange alternate transportation. Generally only a parent or legal guardian will be permitted to drive the student to the Reading Muhlenberg Career & Technology Center; however, if the parent or legal guardian wishes to delegate that responsibility to another ADULT, that alternative person's name and relationship to the student must be submitted in writing to the proper RMCTC authority before permission will be granted. The RMCTC administration reserves the right to approve any alternatives to school-provided transportation.

CAFETERIA PROCEDURES

All students must go to the cafeteria at their assigned lunch session. The basic principle for a good cafeteria lunch session is consideration for others.

NOTE: The vending room, located in the cafeteria, is off limits to students at all times during the school day.

Student Procedure for Lunch Period

1. **Walk** to the cafeteria at the time assigned to your class or program.
2. Stand quietly in the serving line to purchase food; do not cut ahead in the line!
3. Select food and have your student ID card or ID number available for the cashier.
4. Quantities of food are determined by cafeteria staff in accordance with guidelines. If students wish to get more food, they have the ability to arrange payment.
5. Take all trays, utensils and trash to the designated disposal area when you are finished eating.

6. Remain at your cafeteria table until the dismissal bell sounds. Do not stand at the doorways.
7. Leave the cafeteria at the assigned time.
8. Walk to your assigned area or bus.
9. Student misbehavior may result in assigned seating.
10. Students are expected to exit the cafeteria through the exit to the right of the stage when the bell rings.

Use of the Restroom

Students may use the restroom during lunch. Students coming from the cafeteria should only use the hallway bathrooms past the student services office unless an alternate bathroom and permission has been provided by staff. When a student needs to use the restroom, they must follow procedures to do so by gaining permission from a staff member, signing out, and utilizing a pass. As is the same in the classroom, only one student can use a given pass at a time. The pass must be returned upon the student's return to the cafeteria.

Student Conduct in the Cafeteria

Good school citizenship demands that students refrain from:

1. Shouting, making unnecessary noise, obscene/vulgar language.
2. Popping beverage cartons.
3. Rearranging chairs. No chairs are allowed at the end of tables.
4. Failing to clean up trash at their assigned table areas.
5. Destroying cafeteria equipment.
6. Rocking, tilting or dropping chairs.
7. Taking food or beverages from the cafeteria.
8. Throwing anything! (In the event of food items being thrown, the person(s) responsible may have to clean the cafeteria at the conclusion of the last lunch session.)
9. Combing hair/grooming.
10. Card playing, dice throwing, coin tossing or any form of gambling.
11. Taking extra food without paying for it can be considered petty theft and rise to the level of a report to Muhlenberg Township Police.

For violations of the above guidelines, the cafeteria monitors may request your I.D. card and may complete a discipline referral form.

Students involved in **major** cafeteria disturbances may be **SUBJECT TO DISORDERLY CONDUCT CHARGES** enforced by the Muhlenberg Township Police.

In cases where the student is a habitual disturbance in the cafeteria, the student may be suspended from the privilege of eating in the cafeteria. The student may be required to eat in an area other than the cafeteria.

Food delivery to RMCTC is prohibited. Students will receive a warning on their first offense. The second time a student has food delivered, the food will be confiscated and

returned to the student at dismissal.

Students are not permitted to bring food for other students unless it is for a scheduled program social, approved by the teacher.

DRESS CODE

Reading Muhlenberg CTC students are required to come to school each day attired in appropriate clothing. All students are expected to wear their program uniform throughout their day at RMCTC. An exception would be for students whose schedule dictates that the student will be dismissed from the cafeteria or social studies class preventing the student from changing out of their uniform in their program area.

In order to maintain an orderly and safe program environment and to promote good work attitudes and safety, certain clothing styles and wearing apparel are not acceptable and/or are discouraged.

Students **may not** be permitted to participate in their Career & Technology program's activities if their dress is considered inappropriate for that activity. Furthermore, the student's daily grade will be affected negatively for any inappropriate dress. Eventually, a student may receive failing quarterly grades if the inappropriate dress and the inability to participate in related activities become habitual.

The individual program area teacher will notify, in writing, both student and parent/guardian of the appropriate uniform attire. In all cases, required dress is designed to promote professionalism, safety, hygiene and work-related conditions.

ACCEPTABLE DRESS

Students should come to school in clothing that is clean, sanitary and free of rips, tears or safety hazards. Students' dress should reflect the business/industry standards of the careers they are learning. Students who are unable to alter/correct issues related to inappropriate dress may be sent home.

Prohibited Dress/Apparel/Jewelry

1. Physically revealing attire or clothing deemed unacceptable in a business environment. This includes but is not limited to: shoe skates, open toed shoes, torn or ripped clothing, clothing that exposes undergarments or is worn in a manner which exposes undergarments.
2. Attire containing language of a blatantly vulgar, obscene sexual innuendo or **inappropriate nature** for a secondary school. Clothing which promotes or implies drug use or approval and/or alcoholic-product endorsements or advertisements are prohibited. These **prohibited** items include, but are not limited to, all clothing, hats, caps, bandanas, patches, buttons, medallions, necklaces, belt buckles, bracelets, rings and related jewelry.
3. Items or clothing that constitutes a threat or implies violence to educational

safety, health or an orderly environment. This includes, but is not limited to all types of chains, spiked jewelry, wallet chains, choker chains or other jewelry, which poses a safety concern/hazard.

4. Clothing associated with gangs or any group/organization, which promotes violence, criminal activities, gender or racial bias. In addition, normally acceptable clothing may not be altered or worn in such a style that would associate that individual with any of the aforementioned groups.
5. Clothing that contains the defamation of a religion, religious symbol or religious belief.
6. Clothing that contains messages regarding political groups or organizations, which may be divisive or inflammatory within a school environment.
7. Students are permitted to wear hooded clothing but at no time can the hood be used to cover their head.

DRIVING PERMITS

Procedures for obtaining and maintaining driving permits can be found in the student handbook. Violations may incur suspension or termination of driving privileges and other consequences.

NOTE: The Reading Muhlenberg CTC is not required to provide driving privileges to its students. Therefore, students should understand that if given reasonable suspicion, an Administrator may request a search of a vehicle that is parked in our lot for possible dangerous/illegal items.

DRUG POSSESSION OR USE OF VAPING MATERIALS

RMCTC prohibits possession, use or sale of tobacco/vaping materials by students at any time in the school building and on the property, buses and vans that are owned, leased or controlled by the school, including personal vehicles.

Since we create within our school an environment wherein students must operate or use machinery, tools and equipment which can cause serious physical injuries, we cannot afford to have students under the influence of any controlled substance or possessing such controlled substances on site. These situations involving controlled substances constitute serious safety issues for the school and its students and staff. It is in the best interest of mutual safety that we take a prudent step in removing these students from the Career & Technology setting. Furthermore, students who are participating in school-related activities such as Work Based Learning or Career & Technical Student Organizations, fall under the same concern for mutual safety and physical well-being as previously mentioned.

Drug related offenses may be addressed with any combination of the following:

1. POSSESSION OR USE OF CONTROLLED SUBSTANCES OR PARAPHERNALIA

1. Identification of the substance or paraphernalia

2. Police notification
3. Parent notification
4. May result in suspension to the Superintendent
5. Suspension conference
6. A recommendation that the student be removed from the CTC due to safety concerns
7. Referral to a Student Assistance Program (SAP)

2. INTENT TO DISTRIBUTE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE

1. Identification of the substance
2. Police notification
3. Parent notification
4. Suspension(s)
5. A recommendation that the student be removed from the CTC due to safety concerns as outlined in the opening paragraphs
6. Determination will be made at the hearing as to the viability of full suspension or expulsion to the Board
7. Referral to a Student Assistance Program (SAP)

NOTE: CONTROLLED SUBSTANCES – Include, but are not limited to the following:

1. Alcoholic Substances
2. Cocaine
3. Amphetamines/Barbiturates
4. Hallucinogens
5. Inhalants
6. Marijuana
7. Opiates
8. Sedative Hypnotics
9. “Look-a-Like” /Designer Drugs
10. Drug Paraphernalia
11. Any controlled substance prohibited by law

For the protection of the student, prescription drugs and non-prescription drugs brought to the school must be registered with the school nurse. The following conditions must be met:

1. The student must have authorization from a medical doctor for the use of prescription drugs.
2. Medication brought to school by a student for limited use should be in sufficient quantity for that use period only.
3. Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions.

HALL PASSES

If a student must leave one location and proceed to another location, the student must secure a proper hall pass from the authorized area supervisor before proceeding to the other location. If the student desires to use a different location than the one that the initial pass was provided for, they should report to their destination and request another pass. A hall pass is not permission to go anywhere in the building. Once at the new location, the student must produce the hall pass for verification. A student is permitted (2) two minutes to move from one area to another within the building with this hall pass.

IN-SCHOOL SUSPENSION CENTER

ONLY AN ADMINISTRATOR may assign a student to the In-School Suspension Center. Students who are assigned to In-School Suspension for disciplinary reasons will be given advance notice so they can obtain work from their teachers. A copy of the assignment notice will be given to program and academic instructors (when applicable).

All students placed in the ISS area will observe the following guidelines:

1. Students will be expected to complete assignments from their program area and Social Studies class and are not permitted to sleep.
2. Talking is not permitted in In-School Suspension unless it is part of a supervised learning activity.
3. Students assigned to In-School Suspension do not report to Social Studies on their assigned day unless scheduled by an administrator.
4. Students assigned to In-School Suspension will eat at a time scheduled by the ISS monitor(s).
5. Students will be permitted one (1) break to go to the lavatory. This will be at the discretion of the monitor.
6. Hall passes will not be issued.
7. Students who are absent on the date of an assigned In-School Suspension will be reassigned to another date (usually the following day).

NOTE: Students who do not cooperate while in In-School Suspension may be suspended out-of-school, with a required parental conference prior to reinstatement. **In addition, the current day being served will be rescheduled.** Students are released from ISS at the proper dismissal time. Students must proceed directly to their proper bus for transportation back to their sending school.

LATENESS

Students are “late” if they are not in their classroom when the bell rings.

Procedures for students late to school are:

1. If a student is late to school, he/she must report to the office.
2. Lateness to school will only be excused with a doctor’s note.

3. The student will receive a late slip. This slip must be presented to the teacher before the student can be admitted to class.
4. The first lateness will be considered a warning. Progressive disciplinary consequences may be applied.

LAVATORY

For those students who do not have a lavatory in their program area and wish to use the lavatory, he/she must get permission from the teacher and sign the "lavatory sign-out sheet". The teacher will provide the student a pass and key (if needed). Teacher discretion will be used to address issues regarding reasonable amounts of time to use the lavatory. Congregating, loitering and/or smoking in any lavatory are prohibited. Any student found damaging fixtures will be held responsible for payment to those damages and institutional vandalism charges will be filed against the student. **ONLY ONE STUDENT IS PERMITTED TO LEAVE THE PROGRAM AREA AT A TIME.** Students must wait for the previous student to return before they may leave for the lavatory.

No student is permitted to use the lavatory on his/her way to/from classes. The student must report to their destination and receive permission from an authority to use the lavatory.

LEAVING RMCTC CAMPUS WITHOUT PERMISSION

No student will be permitted to leave the CTC campus or a school-related activity without proper authorization. Students violating this rule may be assigned an out-of-school suspension. Permission to leave RMCTC grounds must be provided by the guardian of record or an emergency contact on file.

LOCKERS

The privilege of using school-supplied lockers for storage of personal property during their session at the CTC is granted to our students. The storage of any illegal, unlawful, hazardous, or potentially dangerous items or materials in the lockers by students is strictly prohibited. It is important for students to bear in mind that lockers are the property of the school and the students do not have an assumption of privacy regarding the lockers and their use. All lockers will be subject to periodic or specific inspection by school personnel. These inspections are done to ensure the safety of our students and staff and may entail local enforcement officials and any detection activities/equipment deemed necessary. (NOTE: Detection activities may involve police canine units.)

The locker issued to a student must be kept clean, orderly, and free of obscene or inappropriate pictures and/or materials and items which constitute a safety concern/hazard.

There is little, if anything, school officials can do to prevent theft if lockers are not properly secured or if locker combinations are "shared" with classmates. If an assigned

locker is not functioning properly, please report the condition immediately to your instructor.

RECORDING DEVICES/SCANNERS

Unless approved by school administration, neither staff nor students may engage in any audio/visual recording of any staff or students. Also, the uses of electric scanning devices are prohibited (see Telephone Use/Cell Phones/Electronic Devices).

SEARCHES

As part of our on-going efforts to maintain a safe and orderly educational environment, school officials are authorized to search a student's locker, motor vehicle parked on school property, or personal possessions to include backpacks, bags, purses, jackets, clothing, etc. when there is reasonable suspicion that the student is violating the law, Joint School Committee policy, school rules, or poses a threat to him/herself or the school population. **These searches may be random and at the discretion of school administration. Such searches may be performed by a Police K9 Unit.** A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the school's discipline procedures.

SECURITY CAMERAS

Security cameras are used throughout the premises at RMCTC. These cameras are installed in the classrooms, hallways, and cafeteria, as well as on buses and at exterior locations. Footage may be used as evidence of misconduct in disciplinary and/or legal proceedings.

STUDENT CHARGES

Students are responsible for the loss or damage of school materials. If you have paid for a lost item and later it has been found (with proof of payment), the money will be refunded to you. Students will also be held responsible for damages or loss of tools, equipment or school property as a result of carelessness. Behavior referrals will be submitted and the Dean of Students/Administration will investigate and determine relevant consequences.

Students will be required to pay for materials used for personal projects that are to be taken from the school upon completion. (Your teacher will inform you of all charges.) All transactions will be conducted in the Business Offices.

If the student does not pay the charges due, release of grades, portfolios, and certificates may not be granted until the student has done so. Also, **participation in the school's Work Based Learning program, CTSO activities, eligibility for awards (Student of the Quarter, All Star, Business & Industry awards, etc.) and field trips**

may be denied until all charges are paid in full.

CELL PHONES/ELECTRONIC DEVICES

At RMCTC, we are committed to preparing students for the world of employment in a safe environment. Due to the employer expectations and safety issues, **CELL PHONE USE IS NOT PERMITTED IN ACADEMIC SETTINGS AT RMCTC.** Students may only use their cell phones in settings where students have free time (hallways, breakfast, and lunch). The same expectation for cell phones may be applied to other electronic devices, like AirPods/headphones.

All electronic devices must be turned off and placed in student lockers when entering the classrooms at RMCTC.

1. Possession and/or use of a cell phone or other electronic devices will result in disciplinary action as outlined in the Discipline Section of this handbook. Repeat offenders will be asked to sign contracts, have family meetings, and may be assigned suspensions.
2. We recognize that there will be situations where students need to use their phones. In these cases, the student should have a conversation with his/her teacher.
3. If the teacher agrees that the situation is indeed an emergency, a pass will be provided for the student to use his/her phone in the Main Office.
4. Students will only be able to use this process for appropriate communication as deemed so by office staff, the Dean of Students, or an administrator.

VANDALISM

Students who intentionally damage school property and/or equipment will be held responsible for all costs of replacement or repair and will be subject to disciplinary consequences.

PLAGIARISM/CHEATING/USE OF A.I.

Academic dishonesty in any form is strictly prohibited. Students must understand the high consequences for this behavior in post-secondary and professional communities. Students cannot use ideas and writing from other sources and claim it as their own. Should a teacher determine that a student has been involved in a case of academic dishonesty, a referral should be written and the parent will be notified in ALL cases. With the popularity and accessibility of Artificial Intelligence (A.I.), there are great concerns in the academic community regarding student use of apps like ChatGPT. Use of A.I. to complete assignments is strictly prohibited. Administration may utilize examples of student work to compare suspected use of A.I. and may make judgment calls regarding a student's possible use of this technology.

WEAPONS

Expulsion will be considered for students who bring weapons on school property or on school transportation vehicles. At this school, a weapon is defined as, but not limited to:

1. Any knife.
2. Cutting instrument or cutting tool.
3. Nunchuck stick and other martial arts weapons.
4. Firearm, shotgun, rifle, starter pistol, taser, stun gun.
5. Tear gas, pepper gas or any other solution/spray intended for physical harm.
6. Explosives including, but not limited to fireworks, blasting caps, pipe bombs, M-80's, and smoke/stink bombs.
7. Dangerous apparel including, but not limited to: studded or spiked belts, wristbands, rings or chains.
8. Replica of a weapon.
9. Any other tool or device capable of inflicting serious bodily injury.

This policy applies to having such a weapon on school property (including student lockers and parking lots), not merely possessing them on the student's person. No student should be carrying back and forth to school any program-related cutting devices or tools. If you need a cutting tool or device for after school work, those tools or devices should be left at work. This holds true for any cosmetology related scissors or cutting supplies.

As part of our on-going efforts to discourage students from bringing weapons on school property, the administration at RMCTC may conduct periodic/random searches of students, their belongings, and lockers. Searches may involve the use of hand-held metal detectors (see Searches).

Reading Muhlenberg CTC takes safety and negative student behavior seriously. Those who engage in harmful acts toward our students, staff, and/or property may be subject to fines, arrest, and/or expulsion.

Level/Description of Behavior	Examples of Behavior (not inclusive)	Disciplinary Procedure
<p>LEVEL I - Level 1 offenses include student misbehaviors that impede daily classroom procedures or interfere with the orderly operation of the school and/or school-sponsored activities. These misbehaviors will be addressed by the teacher and or staff member that witnessed the behavior. A referral to the Dean of Students will be made when the student continues</p>	<p>Attendance</p> <ul style="list-style-type: none"> ● Tardiness to school ● Late to class <p>Class Cuts</p> <ul style="list-style-type: none"> ● Program ● Social Studies ● Lunch <p>Misconduct</p> <ul style="list-style-type: none"> ● w/ substitute ● Cafeteria 	<p>Teachers will handle minor disciplinary infractions with the following disciplinary measures:</p> <ul style="list-style-type: none"> ● Verbal warning/Parent notification ● Loss of privileges ● Reduction in work ethic grade ● Teacher/Student

<p>the behavior or refuses to accept the assigned consequence(s). After referral to administration, the offense will be recorded in the student's discipline file. Depending on the infraction, discipline will begin with a warning and conference(s) followed by progressive consequences (ex. detention). Special privileges may also be denied. Parents and counselors will be contacted if and when appropriate. A continuation of Level 1 behaviors will be considered a Level 2 infraction and be subject to the disciplinary procedures listed below.</p>	<ul style="list-style-type: none"> ● Food ● Class/hallways ● Bus (minor) <p>Pass Violations</p> <ul style="list-style-type: none"> ● General pass ● Late to class <p>Social offenses</p> <ul style="list-style-type: none"> ● Disruptive attire/dress code vulgar/ offensive language ● Minor disobedience/disrespect ● Inappropriate display of affection ● Non-school related sales <p>Vehicular offenses</p> <ul style="list-style-type: none"> ● Unauthorized driving ● Transporting other students 	<p>conference</p> <p>In addition to the consequences above, Referrals to the dean of students may be handled using any of the following disciplinary measures:</p> <ul style="list-style-type: none"> ● Warning/conference ● Lunch detention(s) ● Detention(s) ● Restorative Measures ● Temporary loss of driving privileges
<p>LEVEL II - Level 2 offenses disrupt the learning climate of the school. These infractions may require the intervention of administrative personnel. Some of these actions may require referral to legal authorities. A continuation of Level 2 behaviors will be considered a Level 3 infraction and be subject to the disciplinary procedures listed below.</p>	<p>Attendance</p> <ul style="list-style-type: none"> ● Leaving class without permission ● Leaving school grounds without permission ● Truancy <p>Class Cuts</p> <ul style="list-style-type: none"> ● Assigned detentions ● Repetitive class/lunch cuts <p>Misconduct</p> <ul style="list-style-type: none"> ● Misuse of school computer ● Cheating/Plagiarism ● Theft ● Use of unauthorized electronic devices/phones ● Arguments/Verbal altercations ● Loitering ● Repetitive use of inappropriate gestures/language/offensive attire ● Forgery ● Insubordination ● Inappropriate Internet Use <p>Safety Concern (minor)</p>	<p>Infractions will be recorded in the students discipline file following a meeting of the student, school administrator, and other personnel as needed.</p> <p>Level 2 offenses will include parent notification and more stringent disciplinary consequences that may include:</p> <ul style="list-style-type: none"> ● Permanent loss of driving privileges ● Consecutive detentions ● In-school suspension ● Out-of-school suspension

	<ul style="list-style-type: none"> ● Misuse of school property or personal property ● Horseplay ● Disruptive behavior on bus <p>Vehicular Violations</p> <ul style="list-style-type: none"> ● Reckless driving ● Permit violation 	
<p>LEVEL III - Level 3 offenses are acts directed against persons or property. These acts might be considered criminal, but most frequently can be handled by administrative personnel. Where applicable, appropriate legal action may be taken. Restitution of property and damages will be made when the situation warrants it.</p> <p>Offenses include acts that result in violence toward another person and pose a direct threat to the safety of others in the school. These acts are intentional, criminal, and serious. Administrative action is immediate and often results in the removal of the student from school, possible intervention of law enforcement authorities, and potential action by the Board of School Directors.</p>	<p>Attendance</p> <ul style="list-style-type: none"> ● Leaving school without permission ● Unlawful Trespass <p>Misconduct</p> <ul style="list-style-type: none"> ● Destructive Behavior ● Bullying/Hazing * ● Fighting ● Insubordination ● Continued disrespect ● Race/Ethnic Intimidation ● Institutional vandalism ● Theft <p>Smoking/Drug Use</p> <ul style="list-style-type: none"> ● Possession and/or use of tobacco/drugs, vape pens ● Possession and/or use of tobacco or drug paraphernalia <p>Serious Destructive Behavior</p> <ul style="list-style-type: none"> ● Extortion ● Bullying/Hazing ● Terroristic threats ● Bomb threat ● Possession of a weapon(s) ● Possession of explosive devices ● Assault/Battery ● Institutional vandalism ● Theft ● Arson ● False alarm that led to the involvement of first responders ● Furnishing/selling/possession of unauthorized/illegal substance ● Harassment/Stalking 	<p>The administrator will initiate the disciplinary action by investigating the situation and conferring with the appropriate staff. Punishment for a Level 3 offense will begin with either in-school or out-of-school suspension depending on the nature of the misbehavior. Should the student damage school property, he/she may be required to pay for the damage and police may be contacted.</p> <p>These offenses require automatic referral to the superintendent and removal from school premises. Parents will be notified and required to attend the meeting with the superintendent. Expulsion may be a consequence for Level IV offenses.</p>

LEVEL I - Level 1 offenses include student misbehaviors that impede daily classroom procedures or interfere with the orderly operation of the school and/or school-sponsored activities. These misbehaviors will be addressed by the teacher and or staff member that witnessed the behavior. A referral to the dean of students will be made when the student continues the behavior or refuses to accept the assigned consequence(s).

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Attendance				
Tardy to school 4 lates are wiped from the record after 2 full months of no late arrivals	Warning	Warning	Warning	Detention See late slip discipline assignments form for further infractions
Late to Class *The teacher refers to their 3rd offense*	Warning	Detention	Detention	Detention
Social Offenses				
Inappropriate Attire	Warning AND return to class when properly attired	1 Detention AND return to class when properly attired *parent contacted via phone*	2 Detentions, parent mtg, AND return to class when properly attired	1 In-school suspension *Further infractions will result in one or more ISS or OSS*
Abusive, Inappropriate, or Vulgar Language/ Profanity	Warning	1 Detention	2 Detentions	3 Detentions *Further infractions will result in one or more ISS or OSS*
Lying/Withholding Information	2 Detentions	2 Detentions	2 Detentions	2 in-school suspension *Further infractions will result in one or more ISS

				or OSS*
Unacceptable Display of Affection	Warning	Detention	2 Detentions AND parent meeting	3 Detentions

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Misconduct				
Cafeteria Misconduct	1 Week cleanup and 2 detentions	2 Weeks cleanup and 1 Saturday Detention	3 Weeks cleanup and 2 Saturday Detentions	1 Month cleanup and 1or more In-School-Suspensions
Class Misconduct <i>Includes Substitute Report Referral</i>	1 Detention	2 Detentions	3 Detentions	3 Detentions *Further infractions will result in one or more ISS or OSS*
Parking in unauthorized areas on school property	1 Detention	2 Detentions	3 Detentions	3 Detentions *Further infractions will result in one or more ISS or OSS and possible suspension/termination of driving privileges*
Bus violation	Assigned seating and parent meeting	1 Detention and parent meeting to discuss bus riding arrangements	2 Detention	1 In-School-Suspension *Further infractions will result in one or more ISS or OSS AND/OR Loss of privilege from riding bus*

Hall Pass Violation	Warning	1 Detention	2 Detention	1 In-School-Suspension *Further infractions will result in one or more ISS as well as loss of pass privileges*
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LEVEL II - Infractions that tend to disrupt the learning climate of the school because of their seriousness. These infractions require the intervention of administrative personnel. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action. Some of these actions may require referral to the legal authorities.

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Cutting				
Detention Cut/ Detention Misconduct	2 Detentions	2 Detentions	3 Detention	In-School-Suspension *Further infractions will result in one or more ISS as well as loss of pass privileges*
Class Cut Defined as 10+ minutes out of class	1 Detention	2 Detentions	3 Detention	2 In-School-Suspension

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Vehicular Violations				
Reckless Driving	1 Detention	2 Detention and referral to police	2 In-School Suspensions and referral to police	1-3 Out-of-School Suspensions and referral to the police

Bus Violation (Major)	Detention and parent meeting to discuss bus riding arrangement	2 Detention and parent meeting to discuss bus riding arrangement	Administration Discretion	Administration Discretion
Parking on school property without permit and/or unregistered vehicle	1 Detention	Detention and ticketed by Police	2 Detention and ticketed by Police	Car towed at owner's expense
Unauthorized Items				
Possession and/or observed used of Phone and any other unauthorized devices	Item confiscated and 1 detention <i>Item returned at end of day</i>	Item confiscated and 1 Saturday detention <i>Item returned to parent</i>	Item confiscated and 1 In-School Suspension <i>Item returned to parent</i>	Item confiscated and 2 In-School Suspension <i>Item returned to parent (5th offense = 2 OSS - Item returned to parent after student returns to school)</i>
Food/Drink outside of Cafeteria	Warning	1 Detention	2 Detentions	3 Detention
Misbehavior				
Minor Vandalism	Restitution and 1 Detention	Restitution and 2 Detentions	Restitution and In-School Suspension	Restitution and 4-10 Out-of-School Suspensions
Insubordination	Warning and Parent Contact	2 Detentions and Parent Contact	1-3 In-School Suspensions	5-10 Out-of-School Suspensions and/or possible expulsion

Computer Misconduct/ Misuse	Administrative Decision	Administrative Decision	Administrative Decision	Administrative Decision
Loitering in/around halls/lavatory	Warning	1 Detention	1 Detentions	2 Detentions

LEVEL III - Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism of the school. Where applicable, appropriate legal action may be taken. Restitution of property and damages will be made when the situation warrants it.				
Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Tobacco, Drugs, and/or Alcohol				
Displayed, Observed Use and/or Possession of Tobacco Products and/or Paraphernalia	1 In-School Suspension or Saturday Detention	3 In-School Suspensions and referral to District Magistrate	2 Out-of-School Suspensions and referral to District Magistrate	3 Out-of-School Suspensions and referral to District Magistrate
Displayed, Observed Use and/or Possession of Alcohol, Drugs Products and/or Paraphernalia	10 days Out-of-School Suspension, SAP Referral and Police Referral *Possible Expulsion*	Possible Expulsion and Police Report Filed	Possible Expulsion and Police Report Filed	Possible Expulsion and Police Report Filed
Dishonesty				
Forgery	2 Detentions	2 Detention	1 In-School Suspension	2 In-School Suspensions *Further offenses

				referral to superintendent*
Cheating	1 Detention and result of a zero grade on assignment	1 In-School Suspension and result of a zero grade on assignment	2 In-School Suspension and result of a zero grade on assignment	3 Out-of-School Suspension and result of a zero grade on assignment
Theft	1-2 In-School Suspensions *possible referral to police*	2-3 Out-of-School Suspensions and referral to police	4-10 Out-of-School Suspensions and referral to police	4-10 Out-of-School Suspensions and referral to police
Attendance				
Leaving School without Permission <i>More than 3 periods missed (including lunch) will become an unexcused absence or truancy</i>	3 In-School Suspensions	3 In-School Suspensions and 1 month parking permit suspension	Administrative Decision	Administrative Decision
Excessive absences	After 10 days of absences, whether unexcused or excused, the administrative staff may require a physician's note to cover all absences, including early dismissal requests and late arrivals.			
Truancy	<i>See Below</i>	<i>See Below</i>	<i>See Below</i>	<i>See Below</i>
Administrative decisions will be made if multiple days of unexcused absences or truanancies continue.				
***After the third day of truancy, notice will be filed with the magistrate (if under the age of 17) which may result in a fine up to \$300.00, loss of drivers license, etc.				

GRIEVANCE PROCEDURE (STUDENTS)

Those persons who have complaints regarding disciplinary investigations or decisions may submit them through the following grievance procedure.

1. Within five (5) days of the assigned consequence, the grievant shall initiate an informal discussion with the individual who handled the issue. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the immediate supervisor of the individual. The immediate supervisor shall respond within fifteen calendar days.
2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the Administrative Director within fifteen (15) calendar days. The Administrative Director has the authority to investigate the grievance and attempt a resolution. The Administrative Director shall respond with fifteen (15) calendar days.
3. If the grievance is not resolved under Step 2, the grievant shall submit the complaint, within fifteen (15) calendar days, to the Joint School Committee. The Committee shall respond within thirty (30) calendar days.

A grievant has the right to be accompanied by a third party during all steps of the grievance procedure. Inquiries regarding your rights and grievance procedures should be directed to: CTE Principal, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, Telephone 610-921-7304.

Policies approved by the RMCTC Joint Committee can be referenced through the school's website under Board Docs- [Here](#).