

CODE OF CONDUCT

MCTI, like our sending districts, is bound by the Commonwealth of Pennsylvania Regulations and Guidelines on Student Rights and Responsibilities, Pennsylvania Code, Title 22, Education. The policy statement on Student Rights and Responsibilities is available on MCTI website under policy number 235, Students Rights/Surveys. To further summarize the responsibilities of the students, the following guidelines have been established.

MCTI is a community made of students and parents/guardians from four sending school districts and six sending high schools, MCTI administrators, instructors and staff. We all have the same objective which is to help our students to achieve success by encouraging them to work to their fullest potential. As with any community, we have policies, procedures, regulations and rules which help to create an enjoyable environment that is conducive to learning. Since we are a separate school with a unique mission, many of our rules may be different than those at the sending schools.

We believe we are preparing students for the real world of work and life. We are not only teaching our students to learn their chosen career field but we are also helping to teach the soft skill. The soft skills are required in order to be successful in the workplace and in life. We expect our students to develop core values such as integrity, honesty, service, self-respect, respect for others, personal courage and excellence in all they do. We expect our students to follow MCTI rules and the rules of law. MCTI challenges our students to achieve the highest attainable personal, academic, technical and employability skills to meet the changing needs of today's society and workforce.

MCTI offers many different training opportunities for our students. Some of these opportunities are inherently dangerous. Therefore we expect our students to rise to the level of maturity required for their program. In many cases, students will work independently and are expected to stay on task. This will keep them out of trouble and safe. Safety is paramount and is taken very seriously. Horseplay, safety infractions, violations of program rules and any action that may cause harm to any of our students will result in disciplinary consequences and may result in consideration for removal from their assigned program.

We expect students to resolve their issues or concerns with other students in a nonviolent and dignified manner. Whenever students believe they are incapable of properly handling the situation on their own, before they violate the established Student Code of Conduct or the rule of law. They must use self-discipline, remove themselves from the situation and immediately seek assistance from the Supervisor of Career and Technical Education; the Supervisor of Pupil Services; the MCTI School Counselor; another MCTI administrator, instructor or staff member. Once a student chooses the path of violence, regardless of who starts the conflict, we have no other choice but to proceed with discipline and legal action if laws have been broken. We live in a civil society and our students must learn to deal with conflict in a civil manner.

Education in Pennsylvania is compulsory with few exceptions. First, it is against the law to not go to school and second, there is a direct correlation between student success and attendance. For this reason, students who miss school unlawfully or without authorization will not be denied the opportunity to obtain the lessons/materials covered in class; however, it must be understood, they will receive a zero for a work ethic grade. Those who choose to intentionally miss school will be disciplined. We want our students to be here at MCTI as often as possible.

Since it is impossible to list every incident of misconduct that could occur, this listing is not all inclusive. Instead, it should be viewed as a listing of examples and subsequent consequences. It should also be noted that a continuation of the same behavior, which violates the Student Code of Conduct, could result in stricter consequences.

The consequences for student misconduct are divided into 5 levels of misconduct ranging from minor infractions to very serious infractions. The following explains the levels of infractions: Level I: an Individual Discussion; Level II: Lunch Detention; Level III: In-school Suspension; Level IV: Out of School Suspension; and Level V: Suspension and Consideration for removal from the program.

LEVEL I
(Managed in the Classroom/Behavioral Discussion)

NOTE: LEVEL I disciplinary issues, which occur within the classroom, shall be the responsibility of the Instructor. Offenses which occur outside of the classroom may be managed by the Supervisor of Career and Technical Education or an administrative representative. Progressive discipline is encouraged.

Description	Example of Infractions	Consequence
<p>Level I disciplinary infractions are entry-level disciplinary infractions. The disciplinary infraction will be discussed with the student. The student will be given the opportunity to correct his/her behavior. When it is evident the student is not correcting his or her behavior, parents/guardians will be notified and their support and assistance in correcting the misbehavior will be requested.</p>	<ul style="list-style-type: none"> • Academic Dishonesty • Bullying/Cyber-Bullying Policy Violation • Cafeteria Rules Violation • Care of School Property Policy Violation (Vandalism) • Classroom/MCTI Rules Violation • Computer Use Policy Violation • Cutting Class • Dress and Grooming Policy Violation • Electronic Device Policy Violation • Hazing Policy Violation • Health, Safety, Welfare Endangerment • Inappropriate Behavior/Language • Late to Class/Tardy to School • Out of Assigned Area • Possession of a Non-instructional Item • Unauthorized Exchange of Goods/Money • Verbal Altercation 	<p><u>Administrative Action:</u></p> <p>A. Managed in Classroom (Discipline managed by the classroom instructor)</p> <p>B. Managed in Classroom – Parent Contact</p> <p>C. Managed in Classroom – Parent Conference</p> <p>D. Behavioral Discussion (Discipline managed by an administrative representative)</p> <p>E. Behavioral Discussion – Parent Contact</p> <p>F. Behavioral Discussion – Parent Conference</p> <p>G. Confiscation – (If the item is an electronic device, please refer to the Electronic Device Guidelines in the Student Handbook)</p> <p><u>Other Considerations:</u></p> <ol style="list-style-type: none"> 1. Guidance referral 2. Special classroom or program work assignments 3. Loss of privileges 4. Zero credit for cheating, sleeping. 5. Reduction in grade 6. Restitution 7. Require student to change clothing
<p align="center">Procedures</p> <ol style="list-style-type: none"> 1. The instructor/administrative representative will review the infraction with the student and discuss how to avoid future infractions; making sure that he/she fully understands the nature of the infraction and the type of behavior that is expected in the future. 2. The instructor is encouraged to contact the student’s parents/guardians and solicit their support and assistance when the student is not correcting his/her behavior. 3. In order to encourage proper behavior and a properly managed classroom, the instructor shall post the classroom rules within the classroom. The instructor will review the classroom rules to insure the students know what is expected. 4. A record of the offense(s) and disciplinary action will be available via the Parent Portal. 5. Electronic devices are to be confiscated and taken to the main office. 6. The level of infraction may be elevated from a level I infraction to a level II infraction or higher if the student repeats the same infraction or if, after investigation, an administrator finds the infraction to be more severe than initially reported. 		

LEVEL II
(Detention)

Note: LEVEL II disciplinary issues will be managed by the Supervisor of Career and Technical Education or an administrative representative. Level Two disciplinary infractions will result in detention. Progressive discipline is encouraged.

Description	Example of Infractions	Consequence
<p>Level II disciplinary infractions are serious enough to require administrative personnel to issue a detention or multiple detentions. These infractions may result from the continuation of Level I misbehavior(s).</p>	<ul style="list-style-type: none"> • Academic Dishonesty • Bullying/Cyber-Bullying Policy Violation • Cafeteria Rules Violation • Care of School Property Policy Violation (Vandalism) • Classroom/MCTI Rules Violation • Computer Use Policy Violation • Cutting Class • Dress and Grooming Policy Violation • Electronic Device Policy Violation • Failure to Report to Detention • Hazing Policy Violation • Health, Safety, Welfare Endangerment • Inappropriate Behavior/Language • Late to Class/Tardy to School • Out of Assigned Area • Possession of a Non-instructional Item • Sexual Misconduct/Obscene Materials • Theft • Unauthorized Exchange of Goods/Money • Use of Motor Vehicle Policy Violation • Verbal Altercation 	<p><u>Administrative Action:</u></p> <p>A. Lunch Detention</p> <p>B. Lunch Detention- Parent Contact</p> <p>C. Lunch Detention-Parent Conference</p> <p>D. Confiscation- (If the item is an electronic device, please refer to the Electronic Device Guidelines in the Student Handbook)</p> <p>A detention/multiple detentions will be at the discretion of the administrative representative managing the disciplinary infraction. The consequence will be based on the severity of the infraction and/or the frequency of the infraction.</p> <p><u>Other Considerations:</u></p> <ol style="list-style-type: none"> 1. Phone call/E-mail to parents 2. Parent conference 3. Restitution of property and damages 4. Guidance referral 5. Zero credit for cheating, sleeping 6. Reduction in grade 7. Require student to change clothing
<p>Procedures</p> <ol style="list-style-type: none"> 1. The student is referred to the Supervisor of Career and Technical Education or an administrative representative. 2. The Supervisor of Career and Technical Education or an administrative representative will meet with the student and/or the instructor. 3. Students deemed to be responsible for a level II infraction will receive detention(s). Progressive discipline is encouraged. 4. An administrative representative or instructor is encouraged to contact the student's parents/guardians and request their support and assistance when a student demonstrates they cannot self-correct their behavior. 5. Electronic devices are to be confiscated and taken to the main office. 6. A record of the offense(s) and disciplinary action will be available via the Parent Portal. 7. The level of infraction may be elevated from a level II infraction to a level III infraction or higher if the student repeats the same infraction or if, after investigation, an administrator finds the infraction to be more severe than initially reported. 		

LEVEL III
(In-School Suspension)

Note: LEVEL III disciplinary issues will be managed by the Supervisor of Career and Technical Education, or another administrative representative. Level Three disciplinary infractions will result in an in-school suspension. Progressive discipline is encouraged.

Description	Example of Infractions	Consequence
<p>Level III infractions may result from the continuation of Level I and/or Level II misbehaviors. Included are acts against persons or property and infractions, which endanger the health, safety, and welfare of others in the school community.</p> <p>Infractions listed in Level III may be considered criminal in nature, but frequently can be handled by the school's disciplinary system and parental involvement. However, the corrective action undertaken will depend on the nature of the incident, prior record of the student involved, and the extent of the school's resources for correcting the situation in the best interest of the school community.</p>	<ul style="list-style-type: none"> • Academic Dishonesty • Altercation (Single Provoker) • Bullying/Cyber-Bullying Policy Violation • Cafeteria Rules Violation • Care of School Property Policy Violation (Vandalism) • Classroom/MCTI Rules Violation • Computer Use Policy Violation • Criminal Code/Ordinance Violation • Cutting Class • Electronic Device Policy Violation • Failure to Disperse • Failure to Report to Detention • Failure to Report to In-School Suspension • Harassment/Intimidation • Hazing Policy Violation • Health/Safety/Welfare Endangerment • Illegal/Unauthorized Demonstration • Inappropriate Behavior/Language • Late to Class/Tardy to School • Out of Assigned Area • Possession of Non-instructional Item • Sexual Misconduct/Obscene Materials • Theft • Unauthorized Exchange of Goods/Money • Unexcused Absence/Truancy • Use of Motor Vehicle Policy Violation • Verbal Altercation 	<p><u>Administrative Action:</u></p> <p>A. In-School Suspension (when offered)</p> <p>B. In-School Suspension @ Sending School</p> <p>C. Confiscation (If the item is an electronic device, please refer to the Electronic Device Guidelines in the Student Handbook)</p> <p>The number of days of suspension and the type of the suspension will be determined at the discretion of the administrative representative managing the disciplinary infraction or by policy. The consequence will be based on the severity of the infraction and/or the frequency of the infraction.</p>
<p>Procedures</p>		
<ol style="list-style-type: none"> 1. The administrator investigates the infraction by conferring with all parties involved. 2. The administrator confers with the student and informs the student of the resulting disciplinary action. 3. The administrator schedules a parental conference to review the action taken, request parent support/assistance and to outline future student expectations. 4. An individual student contract may be developed in order to provide everyone involved with a clear and concise understanding of future behavioral expectations and consequences. 5. Electronic devices are to be confiscated and taken to the main office. 6. A record of the offense and disciplinary action will be available via the Parent Portal. 7. The level of infraction may be elevated from a level III infraction to a level IV infraction if the student repeats the same infraction or if, after investigation, an administrator finds the infraction to be more severe than initially reported. 		<p><u>Other Considerations:</u></p> <ol style="list-style-type: none"> 1. Parent Conference must be scheduled 2. Referral to law enforcement agency 3. Restitution 4. Guidance referral 5. Zero credit for cheating, sleeping 6. Reduction in grade

LEVEL IV
(Out-of School Suspension)

Note: LEVEL IV disciplinary issues will be managed by the Supervisor of Career and Technical Education or another administrative representative. Level Four disciplinary infractions will result in an out of school suspension. Progressive discipline is encouraged.

Description	Example of Infractions	Consequence
<p>Level IV infractions may result from the continuation of Level I, Level II, Level III misbehaviors. Included are acts against persons or property and infractions, which endanger the health, safety, and welfare of others in the school community.</p> <p>Infractions listed in Level IV may be considered criminal in nature, but frequently can be handled by the school's disciplinary system and parental involvement. However, the corrective action undertaken will depend on the nature of the incident, prior record of the student involved, and the extent of the school's resources for correcting the situation in the best interest of the school community.</p>	<ul style="list-style-type: none"> • Academic Dishonesty • Altercation (Single Provoker) • Bullying/Cyber-Bullying Policy Violation • Burglary (Crimes Against Property) • Care of School Property Policy Violation (Vandalism) • Classroom/MCTI Rules Violation • Computer Use Policy Violation • Controlled Substance/Paraphernalia Policy Violation (Drug or Alcohol) • Criminal Code/Ordinance Violation • Disorderly Conduct • Failure to Disperse • Failure to Report to In-School Suspension • Fighting • Flagrant Disrespect to an MCTI Employee • Gang Policy Violation • Harassment/Intimidation • Hazing Policy Violation • Health/Safety/Welfare Endangerment • Illegal/Unauthorized Demonstration • Inappropriate Behavior/Language • Out of Assigned Area • Possession of Non-instructional Item • Sexual Misconduct/Obscene Materials • Terroristic Threats Policy Violation • Theft • Tobacco Policy Violation • Unauthorized Exchange of Goods/Money • Unlawful Trespass • Verbal Altercation • Weapons/Dangerous Weapons Policy Violation 	<p><u>Administrative Action:</u></p> <p>A. Out-of-School Suspension B. Out-of-School Suspension -Magistrate</p> <p>The number of days of suspension and the type of the suspension will be determined at the discretion of the administrative representative managing the disciplinary infraction or by policy. The consequence will be based on the severity of the infraction and/or the frequency of the infraction.</p> <p>Flagrant disrespect to an MCTI employee will result in a 5 day OSS.</p> <p>Fighting will result in a 10 day OSS and a citation, which will be forwarded to the District Magistrate.</p> <p>Possession of a tobacco product results in three (3) days of OSS for the first offense and two (2) additional days for subsequent offenses and a citation, which will be forwarded to the District Magistrate.</p> <p><u>Other Considerations:</u></p> <ol style="list-style-type: none"> 1. Parent Conference must be scheduled 2. Referral to law enforcement agency 3. Restitution 4. Guidance referral 5. Zero credit for cheating. 6. Reduction in grade 7. Referral for alcohol/drug intervention
<p>Procedures</p> <ol style="list-style-type: none"> 1. The administrator investigates the infraction by conferring with all parties involved. 2. The administrator confers with the student and informs the student of the resulting disciplinary action. 3. The Supervisor of Career and Technical Education or another administrator will collaborate with the sending school. 4. The administrator schedules a personal parental conference to review the action taken, request parent support/assistance and to outline future student expectations. 5. An individual student contract may be developed in order to provide everyone involved with a clear and concise understanding of future behavioral expectations and consequences. 6. A record of the offense and disciplinary action will be available via the Parent Portal. 7. The level of infraction may be elevated from a level IV infraction to a level V infraction if the student repeats the same infraction or if, after investigation, an administrator finds the infraction to be more severe than initially reported. 		

LEVEL V
(Legal Action above a Summary Offense and/or Consideration for Removal from the Program)

Note: LEVEL V disciplinary issues will be managed by the Supervisor of Career and Technical Education or administrative representatives, along with the cooperation of the sending school administration. Level V disciplinary infractions will result in a 10 day preliminary out of school suspension and will be referred to the sending school for due process following the sending school's expulsion policy. The sending school's administrative team will determine future placement of the student.

Description	Example of Infractions	Consequence
<p>Level V infractions are the most serious disciplinary infractions and may result in a recommendation for the student to be removed from the Monroe Career and Technical Institute (MCTI). Level V disciplinary infractions could result from the continuation of lower level offenses severe enough to warrant removal from MCTI. Included are: acts of violence to another person(s) or property, acts that are clearly criminal in nature and are contrary to the criminal code and/or ordinances of the Commonwealth and/or community.</p> <p>Level V disciplinary action will result in the intervention of law enforcement authorities (when appropriate). MCTI's administrative team will work in collaboration with the sending school's administration team by investigating the infraction and passing along all relevant information.</p>	<ul style="list-style-type: none"> • Academic Dishonesty • Arson • Assault on MCTI Employee • Assault on Student • Bomb Threats • Bullying/Cyber-bullying Policy Violation • Burglary (Crimes Against Property) • Care of School Property Policy Violation (Vandalism) • Computer Use Policy Violation • Controlled Substance/Paraphernalia Policy Violation (Drug or Alcohol) • Criminal Code/Ordinance Violation • Disorderly Conduct • Failure to Disperse • Fighting • Gang Policy Violation • Harassment/Intimidation • Hazing Policy Violation • Health/Safety/Welfare Endangerment • Illegal/Unauthorized Demonstration • Possession of Non-instructional Item • Sexual Misconduct/Obscene Materials • Terroristic Threats Policy Violation • Theft • Unauthorized Exchange of Goods/Money • Unlawful Trespass • Weapons/Dangerous Weapons Policy Violation 	<p>A. All proven offenses in Level V have a mandatory 10-day out-of-school suspension. The MCTI administrative representative will inform the Director and the sending school administration of the incident and their students involved. The sending school administration will make a determination as to the future placement of the student in accordance with their policies and procedures.</p> <p><u>Administrative Action:</u> A. OSS-Pending District Review</p> <p><u>Other Considerations</u></p> <ol style="list-style-type: none"> 1. Parent conference in coordination with sending school 2. Referral to law enforcement 3. Restitution 4. Referral to sending school personnel for psychological services 5. Referral for alcohol/drug intervention
<p style="text-align: center;">Procedures</p> <ol style="list-style-type: none"> 1. The administrator investigates the offense by conferring with all parties involved. 2. The student is immediately suspended from school and parents are notified. Law enforcement officials may be contacted. 3. A complete and accurate report is submitted to MCTI's Director. 4. The disciplinary reports are forwarded to the sending school. 5. MCTI will work in concert with the sending school until disciplinary issue has been resolved. 		