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**Rose Tree Media School District**

**STUDENT  
DISCIPLINE CODE**

**INTRODUCTION**

One of the major goals of the Rose Tree Media School District is to foster a learning environment that enables all students to derive maximum benefit from the educational program. The extent to which this goal can be achieved is dependent upon the schools' ability to promote student behaviors which contribute to a safe and healthy learning climate.

To this end, a district task force which included teachers, students, parents, and administrators developed student behavior and dress codes supported by a disciplinary action framework. These guidelines, designed to discourage inappropriate conduct and, more importantly, to promote student responsibility, establish clear expectations and provide a standardized district structure for dealing with violations.

The Rose Tree Media Board of School Directors has approved both the codes and framework. Successful implementation of these codes will require the full cooperation of all persons in the school community and will insure that all of our students continue to enjoy the high quality educational experiences for which our district is known and respected.

**Dress Code**

Statement of General Principles

We believe there is a correlation between how one dresses and how one behaves; and so, all students are encouraged to dress in a manner which reflects pride in self, in family, and in school.

We believe that students' dress and grooming are primarily the responsibility of students and their parents. Parents and school authorities have an obligation to counsel students about dress and grooming and to adopt practices that will be conducive to establishing a favorable atmosphere for learning free from distractions and with consideration for the health and safety of students.

Standards for Dress and Grooming

1. We believe that no student should dress in such a way as to present a risk to him- or herself or to others.
2. We believe that no student should dress in such a way as to distract from teaching or learning.
3. We believe that no student should dress in such a way as to give offense or intimidate.
4. We believe that no student should dress in a manner which advocates illegal or anti-social behavior.

**Code of Conduct**

A Set of General Principles Guiding Student Behavior in the Rose Tree Media School District

1. Respect yourself and others.
2. Speak kindly and avoid physical violence.
3. Respect personal and school property.
4. Strive to understand and respect differences among each other.
5. Conduct yourself in a safe and orderly manner.
6. Comply with all school board policies, local, state, and federal laws.
7. Take responsibility for your education.
8. Avoid disruptive dress and behavior.
9. Be honest and kind in your actions and words.

*Note: See Student Handbook for details, and for additional information regarding student, administrative and School Board policies, please visit the RTM website @ <http://www.rtmisd.org>*

# DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p><b>Level I</b>  <b>Minor</b> misbehavior on the part of the student committed on school property or in school-related activities which impedes or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but may require the intervention of other school support personnel.</p>	<p>(List is <b>not</b> all inclusive)                      Littering                      Horseplay/pushing                      Classroom tardiness                      Abusive language/behavior                      Chronic failure to complete assignments or carry out directions                      Classroom/building/bus disturbance                      Dress Code violations                      Failure to respect person's property                      Violation of Code of Conduct</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>A proper and accurate record of repeated offenses and disciplinary action must be maintained by the staff member.</p> <p>Parental contact may be made by the teacher and/or administrator.</p>	<p>Conference with student(s)                      Verbal Reprimand                      Special Assignment                      Behavioral Contract                      Withdrawal of Privileges                      Detention                      Parental Contact/Conference                      Work Detail</p>
<p><b>Level II</b>                      Misbehavior whose <b>frequency</b> or <b>seriousness</b> tends to disrupt the learning climate of the school.</p> <p>The infractions, which usually result from the continuation of Level I misbehaviors, require intervention on the administrative level because the execution of Level I disciplinary options has failed. Included are misbehaviors which do not represent a direct threat to the health and/or safety of others but whose educational consequences are serious enough to require corrective action.</p>	<p>Continuation of unmodified Level I misbehavior                      School tardiness                      Truancy                      Using forged notes or excuses                      Disruptive classroom/building/bus behavior                      Cutting class and/or detentions                      Defiant failure to complete assignments or carry out directions of school personnel                      Obscene language or gesture                      Cheating, lying and misrepresentation                      Bullying/Cyberbullying</p>	<p>Repeated misbehavior requires a conference between the student, administrator and/or teacher.</p> <p>The administrator meets with the teacher, parents and student (as required).</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>The teacher must be informed of the administrator's action.</p>	<p>Any Level I Option                      Schedule Modification                      Modified Day                      In-School Suspension                      Saturday Detention                      Behavioral Modification Plan                      Referral to School/Community Support Services</p>
<p><b>Level III</b>                      Actions against people or property whose consequences do not seriously endanger the health or safety of others.</p> <p>These actions may be considered criminal but can, in most cases, be handled within the disciplinary structure in the school. Corrective measures depend on the school's resources for remediating the situation in the best interest of all students.</p>	<p>Continuation of unmodified Level II misbehavior                      Fighting                      Threats and/or extortion                      Chronic cutting and/or truancy                      Insubordination                      Harassment/verbal or physical                      Forgery (official school-related documents)                      Stealing                      Possession and/or use of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.) or its paraphernalia                      Vandalism/graffiti                      Obscene language/gesture to staff                      Bullying/Cyberbullying</p>	<p>Intervention if appropriate. Refer to an administrator.</p> <p>Administrator begins disciplinary action by investigating the infraction <b>and</b> conferring with staff as necessary.</p> <p>Administrator meets with student, confers with parent about the misconduct and disciplinary action to be taken.</p> <p>Administrator keeps accurate record of offenses and disciplinary actions, and informs staff of them.</p> <p>In some cases, the police will be contacted regarding these major offenses.</p> <p>Specialized counseling and/or referral to outside agency may be necessary.</p>	<p>Removal from Class                      Alternative Programs                      In-School Suspension                      Out-of-School Suspension                      Work Detail                      Restitution of Property and Damages                      Expulsion Proceedings                      See "RTMSD Acceptable Use of Computer Networks/Internet Policy"                      Monetary Fines                      Counseling/Referral for Psychological Evaluation</p>
<p><b>Level IV</b>                      Actions resulting in violence to another person or property, or posing a direct threat to the safety of others.</p> <p>These actions are <b>clearly</b> criminal and must require administrative reactions resulting in the immediate removal of the student from the school. The intervention of law enforcement agencies/authorities and/or action by the school board will ensue.</p>	<p>Continuation of unmodified Level III misbehavior                      Possession, use, and/or transfer of weapons (Act 167)                      Sale and/or transfer of unauthorized substances (drugs, alcohol, tobacco products, chemicals, etc.)                      Major theft (includes possession and/or sale of stolen property)                      Arson in or around school buildings or on school buses                      Tampering with fire alarms and/or extinguishers                      False fire alarms and/or bomb threats                      Breaking and entering                      Assault/battery                      Vandalism/reckless driving on school property                      Any other criminal acts committed on school property or during school-related activities                      Bullying/Cyberbullying</p>	<p>Building administrator verifies offense, confers with staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. The parents are notified.</p> <p>Law enforcement officials are contacted.</p> <p>A complete and accurate report is submitted to the Superintendent and to the Board of School Directors.</p> <p>A referral may be made to outside agencies.</p>	<p>Out of School Suspension                      Expulsion Proceedings                      Alternative Placement in/out of District                      Other Appropriate Board Action                      Restitution of Property and Damages                      Police Intervention</p>