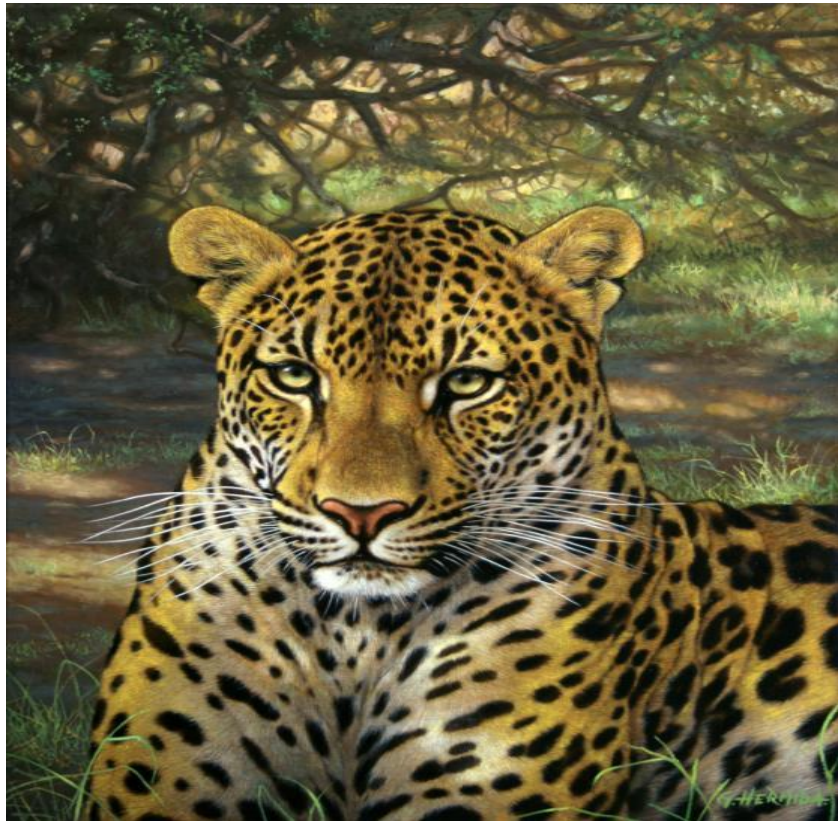


Lakenheath Middle School England



NAME: _____

GRADE: _____

TEAM: _____

HOMEBASE: _____

LAKENHEATH MIDDLE SCHOOL

MISSION STATEMENT

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

VISION STATEMENT

The vision of Lakenheath Middle School is to **empower all students** to be **lifelong learners with 21st century skills** who are **productive, responsible, and actively engaged** members of society.

DoDEA GUIDING PRINCIPLES

Student Achievement...a shared responsibility
Trust and respect for others' rights
Unlimited opportunities to reach high expectations
Dedication to lifelong learning
Equal access to a quality education based on standards
Total accountability with teamwork
Success for all...students first!

LMS GUIDING PRINCIPLES

High student achievement
Standards-based education
Respect for the rights of others
Opportunities for achieving high expectations
Motivation through challenging curriculum
Academic & social excellence

Student Performance Goal 1

All students will increase their performance in written communication skills, which includes, but is not limited to identifying ideas, organization, extending and applying meaning and synthesizing to communicate information to the intended audience in all curricular areas.

Student Performance Goal 2

All students will increase their performance in problem solving skills with a focus on Step 1 of the Big 6, task definition, then selecting/applying strategies and evaluating the results in all curricular areas.

School Hours

8:22-15:00

Internet Web Site

<http://www.lake-ms.eu.dodea.edu>

School Address

Lakenheath Middle School
CCSM, Unit 5185 Box 55
APO AE 09461

Telephone Numbers (Civilian)

International Address

Lakenheath Middle School
RAF Feltwell, Thetford
Norfolk IP26 4HL

Attendance Office	01638-52-7837
Front Office	01638-52-7007
Registrar	01638-52-7006
FAX	01638-52-7370

PREFACE

The purpose of this guide is to provide parents and students with a convenient reference concerning the operation of Lakenheath Middle School. This guide is not an all-inclusive publication governing all aspects of the policies and regulations of the school, but rather one that contains broad statements and guidelines to assist you. All parents and students are requested to be familiar with this guide. The information it contains will answer many questions, and its wise use can prevent many problems from arising. Should you have questions or concerns, please contact the school before any decision or action, so that the parent, student and school have a clear idea and precise understanding of the policy concerned.

SECTION 1: GENERAL INFORMATION

Activity Bus

Activity buses are provided only for students participating in school sanctioned extra-curricular activities. Activity buses depart from the campus about 16:30 on days that activities are scheduled. Drop-off points are usually Lakenheath Village, Lakenheath Base, Mildenhall Base, Mildenhall Village, Red Lodge, Newmarket, Brandon, and Thetford housing.

Address and Telephone Information

Frequently, during the registration process, local home addresses, home and/or work e-mail addresses, and home and duty telephone numbers are not known. It is essential this data be provided to the school at the earliest possible date. Additionally, any time any of this information changes, the school should be promptly notified. You may send changes to the Registrar's office or phone the school at 01638-52-7006.

After School Activities

A variety of activities are offered throughout the school year for students to participate in during the school day and after school on Tuesdays and Thursdays. The daily bulletin provides information to students on how to sign up and when activities will take place. Activities include: National Honor Society (NJHS), Leadership Training, Basketball, Softball, Guitar Club, Homework Club, Drama, Newspaper, Cross Country, Math Counts, Science Club, Walking Club, Yearbook, and many more depending on the interests of students. Students who participate in the activities may ride the activity bus home. Parents can also be involved as volunteers.

Assemblies

Assemblies held at Lakenheath Middle School are designed to complement the educational program and are for student enjoyment and participation.

Attendance

Regular school attendance is necessary for the successful education of our students. It is the teacher's responsibility to provide a meaningful learning experience for the student in the classroom. It is the parent's responsibility to ensure their student is in school every day, to plan appointments and family trips on non-school days, and to keep absences because of sickness to a minimum. It is the administration's responsibility to keep parents informed of their student's attendance record, to engage the assistance of parents, and, if necessary, to involve the military commander to assist in resolving attendance problems.

Excused Absence

An excused absence is an absence approved by the school administration and entitling the student make-up privileges. There will be no academic penalty for excused absences.

- All written requests for excused absence must state a specific reason for the absence. Excused absences will be granted for illness, family emergencies, religious observances, family trips (except during semester exams), and medical necessities which cannot be cared for during non-school time. Except in the case of illness, and/or family emergencies, excused absences must be approved before the absence.
- All students, regardless of age, who are leaving for an appointment (if known in advance) during class time, must inform the teacher at the beginning of the class before the teacher begins the lesson. This will cause fewer interruptions.
- Students must be signed out by parent/guardian with proper ID. Parent/guardian must come into the school to sign out students. (No exceptions)
- Excused absences will be granted to those students participating in school-sponsored trips or contests, including DoDDS tournaments away from Lakenheath. Parental permission is required.
- Base Commander and District Superintendent's approved school closing caused by adverse weather or safety conditions.
- Late arrival of buses.

Family Trip Policy

Before a student takes a trip, the attendance policy should be read at <http://www.dodea.edu/attendance/index.cfm>. The student should obtain an extended absence form from the Main Office a week prior to taking the trip. The form should be completed and returned at least four (4) days before the trip. Failure to do so may result in the absence being unexcused. Careful planning of family trips is necessary to ensure successful completion of course requirements. Excused absences for any trip, including family trips, during the scheduled examination periods will not be issued.

Make Up Work Policy

All excused absences, to include pre-planned and school-sponsored trips, will result in the student receiving at least one additional class period for each period absent to make up the assignment that was given during the period(s) absent. This will not apply to long term projects and assignments that were made prior to the period during which the student was absent. Such assignments will be due on the regularly scheduled due date. If the student has an excused absence on that date, the long term project or assignment will be due on the day he/she returns to class.

Acceleration

Students may accelerate their courses if their sponsor has PCS orders that require them to leave before the end of the semester/school year; provided that the withdrawal date is no earlier than 20 school days before the end of the semester. This means that the student will have to complete all the reading assignments, quizzes, tests, projects, and final exams, as outlined by the teachers involved, before they leave in order to receive full grades and credits. Please make contact with the Registrar for more information regarding acceleration.

Books and Materials

In most classes, textbooks will be issued without charge. Please note that each student is responsible for all books, supplies, and equipment received. If a book or other school material is lost, please look in the lost and found area. **If the item is not found, it becomes the responsibility of the student/sponsor to buy a replacement book/material in place of any lost items. Sponsor must replace item before school records can be released.**

Bus Rules

1. Keep your hands, feet, all body parts and objects to yourself at all times.
2. Remain quiet and do not disturb the driver or others.
3. Do not distract the driver at any time.
4. Be responsible and keep safe.
5. Stay properly seated and uses seatbelts, when available.
6. Enter and exit the bus safely and always show your bus pass.
7. Do not eat, drink, or chew gum at any time.
8. Do not throw things in or outside the bus.
9. Do not distract the driver at any time.
10. Profanity, indecency, smoking, vandalism, and prohibited items are never allowed on the bus.
11. Obey the driver and/or adult on the bus.
12. Report unsafe behaviors.

Cafeteria and Lunch Regulations

A hot lunch program is offered by AAFES in the school cafeteria. Students may also bring a lunch or purchase items from the a la carte menu. The school lunch program works on a debit system. Parents may obtain information regarding procedures and PIN number if needed at the BX Customer Service. Once your child's lunch account has been opened, money can be added to the account either at the BX Customer Service or the Cafeteria. Students are not allowed to sell or give away any portion of reduced or free lunch items. It is highly recommended that students not share lunch items due to the possibility of allergies. It is highly recommended that students do not bring sodas for lunch. Energy drinks are not allowed at any time. Students

should dispose of all trash items in the bins provided outside. Students are responsible for picking up trays and trash and seeing that the table is cleared. They should eat in a socially acceptable manner. After eating, students may leave the cafeteria for exercise on the blacktop, but may not return to the cafeteria. Failure to follow the above guidelines could result in disciplinary action or assigned seating.

Dress Code

Clothes should be appropriate for school activities (to include after school, field trips, and all performances) and weather conditions. Examples of inappropriate clothing are hats/headgear/scarves worn inside the building, bare feet, short shorts, tops or shirts showing the midriff, low cut shirts that expose female cleavage, tops with spaghetti or racer straps, skirts shorter than five inches from the middle of the knee, sagging pants (no more than one size too large), pajamas of any sort, pants with any holes (regardless of any under clothing that would show), pajamas, bandanas, headscarves, chains, T-shirts bearing inappropriate and/or suggestive words/pictures or profanity, flip-flop like sandals, backless and/or toe exposed shoes, high platform shoes, slippers, etc. If leggings are worn, the shirt/top/shorts must meet the standards of length which is five inches above the middle of the knee. Flamboyant clothes (tutus) are not allowed. Dress must agree with established gender. Writing on the face or stickers on the face are not allowed and sunglasses are not to be worn indoors. Facial piercings are not allowed. Any piercing that causes an unnecessary disruption to the learning environment or poses a safety concern is prohibited. On the first minor infraction the teacher will send the student to the office for a warning and the student's name will be recorded and they will be given alternate clothing to wear or an opportunity to call the parent. For further incidences a discipline referral will be processed with consequences and alternate clothing options. Students with holes in their pants/shirts or those items that appear to have holes will be given another opportunity to have the pants taped up. Headgear worn in the building will be confiscated. All confiscated items will be held in the office for a parent to pick up at the end of that day or another day. All confiscated items will be held for one school year. Parents coming in to claim the items must give a description before the items are released. Please ensure that your child's full name is on every article he/she brings to school. **This list is not to be considered complete. The administration reserves the right to determine what clothing is appropriate in the context given above.**

Early Morning Procedures (For Drop-Off)

Students that walk to school or are dropped off by parents are only allowed to gather in the front of the school where there is limited/temporary parking. These students must gather either on the sidewalk or under the building overhang. These students are not allowed into the building until 8:15. Only students that ride the bus are to be in the back of the school on the blacktop. Students are not allowed into the school before 8:15 unless there are extreme weather conditions (heavy rain/below 25 degrees). Bus riders must line up on the blacktop in their assigned houses. Students are let into the building in an orderly fashion. During this time, students must not run around or play with balls for safety reasons. Balls and other items that cause a disturbance or a safety violation will be confiscated.

E-book Readers

Students and parents must sign a permission slip that can be picked up at the Information Center which includes specific guidelines. Signed permission slips are then returned to the home base teacher who will issue the E-Book Reader Authorization Slip. This slip must be shown in classes where the student would like to use their E-Book Reader. Students cannot use E-Book Readers at school without having an Authorization Slip.

Gum

LMS is a gum free school. Students caught chewing gum will rotate through the disciplinary process. Students should not bring gum to school.

Honor Roll

Two weeks after the end of the quarter, with the exception of the 4th quarter, grade point averages are computed to designate students who have achieved a 3.0 or higher, with no Ds or Fs, as honor roll students. There are three categories for the honor roll based on grade point averages and no grades lower than a 70.

- Gold Honor Roll: **4.0 GPA**
- Silver Honor Roll: **3.5-3.99 GPA**
- Bronze Honor Roll: **3.0-3.499 GPA**

Items of value

Items of value are often misplaced/stolen at school making recovery difficult. For this reason collectable cards or games should be left at home. Students are also discouraged from bringing any more cash to school than necessary for lunch or school purchases.

Late Arrival

If a school bus arrives shortly after the beginning of the school day, students report to the front office (for attendance purposes) **before** reporting to class. Missing the bus is an unexcused absence. Our school day is from 8:22 am until 3:00 pm. Please make every effort to have your child at school on time. Parents transporting students to school **must come to the front office to sign their student in**. If parents do not follow these procedures, the students will be marked with an unexcused tardy.

Lockers

Seminar teachers will assign a locker and lock to each student. The gym teacher will also assign a gym locker. A lock is required for this locker at the student's expense. This locker is for gym clothes and gym items only. Students should not leave valuables in their lockers (lunch tickets, money, etc.) or food. The school will accept no responsibility for the loss of items stored in a locker. School lockers are the property of the school and if lost it will need to be replaced at the student's expense.

Lost and Found

There is a general lost and found area in the cafeteria for items such as clothes, book bags, and valuables. For items left in PE, there is a lost and found area in the gym. All personal items such as bags, clothing, instruments, and equipment must be clearly marked with your name. If an article of value is found, turn it into the office. At the end of each quarter, unclaimed items are donated to charity.

Messages

Only in emergency situations will messages be given to students. Parents should make all necessary arrangements with their child prior to the school day. Only in the most unusual circumstance will messages from parents be delivered to a student if there is additional coverage in the office.

Nurse/Medications at School

Students should not carry/bring any medications to school. If it is necessary for medications to be dispensed during school hours, a parent must bring the medications to the school nurse and sign the appropriate forms.

Prohibited Items for School

THE FOLLOWING ITEMS WILL NOT BE BROUGHT TO SCHOOL AND COULD LEAD TO SUSPENSION AND/OR EXPULSION FROM SCHOOL:

Alcohol	Stink Bombs	Guns (any variety, even toy guns)	Weapon replicas
Drugs/Medicine	Gel/Slap bracelets	Technology dangerous materials	Firecrackers
Explosive devices	Knives (ANY KIND)	Sprays (any kind)	Pets
Tobacco products	Matches	Butane lighters	Pornography
Energy Drinks			

See Zero Tolerance Policy * Other items considered inappropriate to the learning environment.

Balloons/flowers will not be delivered to students at any time. Students will not be called out of class for these items. These items are not allowed on the bus.

Radios, mobile phones, recorders, CD/MP3 players, DVDs, computer handheld games, toys of any type, wheeled shoes and skate boards are prohibited on the school campus (unless student is a member of the skateboard club that meets on T/Thurs). They will be confiscated and returned **only** to the sponsor. Teachers are advised to confiscate any of these items from the student and send them (along with the student's name and circumstances) to the office. The sponsor will have to make arrangements to pick up the confiscated item.

Administration is aware that some parents want students to carry mobile phones and that is agreeable **as long as** they are out of sight and turned off during the school day. Investigating time will not be possible if these items are brought to school and are stolen or misplaced

Report Cards & Grading System

Report cards are normally issued four times per school year. The report cards used by DoDDS may differ from those used in the U.S. Teachers will fully explain the grading system used in their classes at the beginning of the school year and at various times thereafter. Please ask for a conference with the teacher should you have questions. Students are expected to complete all assigned work and take all scheduled tests. Poor and unsatisfactory progress of students will be reported at the midpoint of each marking period. Grades are issued as follows:

<u>MARK</u>	<u>PERCENTAGE</u> (DoDEA Scale)
A - Excellent	90 - 100
B - Good	80 - 89
C - Average	70 - 79
D - Poor	60 - 69
F - Unsatisfactory	59 and below

School Closures

School will not be closed during normal periods of operation, without the approval of the Superintendent, except in instances of emergencies or inclement weather as outlined below:

Emergencies

School may be closed at any time at the discretion of the Support Group Commander for such reasons as alerts, emergencies, epidemics, inclement weather, or facility deficiencies, which may endanger the health or safety of students and school personnel.

Inclement Weather

In cases of inclement weather, the Support Group Commander coordinates school closure with the school principal. It is **NOT** the school's decision to cancel school or operate on a delayed time schedule. When school is canceled because of inclement weather, or when the school will experience a two-hour delayed start in the morning, announcements will be made on the following local stations beginning at 0630.

<u>LOCAL STATION</u>	<u>CHANNEL</u>
Anglia TV	Channel 3
BBC Radio Suffolk	FM Band 104.5; 95.5; 103.9
BBC Cambridge shire	FM Band 96
CN Radio	FM Band 103
Radio Bury St. Edmunds	FM Band 96.4
Radio Ipswich	FM Band 96.4
AFN Commander's Channel TV	

Parents may also call the RAF Lakenheath command post recording at 226-3541, 238-3541, or commercially 01638-523541, 01638-543541, or the school bus office, at 226-2752 or 2304, or commercially at 01638-523752/522304, regarding emergency and inclement weather closures or delays.

Signing In/Out

If students are late arriving at school, they must be signed in by a parent in the front office. Students who depart school early with sponsor and school permission must be signed out by the sponsor at the attendance window.

Student Drop-Off and Pick-Up

Students who arrive to and/or depart from school in a privately owned vehicle (POV) must be dropped-off and picked-up in the parking lot located in the front of the building. The blacktop area in the back of the building is

reserved for bus unloading and loading only.

Tardy Policy and Procedures

1st Tardy: Teacher has conference with student.

2nd Tardy: Teacher notifies sponsor regarding the tardy (assignment book/phone/email or in person).

3rd Tardy: Student is reported to an administrator who will contact the sponsor to discuss a consequence for the student's actions.

Teacher E-mail Contact

All teachers may be reached by e-mail by using the following formula: firstname.lastname@eu.dodeca.edu.

Telephones

OFFICE TELEPHONES ARE NOT AVAILABLE FOR STUDENT USE. Forgetting homework or lunch, requesting permission to stay after school, etc., are not valid excuses for the use of school telephones.

Visitors

Parents who wish to visit the school **MUST** sign in at the main office. **If parents wish to see a teacher, principal or counselor, it is necessary to make an appointment in order to avoid interrupting a class, meeting or another appointment.** Teachers do not have the same preparation period each day because of our rotating schedule. In an emergency, a principal will try to see you quickly. Parents are encouraged to work closely with the school as we value parental input.

SECTION 2: DISCIPLINE

Classroom Conduct

In order for the best learning situation to exist, all students must cooperate and give their undivided attention to the teacher's instruction. When entering a classroom, a student should have the necessary books and other materials assigned by the teacher. Failure to observe good classroom behavior is an indication that the student is not interested in learning and is cause for removal from the class if interfering with the education of others.

Code of Conduct

The most important rule for all of us in school is: **Everyone will act with courtesy and consideration to others at all times.** Specific expectations are:

1. Keep hands, feet and other objects to yourself.
2. Always try to understand other people's point of view.
3. In class make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything required for that class, beginning and ending the class in a courteous, orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.
4. Move calmly and quietly about school. This means never pushing or shouting, but being ready to help others by standing back to let people pass.
5. Always walk inside the school building. Running in the hallway is not permitted because of safety violations. If students are caught running in the hallways, disciplinary action will be initiated.
6. Always speak politely to everyone (even if you feel bad tempered!) and use an appropriate volume level. Shouting is always discourteous.
7. Be silent when required.
8. Keep the school clean and tidy so that it is a welcoming place of which we can all be proud. This means putting all trash in bins, keeping walls and furniture clean and unmarked and taking great care of the displays, particularly of other people's work.
9. Out of school, walking locally, or with a school group on a field trip, always remember that the school's reputation and the success of our role as ambassadors in a foreign country depend on

- our behavior.
10. Represent yourself, your parents, LMS and your community with respect and pride.

Playground/Recess Safety Rules

1. No food or drink is to be taken outside.
2. Balls are available to be checked out. Football is “two hand touch” – NO TACKLE.
3. No PDA
4. Students are to stay on the black top or grass area only and not to play on the walk way or in the road. They should stay away from the large trash and recycling bins. They can sit on the picnic tables but cannot stand on them.

General School-Wide Discipline Plan

The individual teacher will maintain discipline in all of his/her classes. Each teacher will have his/her own particular plan for his/her classroom, and all students will be expected to follow these rules. Students will not be subjected to corporal punishment and other forms of negative correction. Explanation of classroom rules will be sent home within the first weeks of school. Teachers will also ensure that the school and classroom rules are maintained and will discipline students who do not abide by these rules. Students have a right to an informal hearing, which constitutes a discussion with the student. However, students must learn to be responsible for their own conduct. After teacher/student consultation and the follow up of parent/teacher conferencing have been undertaken without positive results, the child will be referred to the school administration. Discipline issues will be investigated and handled in accordance to DoDEA Disciplinary Rules and Procedures, DoDEA Regulation 2051.1

Possession or Use of Tobacco Products

Students are prohibited from possessing or using tobacco products during the school day, in route to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There will be no designated smoking areas defined or condoned by DoDDS-E schools.

DoDEA Zero Tolerance for Weapons Policy

DoDEA has a policy of **ZERO TOLERANCE FOR WEAPONS**. This policy has assisted DoDDS in establishing for our children a safer environment than provided by many stateside schools. The policy states clearly those students having weapons in their possession on a school bus, within our school or on school grounds will be dealt with harshly. **It may result in expulsion from school for up to the entire school year.** This plan has been discussed and endorsed by the Base Commander and other military/school liaisons. Please reinforce the importance of this policy to your child(ren) with consistent reminders. DoDEA Regulation 2051.1

Search and Seizure

The administration has the right to search lockers at anytime if suspicious of any violations of policies, laws, or regulations. Lockers are the property of the school and are only provided for students' convenience.

Sexual Harassment Policy

Sexual harassment will not be tolerated in DoDEA/at LMS. Any student who sexually harasses another student will be counseled and/or disciplined. LMS uses the following definition: Sexual harassment is repeated unwanted and/or unwelcome sexual behavior that interferes with a person's comfort, education or employment. It can include sexual comments, sexual advances or sexual contact. The student's first response should be to make it very clear to the perpetrator that they do not like what the person is saying or doing and if they continue they will report them. If the person continues with the unwanted behavior the student should report the perpetrator to a teacher, counselor, nurse, or administrator.

Some examples of inappropriate behavior are (all should be reported immediately).

Non-Verbal
Obscene gestures
Suggestive looks

Physical
Unwanted touching
Patting and/or pinching
Physical intimidation

Verbal/Written
Dirty comments
Sexual innuendoes
Pressure for sex
Gender-specific comments

Suspensions

Suspensions from school are usually at-home suspensions. In some cases, parents may be required to attend in-school suspension in which the student attends all classes/lunch accompanied by a parent. Parent(s) may be required to accompany the student when checking into school the next morning after the suspension. Copies of all suspension letters will be sent to the parents, the School Liaison Officer, the District Superintendent, and the sponsor's supervisor.

Administrative After-School Detention Policy and Procedures

Students assigned after school detention will be notified in writing via the discipline referral. The referral will contain all information concerning the time, date, and location. Students are responsible for reading/complying with this information. An administrator will notify sponsors telephonically. The sponsor will also be notified of the detention assignment via the referral given to the student to take home. The referral should be signed by the sponsor and returned the day of the detention. After school detentions are scheduled for Tuesdays and Thursdays from 15:05 until 16:15. A faculty member will supervise the students assigned to after school detention. Students must be on time and be actively engaged the entire time in after school detention. Drawing, coloring, reading magazines or comics are not allowed. Students will work on school homework/projects or read a proper book. Supplies for after school detention must be brought to the site as, the teacher does not loan or provide them. Students are not allowed to put their heads down. If a student fails to successfully complete the assigned detention the sponsor will be notified and the next behavior level will be assigned (i.e. Saturday School). In most cases, parents will be responsible for arranging transportation. Students must have prior approval from administration to ride the after school activity bus. After school detentions will be from 15:05-16:15 and parents are expected to pick up their student promptly at 16:15. The school office closes promptly at 16:30. Parents must call prior to detention assignment if student is unable to attend. Missed detentions will automatically be rescheduled for the next detention date. If there is no parent contact prior to assigned date, it will be considered a detention "no show" and the next level of discipline will be assigned.

Administrative Assigned Saturday School Policy and Procedures

Students assigned to Saturday School will be notified in writing via the discipline referral. The referral will contain all information concerning the time, date and location. Students are responsible for reading and complying with this information. An administrator will notify sponsors telephonically. The sponsor will also be notified of the detention assignment via the referral given to the student to take home. The referral must be signed by the sponsor and returned the next day of the assigned detention. Saturday School detentions are scheduled one or two times a month as needed. Saturday School runs from 08:00 until 12:00. A faculty member will supervise the students assigned to Saturday School. Students must be on time and be actively engaged the entire time in Saturday School. Drawing, coloring, reading magazines or comics are not allowed. Students will work on school homework/projects or read a proper book. Supplies for Saturday school must be brought to the site as the teacher does not loan or provide them. Students are not allowed to put their heads down. Students may bring/drink water during their break. If a student fails to attend an assigned detention or does not successfully complete the assigned detention the sponsor will be notified and the next level will be assigned (i.e. Suspension).

ALL STUDENTS ARE REQUIRED TO ADHERE TO THE SAME BEHAVIORAL EXPECTATIONS AT AFTER SCHOOL SPONSORED ACTIVITIES!

On the next page is the **DISCIPLINE Matrix** used for Lakenheath Middle School. This matrix should be used only as a guideline for consequences, not as a definitive action. This is due to the individual nature of each incident.

On the last page is the **BUS DISCIPLINE Matrix** used for Lakenheath Middle School.

Lakenheath Middle School Discipline Matrix

GUIDE FOR ADMINISTRATIVE ACTIONS

The purpose of this table is to provide guidance to administrators and *should not restrict* their use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

****Administrative Action** may include, but is not limited to the following: *Warning, Counseling session, Teacher-assigned detention, Lunch time detention, Lunch time work detail, After-school detention, After school work detail, Saturday school, Shadowing (a parent/guardian is required to accompany his/her child to all classes throughout the day, including lunch), and Out-of-school suspension.*

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Additional Referrals
1	<ul style="list-style-type: none"> ➤ Action leading to accident ➤ Attendance violation ➤ Dress code violation ➤ Prohibited item (gum, etc.) ➤ PDA ➤ Throwing/shooting objects (paper) ➤ Other 	Lunch Action **	After-School Action **	Saturday Action **	SUSPENSION 1 Day
2	<ul style="list-style-type: none"> ➤ Abusive behavior to peers ➤ Detention violation (no show) ➤ Did not obey instructions ➤ Disrespect to student ➤ Disruptive behavior ➤ Engaged in horseplay ➤ Pushing/Shoving ➤ Forgery ➤ Harassing students ➤ Internet agreement violation ➤ Left class w/out permission ➤ Lying ➤ Prohibited item (electronics, etc.) ➤ Safety rule violation ➤ Scuffling ➤ Tampering with equipment ➤ Tardies ➤ Other 	After-School Action **	Saturday Action **	SUSPENSION 1 Day	SUSPENSION 2 Days
3	<ul style="list-style-type: none"> ➤ Aggressive behaviors ➤ Bullying ➤ Cheating ➤ Damage to property ➤ Disrespect to adult ➤ Fighting ➤ Insubordination ➤ Internet agreement violation (profane) ➤ Left campus w/out permission ➤ Offensive behaviors ➤ Prohibited items (profane, etc.) ➤ Sexually offensive behavior ➤ Stealing ➤ Threatening behavior ➤ Throwing/shooting items (other than paper) ➤ Vandalism ➤ Verbal abuse/gesturing ➤ Other 	Saturday Action	SUSPENSION 1-3 Days	SUSPENSION 4-6 Days	SUSPENSION 7-10 Days
4	<ul style="list-style-type: none"> ➤ Damage to property ➤ Illegal Substance ➤ Prohibited items (weapons) ➤ Vandalism (over \$200) ➤ Other 	<u>SUSPENSION/EXPULSION PROCEEDINGS INITIATED</u>			

**SY 2011-2012 RAF LAKENHEATH SCHOOL COMPLEX
SCHOOL BUS MISCONDUCT PENALTY GUIDELINES**

Category	Examples of Infractions	First Referral	Second Referral	Third Referral
A Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being seated with a seat belt fastened 4- Obstructing an empty seat, door, stairs or aisle while entering and existing the bus 5- Making excessive noise 6- If on the bus less than 1 hour, no eating and drinking 7- Littering	Verbal/Written Warning	1-5 day Bus suspension	10-day to Suspension of Riding Privileges for the Remainder of SY
B Serious Infractions	1- Failure to comply with bus driver instruction and/or supervisory adults 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects (to include balls, Frisbees, snowballs, etc) at, within, or out of the bus/bus stop 5- Sticking objects or body parts out the window/door 6- Causing minor damage to bus seat; such as, writing on seat 7- Using profane or obscene language or gestures 8- Disturbing, insulting, harassing or bullying other students 9- Interfering with the duties of a gate guard—attempting to touch/grab firearm 10- Public display of affection	5-day Bus suspension	10-20 day Bus suspension	Suspension of Riding Privileges for the Remainder of SY
C Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver, monitors and officials 4- Unauthorized operation of emergency exits 5- Serious threatening, fighting, hitting, biting, pushing another person 6- Vandalism or damage to bus that requires repair, cleaning and/or painting 7- Sexually offensive verbal comments and/or suggestions 8- Theft or pilfering of anyone's personal items	10-day Bus suspension	20-30 day Bus suspension	Suspension of Riding Privileges for the Remainder of SY
D Criminal/Illegal/ Unacceptable Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Excessive/reoccurring bullying 4- Sexual offensive behavior/lewd or indecent acts to include full/partial nudity 5- Direct or indirect acts causing injury to another person 6- Bomb threat	SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED		

Note:

- 1 - All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
- 2 - All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
- 3 - The School Liaison Officer will be informed of major incidents.
- 4 - Possession of prohibited items; such as, weapons, controlled substances, alcohol and other serious incidents will be reported to Security Forces, the School Liaison Officer and other appropriate authorities. A DoDEA Form 4705 will be completed and may result in removal or expulsion from school in addition to the loss of bus privileges.
- 5 - Older students (LMS/LHS) are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

