

# Lakenheath Middle School England



## **LAKENHEATH MIDDLE SCHOOL MISSION STATEMENT**

The mission of Lakenheath Middle School is to empower all students to become **lifelong learners** who are **productive, responsible,** and **participating 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  
New and motivating challenges to inspire excellence  
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 show improvement in written communication across the curriculum.

#### **Essence**

At Lakenheath Middle School, written communication means identifying ideas, organization, extending and applying meaning and synthesizing to communicate information to the intended audience.

### **Student Performance Goal 2**

All students will show improvement in problem solving across the curriculum.

#### **Essence**

At Lakenheath Middle School, students will use problem-solving strategies to identify a problem, then select/apply strategies and evaluate the results.

### **School Hours**

8:22-15:00

### **School Address**

Lakenheath Middle School  
Unit 5185 Box 55  
APO AE 09461

### **Internet Web Site**

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

### **International Address**

Lakenheath American Middle School  
RAF Feltwell, Thetford  
Norfolk IP26 4HL

### **Telephone Numbers (Civilian)**

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

### School Hours

0817-0822	Entry Bell/Tardy Bell (for Students)
0822-0832	Homebase
0836-0958	Block
1002-1124	Block
1128-1207	Block/Lunch
1207-1250	Block/Lunch
1250-1334	Block/Lunch
1338-1500	Block on Black Days or on Gold Days
1338-1400	Sustained Silent Reading
1400-1500	Seminar/Affective Education

### School Year 200-2010 Calendar

#### **2009**

Monday, August 31	First Day of School for Students
Friday, September 4	Half Day for Students-Teacher In-service
Monday, September 7	Labor Day – Federal Holiday
Friday, October 2	No school for students-Parent/Teacher Conferences
Monday, October 12	Columbus Day - Federal Holiday
Thursday, November 5	End of First Quarter
Friday, November 6	No school for students–Teacher Work Day
Monday, November 9	Begin Second Quarter
Monday, November 11	Federal Holiday – Veteran’s Day, Nov. 11 <sup>th</sup>
Friday, November 13	Teacher in service-No School
Thursday, November 26	Thanksgiving – Federal Holiday
Friday, November 27	Thanksgiving, Recess Day
Monday, December 21	Winter Recess Begins
Tuesday, December 25	Christmas Day – Federal Holiday

#### **2009**

Tuesday, January 1	New Year’s Day – Federal Holiday
Monday, January 4	Instruction Resumes
Monday, January 18	Birthday of Martin Luther King, Jr.-Federal Holiday
Thursday, January 28	End of Second Quarter and First Semester
Friday, January 29	No school for students – Teacher Work Day
Monday, February 1	Begin Third Quarter and Second Semester
Monday, February 8	No school for students-Teacher In-service
Monday, February 15	President’s Day – Federal Holiday
Thursday, April 8	End of Third Quarter
Friday, April 9	No school for students – Teacher Work Day
Monday, April 12	Begin Spring Recess
Monday, April 19	Instruction Resumes, Begin Fourth Quarter
Monday, May 31	Memorial Day – Federal Holiday
Thursday, June 17	Half Day for students, Last day of school.- End of Fourth Quarter and Second Semester
Friday, June 18	Teacher Work Day

## **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 1630 on days that activities are scheduled. Drop-off points are usually Lakenheath Village, Lakenheath Base, Mildenhall Base, Mildenhall Village, Red Lodge, Studlands Park, Newmarket, Brandon, and Thetford housing.

### **Address and Telephone Information**

Frequently, during the registration process, local quarters 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, Soccer, 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. The student should obtain a family trip form from the Main Office. 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.

#### **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, ask the Registrar or Supply Clerk for ordering information. 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. Remain quiet and do not disturb the driver or others.
2. Do not distract the driver at any time.
3. Be responsible and keep safe.
4. Keep your hands, feet, all body parts and objects to yourself at all times.
5. Stay properly seated and use 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. 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 and weather conditions. Examples of inappropriate clothing are hats/headgear worn inside the building, bare feet, short shorts, tops or shirts showing the midriff, tops with spaghetti or racer straps, skirts no shorter than five inches from the middle of the knee, sagging pants (no more than one size too large), pants with holes, pajamas, bandanas, headscarves, chains, T-shirts bearing inappropriate and/or suggestive words/pictures or profanity, flip-flop like sandals, high platform shoes, etc. **This list is not to be considered complete. The administration reserves the right to determine what clothing is appropriate in the context given above.** For the first minor infraction, the teacher will send the student to the office for a warning. At that time, the student's name will be recorded and they will be given alternate clothing to wear. For further or major infractions, the administration will offer appropriate attire (except for footwear) and a discipline referral with consequences will be generated. 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.

### **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.

### **Gum**

LMS is a gum free school. Students caught chewing gum will rotate through the disciplinary process.

### **Honor Roll**

Two weeks after the end of the quarter, with the exception of the 4<sup>th</sup> quarter, grade point averages are computed to designate students who have achieved a 3.0 or higher as honor roll students. There are three categories for the honor roll based on grade point averages:

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

- **48<sup>th</sup> Fighter Commanders' Award Program:**

1. The purpose of the 48th Fighter Wing Commanders' Awards Program (CAP) Program is to create another incentive for all students to be successful in school. It is an academic program to recognize the scholastic achievement and well-roundedness of our students as well as the support provided by their parents and sponsors. The CAP works in partnership with Lakenheath High School (LHS), Lakenheath Middle School (LMS), and the Isles School District.
2. The CAP gives every student at the High School and Middle School the opportunity for individual recognition of overall student success. Traditional high academic achievers receive the deserved recognition as do the students who are well-rounded and involved in extracurricular activities, community service and have demonstrated outstanding citizenship.
3. Selected students are recognized in ceremonies by the 48 FW/CC or the 48 MSG/CC. This recognition is part of each schools end of semester awards' ceremonies.
4. The RAF Lakenheath School Complex point of contact for the Commanders' Awards Program is the School Liaison Officer, 226-5077/5078 and the LMS and LHS Principals.

The following guidelines are established for this program:

**Commanders' All-Around Performer**

Awarded two times during the school year (end of each semester – Feb/Jun)

- Students must have a 3.5 or above GPA for the semester.
  - 2 8th graders, 2 7th graders, 2 6th grader
- Outstanding Citizenship Demonstrated (No Absences, Tardies and Discipline Referrals) during the semester.
- Must be involved in at least one extracurricular activity (sport or club) during the semester.
- Must be involved in Community Service during the semester.
- School Personnel submit recommendations to the Principal.
- Principals have the final approval on the students awarded.

**Commanders' Honor Roll**

Awarded two times during the school year (end of each semester – Feb/Jun) at LMS

- Students must achieve all “A’s” for the semester.
- Outstanding Citizenship Demonstrated (No Absences, Tardies and Discipline Referrals) during the semester.
- Principals have the final approval on the students awarded.

**Award Ceremonies**

- 48<sup>th</sup> Fighter Wing Commander, 48<sup>th</sup> Mission Support Group Commander or in their absence a designated Commander will personally recognize Commanders' Awards Program winners at the end of each semester (Feb/Jun) LMS award ceremony within each house.
- Recognized students will receive an award certificate, a coin and the opportunity to take a picture with the Commander (with and without their sponsor/parent(s)).

**Late Arrival**

If a school bus arrives shortly after the beginning of the school day, students should go directly to Homebase. Missing the bus is an unexcused absence. 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 absence.

**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.

**Lost and Found**

There is a general lost and found in the cafeteria for items such as clothes, book bags, and valuables. For items left in PE, there is a lost and found 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.

**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)	Drugs/Medicine
Explosive devices	Firecrackers	Knives (OF ANY KIND)	Sprays of any kind
Pets	Tobacco products	Matches/butane lighters	Weapon Replicas (Toys)
Nun chucks	Pornography	Technologically dangerous materials	<b>See Zero Tolerance Policy</b>

\*Other items considered inappropriate to the learning environment.

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. 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:

<b><u>MARK</u></b>	<b><u>PERCENTAGE</u></b> (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. 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.

<b><u>LOCAL STATION</u></b>	<b><u>CHANNEL</u></b>
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 bring a note from the sponsor stating the reason for signing in at the attendance

window. Students who depart school early with sponsor and school permission must sign out 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**

1<sup>st</sup> Tardy: Teacher has conference with student.

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

3<sup>rd</sup> 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: First name.Last name @eu.dodea.edu

### **Telephones**

OFFICE TELEPHONES ARE NOT NORMALLY 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. *Only in the most unusual circumstances or in emergencies will messages from parents be delivered to a student.*

### **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 or another appointment. Teachers do not have the same preparation period each day because of our rotating schedule. In an emergency a principal will always see you quickly. Parents are encouraged to work closely with the school and we value their input. A principal will return your phone call within 24 hours if we are unavailable at the time you call.

## **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. This means that:

1. Always try to understand other people's point of view.
2. 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.
3. 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.
4. 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.
5. Always speak politely to everyone (even if you feel bad tempered!) and use an appropriate volume level. Shouting is always discourteous.
6. Be silent when required.
7. 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.
8. 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.
  9. Keep hands, feet and other objects to yourself.
  10. Represent yourself, your parents, LMS and your community with respect and pride.

**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 insure 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:

Non-Verbal  
Obscene gestures

Physical  
Unwanted touching

Verbal/Written  
Dirty comments

Suggestive looks

Patting and/or pinching

Sexual innuendoes

Physical threats (should be reported immediately)

Gender-specific comments

Pressure for sex

Requests for sexual favors

### **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 1505-1615 and parents are expected to pick up their student promptly at 16:20. The school does not have the capacity be open after 16:30.

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

## SY 2009-2010 RAF LAKENHEATH SCHOOL COMPLEX SCHOOL BUS MISCONDUCT PENALTY GUIDELINES

Category	Examples of Infractions	First Referral	Second Referral	Third Referral
<b>A</b> Minor Misconduct	<ul style="list-style-type: none"> <li>1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus</li> <li>2- No bus pass or improper bus pass</li> <li>3- Standing while bus is in motion or not being seated with a seat belt fastened</li> <li>4- Obstructing an empty seat, door, stairs or aisle while entering and existing the bus</li> <li>5- Making excessive noise</li> <li>6- Disturbing, insulting, harassing or bullying other students</li> <li>7- Public Display of Affection</li> <li>8- If on the bus less than 1 hour, no eating and drinking</li> <li>9- Using profane or obscene language or gestures</li> <li>10- Littering</li> </ul>	Verbal/Written Warning	1-5 day Bus suspension	10-day to Suspension of Riding Privileges for the Remainder of SY
<b>B</b> Serious Infractions	<ul style="list-style-type: none"> <li>1- Failure to comply with bus driver instruction and/or supervisory adults</li> <li>2- Exchanging or refusing to show bus pass</li> <li>3- Horseplay and spitting</li> <li>4- Throwing objects at, within, or out of the bus</li> <li>5- Sticking objects or body parts out the window/door</li> <li>6- Full or partial nudity</li> <li>7- Damage, theft, or pilfering &lt;\$100</li> </ul>	5 day Bus suspension	10-20 day Bus suspension	Suspension of Riding Privileges for the Remainder of SY
<b>C</b> Severe Offenses	<ul style="list-style-type: none"> <li>1- Tobacco or alcohol use</li> <li>2- Sitting in driver's seat/tampering with controls</li> <li>3- Interfering with driver, monitors and officials</li> <li>4- Unauthorized operation of emergency exits</li> <li>5- Serious threatening, fighting, hitting, biting, pushing another person</li> <li>6- Vandalism, damage, or theft &gt;\$100</li> </ul>	10 day Bus suspension	20-30 day Bus suspension	Suspension of Riding Privileges for the Remainder of SY
<b>D</b> Criminal or Illegal Acts	<ul style="list-style-type: none"> <li>1- Possession or use of weapons or other prohibited items</li> <li>2- Possession of illegal substances</li> <li>4- Serious bullying or causing injury to another person</li> <li>5- Bomb threat</li> </ul>	<b><u>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</u></b>		

**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 are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.*



## **School Year 2009-2010 Calendar**

(Teacher conference days have not been scheduled at the time of printing)



### **2009**

Monday, August 31  
Monday, September 7  
Monday, October 12  
Thursday, November 5  
Friday, November 6  
Monday, November 9  
Monday, November 11  
Thursday, November 26  
Friday, November 27  
Monday, December 21  
Tuesday, December 25

First Day of School for Students  
Labor Day – Federal Holiday  
Columbus Day - Federal Holiday  
End of First Quarter  
No school for students–Teacher Work Day  
Begin Second Quarter  
Federal Holiday – Veteran’s Day, Nov. 11th  
Thanksgiving – Federal Holiday  
Thanksgiving-- Recess Day  
Winter Recess Begins  
Christmas Day – Federal Holiday



### **2010**

Tuesday, January 1  
Monday, January 4  
Monday, January 18

Thursday, January 28  
Friday, January 29  
Monday, February 1  
Monday, February 15  
Thursday, April 8  
Friday, April 9  
Monday, April 12  
Monday, April 19  
Monday, May 31  
Thursday, June 17

New Year’s Day – Federal Holiday  
Instruction Resumes  
Birthday of Martin Luther King, Jr.-Federal Holiday  
End of Second Quarter and First Semester  
No school for students – Teacher Work Day  
Begin Third Quarter and Second Semester  
President’s Day – Federal Holiday  
End of Third Quarter  
No school for students – Teacher Work Day  
Begin Spring Recess  
Instruction Resumes, Begin Fourth Quarter  
Memorial Day – Federal Holiday  
End of Fourth Quarter and Second Semester, Last day of school for students  
Teacher Work Day

