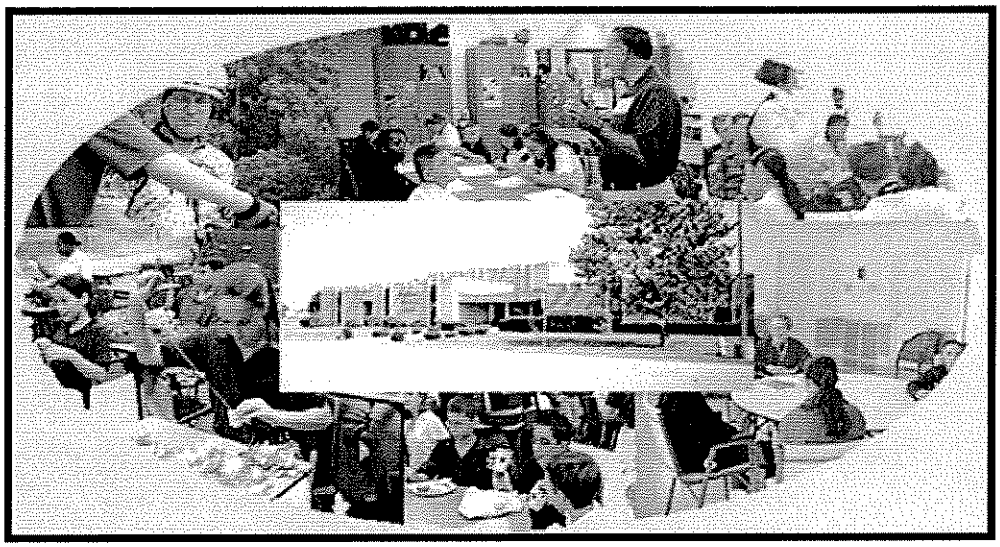
MAHAFFEY MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2008-2009



Mahaffey Middle School

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http://www.am.dodea.edu/campbell/mahaffey/

MAHAFFEY MIDDLE SCHOOL

Vision

A community school committed to high achievement.

Mission

The mission of Mahaffey Middle School is to prepare all students to be successful life-long learners in a rapidly changing global society.

Guiding Principles

***M**otivating*
***A**chievement in all areas*
***H**igh expectations*
***A**cademically driven*
***F**ollowing standards*
***F**acilitative learning environment*
***E**motionally nurturing*
***Y**outh of today - leaders of tomorrow*

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I. INTRODUCTION

ADMINISTRATORS' MESSAGE

Welcome to Mahaffey Middle School (MMS). MMS is a warm and friendly learning community that provides students with many rich opportunities. The faculty, staff, and administration look forward to making this school year successful, enjoyable, and memorable for every student.

The home and the community are key elements in the learning process. We encourage sponsors/parents to assist us in meeting the challenge of providing a quality education for your sons and daughters. Because students learn best when the home, the community, and the school work together; MMS personnel are always looking for ways to strengthen these partnerships to give our students and school the advantages of strong community support and parental involvement.

Expectations are important in any community group, and school is no exception. MMS students are expected to be actively involved in their education and to actively support the education of others. Middle school is an exciting time for students, and by working together we can ensure that all students get the most from their middle school experience.

We thank you for your support and encourage you to contact us anytime.

Hugh McKinnon
Principal

Pansy Straub
Assistant Principal

PARENT/TEACHER ORGANIZATION

On behalf of Mahaffey Middle School and the PTO, I would like to take this time to welcome you and invite you to be a part of the school and all the activities within. Our PTO is alive and well, striving forth to make this year a success for our children. We welcome your membership to our PTO as we endeavor to work together making this school year enjoyable for all students. If you have any questions, please feel free to contact me.

Ms. Channie Basham, PTO President

PURPOSE OF HANDBOOK

The purpose of this handbook is to acquaint you with the policies and expectations of our school and pertinent school board policies. In addition to school-wide rules, each team may establish its own rules and guidelines relating

to team concerns. We hope that each student and parent will become familiar with and support the school and team policies.

Further information on disciplinary guidelines can be found in the Fort Campbell Community Schools Student Code of Conduct and in DoDEA Regulation 2051.1.

RESPECT YOUR SCHOOL STAFF

Every adult in the school deserves your respect and cooperation. These include:

- administrators
- teachers
- counselors
- aides
- secretaries
- lunchroom personnel
- substitute teachers
- custodians
- bus drivers

All these adults work hard to make this school a good place for you. You should obey them at all times. Any student can be disciplined for disrespect toward any adult.

II. POLICIES AND PROCEDURES

ABSENCES

When students are absent, we

- ask that a guardian call the school between 7:00 a.m. and 8:00 a.m.
- call the home if parents have not called the school.

When students return to school after an absence, they should provide a note of excuse to the office attendance clerk with the following information:

- date of note
- date(s) of absence
- reason for the absence
- parent signature

Missed class work from any absence needs to be made up.

- If a student knows he or she is going to miss days due to a planned event, he or she should be sure to get all the work possible ahead of time.
- It is the student's responsibility to ask teachers for make-up work after an absence, to complete it, and to turn it in.
- Students should avoid asking about missing work when the teacher is beginning or instructing a class.
- If a teacher is unable to provide missing work/assignments when asked, the student should request the missing work at another time. Students are

not exempt from missed work just because the teacher does not provide it when first asked.

Examples of appropriate student absences include

- illnesses (especially if the reason could be a contagious disease)
- doctor's appointments that cannot be scheduled outside of school hours
- other legitimate reasons (but absences must be weighed against the loss of instructional time)

Examples of unexcused absences include

- missing the bus and not having other transportation
- staying home to care for a younger sibling

Regular attendance is a vital part of the MMS educational program. We ask that all sponsors do all that is possible to make sure students attend school each day. Pre-arranged absences should be coordinated with the school office and the student's teaching team to allow for adequate work to be provided. When students begin to accumulate unexcused absences, the school will contact the sponsor to discuss the situation and additional actions may be taken such as those listed below.

- **Excessive absences** – These may result in a letter sent to the sponsor's unit commander and the Ft. Campbell School Superintendent as determined by the School Attendance Committee.

*If a spouse, guardian, or sponsor is experiencing difficulties that are affecting a student's attendance, he or she should contact the principal, assistant principal, guidance counselor, or school liaison services for assistance.

ACADEMIC ASSISTANCE

- Students staying after school for academic assistance may ride the activity bus, which runs Monday, Tuesday, Thursday, and Friday at 3:45 p.m.
- Students staying for behavior detention are not allowed to ride the activity bus.
- The Power Hour program will begin during the first quarter and will be offered after school every Tuesday and Thursday from 2:40-3:40.

POWER HOUR

Power Hour is an educational enhancement program to help with homework and tutoring. A volunteer or staff member will be available to help students who have questions or who need help understanding their homework.

Power Hour also offers tutoring for students who need individual help in a specific subject, such as math, language arts, or science. Tutoring will be on a referral basis by teachers, parents, or both.

INSTRUCTIONAL SUPPORT

The Instructional Support (IS) classroom is a classroom away from the mainstream of pupils. Students may be sent to the IS classroom if they need to make up a test, complete an assignment that is being discussed in the classroom, or make up work from a prolonged absence. Time in the Instructional Support classroom is not viewed as a disciplinary action. Instead, it is a placement which allows students to improve their grades.

ARRIVAL AT SCHOOL/TARDINESS

- School starts at 7:25 a.m.
- The building will be open at 7:05 a.m. for entrance by students. At that time, students should go either to the cafeteria for breakfast or to the gym. Students may not stop at lockers or other rooms at this time.
- All students will be released to go to lockers and/or classrooms at 7:20 a.m. No student should be walking around in the hallways or going to lockers until 7:20 a.m.
- Arrival at Prime Time after the second bell (7:30 a.m.) is a tardy (see Discipline Policies). Prime Time is an important time to take care of procedural necessities and to teach various character programs. Students should make every effort to be there on time to start the day off on a positive note.
- If students arrive at school between 7:25 a.m. and 7:55- a.m., they should report directly to their Prime Time teacher.
- Students should report directly to the office if they arrive after Prime Time (after 7:55 a.m.). Office personnel will record the student as excused or unexcused before the student reports to his or her normally scheduled class.

TARDIES

Excused tardies include:

- tardies due to late Fort Campbell Schools transportation or other school-related actions which will not be recorded against the student's tardy record
- appointments with health care professionals, if accompanied by a note from the health care professional
- illness of the student, if accompanied by a valid parental note
- special circumstances, such as natural disasters, weather, etc. acceptable to the principal

Unexcused tardies include:

- missing the bus
- oversleeping
- shopping
- babysitting

Unexcused tardies can also be given by classroom teachers for:

- returning to locker for materials
- being late to class without a note

Teacher discretion can also be used to determine being tardy.

Any student collecting three unexcused tardies per grading period from one or a combination of classes will receive one hour of after-school detention for being tardy. When a student has been tardy six times, the student will be issued a second detention. Upon the seventh tardy, the student should be referred to the assistant principal and the student may receive a full day of in-school support.

This process will start over each nine weeks.

If a student skips a detention, the detention will be doubled. If a student skips the same detention twice, he or she will receive a full day of IS (In-School Suspension).

ATTENDANCE

The Fort Campbell School District believes that being in school and arriving on time are important to a student's progress in school. In order for students to achieve their highest potential as learners, they must be present during classroom instruction. New learning often builds on the previous day's teachings. We cannot help students to learn when they are not present.

While school attendance is emphasized at all Fort Campbell Schools, it is ultimately the responsibility of parents to ensure that students are present in school. When parents make decisions about attendance, we hope they ensure that students do not miss class without good cause. Family trips should be planned during school breaks and vacation periods if possible.

BEHAVIOR WHILE CHANGING CLASSES

Students should be in the halls only at the beginning and close of school and at designated class change times/locker breaks. All students are required to have hall passes unless they have special permission or special duties that require them to be there or they are with an adult.

Students who have a hall pass for a specific location are to go directly to that location and directly back to their classroom. Hall passes are not permission to tour the building.

Students are to be courteous when they are in the halls. Running and shouting are not permitted. Students should not stand outside a classroom door and distract students who are in that classroom.

CAFETERIA SERVICES

- The cafeteria will begin operation on the first full day of school.
- Students will not be allowed to leave school for lunch.
- Students may buy extras to eat with their lunch or breakfast. These extra items should be purchased when the meal is purchased.
- Students may not buy more than one ice cream treat each day.

Parents should set up a pre-pay account, where they provide an amount of money for the student's meal account. Parents may deposit money into their student's cafeteria account between 8:00 – 9:00 a.m. in the cafeteria, or students may pay into their account as they go through the serving line. The cost for breakfast, lunch, and extra items will be deducted from the account. A $25.00 fee will be accessed for a returned check on an initial occurrence. With a second occurrence the member will be accessed a $25.00 service fee and will be suspended for check writing privileges on the cafeteria for the remainder of the school year. Parents may have the cafeteria account blocked from the purchase of additional items it they wish.

BREAKFAST/LUNCH PRICES

Full Breakfast	$ 1.40	Full Lunch	$ 1.75
Adult Breakfast	$ 2.00	Adult Lunch	$ 2.75

CHARGING MEALS

Charges are for emergency use only. Students, who have forgotten or lost money, may charge meals in the cafeteria. After five days of charges have been incurred by a student, the parent will be contacted by phone. If no payment is made after five days, the sponsor's company commander may be contacted. Should emergency arrangements be needed, parents, sponsors, or guardians should contact the food service office at 439-1927 ext. 5011.

LUNCHES FOR STUDY TRIPS

School lunches are available for students any time a team or group takes a study trip. Several days before the trip, the cafeteria staff will need to be notified of how many school lunches are needed. Students who request a school lunch for

a study trip will have their lunch accounts charged for that lunch just as they would if they were eating at school.

SPECIAL EVENTS

Parents are welcome to eat with their children at any time. The cafeteria occasionally has special meals to which parents are invited. A parent should check with his/her child or the school office to determine when the child has lunch.

CAFETERIA RULES

1. Students are to line up quietly in the hall outside the cafeteria.
2. Students should not cut line or allow others to cut line.
3. Students are limited to one ice cream, which must be purchased when buying their meal or drink.
4. After taking a seat, students are to remain seated unless they are disposing of trash.
5. Students are to pick up and throw away all of their own trash.
6. Yelling or any loud talking is not allowed.
7. Students are not to leave the cafeteria while still eating ice cream or other food items.
8. Students are expected to model socially appropriate behavior during lunch.
9. Students must ask one of the cafeteria monitors for permission to go to the bathroom.

CONSEQUENCES FOR MISBEHAVIOR IN CAFETERIA

Students or classes not following the cafeteria rules may be given assigned seats in the cafeteria, lunch in the IS room, lunch in the classroom, or quiet lunch, depending on the severity and/or the frequency of the misbehavior.

Additionally, MMS has a positive behavior rewards program for student teams. The Jeans Day Points program allows each student team to earn a day for students to wear jeans to school once every five weeks for good behavior. The details of this program can be found in Appendix A. Students who have had behavior issues in the lunchroom may be excluded from the lunch jeans day.

DRESS CODE

Students are expected to comply with the dress code policy and have grooming that neither distracts from the learning atmosphere of our school nor interferes with the instructional process. Careful grooming in hair, cleanliness, and appropriate dress are important factors in the student's development of a wholesome personality, positive self-concept, and acceptance by others. In addition, attire and grooming influences the behavior of students. Students are

encouraged to treat school as a place of business and to dress within the dress code guidelines. The dress code is designed to insure the health and safety of students, to avoid distractions to the educational process, and to preserve the basic rights of the individual.

The following spells out the Fort Campbell Schools Dress Code Guidelines for secondary school as revised 2 March 2007.

The approved colors for pants, shorts, skirts, skorts, and dresses are:

- khaki
- navy
- black
- dark green
- solid gray

The approved colors for tops are:

- any solid color

All clothing should be in solid colors.

Acceptable fabrics are:

- cotton
- corduroy
- wool

Unacceptable fabrics are:

- spandex or similar stretch material
- nylon
- denim
- leather
- leather-like material

Guidelines for shirts and tops – boys and girls

- Pullover polo style or dress shirts/blouses with short or long sleeves with a collar are to be worn.
- All shirts/blouses must be tucked in so the waistband can be seen. Short tops that cannot be tucked in (or that will not stay tucked) should not be worn. Tops may not be bloused from the waist.
- Sweaters must be pullovers, cardigan, sweater vest, or sweater shirt style without hoods.
- Shirts, blouses, sweaters, and sweatshirts are to be solid colors.
- Size-appropriate sweaters and sweatshirts without hoods may be worn, but only over policy approved shirt with collar showing.
- Turtleneck sweaters are acceptable. Turtleneck shirts may be worn, but only under an approved sweater or sweatshirt.

- No sleeveless, see-through materials, excessively tight or revealing clothing, or logos over two square inches (except authorized school logos) are allowed.

Guidelines for slacks/walking shorts – boys and girls

- Slacks and shorts must be a reasonable length with the waist band fitting at the natural waist and worn so the waist band remains above the hips. Slacks and shorts must be solid colors of khaki, navy, black, dark green, or gray.
- Walking shorts or skorts must have a 7 to 9 inch inseam and should be no shorter than 3 to 4 inches above the knee.
- Chino, khaki, Dockers, or dress style slacks with belt loops are acceptable. Belts must be worn and fit actual waist size without any excess hanging down.
- Girls' slacks, shorts, and skorts without belt loops are acceptable and do not need to be worn with belts.
- Only authorized school logos are allowed on pants and shorts.

- The following are not acceptable:
  - cargo or five-pocket pants
  - overalls
  - painter pants
  - denim jeans or jean style pants in any color (except on designated days)
  - spandex pants
  - pants with draw strings
  - pants with excessive flair bottoms
  - pants with leg pockets
  - excessively tight, baggy, or revealing clothing

Guidelines for jumpers/dresses/skirts –girls

- Skirts, jumpers and dresses are to be in the approved solid colors of khaki, navy, black, dark green, or gray.
- Skirts without belt loops are acceptable.
- Jumpers must be without bibs (no derivatives of overalls).
- Skirts, jumpers, and dresses must fall at a length that is appropriate for school which is no more than 3 to 4 inches above the knee (both front and back). The top of the knee will be used as the measuring point. Appropriateness in length will be measured by a ruler. The final determination of length falls to the judgment of school administrators.
- No logos or denim skirts are allowed.

Miscellaneous Dress Code Information

The following guidelines will be followed regarding student appearance:

- Clothing should be worn appropriately. Sweaters and sweat shirts are not to be tied around the waist.
- Shoes must be worn at all times and fastened appropriately. This means that laces should be tied or Velcro fastened.
- Shower shoes, flip-flops, and house shoes (slippers) are not to be worn because of safety considerations.
- No student shall wear a hat, cap, or sunglasses inside the school building without a medical excuse.
- No sweatband (head and wrist) may be worn except in physical education class.
- Bandanas, scarves, other head coverings (except for hats and caps for warmth or protection from weather exposure) will not be worn on the bus or school property at any time.
- Students are not to wear or carry chains attached to pants or billfolds.
- Hairstyles should be appropriate and consistent with good grooming. Extremely distracting hair colors not consistent with natural hair color, as well as sharp pointed picks or other inappropriate objects, may not be worn.
- Students may not wear costume make-up.
- Excessive layers of costume jewelry (to include jelly bracelets) are not permitted.
- Students who are bus riders are expected to be compliant with the dress code when they get on the bus. Walkers and those transported by private vehicles should be compliant with the dress code before arriving on school grounds. At dismissal, bus riders are to remain in compliance with the dress code until they are off the bus, and all others are to stay compliant until they have left school grounds.
- No body piercing other than ears is permitted.
- Coats, hats, book bags, gym bags, and musical instruments are to be stored in the student's locker or appropriate classroom during school hours. Book bags may not be taken into the classroom. Any bag or backpack that is big enough to hold a book (including sling bags) will be considered a backpack and may not be taken into the classroom.
- Students are encouraged to keep a sweater or jacket that complies with the dress code in their locker for transitional weather times. Students

may not wear heavyweight coats or jackets that do not conform to the dress code in the classroom.

EMERGENCY/DISASTER DRILLS

Disaster drills are serious business. Students are expected to move quickly and quietly to pre-determined locations for their safety. All disaster drills are important, and all students are expected to behave appropriately.

Fire Drill Signal: Momentary Alarm

Students should move systematically to the assigned area without stopping or talking. Students must report to their teacher for roll call and remain quiet until signaled to return to the building.

Intruder Drill Signal: Announcement

Students should report to the nearest available classroom or office area.

Tornado Drill Signal: Constant Alarm

Students should go directly to the assigned area and assume the correct position for that classroom. Since this varies from one classroom to another, teachers will inform students of the correct tornado drill position for their classrooms.

HEALTH POLICIES

CLINIC/NURSE

Mahaffey Middle School has a registered nurse on duty Monday through Friday to provide immediate care for students who may become sick or injured during the school day. The nurse maintains student health records, conducts prescribed health screening programs, and provides resource and consultation service for students, parents and school staff. She also provides liaison services among the school, the home, community agencies, physicians, and other health personnel as required.

Students who are obviously ill or injured during school hours will be allowed to report to the clinic or the office. All students must first receive a pass from their supervising teacher before going to the school clinic except in case of obvious emergency. All students are required to have a pass from the nurse before being readmitted to class unless taking daily medication.

If an emergency arises or a student has a health problem which necessitates further medical attention, the nurse or other school personnel will make every

effort to contact the parent(s)/guardian(s) and/or the designated emergency contacts on file. If contacts cannot be made and the illness or injury is such that further care cannot wait, the nurse and/or a person designated by the principal will contact EMS for transportation to the emergency room.

The school nurse does not provide a "sick call" clinic. Students should be kept home if they are ill, vomiting, and/or have had a fever or diarrhea within 24 hours. Students must be fever-free for at least 24 hours (without the use of Tylenol) before returning to school.

If the child has an injury or illness that needs attention, please take him/her to the emergency room.

MEDICATION

Students are not allowed to keep medications with them and/or self-administer medication during the school day. This includes such medications as Tylenol, Tums, Benadryl, calamine lotion, cough drops, or throat lozenges.

Only prescription medication will be given at school.

- A medical authorization from the doctor and approval from the parent/guardian are necessary for a prescription medication to be given at school.
- Prescriptions must be in separately labeled bottle/s, provided by the pharmacy, containing only that medication to be taken at school.

It is the responsibility of the student to go to the clinic at the time the medication is to be taken.

HOMEWORK POLICY/MAKE-UP WORK

HOMEWORK

Homework is an important element of the learning experience of our students. It allows teachers to see what students can do when they work independently.

- Homework can be either an assignment that is not completed before class ends or a project which is done entirely away from school.
- Whenever any homework assignment is made, the student will be told when it is due and what is expected.
- Homework is to be turned in on time.
- Assignments that are incomplete will be handled independently by team.

MAKE-UP WORK

- Students may make up all work missed because of an excused absence.

- It is the student's responsibility to find out about the assignments and the dates they are due.

LOCKERS

Lockers are the property of the Fort Campbell Schools and are subject to random searches. The storage of illegal item(s) that endanger the health, safety, or welfare of others is prohibited. School personnel may examine lockers at any time during routine inspections or if they have reason to believe that any prohibited items are present.

Lockers are intended for the storage of a pupil's personal clothing, physical education equipment, books, and instructional materials. Every student will be assigned one. Students are advised to keep their lockers locked at all times and not to give the combination to another person. Do not store any valuable items in the locker. The school is not responsible for missing items.

Students are responsible for turning locks in at the end of the school year. Lost locks will cost the student $5.00 to replace. Students cannot bring locks from home.

No decorations are allowed on the front of the lockers. The insides of the lockers are to be cleared at the end of each school year or when a student is withdrawn.

When students arrive at school, they must place coats, hats, and book bags in their lockers. These items are not allowed in the classroom.

It is suggested that students get materials for morning classes during the morning locker time. Teams will schedule locker breaks.

PARENT/TEACHER CONFERENCES

Several days are scheduled throughout the school year for parent/teacher conferences. These conference days are noted on the school calendar. If parents would like to schedule a conference at a time other than a designated conference day, they should contact their child's team teachers so that arrangements can be made. The administration and teachers at Mahaffey realize the importance of conferences and urge parents to ask for a conference whenever a question or concern arises.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home at least once during each grading period to alert parents if their children are struggling. Parents are encouraged to note on the report if they desire a conference at that time.

Report cards are sent home after each nine-week grading period.

STUDY TRIPS

Study trips are an extension of the classroom. Student behavior on study trips reflects on both the school and on Fort Campbell. Teachers may develop behavior standards for students to meet in order to participate in study trips. Signed permission slips are required for all students.

All school and team rules apply while on study trips.

TECHNOLOGY

INTERNET AGREEMENT

The Fort Campbell School District has guidelines for software and telecommunication usage. Students are required to become familiar with these policies. Parents must sign a permission form at registration so that their child can have access to the Internet.

Students who fail to follow the terms and conditions of using the available technology at Mahaffey Middle School may have their access privileges revoked, school disciplinary action taken, and may be subject to appropriate legal action.

CELL PHONES

Cellular phones are not to be used at school. Phones may be carried to and from school but must be turned off during school hours and while on the bus. During school, phones should be stored in a safe place and must not be carried on the student's person or in the student's purse. Students who use their phones at school will have them confiscated and parents will need to pick the phone up in the office. There may be additional consequences for students who use their cell phones during the school day.

*A student who has a legitimate need to contact a parent, sponsor, or guardian may get a pass from his or her teacher to use the phone in the school office.

ELECTRONIC DEVICES

Most electronic devices (excluding calculators) are considered contraband at school and may be confiscated by any adult in the building. Even devices with a calculator function may be confiscated if they are being used for playing games or any other function that may detract from the learning environment. Expensive electronics are a temptation for students to 'borrow without asking' (i.e. steal) and should only be brought to school for specific reasons and with a teacher's permission. Electronic devices that should not generally be brought to school include, but are not limited to:

- cameras
- PDA's
- electronic datebooks
- organizers
- handheld games
- watches with electronic games
- MP3's
- CD players
- other audio devices
- portable computers (laptops, notebooks, etc. unless in the student's IEP)
- electronic dictionaries (unless in the student's IEP)
- translators (unless in the student's IEP)
- digital books

TELEPHONE USE

Students may use school phones when a legitimate need exists.
Students are to have written permission from teachers before asking to use the telephones in the office. Teachers should give students permission to use school phones on a case-by-case basis.

It is NOT considered an emergency if you:

- forget to bring gym clothes
- forget lunch money
- forget homework
- forget other items
- want to call to get permission to stay after school

In the event that a student receives a call, he/she will be called out of class only in the case of an emergency. Otherwise, a message will be taken and given to the student.

TRANSPORTATION

BUSES

Students are expected to show good behavior on the bus and at the bus stops. Riding the bus is a privilege. Students who choose not to obey the bus driver's directions or cause problems at the bus stop will not be permitted to ride the bus. Disciplinary action will be administered in accordance with the DDESS *Consequences for Bus Infractions* located in Appendix C.

Extreme misconduct (fighting, etc.): Automatic suspension from the bus and school.

BICYCLES

Students may ride their bikes to school if they observe the traffic safety rules of the Fort Campbell Provost Marshal's Office. Helmets must be worn.

Bikes must be parked in the rack provided. Since the school cannot be responsible if a bike is stolen or damaged, it needs to be kept locked or left at home.

MOTOR SCOOTERS/SKATEBOARDS

It is a violation of the post regulations for anyone to ride a motor scooter to include mopeds without a driver's license. All students that ride a motor scooter or moped must have a valid driver's license and register with the building principal.

Skateboards or scooters may not be ridden or brought to school. Skateboards and scooters are dangerous and may damage school and personal property. Therefore, they will not be permitted on school grounds at any time. If they are brought to school, they will be confiscated, and parents must pick them up.

VISITORS

All visitors in the building must report to the office to sign in and obtain an official DDESS visitor's badge. Visitors will be asked to complete a guest card with the following: 1) their name, 2) the date and time, 3) person or place to be visited, 4) an active home phone number, and 5) a signature. Visitors in the building not wearing a visitor's badge will be asked to report to the office. Parents must have a visitor's badge before visiting a classroom. Upon leaving the building, the visitor must sign out at the office and return the badge. Students may NOT bring visitors unless approved by the principal.

*Visitor's badges are not required for attending school-sponsored events such as awards assemblies and music programs.

WELLNESS

Our physical education program has much to offer. Wellness classes meet for 45 minutes daily. Activities in physical fitness, recreational activities, and group games will be offered.

All students (except band and Spanish 1 students) are required to take wellness on a yearly basis. All band and Spanish 1 students are required to take a minimum of one semester of wellness on a yearly basis. The exception to this is if the student is in BOTH band and Spanish 1.

Wellness is an activity class that requires daily participation. All students must dress in PE attire which includes: tennis shoes, elastic waist shorts or sweats, and a T-shirt. Students are required to have a spare set of PE clothes kept in their lockers.

Students are provided with individual lockers for gym storage. Only those items belonging to an individual student should be kept in his/her locker. Locker combinations are not to be shared. If locker room behavior is unsuitable, or if other locker problems occur, the student may be asked to use his/her school locker for PE items.

Students well enough to be in school, but possessing a parental or medical excuse from active participation, will be required to dress out for class and participate in an alternate activity. Parental notes (for no more than three days) should list restrictions for the students instead of saying "No PE," so that a modified activity can be provided. If a student is extremely ill or has a restricting injury, the teacher may opt for the student not to dress out.

Passing though the gym: Students should remember that the gym is a classroom and that proper behavior is expected when passing through the gym. When walking through the gym to another class, students should enter at the door nearest to their destination and walk between the wall and the outer markings of the gym surface. Students should not run or pass diagonally through the gym. Efforts should be made not to disturb students participating in PE class activities. Also, the gym is not to serve as a meeting place between classes.

Physical and mental changes in middle school students are clearly reflected in the social and emotional domains. Middle school students are becoming increasingly aware of themselves and their relationships with other individuals. Physical growth during the movement from childhood to adolescence is a great experience. Individuals grow at different rates and times. The question, "Am I normal?" is an engrossing one during adolescent years. Throughout the school year, there will be times when classes addressing issues such as puberty and decision-making will be conducted. Parents will be informed prior to these classes and will have the opportunity to attend with their child or opt to have their child participate in an alternate activity.

WITHDRAWAL FROM SCHOOL

When students are withdrawing during the school year, parents should notify the office as soon as they know the withdrawal date. Under most circumstances, at least four days are generally needed to provide time to prepare student transfer records. A student clearance form will be used during the withdrawal process to clear the student from school.

The principal may authorize an accelerated withdrawal of a student who must withdraw from school on Permanent Change of Station orders.

III. DISCIPLINE POLICIES

Fort Campbell Schools demand high standards of personal conduct of all students.

As in all other aspects of life on a military reservation, the behavior of any student eligible to attend the Fort Campbell Schools is the responsibility of the active duty sponsor.

An effective instructional atmosphere depends upon conformity to expectations developed within the classroom. The ultimate goal is to develop a desire for self-discipline.

To enforce discipline, the board of education supports these methods of disciplining students:

- Counseling with the student by the teacher, administrators, and other school staff members in an effort to bring about needed change in conduct
- Isolating the student (time-out stations) within the classroom or another place approved by the teacher or team
- Conferencing with the student, parents, teacher, and administration
- Withholding of privileges, such as study trips, dances, assemblies, etc.
- Assigning detention. Prior notice will be given to the student and parents in order to provide for transportation
- Placing the student in In-School Support (ISS)
- Suspending the student
- Expelling the student

The power of the school in matters of pupil conduct and behavior is not limited to the school room or grounds or to times when the pupil is on his way to or from school. It extends to any act which is school related or school sponsored.

Any act detrimental to the good order and best interest of the school, whether committed during school hours or after the student has returned home, is considered school business.

Any pupil, organization, or group of pupils participating in activities that destroy, deface, or remove school property shall be liable for the cost of restoring the property and are subject to disciplinary action.

Military police may assist school personnel with investigation and/or charges regarding these matters.

DUE PROCESS

Due Process is defined as a course of legal proceedings in accordance with rules and principles established for the enforcement and protection of individual rights. The level of Due Process for student related issues if far less than that extended to adults by law enforcement agencies and is governed by the seriousness of the incident.

Substantive due process involves a determination of whether school officials have deprived a student of constitutional rights.

Procedural due process is concerned with whether or not the procedures employed in disciplinary proceedings are fair.

EXPULSION

Expulsion is complete removal from school for a designated period of time, often for the remainder of the school year or for a full calendar year. It is reserved for the most serious behavior infractions, and comes at the recommendation of a system-wide Disciplinary Committee.

Examples of student behavior warranting an expulsion are:

- weapons
- drugs
- alcohol

WEAPONS

Fort Campbell Schools has a zero tolerance policy in regards to weapons. It is a criminal violation for anyone to bring a weapon on school premises, on school buses or when participating in school sponsored or school supervised activities on or off campus. Any weapon and any item that could be used to cause injury or used as a weapon, or any item designed to look like a weapon found on a student or in any other manner on school property will be confiscated. All incidents will be reported to post authorities. A student found to be responsible for bringing a weapon on school property will be suspended for a period not to exceed ten days pending an investigation and Disciplinary Council hearing. Other students who have handled the weapon or could be considered an accessory will be subject to the same disciplinary action. The student will appear before the Disciplinary Council and can be expelled for the remainder of the year. A minimum one year expulsion is required for the possession of firearms.

Weapons include, but are not limited to:

- Any gun, an look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or be converted to expel a projectile by the action of an explosive or any stun gun or laser

- Any knife (e.g. dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer)
- Any razor, slingshot, spring stick, metal knuckles, or blackjack
- Nun chuck, fighting chains, or any similar flailing instrument
- Any studded accessory or article of clothing
- Mace, pepper, spray, or similar propellants
- A throwing star or oriental dart or any similar disk designed to be thrown
- Any explosive device, whether real or hoax
- Any weapon of like kind as those enumerated above

DRUGS/ALCOHOL

Students found in possession of drugs, drug paraphernalia, inhalants, alcohol and/or other prohibited substances during school hours or at any school event are subject to expulsion and referral to the district's disciplinary committee. They may also be turned over to the authorities on post.

Please see the Fort Campbell Schools Code of Conduct for related information.

SUSPENSION

Suspension is a denial of school attendance for one or more days, after which the student returns to school.

Examples of student behavior that warrant a suspension are:

- tobacco
- fighting
- public displays of affection
- leaving school grounds
- indecent exposure
- bullying/harassment
- sexual harassment

A suspension shall not exceed ten (10) school days. Students placed on suspension will be allowed to make up any class work or tests for the duration of the suspension. Students will be assigned work and must have it ready upon return to school.

TOBACCO

Smoking and/or using tobacco products are prohibited during school hours or at any school-sponsored event.

FIGHTING

Students are considered to be fighting when they do any of the following in a manner that an adult considers harmful:

- hitting
- swinging
- wrestling
- shoving

- pushing

All parties involved in an altercation/fight are subject to disciplinary action no matter who "starts" it.

Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to fight will be considered part of the problem and will be held accountable for his or her actions.

BULLYING/HARASSMENT

A student, as an individual or as a part of the group, must not harass or bully others. Bullying and/or harassment is any conduct or communication that creates an intimidating, hostile, or offensive educational environment.

Bullying/harassment can include but is not limited to:

- physical intimidation
- taunting
- name calling
- insults
- negative comments regarding race, national origin, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person

The school will investigate all complaints of alleged bullying/harassment, whether the perceived bullying is verbal or written. Any student who is found guilty of bullying/harassment will be disciplined.

MMS has implemented an anti-bullying program called "Box the Bully." The details of this program and a form for reporting bullying is located in Appendix B.

SEXUAL HARASSMENT

A student who sexually harasses another individual will be subject to disciplinary actions. **Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.**

A learning environment that is free from sexual harassment shall be maintained. It is a violation of policy for students to harass other students or staff through actions, drawings, or words of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may be considered sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment as defined above may include but is NOT limited to:

- Sex-oriented "kidding," comments, abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to or about a person with sexual or demanding implications
- Unwelcome touching, such as patting, pinching, or constant brushing against another student's body
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats
- Notes and/or pictures containing inappropriate language or images.
- Discussion of a student's alleged sexual orientation.

Complaints of sexual harassment shall remain confidential to the extent possible.

LEAVING SCHOOL GROUNDS

A student will be suspended for leaving school grounds without parental permission and school knowledge. The parent will be contacted any time a student is missing from school.

PUBLIC DISPLAYS OF AFFECTION

All students are to refrain from physical contact such as:

- hand holding
- hugging
- kissing

Students who engage in public displays of affection may be subject to disciplinary measures, since this offends others and distracts from the learning environment.

INDECENT EXPOSURE

Indecent exposure occurs when a student intentionally or unintentionally exposes his or her underwear or body parts that normally should be covered by clothing.

Suspension or IS will be given depending on the severity of the incident.

IN-SCHOOL SUPPORT FOR DISCIPLINE (ISS)

The In-school Support (ISS) classroom is a classroom away from the mainstream of pupils. Students are placed in ISS as a consequence for breaking one or more of the school or classroom rules. The ISS classroom is highly structured and provides placement for those students who cannot abide by school rules.

The ISS teacher will have students complete class assignments and tests given by the classroom teacher(s). Therefore, students receive credit for class work and tests completed while they are in ISS.

A full day of ISS may be assigned for behaviors such as, but not limited to:

- swearing (flagrant)
- forgery
- skipping detention twice
- any behavior which could lead to a fight

Students who misbehave while in ISS will receive additional time equal to the original assignment. Students assigned to ISS will remain in ISS until their behavior improves, or they will be suspended from school.

Parents will be notified when students are sent to ISS. When a student is sent to ISS repeatedly, a conference should be held with the parents. At the conclusion of the conference, an appropriate plan of action should be developed

SKIPPING SCHOOL

A student who intentionally stays home from school or intentionally misses class (hiding in the bathroom, library, etc.) will have one day of ISS for each class period missed.

STEALING

Any student involved in stealing/theft will be assigned IS or suspension depending on the value of the item stolen and/or the repetition of the violation.

SCUFFLING/HORSEPLAY

Students should not engage in any action that could lead to a fight. These actions include play fighting, shouting, scuffling, and horseplay.

PROFANITY

Profanity is the use or display of obscene, vulgar, lewd or sexually explicit words (either vocally or in writing), indecent acts, or illustrations. Students may be assigned to one or more days of IS for using profanity.

CHEATING/PLAIGARISM

Cheating and plagiarism are addressed by each teacher. Consequences will be determined on a case-by-case basis. Students who plagiarize may lose computer privileges for the year.

SKIPPING DETENTIONS

If a student skips a detention, the detention will be doubled. If a student skips the same detention twice, he or she will receive a full day of ISS (In-school Suspension).

ASSEMBLY CONDUCT

We always expect students to practice the principles of courtesy. This is especially important during assembly programs.

Examples of discourteous behavior during assemblies include

- whistling
- booing
- deliberate coughing
- excessive talking
- foot stomping
- noise making
- sleeping

It is the responsibility of everyone to maintain a high standard of conduct in all assemblies.

Students should enter assemblies quietly and with an absolute minimum of talking. Students should find their seats quickly in their designated team areas as instructed by their team teachers. Students are to remain seated until their team is dismissed from the assembly, and then should dismiss in the orderly way they have been instructed.

Unacceptable assembly conduct will result in disciplinary measures being taken. In addition, some behaviors may result in immediate removal from the assembly.

AFTERSCHOOL DETENTION

- Detention is a closed study period from 2:35-3:35 p.m. under the supervision of an adult. Detentions are assigned for behavior infractions.
- Any student skipping a detention or misbehaving in detention will receive an additional detention. Two missed detentions will result in a day of ISS.
- Parents will receive written notification before the day of detention in order to arrange transportation.
- Students who fail to return a signed detention form will be assigned an additional detention.

DRESS CODE VIOLATIONS

All new students are given two weeks to purchase appropriate school clothes. Returning FCS students are expected to know and follow the school dress code. Dress code checks will be conducted during prime time classes each morning. Teachers will address violations with students. Flagrant or repetitive violations will be subject to disciplinary action by the teacher or school administration as appropriate.

TARDIES

Any student collecting three unexcused tardies per grading period from one or a combination of classes will receive one hour of after-school detention for being tardy. When a student has been tardy six times, the student will be issued a second detention. Upon the seventh tardy, the student should be referred to the assistant principal and the student may receive a full day of in-school support.

This process will start over each nine weeks.

RETURNING SIGNED FORMS

During the year, numerous documents such as progress reports, report cards, and permission letters will be sent home for parent signatures. Whenever possible, students will be given three (3) days in which to return the document. Occasionally, a shorter deadline will be necessary. Students who do not return these forms with a parent signature within the time allotted will receive a detention. The detention may be waived if the student returns the document with a signed note from the parent that includes a valid explanation for the delay.

GUM/CANDY

Students at Mahaffey Middle School who chew gum will receive a detention. After checking the allergy list, a teacher may give candy (but not gum) as a reward or incentive in his/her classroom only.

TEAM RULES

Students who disobey team rules may be assigned detentions or other consequences, depending on the severity and frequency of the disobedience.

PROHIBITED ITEMS

Articles which are hazardous to the safety of others or interfere with ordinary school procedures will be collected by the teacher. Prohibited items include but **are not limited to:**

- Radios
- CD players
- MP3 players
- portable audio systems
- stuffed animals
- playing and trading cards
- combs in hair
- CD's
- electronic games
- beepers
- toys
- laser pointers
- novelty items
- anything with flashing lights

Students should not wear expensive jewelry to school, nor should they bring more money to school than is necessary for normal daily school expenses. School officials are not responsible for locating lost or stolen prohibited items.

Additional guidance on student behavior and consequences behavior can be found in Appendix C.

GENERAL INFORMATION

AFTER SCHOOL

- Students may not remain in the school building after school hours unless they are under direct supervision of a faculty member.
- Returning to school to meet others who have stayed after school is not permitted.
- Areas of the school which are off limits during the school day are also off limits after school.

ATHLETIC PARTICIPATION

Participation in athletics at Fort Campbell High School is generally restricted to students in grades 9 through 12. Eighth graders who have the physical skills and are emotionally mature enough to handle the rigorous nature of high school athletics may be eligible to play. Occasional exceptions are made for a few 6th and 7th graders who are athletically gifted, have the physical skills, and are emotionally mature enough to handle the rigorous nature of high school athletics.

Since middle school research does not recommend competitive sports for middle school students, vigorous screening and weekly monitoring is required. A student's grades, health, behavior, and peer interactions will be monitored for changes. Approval can be withdrawn at any time. In order for any middle school student to participate in a high school sport, the following procedures must be followed:

- The request must be initiated by the student's parent/s and given to the principal.

- The request form will be forwarded to the student's physical education teacher for approval and signature.
- The request form will be returned to the principal for approval and signature.
- The coach of the particular high school sport must approve participation.
- The high school athletic director must approve and sign.
- The high school principal must approve and sign.
- The superintendent or assistant superintendent must approve participation.

Acceptance into one sport does not guarantee approval for participation into a second sport.

COMMUNICATIONS

Communication between school and home is of extreme importance. Parents are encouraged to call the school concerning any questions they may have. Individual teachers are available for conferences. Please contact your child's teachers to schedule appointments for conferences.

COUNSELING

The guidance office is open to students throughout the school day. The counselor is available to help students with their problems, whether they concern the school program or are of a personal nature. Students must ask permission from the classroom teacher before going to the guidance office. If the guidance counselor is not in her office, students should take out a form from the basket on the door, fill it out, and return it to the basket. The guidance counselor will see the student as soon as possible. If the guidance office door is closed, students should never knock on the door or open it without permission.

Students may receive confidential counseling from the counselor on any problem (social, health, career, etc.). The counselor can also act as a point of contact for parents, sponsors, or guardians who are experiencing stress. The school counselor has many resources and can make referrals for other support services on post.

DANCES

School dances are for current Mahaffey Middle School students only. Loitering in the school parking lot or other areas of the school campus will not be allowed. All students are to depart the school campus no later than 15 minutes after the dance ends. Once a student leaves the dance, the student will not be permitted to re-enter and must immediately leave the campus. Parents are responsible for student transportation home immediately after school dances.

Students who have skipped a detention, who have had a full day of ISS, or have been suspended within two weeks of a dance may not attend the dance.

LOST AND FOUND

Items found by students should be turned into the office to be placed in the "Lost and Found." Any student who has lost an item should check in this area. Any items not claimed will eventually be removed.

LOST ITEMS

Textbooks, library books, locks, and band instruments are some of the things that are issued to students by the school. Students are responsible for all items issued to them. If an item is lost, it is the student's responsibility to replace it or pay for it.

STUDENT ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is an honor given to students who show exemplary grades, service, leadership, character, and citizenship.

The following is a list of student requirements taken from the constitution of the National Junior Honor Society (NJHS).

1. Must have been in attendance at the school the equivalent of one semester.
2. Must have a cumulative grade point average of at least 3.5.
3. Shall be evaluated on the basis of service, leadership, character, and citizenship.
4. Selected for NJHS membership by a majority vote of the faculty council.

OTHER STUDENT ACTIVITIES

Mahaffey Middle School offers a wide variety of activities and organizations in which students can participate. The number and variety of activities varies from year to year. Students should listen for announcements about activities that will be available. Listed below are possible activities for students:

SAC (Student Activity Council)
Chess Club
Computer Club
Math Counts
Drama performances
Peer Mediation
Intramurals
Recycle Club
Yearbook
School band concerts
Chorus programs

DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS
Mahaffey Middle School
Fort Campbell Schools
Fort Campbell, Kentucky 42223

MMS HANDBOOK CONTRACT AND ADVISORY CONTACT INFORMATION

Student's Name _____ Grade _____
Last, First (Please print.)

Advisory/Prime Time Teacher_____

We have read and reviewed the Mahaffey Middle School (MMS) Student Handbook. In signing, we indicate an awareness and understanding of school practices and procedures.

Student Signature_____ Date _____

Sponsor/Parent
Signature_____ Date_____

MMS Emergency Contact Information and Instructions

In the event of an emergency or the early dismissal of school, students will report to their advisory/prime time class and the advisory teacher will begin calling parents. In order to be as efficient as possible, we ask that you complete the contact information below. This form will be kept in the advisory classroom and used by the teacher during emergencies and early dismissal only. Please start the list with your information first and provide two other persons whom the school can contact regarding your children in the event of an emergency.

Name _____ Number/s _____or _____

Name _____ Number/s _____ or _____

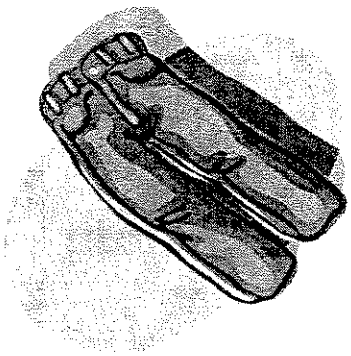
Name _____ Number/s _____ or _____

If school is dismissed early and we are unable to reach you or any of the contact persons, should we allow your child to walk or ride the bus home? __ YES __ NO

If NO is checked above, the school will keep your child on campus or at the emergency evacuation site until someone is contacted or until the regular school dismissal time.

***This document contains information protected by the Privacy Act and must be protected in accordance with this law.**

Appendix A



WOULD YOUR TEAM LIKE TO EARN A JEANS DAY?

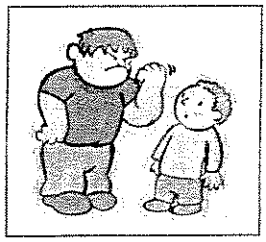
All student teams at Mahaffey Middle School may now earn a Jeans Day by simply acting appropriately in the cafeteria and during their lunch break. Here is how it works. Students earn points for making good choices and demonstrating good behavior in the cafeteria. Once a team earns 75 points, they inform Mr. McKinnon and he schedules a Jeans Day for that team. Each day the students from the last class dismissed will be told the number of points earned for their team. It will be the responsibility of the students to keep track of their team's points and to request a Jeans Day from Mr. McKinnon when they earn the required number of points.

Points will be awarded for the following:

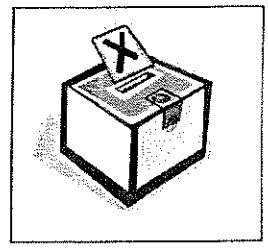
- Lining up properly in a single-file line and using low voices..... 1 point
- Sitting in the correct area and keeping noise to a minimum..... 1 point
- No horseplay or disruptions while eating or waiting to be picked up..... 1 point
- Keeping team area and tables clean..... 1 point
- Entering and exiting the cafeteria or other areas in a quiet, orderly fashion..... 1 point

Jeans Days earned under this agreement do not require students to wear a Mahaffey Middle School T-shirt; however, student garb must be otherwise dress code compliant.

Appendix B



"Box the Bully"



Report all bullying immediately!

At Mahaffey Middle School students are encouraged to report bullying immediately. It's easy and you don't even need to give your name. Just use our "Bully Box" located in the school Library.

The Mahaffey "Bully Box" is located in the school library/media center. Forms for anonymously reporting bullying are located next to the box and throughout the school.

What is bullying?
Teasing and horseplay can be normal activities for students. When students who are friends interact with one another in this way, it is not bullying. However, when the interaction is hurtful in nature, unwanted, aimed at humiliating or intimidating another student, it can become bullying. Bullying generally takes place between individuals who are not friends and illustrates an imbalance in power. It can be one incident or many. If you are not sure if something is bullying or not, report it anyway and let the professionals decide.

Who should report bullying?
Everyone! Bullying affects everyone in a school and a community. As a responsible member of society, it is everyone's obligation to report bullying.

How do I report a bully?
It's easy. Pick up a "Box the Bully Form" in the school library, from a teacher, in the office, or from another location in the school. Complete the form and put it in the "Bully Box" in the school library/media center and the school will do the rest. There is no need to give your name and you will not be contacted unless you state that it is okay on the form. You can also send an email to message to Nobullies.Mahaffey@am.dodea.edu to report an incident.

What should you do if you are a victim of bullying?
Report it! Talk to a trusted adult and share what is going on. There are people at the school who are specially trained to assist students who are having trouble. Talk to your parents, a teacher you trust, or any adult, but get some help. Don't go it alone! Students need assistance to end bullying.

How can I avoid being bullied?

- Make sure bullies know they will be reported.
- Stand up straight with your head up and walk with confidence.
- Make eye contact with students as you walk.
- Show that you are comfortable with who you are.

For more information on reporting bullies or on how to avoid being a victim, please contact one of the school counselors, the principal, or the assistant principal in person at the school or on the phone at (270) 439-3792.

POSITIVELY CHANGING BULLIES

Thank you for taking the time to make a positive difference at Mahaffey Middle School. This form should be completed by anyone who believes he/she has been involved in, or who has witnessed, a bullying incident. All information in this form is optional; however, more information makes it easier for the school to address/correct the situation.

A bully is a person who **consistently and continuously** imposes his/her will on another either physically or verbally.

Team: _____ Date: _____
Time: _____
Name: _____

Peer Mediation requested: Yes or No

Are you willing to discuss the situation with someone from the school? Yes or No

Which staff member would you feel comfortable sharing your story?

_____

Who was bullied? _____

Who was the bully? _____

How many times has this situation occurred? _____

Was anything said or done to stop the bully? _____

_____

Describe the situation: time, place, witnesses, and what happened
(If you need more space please continue writing on the back of this paper.)

Do you have any suggestions for resolving this situation?

Appendix C

MIDDLE SCHOOL BEHAVIOR CHART

Parents will be contacted for any infraction that comes to the attention of the school authorities. Minor infractions (not-listed) will incur team or school detentions, short-term in-school suspension/time-out, or withholding of privileges.

BEHAVIOR VIOLATION The administration will determine appropriate disciplinary procedures based on the severity and the frequency of the offense.	Informal In-School Discipline Measures	In-School Suspension	Short-term Suspension (1-5 days)	Long-term Suspension (6-10 days)	Expulsion Procedures Initiated
Classroom Disruption/Disrespect	X	X	X		
Conduct/Dress, Appearance	X	X	X		
Disobedience, Insubordination	X	X	X	X	X
Forgery	X	X	X	X	X
Profanity/Vulgarity with students	X	X	X	X	X
Leaving school grounds without permission	X	X	X		
Truancy	X	X	X	X	X
Possession/Use of tobacco products	X		X	X	X
Theft/vandalism under $100.	X	X	X	X	X
Fighting/Physical aggression	X	X	X	X	X
Activating false fire alarm	X		X	X	X
Profanity/vulgarity with faculty or staff	X		X	X	X
Inflammatory Language, i.e. name calling, abuse	X	X	X	X	X
Harassment/Threats	X	X	X	X	X
Sexual harassment/misconduct	X	X	X	X	X
Extortion/Intimidation/interference of staff/students	X	X	X	X	X
Gang association or exhibition		X	X	X	X
Theft/vandalism over $100.			X	X	X
Use/possession of unauthorized substances/materials			X	X	X
Repetition of short-term suspension			X	X	X
Robbery			X	X	X
Possession of weapons/Replicas			X	X	X
Threat with a weapon				X	X
Violating conditions of short-term suspension				X	X
Sale/distribution - unauthorized substances				X	X
Bomb threats				X	X
Arson			X	X	X
Fighting - striking faculty/staff members				X	X
Violating conditions of long-term suspension				X	X
Repetition of long-term suspension				X	X
Violation of Technology Agreement	Loss of Technology Privileges				

This list is not considered inclusive or restrictive. Options are not restricted to the order listed. Informal In-School Discipline Measures may include counseling, withholding privileges, verbal reprimands, conferences, school service programs, community service, time out, and detention.

MMS Unacceptable Actions and Consequences Guide

Action/Behavior	*1st Offense*	*2nd Offense*	*3rd Offense*
Agenda, Not Signed, Assignments or Messages Not Recorded	Parent Contact, Warning	Parent Contact, Detention	Parent Contact, Detention or ISS
Agenda Pages Torn Out	Parent Contact, 60 Minute Detention	1 Day ISS	2 Day Suspension
Alcohol Possession/Use	5 Day Suspension, Counseling Referral	6 Day Suspension, Disciplinary Hearing	
Assault of a Staff Member	6-10 Day Suspension Pending Expulsion Hearing, Military Police Notification, Anger Management Referral		
Assault (Physical) of a Student Inflicting Serious Harm to Others	5-10 Day Suspension Pending Expulsion Hearing/ Military Police Notification, Anger Management Referral		
Assault, Sexual	10 Day Suspension Pending Expulsion Hearing/ Military Police Notification		
Bombs, Making or Participating in Making Bomb Threats, Arson, (explosive material, hoax explosive device, chemical bomb, poison gas, grenade, rocket or other incendiary device, etc.)	10 day Suspension Pending Expulsion Hearing, Military Police Notification		
Bullying (repetitive teasing, pinching, biting insults, cornering, blocking, taunting, libel or slander that is hurtful in nature and aimed at intimidating others)	2 Day ISS or Suspension, Counseling Referral, Parent Conference	3-5 Day Suspension Counseling Referral, Parent Conference	6-10 Day Suspension, Possible Military Police Notification, Discipline Hearing
Bus Behavior Infractions	See Consequences for Bus Infractions on the Last Page of this Guide		
Cheating	No Credit, 1 Day Detention, Parent – Teacher Conference	No Credit,/Parent - Teacher Conference 2 Day Detention	No Credit/Referral to Administration, 1 Day ISS or Suspension

Action/Behavior	*1st Offense*	*2nd Offense*	*3rd Offense*
Computer-Abuse or Crime (Access of inappropriate website—pornography, email bullying, harassment, threatening, downloading illegal materials)	Parent Conference, Loss of Technology Privileges for 10 Days. (Could result in permanent loss of privileges, if severe)	Parent Conference, Loss of Technology Privileges for 30 Days. (Could result in permanent loss of privileges, if severe)	Permanent Loss of Technology Privileges.
Discrimination, (negative behavior, comments, or slurs related to race, national origin, sexual orientation, gender, religion disability, personal characteristics, or associates of targeted person)	2 Day ISS or Suspension Counseling referral	3 Day Suspension Counseling Referral	6 Day Suspension Disciplinary Hearing
Disrespect/Failure to Follow Rules or the Directions of a Teacher	Parent Contact, 1 Day Detention	Parent Conference, 1 Day ISS	3rd-2 Day Suspension 4th-3 Day Suspension
Disruptive Behavior in Classroom/Hallways	Teacher Counseling, Parent Contact	Parent Contact, 1 Day Detention	3rd-2 Day Detention 4th-1 Day ISS or Suspension
Dress Code Violations	Warning/Parent Contact by Prime Time Teacher Correction of Dress	Parent Conference, 1 Day Detention	Detention or ISS Repetitive – ISS or Suspension
Drugs/ Possession/ Sale/ Paraphernalia/ Use (to include illegal drugs or any abuse or misuse of legal substances such as nonprescription drugs, medicine prescribed for another person, sniffing glue, inhalants, etc.)	10 day Suspension/ Expulsion Hearing, Notify Military Police		
Eating/Drinking in Unauthorized Location	Parent Contact, 1 Day Detention	Parent Contact, 2 Day Detention	Parent Conference, 1 Day ISS or Suspension
Extortion	3 Day Suspension, Restitution	5 Day Suspension, Restitution	10 Day Suspension and Disciplinary Hearing

False Fire Alarm	5 Day Suspension, Military Police Notification	6-10 Day Suspension, Military Police Notification, Expulsion Hearing	
Fighting (mutual combat)	2 Day Suspension (All Students Involved)	3-5 Day Suspension	6-10 Day Suspension Disciplinary Hearing

Action/Behavior	*1st Offense*	*2nd Offense*	*3rd Offense*
Gum Chewing/Possession	Warning (Documented in SMS/SIS) or Detention	Detention	Detention or 1 Day ISS
Harassment/Peer Abuse repetitive teasing, pinching, biting insults, cornering, blocking, taunting, libel or slander)	2 Day ISS or Suspension, Counseling Referral, Parent Conference	3-5 Day Suspension Counseling Referral, Parent Conference	6-10 Day Suspension, Possible Military Police Notification, Discipline Hearing
Harassment, Sexual Sexually Offensive Behavior (leering, sexual flirtations, lewd and obscene actions, propositions, sexual slurs & degrading sexual descriptions, threats, verbal abuse, teasing)	2 Day Suspension, Counseling Referral, Parent Conference	3 Day Suspension, Counseling Referral, Parent Conference	6-10 Day Suspension, Possible Military Police Notification, Discipline Hearing
Insubordination, Flagrant / Vulgarity Toward Staff Member(s)	2 Day ISS or Suspension	3-5 Day Suspension	6-10 Day Suspension, Disciplinary Hearing.
Lying (regarding official school matters)	Teacher Counseling, Parent Contact, 1 Day Detention	Parent-Teacher Conference, 1 Day ISS	3rd-1 Day Suspension, 4th-2 Day Suspension
Nuisance Items: (toys/walkman/ CD /Sunglasses/Pillow/ MP3 Player/Phones/ etc.) Students may have in book bag, but NOT for use during school day.	Confiscate, Turn in to Office, Return at End of Day – Warning Recorded in SMS/SIS	Confiscate, Parent Conference, 1 Day Detention, Parent Retrieval	3rd 1 Day ISS 4th Offense - 1 Day Suspension
Pornography	Parent Conference, 2 Day Suspension,	3-5 Day Suspension Notification of	6-10 Day Suspension Possible Notification of

	Counseling Referral	Police/Counseling Referral	Security Police/ Disciplinary Hearing
Profanity/Vulgarity, (Habitual)	Warning Recorded In SMS/SIS or Detention or 1 Day of ISS	Referral to Office, Parent Contact, 1 Day ISS	1 Day Suspension
Public Display of Affection	Warning Recorded in SMS/SIS, Counseling	Referral to Office, Parent Contact, 1 Day Detention	1 Day Suspension

Consequences for Bus Infractions

School Bus Infractions and Recommended Consequences Reference DoDEA Manual 205.1.1, "Disciplinary Rules and Procedures		BUS RIDING PRIVILEGES SUSPENDED FOR:				
		WARNING	5 SCHOOL DAYS	20 SCHOOL DAYS	30 SCHOOL DAYS	REMAINDER OF YEAR
1	**UNSAFE BEHAVIOR**					
a	Fighting, pushing, shoving, tripping, or similar	1	2		3	4
b	Use or possession of unacceptable items. (The school bus is an extension of the school/campus.)	1	2	3		4
c	Failure to have bus pass in possession	1	2	3		4
d	Pushing while boarding or leaving the bus	1	2	3		4
e	Getting on or off bus while bus is in motion		1		2	3
f	Not properly seated	1	2	3	4	5
g	Making excessive noise or playing electronic equipment without using earphones	1	2	3	4	5
h	Putting objects out of bus windows or hanging out of window		1		2	3
I	Engaging in horseplay	1	2	3	4	5
j	Obstructing aisles, steps or seats	1	2	3	4	5
2	**INAPPROPRIATE BEHAVIOR**					
a	Failure to remain properly clothed	1	2		3	4
b	Public displays of affection	1	2			
c	Eating, drinking, or littering on bus	1	2		3	4
d	Using abusive/ profane language and/ or gestures	1	2		3	4
e	Spitting		1	2	3	4

f	Harassing or interfering with other students	1	2		3	4
g	Failure to comply with bus driver's or monitor's instruction	1	2	3	4	5
h	Disrespect, distraction, or interference with driver	1	2	3	4	5
3	**DESTRUCTIVE BEHAVIOR**					
a	Damaging private property (requires payment of damages)		1		2	3
b	Sitting in driver's seat or tampering with bus controls		1			2
c	Opening or trying to open bus door		1			2
d	Throwing or shooting objects inside or out of the bus	1	2	3	4	5
4	**PROHIBITED BEHAVIOR**					
a	Tampering with bus controls or emergency equipment			1		2

Consequences for Bus Infractions Continued

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 instance.**

3. **If the behavior also violates a school rule, additional consequences may be assigned based on the MMS Discipline Matrix.**