

## **DISCIPLINE POLICY**

Students, teachers, and other staff members have the right to a safe, orderly, respectful school environment. It is expected that students will be courteous to other students, staff members, and visitors to the school. Cooperation and respect for the judgment of the teachers and other school staff members is expected. Students are encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to maintain good order and discipline within the school system, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational program. Recommendations for persistent violations may be expulsion from the school and removal from the community.

For discipline purposes, the school day begins the moment the student leaves their home to come to school and ends when they return.

**In all discipline cases the administration reserves the right to determine the severity of consequences.**

**COMMON AREAS** Students will conduct themselves in an orderly, safe manner. Pushing, shoving, or shouting, will not be tolerated. Running is not permitted within the school building. Students will not use vulgar or profane language on school grounds. Moving through hallways during passing time or other will be done quietly with respect for classes which remain in session. [Middle School students will not pass through Elementary School hallways at any time during the day.]

**ASSEMBLIES** Students will listen attentively; respect the feelings of others; behave courteously toward speakers, performers, and guests; and applaud at appropriate times. Cheering and shouting during presentations is discouraged. Booning is not permitted.

**GENERAL CONDUCT** School policies and procedures for student conduct apply in the school, on school grounds, in all bus loading and offloading areas, in route to and from school, in areas near the school grounds, etc. This includes any time students are on campus before and after school, while students are participating in or observing school sponsored activities, and on all school sponsored trips. The school's policy and procedures for student conduct follow guidelines set in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. Maintaining and supporting a positive learning environment is everyone's responsibility.

## **CODE OF CONDUCT**

### **1. HONESTY:**

- Be a person who can be counted on.
- Do not cheat, lie, or steal
- Be trustworthy
- Be yourself – don't try to be someone you aren't

### **2. RESPECTFUL BEHAVIOR**

- Treat each person as you should be treated.
- Respect yourself and others
- Don't talk back to adults
- Use good manners like thank you, hello, please

### **3. RESPONSIBILITY/SELFDISCIPLINE**

- Do the right thing.
- Own up to your actions
- Be prepared for class
- Follow rules

### **4. COMPASSION**

- Be kind.
- Help others in need

Respect the opinions of others  
Support one another

**SCHOOLWIDE RULES** As a result of our code of conduct, Robinson Barracks Elementary/Middle School students, faculty, and office staff members will abide by the following rules.

1. Be prepared for class
2. Treat others as you want to be treated.
3. Keep hands and feet to yourself.
4. Obey the instructions of all adults in the school.

**Behavior Expectations** Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists and/or parent conference
- Referral to grade-level counselor
- Teacher assigned detention
- Removal from class for the day/referral to school administration

***Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher's authority.***

### **DETENTION**

**TEACHER DETENTION** Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice to parents or parent telephonic approval. Failure to attend a teacher's detention will result in a referral to administration. Showing up late or unprepared can result in a second detention being assigned or referral to school administration.

**ADMINISTRATIVE DETENTION** Detention may also be assigned by the administration on an as needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Telephonic and email responses by parents are accepted. Students placed on detention must report with materials necessary to do homework. The student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, work detail or suspension may result. Normally, an after school administration detention session is one hour. Multiple hour detentions will be split up over a sequence of days.

**SUSPENSION** Assigned suspensions of up to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. A letter of suspension will be sent home to the parents, the sponsor's commander, the garrison commander, the school's officer, the civilian misconduct officer, and the district superintendent with the conditions of the suspension fully noted. Suspensions may be assigned as In-School (ISS) or out of school (OSS). In all cases of suspension, ISS will always be considered first, however, depending on the severity of the action OSS will result.

Suspensions are considered excused absences; therefore, suspended students have the privilege of making up work for credit per regulation. A condition of the suspension may be a referral to a school counselor, Alcohol Substance Abuse Counselors (ASACs), or other school authority before returning. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class.

***While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes activities after***

***school (or the weekend), dances, or special events. Multiple days of suspension could result in missing multiple extra-curricular activities.***

Each decision to suspend a student will be examined individually and the consequences applied according to the merits of the case. The severity of the consequence will depend on a variety of factors such as: child's age, respect and honesty during the investigation of the action, and the student's record of previous infractions. RBEMS follows a progressive discipline plan which increases the level and duration of consequences for repetitive disciplinary actions.

Suspensions of more than 10 days will be referred to the school's Discipline Committee. A formal Discipline Committee hearing, governed by DoDEA Regulation 2051.1, will be held in the event that any assigned consequence exceeds 10 days of suspension or if circumstances warrant expulsion.

**EXPULSION** Expulsion from RBEMS will result from any serious offense to include, but not limited to weapon possession and/or use, drug possession and/or use, arson, bodily harm to another person, criminal acts, habitual misconduct, or repetitive disregard for school rules and authority that is not corrected through suspensions may result in expulsion. School administrators have an obligation to keep military and civilian authorities informed of serious or repeated misbehavior that involves the safety of students and staff, jeopardizes the educational integrity of the school, or brings harm to the school or community.

### **ATTENDANCE VIOLATIONS**

**TRUANCY** Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note, or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. For each truancy a detention will be assigned equal to the length of school time missed beginning with a one-hour detention. Students who habitually skip class may also be suspended. The command will be notified if disciplinary consequences do not correct behavior. Students who are truant may not participate in extra-curricular, athletic or special events scheduled for the same day or the following day. Truancies will be considered cumulatively for the year.

**TARDINESS** Passing time between classes is five minutes. Students must be in the classroom ready to work when the starting bell chimes or they will be counted tardy. Students who arrive late to school will report to the office where they will sign in and be given an admit slip to class designating whether or not the tardy is excused or unexcused. Students who are more than 20 minutes late unexcused will be considered truant. Students who are detained by school officials and consequently late to class will be given a hall pass and an excused tardy.

Tardies are accumulated throughout the quarter. After a student has accumulated four tardies, school consequences will be given. **Students who receive school discipline for accumulated tardies may also receive consequences from the individual teacher in whose class the tardy is given.** At the beginning of each quarter the cumulative tardy count will start anew.

*(Example: A student tardy twice in one day in two different periods has accumulated two tardies. Two weeks later another tardy is given in a different class making three tardies in total. In the 8<sup>th</sup> week of the quarter this same student receives another tardy in yet another class – different from the first three; this would make four accumulated tardies and the student will receive a school consequence.)*

The following disciplinary consequences are cumulative and apply quarterly:

4-5 tardies	1 hour after-school detention
6-7 tardies	2 hour after-school detention
7-8 tardies	2 hour school work detail. Conference
9 or more	Community Service, Suspension, Conference

**EXCESSIVE ABSENCES** Being absent more than 10% of school days during a semester (9 days or more) is considered excessive, unless there is a documented medical reason. In this case, the school needs to be informed in order to assist in continuing the student's education. If there is not a documented medical reason for excessive absences, then administrative action will be taken to include possible referral to Social Work Services (SWS) for educational neglect.

**ACTIVE PARTICIPATION** Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

**ALCOHOL AND/OR TOBACCO USE/ POSSESSION** Students may not consume, nor be in possession of alcohol or tobacco products at school or at any school event. A minimum of two days of suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

**BULLYING** DoDEA schools do not tolerate bullying in any form. Students who engage in willful acts that cause physical or emotional harm to other students, or vandalize personal property to intimidate will face suspension. Harassment of all types is a form of bullying and will be subject to immediate school level consequences. Sexual harassment includes verbal, non-verbal, and physical contact – all will receive equal disciplinary consequences.

**CHEATING** RBEMS has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Students involved in cheating will receive a "0" grade for the assignment, and the parents will be notified by the classroom teacher.

Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

Cheating and plagiarizing include:

- Copying and pasting information from a book, magazine, encyclopedia CD-ROM, or the Internet without giving credit to the resource.
- Sharing information or answers for a quiz, test, or other individual assignment with other students who are taking or who will take the assessment at a later time or date.
- Copying another person's homework, notebook or assignment.
- Providing homework, notebooks, or assignments to others who hand in such work as their own.
- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.
- Talking during tests, quizzes, and other assessments.

#### **COMPUTER-USE POLICIES**

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- Students are not allowed to use chat rooms or free email accounts. DoDDS-net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it. Down loading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.
- All external drives must be scanned for viruses by an adult prior to use.

Students should do nothing that would cause harm to files, operating system, computer set-up, Internet, student work, or the network. Visiting pornographic sites is prohibited. Violating these policies could result in suspension of computer use and/or further disciplinary action.

**DRESS CODE** Students and parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school. Students with hair, make-up, or clothing that interrupts the learning in any classroom will be asked to change their appearance or dress so that it does not disrupt the classroom environment. Students are required to wear clean, suitable clothing at all times. Clothing that is cut or torn above mid thigh or on shirts/blouses that reveal bare skin are not allowed.

- No offensive or drug related words on clothing or jewelry.
- No pictures of drugs or weapons on clothing.
- Footwear must be worn at all times. (No flip-flops – shower/beach shoes).
- No spaghetti strap blouses. Shoulder straps will be a minimum of two inches wide (approximately three finger widths in diameter).
- No basketball (tank-top, with large open arms) or undershirts for men.
- No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are no shorter than mid-thigh. Slits in skirts should be no higher than mid-thigh.) ***Even if leggings are worn under skirts and shorts, the mid-thigh rule applies.***
- Leggings may not be worn in place of pants.
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.
- No shirts with low necklines are permitted.
- Hats, hoods, bandanas, and/or sunglasses may not be worn inside the building.
- Combs or brushes should be stored appropriately and not worn in the hair.
- Chains holding wallets should not be visible, nor should they be part of the clothing.
- For safety reasons, no jewelry to include; arm or neck bands and piercings, may have spikes or other protruding parts.
- With the exception of spirit days, no pajamas (or pajama-like clothes) or slippers will be worn at school.
- Students writing on their, or anyone else's, body is not permitted.
- Underwear should not be visible or worn as exterior clothing.
- Clothes must fit properly and at no time should pants sag below the waist and the crotch should not be at the knees. Underwear bloused above pants and shorts is a violation of the school dress code.

Inappropriate dress will result in requesting the sponsor to bring appropriate clothes to school. Additional dress requirements are specified for special activities such as school dances, awards assemblies, National Junior Honor Society programs, grade and club presentations, and some study trips.

**FIGHTING** Conflict should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflicts before they escalate. If there is a fight, involved students will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a longer suspension or referral to a discipline board.

**FOOD** In order to maintain a clean attractive campus students are expected to maintain clean hallways. Students will not be allowed to eat in the hallways during lunch, but may eat snacks as directed by their teacher. Generally, no food is permitted outside the cafeteria unless an activity has designated a specific location where eating is allowed. Food sales are not allowed during class time or in the cafeteria during lunch.

**FORGERY** Students who forge sponsor or school signatures will be subject to suspension.

**GANG BEHAVIOR** Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Gang related behavior includes; joining a fight in progress, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in gang-related behavior can expect suspension or expulsion depending on the nature and severity of the offense.

**GRAFFITI** Graffiti in any form will not be tolerated. A person or persons who utilize any type of marking device to include aerosol paint or biological material, to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

**HALL CONDUCT** Students are to conduct themselves in an orderly manner when passing between classes. Students out of class for any reason **MUST** have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

**HAZING** Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

**ILLEGAL DRUG USE/POSSESSION** The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board.

**INSUBORDINATION** Students who willfully refuse to follow directions of a teacher or other staff is considered insubordinate. Violators face a minimum of detention. The severity of the act and the student's previous record of offenses will determine the length of the punishment. Open defiance, inappropriate language or profane gestures may result in suspension.

**ITEMS INAPPROPRIATE AT SCHOOL (NUISANCE ITEMS)** Students are not permitted to bring to school any personal items or nuisance items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for their personal property and should be mindful that such items can be easily stolen.** It is recommended that electronic items not be brought to school. Cell phones are not to be used nor visible in the school building. Skateboards and roller blades may not be ridden anywhere on school property at any time to include before and after school.

Electronic music players and cell phones, may only be used on the bus and outside before and after school. **No cell phone use is authorized during class time or during passing periods.**

**While electronic music players are allowed on the busses, they are not allowed in the school building and should not be visible in the halls before, during, or after school unless designated by a teacher for academic purposes (i.e. IPOD assigned to students for classroom use).**

***Violations will result in confiscation of the article.***

**MISCONDUCT IN THE CLASSROOM** Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

**OTHER PROHIBITED ITEMS** There are many items that have no place in school and should not be in the possession of students. Other than those already mentioned, matches, lighters, BB or pellet guns, as well as any look-alike weapon are strictly prohibited and will result in an immediate suspension of 3-5 days.

**PHYSICALLY DANGEROUS BEHAVIOR** Running, wrestling, rough-housing, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. This also includes the throwing of snowballs, rocks or ice outside. In addition, any behavior that has the potential to harm another person is not acceptable at school.

**PROFANITY AND INAPPROPRIATE LANGUAGE** The use of profanity, vulgarity, and inappropriate verbal or written language or gestures is unacceptable conduct at RBEMS. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

**PUBLIC DISPLAYS OF AFFECTION** Kissing or embracing on campus, during school, or at school functions is not allowed. This applies to both girls and boys. Such conduct can interfere with the school's academic mission and can create an offensive environment.

**SEXUAL HARASSMENT** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

Sexual harassment destroys healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), lewd conversation, and other inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

**SPREADING RUMORS** If a person contributes to an altercation by spreading information ("He said/She said" situations), he/she will be referred to the administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to a staff member, counselor, or administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, and administrator).

**THEFT** A student guilty of theft will be suspended a minimum of two days and restitution of the property or equivalent value must be made.

**TOBACCO USE/POSSESSION** Students are prohibited from possessing or using tobacco products or lighters during the school day on or off school property, on buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action which may include referral to counseling or other appropriate authorities.

**UNPREPARED FOR CLASS** Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but are not limited to; writing utensils, books, class material, completed homework, and proper physical education attire.

**VANDALISM** The student can be required to pay for all replacement or repair costs to school or personal property. Consequences will depend upon the severity and intention.

**WEAPONS** Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nun-chucks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear.

Any instances of weapons possession involving DoDDS students and occurring on school property (to include buses or walking to and from school) or while participating in school sponsored activities, suspension and/or expulsion proceedings will begin immediately.

Weapons could include items not designed as weapons, such as locks, rocks, bats, or nail files, if they are used or intend to be used to hurt others. Students writing or saying threats or words of violence, or gesturing or otherwise indicating threats of violence, fall under the Weapons Policy and suspension or expulsion can occur.

## TABLE OF CONSEQUENCES

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Possession/Consumption	2 Days Suspension	5 Days Suspension	10 Days Suspension/Expulsion
Bomb Threat	10 Day Suspension/Expulsion	Expulsion	
Bullying	Conference/Detention	Detention/Suspension	Suspension
Cheating	0 Grade – No Credit	0 Grade – No Credit Detention/Suspension	0 Grade – No Credit Suspension
Computer Violations	Computer Suspension	Computer Suspension/ Detention	Computer Suspension/ School Suspension
Dangerous Behavior/Safety Issue	Detention/Suspension	2-Day Suspension	5-Day Suspension
Disruptive Behavior	Detention	Detention/ Suspension	Suspension
Drug Possession/Sale/ Use of or under the influence	10 Day Suspension/Expulsion	Expulsion	
Fighting	2 Day Suspension	5 Day Suspension	10 Day Suspension/ Expulsion
Fire false alarm	5 Day Suspension	10 Day Suspension/ Expulsion	
Forgery	Detention/Suspension	Suspension	Suspension
Hitting another Student	Detention/Suspension	Suspension	Suspension
Lying	Detention	Detention/Suspension	Suspension

Nuisance Items	Confiscation/Detention	Confiscation & Detention/Suspension	Confiscation & Suspension
Sexual Harassment verbal, non verbal or physical	Detention/Suspension	2-Day Suspension	5-Day Suspension
Swearing	Warning/Detention	Detention	Suspension
Swearing at someone ( <i>Vulgar words or gestures</i> )	Detention/Suspension	Suspension	Suspension
Tardies	<i>See Attendance Violations</i>		
Theft	2-Day Suspension/Restitution	5-Day Suspension/Restitution	10 Day Suspension/Restitution
Threats, Intimidation, Harassment, etc	1-2 Day Suspension	2-5 Day Suspension	5-10 Day Suspension/Expulsion
Truancy	<i>See Attendance Violations</i>		
Tobacco Use/Possession	Suspension & Counseling	2-Day Suspension & Counseling	5-Day Suspension
Vandalism/Destruction of Property	Detention/Suspension & Restitution	Suspension & Restitution	Suspension & Restitution
Weapon Look-a-Likes (toy guns, toy knives, etc.)	Detention/Suspension	2-Day Suspension	5-Day Suspension
Weapons Possession/Possession of item that could be used as weapon/Intent to use an item as a weapon	10 Day Suspension/Expulsion	Expulsion	

*NOTE: The Table of Consequences provides a general guideline for infractions. Administration will consider all circumstances before determining discipline consequences in each case.*

**The administration has final authority and responsibility to determine suspension and expulsion consequences for any and all behaviors listed, and not listed, in this handbook.**

### **DISCIPLINE POLICY – LUNCHROOM RULES**

In order to provide a healthy and pleasant lunch period, it is necessary to enforce rules and maintain order. Teachers and Lunch Supervisors will enforce the following basic rules:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned classroom tables (Elementary School).
6. Clean up after one's self by bringing trays and utensils to designated area and cleaning up personal area of table.
7. Remain in the school/on school grounds during the lunch period unless advanced written permission dictates otherwise.
8. No nuisance items.
9. Students may not buy lunch or lunchroom items for another student.

### **DISCIPLINE – PLAYGROUND/RECESS RULES**

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. When returning to school after an illness, the parent may send a note requesting the child stay inside for a maximum of three days. The parent should send a signed statement from the family physician stating the necessity of the child staying in the building, if an extended time is necessary. Adult supervision is provided for the safety and enjoyment of the children, however the very nature of recess play makes it necessary to enforce the following standards for behavior:

1. All students must remain on the playground area.
2. All students must obtain permission for a playground supervisor to reenter the building.
3. All students will avoid rough games including: contact games, tackle football, dodge ball, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors and other children.
5. All students will use appropriate language, manners, and behavior.
6. Students will not throw rocks, sticks, snowballs or any other potentially dangerous objects.
7. Students will not carry or play with sticks or other potentially dangerous objects.

### **SCHOOL BUS DISCIPLINE**

Bus passes and route schedules are issued by the School Bus Office (SBO) located on Patch Barracks. For questions regarding bus transportation, parents need to contact the SBO.

Rule violations on the bus are reported to the SBO by the bus driver and/or bus monitor. The SBO then issues a notice of infraction to the school. The school then follows the table of consequences (below) to assign a consequence.

All students are reminded that bus transportation to and from school is a privilege that can be revoked if the follow rules for safe and appropriate behavior are not followed.

### **DoDEA – Behavior Standards for School Bus Students**

On and around school buses students WILL:

1. Comply with the DoDEA Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus window.
7. Keep aisles, steps and empty seats free from obstructions.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the driver's or monitors Instructions.
11. Treat the bus and other private property with care.

On or around school buses students WILLNOT:

1. Fight, push, shove, or trip passengers
2. Use or possess unacceptable items identified in the School code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic games without earplugs.
6. Put objects out of bus windows or hang out windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public display of affection.
10. Eat, drink, or leave litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with the bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open, or try to open, the bus door(s).
18. Throw of shoot objects inside or outside of the bus.
19. Tamper with bus controls or emergency equipment.

THE TABLE BELOW LISTS CONSEQUENCES FOR BUS INFRACTIONS. THE STUDENT BUS OFFICE REPORTS THE INFACION AND THE SCHOOL INACTS THE CONSEQUENCE.

**SCHOOL BUS TABLE OF CONSEQUENCES**

Attachment 6 to Enclosure 7

Category	Examples of Infractions	First Referral	Second Referral	Third Referral	Fourth Referral	Fifth Referral
<b>A</b> Minor Misconduct	1- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing, insulting, or harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane or obscene language or gestures 10- Littering	Oral/Written Warning	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY
<b>B</b> Serious Infractions	1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult's instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects or body parts out the window/door 6- Full or partial nudity 7- Damage, theft, or pilfering <\$100	1-5 day Bus Suspension	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY	
<b>C</b> Severe Offenses	1- Tobacco or alcohol use 2- Sitting in driver's seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism, damage, or theft >\$100 7- Any action that leads to a bus accident	10 day Bus Suspension	20 day Bus Suspension	Suspension of Riding Privileges for the Remainder of SY		
<b>D</b> Criminal or Illegal Acts	1- Possession or use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb threat	<b>SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED</b> Serious Incident Report to appropriate authorities Notification to Installation Commander via Schools Liaison Officer (SLO) if appropriate				

Note:

- 1 - All rule infractions are cumulative in most cases for the SY. 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 - SLO to be informed when suspensions/expulsions from bus occur.
- 4 - Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
- 5 - Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1.