

2019–2020 Student Handbook

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Welcome to Beechwood

Welcome to the 2019-2020 school year! What an amazing opportunity to open Beechwood Middle School and launch a tradition of excellence together with you! I am proud to be a Bengal!

Beechwood Middle School (BMS) is committed to fulfilling the vision and mission of Lexington District One to empower each child to design the future and cultivate a caring community where ALL learners are extraordinary communicators, collaborators, creators, and critical thinkers.

Through our affiliation with the International Baccalaureate and our partnership with Code to the Future, our students will experience a rigorous, inquiry-based course of study enhanced by service and authentic real-world connections. This global and holistic approach to learning will prepare our Bengals for any of Lexington District One's multiple college and career readiness pathways as well as cultivate application of skills to guarantee continuous relevant learning.

All of our students will be provided opportunities to pursue their gifts in academics, arts, athletics or other unique abilities while at the same time developing as well-rounded young people who are creative and reflective citizens. Our core and connections course offerings provide our students experiences that foster a balanced approach to learning.

We believe that relationships are at the core of our student success. Our BMS faculty and staff are committed to advocating for ALL of our students and establishing strong connections with our families and community.

Go Bengals!



Gloria Jenkinson, Principal



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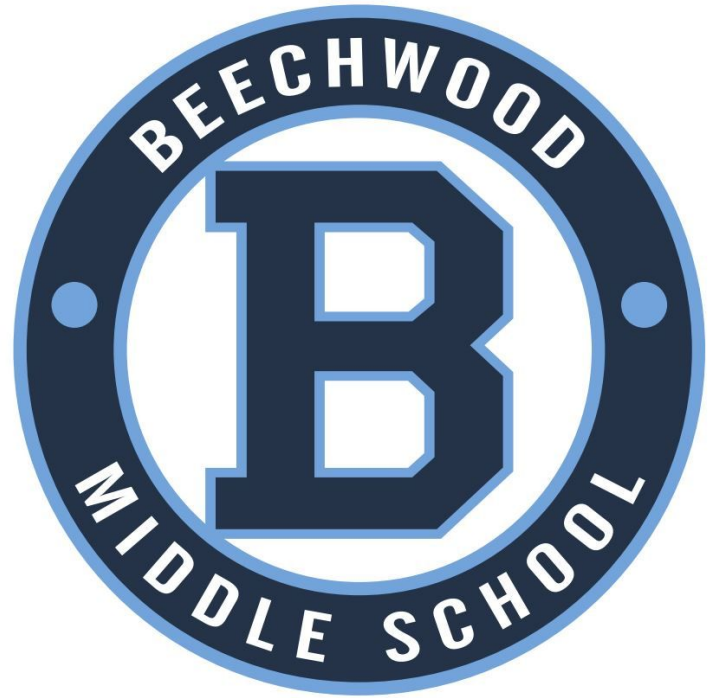
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Academics

Academic Honor Code

Lexington County School District One encourages students to maintain high standards of academic integrity and honesty. In an effort to clarify expectations, the following list provides examples of unacceptable acts of cheating:

- looking on someone else's quiz, test or exam;
- revealing items to someone who has not taken a quiz, test or exam;
- copying from others on assignments designated as independent work;
- referring to unauthorized notes and materials during a quiz, test or exam;
- positioning a paper or technological device into viewing range of another student during a quiz, test or exam;
- using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam;
- using technological devices to secure work from another student's project;
- obtaining an unauthorized copy of a quiz, test or exam;
- plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and/or plagiarizing work from another student's project; and
- attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for another student.

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent/guardian, teacher and administrator. After the conference is held, the student will be required to complete an appropriate assignment/assessment if needed. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the gradebook. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded. The behavioral infraction of cheating will be documented through a discipline referral to include consequences up to Out-of-School Suspension for repeated incidents and will be administered at the discretion of the school-based administrator.

Acceleration

We carefully evaluate all students in order to determine appropriate placement using the following district criteria for acceleration: scholastic ability and achievement level; mental capacity; experiential background; emotional and social development and maturation; and complexity of academic programs. Parents are involved throughout the process.

Assessment

Assessment practices support student learning, achievement and mastery of standards by connecting descriptive, timely, ongoing and consistent teacher feedback direction to standards. Assessments are divided into two categories: formative and summative. Formative assessments, as they are designed as practice and allow the teacher to measure progress toward mastery are not heavily weighted in the grading system (15%). Summative assessments, as they are designed to measure a student's ability to demonstrate the concepts, skills, and knowledge at the end of a unit are heavily weighted in the grading system (85%).

A reassessment is intended to provide an additional opportunity to demonstrate understanding and mastery of learning.

A reassessment can be an alternate form of the same assessment, a partial assessment limited to standards not mastered or an assessment of the same standards in a different format.

CHOICE Retake – mastery previously demonstrated

- in-class tests
- 1 test per nine weeks
- student must complete evidence of learning prior to reassessment
- higher grade will be entered into the gradebook

RECOVERY Retake – mastery not previously demonstrated)

- in-class tests
- 1 per any test below 80%
- student must complete evidence of learning prior to reassessment
- higher grade **up to an 80** will be entered into the gradebook

Extension Policy

The Lexington School District One Extension Policy applies to projects, major writing assignments, major labs, and presentations.

	1st Time Late	Additional Late Assignments
Extenuating Circumstances or Illnesses	Teacher and student agree on assignment requirements and revised due date. No penalty for late work Parent contacted	
Assignment Not Completed By Due Date	Teacher and student agree on assignment requirements and revised due date. No penalty for late work Parent contacted	Teacher and student agree on assignment requirements and revised due date. Maximum grade received cannot exceed 80. Parent contacted

Grading System/Progress Reports/Report Cards

The district uses the following grading scale based on the South Carolina Uniform Grading Policy:

- 90 to 100 A
- 80 to 89 B
- 70 to 79 C
- 60 to 69 D
- 0 to 59 F

Report cards are issued every nine weeks. Parents can routinely monitor their student’s academic progress by accessing their information in PowerSchool. If a parent has a question or concern about a grade, the parent should contact their student’s teacher as soon as possible.

PowerSchool

Students and parents can easily access grades and attendance using PowerSchool. Parents and students can also download a PowerSchool mobile application (available for iPhones or Android telephones). If you have not already created a PowerSchool Lexington District One parent account, please contact the main office for instructions. Once you create your PowerSchool account, you can elect to receive emails with information about your child's grades and/or attendance.

Schoology

Students will use Schoology to check important class information.

Textbooks

Though students can access textbooks digitally through their school-issued personal computing devices, there may be courses in which students will be issued a state or district textbook. Students are responsible for the textbook and will be charged a replacement fee based on the price of the textbook if it is lost or damaged.

Attendance

Absences and Excuses

In order for learning to occur, students need to be present everyday and attend all of their classes. However, we understand that there are unavoidable circumstances that cause a student to be absent. If absent a student must present a written excuse signed by a parent/guardian, physician or other appropriate person within three days after returning to school. The excuse must include the date the excuse was written, date of absence, reason for the absence, telephone number where the parent/guardian may be reached and the required signature. If a student fails to provide a proper excuse, the absence may be recorded as unexcused.

The following are considered excused absences:

- Illness
- Medical or dental appointments
- Serious Illness or death in the immediate family
- Recognized religious holiday of their faith
- School-sponsored or school-approved activities
- Unusual or mitigating circumstances as determined by the school principal

Parents can routinely monitor absences by accessing their students' information in PowerSchool. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

Early Dismissal

In order for a student to be dismissed from school prior to normal dismissal time, a parent or authorized person must come into the front office to sign the student out. Students will not be dismissed from school after 2:50, but we will add their name to the car rider list. During standardized state testing, students will not be dismissed once testing has begun.

High School Credit

Students taking courses for high school credit (World Language Level 1, World Language Level 2, Algebra 1 Honors, Algebra 2 Honors, and English 1 Honors) cannot accumulate more than ten unexcused absences to receive credit. Parent excuses count as unexcused absences in high school credit courses.

Tardiness

Students who arrive tardy to school must have their parents accompany them to the front office to sign them in. More than three unexcused tardies to school will result in disciplinary consequences. More than three unexcused tardies (three minutes late) to any one class can count as an unexcused absence. Perfect attendance awards may be withheld from students who have more than ten tardies.

Truancy

After three consecutive unexcused absences or after a total of five unexcused absences, the principal or designee will identify the reason for the student's continued absence and will with the student and parent/guardian develop a plan to improve the student's attendance. The student may be referred to a truancy prevention program or to the Lexington County Family Court.

Discipline and Safety

Alcohol and Drug Abuse

Students may not possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind. This applies whether the student is in any school building, on school grounds, in vehicles on school grounds, on school buses or at any school-sponsored activity whether held on or off campus.

In every case where a student does possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind, the principal will:

- advise the parent/guardian;
- suspend the student from school for up to four days;
- recommend expulsion or permanent expulsion;
- file a report of the offense with the Central Services Office; and
- file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to that agency at the time the report is made.

In addition, in every case the student must participate in an intervention treatment program with the Lexington/Richland Alcohol and Drug Abuse Council (LRADAC).

Bullying

Bullying behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation, and bullying. Bullying has four critical elements:

- 1) The behavior must be repetitive
- 2) It must be intended to harm
- 3) There must be a difference of power (physical, social, or otherwise) between the bully and victim
- 4) The bully gains control over the victim

In order to prove bullying, three of the four must be present. Reports of being or witnessing bullying should be reported to an adult immediately.

Bus Discipline

Students may only get on/off school buses at their assigned bus stop. When unloading, students should move away from the bus immediately to avoid accidents. Students are not to remain on the buses while the driver parks or makes a second trip. Students are not allowed to use cell phones on the bus.

Violations of bus regulations as stated in the Lexington County School District One (LCSD1) Student Handbook will result in disciplinary measures by an administrator.

Any change in student bus transportation requires a written, dated and signed parent/guardian note 24 hours prior to the change and a phone call verifying the change to Ewina Howerton @821-5710. The note requesting the change must be signed by an administrator before the student can ride the bus.

Cell Phones and Other Personal Communication Devices

Cellular telephone and other personal communication devices are used for various reasons, including emergency use and parental communication. Middle school students may possess a personal communication device in school according to the following guidelines:

- The device remains silent and is not visible or in use during instructional time. Teachers may allow, however, the instructional use of personal communication devices at their discretion.
- Personal communication devices are not permitted to be used in locker rooms, restrooms or other personal spaces.
- Middle school students may use their personal communication devices before and after school, during class changes and during their assigned lunch as long as the use does not disrupt the school environment.

Students and parents should understand that possession of these devices could pose a risk of loss or theft. We encourage students to properly label their devices and take steps to keep them safe. The school will not be liable for lost or damaged devices.

The school principal reserves the right to limit and/or confiscate these devices if the use of these devices is causing a disruption to the school. A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will follow these procedures:

- First violation - Detention
- Second violation - Detention
- Third violation - Detention
- Fourth violation - In-school Suspension and student is not allowed to bring device on campus during the school day for the remainder of the year

Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.

Disciplinary System

This handbook outlines discipline policies at Beechwood Middle School, in conjunction with the LCSD1 Student Handbook. Students and parents should review this handbook in order to be familiar with the expectations of BMS. Please call us at 821-5700 if you have any questions or concerns.

Disciplinary Philosophy - Student behavior that negatively impacts the function of the school whether in person or online will be addressed through a proactive system of interventions including student disciplinary consequences. **The purpose of all discipline is to change behavior.**

Minor Infractions - Classroom discipline begins with effective classroom management strategies and engaging instruction. Teachers establish classroom rules and expectations for their students and will communicate with parents, conference with students, or use in-class routines to maintain their expectations of student behavior and participation. If initial attempts to help students change their behavior are unsuccessful, teachers may assign lunch detention.

Major Infractions - There are occasions when student behavior necessitates the involvement of a school administrator. These incidents are considered more serious and communication will take place between the school and home. In alignment with the LCSD1 Student Handbook, BMS will use a systematic and escalating approach to determining appropriate discipline consequences, while also considering each individual situation. Administration will make the final decision on discipline consequences. This systematic and escalating system can be found in **Appendix A**.

Dress Code

We follow the Lexington One basic structure for determining appropriate dress for students. Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process. Therefore, we will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive.

This includes the following (but is not limited to) bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops or blouses.

We will not permit the following:

- clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.
- clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances.
- gang attire, colors or symbols.
- bandanas, hats, head stockings or kerchiefs while on campus or attending school sponsored events/activities. Religious headgear is allowed.
- accessories/clothing that could pose a safety threat including heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc.
- unusual body piercings that disrupt the order of school or that disturb the learning environment.
- overly tight or shorter than fingertip or mid-thigh-length shorts, skirts, skorts or dresses.
- pants cannot have holes that expose skin higher than fingertip length.
- bike shorts unless worn under another pair of shorts.

Students must wear proper shoes at all times.

During the regular school day, students' athletic attire, such as tennis, track, cheerleading outfits, etc. must conform to all other regulations of the dress code.

Students must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

Each school's administrators make the final judgment on the appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school. Students who fail to comply with the dress code policy will receive the following disciplinary consequences:

- First Violation – Student conference held. Student changes attire.
- Second Violation – Parent/guardian conference held. Student changes attire. Student receives detention.
- Third Violation – Parent/guardian conference held. Student changes attire. Student receives in-school suspension.
- Additional Violations – Parent/guardian conference held. Student changes attire. Student receives ISS or out-of-school suspension.

Earbuds

Earbuds may only be worn for instructional purposes or at lunch. They may not be worn in the hallway. Headphones may not be worn on campus. Students who fail to comply with the earbud/headphone policy will receive disciplinary consequences.

Food and Drink

Students may carry water in clear water bottles throughout the day. However, food and drinks, including snacks will not be permitted during the school day or in any area of the building except the Bengal Cafe. Students who bring their lunch from home must keep it packed away until they enter the Cafe. Students who fail to comply with the food and drink policy will receive disciplinary consequences.

ID Badges

Each student receives a permanent ID badge and lanyard at the beginning of school. Students use these badges to purchase meals, check out materials from the learning commons, provide identification to staff members, etc. ID Badges are essential to school safety.

Students must wear the identification badge or approved temporary badge at all times while on campus or while traveling to or from school on a school bus. The badge must be clearly visible at all times. If the student loses, defaces or destroys that badge, the student must replace it by paying a \$5 fee.

If a student comes to school without his/her issued permanent ID badge, that student must get a temporary badge from the cafeteria prior to 8:05. If a student loses their ID badge during the school day, they must report to the counseling office to receive a temporary badge from Mrs. Howerton. Each student will receive two free temporary ID badges per nine weeks. Once a third temporary ID badge is issued to a student within a nine weeks, the student may receive an administrative lunch detention.

Personal Mobile Computing

As part of its commitment to providing students the 21st Century tools they need to support learning and prepare for higher education and careers, the district has issued middle school students district-owned personal computing devices.

The devices will give students access to the most current information through the Internet and learning networks. Students will complete and submit assignments and research electronically.

Students are expected to engage in positive, ethical and responsible behavior with the device and bring their device everyday charged and ready to use. Consequences for inappropriate use and behavior with the device can be found at http://www.lexington1.net/Back_to_school/PMC/PMC_Guide.pdf

School Safety

Student safety is our highest concern. A School Resource Officer (SRO) will be on campus during regular school hours. Beechwood Middle School has a safety plan that includes drills for the following situations:

- Fire
- Earthquake
- Severe weather
- Bus evacuations
- Lockout
- Lockdown

Before school students will only be permitted to enter the building through the front or back entrances. Students may use their ID badges to enter the building from the courtyard during school hours. Parents and visitors must enter through the front entrance and sign in at the main office. Parents must present a valid driver's license.

Valuables

We discourage students from bringing valuables to school. Students, not the school, are responsible for their personal property. Unattended book bags and purses are not the responsibility of the school. It is not the responsibility of the school to recover the cost of valuables that are damaged, lost or stolen.

General Information

Daily School Schedules

Refer to Appendix B

Food Service/Bengal Cafe

We encourage all students to purchase their breakfast and lunch in our Bengal Cafe. However, students may also bring food from home and eat in the Cafe. When purchasing a meal, students may pay cash or deduct from their accounts. The school ID badge serves as the meal card. Students will not be permitted to purchase multiple meals during the same breakfast or lunch period.

Student accounts are expected to be kept in the positive. We understand that on occasion an account may fall short and will permit a regular lunch to be purchased allowing students to assume a negative balance. We expect the negative balance will be cleared the next school day. When making payment towards a student's account, parents should send checks instead of cash. Until this balance is paid, the student will receive an alternate lunch in accordance with Lexington One alternate lunch guidelines.

Parents may also go online to apply funds to their student's cafeteria account through k12paymentcenter.com.

Please note that free and reduced lunch coverages from last year will stop on October 1, 2019. Applications for the 2019-2020 school year may be found online. Free and reduced lunch is NOT retroactive and starts on the day of approval and parents will be responsible for any uncovered days. Meal prices are as shown below:

	Breakfast	Lunch
Regular Price	\$1.50	\$3.00
Reduced Price	\$0.30	\$0.40

Health Room and Medications

The Health Room is open from 7:45 a.m. to 3:45 p.m. each day. The health room is an emergency station and is not designed for the care of seriously ill students or those needing extended care.

Students becoming ill at school or needing first aid attention should report directly to the health room, bringing with them a pass from a teacher or an administrator. In the event that the school nurse is not in the building, students should report to the main office.

When a student becomes ill at school, the parent/guardian will be notified and is expected to come for the student immediately. Each parent/guardian is asked to supply the school with the name and contact number of an alternate person to be notified in the event that they cannot be reached.

Parents should inform the school if the student has a history of any of the following: allergies that are life-threatening, asthma, blood disorders, heart/lung conditions, etc. If the student has special needs because of a health problem, please send written instructions to the nurse.

If a student must take any non-prescription or prescription medication while at school, the parent/guardian must submit a dated Permission for School Administration of Non-Prescription and Prescription Medication form. The request should list the student's name, health care provider's name, medication, time student must take the medication, dosage, possible side effects and date the student stops taking the medication. A physician signature and a parent/guardian signature is required on the form. This includes inhalers as well as oral medications. Medications, whether non-prescription or prescription, must be provided in their original labeled containers.

Once the student completes the treatment, the parent/guardian should reclaim any unused medication within one week. At the end of the school year, the school will destroy any unused medications not picked up.

Any medication (prescription or non-prescription) taken without the nurse's authorization and supervision will result in a suspension from school. Possession of any medication at school or on the bus (prescription or non-prescription) may result in recommendation for expulsion. Any medication given by a student to another student may result in a recommendation for expulsion.

Medication of any kind must be turned into the nurse by the parent.

Learning Commons

The Learning Commons serves as the core of our campus. It will be open every morning before school from 7:30 - 8:00 and during lunches. In order to visit the Learning Commons in the mornings, students must have a pass or email from a teacher giving them permission.

School Counseling

BMS has a comprehensive school counseling program that meets the academic, social/emotional and career needs of every student. All students will receive classroom lessons that develop these areas as well as have access to other services such as individual counseling and group counseling as needed.

Students may come to the school counseling office before and after school, during lunch, or between classes to request to see a counselor. In emergency situations, the student will be seen immediately by a counselor. Parents are also encouraged to call the counseling office with any questions or concerns they may have.

Counselors' caseloads are as follows:

6th Grade Counselor - Meghan Snipes

7th Grade Counselor - Cameron Anderson

8th Grade Counselor - Stacy Clarke

SchoolMessenger

SchoolMessenger is a telephone messaging system that helps the district get emergency messages to staff, students and students' parents/guardians quickly by telephone. The district can use the system to let parent/guardian know when his/her child misses a day of school, or what he/she needs to bring to registration or for a field trip. Parents/guardians can create a contact preference profile or update preferences using SchoolMessenger's "Contact Manager" website. This feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. A link to SchoolMessenger's Contact Manager website appears on the "I AM... A Parent/Guardian" page of the district's website.

Appendix A

Level I Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Academic Dishonesty/Cheating	Detention	ISS (1)	ISS (2)	OSS (1)	OSS (2)
Bus Violations	LCSD1 Student Handbook	LCSD1 Student Handbook	LCSD1 Student Handbook	LCSD1 Student Handbook	LCSD1 Student Handbook
Cell Phone Violation	Detention	Detention	Detention	OSS (1)	OSS
Dishonesty	Detention	ISS (1)	ISS (2)	OSS (1)	OSS (2)
Disrupting Class	Detention	ISS (1)	OSS (1)	OSS (2)	OSS (3)
Dress Code Violation	Conference & Change attire	Detention & Change attire	ISS & Change attire	ISS & Change attire	OSS
Forgery	Detention	ISS (1)	ISS (2)	OSS (1)	OSS (2)
Horseplay	Detention	ISS (1)	ISS (2)	OSS (1)	OSS (2)
ID Violation (per nine week)	Warning	Warning	Detention	Detention	Detention
Inappropriate Affection	Detention	Detention	ISS (1)	ISS (2)	OSS (1)
Obscene Gesture	Detention	ISS (1)	OSS (1)	OSS (2)	OSS (3)
Off Limits/Unauthorized Area	Detention	Detention	ISS (1)	ISS (2)	OSS (1)
Tardy(to school per nine-week)	Detention(after 3 tardies)	Detention (after 6 tardies)	ISS (after 9)	ISS (after 12)	OSS (after 15)
Technology Violation, Minor	Detention	ISS (1)	OSS (1)	OSS (2)	OSS (3)

Level II Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Cyberbullying	ISS (1)	OSS (1)	OSS (2)	Expulsion Recommendation	
Detention Violation	ISS (1)	ISS (2)	OSS (1)		
Defiance	Detention	ISS (1)	ISS (2)	OSS (1)	OSS (2)
Harassment	OSS (1)	OSS(2)	Expulsion Recommendation		
Intimidation	OSS (1)	OSS(2)	Expulsion Recommendation		
Major Disruption	ISS (1)	OSS (1)	OSS (2)	OSS (3)	Expulsion Recommendation
Profanity	ISS (1)	ISS (2)	ISS (3)	OSS (1)	OSS (2)
Skipping Class (10 mins late)	ISS (1)	ISS (2)	OSS (2)	Expulsion Recommendation	
Tobacco/Vapes	OSS (1)	OSS (2)	OSS (3)	Expulsion Recommendation	
Tampering with Safety Devices	OSS (2)	Expulsion Recommendation			
Theft	ISS (1)	OSS (1)	OSS (2)	Expulsion Recommendation	
Threat to Another Student	ISS	OSS(1)	OSS(2)	Expulsion Recommendation	
Vandalism	OSS (1)	OSS (2)	OSS (3)	Expulsion Recommendation	

Level III Infractions	1st Offense	2nd Offense	3rd Offense
Bullying	OSS(2)	OSS (3)	Expulsion Recommendation
Fighting	OSS(2)	OSS (3)	Expulsion Recommendation
Gross Disrespect to Staff	OSS (2)	Expulsion Recommendation	
Technology Violation, Major	OSS(2)	OSS (3)	Expulsion Recommendation
Threat to a Staff Member	OSS(2)	Expulsion Recommendation	

Level IV Infractions	
Aggravated Assault	Expulsion Recommendation
Bomb Threats	Expulsion Recommendation
Fireworks	Expulsion Recommendation
Gang Activity	Expulsion Recommendation
Probation Violation	Expulsion Recommendation
Sexual Harassment	Expulsion Recommendation
Weapon Possession	Expulsion Recommendation

After receiving three administrative detentions any subsequent violation will result in ISS.

After receiving three days of ISS (or two within a quarter) any subsequent violation will result in OSS.

After receiving five days of OSS any subsequent violation will result in an Expulsion Recommendation.

*ISS will be held on Monday, Wednesday, and Friday.

*Administrative Lunch Detention will be held on Tuesday and Thursday.

Teacher Lunch Detention (TLD) - Students that are assigned TLD will report immediately to that teacher's classroom for the first 10 minutes of the lunch period. Students will then be released to the Bengal Cafe for the remainder of the lunch.. After three TLDs in a nine-week period, the student will be assigned a Level I referral for excessive TLDs in a nine-week period.

Administrative Lunch Detention (ALD) - Administrative Lunch Detention is held every Tuesday and Thursday. Students will be released two minutes prior to lunch and report to Mr. Cary in the Bengal Cafe. Students will be able to order food before being escorted to the ISS room for the remainder of the lunch period. Failure to attend ALD will result in ISS.

In School Suspension (ISS) - ISS is used for serious offenses and is held every Monday, Wednesday, and Friday. Students are expected to complete assigned work in ISS. Students who misbehave while in ISS will be assigned out-of-school suspension.

Out-of-School Suspension (OSS) - OSS is used for serious offenses when a student's continued presence at school may disrupt the learning process. The decision to use OSS will be at the discretion of an administrator.

Appendix B

Regular Day Schedule							
	6th		7th		8th		
8:05 - 8:10 MORNING ANNOUNCEMENTS							
Phase 1	8:10 - 9:15	Core 1	8:10 - 9:15	Core 1	8:10 - 8:53	CONN 1	
	9:18 - 10:23	Core 2	9:18 - 10:23	Core 2	8:56 - 9:38	CONN 2	
					9:41 - 10:23	CONN 3	
Phase 2	10:27 - 11:10	CONN 1	10:27 - 11:32	Core 3	10:27 - 11:32	Core 1	
	11:13 - 11:56	CONN 2					
	11:56 - 12:01	Bengal Break* Lunch	11:32 - 12:01	Lunch		11:35 - 12:40	Core 2
	12:01 - 12:30		12:01 - 12:06	Bengal Break*			
	12:30 - 1:13	CONN 3	12:06 - 1:13	Core 4	12:40 - 12:45 12:44 - 1:13	Bengal Break* Lunch	
Phase 3	1:17 - 2:22	Core 3	1:17 - 1:59	CONN 1	1:17 - 2:22	Core 3	
	2:25 - 3:30	Core 4	2:02 - 2:44	CONN 2	2:25 - 3:30	Core 4	
			2:47 - 3:30	CONN 3			

ATL (Advocacy and Leadership) Schedule						
	6th		7th		8th	
8:05 - 8:10 MORNING ANNOUNCEMENTS						
Phase 1	8:10 - 9:12	Core 1	8:10 - 9:12	Core 1	8:10 - 8:50	CONN 1
					8:53 - 9:33	CONN 2
	9:15 - 10:16	Core 2	9:15 - 10:16	Core 2	9:36 - 10:16	CONN 3
10:20 - 10:45 ATL						
Phase 2	10:49 - 11:29	CONN 1	10:45 - 11:13	Lunch	10:49 - 11:49	Core 1
	11:29 - 11:57	Lunch	11:13 - 12:15	Core 3		
	11:57 - 12:37	CONN 2	12:18 - 1:20	Core 4	11:52 - 12:52	Core 2
	12:40 - 1:20	CONN 3			12:52 - 1:20	Lunch
	Phase 3	1:24 - 2:25	Core 3	1:24 - 2:04	CONN 1	1:24 - 2:25
			2:07 - 2:47	CONN 2	2:28 - 3:30	Core 4
2:28 - 3:30		Core 4	2:50 - 3:30	CONN 3		

Early Release Schedule						
	6th		7th		8th	
8:05 - 8:10 MORNING ANNOUNCEMENTS						
Phase 1	8:10 - 8:48	Core 1	8:10 - 8:48	Core 1	8:10 - 8:34	CONN 1
					8:37 - 9:01	CONN 2
	8:51 - 9:29	Core 2	8:51 - 9:29	Core 2	9:04 - 9:29	CONN 3
Phase 3	9:32 - 9:56	CONN 1	9:32 - 10:10	Core 3	9:32 - 10:10	Core 1
	9:59 - 10:23	CONN 2				
	10:26 - 10:51	CONN 3	10:13 - 10:51	Core 4	10:13 - 10:51	Core 2
Phase 3	10:54 - 11:33	Core 3	10:51 - 11:16 Lunch		10:54 - 11:33	Core 3
			11:19 - 11:44	CONN 1		
	11:33 - 11:58 Lunch		11:47 - 12:12	CONN 2	11:36 - 12:15	Core 4
	12:01 - 12:40	Core 4				
			12:15 - 12:40	CONN 3	12:15 - 12:40 Lunch	

2-Hour Delay Schedule						
	6th		7th		8th	
10:05 - 10:10 MORNING ANNOUNCEMENTS						
Phase 1	10:10 - 10:57	Core 1	10:10 - 10:57	Core 1	10:10 - 10:40	CONN 1
	11:00 - 11:46	Core 2	11:00 - 11:46	Core 2	10:43 - 11:13	CONN 2
					11:16 - 11:46	CONN 3
Phase 2	11:50 - 12:20	CONN 1	11:46 - 12:14 Lunch		11:50 - 12:35	Core 1
	12:20 - 12:48	Lunch	12:14 - 1:01	Core 3		
	12:48 - 1:18	CONN 2	1:04 - 1:51	Core 4	12:38 - 1:23	Core 2
	1:21 - 1:51	CONN 3			1:23 - 1:51 Lunch	
	Phase 3	1:55 - 2:41	Core 3	1:55 - 2:24	CONN 1	1:55 - 2:41
2:44 - 3:30		Core 4	2:27 - 2:57	CONN 2	2:44 - 3:30	Core 4
			3:00 - 3:30	CONN 3		