

**E. O. Coffman Middle School
Student Handbook
2022-2023**



**E. O. Coffman Middle School
111 Lafayette Ave
Lawrenceburg, TN 38464
931-762-6395
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**E. O. Coffman Middle School Cafeteria
931-762-6340**

E. O. Coffman Middle School
Beliefs, Mission, & Shared Vision

We believe:

- Classroom instruction must be meaningful, ongoing, and relevant to students and should be based upon research-based information and data
- In setting the highest expectations for our students both academically and socially
- Our purpose is for our students to experience academic and social success and develop moral character
- Communication (internal & external) between the school and community is a necessary tool for effective student learning
- Collaborative teamwork between staff and stakeholders is essential in achieving the best learning environment possible
- Our beliefs, mission, and shared vision should guide the practices and decision-making of our school

Our Mission

E.O. Coffman Middle School is dedicated to providing our students with the tools necessary to be productive in today's ever-changing society.

As stated in our Motto

Expanding Our Curriculum for Meaningful Success

Shared Vision

The shared vision of E. O. Coffman Middle School is to educate our children, on an individual basis, for maximum success in today's ever-changing world.

School – Parent Communication

The E. O. Coffman Middle School App

In an effort to continuously communicate with our stake-holders, we invite you to download the Lawrence County Schools app by visiting the app store or Google play store. It's free! Search for Lawrence County Schools and download the app, once downloaded you can select E. O. Coffman Middle School. You will be able to receive push notifications directly to your phone. You will also be able to find teacher email information as well as valuable school information and documents.



Push Notifications from Remind

We also invite you to sign up for Remind messages from your student's homeroom teacher. It's free and easy to sign up. Your student's teacher will send home instructions on how to sign up. You will then receive text alerts and other information straight to your phone and stay up-to-date on the classroom activities and assignments.

Parental Access to Student Grades & Attendance via the Internet Portal

In an effort to continuously communicate student performance in a more effective manner, the Lawrence County School System provides parents with an internet-based system for parents and students to check student progress at any time. The Skyward Student Information system will allow parents to log-in and view their child's course assignments, attendance, daily grades, and cumulative average. EOC Faculty and Staff encourages all parents and students to access this feature and eventually "Go Green" as to not print report cards and progress reports. Please contact your student's homeroom teacher to receive your user name and password for the system.

Website & Social Media Accounts

We also encourage you to follow us on social media. We will from time to time publish / post pictures and stories about student success. You can find us on Facebook at www.facebook.com/EOCoffman or follow us on Twitter at @EOCoffman. You can find E. O. Coffman's website by logging on to www.lcss.us and clicking on schools and then E. O. Coffman.

Cafeteria & Student Food Accounts

All students will have a Food Service account which parents can access online. Parents can access this account by logging on to www.schoolcafe.com. Meal prices are as follows: Breakfast \$1.25 & Lunch \$2.00. Parents can add money to the students account either by going online or sending it to school with the student (there is a small transaction fee for the online system). All student accounts should be kept current and paid off on a weekly basis. All parents are encouraged to complete the Federal Free Lunch Application which can be found on line at www.schoolcafe.com or by logging on to the EOC app. Students may bring their own lunch from home but due to federal regulations we cannot accept commercial "fast food" (for example: McDonalds, Wendy's, etc.) or DoorDash deliveries at the office to be delivered to students during lunch time. Not only is this a violation of the federal school lunch program, it interferes with office personnel performing their daily responsibilities.

Academic Expectations

Students may be excused for the day or days of absences, but not from the material covered in class during the absence. Students are responsible for any and all academic work missed due to an absence. Therefore, it is the student's responsibility, not the teacher's, for make-up work in all subject matter covered during his/her absence. All make up work is to be done in a timely manner which is noted in this section. Students will have three (3) days to make up work for an excused absence for 100% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed. Students will have three (3) days to make up work for an unexcused absence for 70% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed. Students who are absent from school or classes, but were notified in advance of exams to be given, due dates for projects, or other assignments are responsible for academic work upon return to school. For example, a student is in class on Monday and is made aware of an exam on Wednesday, but is absent from classes on Tuesday and is responsible for the test and material covered in the class and the exam upon the first day his/her return to school.

Grading Scale

Due to some changes in state code and policy changes on the local level the grading scale has changed. Beginning with the 2022-2023 school year, the grading scale will be:

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

Courses Offered

Students will take a combination of ELA, Math, Social Studies, and Science along with the state-mandated RTI time and an activity rotation throughout the week. Based on students past academic proficiency, which includes grades, TN Ready testing data, & work ethic, students can elect to take advanced ELA, advanced math, advanced science, and advanced social studies at his/her respective grade level. The activity rotation will be in Career Exploration, Exploratory/Art, P.E., and library time. In addition, any student interested in band will have the option to have instrumental music instead of the activity rotation. Also during the RTI period advanced students could elect to take a Gateway To Technology (GTT) class. Students are selected to take GTT based on past TNReady scores, academic history, past teacher recommendation, and student work ethic.

Parental Academic Assistance--Things Parents Can Do to Encourage Achievement

- Make it clear that school is the number one priority for young people
- Ensure your child attends school daily.
- Encourage and supervise your child’s studies at home.
- Encourage your child to become involved in school by joining an after school club or team.
- Become involved with your child’s school activities.
- Keep in touch with your child’s teachers and attend Parent-Teacher Conferences each semester.
- Monitor system-wide progress reports and report cards.
- Help students plan / prepare for future goals - college, tech schools, military, and/or career goals.
- Stress the importance of regular attendance by scheduling appointments late in the afternoon so students miss very little school.
- Help to create an environment that values academic achievement.
- Monitor your child’s social media and technology use. Know who they are interacting with online and in the community.

Academic Daily Bell Schedule

6 th Grade	
Period	Time
HR	7:50 - 8:00
PP	8:00 - 8:15
1	8:15 - 9:10
Break	9:10- 9:25
2	9:25 - 10:20
3	10:25- 11:55
4	12:00 - 12:55
5	1:00 - 1:55
6	2:00 - 2:55

7 th & 8 th Grade	
Period	Time
HR	7:50 - 8:00
PP	8:00 - 8:15
1	8:15 - 9:10
2	9:15- 10:10
Break	10:10 - 10:25
3	10:25- 11:20
4	11:25 - 12:55
5	1:00 - 1:55
6	2:00 - 2:55

Lunch Time	
Teacher	Time
6 Red	10:50 – 11:20
6 Blue	11:00 – 11:30
8 Explore	11:35 –12:05
8 RTI	11:40– 12:10
7 Blue	12:15 – 12:45
7 Red	12:20 – 12:50

Beyond the Bell-Afterschool Program

E. O. Coffman participates in a 21st CCLC Federal Grant which funds our after school program known as BEYOND THE BELL. It operates Monday through Friday from 3:00 to 5:30 PM. The program is designed to help students academically, to get involved with school activities and learn more about their community as well as learn with STEM activities. The Program helps with homework, has enrichment activities, and community guest speakers. There is an application process and space is limited. Parents must provide transportation for students to be picked up at 5:30.

Make-Up Policy

It is the student’s responsibility to make-up all subject matter covered during absences. When a student returns following **any** absence, it is the responsibility of the student to bring all doctor/parent notes to the office and check with all of his/her teachers to obtain missed assignments. The student will have **2** days to make arrangements with his/her teachers to complete the work missed. Students who have been suspended will have a maximum of **2** days after returning from suspension to complete all missed tests.

Students who must be absent from classes to represent the school in approved extra-curricular activities will not be penalized for those absences; these students will be considered in attendance. However, these students will be responsible for completing all classroom work that they missed on the day they return to class.

CODE OF STUDENT CONDUCT

We recognize that appropriate behavior is essential for student growth and development and for the efficient operation of school. To ensure a safe and secure learning environment, E.O Coffman Middle School establishes the following Behavior and Discipline Code. We have not attempted to list every situation or action which might be taken. We reserve the right to deal with each incident as is appropriate.

CONDUCT-All students will be expected to conduct themselves in a manner appropriate to good citizenship with respect and consideration for the rights of others. It is expected that students come to school to learn; therefore, any conduct which interferes with or disrupts the educational process will not be tolerated and appropriate discipline, as determined by the administrative team, will be taken.

GENERAL BEHAVIOR EXPECTATIONS

Students are responsible to any teacher or staff member at all times and are expected to respond respectfully to all school personnel.

Students are expected to be where they are supposed to be when they are supposed to be there; compliance with attendance requirements is likewise expected.

Students are to walk when moving through the corridors.

Students are prohibited from using profane or abusive language or gestures.

Students are expected to refrain from immoral or disreputable behavior.

Students are expected to refrain from classroom disruption and to follow the classroom rules of the teacher (s) to whom s/he is assigned.

Students are expected to be honest.

Students are expected to respect school property and the property of others.

Students are prohibited from gambling for money or valuable possessions.

SOCIAL MEDIA

In the rapidly changing field of technology, advances are being made almost daily that enhance student and teacher performance. However, with these advances come many dangers and pitfalls that can result in students and parents finding themselves in trouble with the school system and law enforcement. Parents and students are advised to avoid posting information on any social media outlet, such as Facebook, Snapchat, Instagram, Twitter and any other form of social media which may be deemed offensive, derogatory, defaming, threatening, harassing toward fellow students, faculty, staff, and the school community in general. E. O. Coffman faculty and staff recommend that parents closely monitor their student's behavior on all social media platforms.

ELECTRONIC DEVICES

Students may **NOT** have any of the following in use during instructional time, unless permission is granted by the teacher: iPods, iPads, Personal Digital Assistants (PDA), earphones, airpods, cameras, video cameras, cell phones and other devices that may become popular during the course of an academic year. These devices are not acceptable during instructional time and will be confiscated from the student. Repeat offenses will be subject to student disciplinary action which could result in the device being held for three (3) to ten (10) academic days along with other student-specific consequences.

DRESS CODE: Grades 6-12 (updated June 2021)

The Lawrence County School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Lawrence County School System requires that all students, grades K-12, exercise good taste with regard to their personal appearance. Students are also encouraged to dress modestly and respectfully at all school-related events. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory to students in grades K-12:

BOTTOM WEAR: Bottom wear must be size appropriate (no sagging) and worn securely around the waist. Holes, tears, rips, or frays will not be allowed in bottom wear. Leggings and yoga pants may be worn as long as the top wear is 6" from the top of the knee.

DRESSES/SKIRTS/ SHORTS/SKORTS: Shorts, skorts, skirts, or dresses must be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up).

TOP WEAR: All top wear must be size appropriate. Students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. -Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. No *cleavage*.

ALL APPAREL: Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not permitted in school or school related activities nor is "gang" related slogans, names, apparel, etc. Students are to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside out, suspenders undone are not allowed. No see-through or cut-out clothing is allowed. Pajamas and house shoes may not be worn.

COATS: No trench coats, capes, overcoats, topcoats, military field jackets, or floor-length coats will be allowed.

HEADWEAR: No hats, bandanas, hoods, sweatbands, curlers, rollers or sunglasses will be worn in the building except for medical reasons.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments, or accessories which distract from the educational process or pose as a health or safety issue. Body-piercing is limited to the ears and nose. Only nose stud piercings are allowed, no hoops or rings. Students are not allowed to wear gauges nor have septum piercings. No heavy metal chains (such as made out of steel, chrome, alloy, etc.) and look-alikes that are not formal jewelry are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel.

OTHER: Students are not to wear extreme facial makeup that is disruptive to the educational environment. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

SPECIAL DRESS: Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, etc.).

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his or her parent or guardian may write a letter explaining the situation to the director of schools with a copy to the school principal. Each case will be dealt with on an individual basis.

Due to the fashion trends that are ever-changing, the school reserves the right to alter the dress requirement of students at any time during the academic year. On occasion, the school may lift these daily expectations. Only when expectations are lifted, the student may have permission to disregard dress code expectations. In all matters pertaining to student clothing, accessories, and personal appearance, the final determinant of appropriateness will be principal discretion.

TOBACCO / ELECTRONIC CIGARETTES

Under state law, it is illegal for a student under the age of 21 to possess or use tobacco products of any kind. If a student is caught in possession and/or using any tobacco product the consequences will be 3 day in-school suspension and a petition to court for the first offense.

STUDENT ATTENDANCE & CHRONIC ABSENTEEISM

The Lawrence County School System and state of Tennessee determines a student is Chronically Absent once he/she misses 17 days during an academic year. The reason for an absence is irrelevant when the Tennessee Department of Education finalizes data for an academic year. Due to the high number of absences students are classified by the TNDOE as Chronically Absent. As a result, EO Coffman Middle School places Chronically Absent students on a probationary status for the academic year. Significant improvement in **Daily Attendance** is needed in order for a student to enjoy all the benefits afforded to students in good standing. Students who do **not** demonstrate regular attendance during an academic year are subject to any or all of the following restrictions/notifications:

- Name submitted to Truancy Supervisor for monitoring;
- Name sent to Judge Ashley Duncan for review;
- Truancy Meeting at the school level and possible Petition to court if improvement is not made;
- Possible Delay /Revocation of student Driver's License / Learner's Permit;
- **Loss of privileges at EO Coffman may include:**
 - Loss of participation in extracurricular activities to include athletics, dances, field trips, etc.
 - Loss of participation in clubs and organizations;

Keep in mind, the **Tennessee Department of Education measures absenteeism as a student not in school**. The reason for the absence, excused or unexcused, is irrelevant in state reporting. A student who attended a school sanctioned event and was coded incorrectly will be corrected. Parents of any student who meets the state of Tennessee's definition of excessively absent will be required to meet with school officials to develop an action plan to correct the attendance issues. Failure to meet or correct the problem could result in the parent's being petitioned to court for educational neglect. In addition any student who acquires more than 5 unexcused absences could be petitioned to court for truancy under state laws. See the LCSS board policy for more details.

TENNESSEE ATTENDANCE LAW

Under Tennessee law (TCA § 49-6-3009) any parent, guardian or any other person having control of a child or children who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. For each day the child has missed school without the proper excuse a parent may be fined fifty dollars (\$50.00) or thirty (30) days in jail for each separate day of unexcused absence. Court cost will also be assessed against the parent case. Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA § 49-6-3007) a written notice or contact will be made with the legal guardian/parent of the student to begin a Corrective Plan of Action . After receipt of the notice, the student and parent must comply within a three (3) day period. The student must report to school (be in attendance), and the parent/guardian must contact the school. If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

The Lawrence County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session. In order to understand the local Board of Education Attendance Policy fully, we must understand what it means to have an excused or unexcused absence, an Administrative waiver and a Physician's waiver.

Excused absence-Parent/Legal Guardian note with the specified number of days the student was absent not to exceed a total of seven (7) academic days in an academic year.

Unexcused absence- occurs when a student returns to school without a note from a Parent/ Legal Guardian or Physician specifying the number of days absent. The absence may be moved to an excused status if and when the student submits the proper note to the school secretary. All notes should be submitted within three days of returning to class.

Administrative Waiver-document from the Principal or Assistant Principal(s) waiving the local attendance policy of seven (7) absences or waiving an absence for one of the specified reasons noted in BOE Policy.

Physician Waiver (Doctor's note)-any legitimate medical note from a certified medical physician (medical doctor) will be viewed the same as that of an Administrative waiver. A physician's note may be stamped by the Attendance Secretary and returned to the student to present to faculty. There is not a limit to the number of these waivers a student can present. However, a significant number of days missed in a grading period, may result in the student and parent seeking an alternative placement due to the impact absenteeism is having on the student's academic growth.

A **parent note** may be sent to the school asking for an absence to be excused. What does this mean? Simply put, the parent was aware that the student was not in school on a particular day or for a specified time. Parents may send as many notes as they desire, but **only seven (7) total days for an academic year can be excused with a parent note.** A parent may continue to send notes to the school and those notes may be stamped excused by the Attendance Secretary, but remember that note only notifies the school that the parent was aware of the absence-it does not remove the student from the local attendance policy. ***NOTE: A STUDENT SHOULD NOT EXPECT TO PASS WITHOUT REGULAR DAILY ATTENDANCE.***

HOW SHOULD I GET THE NOTES TO THE PROPER SCHOOL OFFICIAL? Upon return to school, the student must present any of the above mentioned documents to their Homeroom Teacher. The teacher will turn it into the office so the student management system can be updated.

Excuses

1. All absences, tardies, and/or checkouts must be covered with a physician's note, legal note, or a parent note.
 2. All other excuses will be approved at the discretion of the administration.
 3. Any time away from the instructional day each semester will count toward the student's total absences therefore, checking out early and/or signing in late will add to a student's total attendance record.
 4. **Upon returning to school, the student must submit a written excuse stating the grade level, date of absence, reason for being absent, and signature of parent/legal guardian, physician, or court official. A parent note must also include a phone number at which the parent can be reached.**
 5. Even if a parent calls the school regarding the absence in advance, a written excuse must be sent to the school.
 6. All students should submit a written excuse to the office on the day he/she returns to school.
- Notes beyond three (3) days must have administrative approval and may also be rejected by administration.

Driver's License Revocation / Delay in Learner's Permit

Any student fifteen (15) years of age or older who becomes **academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation.** A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) subjects at the end of each semester grading period. A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions count as unexcused absences (Tenn. State Law).

Local Action-If attendance does not improve after the written notice, the parent and/or student may be required to appear before an attendance committee, truancy board, or juvenile court. If a parent fails to report or to appear before a scheduled attendance committee or truancy board meeting, the administration may deem it necessary to petition to juvenile court. In cases of students with prior attendance problems or a prior juvenile court record, the administration may take immediate court action against the student and/or parent.

Tardy to School-All students who arrive at school after 8:00 A.M. must report to the office. A student who has accumulated more than 3 unexcused tardies during a semester may be subject to in-school detention. Continual tardiness may result in summons to the truancy board and a petition to court. Being punctual to school is an expectation and an expectation that fosters college and career readiness. Lunch detention can be assigned to students who are tardy to school two or more times during the academic year. A tardy is assigned to a student who enters the building after 8:00 A.M. without a medical note. Parent notes do not excuse a tardy. Administration may remove a tardy for a legitimate reason he/she believes to be beyond the student's control.

Tardy to Class-Students who are late to class, with an unexcused tardy, will receive disciplinary action by the classroom teacher. Further disciplinary action (detention, alternative school, etc.) may be taken for continued tardiness. Each teacher has separate expectations regarding tardiness to class. The student is expected to adhere to and follow the expectations of his/her teacher regarding that expectation.

Checking Out of School-The school strongly discourages students from checking out of school. The office will not excuse anyone by telephone or note except in case of an EMERGENCY and with approval from school administration. A parent/guardian or other designated person may come to the school and check out the student. The person picking up the student must submit a proper ID to school personnel. The ID will be scanned for security purposes. (See Board policy). If anyone other than the parent/guardian is picking up the student, that person must be listed on the information card completed at the beginning of the year. School officials reserve the right to call the student's parent to verify the person attempting to pick up the student has permission from the parent. Perfect attendance certificates are earned when the student is present each day without missing any portion of the school day. Any student who leaves the campus without permission from the administrative team or those designated to grant permission is considered to be skipping and consequences will be assigned.

Daily Student Routine/Expectation

Arrival to School

The School doors will open at 7:30 am. Students must not arrive any earlier due to no supervision. All students arriving at school will report directly to their homeroom. After checking into their homeroom, students will then be allowed to go get breakfast if they choose. If a student arrives after 8:00 am they must sign in as present through the main office. ***Students, who ride in vehicles, should be dropped off behind the school by the cafeteria. Car Riders should only be dropped off behind the school by the cafeteria and not be dropped off on Lafayette Ave, Pulaski Street, or any adjacent street or business.*** Bus riders will be dropped off on Lafayette Ave. Once on campus, a student may not leave without permission and without going through the regular check-out procedure. Signing out without proper parental and administrative permission is not allowed. Three tardies is equivalent to one absence. Excessive Tardies could lead to additional disciplinary consequences.

Dismissal from School

All students who ride buses will load on Lafayette Ave on the 3:00 & 3:07 PM bells. Car riders will be dismissed on the 2:55 bell and load cars at the end of the 7th grade hallway on the south end of the building. Adults, who pick up car riders, should not arrive on campus before 2:50 pm. All streets in and around E. O. Coffman should remain clear so emergency traffic can navigate the surrounding city streets. Lawrenceburg City Police have given tickets to cars who park and block traffic on the city streets waiting to pick up students. To ensure the safety of all students, car riders must **not** be picked up at any other locations around campus. This includes Lafayette Ave, Pulaski Street, or any other adjacent street or business.

Class, Club Field Trips, Conventions, Workshops

Students must have a C average in each class, and not have excessive absences for any reason, and have no out-of-school or school bus suspensions in order to attend any club or class sponsored activity that requires missing any classes. Any student with multiple classroom/office discipline incidents **leading up the trip will be prohibited** from attending trips based on his/her behavior. That final determination will be left up to the mini-school teacher team and school administration.

Visitor Information

Visitors to E. O. Coffman Middle School is welcome during business hours which are from 7:30 A.M. until 3:30 P.M. Monday through Friday when school is in session. All visitors must receive permission from school administration and submit a valid picture ID upon arrival in the main office. Adults picking up any student must have a valid picture ID and must submit it to the receptionist before picking up any student. For safety and security reasons we cannot let any visitor eat lunch with any child in the cafeteria.

What if a visitor wants to talk to a teacher? Anyone who would like to meet with a teacher may do so by making an appointment during business hours. To make an appointment with any school official please call 762-6395. The best way to communicate with a staff member is to email them. All staff emails can be found on the website or on the school app.

What if a visitor wants to talk to a student? **No one** is allowed to talk with a student except his or her parents or legal guardian. Visitors should not come to the school to see a student. Any visitors who are on campus without a legitimate reason will be asked to leave. Any visitors who fail to cooperate with Coffman staff members will be turned over to the School SRO and could be arrested for trespassing. Students, parents or any visitors who have questions concerning E. O. Coffman Middle School is encouraged to come to the office or call the school anytime during business hours.

Textbooks / Library Books

Books must be returned in good condition before grades will be issued. Fines will be assessed to cover damage. Students will be charged for books they lose. Failure to return books will be considered adequate reason not to issue new textbooks. New textbooks will only be issued to students with a zero balance.

ChromeBooks

All students enrolled at E. O. Coffman Middle School will have access to a ChromeBook Personal computer (provided they are in good financial standing with the school and system). The student and parent will be required to sign appropriate documents accepting all responsibility for the device. Those documents will be available on the app and the parents must agree *before* the device will be issued to the student. Students will be allowed to take the device home, provided proper documentation is signed by the parent. Students must bring the Chrome book back to school daily with a full battery charge. All damage to the chrome book while it is issued to the student is the parent's responsibility. Charges can range from a \$25.00 co-pay up to \$450 for full replacement of the entire Chromebook package if the machine cannot be repaired. A student will not be issued a replacement device until all damage is paid in full.

Personal Property

Jewelry (including watches), any electronic devices, or other personal property should not be brought to school. Any personal property brought to school is the sole responsibility of the student. The school or school system will not be held responsible for lost or stolen items. No valuables should be left unattended or in P.E. dressing rooms. See board policy for any updates.

School Property

School property is made available for the benefit of students. In order to ensure its longevity, students will be charged for the repair and replacement of any school property they damage whether accidental or intentional. School records or transcripts will be withheld until students' balance is zero. Outstanding balances on textbooks will be considered adequate reasons not to issue new textbooks. New textbooks will only be issued to students with a zero balance.

Student Medication

No type of medication will be given to students (including aspirin) without proper authorization. If a child must take medicine at school, the parents must bring the medication bottle with the following information on the bottle: child's name, name of medication, name of physician, dosage, time to be administered and a printout sheet from the pharmacy on side effects, proper mode of giving medicine and contraindications. A full-time school nurse is on staff to administer any medications brought to school. Also, parents must fill out medication forms when presenting the medication.

Athletic Policy

In order to participate, a student-athlete must meet the standards of the Tennessee Middle School Athletic Association and must abide by the rules that are established for team conduct. All regularly scheduled athletic events will be after school. Please see TMSAA policy or Board Policy for more details. Please see the Athletic Director for more details.

SCHOOL BUS EXPECTATIONS & POLICY

Student conduct is of utmost importance to the transportation system. A student shall not exhibit behavior that interferes with the rights of another student, the driver, or that endangers the lives of others in transport. Riding a school bus is a privilege. That privilege shall be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means **all** bus services. In the event a student's transportation changes for a particular day a parent must send a note to the office **before 2:30 pm** stating the following:

1. Name of student he/she is riding home with
2. Address of student he/she will be riding home with
3. Number of the bus he/she will be riding
4. Parent name and contact number for questions / verification

SCHOOL BUS SAFETY GUIDELINES AND EXPECTATIONS

1. Take your seat and remain there. No moving around.
2. Throwing any object on the floor or at others is prohibited.
3. Throwing objects out of the window is prohibited.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc., are strictly prohibited.
5. Possession and use of tobacco is illegal, including electronic cigarettes.
6. No food, drinks, or gum is allowed on the bus.
7. Anything considered a weapon or used as a weapon is prohibited on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.
10. A violation of the expectations will result in an office referral, parent contact and/or possible bus suspension.

In all matters pertaining to this handbook, the administration of the school will be the final determinant. All effort is made to make sure the information contained in this handbook is accurate. Due to printing deadlines, the administration reserves the right to amend information contained herein. A complete list of all board policies and updates can be found at www.lcss.us.