



# **Student Handbook 2025-2026**

[LFMS.bradleyschools.org](http://LFMS.bradleyschools.org)

ph: (423) 478-8821

fax:(423) 478-8832

## **WELCOME**

Welcome to LAKE FOREST MIDDLE SCHOOL. We are looking forward to a great school year. This Student Handbook should answer many of the questions you may have about our rules and activities, and we hope it will be helpful throughout the year.

It is the responsibility of the students to familiarize themselves with the information contained in this book. It is also required that they share this information with their parent(s) or guardian(s). Each student is given this handbook upon entering LFMS.

Do not hesitate to talk to us if you have a concern, question, or problem.

**Best wishes for a successful year!**

## **LAKE FOREST MIDDLE SCHOOL MISSION STATEMENT**

LAKE FOREST MIDDLE SCHOOL, in partnership with parents and community, is dedicated to creating an environment which fosters personal responsibility and academic success for all students.

### **GUIDELINES FOR SUCCESS**

1. Be respectful.
2. Be prepared.
3. Give 100%.
4. Take responsibility for actions.
5. Be honest.

## **BRADLEY COUNTY SCHOOLS MISSION STATEMENT**

The mission of the Bradley County School System is to provide an educational opportunity for every student to excel.

### **VISION STATEMENT**

Growing Students – Building Futures

#### **WE BELIEVE**

- By inspiring excellence, all students will realize their worth and potential.
- By inspiring excellence in learning, all students will be college and career ready.
- By providing an academically rigorous and relevant education, all students will excel.
- By becoming a leader, all students will develop character and confidence.

## **MEDIA CONSENT**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Throughout the school year, your student may be asked to participate in interviews, quotes, and the taking of photographs or videos by a designated representative from **LAKE FOREST MIDDLE SCHOOL & BRADLEY COUNTY SCHOOLS**. By signing the last page (page 28) of this handbook, you grant permission to **LAKE FOREST MIDDLE SCHOOL AND BRADLEY COUNTY SCHOOLS**, for your student to participate, and permission to edit, use, and reuse said products for non-profit purposes including use in print, on the Internet, and all other forms of media for an indefinite period of time. I also hereby release Bradley County Schools and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

## **GENERAL RULES**

Violations of general school rules within the classroom are to be handled by the teachers. Persistent violators, with documentation, may be taken to the office for discipline. Teachers are allowed to establish regulations in their individual classrooms which encourage a safe and proper learning environment.

### **GENERAL RULES ARE:**

1. All students will go to class prepared to work.
2. Students on special assignment **should not be out** of the assigned area without written permission from the supervising teacher (this includes student aides).
3. Students must retain a student I.D. through the entire school year in order to check out library books and attend school dances/functions. This is a safety procedure to protect your child. If the I.D. is lost, a student must purchase a replacement for \$6.00.
4. Students may use school phones in cases of emergency. **Pick-up and drop-off details are to be discussed prior to coming to school.** Permission to use the phone must be given from a school staff member.
5. Student couples should conduct themselves in a manner which is respectable. **No display of affection** (such as kissing or embracing) will be permitted at school.
6. **Gum is not allowed** on campus.
7. **Fighting** on campus is **prohibited**.
8. Unsupervised **running** on campus is **prohibited**.
9. No gambling or other related misconduct will be allowed.
10. Sales on campus other than school-sponsored fundraisers are prohibited.
11. Novelty items such as Kendamas, stuffed toys, blankets, skateboards, speakers, video games, baseball cards, or other trading cards, etc., will not be permitted on campus.

Violations of the foregoing general rules may result in a parent conference, write-offs, detention, community service, In-School Suspension, Out-of-School Suspension, restitution, confiscation, or other directed activities. Understand that every possible situation cannot be covered in a discipline code. In such cases, the judgment of the school administration will prevail. Parents will be notified concerning instances of Out-of-School Suspensions.

## DISCIPLINE CODE

*LAKE FOREST MIDDLE SCHOOL'S* discipline code is designed to allow effective learning to take place. It is the legal responsibility of school personnel to maintain an environment in which all students have the opportunity to learn free of disruptions. The code will help our students on their way to learning who they are, what they want to do, and the academic skills which will enable them to pursue future goals. Respect for the regulations and policies of LAKE FOREST MIDDLE SCHOOL will do much to insure a quality education.

### **DISCIPLINE POLICIES T.C.A. 49-6-3401** ***FOR FLAGRANT OR SERIOUS OFFENSES***

Any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at the school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for suspension include, but are not limited to:

1. Willful or persistent violation of the rules of the school.
2. Immoral or disreputable conduct or vulgar or profane language.
3. Violence or threatened violence against the person of any personnel attending or assigned to any public school.
4. Willful or malicious damage to real or personal property of said school or the property of any person attending or assigned to said school.
5. Inciting, advising, or counseling of others to engage in any of the acts heretofore enumerated.
6. Marking, defacing, or destroying school property.
7. Possession of a pistol, a gun, or firearm on school property.
8. Possession of a knife, etc., on school property, as defined in Section 39-17-1301, Tennessee Code Annotated.
9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene, or threatening language.
10. Unlawful use or possession of barbitol or legend drugs, as defined in 53-10-101, Tennessee Code Annotated.
11. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school or a school activity.
12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event.
13. Any other conduct prejudicial to good order or discipline in any public school.
14. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student's continued presence in school poses a danger to persons or property or disrupts the educational process. Notwithstanding § 37-1-131 (T.C.A) or any other law to the contrary, the principal of the school in which the student is enrolled and the director of schools shall determine the appropriate educational assignment for the student released for readmission.

## **TOBACCO/ELECTRONIC CIGARETTES (VAPES) USE/POSSESSION**

Lake Forest Middle School is a tobacco-free campus. Students are not to be in possession of tobacco nor use tobacco products while on campus or during school time or activities. In 2014, the Bradley County Commission added that all county buildings will prohibit the use of e-cigarettes and vapors. Lake Forest Middle School will address these items as tobacco products and prohibit their use on campus.

**1st OFFENSE-** 3 days of ISS + juvenile citation & required vape education class through Bradley County Juvenile Court (attendance in class will take away the citation)

**2nd OFFENSE-** 2 days of OSS + 1 day of ISS + juvenile citation & required vape education class through Bradley County Juvenile Court (class will NOT take away the citation)

**3rd OFFENSE-** 3 days of OSS + juvenile petition

## **DRUG-FREE SCHOOLS**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function, or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

## **BRADLEY COUNTY SCHOOLS and BRADLEY COUNTY JUVENILE DEPARTMENT**

On-campus disciplinary violations including truancy, unauthorized absence from class, leaving campus without permission, or use/possession of tobacco products, may result in the use of Juvenile Citations in lieu of or in addition to other disciplinary measures. Citations may be issued by law enforcement, or a youth service officer.

## **ZERO TOLERANCE OFFENSES**

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

Weapons and Dangerous Instruments  
Firearms (as defined in 18 U.S.C. 921)  
Drugs  
Assault on School Personnel  
Electronic Threats  
Threats of Mass Violence

**DISCRIMINATION/HARASSMENT/HAZING (Sexual, Racial, Ethnic, Religious)**

**Bradley County Policy 6.304/T.C.A. 49-6-4501**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment and hazing. It shall be a violation of this policy for any employee or any student to discriminate against, harass, or haze a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

**Discrimination/Harassment/Hazing/Intimidation/Bullying/Cyberbullying**

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that (1) endangers the mental or physical health or safety of that student or (2) induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision.

The following are outcomes relative to the above definitions;

1. Unreasonable interference with the student's work or educational opportunities; or
2. Creation of an intimidating, hostile or offensive learning environment; or
3. Insinuation that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Insinuation that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in student activities.

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, haze or create a hostile educational environment for another student. Harassment, bullying, hazing, and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, the act shall be considered harassment, bullying, hazing or intimidation if it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A discrimination/harassment/hazing statement referencing this policy shall be distributed to students annually through the parent/student handbook and/or posted to each school's website. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

## STANDARDIZED DRESS

### Lake Forest Middle School Standard of Dress

#### **General Information**

All students are expected to abide by the standardized student dress code. Violations that are fixable will be corrected at the time the violation occurs.

Repeated violations will result in disciplinary consequences. If a student arrives at school and refuses to comply with standardized dress, he/she will not be allowed to attend classes. The student will be isolated until the parent is called to bring appropriate clothing for the student.

If a parent or guardian has a question regarding a particular item, please seek clarification from the school administration before wearing the item.

#### **All Apparel**

- All apparel must be appropriately sized. Sagging, bagging, flagging, or any type of gang identification clothing or paraphernalia is a dress violation. (This includes gothic dress).
- Any clothing that advertises, depicts, or displays alcoholic beverages, tobacco products, illegal substances, profanity, sexual innuendos, racially/religiously/politically inflammatory language or pictures of any kind is strictly prohibited.
- Long, large and/or heavy chains, studded or chained accessories are prohibited, including belt and wallet chains.
- No **visible body piercing** with the exception of the ear will be allowed. No piercing jewelry of any kind that is a safety hazard may be worn. Students will be asked to remove jewelry not in compliance with this rule. Band-aid cover-ups and clear space-savers will not be allowed.
- Unnaturally colored hair is not allowed.
- Any hair style/color that is deemed a distraction which disrupts the educational learning environment will not be allowed.
- Face coverings and masks must follow all other apparel expectations. Cloth masks should be washed between uses.

#### **Head Wear**

- Head wear worn by both male and female students must be removed and put away once the student arrives at school.
- Students wearing head wear during the school day will have headwear item(s) confiscated.

#### **Top Wear**

- All shirts and dresses must either have a collar or have a direct relationship to Lake Forest Middle School.
- All shirts must have a minimum of a three inch sleeve.
- Students may wear a T-shirt, sweatshirt, or hoodie that has a **direct relationship** to Lake Forest. (For example, LFMS club T-shirts, LFMS athletic T-shirts, LFMS team T-shirts, etc.). Shirts endorsing any other schools are not permitted.
- Tops, shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and cleavage. Unacceptable items include (but are not limited to) items with a low neckline and see through material.

#### **Pullovers, Vests, and Sweaters**

- Hoods **MAY NOT** be worn over the head.
- Sweaters, vests, and sweatshirts worn as outer garments in the classroom must comply with appropriate sizing and other applicable provisions previously addressed in this standardized dress. All shirts worn under sweaters, vests, and sweatshirts must comply with the Top Wear guidelines.

### **Bottom Wear**

- Shorts, skirts, skorts, and dresses **must approach the knees**.
- If jeans and other acceptable pants are distressed (holes), distressed areas in pants are not to show skin.
- Skin-tight items such as leggings or tights are to be covered by bottom wear of appropriate length that should approach the knees.
- Items which are deemed **unacceptable** include (but are not limited to) stretch pants, spandex, leather, fleece, suede, velour, sweat pants, jogging pants, and sleepwear.

**IN MATTERS OF OPINION, JUDGMENT OF THE ADMINISTRATION WILL PREVAIL.**

### **ATTENDANCE/ABSENTEE POLICIES AND PROCEDURES**

**The TN Legislators passed new laws for attendance during the 2023 education sessions. In these changes, all school districts in the state are required to have a Progressive Truancy Plan. Attendance Policies (Overview)  
Bradley County Policy 6.200 T.C.A. 49-6-2007 / T.C.A. 49-6-3009**

Lake Forest Middle School maintains the following guidelines in regards to student body attendance:

#### **Absences**

- All Students are allowed three (3) parent note days each semester for all-day absences. Once the days have been used, students will be given an unexcused absence for a parent note.
- Students are strongly urged to use doctor's notes in order to preserve parent notes for emergencies.
- Students who are involved in approved school related activities that require them to miss school time will not be counted as absent from school.
- In order to be counted as present for the day, students must be present for at least three (3) hours and sixteen (16) minutes of the school day. Students who do not meet this requirement either through early dismissal or late check in will be given a full day absence on their attendance report.
- Students may not check out during the last 15 minutes of their school day.
- Once a student accumulates five (5) unexcused absences, they will be informed that they will be placed in Tier 2 of the Progressive Truancy Intervention Program if they accumulate another unexcused absence.

#### **Attendance Procedures**

Lake Forest Middle School requires all students, upon their return to school, to provide a written notice of absence which explains to the Attendance Director the parameters of their absence (doctor's note for sickness, funeral obituary, parent note – out of town, etc.). This documentation must be turned into the school within 3 days of a student's return to school. It is the responsibility of the parent/student to make certain each absence note is provided to the main office, the student's homeroom teacher, or emailed to the attendance director at **blee@bradleyschools.org**

**Students at Lake Forest Middle School will follow the following procedures in regards to any attendance issue:**

- Students who have missed any amount of school (check-in late, check-out early, all day absence) should turn in their parent / doctor's excuse to their homeroom teacher.
- Parents can also email the note to the attendance director or turn it in to the main office.

- Students who wish to be informed about the number of parent notes remaining, the number of unexcused absences, or any general attendance question may report to the attendance office with a pass from their teacher.
- Parents can view the status of their child's attendance on ParentVue.
- Parents who call in to explain an absence must also provide written notice for the excuse when the student returns to school. Written notices are required for each absence.
- Parents may fax in any notice of absence to the school (parent note, doctor note, etc.) at any time to (423) 478-8832. Please make sure all notes include the student's full name, date of excused absence, and any other information deemed necessary.
- Doctor's notes that have been altered (written over, marked out, white out, etc.) WILL NOT be accepted. Please ask for a clean note from the Doctor's office.

### **Progressive Truancy Intervention Program**

#### **Tier 1: Prevention-Oriented Supports**

- The progressive truancy plan will be published annually to parents and students prior to the start of the school year.
  - The school will inform the parent/guardian of a student who has accumulated 5 days of unexcused absences. If the student accumulates another unexcused absence after information is provided to the parent/guardian, a referral to Tier 2 will be made and the Campus Court Mediation process will begin.

#### **Tier 2: Campus Court Mediation**

- School personnel will schedule a meeting with the student, parent/guardian, relevant school personnel, and Juvenile Court Staff mediator;
  - During the meeting, the student, parent/guardian, school personnel, and Juvenile Court Staff Mediator will draft and sign an agreement. A review date will be set for each agreement. The agreement will include, but will not be limited to:
- Attendance expectations
  - Penalties for additional absences;
  - Any additional expectations determined necessary by meeting members; and/or
  - If necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.
- A report of the meeting will be drafted and maintained in the Campus Court system. The report will include the basis for the student's absences provided by the parent, as well as a report from the school concerning the student's absences.
  - A review date will be set for each Tier 2 case.

#### **Tier 3: Campus Court Review and Services**

- If following the Tier 2 process, a student accumulates one or more unexcused absences, a review meeting will be scheduled with the student, parent/guardian, relevant school personnel, and the Juvenile Court Staff mediator.

- The mediator may recommend any services deemed necessary by the mediator.
- The student may be referred to the “Behavior Unit” for a service assessment.
- Further absences or non-compliance will result in a Juvenile Court petition for truancy pursuant to T.C.A. § 49-6-3009 through Bradley County Juvenile Court.

If Tier 2 or Tier 3 is unsuccessful with a student and the school can document that the student's parent/guardian is unwilling to cooperate with the truancy intervention plan, then a referral may be made to Bradley County Juvenile Court without first having to implement subsequent intervention tiers, if any, pursuant to T.C.A. § 49-6- 3009(f)(1-2). Evidence that a parent/guardian is unwilling to cooperate can include, but is not limited to, a parent/guardian's failure or refusal, on multiple occasions, to attend meetings scheduled for Tier 2 or 3 interventions, return telephone calls, attend follow-up meetings, enter into an attendance agreement, or actively participate in any of the tiers of the truancy intervention plan.

### **Chronic Absenteeism**

Beginning in the 2017-18 school year, chronic absenteeism became a part of district and school accountability. Students are less likely to succeed academically if they miss 10% (17 to 18 school days) or more of instructional days over the course of the school year. This equates to missing approximately two days of school per month. Whenever possible, arrange doctor’s appointments and other commitments after school or on non-school days. Any families facing any challenges that are impacting attendance are encouraged to reach out to the school. The goal of Lake Forest Middle School is to partner alongside families, and can provide resources if needed.

### **Make-Up Work**

All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, must be made up to insure no academic penalty to the students. Student work for absences must be made up in order to gain academic credit. At the secondary level (grades 6-12) it is the student’s responsibility in conjunction with the teacher to determine what assignments and tests have been missed and to make arrangements for making up such coursework and assessments.

1. Excused/Unexcused Make Up – The number of school days allowed to complete the work upon return to school, shall be equal to the number of days absent.

While academic punishment will not be employed in response to truancy/excessive absenteeism, Bradley County Schools will take other strict measures to address unwarranted absences. Therefore, a student who has been absent must, upon his or her return to school, provide a written explanation/excuse signed by his or her parent or guardian. The principal or his or her designee may require a statement from a physician before an absence is excused.

### **One Call Automated Calling**

In order to foster better communication and to provide parents with up to date information on the attendance of their child, Lake Forest Middle School employs the use of the One Call Automated Phone Service. This service provides parents with information concerning their child’s attendance for the day as well as throughout the year. Parents of students who are marked absent from their first period class can anticipate a call from the One Call system notifying them of this. This includes students who check in after first period. Parents who are aware that their child may be absent for the day are encouraged to call the LFMS office and notify the attendance office of the daily absence. *(Calls may not be placed every day if*

*attendance director is absent or detained due to urgent school matters.)*

**Limited Access to Medical Care** – In circumstances that involve students who have limited access to medical care, please be advised that students who are checked out of school by our school nurse will be considered excused by a doctor’s note. Our nurse will make a determination if a student is able to attend school or may be excused to be checked-out for the day. Please consider this option when considering whether or not to hold a student out for the day.

### **Military Service of Parent/Guardian**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **STUDENT HEALTH SERVICES**

If a student is required to take medication during school hours and the parent cannot come to the school to administer the medicine, then the school nurse will give medicine under the following certain guidelines:

- The parent/legal guardian is required to deliver the medication to the school nurse and sign a district medication form.
- Medication that is to be taken 1 to 3 times per day is to be given at home unless physician order states a specific time during school hours.
- **Do not send medications on the bus or into school with a student.** All medication must be brought in by an adult in the original prescription container labeled with the following typed information:
  - Student’s name
  - Name of medication
  - Time(s) to be administered
  - Dosage
  - Route or directions for use
  - Approximate duration of use
  - Physician’s name
  - Date
  - Pharmacy name, address, phone number
- A non-prescription (over the counter) medication must also be accompanied by the medication form and in the original container with the ingredients listed for the medication. The parent must provide the same type information as that of the prescription drugs (dates, times, dosage, etc.).
- The only non-prescription (over the counter) medications allowed to be given at school without a medical doctor’s order are Tylenol, Ibuprofen, TUMS, cough drops, and Benadryl (for allergic reactions only).
- Over the counter medications combined cannot be provided to student more than twice a week without a physician’s order.
- No medications will be given after 2:30pm.
- No more than 1 month’s supply of any medication should be brought to school.
- If a student needs to self-carry an emergency medication at school, a parent/legal guardian must come in and fill out the required authorization form along with supplying a physician’s order. Self-carry requires a school nurse evaluation and may be denied due to safety concerns.

- Any changes in medication must be accompanied by a new form and a new label indicating the changes. A faxed or hard copy physician's order to change the administration of a drug is required.
- A parent/guardian must pick up all medication by the last full day of school. Any medication left in the nurse's office after the last full day of school will be destroyed.
- Above and beyond the school registration form, it is the parent/legal guardian's responsibility to notify the school nurse of any medical problems. All medical and authorization forms must be updated at the beginning of each school year.
- School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments recommended by physicians or related medical professionals and/or supplied by pharmacist or other sources outside of the school and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.
- Please do not send your student to school if they are exhibiting the following symptoms: a temperature of 100.0 or greater, vomiting, or diarrhea. They must be 24 hours' symptom free without medication to return to class.
- Parents/legal guardians will be required to pick up their student from school if their student presents with the following: temperature 100 or greater, vomiting, excessive diarrhea, live head lice, live bed bugs, or per nursing assessment.
- Toileting assistance requires a physician's order related to a medical condition. Parents/legal guardians will be called to the school to assist with toileting if no current medical documentation is on file.
- Students must have a pass given by their teacher before they can see the school nurse. No one is to come to the nurse's office in between classes without a pass unless it is an emergency.
- The nurse keeps a daily record of all students seen and treated in the health clinic.
- All students needing to check out because of an illness or injury must do so through the nurse's office. The nurse is only allowed to call a legal parent/guardian to pick up a student. Written consent must be on file with attendance if another person may be called. **Students are not to check out for any medical reason by using the office telephone or cell phones.**
- Should a student be injured during the school day or with a school-sponsored activity, an accident report must be filed with the school nurse for school accident insurance to be used.
- **ALLERGIES:** Please note all student allergies on the registration form. In accordance with the TN Department of Education and the TN Department of Health guidelines, Bradley County Schools will adhere to procedures for Life-Threatening Allergies. A documented diagnosis is required for an individual student health plan. Bradley County Schools will not serve peanut butter in the Child Nutrition Program. Students are not to trade or share snacks or food. Students are encouraged to practice hand-washing and self-advocacy.
- Per school discretion, all outside food for school events or classroom parties must be store bought with ingredients/nutrition label listed. Please check with your school principal and or school nurse to confirm whether store bought foods can be brought in for school related occasions.
- Floral deliveries or latex balloons are per school discretion due to extreme allergies. Please check with your school principal and or school nurse to confirm whether floral deliveries or latex balloons are permitted.
- **IMMUNIZATIONS:** No students entering school, including those entering Kindergarten, Middle or High School, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof on the state required immunization certificate to the principal and or school nurse which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exceptions will be in writing and filed in the same manner as other immunization records

## VISITORS

- Visitors in the school will be limited.
- Visitors must report directly to the office to sign in.
- Visitors must have an appointment. Appointments can be obtained by calling the school or emailing the specific person with whom a meeting is requested.
- **UNAUTHORIZED VISITORS MAY BE ARRESTED FOR TRESPASSING.**

## LOCKERS

Lockers are available to students for payment of a materials fee. Students should always keep their combinations private in order to guarantee the security of the locker. The locker should never be shared with anyone. Any theft due to sharing lockers will not be investigated by the administration. **Lockers are always subject to search.**

## HALL PASSES

Students who are outside their class after the tardy bell has rung are expected to have a hall pass. Such passes are issued by teachers and other authorized persons, and a student who is out of class during class time and found to be without a hall pass will be considered to be truant from class and dealt with accordingly.

## TELEPHONES

Students may only use the office telephone during school hours for emergencies and must have approval of a school staff member prior to using. **Telephone messages to students will be given only in cases of emergency. The parent or guardian must be willing to explain the emergency before the message is delivered.**

## CELL PHONE /COMMUNICATION DEVICES POLICY

### **BRADLEY COUNTY SCHOOLS** **Middle School Cell Phone Procedures**

*In reference to Bradley County BOE Policy 6.312 – Use of Personal Communication and Electronic Devices*

- Students are prohibited from using cell phones during school hours.
- Students may only use their cell phones prior to the bell to begin school and after the bell to dismiss school.
- Once homeroom or the first official class has begun, **cell phones must be turned off and in the student's locker or backpack.**
- Specific medical permission must be granted by school administrators and the school nurse.
- If the cell phone is used before/after school, students must abide by the Bradley County Schools' Device Acceptable Use Policy.
- Ear buds may be used with direct teacher permission.
- In the event of illness or injury, parent contacts must be made by the school nurse.

Violation of the procedures as outlined above will result in the following action:

- **1<sup>st</sup> Offense:** Confiscation of the cell phone by an administrator, teacher, or other school employee. The incident will be documented, and parents will be contacted. The student may pick up the cell phone at the end of the school day.
- **2<sup>nd</sup> Offense:** Confiscation of the cell phone by an administrator, teacher, or other school employee. The incident will be documented, and parents will be contacted. Parent/guardian may pick up the cell phone at the end of the school day.

- **3rd Offense:** Confiscation of the cell phone by an administrator, teacher, or other school employee. The incident will be documented, and parents will be contacted. Retention of the cell phone for thirty (30) calendar days. Parent/guardian must pick up the phone at the end of the thirty days.
- **Additional Offenses:** Parent conferences, student contract, other disciplinary actions (including the student losing cell phone privileges while at school)
- Any student refusing to give the phone to a school staff member when requested will receive appropriate school-level discipline, will be issued a Bradley County Juvenile Court citation and will lose cell phone privileges for the remainder of the school year.

Sexting, the electronic transmission or “reception and retention” of pornographic pictures, if found on a device in the possession of a student on school property or at a school-related event, will result in a thorough investigation by school administration and the School Resource Officer. Appropriate discipline will be assigned to all parties. Sexting events that occur off campus are subject to review by school officials to determine whether or not bullying or harassment is involved.

**Bradley County Schools will not be responsible for the loss, damage, or theft of cell phones or other communication and electronic devices**

## **INCLEMENT WEATHER PROCEDURES**

The principal's office will be in constant contact with the Civil Defense by way of emergency weather radio so that early warning can be received concerning possible severe weather. Students will be sent home only if we are sure there is sufficient time to get them there before severe weather strikes. Parents are urged not to come to school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions.

Disaster drills will be held regularly at the school so that the children will be familiar with safety areas and procedures. If it becomes necessary to send students home, the Director of Schools, along with Emergency Management, Bradley County Sheriff's Department, and local weather forecasters will make that decision. Parents are advised to listen to local radio stations in these situations. Our One Call Phone System will make a call to your home phone and emergency contact number.

When the schools are dismissed because of inclement weather, our bus schedule is as follows: high schools, middle schools, and elementary schools. The reason for this is to start the buses in town and progress to the communities. This will eliminate the buses having to be on the road for a longer period of time with the possibility of conditions becoming worse.

Because of the road conditions, the buses may not be able to make the same route. If you live in a subdivision or area where hills exist, you may need to make plans to meet your child at the entrance to the subdivision. If we cannot get your child within a reasonable distance, we will return the child to school as a last resort. **Please make plans with your children for early dismissal due to inclement weather.**

## **BUS CONDUCT**

It is the goal of the Bradley County Schools to make bus transportation as safe as possible. When a student's behavior on a bus is such that it puts the safety of others in jeopardy, or when a student persists to violate transportation policies, he/she may be suspended from riding the bus. The following rules should prevent most problems from occurring:

### **BUS CONDUCT RULES:**

1. The same behavior is expected on the bus as is expected in the classroom. All general school rules apply.
2. Be on time at the designated bus stop.
3. Keep hands and head inside the bus.
4. Refrain from loud talking and noise.
5. Remain in your seat while the bus is in motion.
6. Do not ask the driver to stop at places other than the regular bus stop.
7. If a student wants to ride a bus other than the one assigned to him/her, he/she must bring a signed parent note and give it to a school administrator.

Relative to the transportation of students, Bradley County Schools has enacted the following procedures for reporting unsafe driving by any Bradley County Schools Bus Driver. Incidents may be reported to the Bradley County Schools Transportation Department by completing the Complaint Form that is posted on our website under Departments>Transportation. After completing the form, you may either drop it by the Bradley County Schools Central Office, email it to [transportation@bradleyschools.org](mailto:transportation@bradleyschools.org), or phone 423-641-1664. The Central Office is located at 800 South Lee Highway, Cleveland, TN 37311.

## **WITHDRAWALS**

A student who is planning to withdraw from LFMS should report to the main office for information on correct procedure prior to the day of withdrawal. Students who withdraw from LFMS and who have not taken care of all obligations (turning in books, paying all fees and/or fines, etc.) will not be able to have a transcript of their grades and credits transferred to their new school until these obligations have been cleared.

A student will not be allowed to withdraw unless accompanied by a parent or guardian.

## REPORT CARDS

Each school year is divided into four 9-week reporting or grading periods. Report cards are issued at the end of each grading period.

## GRADING SYSTEM

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

Honors Night: Students who earn 90 or above in each class for each grading period will be invited to Honors Night at the end of the school year.

## BOOKS

### (TEXTBOOKS AND LIBRARY BOOKS)

Textbooks for each class are furnished by the Bradley County Board of Education. The teacher is responsible to see that all books are returned at the end of the school year.

Once a textbook or library book is issued to a student, it will be the sole responsibility of the student. **The student will be responsible for payment of lost, stolen, or damaged books. Report cards will not be issued to students who owe for textbooks or library fines.**

## DEBTS TO SCHOOL

Students who owe for textbooks, library books, fines, restitution, fundraising money not turned in, or any other debts to the school, will not receive report cards nor will their cumulative records be released to any other school or agency until the debt is paid.

## DANCE GUIDELINES

1. Location for school dances will be announced prior to dance.
2. Only students who currently attend LFMS and possess their student identification card will be permitted to attend.
3. All dances will begin at 6:00 P.M. and end at 8:00 P.M.
4. Students who have received Out-of-School Suspension for any reason will be exempt from all remaining dances. Any student who has been suspended, who attempts to enter a dance, will receive 5 days of in-school suspension the following week.
5. All dances must have prior approval by the administration before being announced to students.
6. Each dance sponsor must arrange for sufficient adult supervision to include professional staff members and an On- or Off-Duty Law Enforcement Officer.
7. **Dance tickets or money must be presented with the student identification card at the door in order to enter. NO REFUNDS WILL BE GIVEN.**
8. No one will be allowed to leave until the dance ends unless a parent or guardian comes to the sponsor in person to claim his/her student.
9. Students who are attending the dance are the only ones authorized to be on campus during this time. Others will be considered trespassing.
10. General School Rules apply to dances, and any student causing a disturbance will be directed to call a parent or guardian and will be asked to leave.

## CAFETERIA POLICIES

All students will be issued a keypad number to be used anytime they buy items in the cafeteria. This number should be kept secret by the student and not shared with others. It can be used only once per day/per meal. Students who use a keypad number other than their own or who give their keypad number to another student will be disciplined. All accounts are intended for a student's personal use only.

### **Breakfast and Lunch**

Students may use their account balance OR pay through the line for ala carte items. If they do not have enough money in their account for ala carte items, those need to be paid with cash. NO charges will be allowed for breakfast.

### **Deposits**

Students may deposit money into their account any day of the week during breakfast and lunch. It can be given to the cashiers in the form of cash or a check. If paying with a check, please make sure the student's name is located in the memo line. Any amount of money can be deposited and students are encouraged to keep enough money in their account to cover their meals for a week or longer. **Parents can make deposits directly into their student's account through School Café. ([www.schoolcafe.com](http://www.schoolcafe.com))**

1 Breakfast Meal per day.....	FREE
1 Lunch Meal per day.....	FREE
Extra Entrees and Ala Carte items are NOT included in the free meal.....	vary in cost
Extra Milk.....	\$.45

### **Account Information**

Students can check their balance during breakfast and lunch periods with the cafeteria accountant. Parents can check their student's balance through School Café or calling the cafeteria accountant.

### **Rules**

1. Students are to return cafeteria trays to be cleaned. Litter in a student's lunch is to be taken to a trash container. Tables in the cafeteria should be left in a clean, orderly condition after use. Do not leave books or purses on cafeteria tables.
2. Students should behave in a respectful manner.
3. All General School Rules apply to behavior in the cafeteria.
4. Students may be re-assigned seats in the cafeteria individually or as a group for disruptive behavior.

**For more information or questions about cafeteria procedures, contact Angela Wooden at (423) 478-8824 or [awooden@bradleyschools.org](mailto:awooden@bradleyschools.org).**

### GUIDANCE

LFMS offers the services of a full-time Guidance Department which may be consulted by both parent and student on matters concerning the following: (1) schedules, (2) progress in school, (3) personal/social problems of students that affect their school work, (4) academic counseling, (5) general ability as reflected in standardized tests, (6) educational planning for future subjects in high school, (7) career exploration and/or planning, (8) home assignments for students with more than five days of consecutive absences, and (9) other questions concerning the student and his/her school situation.

Students must have a pass before coming to the Guidance Office in all cases except emergency situations. If a counselor is not available, students may leave their name with the guidance secretary. Parents may visit the Guidance Department at any time during regular school hours by appointment only.

## ATHLETICS

Lake Forest Middle School offers athletic teams for competition in twelve different sports. The school is a member of the Tennessee Secondary Schools Athletic Association (TSSAA). All students who participate in the interscholastic athletic programs at LFMS must abide by the rules and regulations of the TSSAA.

### **Athletic Eligibility**

1. Before trying out for a sport or participating in conditioning, the student must pass a physical examination and have a physical exam form signed by the doctor and his/her parents.
2. A student who becomes 15, on or before August 1 is ineligible to participate.
3. Scholastically, see Rule 7, TSSAA Handbook.
4. A pupil who is under penalty of discipline or whose character or conduct is such as to reflect discredit upon the school is not eligible. Training rules are part of the discipline of the athletics and are in effect through the year.
5. If a pupil, who has been a member of a varsity team, or a candidate for a varsity team, transfers to a second school from a district in which his/her parents reside without a corresponding change in the residence of his/her parents, he/she shall not be eligible until one calendar year has elapsed.
6. Only amateurs are eligible.

### **Athletic Activities**

- |                  |               |             |                  |
|------------------|---------------|-------------|------------------|
| a. Baseball      | e. Dance Team | h. Soccer   | k. Track & Field |
| b. Basketball    | f. Football   | i. Softball | l. Volleyball    |
| c. Cheerleading  | g. Golf       | j. Tennis   | m. Wrestling     |
| d. Cross Country |               |             | n. Archery       |

## EXTRACURRICULAR ACTIVITIES

A student participating in a co-curricular or extracurricular activity shall meet the criteria of membership established by the activity sponsor.

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Archery                          | 10. Jazz Band                      |
| 2. Art Club                         | 11. STEM                           |
| 3. BETA Club                        | 12. Show Choir / Singers / Chorale |
| 4. Board Game Club                  | 13. Strings Program                |
| 5. Book Club                        | 14. Student Government Association |
| 6. Bowling Club                     | 15. Yearbook Staff                 |
| 7. Drama                            | 16. Y.E.S.                         |
| 8. Fellowship of Christian Athletes | 17. 4-H                            |
| 9. Groove Society Guitar Club       |                                    |

## **NON DISCRIMINATION POLICY**

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, and Section 504 of the Federal Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Students and employees shall be provided a learning and working environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Inquiries regarding compliance with the nondiscrimination policy may be directed to the principal, coordinator (complaint manager) Todd Shoemaker, or the office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.500, and memorandum of agreement: Teachers Contract Section IG-Grievance Procedure.)

## **STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS**

Within the first three weeks of each school year, the school system will notify parents of students and eligible students\* of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parents or the eligible student at the time of enrollment.

The student's parent or the eligible student has the right to:

- 1.) Inspect and review the student's education records;
- 2.) Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
- 3.) File a complaint with the appropriate state and federal officials when the school system violates laws and regulations relative to student records;
- 4.) Obtain a copy of this policy and copy of the student's educational records;
- 5.) Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parents of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and this designation shall remain in effect until it is modified by the written direction of the student's parents or the eligible student.

## **DIRECTORY INFORMATION**

"Directory information" relating to a student includes the following: name, address, telephone listing, date and place of birth, major field of study participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent or previous educational agency or institution attended by the student. Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

## **STUDENT SURVEYS**

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation.

## **UNSAFE SCHOOL CHOICE POLICY**

### ***Transfer Option for Students Victimized by Violent Crime at School***

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the Supervisor of Secondary Instruction at (423) 476-0620.

## **STUDENTS RIGHTS & SERVICES**

Pursuant to Tennessee Code Annotated, Section 49-2-203(b), and amended by TN ST 49-2-203, the following contact information is provided to parents and guardians who may need to contact the Tenn. Dept. of Education for information on student rights and services or other information. Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or by visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division  
Div. Of Sped. Ed. Tn. Dept. of Ed.  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, TN 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412  
East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

## Contact info for Child Advocacy Groups

The following contact information is provided to parents and guardians who may need to contact the Tenn. Department of Education for information on student rights or other information.

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are:		
Legal Services Division Department of Education toll-free 888-212-3162 or visiting <a href="http://tn.gov/education/topic/special-education-legal-services">http://tn.gov/education/topic/special-education-legal-services</a>	Support and Training for Exceptional Parents (STEP) <a href="http://www.tnstep.org/">http://www.tnstep.org/</a> West Tennessee: 901-726-4334 Middle Tennessee: 615-463-2310 East Tennessee: 423-639-2464	Tennessee Voices for Children <a href="http://www.tnvoices.org">http://www.tnvoices.org</a> West Tennessee: 1920 Kirby Parkway Suite 200 Memphis, TN 38138 (p) 901-758-2522 (f) 615-269-8914 Middle Tennessee 701 Bradford Avenue Nashville, TN 37204 (p) 615-269-7751 (f) 615-269-8914 East Tennessee P.O. Box 20847 Knoxville, TN 37940 (p) 865-523-0701 (f) 865-523-0705
Disability Law & Advocacy Center of Tennessee <a href="http://www.dlactn.org/">http://www.dlactn.org/</a> 615-298-1080 800-287-9636 800-342-1660 TTY: 615-298-2471	Legal Aid of East Tennessee Johnson City 800-821-1312 423-928-8311 Knoxville 865-637-0484 Chattanooga 800-572-7457 423-756-4013 <a href="http://www.tennlegalaid.com/">http://www.tennlegalaid.com/</a> West Tennessee Legal Services 731-423-0616 800-372-8346 <a href="http://www.wtls.org">http://www.wtls.org</a> Legal Aid Society of Middle Tennessee 931-528-7436 615-244-6610	A more extensive list of service organizations can be accessed via the Disability Pathfinder Database: <a href="http://kc.vanderbilt.edu/pathfinder">http://kc.vanderbilt.edu/pathfinder</a> L
Vanderbilt University Legal Clinic 615-322-4964		
University of Tennessee Legal Clinic 865-974-2331		
The Arc of Tennessee <a href="http://www.thearctn.org/">http://www.thearctn.org/</a> 615- 248-5878 800-835-7077		

## **INTERNET ACCESS AND YOUR SCHOOL SYSTEM** **Internet Use and Safety Policy**

Bradley County Schools provides network services to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Network privileges include access to the Internet. These privileges are not without responsibilities, and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy you can go to [www.bradleyschools.org](http://www.bradleyschools.org) or ask your local school for a copy of the policy. Parents may specifically request that their child(ren) not be provided such access by notifying the building principal in writing.

## **STOP!t**

The administration and staff of Bradley County Schools are dedicated to providing a safe and secure learning environment for all children, visitors and staff. We believe in partnering with our parents and community to combat bullying, school violence, and any behaviors disruptive to schools. Bullying at school affects and is affected by what happens after school, at home and even online. We must work together to take immediate actions and help our students, whether they are a bully, a victim of bullying or a bystander.

Bradley County Schools has implemented an incident reporting tool called STOP!t. STOP!t is a comprehensive platform for reporting, tracking and documenting incidents and concerns. STOP!t empowers students, parents, teachers and community members to be heard and to anonymously report warning signs and trouble. The goal of STOP!t is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

If you or your child would like to report a concern, please download the STOP!t App and contact the office for the Access Code. All reports are confidential and your name will only be shared if you provide your contact information. As soon as a report is made, all of the appropriate school personnel will receive an instant notification, review the incident and take appropriate actions.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our students.

With STOP!t students and parents can report:

- Bullying
- Cyber bullying
- Threats to Harm
- Suicidal Threats
- Discrimination

### **Harassment**

- Theft
- Violence
- Drug/Alcohol Abuse
- Weapons
- And much more

# Bradley County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Student Equal Access (Limited Public Forum)</b>	Descriptor Code: <b>4.802</b>	Revision Date: <b>09/11/14</b>
		Rescinds: <b>4.802</b>	Issued: <b>02/08/01</b>

1 Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate  
2 noncurriculum-related meetings regardless of the religious or political nature of the meetings.<sup>1,2,3</sup>

3 No funds shall be expended by the school for any such meeting beyond the incidental cost associated  
4 with providing meeting space. Groups meeting under this policy shall be required to pay a reasonable  
5 fee for compensating school personnel in the supervision of the activity.

6 No student may be compelled to attend or participate in a meeting under this policy.

7 A student or a group of students who wish to conduct a meeting under this policy must file an  
8 application with the principal at least three days prior to the proposed date.

9 The principal shall approve the meeting if from the application he determines that:

- 10 1. The meeting is voluntary and student-initiated;
- 11 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 12 3. The meeting will not materially and substantially interfere with the orderly conduct of the  
13 school's educational activities or conflict with other previously scheduled meetings;
- 14 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,  
15 no employee shall be required to attend in this capacity if the content of the meeting is contrary  
16 to the beliefs of the employee; and
- 17 5. Non-school persons will not direct, control or regularly attend.

## 18 SCHOOL-SPONSORED EVENTS<sup>4</sup>

19 If the Board or a school principal authorizes an event at which a student is to speak, a limited public  
20 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 21 1. The forum is provided in a manner that does not discriminate against a student's voluntary  
22 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 23 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 24 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or  
25 promotes illegal drug use.

<b>Expectations</b>	<b>Be Respectful</b>	<b>Come Prepared</b>	<b>Be Positive</b>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself.</li> <li>✓ Follow the adults' directions.</li> <li>✓ Ask permission before leaving.</li> <li>✓ Stay seated with your grade until you are dismissed.</li> <li>✓ Walk to and from your designated area.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep supplies with you and packed at all times.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>✓ Keep hands, feet, and objects to yourself.</li> <li>✓ Take care of school property.</li> <li>✓ Follow adults' directions the first time.</li> <li>✓ Treat others with kindness.</li> <li>✓ Listen and participate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bring school supplies and assignments.</li> <li>✓ Go to the restroom before class begins.</li> <li>✓ Be in your seat when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Sidewalks</b>	<ul style="list-style-type: none"> <li>✓ Follow the adult's directions.</li> <li>✓ Stay on the sidewalk.</li> <li>✓ Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep supplies with you and packed at all times.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>✓ Stay in your seat and keep your hands, feet, and all objects inside the bus.</li> <li>✓ Use a quiet voice</li> <li>✓ Use appropriate language.</li> <li>✓ Respect others and their property.</li> <li>✓ Follow all bus rules.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep supplies with you and packed at all times.</li> <li>✓ Listen for your bus.</li> <li>✓ Throw all food and drinks away before boarding the bus.</li> <li>✓ Walk to the bus in a single file line.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>✓ Respect the privacy of others</li> <li>✓ Flush and wash your hands.</li> <li>✓ Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>✓ This is a "no texting, no phone call zone"</li> <li>✓ If the bathroom needs attention, notify an adult.</li> <li>✓ Use the restroom in timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>✓ Follow the adult's directions.</li> <li>✓ Keep hands, feet, and all objects to yourself.</li> <li>✓ Walk on the right side of the hallway.</li> <li>✓ Use a quiet voice.</li> <li>✓ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✓ Gather necessary materials.</li> <li>✓ Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>✓ Follow the adult's directions</li> <li>✓ Keep hands, feet, and all objects to yourself.</li> <li>✓ Walk quietly</li> <li>✓ Use a quiet voice with only those at your table.</li> <li>✓ Be polite</li> <li>✓ Use appropriate language</li> <li>✓ Use table manners (i.e.: keep food on your plate or in your mouth).</li> <li>✓ Clean up your eating area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have lunch box or money with you when you arrive</li> <li>✓ Know your number.</li> <li>✓ Prompt arrival/Prompt dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
------------------	--	---	--

<b>Office</b>	<ul style="list-style-type: none"> <li>✓ Follow adult's directions.</li> <li>✓ Walk with quiet steps as you enter.</li> <li>✓ Use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Obtain permission from an adult to be in the guidance office.</li> <li>✓ Come alone for non-emergencies.</li> <li>✓ Wait until you are addressed by staff member.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Guidance</b>	<ul style="list-style-type: none"> <li>✓ Sit on chairs with feet on the floor.</li> <li>✓ Leave the room as you found it.</li> <li>✓ Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Obtain permission from an adult to be in the guidance office.</li> <li>✓ Remain seated while waiting.</li> <li>✓ Leave requests to see counselor during class change.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Clinic</b>	<ul style="list-style-type: none"> <li>✓ Limit your time in the clinic.</li> <li>✓ Speak in a quiet voice.</li> <li>✓ Sit down on chair <u>outside</u> the clinic and wait your turn.</li> <li>✓ If the nurse is unavailable or the clinic is closed, go to the office.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Get permission from your teacher to come to the clinic.</li> <li>✓ Be prepared to tell the nurse your symptoms and medications.</li> <li>✓ Know your parent(s)/ guardian phone numbers.</li> <li>✓ Come alone for non-emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>✓ Stay with your class.</li> <li>✓ Remain quiet.</li> <li>✓ Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow procedures as instructed during drills</li> <li>✓ Follow the adult's directions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be kind.</li> <li>✓ Be patient.</li> <li>✓ Be flexible.</li> <li>✓ Say "No" to Negativity.</li> </ul>

## BELL SCHEDULE 2025-2026

<b>8:15 – 8:22</b>	<b>HOMEROOM</b>
<b>8:22 – 8:37</b>	<b>1<sup>ST</sup> PERIOD (GRIT)</b>
<b>8:41 – 9:26</b>	<b>2<sup>ND</sup> PERIOD</b>
<b>9:30 – 10:15</b>	<b>3<sup>RD</sup> PERIOD</b>
<b>10:19 – 12:19</b>	<b>4<sup>TH</sup>/5<sup>TH</sup> PERIOD</b>

<b><u>1<sup>ST</sup> LUNCH</u></b>	<b><u>2<sup>ND</sup> LUNCH</u></b>	<b><u>3<sup>RD</sup> LUNCH</u></b>
<b>Grizzly</b> 10:25-10:55	<b>Moon</b> 11:05-11:35	<b>Andean</b> 11:45-12:19
<b>Kodiak</b> 10:27-10:57	<b>Polar</b> 11:07-11:37	<b>Himalayan Red Bears</b> 11:47-12:19
<b>American Black Bears</b> 10:30-11:00	<b>Panda</b> 11:09-11:39	<b>Ghost</b> 11:49-12:19
<b>8<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>

<b>12:23 – 1:08</b>	<b>6<sup>TH</sup> PERIOD</b>
<b>1:12 – 1:57</b>	<b>7<sup>TH</sup> PERIOD</b>
<b>2:01 – 2:46</b>	<b>8<sup>TH</sup> PERIOD</b>
<b>2:50 - 3:35</b>	<b>9<sup>TH</sup> PERIOD</b>

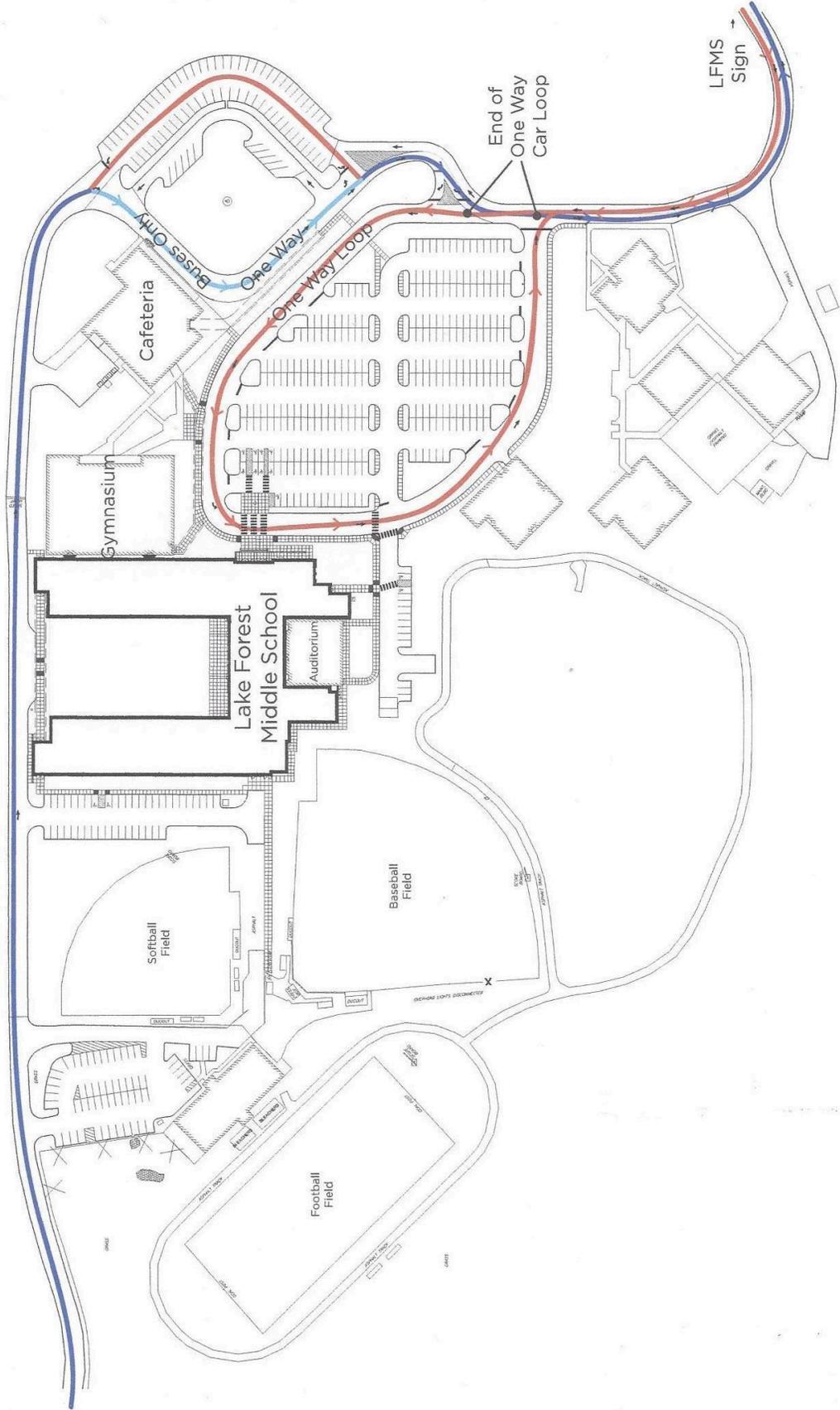
<b>3:25</b>	<b><i>ANNOUNCEMENTS</i></b>
<b>3:30-3:35</b>	<b><i>STAGGERED DISMISSAL</i></b>
<b>3:30 – 6<sup>th</sup> Grade</b>	
<b>3:32 – 8<sup>th</sup> Grade</b>	
<b>3:34 – 7<sup>th</sup> Grade</b>	

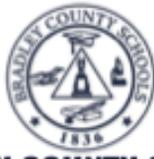
**Bus & car riders will be dismissed together. Bus riders will go through the gym.**

\*Bus & car riders will be dismissed together. Bus riders will go through the gym.

### Lake Forest Middle School Bus Route

-  Buses Only
-  Cars Only
-  Combined Buses & Cars





# BRADLEY COUNTY SCHOOLS 2025-2026 SCHOOL CALENDAR

	FIRST DAY	LAST DAY
TEACHERS	AUGUST 1	MAY 26
STUDENTS	AUGUST 6	MAY 22

TEACHER IN-SERVICE
NO SCHOOL FOR STUDENTS
August 1 August 4 August 5 May 26

STOCKPILED STAFF DEVELOPMENT
NO SCHOOL FOR STUDENTS
October 13 November 24 January 5 May 5

PARENT/TEACHER CONFERENCES
SCHOOLS AND CENTRAL OFFICE CLOSED
November 25
Schools will announce dates for Parent/Teacher Conferences in the Fall and in the Spring

HOLIDAYS
SCHOOLS AND CENTRAL OFFICE CLOSED
Labor Day - September 1
Fall Break - October 6 - 10
Thanksgiving - November 24 - 28
Christmas - December 22 - January 2
MLK - January 19
President's Day - February 16
Spring Break - March 9 - 13
Good Friday - April 3
Memorial Day - May 25
Juneteenth - June 19

ABBREVIATED DAYS
August 6
December 19
February 13

PROGRESS REPORTS	9 WEEK GRADING PERIOD ENDS	REPORT CARDS
SEPTEMBER 5	OCTOBER 3	OCTOBER 17
NOVEMBER 7	DECEMBER 19	JANUARY 9
JANUARY 23	MARCH 6	MARCH 20
APRIL 10	MAY 22	MAY 22

SCHOOL TIMES	START	END
ELEMENTARY	7:45	2:45
SECONDARY	8:15	3:30
ABBREVIATED DAY ELEMENTARY	7:45	11:00
ABBREVIATED DAY SECONDARY	8:15	11:30

Incllement Weather Day Dismissal  
Buses will follow this route: High School, Middle School, Elementary School

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				21

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						17

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/90

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15/84

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						19

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

176 STUDENT DAYS - 4 STOCKPILED STAFF DEVELOPMENT DAYS

## SCHOOL FEES 2025-2026

School Materials Fee	\$30.00
Chromebook Fee	\$30.00
Science Lab Fee	\$5.00
Student I.D.	\$5.00

**TOTAL FEES                      \$70.00**

Pay fees online by scanning here:



**\* BREAKFAST AND LUNCH DEPOSITS MUST BE ON A SEPARATE CHECK. DO NOT INCLUDE CAFETERIA DEPOSITS ON THE SAME CHECK WITH SCHOOL FEES.**

**\* RELATED ARTS CLASSES (P.E., CHOIR, STEM, BAND, ART AND CAREER EXPLORATION) MAY REQUIRE AN ADDITIONAL FEE. THOSE FEES WILL BE PAID DIRECTLY TO THE CLASSROOM TEACHER ON A LATER DATE.**



# HANDBOOK ACKNOWLEDGEMENT

**AFTER REVIEWING THE COMPLETE HANDBOOK WITH YOUR STUDENT, PLEASE SIGN BELOW AND RETURN TO THE HOMEROOM TEACHER AS SOON AS POSSIBLE.**

**THANK YOU!**

I, \_\_\_\_\_, *STUDENT NAME*  
(*PLEASE PRINT*) acknowledge that I have reviewed and am aware of the information, rules, regulations, and policies (including the Media Consent Form) contained in this Student Handbook for the 2025-2026 school year.

---

**STUDENT SIGNATURE**

**DATE**

I, \_\_\_\_\_, *PARENT/GUARDIAN NAME*  
(*PLEASE PRINT*) acknowledge that I have reviewed and am aware of the information, rules, regulations, and policies (including the Media Consent Form) contained in this Student Handbook for the 2025-2026 school year.

---

**PARENT/GUARDIAN SIGNATURE**

**DATE**