

**E. O. Coffman Middle School
Student Handbook
2025-2026**



**E. O. Coffman Middle School
111 Lafayette Ave
Lawrenceburg, TN 38464
931-762-6395
Fax 931-762-7176**

**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

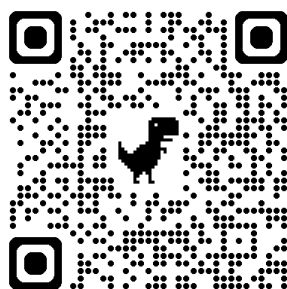
The shared vision of E. O. Coffman Middle School is to educate our children, on an individual basis, for maximum success in today's ever-changing world.

SCHOOL - PARENT COMMUNICATION

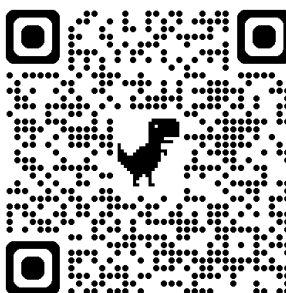
Announcement/Message daily emails from School Administrator

We encourage each parent to sign up for daily announcement emails from the school. Mr. Long will send out daily announcements and any special messages via email to each parent that signs up. This is the best way to stay up to date on all school happenings and events. To sign up, just scan the QR code below for your student's grade level.

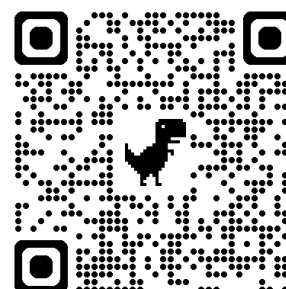
6th grade parent email group



7th grade parent email group



8th grade parent email group



Push Notifications from Remind From Classroom Teachers

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 Skyward 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 encourage all parents and students to access this feature as report cards and progress reports will no longer be printed. Please contact the school secretary to receive your user name and password for the system.

Website & Social Media Accounts

We also encourage you to follow us on social media. From time to time, we 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.

ACADEMIC EXPECTATIONS

Grading Scale

The grading scale will be:

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

Guidelines for Quarterly Grades

- Quarter/Nine Week exams/ TCAP Scores must be given and will count 15% of the nine week grade.
- Tests & Exams should count at least 50% of the nine week grade.
- Classwork & Projects should count no more 35% of the nine week grade.

Courses Offered

Students will take a combination of ELA, Math, Social Studies, and Science along with the state-mandated RTI time and two activity rotations throughout the week. One activity rotation that all students will take is a STEM rotation and will include Career Exploration, Personal Finance, Gateway To Technology (GTT), and STEM. The second rotation will include P.E., Wellness, and library classes. Any student interested in band or chorus will be able to take that in lieu of the PE/ wellness/ library rotation. Advanced ELA and advanced math coursework will be offered at each grade level based on data and recommendation.

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 and on time.
- 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 or after school hours 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.

Make-Up Policy

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 missed class work or tests from an absence may be made up in a timely manner as determined by the teacher, typically two days for every one day absent. Student work accepted late will be subject to a score penalty, and will not be accepted after the end of 2 weeks. Students who are absent from school or classes, but we previously given due dates for projects, tests, 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. S/he is responsible for the test and material covered in the class and the exam upon the first day his/her return to school.

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.

Beyond the Bell - Afterschool Program (On Hold - Pending Grant Approval for 25-26)

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, as well as get involved with school activities and learn more about their community. The Program helps with homework, has enrichment and STEM 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 if they do not live within the limited bus route area.

Accelerated Reader

This year Accelerated Reader will be an optional incentive program. Our goal is to motivate students to love independent reading, gain and reinforce comprehension and vocabulary, and become life long readers. Students will choose books on their reading and interest level from the library (or from another source - just verify first that it is an AR book first). When a student completes a book, s/he will go to the library to take an AR test and then turn in the book (if applicable). Our hope is the student would continue this cycle for the entire school year.

For each grading period, students reading 100,000 words or more during that nine weeks will earn an additional test grade of 100 in ELA.

Cumulative word count for the year will be awarded with the following:

250,000 words: Drink/slushie and snack/ candy

500,000 words: Half day recess and treat

750,000 words: Choice of gift card

1,000,000 words: Millionaire t-shirt and end of year AR field trip

2,000,000 words and every million after: Photo/ name display recognition in the office hallway and a personal pizza party with friends

Student photos will be posted on social media at the conclusion of every grading period acknowledging the above levels for cumulative words.

Academic Daily Bell Schedule (updated 8/4/25)

| 6th & 7th Grade Academic Schedule | |
|--|--------------|
| Period | Time |
| Academic Day Begins | 7:50 am |
| Homeroom | 7:50 - 8:00 |
| 1st Period | 8:00 - 8:50 |
| 2nd Period | 8:55 - 9:45 |
| 3rd Period | 9:50 - 10:40 |
| 4th Period & Lunch | 10:45 -12:10 |
| 5th Period | 12:15 - 1:05 |
| 6th Period | 1:10 - 2:00 |
| 7th Period | 2:05 - 2:55 |

| | |
|---------------------------|------|
| Dismissal - Car Rider | 2:55 |
| Dismissal - Shuttle Buses | 3:00 |
| Dismissal - All Others | 3:05 |

| 8th Grade Academic Schedule | |
|------------------------------------|---------------|
| Period | Time |
| Academic Day Begins | 7:50 am |
| Homeroom | 7:50 - 8:00 |
| 1st Period | 8:00 - 8:50 |
| 2nd Period | 8:55 - 9:45 |
| 3rd Period | 9:50 - 10:40 |
| 4th Period | 10:45 - 11:35 |
| 5th Period & Lunch | 11:40 - 1:05 |
| 6th Period | 1:10 - 2:00 |
| 7th Period | 2:05 - 2:55 |
| Dismissal - Car Rider | 2:55 |
| Dismissal - Shuttle Buses | 3:00 |
| Dismissal - All Others | 3:05 |

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 Expectations and Code of Conduct for each student. 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.

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 expected to be responsible to any teacher or staff member at all times and 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 expected to walk when moving through the corridors.

Students are expected to refrain 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 expected to refrain 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

Personal communication devices and personal electronic device are **not** allowed to be on, in use, or on a student during the school day. Personal communication and electronic devices are defined as such as, but are not limited to, cell phone, iPod, iPad, Smartwatch, any technological item, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology etc. (hereinafter referred to as device).

Students may possess personal communication devices and personal electronic devices as long as such devices are turned off and stored in backpacks. The student who possesses a technological device shall assume responsibility for its contents and for its general care. At no time shall the school or school system be responsible for preventing theft, loss, or damage to devices brought onto school property or while in the possession of school officials. These devices are not acceptable during instructional time and will be confiscated from the student. Violations of the cell phone policy will result in disciplinary action against the student, including the mandatory confiscation of the cell phone. The following consequences will be applied:

1st offense: The device will be confiscated by the teacher and turned into administration and kept in the office for the remainder of the school day. At the end of the day the device will be released to the student. The return of the device will be documented by the student's signature on a form confirming receipt of the device and receipt of the consequences for any future offenses. Parents will be notified as well. Student's refusal to comply with the one day confiscation will result in OSS for the day.

2nd offense: The device will be confiscated by the teacher and turned into administration and kept in the office for three (3) academic days with written notification to the parent/guardian of the violation. Following the (3) academic day lapse, the device will be released only to the parent/guardian. Return of the device will be documented by parent/guardian signature upon receipt of the device. Parents will also be given a copy of the policy outlining consequences for any future offenses. Student or parent refusal to comply with the 3 day confiscation period will result in a 3 day out of school suspension and an unruly charge will be filed in juvenile court.

3rd and any additional offenses: The device will be confiscated for five (5) academic days with written notification to the parent/guardian of the violation. Following the five (5) academic day lapse, the device will be released only to the parent/guardian. Return of the device will be documented by parent/guardian signature upon receipt of the device. Parents will also be given a copy of the policy outlining consequences for any future offenses. Student or parent refusal to comply with the 5 day confiscation period will result in a 5 day out of school suspension, SDHA request and an unruly charge will be filed in juvenile court.

4th and subsequent offenses will result in a suspension from school, a SDHA referral and an unruly charge will be filed in juvenile court.

Students found using a technological device (cell phone, iPod, iPad, Smartwatch, any technological item, etc.) on or off campus for academic dishonesty, inappropriate language, bullying, harassment, recording, transmitting, or posting unauthorized pictures/video of a person or persons or using said device for any reason that causes a disruption to the academic day be automatically subject to one or more of the following disciplinary measures: ISS, OSS, referral to the SDHA board, placement at the Achievement Academy, and/or referral to local law enforcement agency.

Dress Code

| | |
|------------------------------|---|
| BOTTOM WEAR | Bottom wear must be size appropriate (no sagging) and worn securely (waist and below) around the waist. Holes, tears, rips, or frays will not be allowed in bottom wear. Frays on the bottom hem of pants or jeans are acceptable. <i>Leggings and yoga pants may be worn as long as the top wear extends to mid-thigh.</i> |
| SHORTS/SKORTS/DRESSES/SKIRTS | Shorts, skorts, skirts, or dresses may be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up). No biker shorts. |
| TOP WEAR | All top wear must be size appropriate. In grades 6-12, students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. Sleeveless shirts/blouses must fit around the arm. Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. <i>No cleavage.</i> |
| 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, promoting violence, or obscene 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. Nose piercings must be of a minimal size (stud, no rings or hoops). 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 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. In all matters pertaining to student clothing, accessories, and personal appearance, the final determinant of appropriateness will be principal discretion.

Tobacco/ Electronic Vapes/ 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 student shall be issued a citation by the school principal/ school resource officer.

Student Attendance & Chronic Absenteeism

[Board LCSS Board Policy 6.200 Attendance](#)

[Attendance Guidelines and FAQs](#)

[Attendance Policy Clarification](#)

Beginning in the fall of 2025, students will be present or absent. Absences will no longer be considered excused or unexcused. According to state law, absences may be waived for the following reasons:

- Death in the family
- Religious observances (mission trips do not qualify under this category)
- Chronic illness (verified by a licensed medical provider practicing in Tennessee)
- Court Order
- School-sponsored activities (field trips)
- Military events for which any immediate family member participates

Please note that absences accrue for all days missed. Doctor's visits/notes will **no longer** be considered exempt from the total excused absences. All days missed will count toward the total number of days missed.

According to Lawrence County School Board Policy, the following consequences will occur when multiple absences are accrued:

- At **three** absences, school administration will begin intervention
- At **five** absences, students will be placed on an attendance contract (Parent/guardian must attend a meeting at the school.)
- At **eight** absences, students will be petitioned to court. Any students attending school out of their zone will be subject to enroll in the school they are zoned for.
- At **twelve** absences, students may lose privileges to attend school events and participate in school sponsored extracurricular activities, including athletics.
- At **fourteen** absences, students shall lose privileges to attend/participate in school events and will be petitioned to court a second time & forfeit their driver's learner's permit (if applicable)

Excessively Absent Defined: According to state law a student is classified as excessively absent at 10% of total days or **17.5 days absent**. When a student is classified as excessively absent the following will occur:

- The student shall fail the current grade and/or subject due to excessive absences regardless of the earned academic grade
- The student must attend summer school at the parents expense and/or
- The student will be required to repeat the grade/class

Right to Appeal: Parents of a student who have excessive absences due to surgeries or other emergencies, can appeal their absences to the school attendance committee to determine if extenuating circumstances exist to reconsider an absence(s) or determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. This appeal process only applies if parents have been diligent in keeping the school notified throughout the year with attendance matters.

Tardies - Tardies accumulate into absences. Students are considered tardy when they are not in any class when the bell rings. Three tardies equals one absence and will also result in two days of lunch detention. Our school day starts at 7:50 am. If a student is tardy to homeroom, he/she **must** sign in at

the office. Students who arrive at school after 7:50 am are tardy, and those accumulate into absences as well.

School Attendance must be a priority with students and parents. ****Please contact the school if you have any questions regarding attendance. 931-762-6395***

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

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.

CAFETERIA, FOOD & BEVERAGE

Cafeteria & Student Food Accounts

For the 2025-2026 school year, all student meals are free of charge at EO Coffman. All students will have a Food Service account which parents may access online. Parents may add money to their student's food service account for a la carte items and/or extra items. Parents can access this account by logging on to www.schoolcafe.com. Parents may add money to their student's account either by going online or sending it to school with the student (there is a small transaction fee for the online system). No extra or a la carte items may be purchased without money in the student's account or cash at the time of purchase. Students may bring their own breakfast and lunch from home, but due to federal regulations we **cannot accept** commercial fast food/ restaurant/ take out food and beverages or **DoorDash** deliveries at the office for students during the school day or at lunch time. Not only is this a violation of the federal school lunch program, it interferes with office personnel performing their daily responsibilities.

Student Food and Drink

Students may bring water in a plastic water bottle **only** that is leak-proof with a sealing lid. No Stanley cups, Owalas, open straw cups, aluminum/ metal containers, tumblers, restaurant/ take out cups, glass containers, etc. Energy drinks are strictly prohibited and will be confiscated and face disciplinary action.

The bookstore will be open during selected times (posted and/or announced) for students to purchase food and drinks. Students are not allowed to ask for the bookstore to be opened at their convenience.

DAILY STUDENT ROUTINES/ EXPECTATIONS

Arrival to School

The School doors by the cafeteria will open at **7:15 am for car riders**. Students must not arrive any earlier due to having no supervision. All students arriving at school will report directly to the cafeteria if they are eating breakfast or the gym if not eating breakfast. If a student arrives after **7:50 am** they must sign in as present through the main office. ***Car Riders should only be dropped off at the cafeteria entrance and not be dropped off on Lafayette Ave, Pulaski Street, or any adjacent street or business.*** Bus riders will be dropped off on the Lafayette Ave side of the building. 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

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 2:30 pm. All streets in and around E.O. Coffman should remain clear so emergency traffic can navigate the surrounding city streets. Lawrenceburg City Police will give 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 may **not** be picked up at any other locations around campus. This includes Lafayette Ave, Pulaski Street, or any other adjacent street or business.

All students who ride buses will load on Lafayette Ave on the 3:00 & 3:05 pm bells. Walkers will be dismissed at the 3:05 pm bell.

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 to the trip will be prohibited** from attending trips based on his/her behavior. That final determination will be left up to the student's teacher team and school administration.

Visitor Information

Visitors are 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 reasons, visitors are not allowed to join students for lunch. All visitors must adhere to the posted Visitor Code of Conduct.

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.

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 are 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/ Calculators

All students enrolled at E. O. Coffman Middle School will have access to a Chrome Book Personal computer and calculator (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 devices. Those documents will be available on the app and the parents must agree **before** the devices will be issued to the student. Students will be allowed to take the devices home, provided proper documentation is signed by the parent. Students must bring the ChromeBook and calculator back to school daily with a full battery charge. All damage to the ChromeBook while it is issued to the student is the parent's responsibility. Charges can range from a \$39.00 and up for a charger, and \$379.00 and up for the full replacement of the Chromebook if the machine cannot be repaired. Calculator replacement will be around \$20. A student will not be issued a replacement device until all damage is paid in full. **All ChromeBooks, ChromeBook accessories, and calculators are the sole financial responsibility of the student that the ChromeBook and calculator are assigned to for the school year regardless of how the damages are incurred.**

Students are expected to adhere to the following guidelines for Chromebooks:

- Charged daily.
- Utilize the Chromebook for school appropriate content both in school and outside of school.
- Do not download music, files, apps, etc. to a Chromebook.
- Do not allow other individuals to use device while logged in under the student.

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 a 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, 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.

Students of the Week

Two students per school per grade level will be recognized weekly for their exemplary contribution to EO Coffman. The grade/school (blue or red) team will use the following criteria for selection:

- Being a role model for behavioral expectations
- Giving their personal best effort
- Working well with others
- Positive attitude
- Good attendance

Student Use of Office Phone

If a student needs to contact home about a transportation or extracurricular activity, s/he will need to ask a teacher for permission and come to the office. Once arriving in the office, the student will need to ask the secretary, receptionist, or administrator to use the phone and give the reason for calling. Calls should be expedient and infrequent.

TRANSPORTATION

Bus Conduct

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 LCSS bus services.

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 and vapes.
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.

Transportation Changes

In the event a student's transportation changes for a particular day a parent must send a note to the office **before 2:00 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

The secretary will let the student know if this change is allowed due to bus capacity, and if it is not, the student will be able to contact home.

Car Rider

- Students need to be facing the car rider line in the area designated by staff.
- Loading will take place when all vehicles are stopped in the loading zone.
- Students will wait until directed to do so by an adult who will call out to "load up".
- If a student does not load, the driver will be asked to go around again.

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.

ADDITIONAL RESOURCES:

[LCSS Parent Student Handbook](#)

[LCSS 2025-2026 Academic Calendar](#)