

Lookout Valley High School and Middle School

“Small School-Big Opportunities”

350 Lookout High Street
Chattanooga, Tennessee
37419

2026 - 2027



<u>Principal:</u> Lee Ann McBryar	<u>Assistant Principal:</u> Tad Russell
Office:	423-825-7352
Fax:	423-821-7951
Student Services:	423-825-7352
Cafeteria:	423-825-7355

NOTICE TO PARENTS

The drop-off time for those students who do not ride a school bus is 6:45 a.m. Supervision is not provided until 6:45 a.m. The pick-up time for those students who do not ride a school bus is 2:15 p.m. Please comply with the above drop-off and pick up times.

Thank you,

Mrs. McBryar

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.

Lookout Valley High School and Middle School Mission and Vision Statement

We at LVMHS empower our students to shape and strengthen our community by creating self-sufficient, future-ready, productive citizens. We cultivate the value of education and maximize resources in order for students to reach their full potential.

The students will

- take ownership and responsibility for their learning.
- think critically and creatively.
- embrace technology as a tool for learning.
- collaborate with peers to solve problems.

The teachers will

- create standards-based lessons and units.
- promote independence and critical thinking.
- encourage the use of technology.
- collaborate with colleagues to create engaging and challenging educational experiences.

Belief Statements

1. We believe our school fosters equity and values diversity for all students, regardless of race, gender, or socioeconomic status while promoting a safe and positive environment.
2. We believe implementing assessments and accountability standards, which include standardized testing scores, end-of course tests scores, increased attendance and graduation rate will foster high academic performance of all students.
3. We believe in the importance of an effective, qualified, and student-oriented teaching staff involved in on-going professional development that support self-assessment, and quality instruction.
4. We believe in a character education program that will foster qualities such as patriotism, respect, integrity, dependability, and responsibility.
5. We believe the students, faculty, staff, parents, and community stakeholders are enlisted as partners to improve the quality of our school through shared decision-making, policy evaluation, and school improvement planning.
6. We believe technology is an integral part of the instructional and learning process, equipping students with vital skills for post-secondary and life-long success.
7. We believe in the fundamental need of literacy embedded throughout the curriculum to foster enhanced performance of the students in the overall intellectual capacity within a variety of academic and work-related fields.

Faculty / Staff Email Addresses:

McBryar	Lee Ann	Principal	mcbryar_leeann@hcde.org
Russell	Tad	Assistant-Principal	russell_tad@hcde.org
Ball	Ryan	6 / 7 Exceptional Ed.	ball_phillip@hcde.org
Bass	Tyler	MS 7 / 8 Science	bass_tyler@hcde.org
		MS / HS Gifted	
Baudry	Nicolas	MS / HS Educational Assistant	baudry_nicholas@hcde.org
Blake	Katherine	MS / HS RTI Facilitator	blake_k@hcde.org
Bledsoe	Tammy	MS Educational Assistant	bledsoe_t@hcde.org
Boyd	Debbie	LVMHS Cafeteria Manager	boyd_deborah@hcde.org
Brazeale	Shela	MS Math 7 / 8	brazeale_s@hcde.org
Brown	Lindsay	9 / 10 / 11 Exceptional Ed.	brown_lindsay@hcde.org
Burton	Alexandria	HS Algebra 2 / MRDM / Pre-Calculus	burton_a@hcde.org
Chambers	Janet	LVMHS Nurse	chambers_janet@hcde.org
Crownover	Wendy	Bookkeeper	crownover_w@hcde.org
Fitch	Cameron	8/9 Exceptional Ed.	fitch_cameron@hcde.org
Fowler	Shannon	MS / HS Band / Music History / Psychology	stephens_s@hcde.org
Forkner	Becky	Student Support Coach	forkner_rebecca@hcde.org
Clements	Ashlyn	ENL Specialist	clements_a@hcde.org
Hawkins	Summer	HS Chemistry / Environmental Science	hawkins_s@hcde.org
Henderson	Deanne	Secretary	henderson_d@hcde.org
Hickens	Gillian	HS Biology / Media Arts / Algebra 1-A	hickens_g@hcde.org
Huffstutter	Cabot	MS / HS Bible History	huffstutter_c@hcde.org
Hutson	Jake	HS English I / English IV / AP	hutson_jacob@hcde.org
Ibach	Leana	HS Exceptional Ed.	ibach_leana@hcde.org

Johns	Holland	MS / HS Art / AP Art	johns_holland@hcde.org
Kerns	Jaime	HS Spanish I / Spanish II	kerns_jaime@hcde.org
Lane	Michael	MS P.E. / HS Wellness	lane_michael@hcde.org
McBryar	Jill	MS / HS Instructional Coach	mcbryar_jill@hcde.org
Morton	Mike	HS World History	morton_m@hcde.org
Payne	Josh	MS Career Exploration / HS Battery Technology / Computer Science	payne_joshua@hcde.org
Perry	Ryan	MS Career Exploration/ HS Auto Maintenance and Light Repair	perry_ryan@hcde.org
Richardson	Jessica	MS Math / Science 6	richardson_jessica@hcde.org
Taylor	Jamie	MS / HS Guidance Counselor	taylor_jamie@hcde.org
Thapa	Tyler	MS ELA 6 / SS 6	thapa_tribhuvan@hcde.org
Thomas	Richard	LVMHS Social Worker	thomas_richard@hcde.org
Thompson	Zach	HS English II / English III / Journalism	thompson_zachary@hcde.org
Turner	Brooklyn	ELA 7/8	turner_judy@hcde.org
Underwood	Taylor	MATH 7/8	underwood_taylor@hcde.org
Walliser	Amy	Attendance Clerk / Registrar	walliser_a@hcde.org
White	Sally	LVMHS Librarian / Theatre	white_sally@hcde.org
Wilcox	Jocelyn	Educational Assistant	wilcox_jocelyn@hcde.org
York	Kristopher	HS Government-Economics / U.S. History	york_k@hcde.org

To the Student:

This handbook contains important rules and regulations pertaining to Lookout Valley HS/MS. You and your parents should carefully read and study this information. Familiarize yourself with the contents and keep this handbook for easy reference during the school year. Ignorance of the rule is not an acceptable excuse for violation.

Lookout Valley HS/MS is your school. You, as a student, will determine the kind of school it will be. The faculty and administration hope you will have an enjoyable and successful year!

Dismissal of Students

- All dismissals must be approved by the office.
- The school requires a written request signed by the parent or guardian stating the date, the time of dismissal, the reason for the request and a phone number of the parents or guardian. This must be presented to the office prior to 7:15 a.m. on the day of the dismissal.
- When a parent, guardian or designated person by him/her and is listed on the emergency card picks up a student at school during the day, this person must sign a log book in the school office and indicate the student's name, date, time of dismissal, reason for dismissal, and his/her own name.
- Students leaving the campus without being properly dismissed are subject to suspension. STUDENTS MAY NOT LEAVE THE CAMPUS FOR LUNCH.

Withdrawals

In the event a student needs to withdraw from Lookout Valley HS/MS during the school year, the following procedure should be followed to assure completion of the student's records and release of records to the receiving school:

- The custodial parent or legal guardian must notify the guidance office of the student's intention to withdraw. This should be done prior to the student's last full day in attendance.
- Complete and turn in any outstanding work, tests, etc.
- Return all library books, issued textbooks, and school-issued computer with charger.
- Pay any debts owed to the cafeteria, library, or office (including unpaid fees, fund-raising debts, and/or charges for lost or damaged books.)
- Prior to homeroom of the student's last full day of attendance, pick up a checkout sheet from the guidance office and follow the instructions for completion of the checkout, returning all textbooks to the classroom teachers.
- Before leaving, return the checkout sheet to the guidance office. The student will be given a copy and any refund due at this time.

Driver's License Certification

Tennessee Code Annotated states that a student must have satisfactory attendance and academic progress based on end of semester grading. With regard to driver's license certification, a student must miss no more than 10 consecutive or 15 total unexcused days per semester and pass at least 5 full unit subjects or their equivalency. Absences which are excused with regard to driver's license certification are those which are excused under state attendance rules. These are personal illness, death in immediate family, family illness, religious holiday, personal, and school sponsored activities. Absences which are unexcused are truancy, cutting class, out of town, no excuse submitted, missed the bus, out of school suspension, trouble with auto, unexcused tardy, failure to check in when tardy to school, absent without parent's permission, and not properly dismissed.

NOTICE OF RULES GOVERNING BUS PUPILS

Please visit the following website to locate the following information pertaining to bus transportation:
<https://www.hcde.org/cms/one.aspx?pageId=698957>

- HCS Bus Stop Finder
- HCS Bus Stop Request
- School Bus Safety
- Code of Acceptable Behavior
- Transportation Policy Manual
- School Zones

For additional information, please call (423) 498-5555 or email transportation_admin@hcde.org.

ARRIVAL AND DEPARTURE

Bus Riders

Upon arriving in the morning, bus riders will exit the bus in front of the school and enter the building through the front doors. Middle School students will proceed directly to the cafeteria. No students will be permitted in the instructional areas before the first bell. High school students not eating breakfast are to report directly to the gym or library.

Disciplinary measures will be taken against students who exit the bus before arriving at school. Students leaving campus after arrival in the morning are subject to disciplinary measures.

Dismissal of bus riders in the afternoon will be through the front doors. No one will remain in or re-enter the building unless under the direct supervision of a teacher. Students are not to leave the school campus while waiting on afternoon buses. During inclement weather, students will wait inside.

Car Riders and Walkers

Parents transporting children to school are expected to have them at school by 7:07 A.M. **Parents must use the traffic loop in front for unloading students.** VIOLATORS ARE SUBJECT TO CITATION BY THE CHATTANOOGA POLICE DEPARTMENT. All student car riders must enter the front doors and go directly to the appropriate area (see bus riders).

Parents of car riders should pick up students promptly at 2:15 P.M. in the **back** of the building. No student should be left unattended after 2:30 P.M.

Walkers should arrive at school by 7:07 A.M. All students should proceed directly to the appropriate area. Walkers are to leave the school campus immediately when dismissed at 2:15 P.M.

Tardy Policy

As stated in our school's Mission Statement, we strive to "...empower our students to shape and strengthen our community by creating self-sufficient, future-ready, productive citizens." The tardy policy helps promote the importance of punctuality and is a life-long skill that we wish to instill in LVMHS students.

Beginning of the School Day:

The tardy bell rings at 7:15 AM in the morning. If a student arrives at school after 7:15, he or she must sign-in and get a tardy slip from the main office before proceeding to first period class. Below is the school's tardy policy to school and the consequence(s) assigned for each offense:

- Fourth or fifth tardy to school - lunch detention
- Sixth, seventh, or eighth tardy to school - evening school
- Nine or more tardies to school - in-school suspension

During the School Day to Individual Classes:

If a student arrives to his or her class after each class' tardy bell has rung, the following consequence(s) will occur:

- First tardy - warning from teacher
- Second tardy - warning from teacher
- Third tardy - warning from teacher and email / phone call home
- Fourth tardy - written referral to administration

Student Parking Policy

Students who drive to school will be assigned a numbered space and issued a parking permit through the bookstore. The cost will be \$25.00 per year. STUDENTS ARE TO USE ONLY STUDENT DESIGNATED PARKING SPACES. A good habit to form upon arriving at school is park it, lock it, and leave it. Do not return to your car during the school day without permission.* Remember that school buses have the right of way. Speed limit -15 m.p.h. VIOLATION OF PARKING RULES MAY RESULT IN LOSS OF DRIVING PRIVILEGES OR THE VEHICLE BEING REMOVED FROM CAMPUS BY A TOWING CONTRACTOR. *IN THE EVENT THAT A VEHICLE IS REMOVED BY A TOWING CONTRACTOR, ALL EXPENSES WILL BE THE RESPONSIBILITY OF THE OWNER OF THE VEHICLE. **Vehicles on campus are subject to be searched by school officials. Students are not allowed to sit in parked vehicles at any time during the school day. This includes before school.**

Inclement Weather Early Dismissal Procedures

Please follow the dismissal procedures in order to

- Dismiss students, faculty, and staff safely in a timely manner
 - Limit confusion and congestion in the loading zones
1. Students riding buses will dismiss and load in the front of the building as always.
 2. Students walking home will be dismissed at school dismissal time.
 3. Student driving cars will be dismissed early to drive home if the emergency dismissal form is on file in the office. They are to sign out in the principal's office with all students authorized to ride with them.
 4. Students picked up in cars will be picked up at the back of the school by the library entrance. Cars are to loop around the back parking lot until their student(s) loads, then exit campus. Cars will NOT enter the front circular drive, but should proceed to the left side of the school to pick up students at the library entrance.

Please be aware that these are our current plans for inclement weather dismissal. However, a change in the type of weather or the severity of the weather may necessitate a change in plans.

CLASSROOM CONDUCT AND DISCIPLINE

Discipline is the responsibility not only of the teachers, but also of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society. It is the parents' obligation, by teaching and example, to develop good behavioral habits as well as proper attitudes toward the school. To ensure student success, parents should, at regular intervals, check with school officials concerning their student's school conduct.

It is impossible for teaching or learning to take place unless good order is maintained. Students must adhere to a code of good behavior not only for their own benefit, but for the benefit of others. Teachers have the authority to make their own rules of behavioral expectations pertaining to their individual classroom.

Please refer to the COAB for specific infractions and their consequences:

1. The student shall bring all needed materials to class, including assigned homework, enter the room in an orderly manner, be seated quietly and be ready for work when the bell rings.
2. Remember the rules about behavior in the classroom are the same when a substitute teacher is present. Any names left by the substitute will result in disciplinary action by the regular teacher.
3. CELL PHONE POLICY –

Tennessee State Law House Bill 932 (HB 0932), also known as the “Classroom Disconnection Act,” requires all public school districts to create and implement policies that prohibit the use of cell phones and other wireless communication devices during “instructional time” but allows for limited use for educational purposes, health needs, or in emergency situations.

Therefore, middle school students are not allowed to use cell phones at school unless directed by a school employee. High school students are allowed to use cell phones during the lunch period only, unless otherwise directed by a school employee. LVMHS will allow students to use the front office phone to contact parents in between classes and at lunch. Parents are welcome to leave a message for students with our front office. Front office staff will relay messages to students from parents in between classes and at lunch time.

- a. Students are restricted at all times within the building and on campus from using their cell phone or electronic devices in the following manner:
 - i. Using any recording feature on a phone or electronic device. This includes all cameras, video cameras, voice recorders, and apps
 - ii. Using real-time audio / video (*e.g.*, FaceTime, etc.)
 - iii. Using a phone / device's speakers for music or any other reason
- b. Students using cell phones or electronic devices in any manner that violates our school rules of conduct or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including extended suspension and / or expulsion.
- c. Violation of the cell phone policy will result in the following:

i. First offense - cell phone will be taken and returned by the end of the day.
Second offense - the phone will be held for ten (10) days or until picked up by a parent or guardian

iii. Third offense - phone will be held for ten (10) days; a parent must sign the phone out - no exceptions

**If a student becomes argumentative or refuses to give a device to a school system employee, the first two steps will be skipped and the phone will be held for ten (10) days.

- d. **Notice to parents:** Please do not contact or communicate with students during instructional time via cell phones. All emergency contact to the student must go through the main office, attendance office, or nurse's office when necessary. In most cases, a student may be given permission to use a classroom or administrative phone to contact parent / guardian. Students will have ample free time during the day to communicate with parents through cell phones during times deemed permissible.
- e. Students bringing cell phones or personal electronic devices to school do so at their own risk. Neither the Hamilton County Department of Education nor Lookout Valley Middle-High School will assume any liability for any lost, stolen, or damaged cell phones or personal electronic devices in school or at any school-related activity.
- f. Board Policy
<https://hcde.org/hamilton-county-board-of-education/board-policies/>

- 4. **Book bags or backpacks** are allowed to be taken to every class throughout the day.
- 5. **Dress Code:** The appearance of our students reflects the quality of our school, our staff, and our student body. In order to continue providing a safe and neutral environment, Lookout Valley Middle-High School students are expected to adhere to the following dress code:
 - a. **Shirts:**
 - i. No inappropriate, obscene, offensive, or suggestive designs, pictures, symbols or writing that disrupts the learning environment.
 - ii. All shirts must have a modest neckline and be long enough to cover the midriff at **all** times and completely cover the top of the shoulder.
 - iii. Halter-top, or tank / spaghetti tops nor sheer or see-through shirts are not allowed.
 - iv. Hoodies are allowed but students cannot wear the hood during the school day. If this becomes a chronic issue, hoodies will be banned altogether.
 - b. **Pants, Skirts, or Shorts:**
 - i. Pants are not to have holes, tears, or frayed / distressed finish even if there is cloth behind the open area.
 - ii. "Sagging" will not be permitted.
 - iii. Leggings are allowed as long as the shirt worn is fingertip length on all sides (*i.e.*, covers the student's bottom and is the same length all around). In addition, leggings must be a darker color.

- iv. Dresses / skirts / shorts may be worn as long as they obey the “post-it note rule.”
- c. **Footwear:**
 - i. For safety reasons, no flip flops, house shoes, or slides are allowed.
 - ii. Sandals may be worn only if they have a heel strap fastened securely around the heel of form-fits to the foot (*e.g.*, Birkenstock-like sandal that has a molded back that form-fits the heel).
 - iii. Closed-toe shoes / tennis shoes will be required for specific classes (Wellness / PE, science, CTE classes); it is the student’s responsibility to be prepared for those classes when needed.
- d. **Headwear:**
 - i. Hats, bandanas, caps, sun visors, and sunglasses are not to be worn in the school building.
- e. **Miscellaneous:**
 - i. No headphones or earbuds are allowed to be worn during the school day unless directed to do so by a teacher. See cell phone / device policy for more details.
 - ii. Blankets are **not** allowed.
 - iii. If a student chooses to wear a mask (or masks become mandated), they must adhere to the same criteria as shirts.

Student Code of Acceptable Behavior

As stated in the welcoming message from Superintendent Robertson, “The Student Code of Acceptable Behavior and Discipline sets the standards necessary to maintain a school climate conducive to teaching and learning. The Hamilton County Board of Education supports measures that promote a safe, respectful environment where teachers and students can be successful..”

Subjects addressed in the COAB are as follows:

1. Extracurricular Programs
2. Rights and Responsibilities
3. Attendance Policy
4. Digital Citizenship Statement
5. Student Code of Conduct for Virtual / Online Classes
6. Dress and Groom Policy
7. Zero Tolerance Offenses
8. Searches
9. Locker Use
10. Student Vehicles on School Property
11. Discrimination / Harassment / Bullying / Cyberbullying / Hazing
12. Parent Grievance Procedure
13. Unacceptable Conduct and Consequences
14. Acts Against Persons
15. Attendance Incidents
16. Disruptive Incidents
17. Property Incidents
18. Rule Violation Incidents
19. School Bus Behavior Incidents
20. Substance Abuse / Drug Incidents
21. Other Unlawful Incidents
22. Student Disciplinary Procedures and Appeals

23. Disciplinary Procedures for Students Receiving Special Education
24. Alternative Education Setting

The COAB can be located on the HCDE website at the following link: <https://hcde.org/coab/>

Please assure that your student has returned the signed document to the main office; print another copy of the signature page from the link above if needed.

In addition to the consequences outlined in the COAB, please note that students may not attend extracurricular activities while under suspension (this includes both ISS and OSS) or expulsion.

EXAM EXEMPTION POLICY:

All high school students will take final exams (some of these will be State-created EOC's) with one exception. Second semester seniors will be exempt from final exams if they meet all the following criteria:

1. A 75 or above average for the second semester.
2. No more than two days absent for the second semester.
3. Having no suspensions or adverse disciplinary issues.

Each class stands alone with reference to exemptions. Evening school counts against perfect attendance and exam exemptions.

GRADING POLICY

Grades are used as a method of communicating academic progress to the parents from the student's teachers. Parents will receive a grade card every nine weeks informing them of the student's progress for that grading period.

All parents and students may log in to PowerSchool to monitor grades, assignments and attendance. Anyone not having Internet access to PowerSchool may request a printed copy of a student's progress from the Guidance Department. If the parents have questions or concerns as a result of these reports, **THEY ARE STRONGLY ENCOURAGED TO CONTACT THEIR CHILD'S TEACHER.**

GRADING SYSTEM (subject to changes as made in Minimum Rules and Regulations).

In grades 1 – 12, numerical grades will be used to report student progress. The grading scale to be followed in awarding credit is as follows:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

CAFETERIA RULES

Most students have been taught appropriate table manners at home. Therefore, we believe it is reasonable to expect the following minimum standards of behavior from them:

1. Students must remain seated.
2. No wandering (visiting) from table to table.

3. Absolutely no throwing food or objects.
4. No pounding, drumming or banging on tables.
5. Each group is responsible for leaving its area as clean as it found it.
6. Students are not to break line. If caught breaking lines the second time, disciplinary actions will take place.
7. Students are to speak in an appropriate voice level and not horseplay in the cafeteria.
8. High school students may go to the library or to the gym if they do not wish to eat lunch during their lunch period. Middle school students must remain in the cafeteria during their lunch period.
9. Food and drink outside of the cafeteria will only be permitted with prior administrative approval. Lunch dismissals are not allowed for purchasing outside lunch.
10. Students will not be allowed to charge any meal or extra items.

Prices for Cafeteria Meals:

Students:	Full Pay:	Reduced:
Breakfast:	\$2.00	\$0.30
Lunch:	\$3.00	\$0.40

Adults:	HCDE Employee:	Visitor:
Breakfast:	\$2.75	\$3.00
Lunch:	\$4.25	\$5.00

CLUBS AND ORGANIZATIONS

Middle School – Beta Club, Archery, STING Team, Recycling Club, Robotics

High School – National Honors Society, Archery, Student Council, Prom Committee

ATHLETIC TEAMS

Sports eligibility will be determined by the previous year's grades and the Pass to Participate Policy. A student must have 5 credits per year to remain eligible as per TSSAA guidelines. Individual teams may require more stringent eligibility requirements.

High School:	Middle School:
Football	Football
Basketball (boys and girls)	Basketball (boys and girls)
Volleyball	Volleyball
Baseball	Baseball
Wrestling (co-op)	Track (co-ed)
Softball	Cross Country (co-ed)
Tennis (boys and girls)	Softball

Cheerleading	Cheerleading
Soccer (co-ed)	Soccer (co-ed)
Track (co-op)	Tennis (boys and girls)

IMPORTANT INFORMATION:

FEES

Lookout Valley HS/MS charges a nominal fee to cover costs not covered by the Hamilton County Department of Education. The fee for 2025-2026 will be \$25.00. This fee is used to provide additional postage, printed materials, workbooks, computer paper, etc.

LIBRARY

The library resource center is open for use by students from 7:00 A.M. until dismissal time in the afternoon. Books are checked out for 2 weeks. Students are expected to return all materials, in good condition, on or before the due date. Fines are levied for overdue materials. These fines increase each additional school day the books are overdue. If a book is damaged or lost, the student is expected to pay the cost of repair or replacement. Encyclopedias and other reference books may be checked out overnight with special permission. They must be returned immediately the following school morning. Fines for late overnight materials increase daily. If a student brings an excused absence with late books, there will be no fine.

LOST AND FOUND

If books, clothing, or other items are found, turn them in to the office. Check there first for lost articles and textbooks. After a reasonable amount of time, unclaimed articles will be disposed of or donated.

PASS TO PARTICIPATE

The primary purpose of this policy is to ensure academic success and provide an avenue for students to develop basic skills to be successful in their future career or as they pursue higher education and training.

Students will **not** be eligible to participate in extra-curricular activities under the following condition:

Grades:

-failing two or more classes (regardless of the grade)

Coaches/Sponsors will review the weekly grade report by 2:00 p.m. on Mondays to determine player or participant eligibility. If a student is ineligible, the student is not allowed to participate in any extracurricular activities and is **required** to attend Evening School/Tutoring until eligibility is obtained.

This policy is based on quarters. It will be enforced as written during each quarter and will reset at the beginning of each new grading period.

P.T.A.

Parents and teachers meet periodically during the school year and all are urged to attend. Communication between home and school promotes better understanding.

SCHOOL YEARBOOK

The yearbook is published in the spring. Orders are taken in the spring. Other information will be given as appropriate.

TELEPHONE NUMBERS

423-825-7352 General Info

423-821-7951 FAX

423-825-7355 Cafeteria

Extension 51502 Principal
Extension 51503 Assistant Principal
Extension 51501 Secretary
Extension 51504 Attendance Clerk
Extension 51505 Bookkeeper
Extension 51524 Registrar, Guidance Office
Extension 51525 HS School Counselor
Extension 51526 MS School Counselor

TEXTBOOKS

Textbooks are furnished without charge. The teacher in each class will issue the necessary books to students. Each book will have an identifying number in the proper space. Students are responsible for taking care of the books and keeping them in their own locker. Books damaged beyond normal wear will be assessed for such damages. Lost books must be paid for before a replacement book can be issued. Refunds will be made for books found.

VISITORS

We welcome parents and other visitors to our school. All visitors must have administrative approval before visiting classes or areas of the school. Visitors must check in the main office and receive a visitor's pass. Students may not bring relatives or friends to visit during the school day.

NOTICE OF RIGHTS TO PRIVACY ACT

This school will release directory information to such agencies as police, courts of law, educational institutions, and the various military branches. If you would like to exclude the release of this directory information for your son/daughter, or if you are 18 and in control of your records, please let the school know.

Directory information includes only name, address, and phone number. The release of any other information from a student's files must be with parental consent unless ordered by a court of law. (See form at back of book.)

INTERNET USE POLICY

A signed parental permission slip must be on file each year for any student having Internet access. (See registration packet online.)

IMMUNIZATIONS (See registration packet online.)

PROMOTION AND RETENTION GUIDELINES - MIDDLE SCHOOLS

Promotion requires that a student pass math and English (or language arts if taught as a block of English and reading) and any two of the following academic classes: science, social studies, and reading (if taught as a separate subject from English). (Foreign language taught for a full year may also count as an academic class, but will not be taught in summer school. Language arts encompassing both English and reading shall count as two academic classes.)

- Passing is based on the year's average.
- A minimum score of 60 for the year's average in each academic subject must be obtained.
- With one failing grade, a student may be promoted without summer school, unless that failure is in math or English (or language arts if blocked).
- With two or three failing grades, a student may attend summer school with the principal's permission and upon satisfactory performance, be promoted. (English and reading taught separately may be remediated in one language arts block in summer school.)
- With four or more failing grades, a student may not attend summer school and will be retained.
- At the conclusion of summer school, a copy of summer school grades indicating satisfactory performance will be placed in the student's cumulative record as documentation for promotion.
- Exceptions may be made for students who score at the fiftieth percentile or above in the failed curriculum area on the state mandated standardized achievement test.
- The Light's Retention Scale may be administered as a guide in considering retention and/or promotion.
- THE PRINCIPAL HAS THE FINAL DECISION ON PROMOTION OR RETENTION.

GRADUATION REQUIREMENTS FOR INCOMING NINTH GRADERS

To meet the requirements for graduation in the Hamilton County School System, a student must:

- Earn a minimum of 22 units of credit for traditionally scheduled schools or 27 units of credit for the block scheduled schools.
- Have satisfactory records of attendance and conduct

A Diploma of Special Education will be awarded to the student who has satisfactorily completed an Individualized Educational Program (IEP) and who has a satisfactory record of attendance and conduct.

A student who has not completed the required work shall not participate in graduation exercises.

An exchange student who meets Hamilton County's graduation requirements may graduate and receive a high school diploma.

HIGH SCHOOL GRADE CLASSIFICATION (this is for a traditional schedule):

Sophomore:	Junior:	Senior:
5 credits	11 credits	16 credits

HAMILTON COUNTY GRADUATION REQUIREMENTS

Beginning with the CLASS OF 2021 (revised July 2024)

Subject:	Credits Required:	Courses:
English	4	English 9, 10, 11, and 12
Math	4	Algebra 1, Geometry, Algebra 2, and one Advanced Math
Science	4	Biology, Chemistry / Physics, and one Lab Science, Computer Science
Social Studies	3	World History and Geography, U.S. History, Economics (0.5), and Government (0.5)
Wellness	1	
P.E.	0.5	Students can fulfill this classroom requirement by taking 2 years of Marching Band or 1 year of Weight Training
Personal Finance	0.5	
Foreign Language	2	Same Language (<i>e.g.</i> , Spanish I and Spanish II)
Fine Art	1	
Electives	3	Focus of Study / Major

- Starting with the cohort of 2028, all graduates will take Computer Science.
- All graduates are required to complete the Capstone experience, such as a senior project or service learning.
- All graduates are required to have a satisfactory record of attendance and conduct..
- All graduates must pass the Civics exam.
- All graduates must take the SAT or the ACT.

VALEDICTORIAN/SALUTATORIAN

The valedictorian must earn the highest numerical average, rounded to the nearest hundredth. The salutatorian must have the second highest numerical average, rounded to the nearest hundredth. The valedictorian's and salutatorian's course selections for their four years of high school must include core courses from the highest level offered in English, mathematics, social studies, and science at each high school. The valedictorian and salutatorian must be enrolled in the school from which he/she graduates at the beginning of the junior year.

REPEATING COURSES TO IMPROVE A GRADE

Students may repeat courses to improve their grade average, provided that this is not for Valedictorian determination. For determining valedictorian, only ninth grade students may repeat a course to improve their grade point average. The highest grade earned in a course, which has been repeated, will be used in determining a student's grade point average and class rank for all other purposes other than determining valedictorian. There is not a time limit on repeating courses for the single purpose of improving GPA.

STUDENT HONORS

Recognizing academic excellence is a dynamic, ongoing process at Lookout Valley HS/MS. Students are recognized for their achievement in academics by honor rolls, star rolls, Superintendent's academic Letters, Beta Club and National Honor Society.

1. Students earning A's and B's and no U's in conduct will be named to the Honor Roll. This includes all grades.
2. Students earning all A's and no U's in conduct will be named to the Star Roll. This includes all grades.

National Honors Society:

Requirements for membership in the Joseph L. Bean Chapter of the National Honor Society

Junior candidates must have a minimum cumulative grade point average of 3.25 earned beginning with the ninth grade through the first semester of the junior year. Invited candidates must show good character, be respectful to superiors and peers, and abide by all school rules and standards. Prospective members may have no more than one suspension and no suspensions the semester prior to induction. Any instance of civil transgression may eliminate the candidate for consideration. Service requirements considered might include but not limited to church activities, scouts, volunteer work at hospitals, nursing homes, and shelters. Peer tutoring will also be included. Leadership involves taking an active role in school activities, providing a good role model for fellow students, and generally setting a standard for other students to emulate. Selection of prospective members will be conducted by a faculty committee of five high school teachers. The advisors will not be a part of this process.

Maintaining Membership:

- **Scholarship:** To remain in good standing members must maintain a GPA of 3.25 minimum. If a member falls below this minimum level he/she will be placed on probation and have one semester to regain the minimum GPA. While on academic probation, the member will still be required to attend all NHS functions, meetings, and responsibilities. If the grade point average remains below the minimum, the student will relinquish the right to NHS recognition at award ceremonies and graduation.
- **Service:** Members must attend all meetings and or NHS functions. Chronic absenteeism will result in probation or dismissal. Members will be expected to perform 25 hours of service documented per school year.

- **Leadership:** Members will be encouraged to perform in leadership roles such as student government, teacher aides, and other school projects.
- **Character:** Members are to serve as good role models for other students. Members showing disrespect for staff or other students will be warned or placed on probation. Any out of school suspension or other conduct related to discipline that reflects upon the honor society is subject to dismissal by the faculty council.

Junior Beta Club (Middle School):

1. Must have a 3.0 GPA based on final average in core subjects only.
 - For seventh graders: Average based on sixth grade year and first and second quarters of seventh grade year
 - For eighth graders: Average based on seventh grade year and first and second quarter of eighth grade year
2. No F's in exploratory subjects 1 year prior to induction.
3. No suspensions in the current year of induction.
4. Must have recommendations of core subject teachers.
5. Be a student at LVMS for at least 2 quarters prior to the induction.

Class Officer Election Guidelines:

All students must show a "C" average and must be on grade level having five credits for sophomore status, 11 credits for junior status, and 16 credits for senior status. The student must display good behavior and have good character. Candidates may have no more than one suspension during their high school years and must have been enrolled at LVHS the prior semester.

Mr. and Miss Lookout Valley:

The Lookout Valley High faculty will review recommendations and extenuating circumstances, and a final list will be presented to the seniors in voting. The final selection of Mr. and Miss Lookout Valley is by the vote of the entire high school student body. In order to qualify for court or attendants, students must meet the following criteria:

1. be enrolled at Lookout Valley during his/her entire junior and senior years
2. be in the top 50 percent of class for boys and/or top 50 percent of class for girls.
3. have all S's in conduct their senior year
4. have no more than one suspension, no Alternative Learning Day School, and no Alternative Learning Evening School
5. have no more than 5 unexcused absences per semester their senior year (school service is not included)
6. be recommended by the faculty
7. must be graduating with their freshmen cohort.

Underclass Representatives qualifications for Mr. and Miss Lookout Valley Court (Faculty and Staff will determine the court members using the criteria below):

In order to qualify for the court, the student must meet the following criteria:

1. on grade level and on track for promotion
2. have all S's in conduct for current school year
3. have no more than one suspension, no alternative learning day school, and no alternative learning evening school
4. have no more than 5 unexcused absences per semester for current school year

Homecoming Representatives and Queen Candidates:

1. The candidate/representative must be on grade level and on track for promotion.
2. The candidate/representative may not have been suspended more than one time from the ninth through the twelfth grade.
3. The candidate/representative may not have been expelled from the ninth through the twelfth grade.
4. The person elected Homecoming Queen is not eligible for election as Miss LVHS but is eligible to be on the Miss LVHS court. (This applies only to senior candidate)
5. To ensure fairness and maintain the spirit of Homecoming, campaigning for Homecoming Court is **not permitted**. Campaigning includes, but is not limited to:
 - a. distributing or wearing buttons, stickers, or similar items promoting one's self.
 - b. hanging posters, flyers, or other printed advertisements.
 - c. using social media or digital platforms to ask for votes or promote one's candidacy.
 - d. verbally soliciting votes or organizing others to promote a candidate.
 - e. offering incentives, gifts, or promises of favors in exchange for votes of support.

Students are expected to allow the election process to reflect genuine peer choice rather than influence through promotion. Any student who violates these guidelines will be subject to disqualification from Homecoming Court consideration.

Candidates are encouraged to demonstrate school spirit, integrity, and positive leadership as representatives of our student body.

Superlatives:

Both senior and underclassmen must have a cumulative 2.0 GPA or higher.

Lookout Valley Junior / Senior Prom:

The junior class sponsors the prom for both the juniors and seniors. All outside dates must be approved by the administration (forms available in the main office). The prom is held for Lookout Valley juniors and seniors. However, juniors or seniors may invite one Lookout Valley underclassman (freshman or sophomore) as their date for the prom.

