

Bradford

High

School



2025-2026

Student handbook

TABLE OF CONTENTS

2025-2026 CALENDAR	
INTRODUCTION AND MISSION	
BELIEFS	
SCHOOL ADMISSIONS <ul style="list-style-type: none"> ● Transfers and Withdrawals ● Transfer Options for Students Victimized by Violent Crime at School 	
ATTENDANCE POLICY <ul style="list-style-type: none"> ● Absences/Excuses ● Absentee Policy ● Tardy Policy/Make-up Opportunities ● Dismissal Procedures 	
GRADING AND REPORTING SYSTEM <ul style="list-style-type: none"> ● Promotion and Retention ● Progress Reports and Parent Teacher Conferences ● Report Cards ● Classification of Students ● Graduation Requirements ● Graduation with Honors and Distinction ● GPA ● Guidance ● Enrollment in College Level Courses 	
STUDENT HEALTH AND SAFETY <ul style="list-style-type: none"> ● Administration of Medication ● Accident/Sickness Reports 	
ELECTRONIC MEDIA - ACCESS AND ACCEPTABLE USE	
DISCIPLINE POLICY <ul style="list-style-type: none"> ● Philosophy for Discipline ● Application of Policy ● Code of Discipline and Behavior ● Administrative Intervention ● Level I Description of Behavior ● Level II Description of Behavior ● Consequences 	

<ul style="list-style-type: none"> ● Daily Discipline Reports ● Assigned Areas and Passes ● Dress Code ● Consequences for Misconduct ● Use of or Possession of Tobacco ● Zero Tolerance Policy ● Alternative Education Services ● Secret Societies/Gang Activity 	
GUIDELINES FOR FIELD TRIPS	
BUS TRANSPORTATION <ul style="list-style-type: none"> ● Bus Discipline Procedures 	
SEARCHES	
STUDENT ALCOHOL AND DRUG TESTING	
SCHOOL NUTRITION Meal Payments	
EXTENDED EDUCATION SERVICES <ul style="list-style-type: none"> ● Special Education 	
PARENTS RIGHT TO KNOW ABOUT TEACHERS	
GRIEVANCE PROCEDURES <ul style="list-style-type: none"> ● Harassment/Discrimination ● Additional Contact Information on Student Rights and Services 	
MISCELLANEOUS <ul style="list-style-type: none"> ● Announcements ● Automobiles ● Calendar ● Civil Rights ● Closing of School ● Driver License Revocation ● Lockers ● Student Fees and Other Charges ● Police Questioning and Apprehension ● Posters ● Telephones/Cell Phones 	

April 15-May 7.....	End of Course Testing
May 4-7.....	Senior Exams
May 8.....	Strawberry Festival
May 15-21	Final Tests
May 21.....	End of Nine Week Grading Period
May 22	Administrative Day
May 24.....	Graduation
May 26.....	Report Cards

INTRODUCTION AND MISSION

Welcome to Bradford Junior-Senior High School. Our mission is to provide inclusive high- quality learning experiences that will challenge students to master and go beyond grade-level curriculum and state-mandated standards in order to prepare and enable them to be successful in their next learning experiences.

In order for our system to remain superior, students, parents, teachers, staff members, and administrators must work together in a cooperative effort to ensure that you receive every educational opportunity available.

This handbook has been prepared to acquaint you and your parents with the policies, procedures, and activities of our schools. We hope the information contained within the handbook will enable you and your parents to be better informed of our school system's policies and procedures. We believe a well-informed community leads to a positive and safe school environment.

Parents should not request permission for students to leave school for activities such as personal appointments, tanning sessions, errands, or other activities that should be scheduled after school hours. Your cooperation is appreciated.

Information in this handbook reflects the current policies of Bradford Special School District. Policies are subject to change at any time by action of the Bradford Special School District Board of Education.

Bradford Junior-Senior High will not discriminate against any student based on race, creed, color, handicap, national origin, sex, age, political affiliation, or beliefs.

BELIEFS

We believe...

- All students can learn and be successful.
- Initiatives are essential to assist all students in mastering challenging state and national standards. In high-performing schools, teachers are highly qualified; teachers, students, and parents are held accountable for maximum achievement on all mandated assessments.
- Students are actively engaged in the learning process through differentiated instructional practices, cooperative learning, and the use of technology.
- High academic expectations in all endeavors are established for each student

subgroup.

- All students will meet graduation requirements.
- Student learning is supported by effective policies and procedures such as grading, assessment, attendance, promotion, graduation and discipline.
- Collaboration, communication, and mutual respect among students, teachers, parents, and community stakeholders are vital in a high-performing learning culture.
- Rigorous and challenging state curriculum standards and assessments are the cornerstones of research-based and data-driven decisions.
- In high-performing schools, the principal is the instructional leader, but shared decision-making processes are essential.
- Benchmarks are in place for frequent monitoring of teaching and learning. Teachers are involved in the selection of focused professional development.
- Academic and behavioral successes are recognized and celebrated.

SCHOOL ADMISSIONS

Transfers and Withdrawals

When new students enroll in Bradford Junior-Senior High School, they:

1. Must be accompanied by a parent or legal guardian.
 2. Must have a completed health record and birth certificate.
 3. Must provide two (2) proofs of residency in the Bradford Special School District (property tax records indicating location, property deed, utility bill, or home lease).
 4. Must provide any relevant custody documents if applicable.
 5. Must be able to verify attendance and proper withdrawal and grades from the previous school.
- The Board may deny admission of any student expelled or suspended from another school system although the student has established residency in Bradford Special School District. The Director of Schools, or his designee, shall investigate the facts surrounding the suspension from the former school system and make a recommendation to the Board. If a student is accepted for admission and a determination is made that the student is under a disciplinary action in another school system, the Board may dismiss the student.
 - A schedule will not be developed until a transcript and records are received from the previous school.

When students withdraw from Bradford Junior-Senior High School, they:

1. Must be accompanied by a parent or legal guardian.
2. Obtain and complete a withdrawal form from the Guidance Office.
3. Pay all fees and return all BSSD books and materials.
4. Provide the name of the new school.

Failure to complete a proper withdrawal could delay records from being

transferred to the new school.

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee Board of Education's Unsafe School Choice Policy, any 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 39-12-101 shall be provided an opportunity to transfer to another grade-level appropriate school.

Additional information is available in the office of the Director of Schools.

ATTENDANCE POLICY

Absences and Excuses

- Bradford Junior-Senior High School believes that attendance is a key factor in student achievement; therefore, we expect all students to be present each day that school is in session.
- All students are to be full-time students. High school students must be enrolled each semester in subjects producing a minimum of six credits per year. All children will be required to attend school regularly from their sixth birthday to their eighteenth birthday, as outlined in the compulsory attendance statute, Tennessee Code Annotated 49-6-3001.
- PARENTS are responsible for the attendance of their children within the compulsory attendance age.
- If a student is continuously absent, the student and the student's parents will be cited into Juvenile Court.
- After a student has been absent 5 days, the student must have a Professional Note (i.e. Doctor, Court, Funeral, etc.) in order to be excused from that absence(s).

The parent(s) who refuse(s) or fail(s) to have the child attend school regularly will be guilty of a misdemeanor and may be punished in accordance with the law.

1. Excused absences will be considered as follows:
2. Personal illness of student verified by doctor or parent note
3. Recognized religious holidays
4. Required court appearance
5. Death in the family
6. Doctor or dental appointment
7. Other at discretion of the principal

To participate in any extracurricular activities a student must attend at least ½ of

the school day.

If a student acquires twenty (20) or more unexcused absences, promotion may be withheld for that school year, subject to board review.

As positive incentives, students who meet certain criteria in attendance and scholarship will be rewarded. All students will be excused from second semester final exams in each course if they meet one of the following requirements: A average and 4 (four) or fewer absences, B average and 2 (two) or fewer absences, C average and 1 (one) absence. Students with a D or below average will be required to take Final Exams.

The last instructional day before second semester exams will be the cut-off point for counting absences for test exemption purposes.

Truancy/Absentee Policy

1st & 2nd Unexcused Absences - Warning

3rd Unexcused Absence - Parent Contact and Student receives Saturday School

4th Unexcused Absence - Parent Contact and Student receives Saturday School

5th Unexcused Absence - Parent Conference with Principal and Student receives Saturday School and an Attendance Contract signed by Principal, Parent and Student. Students will now be in Tier 1 of Truancy Policy. Additional absences will result in further tier interventions, discipline and/or juvenile court citation.

Any additional absence will follow the Attendance Contract and School Board Policy with Tier 2 and Tier 3 interventions.

Tardy Policy per Semester to School

1st-3rd Tardies - Warning & Parent Contacted on 3rd Tardy

4th-5th Tardies - 1 Detention & Parent Contacted on:

Tardy

6th-9th Tardies -- 1 Saturday School & Parent Contacted on 9th Tardy

10+ Tardies - 5 days Alternative School for 10th Tardy

If a student misses detention, he/she will receive Saturday School. If a student does not attend Saturday School without adequate excuse, the student will have the time doubled. If the student does not attend those days, they will be assigned to 5 days Alternative School and still complete the Saturday Schools assigned to them. If the student still does not comply they will be referred to the BSSD Discipline Hearing Authority.

3 Unexcused Tardies = 1 Unexcused Absence which may result in referral to Gibson County Truancy Board.

Make-up Opportunities

Any homework or test assigned prior to an absence (excused or unexcused) will be due the day the student returns to school. Homework or tests assigned during a student's absence must be completed and turned in by the same number of days absent plus one day. Any homework or test not made up during the specified time can result in a zero for that work. Arrangements for make-up work or tests are the student's responsibility.

Dismissal Procedures

Requests for dismissal before the close of the school day must be by phone or person only by the parents/guardians either to the principal or to a designated person.

No student shall leave school premises during the school day without the written request of the parents/guardians, except in cases of illness or accident. Students shall not leave school to go to lunch. If illness or an accident occurs, the parent or guardian will be notified immediately. The parent will be urged to arrange to transport the student home. Students must check out in the office before leaving school for any reason.

GRADING AND REPORTING SYSTEM

Report cards will be issued every nine weeks. The grading scale is:

A. 90-100	S - Satisfactory
B. 80-89	I - Improving but not satisfactory
C. 70-79	N - Needs Improvement
D. 60-69	U - Unsatisfactory
F. Below 60	

The grading system will be based on four (4) nine-week grading periods. Student progress will be reported at the mid-point of each of these grading periods. Parent/Teacher conferences will be scheduled at the end of the first and third grading periods. However, parents are encouraged to contact teachers any time they have a question about grades or student performance. In addition parents can access the ParentVue at any time to check grades. In-class or homework assignments will equal 75% of a student's final grade. The remaining 25% will come from a final exam/mid-term exam or an approved assessment of equal value.

Promotion and Retention

Junior High School students must have a passing grade in at least (5) of the major subjects before being promoted. The major subjects are English, Reading, Math, Health/Physical Education, Social Studies, and Science. No student will be socially promoted into the 9th grade if he/she has not been previously retained.

High School students will receive course credit only when the following criteria are met:

1. The student has had satisfactory attendance and a grade of 60 or above.
2. The student has accounted for all books, fees, etc.
3. The student has completed all requirements of assigned programs, such as drug/alcohol programs.

Progress Reports and Parent Teacher Conferences

Progress reports for all classes for all students will be given out mid-way through each grading period. This report will include student performance information as well as an academic average. Parent/Teacher Conferences will be held in

conjunction with these reports mid-way through each semester. These dates will be listed on the school master calendar and on the progress reports.

Report Cards

Report cards will be issued at the end of each nine-week grading period.

Classification of Students

- To be classified a sophomore, a student must have five (5) credits, one (1) of which must be a credit in English I.
- To be classified a junior, a student must have ten (10) credits, two (2) of which must be credits in English I and II.
- To be classified a senior, a student must have fifteen (15) credits, three (3) of which must be credits in English I, II, and III.

Students may not take more than one (1) English class per year for the first three years they are enrolled in high school. In the event that a student has been in high school three years and can graduate at the end of the school year or by attending summer school, the student may register for English III and English IV during the fourth year.

GRADUATION REQUIREMENTS

TENNESSEE GRADUATION REQUIREMENTS

TOTAL CREDITS REQUIRED: 22

- MATH: 4 Credits.
 - Including Algebra I, Algebra II, Geometry, and a fourth higher level math course
- SCIENCE: 3 Credits
 - Including Biology, Chemistry or Physics, and a third lab course
- ENGLISH: 4 Credits
- SOCIAL STUDIES: 3 Credits
- PHYSICAL EDUCATION AND WELLNESS: 1.5 Credits
- PERSONAL FINANCE: .5 Credits
- FOREIGN LANGUAGE: 2 Credits
- FINE ARTS: 1 Credit
 - May be waived for students not going to a University to expand and enhance the elective focus (waiver must occur before start of sophomore year)
- ELECTIVE FOCUS: 3 Credits
 - Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

SCHOLAR DIPLOMA RECOGNITION

Graduation with Honors and Distinction

1. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. (English - 18, Math-22, Reading-22, Science - 23)
2. Students will be recognized as graduating with "distinction" by attaining a B average and completing at least one of the following:
 - a. earn a nationally recognized industry certification
 - b. participate in at least one of the Governor's Schools
 - c. participate in one of the state's All State musical organizations
 - d. be selected as a National Merit Finalist or Semi-Finalist
 - e. attain a score of 31 or higher composite score on the ACT
 - f. earn 12 or more semester hours of transcribed postsecondary credit

GPA

Quality points on a 4-point scale calculate Grade Point Averages. Receiving an A gives a student four quality points, a B is three quality points, a C is two quality points, a D is one quality point, and an F is zero quality points. Add all the quality points and divide by the number of grades. For example, if a student made grades of A, B, A, C, A, A, B, A, then you would add $4+3+4+2+4+4+3+4=28$. You would then divide by 8 because there are eight grades. So $28/8=3.5$. The student would have a 3.5 GPA.

Guidance

The school guidance counselor will be available to assist the students, parents, administration, faculty, and community during the year. Areas of involvement will include orientation, scheduling, testing, and individual and group counseling, career and technical education, and personal-social growth and development.

Enrollment in College Level Courses

Students in the 12th grade who are in good standing may earn high school credit by enrolling in college level courses which are conducted at times other than the regular school day at an institution of higher education. Written approval by the principal shall be required before enrollment.

Credit may be earned only for courses which are not offered at the student's school.

Grades earned in all dual-enrollment college level classes and honors classes shall have 3 points added to the final grade which will be used to determine class rank, grade point average, and class valedictorian or salutatorian.

Bradford Scholar Requirements

Ranking will be determined by the total points obtained using the Bradford Scholar formula. This formula incorporates a student's ACT score (superscored - using highest score from each subtest) and GPA (from all classes taken). Minimum 1700 points. Bradford Scholar Formula: $(ACT*27.7778 + GPA*250) = \text{Total Points}$

STUDENT HEALTH AND SAFETY

Administration of Medication

All medication must be personally handed to a school system employee by a parent or guardian. **Do not send any medication with your student.**

All medications must be provided to the school in the original, pharmacy labeled container. The container must display all of the following information:

1. The student's first and last names
2. Prescription number
3. Medication name and dosage
4. Administration route and other directions for administration
5. Date prescription filled
6. Licensed transcriber's name
7. Pharmacy name, address, and phone number.

Non-prescription drugs (including lotions, salves, ointments, Tylenol, cough syrups, etc.) also must be delivered to a school system employee in the manufacturer's original labeled container with ingredients listed.

The student's name must be affixed to the container. A permit to administer and direction for administration must accompany the medication.

All medications will be kept locked in a designated area within the school and will be dispensed only by duly appointed school system employees.

Accident/Sickness Reports

Student information forms will be kept on file in each school office. Students are encouraged to report injuries as soon as possible. Accident report forms are available through each school office. In case of student accidents, the school is not responsible for medical bills.

ELECTRONIC MEDIA ACCESS AND ACCEPTABLE USE

Bradford Junior- Senior High School supports the privilege of students to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technology resources. The Parent and Student Acknowledgement Card delivered with this handbook shall serve as parental request for and agreement to student access to electronic media. This form shall be kept on file as a legal, binding document until the student leaves the school or until it is modified or rescinded.

Access is a privilege, not a right, and entails responsibility. Students are responsible for good behavior using school technology resources. Communications on the

network are public in nature. General school rules for behavior and communications apply.

When using electronic media, students should understand the following:

1. The Technology Department must approve the installation of all software.
2. Malicious attempts to harm or destroy hardware, software, or data are prohibited. Destruction of hardware or software is vandalism and will be addressed according to the discipline policy of Bradford Junior- Senior High School.
3. The illegal installation or transmission of copyrighted materials is prohibited.
4. All files and messages are subject to review by Bradford Junior- Senior High School personnel.
5. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients should not be transmitted.
6. Private, commercial, or illegal use is prohibited.
7. Files, data, or information of others must not be improperly accessed or misused.
8. Backup copies of documents are the responsibility of the student.
9. Personal information should never be given out over the Internet except in the performance of the business of Bradford Junior- Senior High School.
10. The student has the responsibility to take precautions to prevent the spread of software viruses.

****ANY VIOLATION OF THIS POLICY CAN RESULT IN REPRIMAND TO THE DISCIPLINE HEARING AUTHORITY****

In order to modify or rescind the agreement to access electronic media, the student's parent/guardian (or the student who is at least 18 years old) must provide the school principal with a written request. School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

DISCIPLINE POLICY

One of the greatest opportunities offered to members of a democratic society is public education. As with other privileges, there are also inherent responsibilities. In a social situation such as the public school, all participants, students, parents/guardians, teachers, administrators, and others in the educational process have the right and responsibility to know the basic standards of conduct and behavior that are expected. No student or other person involved in the public schools can realize his/her rights unless he/she exercises self-discipline and cares to afford all others their rights.

Philosophy for Discipline

In order to grow educationally, socially, and emotionally, students need to be in an environment in which there are concerned teachers who will set firm, consistent limits while providing warmth and support for appropriate behavior. No child will be allowed to engage in behavior that is self-destructive or violates the rights of peers or teachers.

No teacher, regardless of experience or training, is capable of working successfully with every student without support. Students need to know what response there will be to their behavior by the teacher, both positive and negative. All students need to know that they and their positive behaviors are appreciated.

Code of Discipline and Behavior

At the heart of behavior and discipline are certain virtues found in any highly civilized society. Students are expected to use these virtues to model positive behavior. Every effort shall be made to reward and recognize those students who demonstrate outstanding character by displaying these virtues on a day-to-day basis:

- *KINDNESS*-The desire to show genuine sympathy and interest in others' well-being.
- *COURTESY* The ability to display positive behaviors that may be interpreted as being considerate, respectful, generous, polite, and mannerly in school, home, and community.
- *HONESTY*-The conviction to say and/or do the morally right thing, regardless of public recognition
- *SELF-DISCIPLINE* - The ability to control one's self for the sake of improvement.
- *RESPECT* The recognition of the basic worth and value of all human beings, which results in an individual relating to others in a manner which reflects dignity and honors humanity.
- *RESPONSIBILITY* – The ability of a person to think, respond, and be accountable for his/her actions and behaviors in any given situation.
- *COURAGE* - The internal strength to actively support convictions and beliefs.
- *PERSEVERANCE* - The ability to pursue worthwhile goals in spite of obstacles and distractions.
- *SELF-RESPECT* - The ability to use a belief in self-worth to recognize that choices exist in all situations and to resist negative peer pressure in making positive choices.

Administrative Intervention

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, administrative intervention shall be conducted in accordance with the following guidelines:

1. Students will be assigned to the administrative intervention by the school administrators.
2. The administration will inform staff members of those students assigned to administrative intervention. This will include notifying the student's counselor.
3. The administration will notify the parents in writing that a student has been assigned to administrative intervention, giving the reason for such assignment. A conference may be held prior to the student's re-admittance to regular classes.
4. The principal/assistant principal shall see that each student assigned will have

textbooks and class assignments. If a student does not, the principal/assistant principal shall make the necessary arrangements to have the student get the material.

5. Credit shall be given for all assigned class work completed during the period of time the student is out of the regular classroom. This material is to be turned in before the student returns to the regular classroom. The student may make up any test or quiz given during his/her time out of the regular classroom as soon as possible after returning to class. The classroom teacher is responsible for assigning grades for work completed during the administrative intervention.

Level I Description of Behavior

Level I behavior is non-severe misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.

Examples of Level I Behavior

1. Violation of classroom rules and dress code
2. Classroom disturbance
3. Cheating/lying
4. Repeatedly reporting to class without materials and supplies
5. Failure to check in after being absent from school
6. Tardy to class
7. Undue affection between students

Teacher Options/Responses

1. Verbal reprimand
2. Special assignments (no write-offs)
3. Behavior contracts
4. Counseling
5. Withdrawal of privileges
6. Parent Contact
7. Demerits
8. Parent/teacher conference
9. After-school detention in the teacher's room

Level II - Severe Clause

The severe clause is used when rules are broken in such a manner that the staff considers it extremely disrespectful or dangerous. The staff members will immediately refer/report the student to an administrator.

Examples of level II - Severe Clause

1. Fighting or threatening violence
2. Use or possession of tobacco
3. Rudeness or disrespect
4. Profanity
5. Defiant failure to do work or follow instructions
6. Skipping class/school
7. Vandalism, stealing, gambling

8. Excessive demerits

The administrator may choose one or more of the following disciplinary procedures:

1. Demerit
2. Saturday School
3. Detention
4. Administrative Intervention
5. Alternative School
6. Out-of-School Suspension
7. Referral to the Bradford DHA
8. Referral to Gibson County Juvenile Court
9. Referral to law enforcement
10. Any other appropriate measure

Consequences

The administrator may require one or more of the following procedures:

- a. After-School Detention
- b. Administrative Intervention Saturday School
- c. Out-of-School Suspension
- d. Referral to the Disciplinary Board.

If a student fails to comply with the determined penalty, he/she can be referred to the next disciplinary procedure listed above.

Students receiving three (3) tardies will be assigned 1 day of detention. If the student refuses to comply with the disciplinary procedures, the administrator may elect to require the next procedure listed above or one of the following:

- e. Out of school suspension (no more than 10 days)
- f. Referral to the Disciplinary Board
- g. Alternative School

Assigned Areas and Passes

Students will not be excused from the assigned area to help other teachers, run errands, practice sports, etc. A student must have a pass when out of an assigned area. It is the responsibility of the student to secure and keep a proper pass.

BHS Dress Code

The principal or designee has the authority to determine if any attire is improper, detrimental to the teaching- learning process or prejudicial to good order at school.

Students should dress in a modest and respectable manner. Unacceptable dress includes, but is not limited to, the following:

- tops that bare the midriff or show cleavage, transparent clothing, spaghetti strap tops, tank tops, shirts with low-cut sleeve holes, sleeveless tops, halter tops, pajamas, house shoes, bandanas, hoodies (not to be worn on ears/heads) and anything with inappropriate words or graphics.
- Hats/toboggans will only be allowed in the shop and outside the school building.
- Piercings with spikes or gauges will not be allowed. No facial piercings

allowed except ears and nose.

- Dresses, skirts and shorts near knee length. Pants and shorts should be worn at the waist; sagging is unacceptable. No holes or tears are allowed in any clothing.
- Blankets will not be allowed. Students must wear warm clothing and/or jackets if they get cold in classrooms. Layering is recommended. No heavy coats, rain coats or trench coats are allowed to be worn in the building.

Any clothing that the administration believes to be inappropriate and disruptive to the learning environment will not be allowed, and consequences will be given.

- 1st offense - verbal warning and change of clothes
- 2nd offense - 1 day ISS
- 3rd offense-2 day ISS
- 4th offense-3 days ISS
- 5th offense and beyond - further disciplinary action

CONSEQUENCES FOR MISCONDUCT

1. Teacher/student conference
2. Disciplinary action by teacher
3. Detention.
4. Principal involvement.
5. School staff/parent conference
6. In-school suspension
7. Suspension
8. Suspension of bus riding privileges. (Students must attend school and parents must provide transportation.)
9. Confiscation. (In accord with a Discipline Procedure Agreement, the first time a personal communication device, such as a cell phone or pager, is confiscated, it will be returned only to the parent at the end of the school day.
10. Administrative referral to student services and/or outside agencies, which may result in placement in special programs.
11. Parent notification.
12. Refer to the Mental Health Center.
13. Refer to the Board of Education for Hearing.
14. Refer to law enforcement authorities.

Use of or Possession of Drugs and Alcohol

This policy includes, but is not limited to, the following: Any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcohol, or other intoxicants of any kind (as defined by law).

Students will not possess, sell, barter, give away, transmit, or use barbitol or legend drugs, or controlled substances whose possession is prohibited in school buildings or on school grounds at any time, or in school vehicles and/or buses, or off school grounds at a school-sponsored activity, function, or event.

A student may be subject to testing for the presence of drugs/alcohol in the

student's body if there are reasonable indications to the principal that such student may have used or be under the influence of drugs. Refusal to submit to test will be interpreted as a positive test result. The need for such testing may be brought to the attention of the principal through a search, observed or reported use of drugs by the student on school property, or other reasonable information received from a teacher, staff member, or student. (Tennessee Code Annotated 49-6-4213)

Any student caught at school or any school function under the influence of any controlled substance or in possession of either of these without a doctor's prescription is in violation of the Bradford Special School District Board of Education Drug Use and Zero Tolerance Policies. After the principal determines the student has violated this policy, the student will be referred to the Bradford Disciplinary Hearing Authority and the Gibson County Juvenile Office. The principal will hold a hearing with the student, the parent(s) or guardian(s), and a representative of the Gibson County Juvenile Office. Students who are 18 years old or older will be cited for adjudication in General Sessions Court.

In addition to sanctions imposed by the Principal/Board of Education, the appropriate court may impose additional sanctions.

Chapter Number 64 of the Public Acts of 1989, informally called the Drug-Free Youth Act, amends the motor vehicle operator licensing laws so as to provide that any child less than 18 years old who is convicted of any offense involving the possession, use, sale or consumption of prohibited drugs or alcohol shall not be issued a driver's license or shall have his existing license suspended (Tennessee Code Annotated 55-10-701). This denial of driving privileges shall be effective for one year or until the child reaches 17 years old for the first offense and for two years or until the child reaches 18 years old for subsequent offenses. Under certain circumstances, the license may be issued or reinstated upon payment of a fee and the completion of a driver's safety course or an approved alcohol/drug abuse intervention program.

Any student under the influence of drugs or alcohol should not be allowed to drive an automobile. This applies to after school hours as well as the regular school day. Arrangements will be made with the parent(s) or guardian(s) for transportation. If the parent(s) or guardian(s) cannot be reached, a representative of the Gibson County Juvenile Office should- take the student home.

Use of/or Possession of Tobacco/Vape/Dab Pen

Students may not possess or use natural, synthetic, or simulated tobacco/vape/dab pen products on campus before/during/after the school day. The same applies to students involved in any school-sponsored activity before or after school including any school-related bus/vehicle travel. **Consequences of violating this policy accumulate the duration of a single school year and will reset to 0 offenses at the beginning of the following school year.**

Violation of the Tobacco Policy will result in the following:

- 1st Offense - 5 Days Alternative School, Complete Everfi Course: Vaping Know

- the Truth, 1 page summary of the course and Juvenile Court Citation
- 2nd Offense - 10 Days Alternative School and Juvenile Court Citation
- 3rd and any Additional Offense - Suspension from school until a scheduled hearing with the Bradford Disciplinary Hearing Authority and Juvenile Court Citation

Any of these devices that test for THC or any other illegal substance will result in immediate suspension, referral to Bradford Disciplinary Hearing Authority, Court Citation and a potential zero-tolerance violation.

Zero Tolerance Policy

In order to ensure a safe and secure learning environment free of drugs, alcohol, drug paraphernalia, violence, and dangerous weapons ,gun/knife replicas any student who engages in the following behaviors will be suspended from school until meeting with the Discipline Hearing Authority. The DHA will follow the statute recommended in the Tennessee Code Annotated.

Zero tolerance acts are as follows:

- Bringing or possessing alcohol or a drug, drug paraphernalia, or a dangerous weapon(or replicas) onto a school bus, onto school property, or to any school event or activity.
- Being under the influence of a drug or alcohol.
- Assaulting or threatening to assault a teacher, student, or other person.
- The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis.

Suspension Guidelines

Any principal, principal-teacher, or assistant principal of any public school in this state is authorized to suspend a student from attendance at school, school-sponsored activities, or from riding a school bus for good and sufficient reasons. Any principal, principal-teacher, or assistant principal may suspend any student from attendance at a specific class, classes, or school-sponsored activity without suspending such student from attendance at school for good and sufficient reasons pursuant to the in-school suspension policy adopted by the Bradford Special School District Board of Education. Upon suspension of any student other than for in-school suspensions of one (1) day or less, the principal shall notify the parent or guardian.

Except in an emergency, no principal, principal-teacher, or assistant principal shall suspend any student until that student has been advised of the nature of his misconduct, questioned about it, and allowed to give an explanation. If, at any time of the suspension, the principal, principal-teacher, or assistant principal determines that any offense has been committed which, in the judgment of the principal, would justify a suspension of more than ten (10) days, such person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable. The principal, principal-teacher, or assistant

principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student. A hearing shall be held no later than ten (10) days after the beginning of the suspension. The Hearing Authority shall give the notice of the time and place of this hearing in writing to the parent and principal.

After the hearing, the Bradford Special School District Board of Education may order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period. In the event the suspension occurs during the last ten days of any semester, the student may be permitted to take such examinations or submit such required work as is necessary to complete the course of instruction for that semester.

Alternative Education Services

Students may be remanded to punitive placement at the Alternative School by the Truancy Hearing Board, individualized education plan, or the school principal or his designee. The length of the stay varies with the degree of the offensive behavior.

Secret Societies/Gang Activity

The Bradford Special School District Board of Education desires to keep schools and students free from the threats or harmful influence of any groups or gangs that advocate drug use, violence, or disruptive behavior. The principal or his designee shall maintain reasonable supervision of school premises, school vehicles, and school-related activities to deter gang intimidation of students and confrontations between members of different gangs.

The Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs that advocate drug use, violence, or disruptive behavior. This policy shall be applied at the principal's discretion as the need for it arises at individual school sites. Any such activity will be reported to the office of the Director of Schools as soon as possible.

GUIDELINES FOR FIELD TRIPS

Discipline, Attendance, and Grades

1. No alternative school, Saturday school, suspensions per semester or 3 detentions per semester.

2. Will not be allowed to go on trip for violation of school policy involving fighting, tobacco use, drug or alcohol use, stealing, vandalism, skipping class or school.
3. No more than 1 unexcused absence during a semester.
4. Must be passing at the end of the last grading period or at time of trip. Cannot be failing more than 1 class.
5. Any fees collected will not be refunded if students cannot attend.

(Director of School or his designee may waive this regulation on a case by case basis.)

**This policy is for Field Trips that occur during school hours and effect school day instruction.

BUS TRANSPORTATION

Bus Rules

2025-2026 School Year

Students have the privilege of bus transportation within the Bradford Special School District. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fourth violation of any sort.

- A. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT OR SERIOUS SEXUAL MISCONDUCT (SERIOUS AS DETERMINED BY THE PRINCIPAL AND BRADFORD SPECIAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.
- B. POSSESSION OF TOBACCO PRODUCTS, SMOKING (INCLUDING VAPING), POSSESSION OF MATCHES OR LIGHTERS, SEXUAL MISCONDUCT OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL AND BRADFORD SPECIAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT), DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL).
 - a. 1ST OFFENSE-PAYMENT OF PROPERTY DAMAGES AND 5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - b. 2ND OFFENSE-PAYMENT OF PROPERTY DAMAGES AND 10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
 - c. 3RD OFFENSE-PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR
- C. HORSEPLAY, NOT BEING SEATED, PROFANITY, OR POSSESSION OF FOOD OR

DRINK

- a. 1ST OFFENSE-WARNING FROM THE DRIVER OR PRINCIPAL.
- b. 2nd OFFENSE-3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
- c. 3RD OFFENSE-10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
- d. 4TH OFFENSE - SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE SCHOOL YEAR.

LARGE ITEMS (18 INCHES) BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

**After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.

** Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Bradford Special School District Transportation department at (731) 742-0253.

SEARCHES

The administration reserves the right to search lockers, automobiles, and/or personal property on school grounds.

STUDENT ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. The Disciplinary Hearing Authority or school principal is authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers or vehicles produced evidence of the presence of drugs, drug paraphernalia, and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drugs, drug paraphernalia, and/or alcohol;
4. Through observation or other reasonable information reported by a teacher, staff member or other reliable source that a student is using drugs and/or alcohol on school property and the use of the substance is adversely affecting the student's performance or behavior at school.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness (trained supervisor) to the proceeding and to assist in furtherance of the proceeding;
3. Inform the student of the nature of the information available to him/her, which is the basis for the determination that a test is necessary. (Informers' names will not be revealed);

4. Inform the student of the procedures which shall be followed in administering the test;
5. Give the student an opportunity to decline the test and inform the student that if the test is not taken, the penalty shall be suspension from school and a hearing before the Disciplinary Hearing Authority. The DHA will consider the refusal the same as a positive test result;
6. Notify the parent or guardian of the student of the impending test.

The trained supervisor shall take the student to a designated place and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the student and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number, which in no way will reveal the identity of the student. A portion of each specimen will be labeled and retained.

The principal will forward the specimen for analysis to a laboratory, accredited by the Tennessee Department of Health and Environment and designated by the Board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons thereof, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the results. In addition, they shall receive referral information, which shall include in-patient and community-based drug and alcohol treatment programs.

In the case of positive results of the analysis, the principal shall suspend the student and refer him or her to the Disciplinary Hearing Authority for further action.

The Drug Free Act.....What does the law say?

If the court finds that a minor possessed, used, sold, or consumed alcoholic beverages, including beer and wine coolers, or illegal drugs, the punishment in the State of Tennessee now includes

1. Suspension of current and/or future driving privileges
 - a. First Offense: Loss of driver's license for a minimum of one year or until 17th birthday, whichever is longer.
 - b. Second Offense: Loss of driver's license for a minimum of two years or until 18th birthday, whichever is longer.

2. Additional Requirements:
 - a. Must retake the driver's license exam.
 - b. Must pay additional driver's license fees.
 - c. Must attend a driver safety course or youth alcohol safety education course.
3. Role of Parent:
 - a. Parents must accompany the child to the initial trial.
 - b. Parents must report the child on a scheduled basis to ensure compliance with restrictions.

SCHOOL NUTRITION PROGRAM

The School Nutrition Program is an integral part of the total education program. This program was established by Congress to safeguard the health and well-being of the nation's children. .

Breakfast and lunch are free to all students.

The cafeteria manager or designee collects lunch meal payments in the cafeteria for items a la carte or extra items. Myschoolbucks is available for online payments.

Check Cashing Policy

Personal checks may be taken for the payment of school lunch and breakfast only and may not be cashed for the purpose of making change or as an accommodation to individuals.

PARENTS RIGHT TO KNOW ABOUT TEACHERS

The No Child Left Behind Act of 2001 requires the school system to notify parents that only "highly qualified teachers" may be employed to work with our children. If a situation should arise in which the district plans to employ a teacher for over four weeks who does not meet the "highly qualified requirements," parents of students affected will be notified. In addition, all parents have the right to request information about the qualifications of their child's teachers and paraprofessionals.

GRIEVANCE PROCEDURES

Valid complaints and concerns should be addressed to the proper person(s) in the following order: Person immediately responsible (teacher, bus driver, custodian, etc.)

- School Principal
- Director of Schools
- Bradford Special School District Board of Education

Harassment/Discrimination

Any student of this school district who wishes to file a

harassment/discrimination grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the school principal. If the principal is the offending party or if the student requests a person of the same gender, the complaint may be filed with a district complaint manager. Students may also report an allegation of harassment/discrimination to any teacher or other adult employed in the school who shall inform the student's principal or district complaint manager of the allegation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

Additional Contact Information on Student Rights and Services

Answers to many questions and much helpful information may be obtained from the principal's office in each school. That office is always the first resource for information. The second resource would be the Bradford Special School District Central Office. Additional resources can be found by calling the Tennessee Department of Education at 1.888.212.3162 or by visiting www.state.tn.us/education/speced/index.htm.

Other organizations may be helpful for those seeking support, information, or training. Contact information for those organizations may be obtained at the Bradford Special School District Special Education Department at 731.742.3088.

MISCELLANEOUS

Announcements

Daily announcements will be made over the intercom during the first period of school each day, the intercom will not be used again except for urgent messages that cannot be handled in any other way.

Automobiles

1. Vehicles driven on campus will be required to display a permit.
THE COST OF THE PERMIT IS \$10.00
2. Vehicles are off limits during school hours.
3. Students should lock vehicles and come into the building immediately after arriving at school.
4. Students may not go to the parking lot during school without permission from the administration.
5. Driving privilege will be denied for those students who drive recklessly on campus or fail to follow the school's policy.
6. Any item deemed disruptive by the administration.

*No Parking Permits will be issued to students unless they have a valid Driver's License.

Calendar

The official calendar for all school events is in the office of the principal. Before any event is placed on the calendar or scheduled, it must be called to the principal's attention who will place it on the calendar himself. It is the responsibility of the sponsor to notify the principal of proposed events.

Civil Rights

Bradford High School affirms that they will comply with Title VI and IX of the Civil Rights Act of 1964.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Closing of School

WBBJ, ParentSquare App and Social media pages will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made on social media ParentSquare

Lockers

Lockers will be assigned to each student. Assigned lockers should not be changed or shared or equipped with a lock other than the one issued by the school without contacting the school administration.

A student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. A notice is posted in the high school for the awareness that lockers and other storage areas are school property and are subject to search.

Student Fees and Other Charges

Student fees and charges will be assessed in accordance with the Bradford Special School District Board of Education Policy.

Each teacher should seek approval of the principal before collecting fees from students. The principal should approve all fees before students are charged. Students should receive receipts for fees paid if requested.

The State of Tennessee and the Bradford Special School District Board of Education furnish textbooks. Each student will be responsible for all textbooks assigned. Any lost or damaged textbooks must be replaced or repaired by the student. The cost for replacing or repairing any textbook will be the responsibility of the student and the parents.

Police Questioning and Apprehension

School authorities are frequently asked to cooperate with officers of Law Enforcement Agencies, Social Services, Child Protection Agencies and others in their pursuit of alleged crimes, child abuse cases, child welfare cases, and other investigative procedures that often involve children in school.

Posters

No posters, place cards, or notices are to be posted anywhere in the building without approval of the principal.

Telephones/Cell Phones:

Students may not use the office phone for personal calls except in emergencies and with staff permission only. In the event a student/staff member receives a call, he/she will be called out of class only in the event of an emergency. Normally, phone calls for students/staff members will be handled between classes, during lunchtime, after school, or during planning time. Cell phones are allowed for safety reasons and after-school needs. The cell phone may not be used in the classroom. Students are only allowed to use their cell phones during the school day. The phone must be turned off and placed in a backpack, purse, or other tote bag. The cell phone must not be on the student's . The principal may allow the use of the phone in special circumstances or medical needs.

Violations/Consequences

First Violation:

1. Cell phones will be taken up and given back after school to a parent or guardian.

Second Violation:

1. Cell phones will be taken up and assigned to a Saturday school ,the phone will be given back after school to a parent or guardian.
2. Students will be assigned detention.

Third Violation:

1. Cell phones will be taken up and can only be picked up by parents/guardians after school. Phone banned from the students possession in school for the rest of semester (students may leave in the office before school and pick up after school while the phone is banned from the student's possession.
2. Students will serve 2 days in ISS.

Tobacco Free Campus

Bradford High School will attempt to provide a tobacco-free campus by requesting (in addition to its tobacco-free policy dealing with students) that staff and visitors refrain from using tobacco products on campus during regular school hours. Lighters and matches are not permitted on school property. A smoke-free "zone" will also be established for adults attending after-school activities (no smoking within 50 feet of any entrance to the building). Smoking is prohibited on any school property including restrooms and bleachers at sporting events.

Visitors

All persons visiting Bradford Junior-Senior High School are requested to report to the main office. If they have business in any other part of the building, they will be issued a visitor's pass. Students who are formally out of school for a day are considered visitors. Students may not bring visitors to school to spend the day.

ALMA MATER BRADFORD HIGH SCHOOL

Neath the southern skies of Bradford stands our dear old school.
You have never been unfaithful,
You will always rule.
So, to you, we pay our tributes; Keep your spirits high.
Here's to you, old Bradford *High* School, as the years go *by*.

BELL SCHEDULE

1st Block	7:45-9:05
2nd Block	9:10-10:25
3rd Block	10:30-11:45
4th Block	11:50-1:30
JH Lunch	11:50-12:15
HS Lunch	12:20-12:45
5th Block	1:35-2:55