

# BMA Family Handbook 2018-2019



1211 Beaumont Avenue  
Knoxville, Tennessee 37921  
Phone: 865-594-1272

## **General School Information**

School Hours: 7:45 a.m. to 2:45 p.m.

Windy Clayton- Principal  
Brenda Norris- Assistant Principal  
Tracy Marsh- Assistant Principal

## **Beaumont Family Values**

As members of the Beaumont Family we will **CREATE** a successful future!

**C**reative Expression

**R**espect

**E**xcellence

**A**ccountability

**T**eamwork

**E**mpathy

### **BMA Motto**

Believe it! Master it! Achieve it!

#### **Building Beaumont Families**

We are in our second year of building Beaumont Families and we have embraced the family culture at Beaumont. Each child will be assigned to a family (Red, Orange, Yellow, Blue, Green) and will travel to Encore classes with that family. We are expanding the family concept to include incentives, competitions, celebrations, family circles, and leadership opportunities.

#### **Beaumont Magnet Program**

All students at Beaumont Magnet Academy participate in the Magnet program focusing on enriching curriculum, theater, music, the visual arts, physical education, and dance education. Several exciting after school enrichment opportunities are also available to BMA students.

#### **Beaumont Museum Program**

Beaumont is proud to be Knoxville's first and only Museum School. Several local museums partner with BMA to create unique learning experiences for BMA students.

#### **Beaumont Community Schools Initiative**

Beaumont is excited to start its fourth year as a Community Schools through Great Schools Partnership. The Community Schools Initiative is a strategy for using public schools as a hub for organizing community resources to improve neighborhood health, safety and student academic

success. All the students in our building benefit from this strategy and this also helps connect the school and community to have a working partnership. Please reach out to Jill Akin, Community School Site Coordinator, with any comments or questions at [jakin@greatschoolspartnership.com](mailto:jakin@greatschoolspartnership.com).

## Emergency Information

Emergency information is urgently needed when a child becomes ill or has a situation at school where a parent must be contacted. Please provide the school with accurate emergency information and report changes promptly. Correct home and work telephone numbers are essential. The main purpose of this information is to help us locate a parent or guardian in the event of illness or emergency involving your child. It is very important that we are able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day. Please note any allergies or other serious medical conditions your child has so we can be aware and recognize the symptoms.

## Tardy/Early Dismissal/Absences

### Tardy/Early Dismissal

Every effort should be made to arrive at school on time each day. Students who arrive late between 7:45 and 8:00 will receive a tardy slip in the cafeteria. Student arriving after 8:00 should go to the office to receive a tardy slip. Students should be in their seats and settled when school starts at 7:45 a.m. The cafeteria doors will open at 7:05, students will be provided breakfast, and teachers will start picking up students at 7:30.

If it is necessary for a student to be picked-up from school early, anyone picking-up the student must be listed on the pick-up list and show photo ID.

### Absences

Attendance is an essential element in students' school success. Every student is expected to be present at school every day of the school year. Knox County Board of Education policy allows students' absences to be *excused* for such reasons as: personal illness, illness in the family, death in the family, recognized religious holidays of the student's faith, and verifiable family emergencies. Any absence not complying with the above reasons for excused absences will be considered as unexcused.

Parents/guardians may write an excuse for up to 10 days per year. Telephone calls will not substitute for a written note. Knox County Schools' guidelines require a doctor's statement for sick days beyond ten (10) per year. It is the parent's responsibility to provide appropriate documentation regarding these absences to the classroom teacher within five (5) days upon returning to school.

Board policy permits parents to appeal for reconsideration of absence decisions. Such an appeal must be submitted to the principal/assistant principal, using forms available from the office, within five days following the student's return to school and the principal/assistant principal will determine if the absence was unexcused or if the excused absence requires a medical provider's statement. The decision of the principal/assistant principal is final.

In order for a student to be counted as present for the full day, a student in grades K-5 must be at school for a minimum of three hours and sixteen minutes. If a child is not present for these minimum times, he or she must be counted as absent for the full school day.

Please contact the attendance social worker Jennifer White- Vaught at 594-1272 if you have any questions.

### Make-up Assignments

If students are absent from school for any reason, excused or unexcused, up to ten (10) days, he/she will have the opportunity to make-up any missed assignments. Teachers shall set a reasonable time for completion of the work. Failure of the student to complete the make-up work will result in loss of credit.

### Court Order

On November 16, 2001 Knox County Juvenile court Judge Carey E. Garrett issued a court order requiring parents to be notified when their child has been chronically absent. In conjunction with T.C.A. Section 49-6-3007v requiring school systems to notify parents of students absent 5 or more unexcused days from school. This order states that parents will be held directly responsible for the unexcused absences of their children. His decision requires schools to report to Knox County Schools Central Office all absences as either excused or unexcused.

### Notes Required by Parents

The school requires notes from parents explaining the following:

- o Absences
- o Permission for Learning Expeditions (form will be sent home to complete)
- o Changes in usual method of transportation home
- o Any medical information or concerns

#### Personal Property/Cell Phones

Cell phones are permitted as long as they are silenced and left in student's backpacks. Cell phones that are out during class may be taken up and parents will be responsible for picking them up at school.

It is important that students not bring personal items such as iPods, toys, etc. to school. BMA cannot be responsible for lost or stolen items.

### Transportation

#### Routine Arrival/Dismissal

##### Arrival procedures:

Kindergarten: Parents may walk their kindergarten students to the classroom until August 24th. For the week of August 27th- 31st, kindergarten parents may wait in the cafeteria with their children until the staff member comes to take students to class. For the remainder of the school year, parents are welcome to walk their students to the cafeteria door entrance and tell them goodbye. At that point, a Beaumont staff member will walk them into the cafeteria and seat them at their designated area. Please note that the cafeteria door entrance is open for students from 7:05 to 7:45. Students are considered tardy after 7:45.

Grades 1-5: Parents may walk their children to the classroom on August 8th. Parents who need assistance may enter the front office door beginning at 7:15.

##### Dismissal Procedures:

Please let your child's teacher know how your child will dismiss each day. If there is a change in your child's transportation, please send a note to your child's teacher.

BMA has several ways in which students may be dismissed.

- *Bus Riders:* Bus service is available for students who live outside of the Parent Responsibility Zone (approximately 1 mile radius of the school), or students who are on a magnet transfer. Please check the Knox County website for bus routes- <http://96.4.96.151/liveweb/webquery/>
- *Car Riders:* Students who are car riders will wait in the cafeteria each afternoon. Staff members will call students to meet parents in the front of the building. Parents should follow the instruction of the staff helpers in the afternoons to help with a quick and smooth car dismissal. Parents picking up students in the car rider line must have a car tag. These can be picked up in the office. For the safety of our students any parent without the appropriate tag will need to park and visit the office to show identification.
- *Walker:* If you wish to have your student walk home, your child will be a walker. If your student is a front door or back door walker they will be dismissed out the appropriate entrance with the walking school bus.
- *Walk-Up:* If you wish for your child to be held at school for you to “walk-up” and meet them, they will be called a “walk-up”. If you designate your child to dismiss as a “walk up” you will meet them at the mural door. You will receive a walk up tag to give to the staff member who will call for your child on the radio. Please be patient on the first few days as we get to know names. The process gets efficient and smooth very quickly. If you do not have your tag you will be directed to the office to sign your child out. This is for the safety of your student.

Please note: Students will not be dismissed from the cafeteria if a parent or guardian walks up to the cafeteria door. You will need to enter through the front door and check your child out at the office.

### **Behavior Expectations**

We believe that all students have the right to a safe and orderly school environment. We are excited to continue our Positive Behavior Interventions and Support (PBIS) program this year. You will receive more information on this soon from your child’s teacher.

### **School Wide Expectations**

**Be Kind**

**Be Safe**

**Be Respectful**

### **Parent/Teacher Conferences**

We strongly encourage close relationships between school and home. Teachers make a special effort to schedule conferences with each parent in the fall and spring and as often as needed throughout the year. During the year, if you would like to request a conference, please email or call the school and arrange one with the teacher. We will have schoolwide conference nights on Oct. 29,30, and Nov. 1 and Feb. 11-12. The teachers will send out information pertaining to scheduling conferences for those two weeks.

### **Body Mass Index (BMI), Hearing, and Vision Testing and Dental Screening**

Tests for BMI, hearing, and vision are conducted annually in kindergarten, second and fourth grades at the elementary level by professional district personnel according to guidelines prescribed by the Tennessee Department of Education. Dental Screenings will be conducted for all students. A form to opt out of these will be sent home during the first weeks of school.

## Harassment, Intimidation and Bullying or Cyber-Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites; "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and: (A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of: (i) Physically harming a student or damaging a student's property; (ii) Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; (iii) Causing emotional distress to a student or students; or (iv) Creating a hostile educational environment; or (B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. All students are expected to refrain from acts of harassment, intimidation and bullying or cyber-bullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above. J-211

Students and parent/guardians should report any suspected harassment or bullying to the first available adult.

### Inclement Weather Plans

The decision to close school due to weather conditions or emergencies is made by the Superintendent of Knox County Schools. Please remember to listen to your radio or television for information on school closings, early dismissals, or delayed openings due to snow or adverse weather conditions. KCS will also communicate to you via school messenger if you have opted in for this service. The school is informed of closings and delays via radio and television. Due to the amount of students who may be picked up early, it is helpful if we could have minimal calls to the office. We typically do not have any more information than what has been communicated on the news. Students may not leave school at any time with anyone other than those listed in our official system. Students may only be picked-up by an adult (18 years of age or older).

If school is delayed one hour, our staff is also on a delay. This means we will not have people on duty for students dropped off at the regular time.

When schools are closed for the day, the following will apply: All extracurricular activities, interscholastic contests, field trips, daycares, and non-school activities in school buildings will be cancelled.

### School Messenger

Throughout the year, Knox Counties automated School Messenger system will be utilized as a communication tool to keep you informed of important things happening at school. You must Opt

In to receive these calls. Directions to Opt In can be found on the Knox County Website.

### School Fees

A \$25 fee for classroom supplies, art supplies, manipulatives, worksheets, special projects, science materials, computer software, and consumable goods will be requested at the beginning of the year. Please send a separate check for fees payable to Beaumont Magnet Academy.

Online Payment Option:

<https://osp.osmsinc.com/KnoxTN/BVModules/CategoryTemplates/Detailed%20List%20with%20Properties/Category.aspx?categoryid=DC022>

### Safe Schools Choice Notice

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-11-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

### Withdrawals

Please notify the main office if you plan to move out of the Beaumont Magnet Academy zone. Such notice should be given, if possible, one week before the student's last day and should indicate where the student will be attending. Records will be sent to the new school after a request has been received notifying the secretary that the student has enrolled in another school. This will enable teachers to complete all records prior to the student's last day in school. Please make sure to return all library and textbooks.

### School Counseling

The elementary school counseling program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students maximize their potential. The elementary school counselor also conducts guidance lessons, consults with parents, teachers, and other professionals and coordinates student services in the school. Our wonderful school counselor is Natalie Choate and her email is [Natalie.choate@knoxschools.org](mailto:Natalie.choate@knoxschools.org).

### Child Abuse/Neglect

Any teacher, nurse, counselor, administrator or other school professional acting in an official capacity who has reason to suspect a child under age 18 has been subjected to or adversely affected by physical, mental or emotional abuse/neglect must report this to the county Department of Social Services or appropriate law enforcement agency in accordance with the Child Protection Act of 1977.

### Learning Expeditions and Field Trips

Students in all grades will participate in various learning expeditions (field trips) throughout the year. Parent volunteers are needed as chaperones in order to make these trips possible for our students. Please let your child's teachers know if you would be willing to chaperone one of our wonderful learning expeditions.

### Parental Concerns

Beaumont teachers, staff, parents, and family members serve as a team of support for students. If you have questions or concerns regarding your child, please first convey such concerns directly

to the teacher through a note, email, phone call, or scheduled parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the Principal or Assistant Principal, please call the school office to request a conference.

### Visitors for Lunch

Parents are welcome to join their children for lunch. Please remember to sign in at the front office before going to the cafeteria. Special seating for visitors will be available. Food may be brought in for your child only due to potential allergies or food issues.

### Encore/Library

Art Instruction: Mrs. Burchett is our amazing art specialist who provides art instruction to all students. Students have the opportunity to work with a variety of mediums, which include clay, paints, drawing materials and paper. All classes are aligned to the specific grade level curriculum.

Music: Mr. Ramos is our incredible instrumental music specialist.

Theater: Mrs. Taylor is our phenomenal theater specialist. This is the third year of our theater program and it has been a tremendous success. We will be announcing performance dates soon.

Physical Education: Ms. Whitehead is our fantastic Physical Education (P.E.) specialist.

Appropriate dress for P.E. includes tennis shoes, socks and pants or shorts. (Girls who wear a dress or skirt on P.E. day might also want to wear shorts underneath).

Dance: Ms. Phillis is our super talented dance specialist. On dance days, students should dress appropriately in comfortable clothes that allow for movement. Due to safety reasons, students will be asked to take off their shoes during dance class.

Library: Mrs. Moore is our library specialist extraordinaire. Classes are scheduled to visit the library on a rotating schedule and open access is also available for students to check out books.

### Protecting Instructional Time

The instructional program is our first priority. To prevent interruptions, all messages or materials brought in during the school day should be left in the office and will be sent to the classrooms at an appropriate time.

### Visitors to the Classroom

For safety reasons, all visitors must come to the office and sign in before going to any classroom. Visitor name tags/photo ID, provided in the office, are to be worn by all visitors while in the building. If you wish to meet with your child's teacher, please arrange a time in advance. Teachers will also not be available to step out of a class for impromptu meetings with parents.

### Cafeteria

Thanks to a nutrition grant, all students at BMA are invited to eat breakfast and lunch free of charge.

We are excited to announce a new improved breakfast with expanded menu items this year. Our "Wow" breakfast will be served free of charge to students between 7:05 and 7:40 each morning in the cafeteria. "Wow" breakfast is an excellent opportunity for students to fuel their bodies for learning. Arriving at school between 7:05 and 7:40 will allow students to eat breakfast and be in their classroom to start instruction at 7:45.

Lunch is a time for the students to relax and enjoy conversation with their friends. Educational assistants are on duty full-time to help children with any problems that arise and maintain a pleasant environment. While in the cafeteria, students are expected to use good manners and respectful behavior. We would greatly appreciate your help with reviewing the following cafeteria



expectations:

Be Kind- Use appropriate manners, Use friendly words and tone, include others, and Leave your area better than you found it

Be Safe- Walk to your assigned table, Stay seated and face your table, Raise your hand for an adult's help, and Eat your own food

Be Respectful- Get all utensils, sauces and napkins the first time through the line, Use an inside voice with people at your table, and Pick up after yourself before lining up

The current breakfast and lunch menus can be found on the Knox County Website.

### Emergency Drills and Safety Day

We are so thankful to have your precious children at Beaumont and safety is a top priority. We practice state mandated fire, evacuation, lockdown, tornado, and bus drills throughout the year. Our first drills will be practiced on our official BMA Safety Days. We will notify you of this date via school messenger, so you can help support us with expectations and have conversations with your students about how we keep them safe in various situations.

Throughout the year, we will have announced and unannounced drills to practice and assess readiness. We take all drills seriously, but also use them as opportunities to acknowledge the wonderful behavior of our students.

### Clinic/Medication

The clinic is staffed with a trained nurse who handles basic first aid for our students and administers medication. It is important to make sure your emergency contact information is kept current in case the nurse should need to contact you about a sick child. For the safety of our precious students, we have very clear district policies in place pertaining to medication.

The safety of all of our children is a top priority to all of us. No medication should be sent to school with a child. Medication must be brought to the school by an adult in an appropriate container labeled by the pharmacy or Health Care Provider and cannot be accepted in any other container. The school is not permitted to administer medication to a child without a signed Medication Authorization Form.

- Children cannot be at school with fever, vomiting, diarrhea, severe cough or rashes.
- A child should be free of fever for 24 hours before returning to school after an illness.
- You will be notified if your child becomes ill. Children must be picked up when you are called. If we cannot reach you, the emergency contact provided by you will be called.
- Children with a temperature of 100.6 are required to be picked up by parent or emergency contact.
- Any child diagnosed as having a contagious or communicable medical problem cannot, by law, be permitted to remain at school.
- Please notify your child's teacher if your child has been diagnosed as having significant medical problems, such as diabetes or epilepsy, so that appropriate arrangement can be made if events warrant.
- To comply with Knox County School Board policy, prescription medication will not be given unless the doctor completes the Physician Form for Administration of Medication and Self Medication. *(This form is available at the school.)*

### Dress Code

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety and cleanliness. All students are expected to dress appropriately for an

educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Hats, hoods, and other head coverings are not permitted in school and should be removed when entering the building, unless approved by an administrator.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

- Pants must not sag below the waist and must not touch the floor.
- Head apparel, except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
- For students in grades 3-5, short shorts, mini skirts, and spandex without proper coverage are inappropriate attire
- For students in grades 3-5, shirts and blouses and dresses must completely cover the abdomen, back and shoulders and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff showing. Skin-tight outer materials are prohibited without proper coverage.

Per Knox County policy J-260, the school administration reserves the right to determine whether the student's attire is within acceptable limits. The principal/assistant principal may allow exceptions for school-wide programs or special classroom activities. Administrator decisions are final. Parents will be called when students are in violation of dress code.

### Recess

Weather permitting; students in grades K-5 will have recess each day. Please make sure your student has appropriate dress for the season. Closed toed shoes are best for the playground. Students are prohibited from playing games involving tackling, play fighting, or keep away.

### Parent-Teacher Association

The mission of the Beaumont Magnet Academy PTA is to support teachers, to promote the educational, social and artistic development of our students and to encourage parent volunteerism and community involvement at BMA.

Our children deserve the best education possible and the Beaumont Magnet Academy PTA is committed to lifting up our administrators and teachers as they teach excellence each day.

WE NEED YOU! The PTA organizes student and teacher appreciation weeks, raises funds to provide necessary arts integration equipment and serves as practical assistance to the administration and teachers. There are many moving parts that need a variety of skill set but mostly a desire to help our school.

Register at <https://beaumont.memberhub.store/> to join the BMA PTA.

2018- 2019 meeting schedule:

Aug. 30, 6p

Oct. 25, 6p

Jan. 24, 6p

April 11, 6p

All meetings are held in the cafeteria. Send an email to [beaumontmagnetpta.com](http://beaumontmagnetpta.com) to RSVP for childcare, if needed. This helps us ensure we have enough caregivers and your kids are fed during the meeting!

The 2018-2019 Officers  
President, Anne Templeton  
Vice President, Denise Phillips  
Treasurer, Shay Boswell  
Secretary, Heather Glossup  
Membership, Wendy Thrasher

### After School Care

The YMCA provides after school care beginning at 2:45 PM on the school site. On in-service days, YMCA will not provide services at the Beaumont site. For more information contact Beaumont YMCA PrimeTime at 973-1210 (Ashley Booker).

Other available offsite options are:

Wesley House  
Boys and Girls Club - Haslam  
Boys and Girls Club - Western Heights  
Emerald Youth - Baptist Center

Please contact them for information regarding availability, pricing, scholarships, etc. Beaumont has a great partnership with all these care providers.

Contact Information: <https://www.knoxschools.org/beaumont>