

BEARDEN ELEMENTARY SCHOOL
5717 Kingston Pike
Knoxville, Tennessee 37919
865-909-9000
865-909-9008 (Fax)

WELCOME

Welcome to Bearden Elementary School! This folder contains important information regarding school procedures. It also serves as a weekly communication tool to keep you informed of your child's progress and school events. **Please review contents weekly, sign the back, and return promptly to your child's teacher.**

MISSION STATEMENT

Bearden Elementary School will provide a setting of educational excellence to prepare all students to become lifelong learners and develop qualities of strong character.

SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:45 p.m. for all students. When school is dismissed on a half-day, all students are dismissed at 11:15 a.m.

MORNING ARRIVAL

The building is open to students at 7:15 a.m. **Please do not bring your child to school before 7:15 a.m.** Car riders enter the building through the east entrance and bus riders enter through the front doors. If your child arrives before 7:35 a.m., he/she must report to the gym. An adult is on duty in the gym to supervise students who arrive before 7:35 a.m. Students are not to be in other parts of the building without permission. Students are admitted to classrooms at 7:35 a.m. ***Please Note: Parents may walk students to class until Labor Day. After Labor Day, parents are not allowed to walk students to class.**

DISMISSAL

To ensure a safe and orderly dismissal, the driveway and parking lot in front of the building are **closed to traffic from 2:15-3:00 p.m.** **Please do not request early dismissal for your child from 2:15-2:45 p.m.** This is a very hectic time of day as students and teachers are preparing to dismiss. Students who ride buses and day care vans exit the front doors and depart from the circle drive on Kingston Pike. Walkers exit through the east entrance. Parents who come to meet walkers must wait outside the fenced area. Students who are car riders wait inside the east entrance until dismissed to the car rider line. **Vehicles picking up car riders must display the school-issued car tag. If you do not have the car tag displayed, you will be asked to come to the office to verify ID and**

permission to pick up student.

BUS PRIVILEGES

Students living more than one mile from the school are eligible to ride a bus. Bus routes and bus stops are determined by the Knox County Transportation Department. Bus transportation is a privilege extended to all eligible students. Eligible students must ride the bus assigned to their address and are not allowed to ride a different bus without permission from the principal. The bus driver reports all violations of bus safety rules to the principal. **A student may be suspended from riding the bus for inappropriate behavior. If this occurs, parents are responsible for providing transportation.**

CHANGES IN TRANSPORTATION

A **written note with parent signature** is required for a change in transportation. A voicemail, email, or verbal message will not be accepted. Please instruct your child to give the written note to his/her teacher **upon arrival**. In case of an emergency that requires a change in transportation, **a parent must call the school by 2:15 p.m. and speak to the Principal or Assistant Principal. If notification is not received by 2:15 p.m., your child will go home by his/her usual method of transportation.**

ATTENDANCE

Students are expected to attend school each day and arrive on time. **A written note or doctor's excuse is required for every absence. All notes must be submitted within five days of absence.** Only absences and/or tardies meeting the criteria recognized by the Knox County Board of Education will be excused. They include: personal illness, illness in the family requiring help from the child, death in the family, recognized religious holidays, and a verifiable family emergency. **Early dismissals are considered unexcused tardies unless documented with a medical note.** Excessive absences and tardies are monitored by the school social worker.

BOOKS AND SCHOOL SUPPLIES

Students are responsible for textbooks issued to them and library books on loan from the library. The school must be reimbursed for all damaged and/or lost textbooks or library books. A Materials Fee of \$25.00 is collected from students to cover the cost of paper, classroom supplies and other consumable materials.

BREAKFAST AND LUNCH

Breakfast is served in the cafeteria from 7:15-7:40 a.m. at a cost of \$1.75. Lunch is served from 10:30 a.m.-12:30 p.m. at a cost of \$2.50. You may pre-pay for meals in the cafeteria or at k12paymentcenter.com. Applications for Free and Reduced Price meals **are available online and must be completed each school year. Students must pay for all meals until approval is granted** for Free or Reduced Price meals. Students

may also bring a lunch from home. **Please do not send glass containers or carbonated beverages in lunchboxes.**

MEDICATION

No medication of any kind shall be administered to students by school personnel, except **when medication must be given on a long-term basis and it is necessary to be given during school hours for the child to remain in school.** A Medication Administration Form, available online and in the school office, **must be completed each school year** by a physician and signed by the parent of any student who is required to take medication at school. One form is to be used for each medication administered. Medication must be brought to school by a responsible adult. **Please do not send medication with your child.** All medication must be in a pharmacy-labeled container. If any change in medication occurs during the school year, a new form must be completed and a new container must be submitted. The school district retains the discretion to reject requests for administration of medication.

ELEMENTARY SCHOOL DRESS CODE

All Knox County elementary students are expected to conform to the following standards for student dress:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not create disruption or display vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, short-shorts, mini-skirts, and skin-tight outer materials without proper coverage are inappropriate attire.
6. For students in Grades 3-5, shirts, 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 visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school reserves the right to determine whether a student's attire is within the limits of decency and modesty.

VISITORS TO THE SCHOOL

All visitors must report to the office upon entering the building. An electronic check-in system is located on the front counter. After logging in, a personalized **Visitor sticker** will be printed. The sticker must be worn at all times while on school property. **When leaving, visitors must exit through the office and log out electronically.** Classroom visitation requires prior permission from the teacher or office staff. Items belonging to your child that you bring to school after 7:45 a.m. must be left in the office for delivery by school personnel.

TELEPHONE CALLS

Teachers are not called to the telephone while supervising students. If you need to speak with a teacher, please leave your request with office personnel. The teacher will contact you during non-instructional time. Students are not allowed to use the office telephone.

PARENT-TEACHER CONFERENCES

Communication between home and school is essential to ensure a successful year for your child. Please feel free to request a conference with your child's teacher at anytime. One evening each semester is designated for school-wide parent-teacher conferences. You will be notified of the specific dates and given an opportunity to reserve a time that is convenient for you. The Principal and Assistant Principal are also available for conferences as needed.

REPORT CARDS AND INTERIM REPORTS

Report cards are issued every **nine** weeks. An interim report is sent home midway through each nine-week grading period. Grades are given in academics, work habits, and behavior. Report cards and interim reports should be signed and returned promptly. Grade concerns should be discussed with your child's teacher(s). **Parent Portal** can be used in grades 1-5 to monitor grades and track student progress. Student recognition assemblies are held at the end of each nine weeks.

STUDENT CONDUCT

In order to maintain a safe and productive learning environment, appropriate behavior is expected at all times. A Positive Behavior Interventions and Support (PBIS) framework is used to reinforce school rules and procedures that ensure the right of every student to receive a quality education. PBIS has four indicators that serve as the foundation for student conduct: Be Safe, Be Kind, Be Respectful, and Be Responsible. Students who meet behavior expectations will be rewarded. Students who choose to misbehave will receive consequences based on the severity and frequency of the behavior. The Knox County Board of Education has a zero tolerance policy which prohibits firearms on school grounds. Violation of this policy is punishable by a suspension for up to one calendar year.

TRANSFER OPTION for STUDENTS VICTIMIZED by VIOLENT CRIME

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 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers, at 594-1502.

PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)

The PTSO is an integral part of the success of Bearden Elementary School.

Numerous volunteer opportunities are available through the PTSO.

Meg Arning is the PTSO President for the 2019-2020 school year. All parents are encouraged to participate in PTSO activities and events. Your involvement in the PTSO helps make BES the BEST!