

Beech Elementary

2019-2020



Student Handbook

3120 Long Hollow Pike
Hendersonville, TN 37075

Phone: (615) 824-2700

Fax: (615) 264-6089

Website: www.bes.sumnerschools.org

Bucs Expect
Success
Beech Elementary
School

Bobby Elrod, Principal

Jennifer McCay, Assistant
Principal

Keely Hensley, Guidance
Counselor

Heather Whitaker, Lead Educator

Sumner County Board of Education
Dr. Del Phillips III, Director of Schools
695 East Main Street
Gallatin, TN 37066-2987
Phone: (615) 451-5200

Dear Parents and Students:

Welcome to another great year at Beech Elementary! On behalf of the faculty, staff, and administration, we are excited to welcome you to the Beech Elementary family, and are looking forward to working with you to make this your child's most successful school year.

Our Student Handbook will help us have an organized and safe school environment, focused on learning and growing great students. A clear understanding of policies and procedures enable us to provide the best educational experiences for every student. Our vision:

COMMITTED TO BELIEVING AND ACHIEVING THROUGH...
**Culture of Teaching, Instructional Leadership, Professional Learning
and Growth, Resource Utilization**

It is our hopes that parents and school staff, working together, will help all students achieve their dreams.

Please read this handbook carefully and feel free to call if there is any way we can be of service to you. We anticipate your involvement and cooperation will help to make this an exciting and successful school year for everyone.

Sincerely,
Bobby Elrod, Principal

BEECH ELEMENTARY...
COMMITTED TO BELIEVING AND ACHIEVING THROUGH...

Culture of Teaching

Our school will strive to have a nurturing environment that encourages all students (and teachers) to reach their highest potential.

Innovative and unique opportunities are in place to promote and encourage trust through collaborative discussions that include an atmosphere of mutual respect.

Students benefit from a rich dialogue and collaboration which enables consistent expectations and academic growth in our diverse school population.

Through communication and diverse thinking of all stake holders, community and business resources will align to support student needs.

Instructional Leadership

Leaders set high, realistic expectations and hold themselves and others accountable for results in order to create a positive learning climate.

Leaders are strategic in making decisions based upon the examination and analysis of data. Leadership utilizes the individual strength of each and every teacher to accomplish our schools vision and mission.

Leaders commit to building and growing leaders at all levels with an intentional focus on improving student learning.

Leaders take measures to actively involve and communicate with families in the education of their students.

Professional Learning and Growth

Open and informed communication with parents/community stakeholders will lead to students being prepared for quality instruction and learning opportunities in the classroom.

Students participate in authentic learning experiences that are differentiated to meet individual needs and develop higher order thinking.

Teachers engage in ongoing professional learning to design and provide high quality standards-driven instruction that is informed by student results.

The teachers and administrators of the school will work collaboratively through PLC's, professional development, and partnerships with other schools to enhance student achievement.

Resource Utilization

The community and parents of students combine to form a partnership which provides supplemental resources in support of ongoing educational endeavors. There is school wide equity in the use of facilities materials and technology for instruction.

Teachers and staff select quality resources that enhance learning opportunities. Students utilize resources to produce high-quality work demonstrating evidence of learning with diverse thinking.

Arrival Times

Students should arrive at school between 6:55-7:20, but not before since School personnel will not be available to supervise them until 6:55. Students in grades K, 1st, and 5th arriving before 7:20 should go to the cafeteria area and be seated all 2nd, 3rd, and 4th grade students should go to the gym and be seated. No students should be in the restrooms, pod areas, or classrooms until 7:20. Students, who should need to go to the office, should report to their classroom first, and then ask permission before going to the office.

Late Arrivals

At 7:30 all entrance doors will be locked except for the front office doors. **Students arriving IN THEIR CLASSROOMS later than 7:30 are counted as tardy by their teacher.** Students arriving after announcements must be accompanied by a parent into the front office to be signed in. Tardiness creates an interruption of class time and breaks our school rules of Be Respectful and Be Responsible, so therefore should be avoided. Excessive tardiness interferes with your child's learning, and falls under the guidelines established under the attendance policy. Students who arrive late cannot be escorted to their classrooms by a parent.

Car riders arriving after announcements will be required to have a parent come inside and sign students in as tardy, so please plan for an early arrival each day.

Breakfast

Breakfast begins at 6:55 am for those students who choose to eat. Since class begins at 7:30, it is necessary that students eat as soon as they enter the cafeteria/commons area. Students must clean their breakfast area before leaving.

Attendance Policy

Sumner County Schools has adopted the following guidelines for attendance. The school day begins at 7:30 and ends at 2:30. If your child is absent, meaning they are not present at least ½ day of school (3 hrs. 16 mins.) a note MUST be on file at our school. Students who arrive at school after 10:46 am or who go home before 10:46 am will be considered absent the entire day.

The following are adequate reasons for absences:

- Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) consecutive absences.
- Death of a family member. Death of a non-family person if approved by the principal.
- Special recognized religious holidays regularly observed by a particular faith. A parent note should be submitted to the principal prior to the student being absent for the holiday.
- Required court appearances. Verification of court appearances by proper authorities must be provided.
- Vacations/trips with prior approval by the Principal. A note/email from the parent/guardian shall be submitted prior to any vacation or trip.
(The principal will not approve more than five days per year. Please note that these days will be included in your allowable 5 parent note days per semester.)
- Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the administrators.

This policy states that the school must make every reasonable effort to contact the parents/guardian regarding absences whether excused or unexcused. These efforts shall be documented in writing.

Only five (5) notes will be accepted from parents each semester. On the sixth absence, you must provide the school a more formal documentation. The formal documentation should be a doctor's note, verification of a court appearance or proof of death of a family member. If notes from parent or more formal documentation is not provided, your child will be classified as truant on the sixth absence and the parent/guardian will be subject to all legal consequences, (which may come as a result of having a truant child). Retention of the child is also a possibility.

Please expect a call from the school the day your child is absent. It is preferred that parents/guardian contact the school /teacher by note, phone call, or email the morning of the absence. This will eliminate calling parents at work. If your child gets sick at school and leaves before the ½ day (10:46 am), it is still necessary for the school to have written documentation. Early dismissal or tardy notes filled out in the school office will be sufficient documentation in these circumstances. *When requesting a child's make-up work, the school must be contacted by 9:00 A.M. allowing the teachers warning and time to prepare the work. This work can be picked up in the office from 2:00-3:00 P.M.*

Anti-Bullying / Harassment Policy

Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered.

Bus Information

Bus transportation is provided free of charge and operated under the direction of Sumner County Schools. Routes are established at the school system's administrative offices. If you have questions concerning bus routes or safety, please contact the Transportation Department at 452-1520.

Buses load and unload students at the back entrances to the school building. No vehicles should block the bus lanes either in the morning or afternoon unloading times.

Students are expected to conduct themselves in a safe, orderly, and considerate manner both at the bus stop and on the bus. Violations of the rules are reported in writing to the principal by the bus driver. Second offenses and serious safety violations are reported to the parent by the principal. A third violation may result in denial of transportation.

Students are expected to follow the school wide /bus rules:

Be Safe

This looks like:

Using only the bus and bus stop student has been assigned.

No horseplay at the bus stop.

Remaining seated, facing forward while the bus is in motion.

Keeping hands, feet, and other objects inside the bus, at all times.

This sounds like:

Talking quietly and no screaming.

Be Respectful

This looks like:

Do not litter inside the bus or throw things out the window.

Do not use lasers or flashlights inside the bus.

Follow the directions of the bus driver, the first time asked.

This sounds like:

Using only kind words to all people on the bus.

Be Responsible

This looks like:

Remove all your belongings each time you get on and off the bus.

Be at your bus stop on time in the morning and ready to load in the afternoons when the bus arrives.

Bus Rules Continued

If a student needs to ride a different bus, ride to a different location, or any other change in transportation **a note of permission signed by the parent must be sent to the school.** The student must show the note to the classroom teacher and then turn it into the office. A form will be completed and approved by the principal. **Transportation changes will not be taken over the phone.** We need the note as documentation for the office file.

The note should contain the following information:

- The child's name
- Parent's name and phone number
- The destination of the child
- The bus number the child will ride
- Date for the change

Glass containers, balloons, live animals, or large items will not be allowed on the bus.

Cafeteria

Student Accounts:

We provide a clean relaxed atmosphere in which our students can enjoy nutritious hot meals and time with their classmates. The cafeteria uses computer accounting which tracks the activity for each child's lunch account. Students eating breakfast and/or lunch may pay on a daily basis or make a deposit into the child's account. Each child's account includes **breakfast, lunch, and special sales** (ice cream, cookie, juice, etc.). When depositing money into your student's account, please place money in an envelope with the child's name, teacher's name, and how you would like the money divided between the above **listed accounts**. Please remember that the cafeteria cannot make refunds from accounts, so make sure that your child's account has a zero balance at the end of the year. Please contact the cafeteria manager at 264-6088 to add any spending restrictions to your child's account or with any questions.

Free/Reduced Meals: **Forms available from cafeteria manager at registration**

Students needing assistance to purchase meals may pick up applications for free or reduced meals in school office. The forms should be returned to the cafeteria manager when completed.

Lunch charges:

Students are allowed to charge only two times consecutively. Parent notification is sent home after the first charge. All meals charged to the cafeteria should be paid within one week of the charge. Please help your child remember to bring his/her money and check your child's account online each week using the Meal Pay Plus website. You may do this by going to <http://www.mealpayplus.com>

You will need your child's seven digit ID # to login which is available from your child's teacher. Lunch money you put on your student's account may take 2 hours to appear on the account at school. Please take this into consideration and send lunch money to avoid possible issues.

Lunch prices change yearly. A current list of prices will be given out the first day of school.

Immediate family members are welcome to eat lunch in our cafeteria at our **designated guest tables**. Visitors should come into the office and sign in. A visitor's badge will be given and the child will be called to the office to escort the visitor to the cafeteria. **Due to federal laws governing school lunch programs, commercial/restaurant foods such as McDonalds, Subway, or Chick Fil A are not allowed in the school cafeteria.** Students are also not allowed to bring soft drinks with their lunches from home.

Teacher assistants are in the cafeteria each day to assist students with lunch items and to maintain good behavior and manners. Maintaining a pleasant atmosphere is most important to everyone. Therefore, we ask each of our parents to talk with their student and go over the cafeteria rules.

If you have an issue with an adult in the cafeteria, please speak with your child's teacher or contact Mr. Elrod.

Cafeteria Rules:

Be Safe:

Looks Like:

No running, throwing food, or playing around in the serving/cafeteria area.
Students are to remain seated and not to get up without permission.
Students are expected to clean up spills they make.

Be Respectful:

Looks Like:

The serving room is a QUIET ZONE.
No skipping in line or letting someone in front of you.
Students may not leave the cafeteria during lunch without permission from an assistant or the classroom teacher.
Students should raise their hand if they need help.
Students should never touch another student's food.

Be Responsible:

Looks Like:

Obtain all food, utensils, napkins, etc. on your first trip through the line.
After paying for lunch, find a seat quickly in your assigned row and sit down.
(Three students to a bench grades 3-5, four to a bench K-2)
All students are expected to take a turn wiping tables and carrying trays to the wash window.
Students who bring lunches from home should be able to open/close all containers or wrappings independently.

For disciplinary reasons, students may be assigned to go to the end of the serving line for talking or may be assigned to a designated seat to eat.

Cancellation of School

School will be cancelled only when the Director of School deems it necessary for student safety. Please ensure your emergency contact information is ALWAYS current. The county also has an emergency call program; please register with the system and update phone numbers when they change.

Snow dismissal information will be recorded on this form and should explain what your child will do in case of early dismissal due to inclement weather. If this information is not included on the form, your child will be sent home the same way s/he goes home every day. Please discuss with your child what s/he should do should this situation occur. **Calling home cannot be an option for a child.**

Car Rider Information:

Students transported to school by car should enter the building through the front doors by 7:30 am. All doors except the front entrance reception will be locked at this time and students will be considered tardy. Please plan ahead for traffic concerns. **DO NOT drop students off in the back of the building, in the parking lot, at the stop sign, or on the side of the building.** The service street beside the school is for parents of preschool students to drop off their children. No one should use this drop off without the principal's permission.

Students who are transported home each day by car will leave the building through the front doors at 2:30pm. They must follow the directions given by school personnel who assist in safe loading of students. To make this process go more quickly, **please put your student's name on your BES car pass so that the students and adults may see it.** A car pass for parents to use will be issued. Parents without the car pass will need to park in the FRONT lot and enter the building to sign out their child. All parents must drive through the loading zone to pick up students. Children will not be allowed to go to their cars without adult supervision. DO NOT get out and walk up to get your child. This is unsafe and will not be permitted. Students attending TW Hunter and Beech High School will not be allowed to walk over and meet their ride. This creates a very unsafe situation

with car and bus traffic. A map of arrival and dismissal procedures is at the end of this handbook.

*When dropping off and picking up, please put your car in park when in the loading/unloading zone. DO NOT allow your child to get out of the car until you are in the drop off lane. ADULTS do NOT need to get out of the car, school employees will help get your child to the car(see map at the end of the handbook.)

*Please communicate these rules with anyone picking up or dropping off your child.

Changes to Student Information

You must notify the school immediately if there is a change in your address, telephone numbers or emergency contact person. This information is very important in case your child becomes ill or injured.

Classroom Issues

Any academic or behavior issues that arise need to always be addressed first with the classroom teacher unless it deals with the HEALTH OR SAFETY of your child or other students. Resolving issues with the teacher helps to create a more conducive atmosphere to learning and will help the teacher further understand the needs of your child. All teachers and staff at Beech Elementary want our students to be happy and excited about learning. We can achieve that more easily working together with parents.

Classroom Parties

Three major classroom parties may be held each year: Halloween, Christmas, and End of the Year. All parties will be held after lunch and the last hour of the school day. The classroom teacher may choose to plan something smaller for Valentine's Day and Easter. Birthdays will be celebrated on the last Friday of each month throughout the building. We ask that parents do not come for birthday celebrations and small classroom parties. We will pass out cupcakes and take only a short time from the academic day.

Notes to send home by room mothers need to be preapproved by the school administration. A list of healthy foods will be suggested for parents to bring or to send. Please adhere to these suggestions, as our focus will be moderation in regards to sugar and fats.

*****We will offer healthier incentives for our students again this year. **ONE** sweet will be permitted for classroom parties. Please remember birthday celebrations take place **once** a month.

Please do not send personal party invitations to the school, unless there is one for every child in the class.

Clinic

Our school has a full time nurse on duty. Only basic first aid is available for students. If your child shows symptoms of illness, please keep him/her at home. Prescriptions, Tylenol and over-the-counter drugs are only given at school with a completed medication form. Prescription drug forms must be completed and signed by the physician (**copies may be found at the end of this document**). Over-the-counter medicine must be unopened and in original packing. If a student becomes ill or is injured at school, we will notify parents immediately so s/he can be picked up at school. **Please keep all contact information current with the office and teacher by sending in a note or email.**

Clubs

The **Jump Rope Team** is available to students in grades 1-5. In February each year, jump rope skills are taught in the P.E. Classes. From these classes and grades 1-4, twenty-five students will be chosen to “try out” for the following year’s demonstration team. The students chosen will have demonstrated the skills and desire to be part of the team. Students on the team are asked to return each year as long as behavior and grades have not been a concern. Only fifth grade students will be replaced each year. The final number on the demonstration team is twenty-five.

Chorus and Instrument Ensemble is open to students in 4th and 5th grade on an audition basis.

Art CLUB is open to students in 4th- 5th grade and is limited to 50 students.

Conferences

The school calendar lists specific days to schedule parent-teacher conferences. Parents may schedule a conference at other times by contacting the teacher. Teachers desiring a conference with a parent may express their concern when necessary. With open home-school communication, individual student needs can be better accommodated.

Please Do Not Drop By “For A Few Minutes” Before, During, or After the School Day. This puts the teacher in a most uncomfortable position. While trying to have a conference with you, the students are looking for his/her attention. If you have a problem that needs immediate attention, such as the health and safety of a child, contact the office. Otherwise, the secretary can give you the teacher’s planning time. Always enter at the office to let us know why you are in the building and to sign in. For security reasons, we ask that you wear a visitor’s badge.

Delayed Start Time or 2 hours late

In the event of a delayed start time caused by weather, 9:30 will be like 7:30 on a typical day. The school will not open until 9 a.m., but will dismiss at the regular time of 2:30 p.m. Please do not drop your student off before 9 a.m. on 2 hour late days, as with normal days we do not have any before school care for students. Students will have a modified related arts and will eat lunch as close to normal time as possible...please contact your teacher or the office with any questions.

Discipline

The primary purpose of the discipline policy at Beech Elementary is to insure an atmosphere that is conducive and safe for learning to occur. Acceptable behavior is simply a matter of courtesy, good manners, and proper attitudes on the part of the students and teachers. All faculty members (teachers, instructional assistants, office staff, cafeteria staff, custodial staff, and administration) have equal authority in correcting ANY student at Beech Elementary. We enlist your support as the parent/guardian in helping your child understand the importance of good behavior and respect for other people and their property.

Dismissal

Dismissal arrangements for the students should be made before s/he arrives at school. **Students will be sent home their normal mode of transportation unless a note has been sent to the teacher stating the change for that day.**

Emergency transportation changes must be made **before 1:00 P.M.** and should be limited to no more than three emergency changes per year. Students will be responsible for listening to the announcements to hear any dismissal arrangements. **All announcements need to be in the office before 1:00 P.M. each day.**

When a parent, or person designated by the parent, needs to pick up his/her student at school earlier than dismissal time, please enter the building through the front center doors. Sign out the student through the front office. Please notify the office if someone other than a parent or guardian will be signing out a student from school. **Any person taking your child from school must be listed on your child's registration card.** The receptionist or other school personnel will call the student to the office. The person who picks up your child should be ready to show proper identification. *If a student is dismissed before 10:46 A.M. s/he will be marked absent for the entire day.*

Any person who is NOT able to *pick up* your child or *see* your child must also be listed on your child's registration card and proper papers must be on file in the office. Any questions need to be addressed to the school administration.

The following is the plan to dismiss students from the building:

- 2:15 *Afternoon announcements and transportation changes
- 2:20 *Car riders to the commons area
- 2:25 High school walkers to the 5th grade Hallway
First car rider group called to hallway
- 2:30 *First-load bus riders exit the back door
High school walkers, Day-care van riders to the gym,
Car riders load in front
- 2:35 *Late bus riders to the gym, Special bus riders to gym, Fun Company to the Commons Area

Dress Code

The following is the standardized dress code for elementary students in Sumner County Schools.

The following should **NOT** be worn to school:

- Biker shorts
- Cut off jeans that are frayed or pockets showing
- No holes in clothing
- Saggy/sagging pants
- Spandex or body shirts
- Leggings and leotards unless with an appropriate length top or dress
- Suggestive slogans, pictures or advertisements for tobacco or alcoholic products on clothes
- Caps, hats, scarves or bandannas
- Strapless dresses or blouses
- Spaghetti strap dresses
- Bare midriff, halters or tank tops
- Backless shoes or cleated shoes, (sandals with back strap permitted)
- Clothing related to gangs
- Extreme hair color or hairstyles
 - (principal's discretion)
- *In addition, the following guidelines should be enforced.*
- Mesh may be worn with T-shirts
- Garments must cover the shoulders
- Jewelry or make up must not be distracting or unsafe
- **Shorts should measure no more than 3 inches above the knee. No "short-shorts".**

Penalties:

Call home for a change of clothes and minor dress code violation write up.

Email

Beech Elementary will continue to implement school wide email distribution of notes home and the website. We will be glad to send you all school correspondence electronically. Signups will be through the PTO as well as through each teacher. Please contact the office with any questions or changes to email addresses from last year.

Field Trips

In order for a student to go on a school sponsored field trip, a permission slip must be signed and returned to school. All students will be required to ride the bus with the class both to and from their destination. No students will be allowed to ride with parents in private vehicles. Usually two chaperones per class or one per ten children is needed for each field trip. Chaperones for these trips assume a great deal of responsibility supervising children. The full attention of adults in attendance is needed to ensure the safety of the children.

For this reason, we require that younger children (or children not assigned to the class) NOT be taken on field trips.

Sack lunches are available to be made for your child by the cafeteria for the cost of a regular lunch. Please send field trip money and lunch money in separate envelopes and labeled with the child's name and the purpose for the money. We appreciate as much participation as possible. Teachers will take orders before each trip to have the lunch prepared.

Fundraisers

Beech Elementary will conduct two school wide fundraisers this year. These are needed to offset the costs not covered by county funds. Students and parents are encouraged to participate in each fundraiser so that the costs are minimal for all.

Grading

Report cards are issued every nine weeks during the school year. Grading is used as a measure of progress made by a student mastering a skill or subject. Progress Reports will be sent out at the midpoint of the nine weeks. The grading of student work is determined by the teacher who assigns the work. Grades of S, N, or U will be given in the related arts classes (art, music, and P.E.). These grades will be based on the student's attitude and effort shown in class – not on artistic or physical ability. The following is the Sumner County grading scale:

A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

Homework

Homework assignments are at the discretion of the individual teacher. Assignments will be based on the teacher's knowledge of each student's academic capability, of any external circumstances, and the practice of good learning theory. Communication between the parent and teacher is necessary to solve any particular problems relating to homework. Once again please address homework concerns with the teacher first.

Incomplete homework assignments can result in partial credit and therefore lower the grade average. Students with excused absences and other approved reasons will be given a reasonable amount of time to complete school work which has been missed. When requesting a child's make-up work, the school must be contacted by 9:00 A.M. allowing the teachers warning and time to prepare the work. This work can be picked up in the office from 2:00-3:00 P.M.

At Beech Elementary, the following guidelines are suggested for time spent on homework daily:

Kindergarten and 1st grade = 10 mins.

Second grade = 20 mins.

Third grade = 30 mins.

Fourth grade = 40 mins.

Fifth grade = 50 mins.

Be reminded you can check your student's grades online using Skyward (please allow ample time for teachers to grade and enter assignments)

BES House System



Sorting

- You will be sorted into the house at the beginning of your first year at BES.
- Sorting is random using the SpinnyWheel app. The house you are sorted into cannot change.
- Once you are sorted, you stay in your house for your entire time at BES, Kindergarten-5th grade.

House Points

- Can be given by any faculty member at BES.
- Earned for following the Essential 25, positive behavior, following directions, completing work, etc.
- House points can never be taken away.
- Talled in your classroom, and collected every Friday.

House Pride

- We wear our house colors every Monday.
- Every nine weeks we have a house celebration to announce the winner of the 9 weeks.
- The winning house has a house party to celebrate.

New 2019-2020 School Year

- House Council: 5th graders who exemplify the Essential 25 can apply to be on House Council. They will collect house points every Friday, meet monthly, and be the leaders of their houses.
- House Rallies: Houses will be meeting monthly together to build community with one another across our school.

Library

Students visit the library for assigned periods each week. They enjoy book exchange, storytelling, book sharing, library skills instruction, independent reading time, and possible research on the internet. Teachers use both print and nonprint material to expand classroom assignments.

Books checked-out by a student are the responsibility of the student. When a student returns a book, s/he may borrow another book. Lost and/or damaged materials are the responsibility of the student to replace or pay for. (Report cards and records are withheld at the end of the year if all charges have not been paid).

Please take time to read with your child; otherwise, know the kinds of books your daughter/son enjoys. Encourage your student to read each day.

Each year Beech students have fun purchasing books of their very own at our school book fairs. The profit from this event is used to improve our library program. Come visit us in the library.

Lice

The following protocol has been established by the SCS nurses office:

Protocol

- Student infestation is confirmed: the school nurse or staff member have verified the presence of visible, live lice or numerous (5 or more) nits less than 1 cm from the scalp.
- Confidentiality and sensitivity of the student and family should be maintained and considered at all times.
- Contact the parent/guardian and request the student be picked up. Return the student to class until the parent arrives.
- Provide educational materials, treatment instructions and encouragement to the parent/guardian.
- Notify the parent the child may return with proof of treatment with pediculicide product (head lice shampoo) AND determination by school nurse or staff member that there has been improvement since the parent/guardian was notified and there are no visible, live lice.
- Treatment should require no more than 2 days and these days will be excused using the appropriate attendance documentation ("*School Verified Sick Form*"). The School Nurse or a staff member can utilize this form and should give it to the school's attendance clerk.
- A classroom letter may or may not be sent home depending on the severity of the infestation in the room (ex. 1 student infested vs. several). This determination should be made by the school nurse and the school administrator.
- In cases of chronically infested students the school nurse will make appropriate referrals to community resources, which may include SCHD, DCS, private pediatrician, etc...and notification to the attendance officers.

Medication

The following guidelines have been established by the State of Tennessee Department of Health in an effort to reduce the number of medications given at school yet assure safe administration of medication for those children who require them. The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his/her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. School personnel will not give medication that can be given before or after school hours. Students who take medicine daily but eat breakfast at school must complete the Permission for Administration of Prescription Medication each year. **The parent or guardian AND the physician must complete the attached form “Permission for Administration of Prescription Medication” before the medication may be given at school by school personnel.** Until this form is completed and signed by the parent or guardian and the physician, the parent or guardian will have to be responsible for administering the medication to the child. If, for any reason, a child requires a dose of medication normally given before or after school hours, the parent or guardian will be responsible for administering that dose. All permission for long- term medication shall be renewed at least annually.

All changes in prescription medication (such as increase or decrease in the amount given) must be accompanied by written authorization from the physician.

Prescription medication must be brought to school in the original, pharmacy labeled container. The container shall display:

Child's Name

Prescription Number

Medication Name and Dosage

Administration Route or Other Directions

Date

Licensed Prescriber's Name

Pharmacy Name, Address, and Phone Number

When the treatment regimen is complete or a medication is out of date, the parent or guardian shall be responsible for removing from the school any unused medication. **(For copies of forms please see permission form at end of handbook).**

Parent-Community Involvement

Parents and other citizens in the community are vital to our school operations. One very valuable way to support our school program is to be active in our PTO. Other ways are attending parent-teacher conferences, supporting fundraisers, and **volunteering** at school for:

1. Classroom field trip chaperones
2. Grade level art work or music
3. Planning/implementing class parties
4. Bulletin board and classroom material preparation
5. Storytelling and other assistance in the library
6. Building/playground maintenance

Parents are also welcome to sign up for the organized, school-wide parent volunteer program designed to aid teachers. Parents sign up to work (at their convenience) for a few hours each month. **It is preferred that volunteers do not bring small children with them when they come to volunteer.**

Visitors are welcome. All classroom visits must be pre-arranged with teacher and other school personnel.

Perfect Attendance Certificate

At the end of each school year students in each grade are awarded perfect attendance certificates for not missing a day of school. This award is based on student attendance, so if a student is tardy or leaves school early he/she is **NOT** eligible for the *perfect attendance certificate*. A student having zero absences and no more than 3 tardies and/or early dismissals will be presented an *outstanding attendance certificate*.

Pictures & Yearbook

School pictures will be made in the fall and spring. School pictures will be sent home with students. Parents may choose to pay for the entire package of pictures or keep the pages wanted and return a check and unwanted pictures back to the school.

The PTO will have school yearbooks for sale. Orders for yearbooks must be prepaid through the link on the front page of the school's website.

Promotions & Retentions

Promotions and retentions are based on evaluations of academic, physical, social, and emotional growth. Reasons for considering retention include: indifference or lack of effort on the part of a capable student, physical or social immaturity, and frequent or long absences. Parents can assume their child will be promoted unless the possibility of retention has been discussed during the school year.

Room Mothers

Parents in each class are asked to sign up to be volunteer room mothers. Chairmen Room Mothers and Pod Moms are chosen by the teachers based on their availability to work and to be at school events. Any parents wishing to help with the aforementioned positions, parties, field trips, and in the classroom with special projects need to let their teacher know on registration day. Any notes or letters parents wish to send to the students' parents in the class, should to be approved by Mr. Elrod *before* they are copied or emailed.

School Colors & School Mascot

The Beech Elementary School mascot is the Buccaneer printed on the front cover of this handbook. The school colors are navy blue and orange.

School Guidance Program

The mission of Beech Elementary's School Counseling Program is to maximize every student's social, emotional, educational, and career development potential in order to become responsible citizens and lifelong learners.

The School Counseling Department will empower all students to reach their ultimate potential by using a comprehensive program. An environment of encouragement toward personal growth, social responsibility, and academic excellence shall be promoted. The belief at Beech Elementary is that every student can succeed through the collaborative efforts of school, home, and community leading to responsible and productive citizenship.

Students are scheduled for guidance class once a week during the school year. The curriculum taught is age appropriate and meets the TN Department of Education's standards for school counseling.

During guidance, students learn important life skills necessary for a successful, healthy life and career.

Students may see the school counselor on an individual and short term basis. Intensive counseling is not appropriate for the school setting; however, contact information for outside counselors in the area can be made available.

The student may be referred by a teacher, parent, administrator, or themselves.

While the reasons for individual counseling vary greatly, some common reasons may be the need for improvement in coping and life skills in the following areas:

- Behavioral Choices
- Social/Separation Anxiety
- Family Changes
- Stress Reduction
- Anger Management
- Responsibility
- Conflict Resolution
- Decision Making
- Resistance to Peer Pressure
- Increased Self-Esteem
- Enhanced Learning Skills

Suspensions

Suspensions from school are given by the principal for the most serious infractions of school rules and policy. Suspension signifies the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. All out-of-school suspensions will be considered as an unexcused absence.

Telephone

The office telephones are for school business and may be used by students only in the case of an emergency. When a parent calls to communicate with a teacher, student, or other school personnel, the receptionist/secretary will take a message and relay it to the other person. Please keep calls for students to an absolute minimum. The Beech Elementary phone numbers are:

Office: 824-2700 Fax: 264-6089 Cafeteria: 264-6088

Textbooks

Textbooks will be checked out to each student. Students are responsible for keeping up with all textbooks and keeping them damage free. Any student who damages or loses a textbook will be held responsible for the replacement costs of the textbook. Most textbooks cost between \$25.00 and \$75.00 each. Please promptly let the teacher know when a book is missing so we may begin to look throughout the school.

Visitors

When visiting or volunteering at school, one must sign in at the front desk and must wear a badge. When ready to leave, it is also important to sign out and return your visitor badge. Once school is in session and teaching has begun, no one will be allowed to go back into the hallways or classrooms without prior approval from the office. This is very disruptive to the learning process. **OUR GOAL IS EDUCATION!** Due to the safety of our students and staff, ALL parents must report to the office any time they enter the building. This includes morning drop off and afternoon pick up.

Volunteers

Volunteers are welcome at Beech Elementary! Teachers often ask for help when working on reading skills. Volunteers may be asked to listen to students read, help the teacher prepare materials for instruction, or go on a field trip and chaperone. *It is preferred that volunteers do not bring small children to school with them, when they volunteer to help.*

Wellness Policy

In order to achieve our goal of good health and wellness, Beech Elementary incorporates nutrition and exercise into our daily activities and schedules. With a goal of 130 minutes per week scheduled, students will have P.E., recess, and a scheduled time for walking. Breaks in the classroom will include healthy snacks (provided by parent/guardian) and structured movement between subjects. Our goal is to help all students become healthy, happy boys and girls.

Weapons & Dangerous Instruments

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population and shall be expelled from attending Sumner County schools for a minimum period of one (1) calendar year. In such cases, the Director of Schools may modify the expulsion requirement on a case-by-case basis. The Director must report each case to the Board at its next regular meeting. Where appropriate, criminal charges will be brought against the student and parents or legal guardian.

Any student who brings to school or who is found in possession, on school property or at any school-sponsored activity on or off the campus, of **any weapon or dangerous instrument** will be immediately removed from the general student population. Within five school days, a disciplinary committee shall recommend the disposition, including expulsion, of the student. The Director of Schools may modify the recommendation on a case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Dangerous Instruments: The term dangerous instrument shall include but is not limited to the following:

1. Knives
2. Box cutters
3. Razor blades
4. Clubs or police batons
5. Paint ball guns
6. Pellet/Air Soft guns

BUCS

Expect

Success

BEECH ELEMENTARY SCHOOL

PARENT CONTRACT

2019-2020

Student's Name _____

I have read the Beech Elementary handbook and discussed with my child the expectations of school for this school year. I understand that good discipline encourages good performance and will work together with the school to promote such. I agree to help my child maintain good attendance with few tardies or early withdrawals. I will encourage my child to develop good study habits both at home and at school. I will commit myself to doing everything possible to ensure that my child has a successful school year.

Parent Signature _____ date _____

STUDENT CONTRACT

2019-2020

I have read the Beech Elementary handbook and discussed with my teacher and parents the expectations of school for this school year. I promise to do my best in all subjects and follow all the rules of good conduct.

Student Signature _____ date _____

Please return this sheet to your classroom teacher with signatures.

Car Riders
AM & PM

BECH ELEMENTARY ARRIVAL AND DISMISSAL MAP

Bus Route
AM & PM

