

**BEARDEN ELEMENTARY SCHOOL**  
**STUDENT HANDBOOK**  
**2025-2026**



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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 elementary students. When school is dismissed on a half-day, elementary 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 admitted to classrooms at **7:35 a.m.** Students are not to be in other parts of the building without permission.

***\*Please Note: Parents may walk students to class until August 29th. Beginning September 2nd, 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 through the front door and depart from the circle drive on Kingston Pike. Walkers assemble in the gym and exit through the front door as names are called. Parents who pick up walkers wait outside the front entrance in a single file line adjacent to the building with school-issued student tags. 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. Walkers must present a walker tag for pick up. If you do not have the car/ walker 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 or email 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.

***\*Please Note: Unexcused absences impact participation in extra-curricular activities, i.e. Safety Patrol, Track Team, etc.***

#### **TECHNOLOGY, BOOKS AND SCHOOL SUPPLIES**

Students are responsible for Chromebooks and textbooks issued to them and library books on loan from the library. The school must be reimbursed for all school property that is damaged and/or lost. 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 \$2.25. Lunch is served from 10:30 a.m.-12:30 p.m. at a cost of \$3.25. You may pre-pay for meals by sending money to deposit in your child's personal account. You may also pay for meals online at [linqconnect.com](http://linqconnect.com). Applications for Free and Reduced-Price meals are available online at [linqconnect.com](http://linqconnect.com). 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 the student who is required to take medication at school. A separate form is required for each medication administered. **Medication must be brought to school in a pharmacy-labeled container by a responsible adult. Please do not send medication to school 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 pharmacy-labeled container must be provided. 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 standards for elementary school dress reflect a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. The school reserves the right to determine whether a student's attire is within the limits of decency and modesty. Consequences will be administered for violations.

### **VISITORS TO THE SCHOOL**

All visitors must enter through the front door and report to the office. An electronic check-in system is located on the counter. A photo ID is required for check-in. A personalized **Visitor sticker** will be printed and must be worn at all times while on school property. **When leaving, visitors must exit through the office and be logged out electronically by office staff.** 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. Parent are allowed to eat with only their child due to limited seating.

### **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 staff. The teacher will contact you during non-instructional time. Student's personal communication devices should be turned off and remain in their backpack during the school day. Smartwatches or any other device used for communication should be turned off and not used to text and make calls during school hours.

### **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 any time during the school year. 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.

### **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). **Aspen Family Portal** can be used in grades 1-5 to monitor grades and track student progress.

### **STUDENT CONDUCT**

In order to maintain a safe and productive learning environment, appropriate behavior is expected at all times. A Positive Behavior Intervention 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 recognized and 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 865-594-1506.

**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. Sarah Scott is the PTSO President for the 2025-2026 school year. All parents are encouraged to participate in PTSO activities and events. Your involvement in the PTSO helps make BES the BEST!