

BEECH ELEMENTARY

2026-2027
STUDENT HANDBOOK

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IMPORTANT PHONE NUMBERS

Beech Elementary	(615) 824-2700
Beech Elementary Fax	(615) 264-6089
Sumner Co. Board of Education	(615) 451-5200
Transportation	(615) 451-1520
School Safety	(615) 451-6500
Special Education	(615) 451-5401

INSTRUCTIONAL HOURS - 7:30-2:30

DOORS OPEN AT 7:00

OFFICE HOURS 7:00-3:00

TRANSPORTATION

CAR RIDER INFORMATION

Arrival: Doors will open for students at 7:00 a.m.

Students will go to a designated area until 7:20. At that time, students are released to go to class. Students transported by car should enter the building through the front doors prior to 7:30. Any arrival after 7:30 is considered to be tardy. Students may not be dropped 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.

Late Arrival: Students should be in their classrooms ready to learn at 7:30. Students arriving at 7:30 or later must be accompanied by an adult to the front office to be signed in. Tardiness creates an unnecessary interruption of class time and should be avoided. All

entrances will be locked from the outside after 7:30.

Students who arrive after 10:46 will be considered absent for the day.

Dismissal: Afternoon dismissal will begin at 2:30 p.m. for grades K-5. Vehicles may begin pulling into the loading zone at 2:15. All car riders will be dismissed in the car rider line. Please remain in your vehicle while loading and unloading. Vehicles must have the school car tag displayed. If an adult other than the parent/guardian is picking up a student, that adult must be listed in Skyward and be ready to show proper identification. All students must be picked up by 2:45. Students attending TWH or BHS will not be permitted to walk over to meet their ride. This creates an unsafe situation with car and bus traffic.

BUS EXPECTATIONS

The school bus is an extension of the school day; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if determined by administration that the student's behavior is disrupting on the bus, or when the student disobeys state or local transportation rules and regulations. Students are expected to be **SAFE, RESPECTFUL, and RESPONSIBLE** on the bus.

BUS STOP INFORMATION

Bus stop locations and times can be found on the Sumner County School website. The "Here Comes the Bus" app can be downloaded to track the location of your student's bus.

TRANSPORTATION CHANGES

All students will be sent home daily according to their Skyward registration information. If a student needs to ride a different bus, go to a different location, or any other circumstance different from their regular schedule, **a note of permission signed by the parent must be sent to the school.** Please include the student's name, destination address, parent name and contact, reason, and any important information. The note will be turned into the front office where a bus note will be created and given to the student by the end of the day. Students will not be allowed to board the bus without a form. In emergency situations, you may call the school before 1:00 p.m. to change transportation. Please do not use Remind or email to change transportation.

DELAYED SCHOOL START

In the event that school is delayed 2 hours, school will begin at 9:30 a.m. The doors will open at 9:00. Instructional and cafeteria schedules will be adjusted. Breakfast will not be served.

EARLY DISMISSAL

In the event of a district wide early dismissal, students will be sent home the way indicated on the registration card **UNLESS** you indicate otherwise in writing. If you would like to change your child's transportation, please call the front office.

ATTENDANCE

Please make every effort to have your child in school and on time. If your child must be absent, late, or picked up early, the Sumner County Schools has adopted the following guidelines for attendance.

(The current TN Compulsory School Attendance Law will be followed. Please see the state and district website for more information.)

Present: A student in attendance at the school or class to which he/she is assigned prior to 7:30. Students who arrive after 10:46 or who leave before 10:46 will be considered absent for the entire day.

Absent: A student who is not in attendance at the school or class to which he/she is assigned. Missing more than half a day counts as an absence.

Excused Absence:

- Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency.
- Death of a family member or non-family member if approved by administration.
- Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to administration BEFORE the event.
- Required court appearances.
- Other extenuating circumstances beyond the control of the student. For absences to be excused, they must be approved by administration.

Unexcused Absence: Absences which are not verified, or which do not meet valid reasons for absence. All out-of-school suspensions are unexcused. To ensure regular student attendance and compliance with Tennessee state law, Sumner County Schools maintains an aggressive attendance policy. Upon the 3rd unexcused absence, attendance contract meetings will be held with

the attendance clerk and administration. Upon the 6th absence, a referral will be made to the SCS Attendance Department for truancy per SCS policy and Tennessee state law.

An excessive number of absences during the school year will subject a student to possible retention.

Parent Notes: Parents are allowed 5 parent notes per semester for an absence to be considered excused. After a total of 6 unexcused absences, parents must provide the school more formal documentation.

MAKE-UP WORK

If the student has been absent for 3 or more consecutive days, a parent may request the student's make-up work. When requesting a student's make-up work, please email the student's teacher. Parents must coordinate the compilation of make-up work with each individual classroom teacher. The work may be picked up in the front office or sent home with a sibling if that is more convenient.

ACADEMIC INFORMATION

REPORT CARDS

Report cards are issued every 9 weeks during the school year. Progress reports are issued every 4 ½ weeks. You can access your student's grade through Skyward.

GRADING/CLASSWORK

All information concerning grades and classwork will be communicated by your student's teacher.

HOMEWORK

Homework is given when necessary and should support the reinforcement of standards taught while providing an opportunity for intentional practice. Homework is designed to be a step towards mastery of standards.

PARENT CONFERENCES

Parent conferences will be held on Monday, September 21, 2026. Teachers will communicate how to sign-up for a conference time. Parents may request a conference outside of the scheduled date by arranging it in advance with the student's teacher. Drop-in conferences will not be permitted.

SUPPORTS SERVICES FOR STUDENTS

The following services are provided to students based on data collection or a formal process performed by faculty and staff:

- Response to Intervention (RTI)
- Individualized Education Plan (IEP)
- 504 plans

More information can be obtained by contacting the classroom teacher.

BES BEHAVIOR EXPECTATIONS

All students are expected to BE SAFE, RESPONSIBLE, and RESPECTFUL throughout all activities within a school day. Clear expectations for being safe, responsible, and respectful are taught at the beginning of the year and revisited as needed. Classroom, related arts, and special education teachers communicate through the use of school wide discipline forms. You can expect either written or verbal communication if a pattern of misconduct occurs.

BULLYING/THREATS

BES expects students to treat each other with kindness and respect. 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.

SCHOOL LANGUAGE POLICY

Inappropriate language is defined as language that disrupts the learning process for any student, demeans or degrades another person, or is any act of retaliation against someone for reporting instances. This type of language is prohibited at any school-related time.

WEAPONS/THREATS/ILLEGAL SUBSTANCE POLICY

Any student who brings a weapon, illegal substance, or makes a serious threat to the safety of the school is subject to severe consequences, including possible expulsion from school for one year. This is Sumner County Board policy.

CELL PHONES/SMART DEVICE POLICY

Cell phones/personal communication devices are to remain "off" in backpacks during school hours. If a cell phone is out during school hours, it will be collected and must be picked up in the office by a parent. Smart watches and META glasses are also considered personal communication devices. These will need to stay in backpacks throughout the school day.

CAFETERIA

CAFETERIA MONEY

Money can be added to accounts online using LINQ Connect or by sending in cash/check with your student to be logged by the classroom teachers. Please include your student's name, teacher's name, and for which account you would like to place the funds- Lunch or Special Sales. Money cannot be transferred from one account to another. Applications for free and reduced lunches are available on the BES website under Cafeteria.

LUNCH VISITORS

Visitors are welcome to each lunch in our cafeteria. Only those listed in Skyward accounts will be allowed to eat with a student. Please follow these guidelines when visiting the cafeteria with a student:

- Students are allowed visitors one time per week.
- Nutrition guidelines prohibit outside restaurant items from being brought into the cafeteria.
- Students will not be allowed to eat with other students' parents. There are designated tables for students with visitors.
- Visitors must sign-in at kiosk in the front office and receive a visitor's badge.
- Please refrain from taking pictures/videos of students or having your cell phone out in the cafeteria.

CAFETERIA EXPECTATIONS

- Obtain all food, utensils, napkins, etc on the first trip through the serving line.
- Parents are encouraged to send containers or wrapping that children can open without adult help.
- If a student needs help, he/she may raise his/her hand. Assistants will help, but students are expected to act independently.
- Students must remain seated at the assigned table and expected to use safe behavior. No running, loud talking, throwing food, touching another student's food, or horse play.
- Glass bottles, knives, or cutting utensils of any kind are not allowed.
- Students may not leave the cafeteria during lunch without permission
- Students are expected to clean up after themselves.
- If behavioral expectations are not met, students may be asked to sit in a designated area away from peers.

RELATED ARTS

Students will participate in a 5-day rotation that includes: STEAM, Art, PE, Library, and Music.

PE- Please wear athletic shoes on PE days.

Library- Students have the opportunity to check out books during their library rotation AND during open check-out times. Any lost or damaged books will be the responsibility of the student to replace.

Guidance- Counseling support is available to all students.

DRESS CODE

Please scan the QR code below to view the Sumner County Schools' Dress Code. All will apply to BES.

All shoes must have backs. Slides will not be permitted. Bags/purses will not be worn at any time throughout the school day. These will need to stay in the student's backpack. Medical circumstances will be considered on an individual basis.



Brittany Ussery, Principal
Caroline Adams, Assistant Principal

SCHOOL SECURITY PROCEDURES

School security is taken very seriously at all Sumner County Schools. All visitors must buzz into the front office upon arrival, sign in and out using the Lobby Guard System, and must have their photo taken. The playground area is a part of the school grounds and may not be used during the school day unless permission has been granted.

Visitors must wear a visitor badge at all times while in the building. Please remember that students are only allowed to leave with individuals indicated in their Skyward account. The office must be notified of any exceptions. All students must be released from the front office and will only be released with a valid ID and the name must be listed in Skyward. Students will not be released with anyone under the age of 18 unless permission is given from the administration.

VISITORS

We appreciate parent support and welcome you at Beech Elementary School. We respect you as active participants in our school community and value your partnership in your student's social, emotional, and academic education. Please reach out to your student's teacher for specific opportunities to volunteer or support your student's classroom.

All visitors must adhere to the Sumner County dress code before being granted access to the building.

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caroline.adams@sumnerschools.org

MISCELLANEOUS

SCHOOL DELIVERIES

If a celebratory gift (balloons, flowers, etc) is delivered to the school for a student, parents will be contacted to pick it up in the office. Students will not be permitted to take deliveries on the bus.

MEDICATION/CLINIC

BES has a full time nurse on staff. Our school only provides basic first aid. Board policy states that all prescription and non-prescription medications must be kept in the clinic for dispensing purposes. Non-prescription or prescription medication can only be administered with proper forms completed by a parent or physician. All medication must be turned in to the school nurse in the original packaging with current instructions and/or physician's orders. There will be NO exceptions. If you forget to give your child medication in the morning, you will be expected to come to school and administer that dosage. Please contact our school nurse with medical questions.



Beech Elementary
3120 Long Hollow Pike
Hendersonville, TN 37075