



THE BRIGHT SCHOOL

# Parent Handbook 2024-2025

## Welcome

Welcome to Bright School! We are thrilled to have you and your child as part of our vibrant community. This Parent Policies Handbook serves as a comprehensive guide, designed to provide you with essential information about Bright's guidelines, procedures and practices. Within these pages, you will find details on our school's attendance policies, communication channels, safety protocols and much more. These policies apply throughout the school day, including after school classes and activities.

Together, let us embark on a journey of learning and discovery, empowering our young learners to shine brightly and reach their fullest potential.

*The Bright School does not discriminate on the basis of gender, age, race, color, creed, religion, disability, ethnicity, national origin or sexual orientation in the administration of its educational policies, admissions practices, financial aid decisions or other school programs and activities.*

## Academic Policies and Procedures

### Academic Resources

Students are issued student curricular materials by the homeroom teacher.

An appropriate fee will be charged for any materials lost or damaged beyond

normal use.

## **Curriculum**

Our comprehensive curriculum is grounded in research-based practices and centered on the academic needs of each individual learner. Children are challenged to meet their academic potential while opportunities for creative growth are provided in music, the visual arts, foreign languages, and technology. Students learn to think critically, solve problems, be creative, and become confident, independent learners. Classroom experiences build a firm foundation upon which students become wise and compassionate citizens of the world. Bright School prides itself in providing a child-centered education for all students. Interdisciplinary units of inquiry that are relevant, authentic, and developmentally appropriate engage students at each grade level. Our program offerings emphasize citizenship, the joy of learning, and confidence within a nurturing environment. For a detailed description of our curriculum, please see the Program section of the website.

## **Student Support Team**

At Bright School, the Student Support Team (SST) is dedicated to the social, emotional and academic success of every student. This team is composed of classroom teachers, Kilbride Enrichment Center (KEC) instructors, the Director of Student Services, and the Assistant Head of School for Curriculum and Instruction. If you have any questions or concerns regarding your child's progress, we encourage you to first reach out to your child's teacher. The teacher will collaborate with the SST to ensure your child receives the appropriate support. The SST actively monitors the growth of all students, and teachers will share progress and support plans with you throughout the year.

## **Educational Testing**

Through the SST process, if a student is referred to any outside agency or professional for academic evaluation, testing, or tutoring, a copy of the report/evaluation **MUST** be provided to the school. These records are highly confidential and are never included with any transcripts released to another school without the express permission of the custodial parents.

As a matter of common practice, all student evaluations, recommendations, formal transcripts etc. requested by any outside agency or professional on behalf of a parent must come through the Kilbride Enrichment Center and the Assistant Head of School for Curriculum and Instruction. Completed forms are **not** returned to parents, but are forwarded directly to the agency requesting the information. Bright School does not initiate or solicit outside intervention on behalf of any student, nor does the school respond to any solicitation without the written consent of the custodial parent.

## **Educational Records**

A student's educational records are strictly confidential and are available to school personnel only. If the custodial parents(s) wishes copies sent elsewhere, written notification should be sent to the school office.

## **Field Trips**

Field trips are an important part of the curriculum and vary depending on the grade level. Permission forms for each trip will be sent home in advance. Field trip fees are billed with tuition payments at the beginning of each school year.

## **Homework**

The purpose of homework is to reinforce skills and allow time for practice. Consistent homework fosters effective work habits and teaches responsibility. Regular homework will be assigned in grades K-5. The length of assignments varies according to the grade.

## **Promotion/Retention**

In grades Pre-K – 3, the Assistant Head of School for Curriculum and Instruction, in consultation with the classroom teacher and student support team shall determine promotion. Many factors including the child's age and physical development, his or her ability to do independent work appropriate to the grade level, and relationships with peers will be taken into consideration. Bright School attempts to keep families fully informed about the possibility of retention. This information is discussed through a conference with parents and progressed is closely monitored throughout the school year. The school waits until late April or early May to make a final decision. As with placement, parents are involved in the discussion process, but the school maintains the right to make the final decision.

## **Report Cards**

Bright School's academic year consists of three trimester grading periods, each approximately 12 weeks. Report cards are published to the parent portal at the end of each trimester. Each classroom teacher is responsible for providing parents and students with grading marks and a narrative description of student growth and progress.

- **Junior Pre-Kindergarten - Kindergarten:**

Junior Pre-Kindergarten through Kindergarten utilizes a developmental skills checklist to report student progress at the end of each trimester. In the early childhood grades, student progress is reported utilizing the following scale:

- **B** – *Beginning*
- **D** – *Developing*
- **S** – *Secure*

- **First and Second Grades:**

In the primary grades, student progress is reported utilizing the following scale:

- **M** – *Meeting Expectations*
- **P** – *Progressing Towards Expectations*
- **N** – *Not Yet Meeting Expectations*

- **Third, Fourth and Fifth Grades:**

In the intermediate grade levels, the following numerical scale is utilized for reporting student academic progress.

**90-100**      *A*

**80-89**      *B*

**70-79**      *C*

In addition to a numerical grade, the student receives an **Effort** grade on the report card for each discipline as well as a grade for **Social Growth and Work Habits**. These are recorded as follows:

- **M** – *Meeting Expectations*
- **P** – *Progressing Towards Expectations*
- **N** – *Not Yet Meeting Expectations*

### **Tutoring**

Tutoring services are available at Bright School and designed to support the academic growth and success of our students. To ensure that your child receives the most effective tutoring, all on-campus tutoring with Bright School teachers will be coordinated through the Kilbride Enrichment Center (KEC), led by our KEC Tutoring Coordinator found on the KEC page of our website. All tutoring fees will be charged monthly through your student's FACTS account. Please contact the Assistant Head of School for Curriculum and Instruction if you have any questions.

### **Standardized Testing (2-5)**

Standardized testing is an important component of student assessment and evaluation, but more importantly informs our curriculum and classroom instruction. Bright School uses two different tests published by the *Educational Records Bureau* (ERB). Third, fourth, and fifth grade students take the Milestones Assessments in Reading and Mathematics in the Fall and

Winter. Students in grades second, third, fourth, and fifth are administered the Comprehensive Testing Program, 5<sup>th</sup> edition (CTP-5) in the spring. The CTP-5 assesses student achievement in the areas of reading, writing, and math. Dates for the Milestones and CTP-5 are announced at the beginning of the school year. Please do not schedule appointments or trips during these testing times. The information that we gather from these assessments is a vital piece of every student's portfolio of permanent academic records.

## Allergies and Food

### **ALLERGIES**

The Bright School recognizes there are students with life-threatening allergies to certain foods such as peanuts, tree nuts and milk. The school strives to create and maintain a healthy and safe school environment for all students. It is the responsibility of all faculty, staff, students and families to support practices that reduce exposure to allergens and promote the health and comfort of all students.

Parents should notify the school of any food allergies upon enrollment to the school. Families should keep allergy information updated and inform the school when a new allergy is diagnosed. The school nurse annually reviews student information and will make sure families also have submitted a Food Allergy and Anaphylaxis Emergency Care Plan (FARE). Please see the **EPI-PENS** section for more information. Documentation from a board-certified physician is required to provide health related accommodations.



Reminders to faculty, staff and parents of this policy are distributed at the beginning of each school year.

### **Dining Hall**

- The dining hall is a nut-free zone. No food in the cafeteria contains peanuts or tree nuts.
- Milk is served in the dining hall, however, the school nurse, teachers and cafeteria staff work with individual students to reduce exposure, provide food alternatives and promote safety.
- If other food allergies exist, the school nurse, teachers and dining hall staff work with individual students to reduce exposure, provide food alternatives and promote safety.
- Sodexo, the school's dining hall vendor, provides snacks for the school. These snacks follow the same guidelines as above.

### **Classrooms, Class and Grade Parties/Functions**

- Please see OUTSIDE FOOD POLICY FOR PARTIES for more information.

### **Buses**

- Food may not be consumed on a Bright School bus or bus hired by Bright School unless special permission is given for a specific event.
- Food known to cause allergies to students who routinely ride a Bright School bus or are riding a bus for a field trip or other function is not allowed to be brought on the bus.
- Any changes to a child's bus ridership must be communicated to the front desk by 2 p.m. on the day of the change.

### **Bright Afternoons**

- The locations where Bright Afternoons is held are nut-free zones. No food served during these activities contain peanuts or tree nuts.
- Snacks for Bright Afternoons are provided by the school, and the same practices for during the regular school day apply to Bright Afternoons.

### **After School Sports, Activities and Classes**

- The locations where these activities take place are nut-free zones.
- The school will provide a copy of the allergy policy to the directors and instructors for these activities. The directors and instructors must promote the safety of all students participating in their activities.

### **Happy Cart Room**

- This is a nut-free zone.
- The snacks located in the Happy Cart Room are provided by Parents' Association volunteers. The Parents' Association will provide a copy of the allergy policy to volunteers to ensure snacks with peanuts or tree nuts are not provided.

### **DINING HALL**

Our food service provider, Sodexo, offers a variety of nutritious choices for students. Students are not permitted to bring their own lunches unless there are dietary restrictions that we are unable to accommodate. If your child has a food allergy or special needs that affect his/her diet, please consult with the school nurse so that he or she can make the necessary accommodations.

These dietary or health concerns **MUST** be indicated on the Food Allergy and Anaphylaxis Emergency Care Plan (FARE) form and enrollment contract.

Please see the **ALLERGIES** section for more information.

## **EPI-PENS**

The Bright School recognizes that there are students who have allergies that may require the use of an Epi-Pen. Such allergies may include but are not limited to certain foods, insects, medications, latex and/or asthma. The following are guidelines for parents and students for the use of an Epi-Pen during school hours and/or school sponsored activities.

- A list of all student allergies must be submitted to the school at the beginning of the school year.
- A Food Allergy & Anaphylaxis Emergency Care Plan (FARE) is to be filled out for each school year and is to include an updated picture of the student.
- The parent is to supply the school with a minimum of two Epi-Pens. Epi-Pens will be stored in the child's classroom and the front office. A child may keep an Epi-Pen in his/her backpack.
- Per state law, the Epi-Pen should be brought to school in original, pharmacy labeled container. The container shall display: student name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, and pharmacy name, address, and phone number.
- As age appropriate, students should be instructed in the use of their Epi-Pen by their physician and parent on a yearly basis.
- Upon use of an Epi-Pen, 911 (EMS service) will be immediately called and the student will be transported to a local emergency room for further treatment and observation. Parents will be contacted as soon as possible and informed of the student's allergic reaction, use of Epi-Pen and transportation to an emergency facility.

## **OUTSIDE FOOD POLICY FOR PARTIES**

The following guidelines are required when bringing outside food into the school:

Celebrations are a fun part of elementary school. At The Bright School, we seek to mark holidays and special days with fun events that are centered around activities instead of food. Food allergies, particularly for nuts, dairy and gluten, affect many students and adults and limit the ways people can enjoy an event if it is centered around food. In addition, we believe in promoting the safety and well-being of our community through healthy choices.

**All parties or activities that include food or set-up and reserving a location on campus must be approved in advance. Event organizers should complete the event form at least **two weeks** before the event and include all details, including the food items.**

Class events are planned by teachers in conjunction with room reps. These are the foods that may be included at a class party:

- Vegetable/fruit trays, Chick-fil-a trays and cheese pizza are acceptable and generally allergen-free.
- Desserts may be purchased at B's Sweets, Julie Darlings' Donuts and Signal Mountain Cookie Lady, which have been vetted for adherence to allergy-free items.
- Any additional food selections not included in the recommended list are to be listed on the events request form to be reviewed and approved by the Events Committee based on allergies within the referenced grade level.
- Pre-packaged items are allowed if approved by the Events Committee.
- No nuts of any kind, including peanut butter, are allowed. Do not bring food items with an allergy and ingredient alert such as:  
    "May Contain Peanut or Tree Nuts"; "Processed on shared equipment

with Peanuts or Tree Nuts”; “Manufactured in a plant with Peanut or Tree Nuts”; “Contains Peanut or Tree Nut Ingredients”

Parents may bring or send non-edible trinkets for all students in the class on the child's birthday or day closest to it. Please coordinate these gifts in advance with your child's teacher. PreK through Fifth grade parents may eat lunch with children for birthdays at no cost.

All questions regarding this policy should be directed to assistant heads of school Renee' Kropff and Kendra Reasor.

## **SNACKS**

Nutritious snacks are provided each day through our dining services provider, Sodexo, and follow the guidelines set forth in the food allergy policy. Snacks, like lunches, should not be brought from home unless there are dietary restrictions which are indicated on your child's medical form.

## **Bright Afternoons**

After school care is offered for the convenience of parents. Bright Afternoons involves age-appropriate activities. Light snacks are provided. Students who have not been picked up at afternoon car pool by 3:30 p.m. will automatically be sent to Bright Afternoons and the parents will be billed accordingly. All school policies stated in the Handbook will apply during Bright Afternoons. Please see the Bright Afternoons page of our website.

## **Birthdays**

### **BIRTHDAYS**

Deliveries of bouquets of flowers, balloons, cookies or candy are strongly discouraged. If birthday deliveries are made to the school, they will be kept in the office until dismissal so as to minimize the disruption to and distraction from the instructional process. Parents are cautioned to remember that balloons or other bouquets pose a distraction during dismissal, and may therefore become a safety concern.

Parents may join their children for lunch on their birthdays, but no outside food of any kind is allowed to be brought to school. Parents may bring party favors, toys or small trinkets for the class. Please notify your child's teacher in advance if you are coming for lunch and if you plan to bring party favors. Party favors will be handed at the discretion of the classroom teacher.

### **PARTIES**

Distribution of party invitations (birthday or other) on campus is discouraged unless the student's entire class or grade level is included, or unless you are inviting all the boys/all the girls in the class. This will avoid hurting the feelings of any child who might not be invited.

There are times that a student may want to invite his/her entire homeroom and just a few students from another homeroom. Whenever this is the case, please send out invitations from home. If you choose to distribute invitations to an entire group, please do so at the end of the day to avoid unnecessary disruption of the instructional process. In addition, always check to see if just a few students have been left off an invitation list, as this may seem to be a

deliberate exclusion and therefore more hurtful to the child/children who were left out.

If you are hosting a party directly after school, please arrange transportation discreetly and not from the campus. Parents are also strongly encouraged to hold all parties on weekends and not on school nights.

## Calendar

Please visit our school's website for the most current school calendar. Parents are encouraged to consult the school calendar before planning trips or vacations in order to avoid unnecessary student absences.

## Carpool

Arrival and dismissal times at Bright School are busy, and we urge parents to always be alert and observe the safety guidelines that are in place to protect the children.

- Conscientiously observe the posted speed limit of 5 mph for the school zone when entering or leaving McDade Lane.
- **Refrain from using your cell phone** when in the car line.
- Follow the directional arrows and always go with the flow of traffic.
- Be considerate of others and **do not hold up the car line** in order to attend to your child, talk with someone, or to walk your child into the school building.
- **Be alert** and watchful at all times that a child or other pedestrian has not wandered out in front of your vehicle.

- At arrival in the mornings, **do not park in the “aisles” between the rows of parked cars and send or escort your child across the car line.** Drop your child off at the concourse with an adult on duty and then park if you are on campus to conduct business that morning.
- Parking is prohibited along the concourse and front door at arrival and dismissal times.
- Student drop-offs and pick-ups are prohibited in the parking lot behind the school.
- Please respect the spaces reserved for the Bright School buses along the curb in front of the columns and for the auctioned parking spaces marked in the parking lot.
- At afternoon dismissal, please **do not come onto the concourse to get your child.**
- **Please send a note in the morning or call with a message (before 2:30 p.m.)** if your child’s regular dismissal arrangements have changed. Afternoons are busy in the office, and we discourage children from calling to confirm their pick-up status. Refrain from emailing this information to the teacher during the day, as she/he may not have a chance to check before dismissal.
- All students not picked up by 3:30 p.m. will be sent to Bright Afternoons. There is a fee for this service.
- **If you would like to ride a bicycle to school to drop off or pick up your child, please follow these guidelines for the safety of everyone:** wear a helmet, arrive before 7:40 a.m. in the morning drop off and arrive before 2:55 p.m. and take the first position in the car line in the afternoon.

## Code of Conduct

### BEHAVIOR EXPECTATIONS



Bright School is a learning community built on the values of integrity, compassion, curiosity, and respect. Most components of expected behaviors are taught through direct instruction, modeling, and situations that arise in the school community. Amicable and civil relationships among students, faculty, staff and parents in the Bright School community are expected. This should be demonstrated by a respect for others' views and a supportive attitude.

## **C.A.R.E.S.**

Cooperation, respect, and consideration of others contribute immensely to the daily life and positive connections of the School. Responsibility to others is fundamental in our time together, with each student learning responsibility for his or her own actions.

At Bright School students are expected to follow the C.A.R.E.S. standards that are based on the five social and emotional competencies of cooperation, assertiveness, responsibility, empathy, and self-control, which were identified through research conducted by Center for Responsive Schools.

### **Cooperation**

The ability to establish new relationships, to maintain positive relationships and friendships, to avoid social isolation, to resolve conflicts, to accept differences, and to be a contributing member of the classroom and community in which one lives, works, learns, and plays.

### **Assertiveness**

The ability to take initiative, to stand up for one's ideas without hurting or negating others, to seek help, to persevere with a challenging task, and to recognize one's individual self as separate from the environment, circumstances, or conditions one is in.

### **Responsibility**

The ability to motivate oneself to act and follow through on expectations; to define a problem, consider the consequences, and choose a positive solution.

### **Empathy**

The ability to recognize, appreciate, or understand another's state of mind or emotions; to be receptive to new ideas and perspectives; and to see, appreciate, and value differences and diversity in others.

### **Self-Control**

The ability to recognize and regulate one's thoughts, emotions, and behaviors in order to be successful in the moment and remain on a successful trajectory.

### **Parent Cooperation**

All students and adults are expected to conduct themselves with respect, even during times of differing viewpoints and opinions. Concerns should always be addressed between adults with shared regard. Teachers' behavior is held to a high standard at Bright School, as is parents' behavior. If a parent does display blatant disregard for others, that individual will be directed to review the following point in the Enrollment Contract: "The parent(s)/guardian(s) of the Student named on this contract are also considered a member of the Bright School community, and if, in the sole opinion of the School, these parent(s)/guardian(s) engage in any behavior that violates or undermines school policies or procedures, or disrupts the educational process, the School may terminate the Student named on this contract, and the parent(s)/guardian(s) of the Student will be required to withdraw the Student effective immediately from the School."

### **Discipline of Students**

Discipline at Bright School is designed to maintain a positive community in which each member is safe and respected. We strive to help our students develop into children with strong self-motivation, a respect for self and others, and a desire to cooperate and learn.

The disciplinary code stated below delineates those behaviors that are not acceptable in our Bright School community and the consequences that follow such behaviors.

At times, situations may require logical and natural consequences that we hope are positive learning experiences. If a teacher deems an instance requires more than a natural consequence the following system applies.

### **Minor to Moderate Offenses**

- Inappropriate or excessive disruptive or distracting behavior
- Loss of self-control
- Tardiness to class
- Lack of responsibility
- Not following directions

The appropriate consequences for such offenses will be determined by the teacher based on the offense and the circumstances. If a pattern of behavior emerges, the Assistant Head for Curriculum and Instruction and parents will be notified and involved in any additional consequences or next steps.

### **Serious Offenses**

Major behavioral disruptions will be communicated to the Assistant Head for Curriculum and Instruction, who then will determine next steps, which include contacting parents and the Head of School. These infractions include:

- Rude or disrespectful comments, including profanity
- Open or persistent defiance
- Roughhousing, fighting, or violating personal physical boundaries
- Excessive or repeated biting
- Inappropriate use of technology
- Lying
- Damage to property
- Stealing
- Cheating
- Engaging in malicious or destructive gossip
- Violence or threats of violence/peer aggression

Any one of these infractions may result in a serious consequence, up to suspension and separation from school. If a child continues such behavior,

the parents may be asked to withdraw the child from school. The final decision in all matters of discipline is based on the discretion of the Assistant Head for Curriculum and Instruction and the Head of School.

### **Peer Aggression**

Bright School seeks to be a community in which every individual is treated with civility and respect. However, administrators and teachers at Bright School realize that negative social behavior can and does occur at Bright, just as it does at any school. Responding to it constructively requires the collaborative support of students, teachers, administrators, and parents. With collaboration, a commitment to decreasing negative social behavior will be maximized.

What separates peer aggression from the typical interpersonal development experienced by children learning to navigate their social relationships is that peer aggression is intentional, repetitive, and involves an imbalance of social power.

In a peer aggression situation, the well-being of all children involved is paramount. Young children need the opportunity to learn from mistakes. Individual consequences need to be applied depending on the personal circumstances of each child.

If a student (or that student's parent) thinks he or she has experienced peer aggression, he or she should consult with one of the following: (1) a teacher (2) the Director of Student Services, or (3) the Assistant Heads of School.

The resulting action, aimed at preserving a community characterized by tolerance and mutual respect, may include the following:

- Notification from school
- Collaborative support plan with family and school
- Suspension (in and outside of school)
- Separation from school

## **ATTENDANCE**

Regular attendance and on-time arrival to school each day is essential for student success. We believe there is no substitute for class attendance and that all students should be at school and in class every day in order to achieve the highest levels of academic excellence. Absenteeism generally results in lower subject grades because of the missed interaction and sharing of information. When absences do occur, it is the responsibility of the student and parents to make sure that the missed work is completed in a timely manner.

All absences must be documented. Documentation should take one or more of these forms:

- Parents of a student who will be absent from school should call the school office (423-267-8546) or email the teacher by 9 a.m. to report an illness, injury, or family emergency.
- All absences are marked unexcused until the school receives documentation at which time it will be changed to excused. **A note from a physician** should be sent upon a student's return to school.

In the event of an illness or other unplanned absence, arrangements may be made to pick up assignments and books in the office **AT THE END OF THE SCHOOL DAY.**

The school is required by law to report excessive absences without adequate excuse to the State of Tennessee. When a student reaches 5 unexcused absences, parents will be notified by the Head of School with an attendance notification letter. If a student reaches 10 unexcused absences, the parents will be asked to meet with the School's administrative team. If absences continue to accrue after initial notification and meeting, a legal report will be made to the State of Tennessee.

In the event of a planned absence, notification should be submitted to the Head of School, Assistant Head of Curriculum and Instruction and classroom teacher at least two weeks in advance of the planned absence. This will allow the teacher to gather assignments for the student. If necessary, the student and parents may conference with the teacher to make up any work missed upon return.

Parents are requested to schedule all vacations, trips, doctor's appointments, and other planned absences around the published school calendar in order to avoid placing an undue hardship on themselves, their child, and the faculty.

**The school does not excuse students for early vacation departures or extensions,** and teachers are not obligated to honor requests for special accommodations in the event of such absences.

All students are required to be in attendance at school during Milestones and ERB testing. If a student is ill during this week, he/she will require documentation from a physician in order to make up the test. Please remember that the Secondary Schools require this information during the admissions process at the beginning of the student's fifth grade year.

## **TARDIES**

- It is important for students to begin the day in an organized fashion. Morning work is assigned by the teachers, therefore, it is extremely important for students to be on time (prior to 8 a.m.).
- **If a student is tardy, he/she must be signed in at the office by a parent** and before proceeding to the classroom. Should a student have an excessive number of tardies, parents will be contacted by the administration.

## **Computers and Electronics**

### **COMPUTERS**

Bright School has a comprehensive Responsible Use Policy for technology. Every family is to read, discuss, sign, and return this document to school. The policy is included in materials for Phase-In Day.

### **CELL PHONES (Also see "ELECTRONIC EQUIPMENT")**

Cell phones and smart watches are not permitted at school. If there are extenuating circumstances that necessitate a student having a cell phone or smart watch in her/his possession at school, it must be turned off during the day and kept in the backpack. The school does not assume responsibility for loss or damage to these devices. Misuse of any electronic equipment at school will result in confiscation of the devices.

Parents are cautioned not to use cell phones during carpool as these may pose a distraction and therefore become a potential safety concern for the school. Parents also are asked to be courteous and considerate, and to silence or turn off phones in all meetings and assemblies.

### **ELECTRONIC EQUIPMENT**

**(Also see CELL PHONES)**

With rare exceptions, students' personal electronics have no place at school. School administrators and/or teachers will confiscate any such equipment. Permission **MUST** be granted by a teacher or administrator for any special waiver, and such use must be under the direct supervision of a teacher.

## **RESPONSIBLE USE POLICY**

The Bright School is committed to the use of technology in the academic program as a tool to enhance the educational development of our students. The Bright School provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication and innovation. All network access is expected to support education and research and to be consistent with the educational goals of The Bright School.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will result in the loss of these privileges or other disciplinary actions determined by a school administrator. The Responsible Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of the school's technology, including computers, printers/copiers, software, and the Internet.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully.
2. I promise to use the computer and the Internet for school work only. I will use the programs and websites that my teacher has approved.
3. I promise not to change, delete, add to, or download any software programs to the school computers.
4. I promise to ask for help if I don't know what to do.
5. I promise to tell my teacher, the technology director, or other adult administrator if I read or see something on the computer that is inappropriate.

*The Bright School takes reasonable steps to provide a safe online environment.*



*The school subscribes to a web content filtering service and invested in a firewall appliance that monitors and filters incoming traffic on the school network.*

6. I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.

7. I promise to print only when my teacher tells me to. Supplies such as paper, ink, and time on the computer are limited resources. I will not waste them. I will use my time on the computer wisely.

8. I promise to only use my name and password. I will not use another person's name and password. I promise not to share my password.

9. I promise not to damage or tamper with the hardware, software, or network.

10. I promise to obey copyright laws. I know it is wrong to copy someone's work unless I have their permission and include their name on it.

11. I promise to only use my own files or my own folders on the student Google Drive server. I agree not to open, copy, change, delete, or damage files or folders that are not mine.

12. I promise not to give out my personal information, such as my full name, address, telephone number, and school address, or send a picture of myself without my teacher or parent's approval.

13. I promise not to meet or agree to get together with anyone I have communicated with through the Internet without my parent's knowledge and approval.

14. I promise if I receive any messages on the computer that are mean or make me feel uncomfortable, I will tell my teacher immediately.

*Smartwatches and cell phones are increasing in popularity with a growing number of students wearing or bringing one to school. Student smartwatches and cell phones **are not permitted** at school. Due to family situations, you may have the need for your child to have a smartwatch or cell phone due to after-school activities, but during the school day (which includes any time during Bright Afternoons), this device must be turned off and kept in the child's backpack.*

I will sign my name to show that I will follow these rules.

Student Name (Print): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_

I have read this Responsible Use Policy and have discussed it with my child:

Parent/Guardian Name  
(Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Communication

Communication between home and school is a key component for student success. Strong partnerships are fostered through open and direct communication. In addressing concerns with a teacher, students and parents are asked to contact the teacher first. If an acceptable resolution is not reached in the initial meeting, proceed in order to the Head of Curriculum and Instruction and finally to the Assistant Head of School should the situation so warrant.

There are many avenues of communication available and open between the school and the home.

- **Weekly email blasts from classroom teacher**
- **Woodshop:** Sent each Monday to all parents. Includes important information and announcements.

- **Agendas:** Homework agendas are an organizational tool for students. They should come home daily and will contain a record of the nightly homework and reminders of any upcoming events at school. Please check with students to be sure they are consistently using their agendas.
- **Bright School Website:** The school's website may be accessed at [www.brightschool.com](http://www.brightschool.com).
- **Weekly Take-Home Packets:** These go home regularly from JPK-5 teachers on scheduled days. They contain valuable information such as weekly notes, special memos, graded tests and papers, and may often need to be signed and returned.
- **Teachers' Email, Phone and Texts:** When it becomes necessary to contact a teacher directly, please send an email, leave a voicemail or send a text to the number provided by the school. Each teacher is assigned a phone number by the school. Please use this school-based communication system instead of teachers' personal phone numbers. Teachers regularly check their messages, and they will return your call or email within a 24 hour time frame when school is in session. Teachers may not be able to read their messages until a free period or after school. If you have an immediate need, contact the school receptionist at the main office number: 423-267-8546. If you have a non-urgent question or concern that arises after 4 p.m., please send an email to the teacher, and they will respond during their next available time.
- **Social Media:** The school maintains social media accounts that include Facebook and Instagram.

## MESSAGES

When necessary, there are several options for getting a message to your child's teacher. Parents may:

- Send an email.
- Leave a message on the teacher's voicemail. All teacher extensions are listed in the school directory.
- Send a message via text using the teacher's school-issued phone number.
- Call the office and leave a message for the teacher.
- Come by the office and leave a message in the teacher's box.

Please note that teachers may not have the opportunity to check voicemail or email during the school day. CALL EARLY as teachers usually check their boxes first thing in the morning and again around lunchtime.

Notification of emergency changes must be called in to the office no later than by 2 p.m. in order to guarantee timely delivery to your children. **Please, do not go to the classroom during the day, as this is disruptive to the instructional process.**

## **TELEPHONE USE**

The telephone is for school business. Students will be called from class for emergencies ONLY. Parents are requested not to call in messages unless it is absolutely necessary. Social arrangements and carpool changes should be made prior to the school day as much as is possible. Likewise, students are not permitted to use the phone unless a specific, legitimate need is perceived by a teacher, who may grant an exception.

## **Custodial Parents**

There may be situations in which parents do not share the same home. The school is obligated to release a child to either parent unless legal documents have been filed in the office designating otherwise. Please present any legal documents to the Head of School. These documents are placed in a confidential file, and only pertinent information will be shared with the necessary personnel.

When a child's parents are divorced or separated, it is the school's policy to include all parents and/or guardians in the school directory and to provide equal access to all student mailings, including report cards and activities to all parents or guardians, unless the school is served with a certified written court order to do otherwise. The school will not take any parent's side or become involved in visitation, custody or similar matters involving the student. Please provide the Head of School with any documentation that relates to custody.

Parents are advised to review all legal documents on file with the school at the beginning of each school year to be sure they reflect the most current court decisions. Whenever a legal decision has been changed, the school needs to be apprised immediately. Out of consideration for your children, please remember that the school and the campus are not an appropriate forum for public discussions of private family matters. If there is any disruptive conflict between parents while on campus, local law enforcement officials will be called to settle the dispute.

In cases where faculty and staff are subpoenaed for court appearances, the school reserves the right to bill the parents of the child(ren) in contention for the costs of substitute personnel necessitated by the subpoena. Additionally, costs related to requests for copying documents from school files or gathering documentation for use in legal proceedings may be billed to the parents.

## Early Arrival/Early Dismissal

### EARLY ARRIVAL

- Students who arrive before 7:45 a.m. are to go to a supervised location. Students in grades junior pre-kindergarten through kindergarten are to report to the library. Students in grades 1-5 should report to the theater.
- A staff member will be present by 7:15 a.m. to welcome and supervise early arrivals in the theater or library. **Parents may not leave students at school before 7:15 a.m.**

### EARLY DISMISSALS

- If a student leaves school for any reason during the day, a parent must sign out the student, stating the reason for the early dismissal. In order for the teacher to be prepared to help the student gather assignments and be ready to leave on time, parents should send a note with the child in the morning.
- The receptionist will place a call to the room to let the teacher know when the parent arrives. **Under no circumstances will students be allowed to wait in the office.**
- Early dismissals should be limited to circumstances that are otherwise unavoidable. Routine extra-curricular activities such as tennis lessons, piano lessons, etc., should not be scheduled at a time that would necessitate early dismissal. **It is never acceptable to dismiss a student early in order to avoid the carpool line.** Early dismissals between 2:30 and 3 p.m. are strongly discouraged, so parents are urged to schedule accordingly. The regular academic day at Bright School begins at 8 a.m. and ends at 3 p.m.

## Emergency and Weather-related Procedures

### EMERGENCY PROCEDURES

In the event of an accident or illness at school, every effort will be made to contact parents immediately. In emergency cases when a parent cannot be contacted and the situation warrants, the school will initiate emergency procedures and contact emergency services.

Bright School has a comprehensive emergency plan. The plan covers any foreseeable emergency.

- **Accidents/Injuries:** All parents must complete an emergency information and authorization for emergency medical treatment form. First Aid is given in the school office and adjoining "sick room." If a more serious injury occurs, 911 will be called and parents notified immediately.
- **Fire:** Students and faculty hold appropriate drills to practice quick and orderly evacuation from the building.
- **Tornado:** Students and faculty hold appropriate practice drills to seek safe shelter within the building.
- **Lockdown:** Students and faculty hold practice drills to ensure everyone's safety within the building. Parents and outsiders will not be allowed in the building in the event of a lockdown.

Please see **WEATHER-RELATED PROCEDURES** for more information.

### WEATHER-RELATED PROCEDURES

Bright School does not necessarily follow the local public schools' closings or delays during inclement weather. Information stating whether school will be open, closed, or run on a delayed schedule will be communicated to families via the school's text alert system and email, released to the TV stations, and posted on the school's website and social media accounts. Parents, of course, are expected to use their own good judgment as to whether conditions in their neighborhood preclude a student from arriving safely at school.

Some weather conditions during school hours require students, faculty and staff to seek shelter within the school. During a tornado warning issued by the National Weather Service, students, faculty and staff are required to take shelter during the length of the warning. A tornado warning means a tornado has been sighted or indicated by weather radar. A tornado watch means tornadoes may occur and taking shelter is not required in schools. The school will not dismiss students to parents who attempt to pick up their children during a tornado warning, and, if the warning takes place at the time for afternoon dismissal, start of the car line will be delayed until the warning ends.

## **Firearms, Weapons and Fireworks**

Firearms, knives, lighters, fireworks and any other explosive or potentially harmful instruments are strictly forbidden on campus at any time. The administration will confiscate all such items and then place a call to the child's parents. Any student having any of the aforementioned items in his/her possession while at school may face dismissal.



## Forgotten Items

If your child forgets to bring his/her homework, books, athletic gear, etc. to school, the items should be taken to the school office and not to the child's classroom. Upon receipt of the items, the secretary will alert the classroom teacher so that the student may pick up the items from the office.

## Health Concerns

### HEALTH CONCERNS

The school nurse cares for injuries and illness that occur during school hours.

**All prescription medicines brought to school must be in the original containers and checked in with the school nurse.** They must be clearly marked with the child's name and carry specific physician's instructions for dispensing. Documentation from a board-certified physician is required to provide health related accommodations.

### Fever Policy

If a student has a temperature of 100.4 F or higher, he/she should stay home. If your child has a fever of 100.4 or higher while at school, the school nurse will contact the child's parents or guardians to pick up the child. The child should not return to school until the temperature has been normal without fever reducing medication for a minimum of 24 hours.

### Symptom Policy

If your child is experiencing any of the following symptoms, keep your child at home until symptoms have resolved for 24 hours. A student who presents at school with any of the following symptoms should report directly to the

school nurse to be evaluated. The nurse will contact the child's parents/guardians to be picked up from school. These symptoms include:

- Fever (100.4 F or higher)
- Uncontrolled, persistent cough
- Vomiting
- Diarrhea

Although inhalers may stay with the child in certain cases for self-medicating, the nurse and the classroom teacher must have a record of them and monitor their use. If permission is granted on the health form, over-the-counter medication may be given while at school. If medication is given, parents will be notified of the time and medication via email.

Please see the **ALLERGIES** and **EPI-PENs** sections for more information.

## **IMMUNIZATIONS**

The state of Tennessee requires that every student provide the school with a certificate of immunization (as defined in TCA § 49-6-5001). New students cannot be allowed to attend The Bright School until the form, signed by a physician, is on file at the school. Certificates of immunization are required each year until the immunization schedule is completed.

The only allowable exemptions are those permitted by state law. Exemptions, signed by parents and notarized, must be filed with the school each year the child is enrolled. In the event of an outbreak of an illness that poses a health risk, the school reserves the right to exclude exempted students from school.

## **INSURANCE**

Bright School carries a basic secondary insurance policy on each student covering the time that the student is involved in a school activity. Parents should contact the Business Office for information on filing any claims for injuries sustained while at school or on a school-sponsored activity or trip.

## **Lost and Found**

When misplaced items are found around the school, they are deposited in a bin in the short hallway off the concourse closest to the main office. If an item is lost, please check the bin first to see if it is there. Unclaimed items that are not labeled with a student's name are taken to a local charity quarterly or, in the case of school uniform attire, placed in the used uniform sale. Please remember to clearly mark your child's possessions for easy identification.

## **Parent Conferences**

When a parent wishes to have a conference with his/her child's teacher(s), he/she should contact the teacher by phone or email to arrange a mutually amenable time. Similarly, an administrator or teacher may contact parents to arrange a needed conference at school to discuss a child's progress. In addition, each teacher through fifth grade holds formal conferences with individual students' parents twice a year, and parents are strongly encouraged to take advantage of these opportunities.

## Personal Property

Students are **not** to bring toys or other personal property to school. At times throughout the year, students will be allowed to bring specific items due to a goal or achievement met in the classroom. These special instances will be communicated by the teachers with specific details.

Toy guns, knives, or weapons (simulated or real) are never allowed at school. No child should bring more than a small amount of change to school any day, and as a rule, even small change is best left at home. Students are not to bring items from home to sell at the school.

Personal property of significant value, such as musical instruments, is brought to school at the owner's risk and is not covered under the school's insurance policy. It is strongly recommended that such items not be left at school for extended periods of time. (Please see *Electronic Equipment* policy for additional information.)

## Re-enrollment

Re-enrollment occurs in January each year. There are circumstances in which a re-enrollment contract is not offered, and that will be communicated to the individual family.

## Separation from School

The school reserves the right to remove a student at any time if, in the judgment of the school, that a student's industry, progress, conduct or influence, on or off campus, is not keeping with the school's standards. The parents or guardians of the student are also considered members of the Bright School community, and if, in the sole opinion of the school, the parents or guardians engage in any behavior that violates or undermines school policies or procedures, or disrupts the educational process, the school may terminate the student, and the parent or guardian will be required to withdraw the student effective immediately from the school. There will be no refund of tuition upon such a removal, and any unpaid balance will remain payable in full. The parent or guardian will still be responsible for all fees set forth in the enrollment contract.

## **Teacher Requests**

Parents may not request a specific teacher for their child. Pertinent information from the parents submitted in writing to the Assistant Head of School for Curriculum and Instruction before the end of the school year may be a consideration when assigning students to a teacher. Several factors are taken into consideration when making student assignments.

## **Tobacco**

**The Bright School is a smoke-free environment.** Pipe, cigar, cigarette smoking and vaping are prohibited in all Bright School facilities. Additionally,

the use of chewing tobacco is prohibited. Smoking or use of smokeless tobacco products in cars or buses with students present is not allowed.

## Visitors

All visitors and guests must enter Bright School through the main columns and proceed to our school receptionist's desk. Visitors will be asked to present a government-issued ID such as a driver's license, which can either be scanned or manually entered into our Raptor Visitor Management system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campus without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Any visitor must have this issued badge in order to proceed into the main areas of the school.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students.

## **A GLOSSARY OF BRIGHT SCHOOL TERMS**

**BLACKBAUD**: Blackbaud is our student information system. Parents can log in to see student grades and find lots of helpful information.

**BRIGHT AFTERNOONS**: Bright Afternoons is our after care program.

**BRIGHT DAYS**: Bright Days refers to our summer camp programs offered in June and July of each year.

**THE BRIGHT FUND**: The Bright Fund is our school's annual giving program that enables us to support our most valuable assets - our students and teachers.

**BRIGHT SCHOOL LUNCH**: Traditional lunch of ground beef, mashed potatoes and gravy, green beans, and a roll, served since the early days of Miss Bright's administration.

**BRIGHT SCHOOL "FREE DRESS" DAY**: These are days students are allowed to wear non-uniform clothes to school. These days are earned by students reaching goals set forth for the Parents' Association's annual fundraising program, Charleston Wrap, or other special events. These days are scheduled on the calendar and will be communicated to parents.

**BRIGHT SCHOOL PICNIC:** Annual family picnic and outing is held on-campus in May; heavily steeped in tradition, the picnic dates back to 1913, the inaugural year of the school.

**BRIGHT SCHOOL T-SHIRT DAY:** These are scheduled days in which students are allowed to wear purchased Bright School t-shirts with uniform bottoms.

**BUDDIES:** At the beginning of the school year, fifth grade mentors are assigned to Kindergarteners. These upper school “buddies” help the younger ones by reading and doing crafts with them. Special outings and events are arranged for “buddies” to have fun together.

**CAMPBRAIN:** Campbrain is the registration system for Bright Afternoons, Bright Days camp and after school activities. Parents need to create a login that can be used from year to year.

**CENTENNIAL THEATER:** The facility seats 400-people and is utilized to showcase the many talents of our current students, alumni, and other fine art organizations.

**CHARLESTON WRAP:** Annual Parents’ Association fundraiser; proceeds benefit school improvements and projects.

**COMMUNITY TREE LIGHTING:** Held each year during the week after Thanksgiving, all community members including students, parents and



alumni are invited to the tree lighting on the concourse. Our choir and handbells lead everyone in singing festive songs as the tree is lit.

**CONFERENCE/BOARD ROOM:** This is the large conference room located in the Kilbridge Enrichment Center.

**CONCOURSE:** The covered portico in front of the courtyard where students are dropped off in the morning and picked up in the afternoon; outdoor receptions are also held here.

**ECC:** The Early Childhood Center which houses the junior pre-kindergarten (JPK), pre-kindergarten (PK) and kindergarten classrooms.

**ENCHANTED FOREST NATURAL PLAYGROUND:** Located beside the ECC (Early Childhood Center), this natural playground is a place of enchantment, mystery and discovery for our youngest students.

**FACTS:** FACTS is our tuition management system. All tuition and fees are billed to parents through this system.

**FAMILY BREAKFAST:** Approximately once per month, Bright hosts a family breakfast in the dining hall, beginning at 7:15 a.m. Parents can have breakfast with their children for \$5 per person.

**FAMILY DINNERS:** The Parents' Association offers a dinner for purchase several times per year.

**GMAC:** The Gus McCravey '01 Athletic Complex (GMAC) was formally dedicated on May 14, 2016. The track and field is named for McCravey, a Bright alumnus who died in 2011.

**GUERRY INTERNATIONAL PLAZA:** Located on “The Hill” at the entrance to the school, this plaza features flags of the nationalities of currently enrolled Bright School students.

**HANDBELL ROOM:** The practice room for handbells located in the treehouse above the foyer.

**HAPPY CART ROOM:** The happy cart room is located in the main office. It is a room stocked with snacks and beverages for teachers and staff. The Parents' Association coordinates volunteers to stock the room throughout the year.

**THE HILL:** The playground located on the hill to the left of the entrance to the school

**THE KEC:** The Kilbride Enrichment Center which houses the Instructional Support Specialists and the Director of Student Services.

**LABYRINTH:** The large, circular meditation and teaching path modeled on the design from The Cathedral of Chartres, France, located on the hill playground

**THE MONDO:** The gated play area adjacent to the Early Childhood Center and the Library; so called because of the name of the colorful surface with which it is covered

**PA:** Parents' Association; every parent is automatically a member. The PA provides financial assistance and volunteers for a variety of important school programs

**PAJAMA PARTY AUCTION:** An online auction held each year in the fall to benefit the Bright Fund. Students celebrate the end of the auction by having a pajama day, in which they wear pajamas to school.

**PEEPLS PAVILION:** The official name for the outdoor classroom and gardens made possible through the generosity of the Peeples family. The open-sided structure built in 2007 adjacent to the Kilbride Center is used for both classes and special receptions.

**RAPTOR:** Raptor is our security management system. All visitors must present a government issued ID, such as a driver's license, to be scanned or manually entered into the system.

**WOODSHOP:** The traditional woodworking class at Bright and the name of the email sent each Monday morning to parents about school-wide announcements.

**WTBS:** Fifth graders lead the *We're The Bright School* in-house broadcasting station each Wednesday showcasing the Pledge of Allegiance, announcements, birthdays and The Bright School Song.

