

THE BRIGHT SCHOOL

PARENT AND STUDENT POLICY HANDBOOK

2009-2010

Section 1

HISTORY OF THE SCHOOL

In 1913 Miss Mary Bright, a teacher in the Chattanooga schools, rented a small house on McCallie Avenue and started The Bright School. She and her assistant, Miss Kate Thomas, enrolled 35 children the first year in grades kindergarten through six. The following year they moved to a larger house on McCallie Avenue that was nearer to town. Every year the enrollment increased, and in six years, Miss Bright had employed a teacher for each grade. From the beginning, Miss Bright was a strong advocate for developing the whole person; in the early years of the school, subjects like art, music, and manual training were added to the curriculum. She was also a strong believer in a nurturing, child-centered environment. In describing her goals for the school, Miss Bright stated:

‘It has emphasized the importance of a sympathetic understanding of the individual child. It has endeavored to make the school a happy place to which the children will gladly come. The school has always sought to give the children freedom of action to encourage initiative in work, play and the conduct of school affairs.’

Continued increase in enrollment required several more moves. In the eleventh year, early in 1924, Mr. George Patten went to Miss Bright with a generous offer of \$25,000 so that she could invest in a permanent home for the school. With these funds, the new building was designed by noted architect R.H. Hunt and was constructed on Fort Wood Street. At the same time, it was decided that the school should be incorporated and a Board of Trustees established. Mr.Patten served as the first president of the board. The Fort Wood location was the home of the school for nearly 40 years. In 1963, Bright School was relocated to a new building designed by Gordon L. Smith, Sr., on 55 acres in the Riverview area. Here the school grew to an enrollment of 377 children, from kindergarten through sixth grade. Over the years, the school complemented its outstanding academic offerings with the addition of a comprehensive physical education program, a pre-school for four-year-olds and a Spanish program. The school library houses 17,500 volumes.

The school’s facility was expanded several times over the years to include a gymnasium, office complex, a third and fifth grade wing and what is now the Kilbride Enrichment Center. The Early Childhood Center was completed in 2001. That addition, accessed via a covered walkway, features a sports courtyard, six spacious prekindergarten and kindergarten classrooms, and a 2,000 square foot multipurpose room. In 2007, an outdoor classroom pavilion and new hillside playground featuring an amphitheater and labyrinth were completed.

Bright School continues today to grow and prosper in accordance with founder Mary G. Bright’s vision. It truly is ‘a happy place to which the children gladly come.’

MISSION

Bright School, the oldest independent elementary, coeducational school in Tennessee, is committed to the intellectual, artistic, physical and moral growth of young boys and girls. We seek academically talented students of diverse cultural, racial, religious and economic

backgrounds who are willing and capable of engaging in the challenging academic opportunities the school has to offer. We offer these students a rich and rigorous interdisciplinary, child-centered curriculum designed to stimulate creative inquiry, intellectual achievement and independent thinking in a world increasingly without borders. With the guidance of the profession's best teachers, Bright School's students develop a life-long love of learning, high personal expectations and integrity, and a strong sense of responsibility for themselves, their community, and the natural world. Throughout their journey, they build a firm foundation upon which they will become wise and compassionate citizens of the world.

BRIGHT SCHOOL SONG

*We sing a proud song
A song of loving praise
To our Bright School
And these golden days.*

*In our minds, in our hearts,
In our living, too, Bright School
May we be your source of pride
In all the coming years.*

** It is the policy of the Bright School not to discriminate on the basis of handicap, race, color, national origin, sex, age, or religion in any of the programs or practices in the school. Bright School willingly and fully complies with the guidelines as set forth in all of the following statutes:*

- (1) The Rehabilitation Act of 1973, Section 504*
- (2) Title VI of the Civil Rights Act of 1964*
- (3) Title IX of the Educational Amendments of 1972. "*

Section II

SCHOOLWIDE POLICIES and PROCEDURES

ATTENDANCE

We firmly believe that 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.

Bright School will no longer recognize “Perfect Attendance” at the end of each school year. The TN Dept. of Health document on school attendance states: “Schools are enjoined to have no award in place that would encourage children to come to school sick.” The School seeks a more healthful environment for all by complying with this injunction.

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

- Parents of a student who will be absent from school must **call** the School office (**267-8546**) by 9:00 A.M. to report an illness, injury, or family emergency.
- In addition, when the student returns to school, he/she must bring a **written excuse** to be given to the homeroom teacher.
- In the case of a long-term illness (longer than three consecutive days), the school may request a **note from a physician** 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**. **Please keep your child at home for 24 hours after a fever subsides**. Please note that there is no longer special recognition for perfect attendance and therefore no incentive to send a child to school if there is any question about his/her condition.

In the event of a planned absence, a written request should be submitted to the Assistant Head and classroom teacher at least two weeks in advance of the planned absence. This will allow the teacher to gather assignments for the student. Recognizing that these assignments may not be exactly what the class will actually be doing, the student and parents need to be responsible for conferencing with the teacher to make up any work missed upon return. This may involve some after school work or work during recess time.

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 children, 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 ERB testing. If a student falls 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.

Please note: Excessive absences within the school year (absences beyond 10 days) that are not documented by a physician will require review by the Assistant Head in coordination with the classroom teacher. Consequent action could include recommended or required tutoring and, in extreme cases, recommendation for retention.

- **Early Arrival:** Faculty members are contracted to start their work day at 7:45 a.m. Students who arrive before 7:45 are required to go to the cafeteria. A staff member will be present by 7:15 to welcome and supervise early arrivals in the cafeteria. **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 etc and be ready to leave on time, parents should send a note with the child in the morning. The secretary 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 doctors' appointments that cannot be scheduled later, or 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 inconvenience of the car line.** Early dismissals between 2:30 and 3:00 are strongly discouraged, so parents are urged to schedule accordingly. The regular academic day at Bright School begins at 8:00 a.m. and ends at 3:00 p.m.
- **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 8:00). **If a student is tardy, he/she must be signed in at the office by a parent** and receive a pass before proceeding to the classroom. Should a student have an excessive number of tardies, parents will be contacted by the administration.

BIRTHDAYS (Also see "PARTIES")

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 potential 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 bring a cake, cookies, doughnuts, or cupcakes to school to celebrate their child's birthday. Please bring only enough to share with each child in the class and remember to schedule with the teacher at least one week in advance to avoid a conflict. Only one birthday celebration per class will be scheduled in a day. In accordance with local fire code regulations, lit candles on birthday cakes are strictly prohibited in any area of the school building. Toys and party favors are also prohibited. (See *Personal Property*.)

Parents are also welcome to share a special birthday luncheon with their child, and there is no cost to you if you choose to do so.

CAFETERIA

Our food service provider, *Sodexo*, offers a variety of nutritious choices for students. Encourage your child to eat healthfully. Students are not allowed 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 cafeteria manager so that she can make the necessary accommodations. These dietary or health concerns **MUST** be documented with the school office.

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 hectic, and we urge parents always to be alert and observe the following guidelines established for the safety of our children:

- Conscientiously observe the posted speed limit of 15 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 particularly alert at the crosswalks in front of the main entrance and the Early Childhood Center. Approach crosswalks with caution and yield for pedestrians in the crosswalks.
- 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 Dalton bus along the curb in front of the main building as well as the reserved, auctioned parking space designated in the front row .
- At afternoon dismissal, please **do not come onto the Concourse to get your child.** If you have been at school volunteering and are leaving during dismissal, please proceed to the office and have the secretary page your child to meet you there. It would be highly preferable for you to pick your child up in the car line so that he/she is not walking out in front of the traffic.
- **Please send a note in the morning or call with a message (before 2:30)** if your child's regular dismissal arrangements have changed. Afternoons are hectic 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 may not have a chance to check before dismissal.
- All students not picked up by 3:30 will be sent to Extended Care. There is a fee for this service.

CELL PHONES (Also see "ELECTRONIC EQUIPMENT")

Students are discouraged from bringing cell phones to school. If there are extenuating circumstances that necessitate a student having a cell phone in his/her possession at school, the phone must be turned off during the day and kept in the back pack. The school does not assume responsibility for loss or damage to the phone. Misuse of cell phones at school will result in confiscation of the phone.

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 are also asked to be courteous and considerate by silencing or turning off phones in all meetings and assemblies.

CODE OF CONDUCT

Recognizing that the process of educating children is enhanced by a safe and orderly environment, and in order to effectively govern the behavior of students when they are in our care, the Faculty and Administration of the school have adopted the following guidelines. Please take a moment to discuss these with your child, being certain that he/she understands how they apply to everyday life.

- Bright School students show respect for the rights and feelings of fellow students and adults.
- Bright School students show respect for both the school's property and the property of others.

Within this framework, each classroom teacher has created his/her own specific rules to meet the needs of the particular environment. Bright School students are expected to conduct themselves in a manner that reflects a high standard of deportment. Consistent and persistent departure from accepted modes of proper behavior will be addressed first by the classroom teacher and then referred to the Assistant Head if necessary.

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 the appendix of this document, and it is also posted on our website.

COMMUNICATION

Open and direct communication is essential for the effective operation of any school. 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 appropriate Division Head and finally to the Headmaster should the situation so warrant.

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

- **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.
- **Weekly Take-home Packets:**
These go home regularly from K-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.
- **Bright School Website:**
The school's website may be accessed at www.brightschool.com.
- **Teacher Web Pages:**
Teachers' websites are updated on a six-day rotation, so please check the website to keep abreast of pertinent grade level information.

- **Teachers' Email and Voice Mail:**

When it becomes necessary to contact a teacher personally, please send an email or leave a voice mail during the day. Bright School teachers regularly check their messages, and they will return your call or email within 24 hours. In an emergency, teachers' and administrators' home phone numbers are published in the Bright School Directory. Please be considerate of employees' family time when calling.

- **B-mail and Tuesday Topics:**

"B-mail" is a bi-weekly news and information email that is sent out to all Bright School families. It contains links to the Bright School website. *Tuesday Topics*, as the name suggests, is a bi-weekly newsletter from the Headmaster that is posted on the school's website every other Tuesday and sent out to school families through "B-mail".

Some school communications, such as report cards, require the use of specific user names and passwords for access. You will be assigned a username and temporary password at the beginning of the school year with instructions on changing your password to one of your choice. We would suggest that you note your selected password and your user name here for future reference.

Username _____ Password _____

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 either to the Headmaster or to the Assistant Head. These documents are placed in a confidential file, and only pertinent information will be shared with the necessary personnel on a "need-to-know" basis.

All notices regarding the student's school related activities shall be sent to the custodial parent of record unless otherwise arranged. As required by state and federal law, and unless specifically prohibited by court decree, report cards and other reports concerning the student's performance will, upon written request, be supplied to the non-custodial parent. In such cases, the custodial parent shall be notified of this action.

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.

DRESS CODE

Student dress is a shared responsibility between the home and the School. We expect that our students will present a consistency of acceptable appearance in dress, attitude, and performance. It is recommended that all clothing, particularly outerwear, be labeled with the child's name in permanent ink.

1. Shirts:

- Button down, long or short sleeve in white, light blue, light blue stripe, pale yellow
- Knit with collar, long or short sleeve in white, light blue, pale yellow, navy, evergreen
- Turtleneck in white, light blue, pale yellow, navy, evergreen
- Rugby in long or short sleeve, navy and evergreen (from *Educational Outfitters* or *Land's End* only)
- Girl's blouse in long or short sleeve, in white, light blue, pale yellow; piping is acceptable.

2. Sweaters:

- V-neck or cardigan in white, navy, evergreen
- Vest in navy
- Collar is required underneath

3. Sweatshirts:

- Crew neck in white, navy, evergreen
- Zipper front, with or without hood in navy or evergreen
- Collar is required underneath

4. Slacks:

- Slacks or shorts in navy or khaki
- Corduroy is acceptable.
- No jeans styling or cargo pockets are permitted.
- A brown, black, or navy belt is required when slacks or shorts have loops (except for Pre K students).

5. Tennis Shoes:

- Tennis shoes are required daily. Shoes may not leave marks on any flooring surface. Lace-ups or Velcro are required instead of slip-ons.
- Loafers or hiking boots are not acceptable.
- Socks in solid white or solid navy must be visible above the shoe.

6. Additional Items for Girls:

- Culottes in official plaid only (from *Educational Outfitters and Land's End* only)
- Jumper in navy, khaki, official plaid (from *Educational Outfitters and Land's End* only)
- Skirt or skort in navy, khaki, official plaid; no cargo styles
- Polo style dress in navy (from *Educational Outfitters and Land's End* only)
- All items must be no shorter than mid-thigh.
- Tights in white or navy
- Hair bows, ribbons, headbands in white, khaki, navy, evergreen, pale yellow, light blue

Important Notes:

- Shirts must be tucked in at all times.
- Visible brand name labels or logos are not acceptable.
- On assembly and graduation days (when specified), girls should wear a navy or khaki skirt or jumper and a white shirt, and boys should wear navy or khaki slacks and a white shirt.
- Coats may be worn in any color but **only navy or evergreen are permitted for wear inside the building.**

- It is suggested that your child keep a navy or evergreen lightweight sweater or sweatshirt at school.
- Please label all clothing.
- A modestly stocked used uniform closet is maintained during the school year and runs on the honor system. Contact the used uniform chairman for information.

If clothing worn by a student is deemed inappropriate by an administrator, one or more of the following actions may result:

- The student will be asked not to wear the particular item (or similar item) to school again.
- The student will be asked to call home and request that a change of clothes be brought to school.
- The student may be asked to bring a note home to be signed and returned.
- The student's parents may be called, and the student provided with appropriate apparel from the uniform closet.

EARLY ARRIVAL/DISMISSAL (Also see “ATTENDANCE”)

ELECTRONIC EQUIPMENT (Also see “CELL PHONES”)

With rare exceptions, students’ personal electronics have no place at school. Students should not bring video and still cameras, cell phones, tape or CD players, MP3 players, Ipods, Game Boys, or **ANY** other electronic equipment to school. School administrators 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.

Students commuting on the Bright School bus from Dalton may use personal electronics for entertainment purposes while in transit but such devices will be left in secure storage aboard the bus during the school day.

When personal calculators are allowed, they should be cleared of all games, etc., prior to their use at school. Palm Pilots and laptop computers may be used for the express purpose of academics, although personal electronics of this type are not recommended for use at school. The protection from the damage or loss of this expensive equipment is the responsibility of the student. (See *Personal Property*.)

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, it will be the responsibility of the Assistant Head or designated alternate to decide on the course of action appropriate to the situation.

Bright School has a comprehensive emergency plan. The plan covers any foreseeable emergency. To read this plan, see the Business Manager. Each teacher has his/her own copy of the plan.

- **Accidents/Injuries:** All parents must complete an emergency information and authorization for emergency medical treatment form. The various Administrators and office personnel, along with designated faculty members and the school nurse when she is on call, administer First Aid. 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.

EXTENDED CARE

After school care is offered for the convenience of parents. The Bright School Extended Care program involves age-appropriate activities that are of high interest to the students. Light snacks are provided, and students are given an opportunity to complete their homework assignments while in Extended Care. During the summer months, Extended Care offers a variety of programs to keep students active and engaged in an environment that is familiar and friendly. Students who have not been picked up at afternoon car pool by 3:30 p.m. will automatically be sent to Extended Care and the parents will be billed accordingly.

FIGHTING

Fighting among students will not be tolerated at the Bright School. Students who are involved in physical altercations at school may be subject to immediate suspension or possible dismissal.

FIREARMS, WEAPONS, FIREWORKS, ETC.

Firearms, knives, lighters, fireworks and any other explosive or potentially harmful instruments are strictly forbidden on campus at anytime. 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 or receptionist will alert the classroom teacher so that the student may pick up the items from the office.

HARASSMENT/BULLYING

Bright School seeks to be a community in which every individual is treated with civility, tolerance, and respect. Physical acts of aggression, name calling, making fun of another person, and other acts of degradation are never tolerated. When such actions cause a student to feel intimidated or demeaned, they constitute harassment and/or bullying.

When differences of opinion or misunderstandings occur, it is hoped that these differences will be resolved directly by the individuals involved. When students cannot informally resolve their differences, they are encouraged to seek mediation through their teachers, the Assistant Head, or the guidance counselor. When mediation does not resolve the dispute, procedures are established to achieve formal resolution.

- **Harassment Policy**
 - Harassment or bullying, whether verbal or physical, is hostile, offensive, or intimidating treatment of a student that interferes with that student's ability to learn and to enjoy the full

- benefits of the Bright School experience.
- The school will not tolerate harassment of individuals at any time for any reason. These reasons include, but are not limited to, ethnic background, handicaps, physical characteristics, religion, gender, or race.
 - If a student thinks he or she has been the victim of harassment or bullying, he or she should consult with one of the following: (1) a teacher (2) the Guidance Counselor, or (3) the appropriate Division Head.
 - The resulting action, aimed at preserving a community characterized by tolerance and mutual respect, might include steps ranging from a warning to separation from the school.

HEALTH CONCERNS

Bright School retains the services of a registered nurse who provides advice for injuries and illness that occur during school hours. The nurse does not have set hours, but she is available on call when needed. The School Secretary, Office staff, Assistant Head, and designated teachers take care of minor injuries such as cuts and scrapes, headaches and stomach aches. The office staff personnel also attend to the dispensing of prescription medicine if a medical form is filed with the office. **All prescription medicines must be brought to school in the original containers and checked in with the School Secretary.** They must be clearly marked with the child's name and carry specific physician's instructions for dispensing.

Although inhalers and cough drops may stay with the child in certain cases for self-medicating, the school secretary and the classroom teacher must have a record of them and monitor their use. No medication (including acetaminophen and ibuprofen) will be given to students without parental permission.

Information about special diets or allergies should be provided in written form from the physician who diagnosed the condition, and this information **MUST** to be made available to the office at the beginning of the school year or immediately upon diagnosis.

IMMUNIZATION FORMS

Tennessee State law requires that every student provide the school with a certificate of immunization on the Tennessee "green form". New students cannot be allowed to attend Bright School until this form, signed by a physician, is on file at the school.

INSURANCE

Bright School carries a basic 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.

KILBRIDE ENRICHMENT CENTER

The Center was established in memory of a former Bright School sixth grader, Benjamin Kilbride, who died tragically in 2000. The Center houses the offices of the Enrichment Specialists, as well as the Guidance Counselor's office. The KEC staff work to support the teachers in their efforts to meet the academic and social needs of every student at Bright School.

The KEC staff is charged with the responsibility of facilitating effective teaching and learning through

coaching and mentoring fellow teachers, leading the charge in researching innovative and proven methods of pedagogy, providing models for best practices in remediation and enrichment, student assessment, and delivering direct academic and social support services to students. The KEC staff also directs a variety of extracurricular enrichment programs.

LIBRARY

Students are encouraged to make regular use of the Bright School library which features numerous technological resources as well as a strong book collection for circulation.

The school library is open daily from 7:45 a.m. – 3:00 p.m. Books may be checked out for a two-week period. Students are expected to return library materials promptly. Students may be charged for unreturned books.

The library has a *Birthday Book* program, and for a nominal fee, a student may select a book on his/her birthday to go into the library's collection. The book is inscribed with the student's name and birth date and becomes a legacy gift to the school in the child's honor.

The library is open on a limited schedule during the summer. Please check the school's website for specific hours of operation.

LOST and FOUND

When misplaced items are found around the school, they are deposited in a bin in the short hallway off the concourse in front of the Spanish classroom. The contents of the bin are displayed on the Concourse on Bright School T-shirt days so that they are clearly visible to students and their parents.

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 once a month 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.

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 voice mail.
- 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 voice mail 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 2:00 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.**

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. Conference appointments for scheduled conference days may be scheduled through the Parent Portal of the school's website.

PARTIES (Also see "BIRTHDAYS")

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 of the boys/all of 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. **Under no circumstances will a limousine be permitted through the car line at dismissal to pick students up for a party.** Parents are also strongly encouraged to hold all parties on weekends and not on school nights.

PERSONAL PROPERTY

Students are NOT to bring toys, trading cards, Game Boys, radios, CD players, MP3 players, Ipods, cameras, or cell phones to school. 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.

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.)

PRESCRIPTION DRUGS & MEDICATION (See "HEALTH CONCERNS")

RE-ENROLLMENT

Re-enrollment contracts go out to parents between the last week of January and the first week of February each year. They are to be returned by the first week of March in order to reserve the child's spot for the next school year.

When a student is experiencing significant academic, social and/or behavioral difficulty beyond the scope of our resources, a review will be conducted to determine whether continuation at the Bright School serves the best educational interests of the child. In such cases, the re-enrollment contract will be held until the determination is made. Re-enrollment contracts will also be held in the case of any family with a delinquent account unless specific arrangements have been made with the Business Office.

SNACKS

Nutritious snacks are provided each day by the cafeteria. Neither chewing gum nor candy may be eaten in any of the common areas of the school including the hallways and the Concourse. Chewing gum is allowed only at the discretion of and with the express permission from the classroom teacher and for use only at that particular time. While it is understood that chewing gum may assist some students with focusing, it is never allowed outside of the classroom.

SNOW DAYS/DELAYED OPENING

Bright School does not necessarily follow the Hamilton County Public Schools' closings or delays during inclement weather. Information stating whether school will be open, closed, or run on a delayed schedule will be released to the major radio and TV stations and may be obtained by calling **267-8546** and listening to the recorded voice mail update. This information will also be available on the school's website. 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.

SEPARATION FROM SCHOOL

The school reserves the unconditional right to suspend, expel or ask not to return, any student at any time for consistent or persistent breach of normal school protocol, including academics, behavior or attitude, or if the parents' relationship with the school becomes uncooperative or adversarial, or for the parents' failure to meet financial obligations to the school.

TEACHER REQUESTS

Parents may not request a specific teacher for their child. Pertinent information from the parents submitted in writing to the Assistant Head 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.

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.

TOBACCO

The Bright School campus is a non-smoking environment.

TOYS, MONEY, VALUABLES (See "PERSONAL PROPERTY")

VISITORS

All visitors and parents must sign in at the receptionist's desk (or the office) and receive and display a visitor badge. All student visitations must be prearranged through the office. Under no circumstances should any visitor, including parents and volunteers, proceed to any classroom without authorization from the school office.

Section III

ACADEMIC POLICIES and PROCEDURES

BOOKS, TEXTS and WORKBOOKS

Students are issued books by the homeroom teacher. An appropriate fee will be charged for any textbook lost or damaged beyond normal use.

CURRICULUM

The personal interaction between teachers and students is the most important element of Bright School. Sensitive, dedicated and professional teachers guide and challenge our students throughout their elementary years.

The curriculum is designed to provide the children with a balance of cognitive, affective and psychomotor learning to help them develop to their fullest potential. In our structured program, readiness activities are followed by formal instruction in a variety of subjects that involve the basics of reading, writing and computing.

Additional subjects include social studies, science, Spanish, computer, art, shop, library, music, physical education, and health. Field trips to nearby points of educational interest round out the School's enrichment program along with drama exposure through school plays, intra-mural sports, and after-school enrichment opportunities, and paid programming.

Bright School prides itself in providing a child-centered education for all students. Inter-disciplinary units of inquiry that are relevant, authentic, and developmentally appropriate engage students at each grade level.

The goal of our instructional program is to create students who are natural inquirers, open-minded and critical thinkers, principled and knowledgeable citizens, caring individuals, reflective and clear communicators, calculated risk-takers, and well-balanced members of a global society.

EDUCATIONAL RECORDS

A student's educational records are strictly confidential and are available to staff only on a "need-to-know" basis. If the custodial parents(s) wishes copies sent elsewhere, written notification must be sent to the School Office.

EDUCATIONAL TESTING

If a student is referred to any outside agency or professional for academic evaluation, testing, tutoring, etc., 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. 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.

FIELD TRIPS

Field trips are an important part of the curriculum and are appropriate to the student's interest and studies. For trips, parents will be billed as appropriate.

HOMEWORK

The School feels a serious obligation to teach children effective work habits and to motivate them to improve academic skills. To reinforce this, regular homework will be assigned in grades 1-5. The length of the assignment varies according to the grade. The approximate time should be as follows.

Grades 1-2	30 – 40 minutes
Grades 3-4	40 – 50 minutes
Grade 5	50 – 60 minutes

As a general rule, if a student spends much more time than this on homework, it is appropriate to contact the teacher(s) with your specific concern.

We encourage children to take pride in all their work, both homework and class work. A positive parental attitude can make the difference between success and failure of the homework program.

PROMOTION/RETENTION

A student will normally be promoted if the year averages are S, P, or above 70. Approved tutorial work will be recommended or required for second semester or year average of N or U. If a student was recommended or required to have summer tutorial work, a summary evaluation of progress must be submitted to the Assistant Head prior to the beginning of the academic year. This evaluation should include the name of the person tutoring or the program attended, number of and length of sessions, focus areas, materials utilized, strengths and weaknesses noted, recommendations and/or suggestions.

In grades Pre K – 2, the Assistant Head in consultation with the classroom teacher and the KEC staff shall determine promotion. The academic team will look at the whole child rather than rely only on test score cut-offs or mastery of a stated grade level curriculum objective. Many factors including the child's age and physical development, his or her ability to do independent work appropriate to the grade level, relationships with peers, etc. will be taken into consideration. In Pre K and Kindergarten, the child's perceptual and motor skills will also be factors to be considered.

Bright School attempts to keep families fully informed about the possibility of a child's repeating a year. Teachers are asked to submit the names of children whose difficulties seem sufficient to endanger progress to the next grade level. The teachers meet with the KEC staff and the Assistant Head to determine the reasons for concern. Interventions are put in place and the student's progress is closely monitored. This information is discussed in a conference with parents in early January. 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 retains the right to make the final decision.

REPORT CARDS and GRADING

There are four marking periods in the academic year, each approximately nine weeks in length. Formal conferences are held with parents twice a year, and report cards are sent home via secure e-mail at the end of each quarter. The following grading scales are utilized for reporting student achievement:

- **Fourth and Fifth Grades:**

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

90 - 100	A
80 - 89	B
70 - 79	C
69 - 70	D

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:

- **5 – Above Expectations**
 - **4 – Satisfactory**
 - **3 – Making Progress**
 - **2 – Needs Improvement**
 - **1 – Unsatisfactory**
- **First through Third Grades:**
In the primary grades, students' progress is reported utilizing the following scale:
 - **G – Above Expectations**
 - **S – Satisfactory**
 - **P – Making Progress**
 - **N – Not Meeting Expectations**
 - **NE – Not Evaluated At This Time**

Effort and Social Growth grades are reported using the same numerical (1 – 5) scale as for the upper classes.

- **Kindergarten:**
Kindergarten utilizes a developmental skills checklist to report student progress
- **Prekindergarten:**
Progress reports are issued twice yearly, at the end of the second and fourth quarters.
- **Bright Start:**
Students do not receive any form of report card.

TUTORING

Parents are encouraged to initiate independent tutoring only after thorough consultation with teachers and administrators. It is **essential** that parents notify the school if their child is being tutored. Students may meet with instructors for extra help at a time amenable to both. Should a child require special tutoring or significant

remediation, parents will be consulted as a matter of routine protocol.

STANDARDIZED TESTING (Grades 1-5)

Standardized testing is an important part of every school's record of student assessment and evaluation. Bright School uses the Comprehensive Testing Program published by the Educational Records Bureau. ERBs are administered in the spring of every year, and the dates are announced a year in advance. Please do not schedule appointments or trips during this time. Students who are absent during ERBs will not be allowed to make up the tests without a physician's note. The information that we gather from this assessment is vital piece of every student's portfolio of permanent academic records.

Section IV

A GLOSSARY OF BRIGHT SCHOOL TERMS

BONANZA: Annual school fall festival exclusively for Bright School families

BRIGHT SCHOOL LUNCH: Traditional lunch of ground beef, mashed potatoes and gravy, green beans, and a roll

BRIGHT START: The early Pre-K program initiated in 2007-8

BUDDIES: At the beginning of the school year, fourth grade mentors are assigned to first graders, and 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 field days are arranged for “buddies” to have fun time together.

BUDDY: A black lab belonging to the Headmaster’s family; also known as the Bright School mascot.

CLUSTERS: Multi-level after school enrichment activities generated by student interest and facilitated by a faculty member with the aid of expertise from parents or other volunteers

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 prekindergarten and kindergarten grade Levels.

FAMILIES: Every student from Pre K through fifth grade is assigned to the “family” of a teacher, administrator or staff member at Bright School. “Families” meet once a month for a structured fun activity and to get to know each other better. Every “family” is comprised of students across grade levels.

HANDBELL ROOM: The practice room for handbells located on the second floor off Miss Bright’s apartment.

MISS BRIGHT’S APARTMENT: Built in 1963 for Miss Bright, it was never actually occupied as a residence; today, it houses the teachers’ workroom, storage, and the “treehouse” office.

MULTI-PURPOSE ROOM: The 2,000 square foot open room in the Early Childhood Center, commonly used for meetings, displays and student performances.

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

KEC: The Kilbride Enrichment Center

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.

OUTDOOR CLASSROOM: An open-sided structure built in 2007 adjacent to the Kilbride Center and used for both classes and special receptions.

“P.A.”: Parents’ Association; every parent is automatically a member. The PA provides volunteer and financial assistance for a variety of important school programs.

PARLOR: Waiting area to the left of the foyer of the main building; also used for small meetings during the day and after school.

PEEPLS PAVILION: The official name for the outdoor classroom and gardens made possible through the generosity of the Peeples family.

THE PICNIC: Annual family picnic and outing historically held at Warner Park in May; Heavily steeped in tradition, the picnic dates back to 1913, the inaugural year of the school.

SALLY FOSTER: Annual school fundraiser; proceeds benefit school improvements and projects.

TREEHOUSE: Presently the office of Mrs. Jackson, the KEC Enrichment Specialist; located up the stairs off the foyer of the main building; often a meeting place for after-school activities

Section V

APPENDIX

Bright School Technology Responsible Use Policy (Grades K-2)

Bright School Technology Responsible Use Policy (Grades 3-5)

Bright School Responsible Use Policy for Grades K-2

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, software, and the Internet.

.....

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

1. I promise to use the computer carefully.
2. I promise to only work on the programs or web pages that my teacher tells me to use.
3. I promise to ask for help if I don't know what to do.
4. 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 that blocks the majority of inappropriate sites.*
5. I promise never to use the computer to be hurtful to others.
6. I promise to print only when my teacher tells me to.
7. 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.
8. I promise never to draw pictures or write words using the computer that I would not want my parents or teacher to see.
9. I promise not to give out my personal information, such as my full name, address, telephone number, school address, or send a picture of myself without my teacher or parent's approval.
10. 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.
11. I promise if I receive any messages on the computer that are mean or make me feel uncomfortable, I will tell my teacher immediately.

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: _____

Bright School Responsible Use Policy for Grades 3-5

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, 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 that blocks the majority of inappropriate sites.*
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 the 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 file or my own folder on the student 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, 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.

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: _____

